

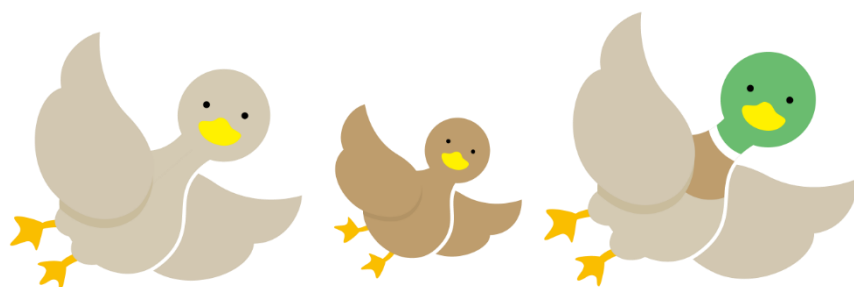
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# Chapter 1

## Before Coming to Japan



# 1 Before Coming to Japan

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

You will learn all about what to do before you leave your home country and what to do on your arrival at the airport.

## 1-1 Welcome to Keio University SFC!



SFC (Keio University Shonan Fujisawa Campus)

Keio University has a proud history as Japan's first private institution of higher learning. In 1858, renowned scholar Yukichi Fukuzawa opened a school for Dutch learning in Edo (present-day Tokyo), then shifted to focusing on English.

SFC is the fifth university campus, opened in 1990 on the north side of Fujisawa City in Kanagawa prefecture.



# 1-2 Welcome to Shonan, Fujisawa!

湘南 (*Shōnan*)

Shonan

## What is Shonan Fujisawa like?

Shonan is the nickname of the region along the coast of Sagami Bay, known as a popular summer resort area with a relaxed atmosphere.

藤沢市 (*Fujisawa-shi*)

Fujisawa-city

Blessed with a natural environment, Fujisawa-city is conveniently located only 50 minutes from Tokyo.

The climate is rather warm, with little snow (it snows once or twice a year), and its temperatures vary 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

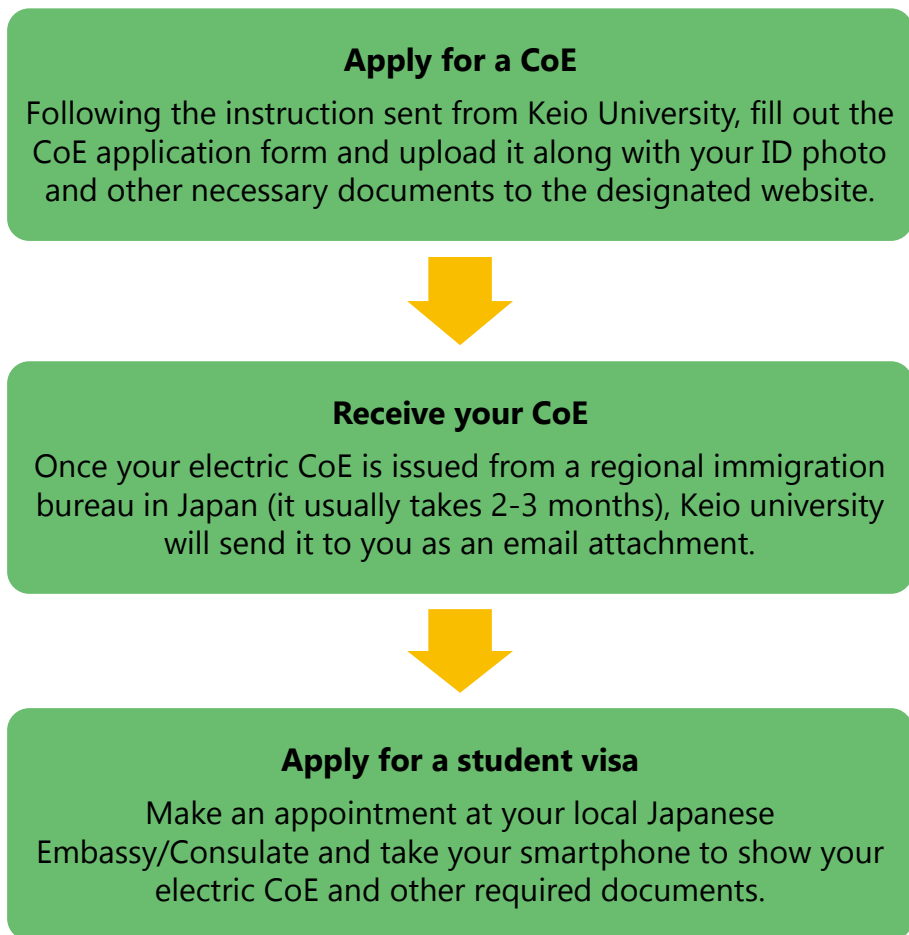
# 1-3 Visa

## CoE (Certificate of Eligibility)

All foreign nationals entering and staying in Japan are given a status of residence at their port of entry. International students are expected to have a status of residence as "Student". If you do not have the appropriate status of residence, you may not be able to enroll.

To apply for a student visa, it is required to obtain a Certificate of Eligibility [CoE]. It is **a digital document** that certifies that you are an eligible person to enter Japan as a student. Keio University will apply for the CoE on behalf of international students residing outside Japan.

## Procedure



\*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/visa6.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)

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

## To obtain a permit for a part-time job

Students who hold a "Student" status of residence are allowed to stay in Japan only for study and research purposes. Therefore, you are not allowed to work. If you wish to engage in secondary activities aside from your studies, such as a part-time job, you must apply for "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*)

With this work permission, students are allowed to work for up to 28 hours a week (up to 8 hours a day during the summer, winter and spring break) as long as the work is not deemed to be socially immoral.

### How to apply

You will receive the application form for this permit together with your digital CoE by email from our Admission Office.

Fill out the application form and submit it at Immigration at your port of entry upon arrival in Japan. Permission to engage in an activity other than that permitted under the status of residence will be given at the airport accordingly.

### Bringing your family to Japan

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



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

# 1-4 Money

Japan is predominantly a cash-based society especially in rural areas.

We recommend you bring the equivalent of ~300,000 JPY in cash with you even if you are a scholarship student as scholarship payment usually takes 4 to 6 weeks to start.

## Currency

The currency in Japan is the yen (円, *en*) and is denoted with the symbol ¥.

Bills come in 1,000 yen, 2,000 yen (rare), 5,000 yen and 10,000 yen denominations. Coins come in 1 yen, 5 yen, 10 yen, 50 yen, 100 yen and 500 yen denominations.

## Tipping

Tipping is not customary in Japan. In fact, it can be considered rude in many situations. If you leave the money at a restaurant table, they will run after you to return the "forgotten" money.

## Payment methods

### Cash:

We recommend you carry cash in your wallet, around ~3,000JPY for daily life, and ~10,000JPY for your first visiting day.

### IC cards:

An IC card is a prepaid transportation card which can be used on most Japanese public transportation and also at many vending machines, shops and restaurants by simply touching the card on a reader. You can charge them with cash at most of the train stations.

You can obtain an IC card only at a train station with cash. (You don't need to have a bank account or a credit card.) You need to pay 500 JPY as a deposit when you get the card for the first time.

In the Tokyo metropolitan area, the **SUICA card** is the most commonly used IC card.

円 (*en*) Yen

現金 (*genkin*) Cash



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](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

## Credit Cards:

If you are going to use your own credit card(s) issued in your home country, please check with the credit card company if the card(s) can be used in Japan.

The most commonly accepted cards are MasterCard, Visa, JCB, and American Express.

In Japan, you may withdraw cash from ATMs using a cash card or credit card issued in your home country. The ATMs are located at convenience stores and post offices, which accept VISA, Mastercard, and several other cards. For more information on the types of cards available and the amounts that can be withdrawn, please refer to the websites as shown on the left.

Some cards may not be accepted even if they are of the same brand. So please make sure that your card can be used for ATM services in Japan beforehand.

## Debit Cards:

A debit card can be difficult to obtain for international students as debit cards are issued through credit card companies such as VISA or MasterCard in combination with your bank.

## Mobile payment Apps (QR Code-based):

You can make payments by scanning the QR code displayed or showing the barcode on your smartphone app to be scanned. Once you get a mobile phone and a bank account, you can install those apps.

# 1-5 Travel Arrangement

## □ **Passport**

Apply for a passport if you haven't got one.

## □ **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**

This is not mandatory, but travel insurance is strongly recommended for the first few weeks until joining the National Health Insurance plan with your residential registration.

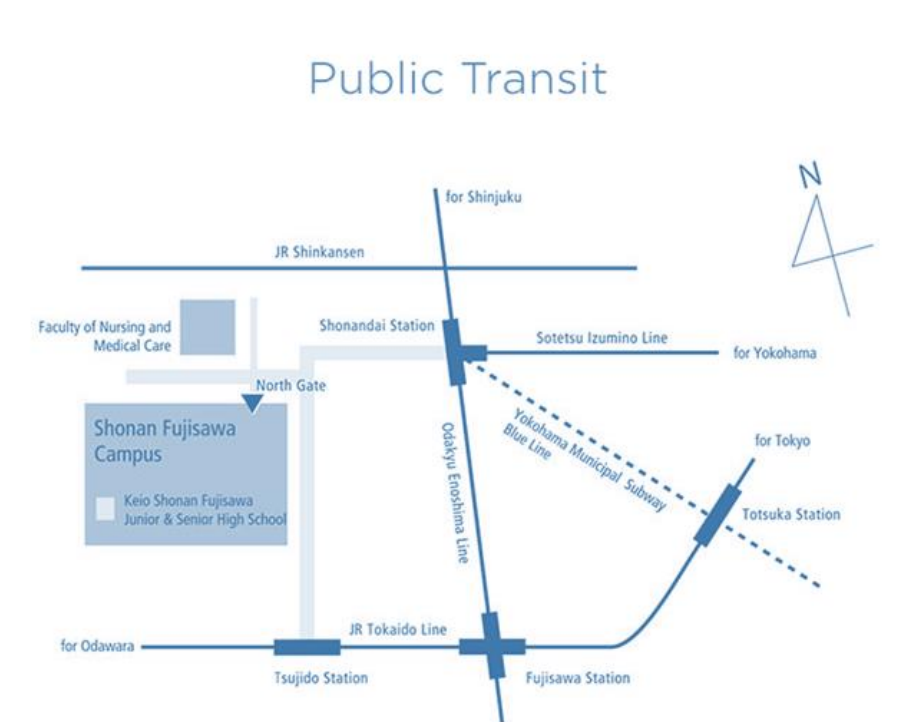
## □ **Trains**

Check access from your port of entry to your final destination.

## Map and Directions to SFC



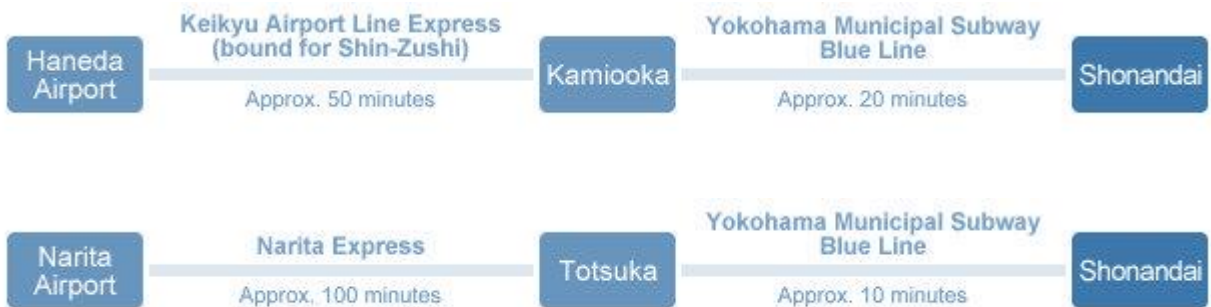
<https://www.sfc.keio.ac.jp/en/maps.html>



## Access from Major Stations



## Access from Airports



Shuttle bus services are also available to most major locations within the Tokyo area. Visit each airport's website for details.

## Access 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. However, we recommend you prepare them while you are in your home country.

Also, please make photocopies of your passport and your visa documents, prepare extra ID photos (4cm X 3cm), and check the contact number for your embassy in Japan.

## Necessary Documents for Financial Aid

Prepare documents to certify the income of your parent(s)/spouse and financial supporters.

- Documents for all of your supporters, including your parent(s)/ spouse. If your parent(s)/spouse do not earn any income, please state it in the Financial Supporter Report (prescribed form).
- If your parent(s) (or spouse) or financial supporters reside outside of Japan, they should submit a copy of documents that certify their income. An English or Japanese translation must be attached to the documents written in other languages than mentioned above. You can also write English or Japanese translations directly onto the documents (the name of the document, year, amount of income, income period, name of the recipient and date of issuance must be translated).

Please refer to the Keio University International Center's webpage as on the left for spouse all the required documents and guidelines for 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

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

Ministry of Health,  
Labour and Welfare



<https://www.mhlw.go.jp/english/policy/health-medical/pharmaceuticals/01.html>

## Visit your doctor

We advise you to visit a doctor for a physical examination before coming to Japan. Bring along a copy of your medical records in English in case of an emergency or if you are suffering from a chronic illness.

## Prescription medications

The importing of medicines from overseas is subject to control by the Pharmaceutical Affairs Law and the Customs Law to prevent health hazards caused by defective products.

You can bring your personal medicines into Japan once certain procedures are completed. When bringing your personal medicines into Japan, you have to apply for an **"Import Confirmation Application Form"** ("*Yunyu Kakunin-sho*" in Japanese/輸入確認書), and receive it before you leave your home country, and declare it to the officer at customs.

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

You can find the **"Q & A form"** 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, inconvenient to purchase, or difficult to be mailed internationally, so you may wish to bring particular items with you from your home country.

## **Recommendations include:**

### Clothes:

Temperatures in the Kanto region can range from about 10°F (around 1~2°C) in the winter to 100°F (around 35°C) in the summer. For this reason, a wide range of clothing sufficient for the entire year is necessary.

Do not forget to pack formal clothes like black suits which are suitable for ceremonial occasions.

If you prefer larger-sized clothing, we advise that you bring them from your home country as it is not easy to obtain those sizes in Japan. Japanese "L" size is maybe a "M" size in some countries.

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

\*Recently, more varieties of sizes are available online.

### Over-the-counter medicines:

Some over-the-counter medicines (OTC), an equivalent amount of vitamins and contact lenses for a two-month (60 day) supply are allowed to be carried into Japan.

### Back-up glasses/contact lenses

You can buy both of these items in Japan, but you need to visit a doctor to get a prescription to purchase contact lenses. Back-up lenses will be useful for emergencies.

Also refer to **2-6**



US PLUG(100-110V)

### Electric adaptors and voltage converters

Japan operates on a 100V supply voltage at 50/60 Hz. The socket type is Type A (two-pronged like the U.S).

### SIM / Wi-fi router

As Japan does not have many free Wi-fi spots, you will need to make a contract with a phone company once you are settled in Japan. Until then, you can use a short-term pre-paid SIM or a portable Wi-fi router. You can pick one up at the airport on 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

## Inform yourself about Japan

Take some time to better familiarize yourself with Japan. Knowing your soon-to-be home's culture, history, geography, economy, government, etc. can improve your experience in Japan and your time spent in the country will be more rewarding. Talk to others who have been to Japan and seek opportunities to watch movies and read more about the country and its culture.

It is recommended you learn basic Japanese greetings and the two main written scripts (hiragana and katakana). It will make your life in Japan much easier. (reading menus, etc.). Note that not many people can speak English well especially outside of Tokyo.

Please review the beginner's Japanese learning webpages of the Japan Foundation.

Also make sure to familiarize yourself with all the admission guide information 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-ip.digital.go.jp/en/howto/>

## Visit Japan Web

**Visit Japan Web** is a web service that visitors (including Japanese and foreigners who have reentry permits) can use for immigration and customs procedures in order to enter Japan.

Using this service, customs declarations and registration of foreign immigration records can be done in advance.

## 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.

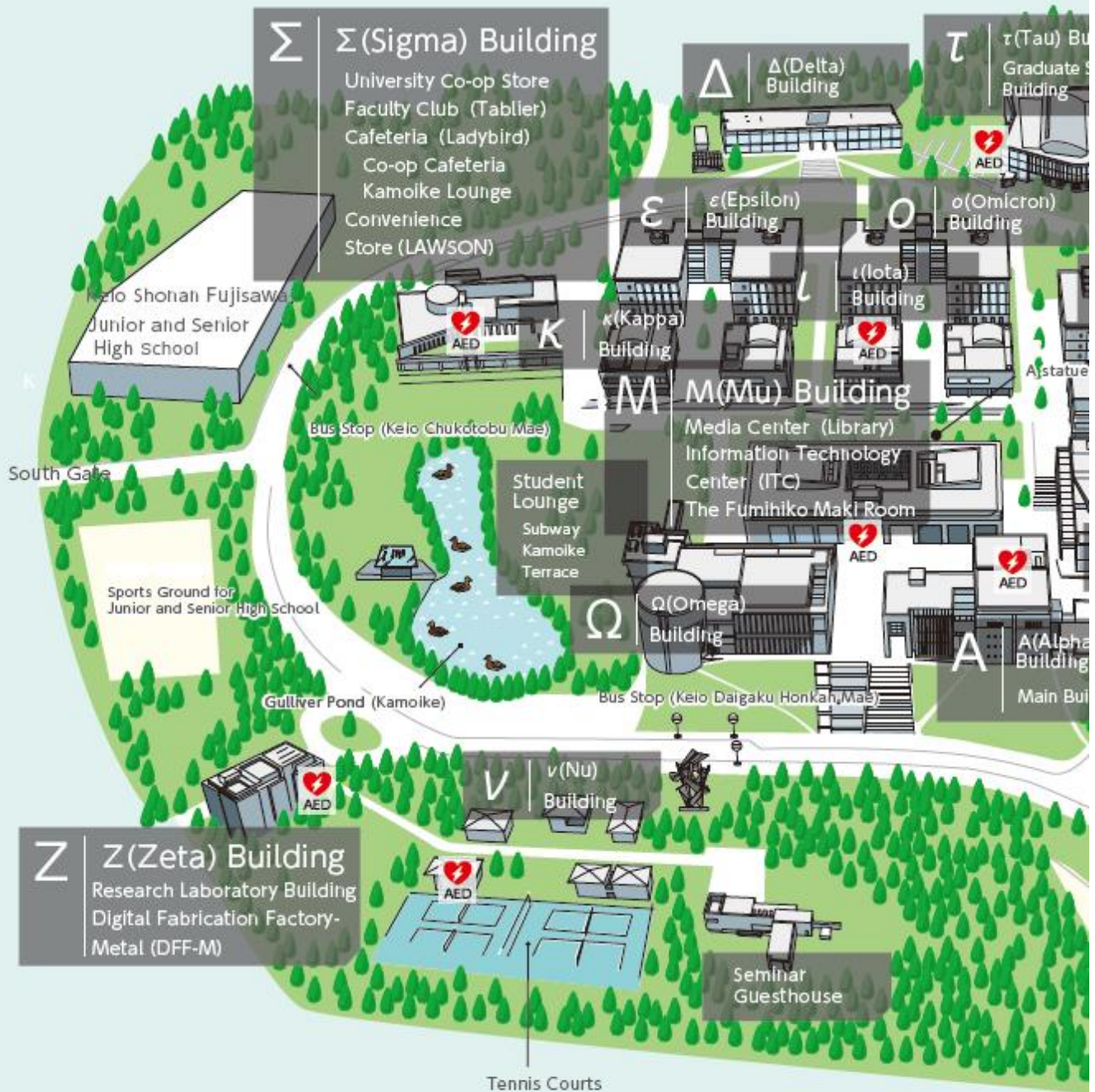
## 1-11 Delivery Service

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.

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 these on a daily basis. The university will not be liable for any damage or disadvantages caused by having overlooked announcements.

In addition, you will need to use specific websites to register for courses or participate in classes; you may also be required to use some websites when carrying out other procedures or making applications.

For details on functions and usage protocols for respective websites and email services, please refer to the relevant user guide or manual in advance.

### K-Support



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

### Keio University Students Website



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

### Keio International Center



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

### (1) K-Support

K-Support is a portal site intended for current students at Keio University. You can check news items and messages addressed to you and make various applications and inquiries. Links to various web applications are also integrated in the portal.

Keio ID/password required.

### (2) Keio University Student Website

This is the portal site for current Keio University students and is called the "Jukusei site". You can find information and the latest news for all campuses, links to all the following websites, and an FAQ page with answers to all kinds of questions regarding your academic and student life.

### (3) International Center Website

This is a website for international students at Keio University. Please check this page for the latest information on scholarships, the procedure to enter Japan, etc.

#### **(4) K-LMS(Canvas LMS)**

K-LMS is a system focused on providing academic support. 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 may be sent to your keio.jp email address (@keio.jp), so please check your email regularly.

In addition, please use your keio.jp email address when contacting faculty members or university offices via email. The faculty member or university office may not be able to respond if you contact them from another email address.

### **Guidebooks**

#### **SFC GUIDE 2025**

This annual guidebook covers rules and regulations, the academic calendar, course registration, curriculum and requirements, the SFC facilities guide, etc.

#### **SFC GUIDE 2025**



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

# 1-14 Academic Calendar

## AY2025 Spring Semester Academic Calendar (as of November 22, 2024)

### Academic Calendar for Keio Students



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

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.
Start Date of Spring Semester Classes	Apr. 8
Health Checkup	Apr. 2 - Apr. 8
Keio Foundation Day	Apr. 23
National Holiday (classes held)	Apr. 29
National Holiday (classes held)	Jul. 21
Spring Semester-end Exams	Jul. 23 – Jul. 30
Summer Break	Jul. 31 – Sep. 21
Spring Semester Makeup Exams	Aug. 6, Aug. 7
Commencement Ceremony (Undergraduate and Graduate)	Sep. 19

### SFC Class Calendar



[https://www.sfc.keio.ac.jp/en/docs/2025\\_classcalendar\\_en.pdf](https://www.sfc.keio.ac.jp/en/docs/2025_classcalendar_en.pdf)

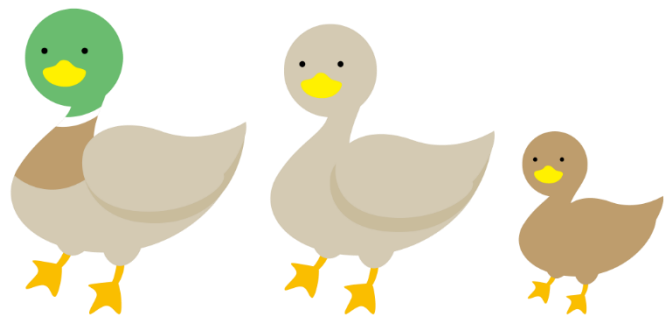
## AY2025 Fall Semester Academic Calendar (as of November 22, 2024)

September Entrance Ceremony (Undergraduate and Graduate)	Sep. 22
Orientation (Undergraduates)	Sep. 16 - Sep. 30
Orientation (Graduates)	Sep. 24 - Sep. 30
Fall Semester Course Registration	End Sep. - Early Oct.
Start Date of Fall Semester Classes	Oct. 1
National Holiday (classes held)	Oct. 13
National Holiday (classes held)	Nov. 3
No Classes Due to Mita Festival	Nov. 19 (PM) - Nov. 25
Winter Break	Dec. 27- Jan. 3
Classes Start	Jan. 5
Anniversary of Yukichi Fukuzawa's BD	Jan. 10
Fall Semester-end Exams	Jan. 26 - Feb. 2
Fall Semester Makeup Exams	Feb. 6, Feb. 9 (Tentative)
Commencement Ceremony (Undergraduates and Graduates)	Mar. 23

Depending on how the situation unfolds in the future, it may become necessary to make changes to the calendar.

# Chapter 2

## Housing



## 2 Housing

There are three common choices for accommodation for international students – dormitories, apartments, and shared houses. In this chapter, you will learn about those three types of accommodations and gain knowledge about the Japanese housing system.

### 2-1 Keio University Dormitories

Keio University is expanding its student dormitories to provide more active support to students from outside of the Kanto area and overseas in terms of enrollment and support for students living in the dormitories.

There are two student dormitories near SFC: **Shonan Fujisawa International Dormitory (SID)** and **H Village**.

#### Shonan Fujisawa International Dormitory



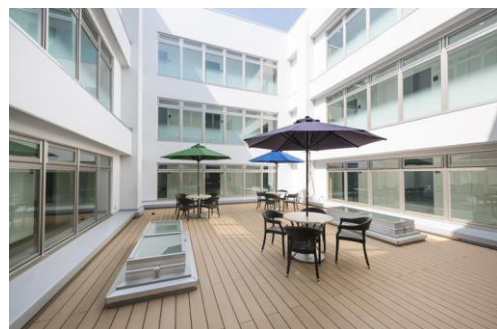
<https://www.n-jisho.co.jp/shonanfujisawa/>

\*Japanese language only

#### Shonan Fujisawa International Dormitory (SID)

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

Opened in 2021. This is the first dormitory for the exclusive use of Keio students at Shonan Fujisawa Campus. A mixed dormitory with morning and evening meals provided and plenty of space for students to interact with each other.



## H (eta) Village

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

Five students, including both domestic and international, will be placed in one unit, fostering global exchange among students with diverse values who come from all over Japan and the world as they study and live together.

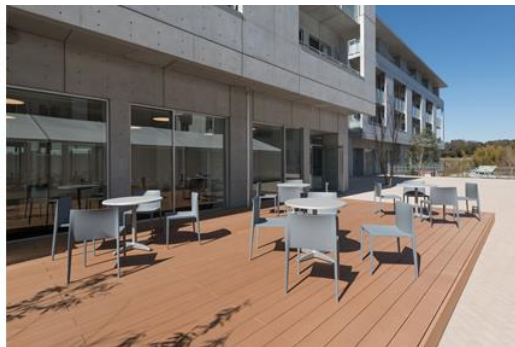
The building consists of a common building and four residential buildings, with 1 for men only and 1 for women only, and the other 2 for both men and women, to meet the diverse needs of the students.

This international student dormitory will put into practice the new lifestyle of "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 left.

\* Depending on the availability of rooms, dormitories that for can be limited.

## Period of Residence

The period of a contract is half a year or one year. Note, however, that the contract is renewable for up to four years for undergraduate students (up to two/three years for graduate students) upon passing the screening conducted by the university each year. (For Shonan Fujisawa International Dormitory, up to two academic years for every student.)

## Inquiries

**Nishimatsu-Jisho Co., Ltd.** Yokohama Branch (Nishimatsu Construction Co., Ltd. Group)  
Tel: 0120-533-669  
Business Hours: 8:30-17:30  
(except for weekends and national holidays)

**Keio University Shonan Fujisawa Campus, Student Life Section**  
Email: [sfc-housing@adst.keio.ac.jp](mailto:sfc-housing@adst.keio.ac.jp)  
Office Hours: 9:15-16:50 (except for weekends, national holidays, summer break, and year-end/New-Years holidays)

## 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 <b>H Village</b> (within SFC)
11 <b>Shonan Fujisawa International Dormitory</b> (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\\_bos\\_hu.html](https://www.ic.keio.ac.jp/en/life/housing/ryu_bos_hu.html)



## 2-2 Local Student Dormitory



### Dormy Shonan Fujisawa 2

#### Student Dormitory Guide 2025



[https://www.students.keio.ac.jp/sfc/life/files/EN\\_Kyoritsu.pdf](https://www.students.keio.ac.jp/sfc/life/files/EN_Kyoritsu.pdf)

(Pages10~)

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

Around Shonandai area

#### Dormy Shonan Fujisawa

#### Dormy Shonan Fujisawa 2

#### Dormy Shonandai

#### Dormy Shonandai Lei (women only)

There are lots of Dormy dormitories near other Keio University campuses in various towns.

#### Application Method

Please contact Kyoritsu Maintenance Co. Ltd.

Applications to enter any of the dormitories are handled on a first-come-first-served basis. Applications will not be accepted when the dormitory does not have vacancy.

#### Contact: Kyoritsu Maintenance Co. Ltd.



int@gakuseikaikan.com



03-5295-7889

## 2-3 Private Apartments

### Apartments

To rent apartments, you will need to go through a lengthy process with a real estate company by yourself. Also, most rooms are not furnished.

Though, if you are looking for accommodation with complete privacy and an independent lifestyle, this might be a good choice for you.

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

### Basic Knowledge of How to Rent an Apartment

Renting Japanese apartments has some unique systems. Please learn the following knowledge and housing terminology before contacting a real estate company.

#### Initial Costs

In addition to monthly rent, the following fees will be required to be paid upon initiation of the lease.

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

In total, you might need to prepare at least six months' rent upfront to get settled into an apartment in the first place.

The rent market price of the monthly rent fee for a student-size-apartment in the SFC area is approximately ~70,000 JPY

#### House Terminology

敷金 (*Shiki-kin*)

rental deposit

礼金 (*Rei-kin*)

gratuity money/key money

**TIPS**...It will be useful to take photos of your room before moving in. They will be proofs of whether damages to the room were made by you or not, to get more of your *shikikin* back 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 conditions for a joint guarantor:

- Age 20 or older and under 65
- A relative of the policyholder (within the third degree of kinship)
- Have a stable income equal to or greater than the policyholder
- 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 realtors.

The commission fee is approximately 50% of the rent and is paid at the time of signing the contract. The current trend is that 90% of people use rent guarantee companies to obtain guarantees.

### Comprehensive Renter's Insurance



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

### Comprehensive Renter's Insurance by Keio

留学生住宅総合保障制度 (“*Ryuhosho*”)

If a guarantor cannot be found, it is also possible for Keio University to cosign the lease for the period of your study here at Keio University. However, roommates are limited to family members and other international students of Keio. Also, you should not have any history of late rent payment. Depending on the conditions, there are possibilities that your application be rejected. Please note that we do not accept applications from overseas as an interview with the applicant is required in the screening process.

### How to Subscribe to the System



<https://www.students.keio.ac.jp/en/sfc/life/intl-student/files/a1505972040900.pdf>

When signing contracts of any sort in Japan, be sure to **read the contract carefully and understand it fully**. Contracts are legal documents, which should be signed with full understanding. Signing contracts without a complete understanding of the contents may result in unexpected and severe consequences. If you have any trouble understanding the contract, be sure to contact the Student Life section at SFC or ask a Japanese friend who is knowledgeable in that area.

### Contact: Student Life Section at SFC



sl@sfc.keio.ac.jp

## Layout & Measurement Terms

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

- m<sup>2</sup>,
- tsubo (about 3.3m<sup>2</sup>)
- jō (about 1.65m<sup>2</sup>, or 0.5 tsubo)

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

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

It is getting less common, but there are still some apartments that have traditional Japanese-style rooms called *washitsu*, 和室. The floor is covered with *tatami* mats (woven straw) and usually comes with sliding doors, called *fusuma*, made of wooden frames and thick, opaque paper.

## House Terminology

坪(*tsubo*)

measurement unit  
3.3 m<sup>2</sup>

畳(*jō*)

measurement unit  
1.65 m<sup>2</sup>

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\\_for\\_housing.xlsx](https://www.students.keio.ac.jp/en/sfc/life/intl-student/files/Request_for_housing.xlsx)

**Contact: Student Life Section at SFC**



[sfc-housing@sfc.keio.ac.jp](mailto:sfc-housing@sfc.keio.ac.jp)

### What to Bring When Visiting a Realtor

- Passport
- Residence Card
- Guarantor Form

### Request Form for Housing Referral

If you want to obtain apartment information from the realtors listed below, please download "The Request Form for Housing Referral". After filling in, please send it to the **SFC Student Life section** via email. They will forward your request form to all the realtors below, and you will be contacted by the realtors directly if there are apartments that satisfy your specifications. Of course, you may also contact the realtors directly.

### List of Realtors Located near Shonandai Station

- **Housemate** – Shonandai branch  
<https://shop.housemate-navi.jp/shop/59>  
E-mail: [s-syonandai@housemate.co.jp](mailto:s-syonandai@housemate.co.jp)
- **Mini Mini** – Shonandai branch  
<https://minimini.jp/shop/10016/shonandai/index.html>  
E-mail: [shonandai@minimini.jp](mailto:shonandai@minimini.jp)
- **Leopalace21**(English website)  
<https://en.leopalace21.com/en>
- **Able** (English/Chinese website)  
<https://www.able.co.jp/international/>

Please note that it can take up to one week until you can move into your new apartment.

You cannot share your apartment with another person without approval from the real estate agency.

## 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 high deposits, 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.

### Management Companies for Shared Residence

#### Tokyo Share house



<https://tokyosharehouse.com/eng/>

#### Oakhouse



<https://www.oakhouse.jp/eng/>

#### Sakura House



<https://www.sakura-house.com>

## 2-5 Pros and Cons of Each Type of Accommodation

Please inform yourself of all the housing possibilities and choose our accommodation wisely.

Accommodation	Pros	Cons
Dormitories	<ul style="list-style-type: none"> <li>• Furnished</li> <li>• More chances to make student friends</li> <li>• Safety</li> <li>• Internet/gas/water/electricity included</li> </ul>	<ul style="list-style-type: none"> <li>• Limited number of rooms</li> <li>• Limited period of staying</li> <li>• Rules</li> <li>• Less Privacy</li> <li>• Some dormitories require upfront fees</li> </ul>
Apartments	<ul style="list-style-type: none"> <li>• Privacy</li> <li>• Independent lifestyle</li> </ul>	<ul style="list-style-type: none"> <li>• Expensive upfront fees</li> <li>• Need a guarantor</li> <li>• Unfurnished</li> </ul>
Shared Houses	<ul style="list-style-type: none"> <li>• Lower expenses</li> <li>• Furnished</li> <li>• More chances to make variety of friends</li> </ul>	<ul style="list-style-type: none"> <li>• Noise issues (there are non-students' tenants)</li> <li>• Less privacy</li> </ul>

## 2-6 Gas, Water, and Electricity

The first thing you need to do is to find out if you are responsible for paying your own utility bills. Some landlords pay the utilities themselves and include the cost in the rent. In that case, you should find everything working when you move into your apartment. If they do not, you will need to contact the utility services and pay the bills yourself.

### Gas

There are two common types of gas used in Japan. One is natural gas (city gas or 都市ガス, *toshi gas*), and the other is propane gas (LP gas). When you move into a new place, find out which type of gas is used and call the gas company (you should get the information from your realtor). At the scheduled time, the gas company will send an employee who will check and then activate your gas lines, for which you must be present. If you live in Fujisawa City, city gas (*toshi gas*) is provided by Tokyo Gas Co., Ltd.

Please keep in mind that not using gas properly is very dangerous. If you notice the smell of gas, turn off the heat and open the windows. Please call the gas company immediately on the exclusive phone number to report gas leakages.

### Water

You will have a water service the moment you move in, but you will have to call the local water company to open a billing account.

Contact your local water company office when you start using the water and if there is any trouble with the service, you must notify them of the date when you wish to start using the water. Your realtor will give you the corresponding telephone number or you can call the number written on the right column.

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 0466-26-0111** (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. The major one in your area would probably be 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, it's near the door). Turn all the switches on the breaker board to "ON" and confirm whether the electricity is being supplied to your room or not. Once confirmed, contact your local electricity company to notify them your name, address, date of occupancy, and customer number, which is usually written on the envelope placed near the breaker or the meter. In some cases, there is a small card somewhere near the breaker. Fill it out with the required information and mail it back to your regional power company (the card will usually be pre-addressed). This will allow the power company to establish an account in your name and bill you monthly for the electricity.



**How to reset the circuit breaker...** Turn all the switches on the breaker board to "ON".

If a circuit shorts or you use more electricity than the electrical capacity of your residence, the circuit breaker will trip and your electricity supply will be cut automatically. If this happens, reduce the number of electrical appliances you are using before resetting the circuit breaker. Find out the electrical capacity of your residence and try not to use too much electricity at once. In case of emergency or difficulties, call the electricity company using the phone number written on your electricity bill. Make sure to keep your bills and receipts for reference.

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

### Note on Paying Bills

After receiving a calculation notice, the electricity, gas, and water bills will be sent to your home. You can pay them and other fees at convenience stores, banks, and post offices. Hand the clerk your bill and the amount due in cash and your payment will be processed. Please note that if you are behind in your utility payments, the service may be discontinued.

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.

To stop your utility services when you are planning to leave or elsewhere in Japan, notify each of the companies at least one month before you move out of your accommodation. The electric and gas companies will send staff to shut off your service and issue your final bill. The water company will send your final bill and close your account.

## 2-7 Phone Service

Some banks, such as Japan Post Bank, it is now possible to open an account using only a mobile phone number without a landline number, as accounts can be opened using an app. If you wish to install a phone in your home, contact the local NTT office or other phone company.

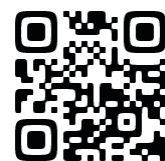
For more details about **Smartphone Contract**, please refer to 4-3



US PLUG(100-110V)

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

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](http://Wi-FiRental.com)

Mobile Wifi

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 the internet at home, lots of students get a high-speed broadband connection.

Fiber-to-the-home (FTTH or Fiber Optics) offers fast connection and it is the most popular choice for home internet connections.

The line installation may take a long time if your apartment has not been physically connected yet.

Please note that cabling and ISP are separate providers in Japan. You 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 of all, it is important to know that most accommodations in Japan will come unfurnished. Even though there is usually already a small kitchen unit in most apartments, you may need to buy everything from light bulbs and curtains to your own desk, chair and bed. Furnishing an apartment can be difficult at first for this reason, especially for those coming to Japan for the first time. Moreover, most of the online shops (Amazon, Rakuten, etc.) are either only available in Japanese or only accept credit cards for payments. Please refer to the following list of places to find furniture, from budget to higher-priced, for your new Japanese home.

Here are some stores located near SFC.

### Furniture Chain Stores

The two biggest furniture retailers in Japan are MUJI and IKEA. Both sell cheap, quality furniture that you will have to assemble yourself, as well as bed sheets, pillows, curtains, dishware and more.

The nearest **MUJI** is in Terrace Mall, a shopping mall next to Tsujido Station on the north side. Another one is in **Shonan Fujisawa Opa**, a department building on the south side of Fujisawa station.

There is an **IKEA** store in Kohoku-ward in Yokohama and there is a free shuttle bus between the store and Shin-Yokohama station.

### Recycle Shops – Second-Hand Stores

Japanese second-hand stores are known as “Recycle shops” and can be found in almost every city and are good for buying hefty appliances like fridges, washing machines and microwave ovens. Some will have a sign saying “リサイクル” (Recycle) and there are also franchise recycle shops 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)*

IKEA



<https://www.ikea.com/jp/en/stores/kohoku/>

HARD-OFF group



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

### Treasure Factory



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

### Expert



[https://www.recycle-expert.com/buy/store\\_shonandai](https://www.recycle-expert.com/buy/store_shonandai)  
(Japanese only)

### Sayonara Sales

#### Craigslist

<https://tokyo.craigslist.org/?lang=en&cc=us>

#### Freecycle

<https://www.freecycle.org/town/Tokyo>

#### GaijinPotClassifieds

<https://classifieds.gaijinpot.com/index/index/category/furniture>

### Keio Welcome Net



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

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

It is a walkable distance from Shonandai Station. You can either take the Odakyu line for 1 stop or walk 20 mins.

There is another recycling shop, **Expert** (エキスパート), approximately 10 min on foot from Shonandai Station. Leave the station through exit G and go straight ahead until you reach Shonandai Park. Turn left and follow the road for 450 m. Then 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 as people look to sell their furniture and other things they do not want before they leave the country.

See the websites on the right for great resources for affordable furniture.

### 100-yen Stores

If you are looking for dishware, cutlery, cleaning supplies, storage items, portable shelves or other small household items for a reasonable price (100 yen), you should look for them at **DAISO**, **Seria**, **Can Do** or other 100-yen stores.

Daiso stores in Shonandai (the one near the Shonandai station and the one inside Ito Yokado) are popular among international students.

### Keio Welcome Net

Keio Welcome Net is a volunteer organization by Keio's alumni that helps international students, researchers, and their families, settle into life in Japan.

E-mail [welcomenetevent@gmail.com](mailto:welcomenetevent@gmail.com)

## 2-10 Moving

After your dormitory contract is over, you may want to move to an apartment or another dormitory. Once the moving date is finalized, you need to decide if you wish to use a moving company or take the challenge to move everything by yourself.

When using a moving company, the cheapest months to move are June, October, and November. In contrast, you should try to avoid moving in March, April, July, August, and the Golden Week Japanese holidays, because these are the times when many people move because of company transfers and holidays.

Even if it is time-consuming, you should get multiple estimates from different moving companies. If you mention in front of the company's agent that you are getting multiple estimates, companies are likely to take that into account in their quotes.

Often you can also get a discount if you use used boxes.

### **Tips to Make Your Moving Cheap**

- ✓ Choose off-season (June, Oc., Nov.)
- ✓ Weekdays
- ✓ Afternoon
- ✓ Multiple estimates
- ✓ Take used 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 Internet shopping mall specializing in lifestyle-related on-site and off-site services. On Kurashi-no-Market, customers can compare various categories of on-site and on-site services, including house cleaning, waste collection, home repair and remodeling, by word of mouth and price, and make reservations online.

## **Necessary Procedures When Moving-in/out**

When you decide to move out, there are plenty of things you will have to take care of before and after your actual moving date.

### **Apartment Contract**

If you are living in a private apartment, you should give notice to the landlord at least one month prior to moving out depending on your contract. If you do not contact them early enough or if you caused any major damage to your apartment, the deposit (*shikikin*) you paid may not be refunded.

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

You also will have to notify the gas, water, electric power companies, and the waterworks bureau of your moving-out date and ask for the settlement of the account.

If you are moving within Japan, you could tell them about your new address at the same time so that they can start your utility services right after you arrive at our new place.

### **Official Registration**

If you are planning to change your address within the same city/ward, you only need to notify your city/ward of your new address. Bring your residence card, my number card, and notify them of your new address.

If you are planning to move to a different city/ward, your current city/ward will issue you a "Notification of moving out (転出証明書 / *tenshutsu shomeisho*)". You will need to bring it to your new city/ward office and report your moving in "Notification of moving in (転入届 / *tennyu todoke*)" within 14 days after you have settled in at 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, and visit the NHI counter at your new city/ward office within 14 days of moving in to complete the procedure.

For your pension, visit the Pension Division counter at your new city/ward office. Bring your pension book and personal seal. Fill out the form to change your address. There are no particular procedures for you to do at your old city/ward office.

If you are planning to leave Japan, fill out the “Application for the Lump-Sum Withdrawal Payments form” and send it along with your blue pension book, a copy of your residence card, and a photocopy of your passport to the Japan Pension Service.

#### **Bank**

Bring your bank card, bank book, and official documents (seal and residence card) to the bank. Visit the counter to change your address.

Contact your credit card company 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.

#### **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 form

転入届 (*tennyu todoke*)

moving in form

#### **Post Office**



<https://welcometown.post.japanpost.jp/etn/>

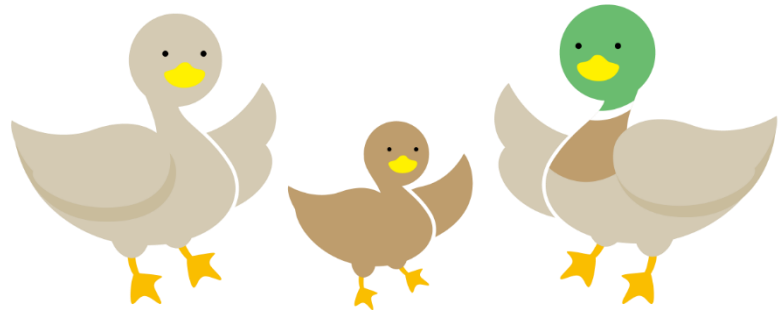
□ **Notify the University**

Notify Keio University of your new address via K-Support.

Log in to keio.jp and select "Various changes" from the top menu, select "Confirmation/Change of Address" and fill in 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 next to Fujisawa station (north side) and 11 city centers throughout the city. The nearest city center is Shonandai Community Center next to Shonandai station (East exit).

## 3-2 Resident Registration

### Moving-in Notification

#### What to Bring to Your City/Ward Office

- Residence Card
- Passport
- New Address

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

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

As soon as your new address is determined, please go visit the city/ward office. You are required to report your new address in Japan to your local city/ward office (住民登録/*Jumin-toroku*) by submitting a prescribed form (転入届/*Tennyu-todoke*) **within 14 days** of the moving-in date. The form is available at the city/ward office.

If you fail to give notification of your place of residence without a justifiable reason or submit a fake address, your status of residence may be revoked.

After completion of the residency process, your address will be written on the back side of the residence card.

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

Upon request, your local city/ward office will issue you a “Certificate of Resident Record (住民票/*Juminhyo*) that can confirm your current resident record. You might be asked to present or submit the certificate when you are getting a mobile phone or opening a bank account. It generally costs about 300 yen (fee varies depending on areas) to have the certificate issued.

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

## 3-3 National Health Insurance

National Health Insurance (NHI)— 国民健康保険 / *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.

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

Full-time international students who will be studying in Japan for more than three months **must join** the NHI unless covered by an insurance plan of a family member who lives in Japan. Overseas medical insurance will not be accepted.

With the 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 will have 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 to enroll in NHI. No fee will be charged when you join.

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

NHI Certificate of Eligibility

⚠ Duplicated and/or expired NHI Certificate of Eligibility are invalid

A "NHI Certificate of Eligibility" (国民健康保険資格確認書/*Kokumin kenko hoken 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.

When you receive it, check to see if there are no mistakes in the description and be sure to present it at reception whenever you consult a doctor.

The "NHI Certificate of Eligibility" can be used in exactly the same way as a health insurance card (however, it is a paper document rather than a plastic card).

### Deduction

Japanese National Health Insurance Premiums amount is determined by the city/ward office based on your income of the previous year. If the NHI recognizes that your income is below a certain amount, a reduction to your insurance premiums will be applied (scholarships are not considered as income).

Please pick up an **Income Declaration for National Health Insurance form** (国民健康保険料申告書 "*kokumin kenko hokenryo shinkokusho*") at the NHI counter, fill it out, and submit it with the application for NHI.

If you do not submit your declaration form, you may be charged with the highest monthly insurance premiums.

From the following year, the form will be sent to your home address.

Please note that insurance tax (premium) must be paid starting from the month you become an eligible resident in that city/ward, not from the month you are notified of enrollment. Keep in mind that you will be required to bear full medical expenses during the time you are not enrolled in NHI. For this reason, we recommend that you purchase foreign or travel health insurance while you are still in your country for the first few days after your arrival. For more information, please contact the NHI counter at your local city/ward office.

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

If you wish to link your insurance card function to your My Number Card, **please refer to 3-4 My Number**

## 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, are required to enroll in.

- **If you are 20 years of age or older when you enter Japan:**  
After completing resident registration, you will need to register/enroll at the city/ward office or Japan Pension Service branch office of the area where you reside.
- **If you are 19 years of age or younger when you enter Japan:**  
There are no procedures for you to conduct 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 become 20 years old.

国民年金被保険者資格取得届書 (*kokumin nen-kin hihokensha shikaku shutoku todokesho*)

Report of Acquisition of Qualifications for National Pension System

Approximately one month after enrolling, they will send you a Basic Pension Number Notification Document(s) and National Pension Contribution Payment Slip. Please keep your documents in a safe place. It will be required if you live or work in Japan in the future. Save it and do not throw those documents away.

基礎年金番号通知書

(*Kiso nenkin bangō tsuchisho*)

Basic Pension Number Notification Document

### National Pension Payment Exemption

The contribution amount for the National Pension is 17,510 JPY/month (for the fiscal year 2025).

国民年金保険料納付書

National Pension

Contribution Payment Slip

For students aged 20 or older who have minimum income and have difficulty in paying the contribution, there is a **Special Payment System for Students** (学生納付特例制度/*gakuei nofu tokuri seido*) which may allow students to postpone their payment if the application is approved.

学生納付特例制度

(*gakuei nofu tokuri seido*)

special payment system for students

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 bangō*）  
Individual Number  
（My Number）



### What is an Individual Number? (My Number in Japanese)

Individual Number (also called "My Number" in Japanese) is a 12-digit number issued to each individual residing 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 exercise due caution about sharing your number and take care not to lose any documents on which your number is shown.

There are two types of applications: "Express Issuance" and "Individual Number Notice."

#### ■ 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).



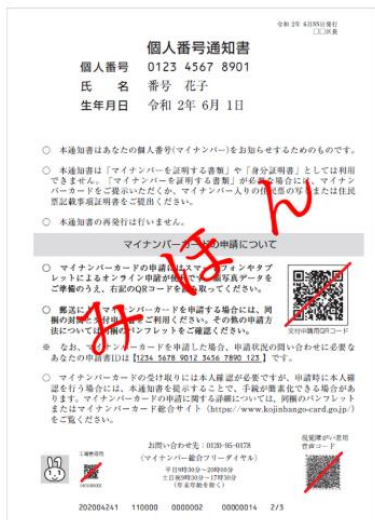
封筒イメージ (裏面)



## ■ Individual Number Notice

If you are not in a hurry, 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 tsuuchisho*)  
Individual Number (My Number) Notice



Japan Post



[https://www.post.japanpost.jp/index\\_en.html](https://www.post.japanpost.jp/index_en.html)

Since your Individual Number Notification will be sent by registered mail, you must be present to receive it. If you are not at home, you will receive a delivery notice with instructions for redelivery. Please be sure to collect it within the storage period. To request redelivery (external link, Japan Post)

## How to apply for a Plastic My Number Card

Please see the following website for the detailed application procedure.




<https://www.kojinbang-o-card.go.jp/en/>

### What to Bring to Your City/Ward Office

- Residence Card
- Passport
- Issuance notification (postcard)

My Number General  
Toll Free

Multilingual Service

 **0120-0178-27**

**0570-064-738**

To apply for a plastic My Number card, fill out the enclosed application form and paste your photo onto the form. Put it in the return envelope and post it in a postbox. You can also apply through smartphone, PC, or a town ID photo booth.

About one month after applying for a My Number Card, an issue notice (postcard-type notice) will be delivered to your home address by your city /Ward office.

You yourself should visit the service counter by the date described on the issuance notification (postcard) with required things.

The place you receive your card will be described on the issuance notification (postcard).

Even if a new My Number Card is issued, it will not automatically function as a health insurance card. You will need to link it yourself. If you wish to link it to your health insurance card, please do so yourself via My Number Portal, hospital reception, etc.

● Report immediately to a police station and a municipal office if you lose your Individual Number Notice or My Number Card, Call the toll-free number in the left column to suspend the card's function.

● Do not give your My Number to others.

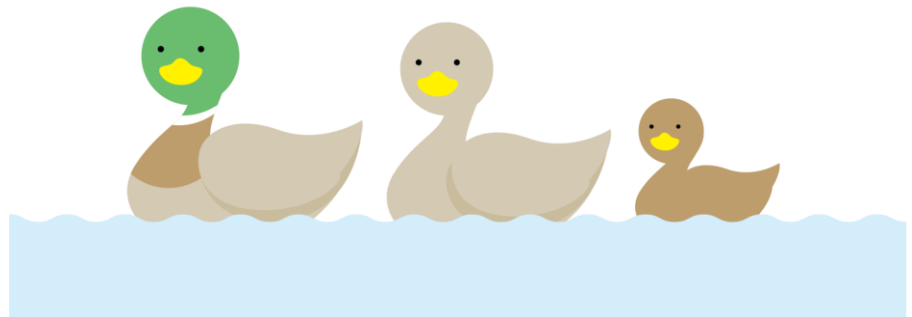
It is prohibited to give your My Number to others, or to use someone else's My Number. In case you are asked to give your My Number, be sure to check their purpose of use, and not to allow others to abuse your My Number.

● If you have extended your period of stay, an update to the information printed on your My Number Card is required.

Your My Number Card will become invalid if you fail to extend it at your local municipal office before its expiration date.

# Chapter 4

## Other Procedures



# 4 Other Procedures

## 4-1 Opening a Bank Account

普通預金(*futsu yokin*)  
a general account

通帳(*tsucho*)  
a bank book

キャッシュカード  
(*kyasshu kado*)  
a cash card

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

Seal Shops near  
Shonandai-Station:

### Hankoya-san 21

**Yumekobo**  
(On the first floor of Ito-  
Yokado)



(Japanese Only)  
<https://www.ekiten.jp/g0337/st4188/>



Under the Foreign Exchange and Foreign Trade Act, persons including international students, are considered “non-residents” for their first 6 months in Japan.

“Non-residents” are not allowed to open a bank account for their first 6 months in Japan, except for JP Bank and Suruga Bank. However, even these banks allow you to only make deposits or withdrawals until you have reached the sixth month of living in Japan.

### Personal Seal



You will need a personal seal when opening an account at a branch, so please prepare it in advance at a seal shop. (around 400 JPY~)  
Seals can be made using kanji, hiragana, katakana, and the alphabet, in recent years it has also become popular as a souvenir, making it a wonderful keepsake.

### JP Bank

To open a bank account at JP Bank, you need to visit one of their branches. There is one next to the North gate of SFC.

The application form will be given at the designated counter.  
Some branches may require you to visit with someone who can speak Japanese.

Please bring your residence card, student ID card with a sticker on the back, Japanese phone number, and a personal seal.

After completing the paperwork, you will receive a bank book (通帳 / *tsucho*) on the same day, and a cash card (キャッシュカード / *kyasshu kado*) will be sent to the address of the account holder approximately one week later. (There is a case where they cannot issue your bank book on the same day for some reason. In that case, your bank book will be sent to you by post later.)

\*MEXT scholarship recipients are required to open an account at JP Bank to receive their scholarship.

## Suruga Bank

You can open a bank account from your smartphone. Please follow the instructions on their website. Generally, no seal is required.

\*After residing in Japan for 6 months, you need to visit the nearest bank branch to change your “non-resident account” to a “resident account”.



<https://www.surugabank.co.jp/surugabank/foreigners/account/>

## Which Bank to Choose after Residing in Japan for 6 months?

Banks in Japan primarily consist of major city banks such as Mizuho Bank, Mitsubishi UFJ Bank, and Mitsui Sumitomo Bank—that have head offices in large cities like Tokyo and branch offices across the nation—and regional banks including Suruga Bank or Bank of Yokohama, that provide financial services in specified prefectures or regions in the country.

Students choose their banks based on convenience, but please note that some scholarship providers designate specific banks for their scholarship payment.

There is a convenience store “Lawson” on campus also has a bank ATM inside the shop. You cannot open a bank account at ATMs, however, you can withdraw cash from those ATMs once you set up your bank account in one of the branches outside of campus.

(You can find bank branches near main train stations such as Shonandai/Tsujido/ Fujisawa).

## Closing Your Bank Accounts

**Please make sure to close all your bank accounts when you leave Japan.**

When your unused bank accounts are used for bank transfer fraud or other scams, you will be held criminally responsible.

### 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

Shinsei Bank

SMBC Trust Bank

### English Friendly Online Banks

Sony Bank

Rakuten Bank

Seven Bank

## 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 Passbook

引き出し(*hikidashi*)  
Withdrawal

振込み(*furikomi*)  
Remittance

残高照会(*zandaka  
shokai*)  
Checking Balance

残高照会后お引き出し  
(*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

## Bank Services

Banking services including deposits and savings, direct payment for utility bills, automatic debit transfer for credit cards, remittance, etc. are all handled at banks and post offices (*ゆうちょ銀行/yucho ginko*). If you wish to send money home or overseas, you should consult with your bank about the options you have, since each financial institution varies in commission fees and handles services differently. For conducting domestic and overseas remittance that amounts to more than 100,000 JPY, a form of personal ID (residence card, health insurance card, etc.) is required.

When making a cash withdrawal at a bank counter, you will need the personal seal that you registered with when you opened your account or give them your signature if you did not use one. If using a bank card, cash can be withdrawn from ATMs or cash dispensers, but be aware that there may be a limit to the number of withdrawals and the amount that can be withdrawn per day.

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 tend not to deal with foreign currency exchange.

You can find currency exchange shops such as World Currency shops in big cities and currency exchange machines in major train stations such as Akihabara, Ginza, Shinjuku, Kamakura, etc.

There is a currency exchange shop called Travelex in front of the JR ticket gate at Fujisawa Station, and there is also a currency exchange ATM at Enoshima.

## 4-2 Credit Card

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

The following credit cards are easy for international students living in Japan to apply for and to get approved. Also, they charge no annual membership fee.

Rakuten Card

EPOS Card

Life Card

### **Keio Card**

Keio University also offers different credit card services. Information on these cards can be found in the Keio Co-op store in the Sigma Building at SFC.

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.

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

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

### **Keio Card**

(Japanese language only)



<https://www.keiocard.com/>

## 4-3 Smartphone Contract

### What to Bring When Purchasing a Smartphone with a Contract

- Residence card
- Passport
- Bank card
- Personal Seal

Having a smartphone contract in Japan is one of the first struggles most non-Japanese students face when coming to Japan for the following reasons.

- Unable to purchase phone devices in installments as the period of stay is under 24 months
- In most cases, a credit card is required
- Contract and customer support are available only in Japanese

We recommend when you first arrive in Japan, using an international student's friendly mobile phone carrier such as GTN, which does not require a bank account, or seal for the contract. After settling down a few months later, once you have gathered the necessary documents, you can switch to a Japanese mobile carrier.

#### GTN mobile



[https://gtn-mobile.com/en/uni\\_plans/](https://gtn-mobile.com/en/uni_plans/)

#### mobal



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

#### Sakura Mobile



<https://www.sakuramobile.jp/>

### Smartphone Service Companies

#### The Big 3

Softbank  
AU  
Docomo

#### The Budget SIMs

Rakuten Mobile!  
Y!Mobile  
UQ Mobile etc.

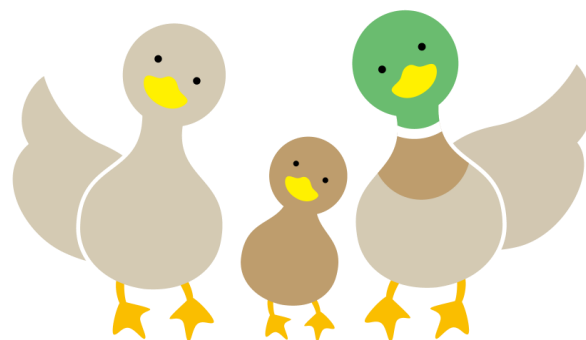
#### International students friendly

GTN  
mobal  
Sakura Mobile

Please search and compare some mobile service companies and choose the best one for you.

# Chapter 5

## Status of Residence



# 5 Status of Residence

This chapter provides some legal procedures at the Immigration Bureau for the change of your status of residence.

You are required to notify the authorities in the event of any change in the details entered in the status of residence and certain other matters during the period of stay.

For the change of the place of residence, you need to notify the 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 laws 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 will also be treated as a violation of Japanese law.

## 5-1 Extension of Period of Stay

When first arriving in Japan you will receive a residence card at the airport, which has your period of stay listed on the front of the card. The possible periods of stay for a student with a status of residence of "Student" are from three months and extend 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 from three months prior to the expiration date of your status of residence. You will receive a new residence card after approval of the extension.

## Application Process

- 1 Download the "**Application for Extension of Period of Stay Form**" from the website of the Ministry of Justice.  
The form consists of 5 pages. Please fill out the first 3 pages (For applicant). The remaining 2 pages (For organization) are to be filled out by Keio University.
- 2 Please request the above 2 pages (For organization) filled out by Keio University to be issued as a certificate from K-Support. Log in to K-Support and follow the links for Applications → Issuance of Certificates (Strictly Sealed Certificates, Special Certificates, etc.) In principle, payment (300 JPY) is made by online. Please check payment in K-Support.
- 3 Use the automatic certificate issuing machines for the "**Certificate of Enrollment**" and "**Transcript of Academic Record**". They are 300 JPY each.
- 4 Bring all necessary documents and items to the Immigration Bureau to apply.
  - 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)
  - Financial Proof Documents to certify your ability to cover all necessary financial expenses while staying in Japan
  - If you are receiving a scholarship, a certificate related to it
  - \*6,000 JPY application fee (a revenue stamp)

### Application for Extension of Period of Stay Form (PDF)



<https://www.moj.go.jp/is/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 (印紙 *inshi*) at either a post office or the Immigration Bureau.

1. After a few weeks, you will receive a slip notifying you that your renewed residence card is ready to pick up at the Immigration Bureau.

(ア) Your \*work permit" will expire the moment your visa status expires. Please do not forget to extend your work permit at the same time.

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

原級(*genkyu*)  
repeating the previous  
year

### **3. If you fail classes and are deemed to repeat a year**

4. 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.
5. Once your status of residence is revoked, you will be forcibly deported from Japan in malicious cases, and furthermore, you will be barred from entry to (and resuming studies in) Japan for a period of 5 years.
6. If you are deemed to repeatedly remain in the same year, there is a possibility that the Immigration Services Agency of Japan may judge you as not achieving your original purpose of "Study" and your application to extend your residence status could be refused or only permitted for a shorter period. In the case that your residence status is not to be extended, you can no longer stay in Japan to continue studying.

## 5-2 Work Permission for Part-Time Jobs

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

If you wish to engage in secondary activities aside from your studies, such as a part-time job and internship, you must obtain the "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 from the Immigration Bureau at the airport or the city you live.

With this permit, students are allowed to work for up **to 28 hours a week**—up to 8 hours a day when the school is "officially" not in session—as long as the work is not deemed to be socially immoral.

## Application Process

### <Upon Arrival in Japan (for the First Entry with Student Visa)>

Submit the Application Form (available on the website of the Ministry of Justice) at immigration at the port of entry.

### <If You Are Already in Japan>

Application at the Immigration Bureau counter

- 1 Prepare the following documents and apply at the Immigration Bureau nearby.
  - Application Form (available on the website of the Ministry of Justice)
  - Passport
  - Residence Card
  - A document which specifies details of your part-time job (Submit only if you have already secured a job)
- 2 When your application is approved, a verification sticker will be placed on your passport. Also, the permission will be indicated on the back side of the residence card, as well as stored in an IC chip in the residence card.
- 3 Submit a copy of your residence card (both front and back) to the Student Life Section at SFC through K-Support.

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

Immigration Services  
Agency of Japan



[https://www.moj.go.jp/is/a/applications/procedures/shikakugai\\_00001.html?hl=en](https://www.moj.go.jp/is/a/applications/procedures/shikakugai_00001.html?hl=en)

Please note that it may take approximately two weeks to a month for the issuance of the permission.

## 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 continue to stay in Japan during your temporary leave of absence, consult with the Immigration Bureau directly for more 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 ab-  
sence

### **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 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 Certificate of Eligibility 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

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.

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.

## 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".

退学 (*tai gaku*)  
withdrawal

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



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

[df](https://www.moj.go.jp/isa/content/001343886.pdf)

**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>

**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 graduation from the university enrolled in
- Recommendation letter from the university
- Financial documents to certify the ability of themselves or some other sponsors to cover all expenses to be incurred during your stay in Japan
- Documents to verify that they have continued full-time job-hunting like interview schedules
- Application for Change of Status of Residence which can be downloaded from the Immigration Bureau's 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 a letter of recommendation from Keio University to obtain this status of residence. Please submit the Google form to request for an interview to issue a recommendation letter before confirming your graduation. 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 Services Bureau:

1. Application for Change of Status of Residence (Download the form from the QR code in the right column)

2. ID photo (4cm x 3cm) taken within 6 months of submission. Write your name on the back and paste onto the application form.
3. Passport
4. Residence Card
5. Written statement of the reason for change (One or two A4 pages; No set format for this statement but it must be written by you with your signature at the end of the document)
6. A documentation certifying your ability to cover all necessary financial expenses while a resident in Japan (e.g., a certificate of scholarship, a copy of your bankbook, a copy of Tax Withholding Certificate, and a copy of a document that includes a record of remittances)
7. The designated Certificate for Payment of Fee with a 6,000 JPY revenue stamp (*insh*) attached. (You must pay the fee when your application is approved. You can purchase revenue stamps at either a post office or the Immigration Services Bureau.)

※If you are already a student at Keio University, please also obtain Certificate of Enrollment and Certificate of Course Registration (available at the certificate issuing machine located in the vicinity of the Office of Academic Affairs).

※These may be subject to change. Check in advance with the Immigration Services Bureau and the Office of International Affairs.

#### ~Note~

- After changing your status from “Student” to “Temporary Visa”, you will no longer be considered a mid- to long-term resident. Ask the City Office beforehand whether you will lose your right to receive benefits from the City Office.
- If your period of stay already extends beyond the planned graduation/completion date to allow for a period of time to prepare to leave Japan, changing the status of residence to a “Temporary Visa” to prepare for departure will in principle not be permitted.

#### Application for change of status of residence



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

- Once your status of residence has been changed to a Temporary Visa, you will not be permitted to change your status of residence again to any other type.

## 5-4 Temporary Leave and Re-entry

If you intend to return temporarily to your home country or travel abroad during a vacation or at any other time, you must obtain a re-entry permit prior to departure. If you depart without a re-entry permit, you will have to apply for a new visa when returning to Japan.

みなし再入国許可  
(Minashi Sainyukoku Kyoka) Special re-entry permission

### Special re-entry permission (*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 special re-entry permit).

When you leave Japan, fill out an Embarkation Card and present it with your residence card at the airport of your departure.

Do not forget to 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 need to re-enter Japan before the expiration of your period of stay or you will lose your resident status.

外国人用 (再入国)	再入国入国記録 DESEMBARKATION CARD FOR RE-ENTRANT ② 【 ARRIVAL 】	再入国出国記録 EMBARKATION CARD FOR RE-ENTRANT ③ 【 DEPARTURE 】
<small>●必ず手帳で記入して下さい。筆跡は黒いボールペンで記入して下さい。 ●記入しないで下さい。 ●必ず手帳で記入して下さい。筆跡は黒いボールペンで記入して下さい。 ●記入しないで下さい。</small>	氏名 Family Name Name Given Names 生年月日 Date 性別 Sex 滞在資格 留名 Status of Residence 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.) 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? <input type="checkbox"/> はい Yes <input type="checkbox"/> いいえ No 2 あなたは、現在、麻薬、大麻、あへん若しくは有害な興奮剤の規制薬物又は銃砲、刀剣、銃器若しくは火薬類を所持して居ますか？ Do you presently have in your possession narcotics, marijuana, opium, stimulants, or other controlled substances, swords, explosives or other such items? <input type="checkbox"/> はい Yes <input type="checkbox"/> 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	氏名 Family Name Name Given Names 生年月日 Date 性別 Sex 滞在資格 留名 Status of Residence 出国予定期間 Intended period out of Japan <input type="checkbox"/> 1年以内 Within one year <input type="checkbox"/> 1年超2年以内 Over one year but within two years <input type="checkbox"/> 2年超 Over two years 次のいずれかの項目を記入して下さい。 Please check either one of the boxes below. <input checked="" type="checkbox"/> 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. <input type="checkbox"/> 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. <small>(地方入国管理官事務所が再入国許可を付与して居る。その有効期限内に再入国する場合は、決して下さい。)</small> (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
	<small>Official Use</small>	<small>Official Use</small>

## Re-entry permission

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 permission will be issued on the same day.

### Application for Re-entry Permit



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

f

## 5-5 Visas for Your Family

If you have family members from your home country who will live with you in Japan, it is necessary for them to obtain either a **Dependent Visa** (for staying in Japan for more than 90 days) or a **Temporary Visa** (for visiting).

### Dependent Visa

A Certificate of Eligibility (COE) for a Dependent Visa can only be obtained for your dependent spouse and children.

International students who are already in Japan can apply for the visa on behalf of their family members.

Those who hold family visas 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 website of the Ministry of Justice.
- 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 Visa



<http://www.moj.go.jp/ONLINE/IMMIGRATION/16-1-1.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 5 business days to 1 month to issue a dependent visa)
- 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.

**List of 68 countries and regions for exemption of Visa (short-term stay)**



[https://www.mofa.go.jp/j\\_info/visit/visa/short/novisa.html](https://www.mofa.go.jp/j_info/visit/visa/short/novisa.html)

### **Temporary Visa**

If you would like to invite family members for a temporary period from countries which have not signed the Visa Exemption Agreement with Japan, they must apply for a Temporary Visa in person at the Japanese Embassy or Consular Office in their countries.

### **Visa for your newly born baby**

If you or your partner has given birth, and if your baby will remain in Japan for more than 60 days after the date of birth, you will need to obtain a Status of Residence for your baby within 30 days.

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 you a document to certify that you lost or got stolen your residence card, i.e. lost property certificate (遺失届証明書), stolen property certificate (盗難届出証明書).
2. Visit the regional Immigration Services Office 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 (lost or damaged)
- An ID photo (4 x 3 cm, taken within 6 months prior to the date of application)
- Passport (Original)
- A Statement (also include the receipt number when reporting to the police  
\*If you are unable to submit a certificate, please prepare a document indicating the reason and the details of the loss.

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 members, staff and Japanese students currently studying at Keio University.

**Application for re-issuance of a residence card**



[https://www.moj.go.jp/isa/applications/procedures/nyuukokukanri10\\_00010.html](https://www.moj.go.jp/isa/applications/procedures/nyuukokukanri10_00010.html)

**IMS Legal Professional Corporation**

 03-5402-6191

[keio-visa-support@attorney-office.com](mailto:keio-visa-support@attorney-office.com)

## 5-7 Immigration Bureau Nearby (Yokohama/Kawasaki)

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



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

0570-045259 (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 to the Immigration Bureau in Yokohama



- 1 The nearest train station for the immigration bureau in Yokohama is JR Shin-Sugita station(新杉田駅).

The only exit on the 2<sup>nd</sup> floor is directly connected to a shopping mall. Follow the sign to the bus stop for the immigration bureau.



- 2 At the end of the shopping mall, turn to the left as the sign shows.

3 Follow the sign and go downstairs.



4 You can see the bus stop no.1 after getting outside.



5 Take a bus to the immigration bureau (入国管局) from the bus stop no.1.

220 JPY (Advance payment) / 14 mins



**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)

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.

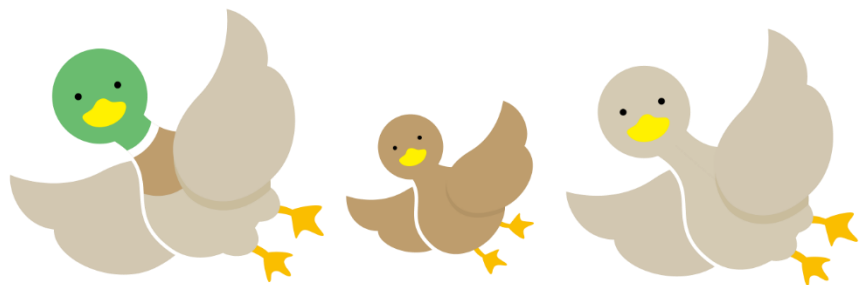
**Access**

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 the residents in Kanagawa-prefecture. Tokyo residents need to go to the Immigration Office 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 2025 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 2025 Fall Semester Scholarship Registration can also be found on the same webpage. The required documents must be submitted to the Student Life Section through online form during the designated period.

Information for the 2026 Spring Semester Scholarship Registration will be announced on the same webpage around late January to early February 2026.

### **Procedures of Scholarship Registration**



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

**Scholarships Now Available (Keio.jp) (for current students (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 of these four categories.

Application periods/deadline dates, submission times, and places to apply differ for each scholarship. Please check the Information on 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. If for an unavoidable reason (attending an academic conference, teaching practice, etc.) the applicant cannot submit their application within the designated period, they must consult with the Student Life Section in advance.

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 Japanese students or 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), you do not meet the conditions on 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 get precise information on the application process, financial aid and scholarship types.

Please download them from the URL on the right column. A few prescribed forms are available in Japanese only. Even if you do not speak Japanese, you have 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 inform yourself about the different conditions and types of scholarships. First of all, you have to choose whether you want to apply for a benefit type or loan type of scholarship.

Loan type means that you will have to pay the amount of money back after you graduate and depending on what kind of loan type scholarship you receive, you may have to pay interest on top of the debt.

### 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 (*Keio 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.

### 1) **Scholarships provided by Keio University**

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

List of all scholarships  
provided by Keio  
University



<https://www.students.keio.ac.jp/en/com/scholarships/guideline/inter.html>

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 to receive a scholarship and you do not show up for the interview, you will be immediately excluded from further application.

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 from the website on the right column.

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

Scholarship Applications: Announcements of available scholarships are usually very short notice and application periods also tend to be short, so please make sure to check the website as on the right column.

You need a keio.jp account to be able to enter this website.

Note: Information regarding the application period, application counter, and other topics, are only mentioned on the 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 interviews. 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 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 on the left column.

### **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.

### **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.

#### **Financial aid other than scholarships**



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

#### **Japan Finance Corporation**



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

#### **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:  
*Gakuwari* are strictly supervised by JR railways. You will be penalized if your *Gakuwari* is used illegally, and legal action may be taken to ban all Keio University students from using the discount. Please be aware of these repercussions when using your *Gakuwari*.

Tokyo National  
Museums



[https://www.tnm.jp/modules/r\\_free\\_page/index.php?id=167](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

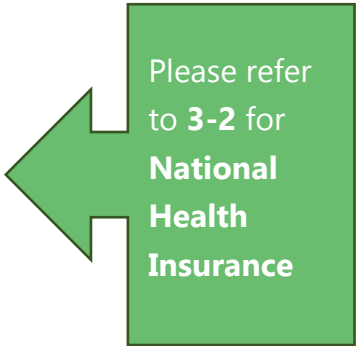
(*Kokumin Kenko Hoken*)

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.

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.



Please refer to 3-2 for **National Health Insurance**

## **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*)

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.

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

**Guidebook for the  
Keio Student Health  
Care Mutual Aid  
Association**



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

## 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.

### **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:

### **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.

(1) Accident Notification System

【PC/Smartphone】 (Only available in Japanese)

【Cell Phone】 (Only available in Japanese)

(2) FAX 03-3285-0105

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

(3) Accident Notification Card

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



{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.

Accident Notification System

PC /Smartphone Page



[https://f.msgs.jp/webapp/form/15429\\_lvw\\_1/index.do](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](https://f.msgs.jp/webapp/form/15429_lvw_4/index.do)

## 7-4 Medical Consultations in Various languages

### **NPO AMDA International Medical Information Center**



<https://www.amdamedicalcenter.com/>

### **Medical information net (NABII)**



<https://www.iryuu.teikyo-useido.mhlw.go.jp/znk-web/juminkanja/S2300/initialize>

### **Search for Medical Institutions**



[https://www.jnto.go.jp/emergency/eng/mi\\_guide.html](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 (NABII)**

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.

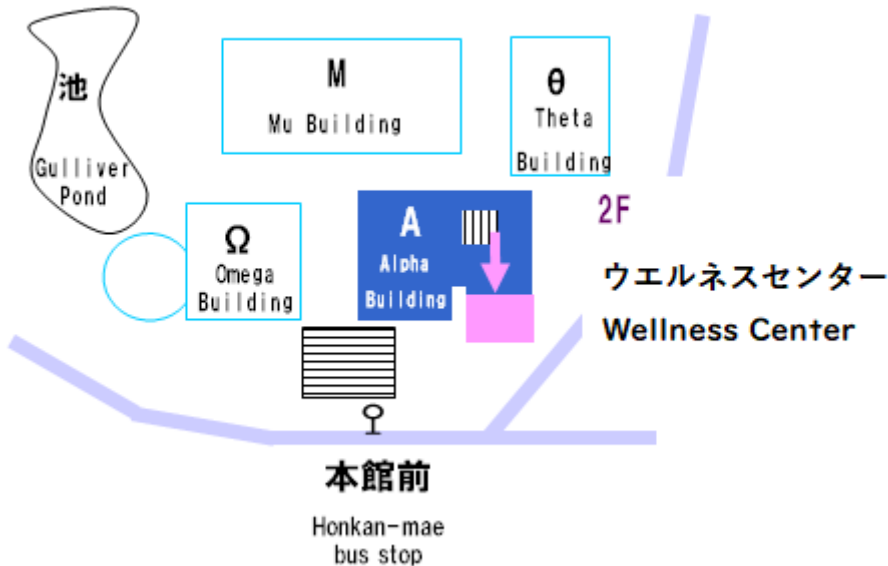
## 7-5 Medical Treatment on Campus

### 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.

### Wellness Center

Ext 52201 or 52207  
or 0466-49-3411



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.

Contact the Wellness Center at extension 52201 or 52207, or 0466-49-3411).

Medical consultation and counseling are available in English.

### Shonan Fujisawa Clinic (weekdays)

Medical checkup is available during Mondays and Fridays. Shonan Fujisawa Clinic is located inside the Wellness Center.

### 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

extension 52190 or  
52191 or  
0466-47-5114

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

Call the Security (extension 52190 or 52191, or 0466-47-5114). 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

内科(*naika*)  
internal medicine

外科(*geka*)surgery

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

眼科(*ganka*)  
ophthalmology, eye  
clinic

耳鼻科(*jibika*)  
otorhinolaryngology(OR  
L)

歯科(*shika*)dentistry

皮膚科(*hifuka*)  
dermatology

泌尿器科(*hinyokika*)  
urology

婦人科(*fujinka*)  
obstetrics and  
gynecology department

### 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

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 up to 200 beds or more, patients may be charged extra fees (2,500 JPY-5,000 JPY) unless they visit with a referral letter (紹介状/*Shokai jo*) by 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 acts kind of like a General Practitioner.

## Contact Lenses/Prescription Glasses

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

However, shops do not sell you contact lenses without a prescription issued by an ophthalmologist. When you buy disposable contact lenses, you need to visit an ophthalmologist every 3 months to renew the prescription. It 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 your illness is not urgent or serious, you can ask a university staff from the Office of International Affairs at SFC for assistance.

Most doctors usually can read/write English, so bringing notes about your own medical information in English might help.

## Multilingual Medical Questionnaire

The website on the right column was produced by the Specified Nonprofit Corporation to help people from overseas explain the condition of injuries and symptoms of illness to doctors and other medical personnel.

### HIV Testing and HIV/AIDS 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 (3,000 JPY~)
- Medicine you are now taking (if any)
- A referral letter (if you have)

診察券(*shinsatsu-ken*)  
a patient's card

処方箋(*shohosen*)  
a prescription

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

## Examination Procedure

### ① Make an appointment

If you go and see a doctor without an appointment, you may have to wait for a long period of time. Some small clinics don't take reservations and see patients on a first-come-first-served basis. Please try to arrive at least 10 minutes before their opening time to reduce your waiting time.

Usually, opening hours are 9:00-11:30 / 15:00-17:30.

Hand in your My Number Card or NHI Card/ NHI Certificate of Eligibility and your note at the reception desk. Some medical institutions may refuse to see you if you do not have one 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.

### ③ You may be asked to take extra tests such as X-ray, blood analysis, urine analysis, or/and ECG (electro-cardiogram) per doctors' instructions.

### 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.

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

A patient's card is used as a membership card and it helps clinics find your medical record at your next visit.

\*A few clinics have in-house prescription systems. At those clinics, you will receive your medicine after your payment.

### ⑥ Take your prescription to a designated pharmacy or a drugstore to receive your medicine. You will need to pay for the medicine separately. Please be aware that prescriptions are normally valid only for 3 to 4 days after issuance.

## Medication

At the pharmacy/drug store, you may be asked if you prefer generic drugs (後発医薬品/*kohatsu iyakuhin*), which are interchangeable with the brand-name drugs(先発医薬品/*Senpatsu iyaku hin*). As 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 developmental cost is lower.

Doctors will usually prescribe medicine which is covered by your insurance and with which local pharmacies are supplied. You may find yourself going home with a bag full of medications just for three days. If the doctor does not explain the efficacy of each medicine do not be afraid to ask for clarification about the medication and what it is for.

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

## 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/>

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

### **Fujisawa Zengyo Family Clinic**

**7-4-9 Zengyo, Fujisawa-city**

Medical treatment in English is available

TEL 0466-80-5815

6 km away from SFC

### **Kobayashi International Clinic**



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

### **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.

<http://5884-international-clinic.com/> (Japanese language only)

TEL 046-263-1380

13 km away from SFC

### **Fujisawa City Hospital**



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

### **Fujisawa City Hospital (Emergency hospital)**

**2-6-1 Fujisawa, Fujisawa-city**

Possible to request a volunteer interpreter for Spanish, Portuguese, Chinese, English, French, and Italian. Appointment is necessary. This hospital accepts new patients by referral. New patients without a referral letter (紹介状/*Shokai jō*) will be charged 5,500 JPY~. Please note that referrals can be obtained at the Health Center on campus. (Medical examination fee will be charged).

TEL 0466-25-3111

7.7 km away from SFC

### **Shonan Keiiku Hospital**



<https://keiiku.gr.jp/>

### **Shonan Keiiku Hospital**

4360 Endo, Fujisawa-city

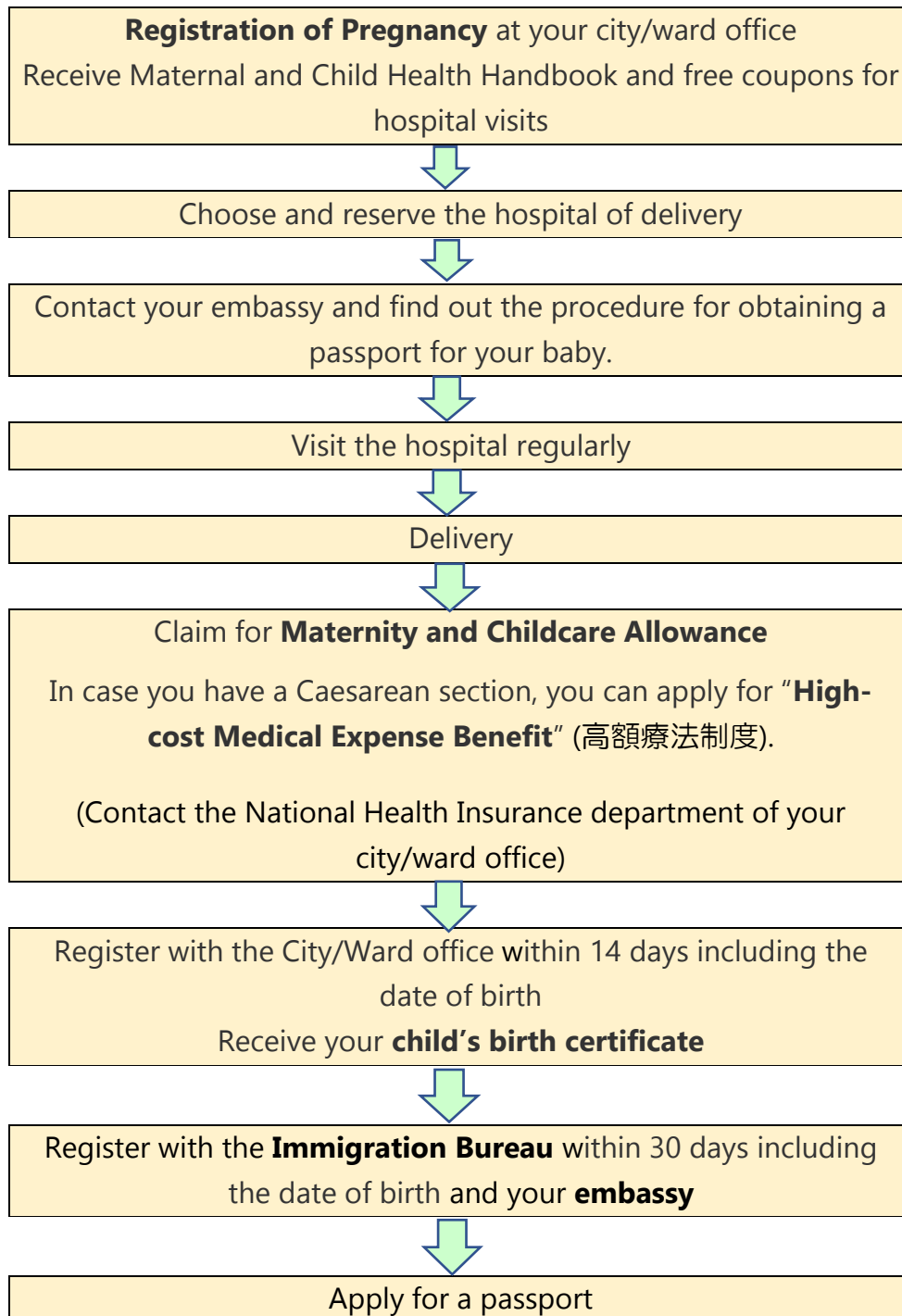
Possible to request an English-speaking staff to assist you. Please book your visit beforehand.

TEL 0466-48-0050 (8:30-17:00)

200m away from SFC

## 7-8 Pregnancy and Delivery

This is a procedure in case of pregnancy and delivery.



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

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

**Maternity and Childcare Allowance**

500,000 yen per a child

出生届(*shusshotodoke*)/

出生届記載事項証明書

(*shusshotodoke kisai jiko shoumeisho*)

birth certificate

# 7-9 Mental Health

## Wellness Center Student Counseling Room



[gakuseisoudan@  
sfc.keio.ac.jp](mailto:gakuseisoudan@sfc.keio.ac.jp)



0466-49-3411

## Japan Helpline

toll free: 0120-46-1997  
or 0570 000 911  
[team@jhelp.com](mailto:team@jhelp.com)

## Tell Lifeline



[http://telljp.com/lifelin  
e/](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 need someone to talk outside of office hours, please do not hesitate to use one of the services below:

### Japan Helpline

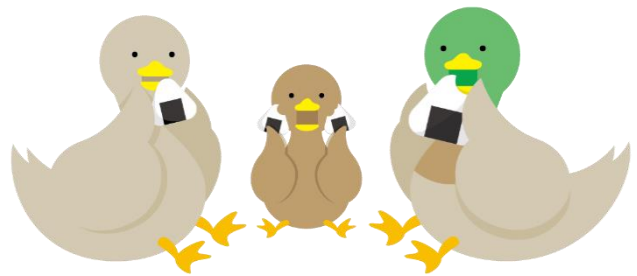
Japan Helpline is Japan's 24-hour non-profit, nationwide emergency assistance service. Whether it is an earthquake, a toothache in the middle of the night, or you feel depressed, Japan Helpline offers a 24-hour, nationwide assistance service for the international community.

### 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

円(en)

Japanese yen

### Currency

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.

消費税 (shouhi-zei)

consumption tax

### 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 (including tuition) on average nationwide come to about 138,000 JPY. The most expensive region is the Kanto region at 154,000 JPY. The Kanto region includes Tokyo, where the monthly living expenses average 160,000 JPY. The high rent as well as transportation costs contribute to the high costs of living in Tokyo. It will not be as high in the Fujisawa (SFC) area.

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

<b>Budget</b>	Support from parents	¥60,000
	Scholarship	¥40,000
	Part-time job	¥40,000
	<b>Total</b>	<b>¥140,000</b>
<b>Spending</b>	Rent	¥68,000
	Food	¥16,000
	Electricity, water, gas	¥10,000
	Social expenses	¥7,000
	Phone	¥8,000
	Books	¥5,000
	Transport	¥20,000
	Miscellaneous	¥6,000
	<b>Total</b>	<b>¥140,000</b>

Example: 2nd year student, male

<b>Budget</b>	Scholarship	¥51,000
	Part-time job	¥55,000
	<b>Total</b>	<b>¥106,000</b>
<b>Spending</b>	Rent	¥51,000
	Food	¥20,000
	Electricity, water, gas	¥10,000
	Social expenses	¥5,000
	Phone	¥5,000
	Books	¥2,000
	Transport	¥3,000
	Savings	¥10,000
	<b>Total</b>	<b>¥106,000</b>

Foods  
 Bottle of water ¥120  
 McDonald set meal ¥550  
 Lunch box ¥500

Transportation  
 Bus from SFC to Shonandai ¥260  
 Subway to Yokohama ¥370  
 Train to Tokyo ¥1,020

## 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 service on campus. By setting up a connection, you can connect to the Internet with your personal computer, mobile terminal, or smartphone. Be sure to take security measures when using it in order to protect other users and yourself from viruses.

## 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 and/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](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>

神奈中バス  
Kanachu Bus

As SFC is located 3.5 km away from the nearest train station, Shonandai 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)

It takes approximately 15-20 minutes to reach the campus. Bus fare is 260 JPY. (as of July 1, 2025)

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:

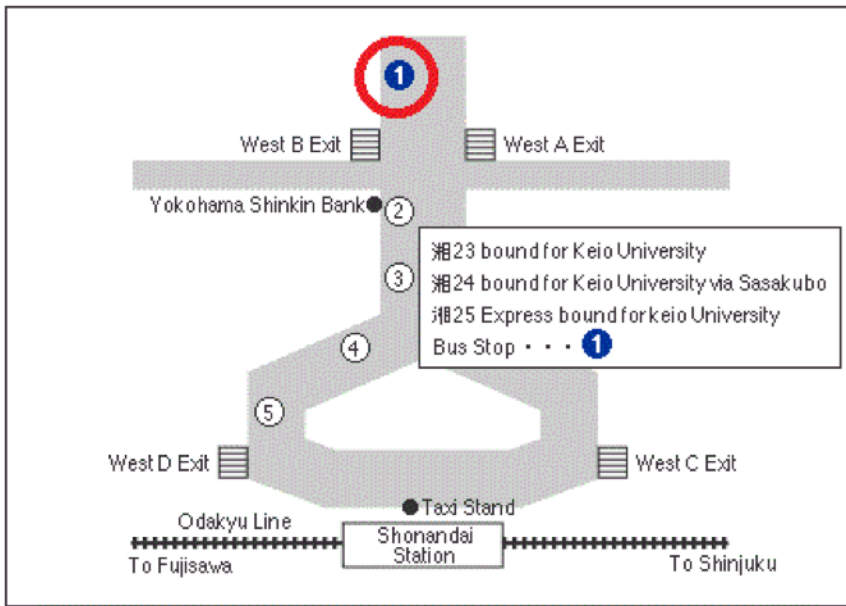
- ☆ Sho23 [湘 23] bound for Keio University [慶応大学]
- ☆ Sho24 [湘 24] bound for Keio University [慶応大学] via Sasakubo [笹久保]
- ☆ Sho25 [湘 25] express (Twin Liner) bound for Keio University [慶応大学]

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)

#### <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.



※ 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 21 minutes to reach the campus. Bus fare is 400 JPY. (as of July 1, 2025)

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://www.kanachu.co.jp/dia/diagram/timetabl/c/0000802690-1/nid:00129934>

### <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 interchangeable with Suica.

## Suica



Issued by JR east. And interchangeable with Pasmo.

## How to Pay the Bus Fares

The bus fares can be paid by cash or by prepaid e-money card.

If you pay the fare in cash, it is recommended that you have the exact amount ready before boarding the bus. You will not get any change back if you drop more than the fare into the fare box. You can also change a 1,000 JPY bill, a 500 JPY coin, and a 100 JPY coin into smaller denominations by putting them in the change machine next to the fare box. Please change the money before you drop it in the fare box.

If you pay the fare by prepaid e-money card, please obtain a Pasmo or Suica. They are rechargeable prepaid rail cards. Prepaid cards are sold at ticket vending machines in train stations. A 500 JPY deposit will be deducted from the cash amount you charge the card with. (You can get this money back when you return the card to a ticket office)

When using prepaid cards on a bus, swipe it over a contactless reader when boarding/disembarking. You can top up the card at the ticket vending machines in train stations, but bus drivers can also help you top up the card.

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

- Ordering a Suica/Pasmo cards from connections they know, or spares that people were selling online.
- Using a mobile payment system (e.g., Apple Pay) which does not require a physical Suica/Pasmo card
- Paying cash for tickets for every train station destination (quite inconvenient)
- Using the Suica/Pasmo cards that the students themselves or their relatives have kept from past trips to Japan
- Buying a one-month commuter Suica/Pasmo pass between the shortest distance and then topping up on it (You can keep using the pass card 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.

## 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 students to take unlimited rides between the station nearest to their residence and the station nearest to the campus.

Your student commuter pass can be issued on the Suica/Pasmo you have.

You must pay an additional fare when traveling outside the specified route and only the person registered on the card may use this pass.

One, three, and six-month passes are available (the longer the period the higher the discount, but the higher risk when you lose it).

The student commuter passes can only be issued for a single route and for the least expensive route.

If your current address is different from the one registered with the university, please update your home address from K-Support.

## 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>

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

\*Please Note: Research students cannot purchase Student Commuter Passes but are eligible for a regular commuter pass (*tsukin teiki-ken*), which is a little bit more expensive but still cheaper than paying the travel fare every day separately.

## 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.eio.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 in the commuting route, valid period, and starting date for using the Student Commuter Pass on the Student Commuter Certificate, and submit this to the station counter, ticket counter of the bus company, etc. to purchase the pass.
- ④ \*In order to purchase a Student Commuter Pass for two lines, such as Sotetsu line and Tokyu line, you need to visit Yokohama station.

Sample

学校種別又は指定番号		大学	区	分
通学者の氏名・年齢	慶應 花子 (19才)			
通学者の居住地	東京都港区三田2-15-45 慶應マンション101			
通学者の電話番号	電話: 03-1234-5678 00-1234-5678			
学科及び学年	文学部 第1学年		Fill in before submission	
身分証明番号	12345678			
通学区間 (*)	① ~ ② 間 ③ 経由			
通学定期乗車券の有効期間 (*)	④ 1 箇月 ~ 3 箇月 ~ 6 箇月			
通学定期乗車券の使用開始日 (*)	⑤ 年 月 日			
卒業予定年日	2022 年 3 月 31 日			
(*) の項目は通学者本人が記入する (または〇で読む) こと				
発行日	2022 年 4 月 1 日 発行			
証明	学校所在地 神奈川県横浜市神奈川区日吉4-1-1			
	学校名 慶應義塾大学			
	学校代表者氏名 学長 伊藤 公平			
<p>1 この証明書のうち、通学区間、通学定期乗車券の有効期間、通学定期乗車券の使用開始日は、通学者が記入してください (通学定期乗車券の有効期間は、該当のものによって異なります)。</p> <p>2 通学区間は、通学者の居住地の番号を記入し、1. 3. 5. 6. の項目の学校所在地の番号1桁への番号を添付の経路を記入してください (バス利用の場合は最寄り停留所)。</p> <p>3 1. 2. 以外の内容を訂正・変更した場合は、訂正日の有無にかかわらず無効となります。</p>				
下欄には記入しなくても大丈夫。				
(発行駅)	(乗車券番号)	(発行年月日)		
(基本運賃)	(乗車運賃)	(定期運賃)		

① Home Station

② School Station

③ Via (change at)

④ Duration:  
1 month / 3 months / 6 months

⑤ Commuter pass commencement date:  
Year / Month / Day

## Bicycle

Commuting by bicycle is another choice if you do not like to wait in a long queue for a bus, or board an overcrowded bus. Using a bicycle, you do not need to worry about being late for your class.

From Shonandai to SFC, it is 3km of a hilly road for 20 minutes of a bicycle ride.

## Bicycle Registration

It is mandatory to register your bicycle.

Crime rate is low in Japan, but it doesn't apply to bicycles and umbrellas. They are often stolen. There may be cases that you will be stopped by police when riding your bicycle at night. You don't need to panic because you can easily prove the bicycle belongs to you with your registration number on your bicycle.

When you buy a new bicycle from a local shop, shop staff will offer you a registration. Fill out the form and pay 600 JPY. A sticker to prove your registration will be put on your bike by a shop staff. This is issued by your local police and its expiration date differs by each prefecture. (7 years for Kanagawa prefecture)

If you purchase a bicycle online, visit the nearest bicycle shop or a police box for the registration. You need to bring your ID card, your bicycle certificate (it will be sent to you with the bicycle) and your bicycle.

For the bicycle given by your friend or somebody else, you need to register for the bicycle at the nearest bicycle shop. Besides your ID and bicycle, you need to bring a "**Bicycle transfer certificate**" written by the former owner of the bicycle.

## Bicycle Insurance

Kanagawa prefecture requires all bicycle riders to enroll in insurance (such as bicycle casualty insurance) to ensure that they can pay for any damage or injury to others if the rider is involved in a cycling accident. Please check the terms of the insurance plan you are enrolled in and make the necessary adjustments or purchase cycling insurance. It costs approximately 3,000 JPY for a year.

\*If the bicycle rider is under legal age (18 years old), the parent is required to enroll in insurance for the rider.

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

Bicycle registration

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

Bicycle transfer  
certificate



<https://www.kanajibou.jp/download.html>

Download the top PDF

自転車損害賠償責任保  
険等 (*jitensha songai  
baisho sekinin hoken  
to*)

bicycle liability  
insurance, etc.

\*Any accidents  
during  
commuting  
to/from the  
university are  
covered by  
Gakkenbai.  
(Please see 7-3  
for details)

## Parking at SFC

Students who commute to SFC by bicycle must park in the parking lots located across from the security office in 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, damages, and troubles in the parking space. Abandoned bicycles will be removed, so please look after your own bicycle.

## Bicycle Sharing Service

Shared bicycle “Daichari” is a renting electric bicycle service. There is a shared e-bicycle station near the North Gate of SFC. You can book an e-bicycle from your smartphone.

### Daichari



<https://daichari.hello cycling.jp/>

(Japanese language only)

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

## Traffic Rules for Bicycles

- ✓ Use roadways in principle. Riding on sidewalks is allowed only in exceptional cases.
- ✓ Keep to the left on roadways.
- ✓ Do not ride under the influence of alcohol.
- ✓ Do not carry a passenger.
- ✓ Use your front light after dark.
- ✓ Do not ride bicycles that are not equipped with a front light and brakes.
- ✓ Wearing a helmet is strongly encouraged.
- ✓ Riding while holding a mobile phone or similar device to make calls or operate it, or while staring at the screen, is prohibited.
- ✓ Do not ride while using earphones or similar devices that prevent you from hearing surrounding voices or sounds.
- ✓ Do not ride with one hand, such as while holding an umbrella or other object.

## 8-5 Part-Time Jobs

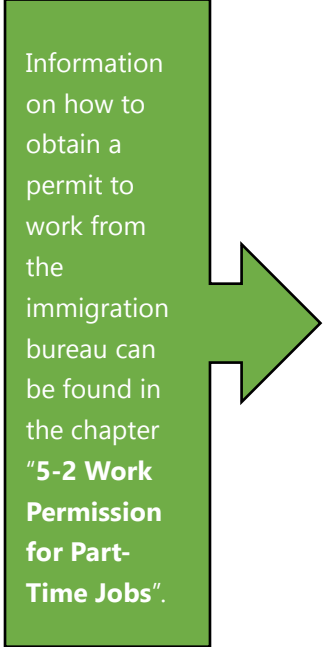
Many international students wish to work part-time in to pay their tuition or living expenses. However, under the status of residence of "Student," which is given to all international students, they are originally allowed to reside in Japan only for the purpose of studying at school. Therefore, if anyone residing in Japan with the status of "Student" wishes to take a paid part-time job, the person is required to obtain official permission called "Permit to Engage in Activity other than that Permitted by the Status of Residence Previously Granted" from the nearest regional immigration bureau.

### **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 have a job prohibited by the Immigration Law, such as jobs at places like bars where servers are seated at the customer's table to serve, pachinko parlors, etc. It is prohibited to work there even as kitchen staff. If there are any violations of the conditions of the part-time work permit, you will be punished by a fine or deported.

### **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.



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

## 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-center/e/index.html>

### Kanagawa Labor Bureau



[https://jsite.mhlw.go.jp/kanagawa-roudoukyoku/madoguchi\\_annai/soudanmadoguchi/95955/119910.html](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 what kind of job you wish to do. If you have some proficiency in Japanese, it can be easy to find a job as a translator, or at a restaurant or in another position with customer services, which offers the opportunity to improve your Japanese and get a sense of 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 are working with, in order to find a part-time job. T.A. and S.A. assist faculty members in holding classes smoothly by assisting with class preparation, providing in-class guidance with experiments and exercises, providing advice to students regarding course contents, and so on. If you already have a particular job in mind, you can directly bring your CV to the place you want to work at and ask whether they have an open position.

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

## Disputes at Part-Time Jobs

Kanagawa Labor Bureau offers free consultation services in English. Consultation services cover work related issues such as labor contracts, 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.

### Supermarkets

The cheapest way of having meals is always cooking by yourself. Buying food at supermarkets is economical. Wholesale markets (業務スーパー) are known to be cheaper than ordinary supermarkets.

Don't forget to bring your shopping bag as they charge you for plastic bags.

Common tip: Fresh and cooked items are often marked down by 10-70% near the closing time of supermarkets.

### Vegetarian Food

Vegetarian food in Japan can be difficult to find.

Most of the restaurants do not have vegetarian menus unless you choose vegetarian restaurants. Restaurant staff will happily remove meat from your plates if you ask.

Please use the vocabulary on the right to ask staff to adjust your plate. Try using a search engine for vegan and vegetarian restaurants as well.

ラーメン(ramen)



牛丼(*gyudon*)  
beef bowl



おにぎり(*onigiri*)  
Rice ball



スーパー(*su paa*)  
supermarkets

業務スーパー(*gyomu su paa*)  
wholesale markets

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://trip.pref.kanagawa.jp/media/8RDmcw\\_mQfcPtTZV1zRACDSLs\\_YfcCb6RW0qK0nZHb/muslim-friendly-restaurant-guidebook.pdf](https://trip.pref.kanagawa.jp/media/8RDmcw_mQfcPtTZV1zRACDSLs_YfcCb6RW0qK0nZHb/muslim-friendly-restaurant-guidebook.pdf)

## Halal Food

Halal food might be much harder to find than vegetarian food. The concept of “Halal food” itself is not very popular among ordinary Japanese people.

A wholesale market (業務スーパー) near Shonandai station sells some Halal foods.

Keio SFC Islam kenkyu labo and Kanagawa prefecture made “Muslim friendly restaurant guidebook Kanagawa”. Please download the PDF version for your use. It contains information about places for prayers as well.

Also, using search engines for halal food would 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 menus are available at the co-op cafeteria.

**Halal Gourmet Japan**



<https://www.halgourmet.jp/>



## 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.

**You are expected to observe all rules and regulations concerning garbage disposal and recycling in your city.**

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, bins, cans, magazines, etc.)

Items in each category are collected separately on a designated day. Usually, you are supposed to put garbage in certain space to avoid crows and cats.

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.

For oversized 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.

**Fujisawa Garbage  
sorting app**



**for Android**



**for iPhone**

可燃ゴミ(*kanen gomi*)  
combustible trash

不燃ゴミ(*funen gomi*)  
non-combustible trash

リサイクルゴミ  
(*risaikuru gomi*)  
recyclable trash

粗大ゴミ(*sodai gomi*)  
oversized trash

## 8-8 Avoiding Troubles

騒音(*sou-on*) noise

### **Noise Caution**

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 is a reality of campus life. Do not leave your wallet and computers unattended. Also, it is not uncommon for bicycles in the parking area to be stolen.

## Visitors

### **Do not open your door to strangers!**

Visitors with no appointments are mostly door-to-door sales.

Safety check: Sometimes, for example, a visitor tells you they are from “a direction of the fire station” and would like to check the fire system in your apartment. Those safety checks should be informed by the landlord or a posted document beforehand. Do not let the stranger come inside your room.

### NHK representative

By the Broadcast Law of Japan (1950), all Japanese residents regardless of nationality who own a television set and/or a mobile phone which can receive the TV signal are required to enter into a Broadcast Receiving Contract with NHK and pay the broadcast receiving fee. NHK representative will visit your place to ask for the payment. However, students with low income or students supported by their parents are to be exempted from the payment. For details, please refer to the NHK website (Japanese language only).

### 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/StudentExemptionBranch.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 transportations**

Avoid loud conversation and/or listening to music loud in public transportation.

## **Alcohol and Tobacco**

The legal age for drinking alcohol and smoking is 20 years old.

## **Drugs**

The use or possession of illegal drugs is strictly prohibited by law.

## **Ethical use of PC**

Ethical use of computers is required in your daily life, especially when you use SNS. For example, uploading a photo of you or your friends who are underage with a glass of beer to SNS may cause a serious issue.

## **Drones**

Flying drones without permission is prohibited by law.

## **Cults**

There are lots of cult groups in Japan that recruit university students. They may contact you near the campus or even on campus. They target new students who are lonely without families or friends in the new environment. Those religious recruiters pretend to be students. They will come to 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 one of Keio University student groups.

Please be aware that there are lots of dangerous cult groups targeting new students around April and October. If you are unsure about the invitations from someone you don't know well, ask senior students at school or faculty members. Do not give them your personal information.

## Involving in 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.

Those criminals recruit university students as fraud group members.

You might be offered a well-paid job by friends or people who pretend to be university students.

Once you get involved in a crime, you are a criminal regardless of your situation. Even if you didn't know it was a crime or you were just threatened, you will still be arrested and will be expelled from Keio University.

## Fraud targeting at Chinese students

Recently, there have been many cases that people claiming to be from the Chinese Public Security Bureau, Chinese embassies, Japanese Immigration Office, or other overseas public institutions who told Chinese students that they were involved in a crime and would be arrested, or that they needed to pay a security deposit to avoid arrest. Some of the cases involved fraudulent payments of a large sum of money as a deposit.

In some cases, the scammers not only present their personal information (passport information, etc.) to make the recipients believe that it is from a public institution but also send a document with an official seal made to look like it was issued by a public institution.

If you receive a suspicious phone call pretending to be from an overseas public institution, please do not make a decision on your own, but rather consult with the university or the nearest police station.

Never give out your personal information or transfer or give money to them.

特殊詐欺(*tokushu-sagi*)  
Special fraud

**Kanagawa Prefectural  
Police**



[https://www.police.pref.kanagawa.jp/kurashi/kodomodomo\\_jyosei/mesd5050.html](https://www.police.pref.kanagawa.jp/kurashi/kodomodomo_jyosei/mesd5050.html)

**Immigration Service  
Agency**



[https://www.moj.go.jp/isa/publications/others/nyuukokukanri01\\_00142.html](https://www.moj.go.jp/isa/publications/others/nyuukokukanri01_00142.html)

## Bank Account

It is a CRIME to sell or give a bank account without just cause. If there is any change in your information such as address, period of stay, status of residence and place of work, you should immediately 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 by criminals.

**銀行口座（キャッシュカード・通帳）を他の人にあげたり  
売ったりすることは犯罪です。絶対にしないでください。**


**住所、在留期限や在留資格、仕事先などの情報に変更があった場合は、口座を作った銀行にすぐに連絡してください。**

**It is a CRIME to sell or give a bank account without just cause.**

If there is any change in your information such as address, period of stay, status of residence and place of work, you should immediately contact the bank with which you have an account. 英語

买卖、转让银行帐户（提款卡、现金磁卡、储蓄存折）是非法行为，请不要做。

如果您地址、在留期限、在留资格以及工作单位有改变，请立即跟开户银行联络。 中国語



**은행계좌 ( 현금카드 · 통장 ) 의  
매매, 양도는 범죄입니다.  
절대로 하지 마십시오.**

주소나 체류기간, 체류자격, 직장 등의 정보가 변경되면 계좌를 만든 은행에 즉시 연락하십시오. 韓国語

**Ipinagbabawal ang pagbebenta o  
pagbibigay ng account sa bangko (pati  
ng ATM card at bankbook sa ibang tao).**

Kapag nagkaroon ng pagbabago sa impormasyon tulad ng adres, panahon ng pananatili, pinagtatrabahuhan atbp., mangyaring ipa-alam agad ang mga ito sa bangko kung saan nabuksan ang account. タガログ語

**Việc mua bán hoặc chuyển  
giao tài khoản ngân hàng (bao  
gồm thẻ rút tiền mặt, sổ ngân  
hàng) là hành vi phạm tội.**

Trường hợp có thay đổi các thông tin như địa chỉ, thời hạn lưu trú, tư cách lưu trú, nơi làm việc v.v... hãy nhanh chóng liên lạc báo với ngân hàng mà bạn đã mở tài khoản. ベトナム語

**É crime vender, comprar ou  
transferir uma conta bancária  
(cartão de conta corrente/  
caderneta bancária).**

Se houver alguma alteração nas informações como endereço, período de permanência, status de residência, local de trabalho, etc., entre em contato imediatamente com o banco onde você abriu a conta. ポルトガル語

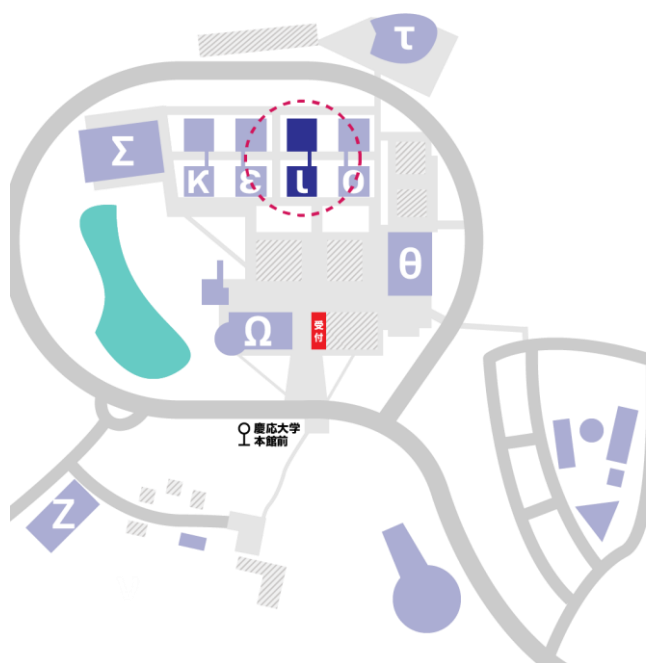
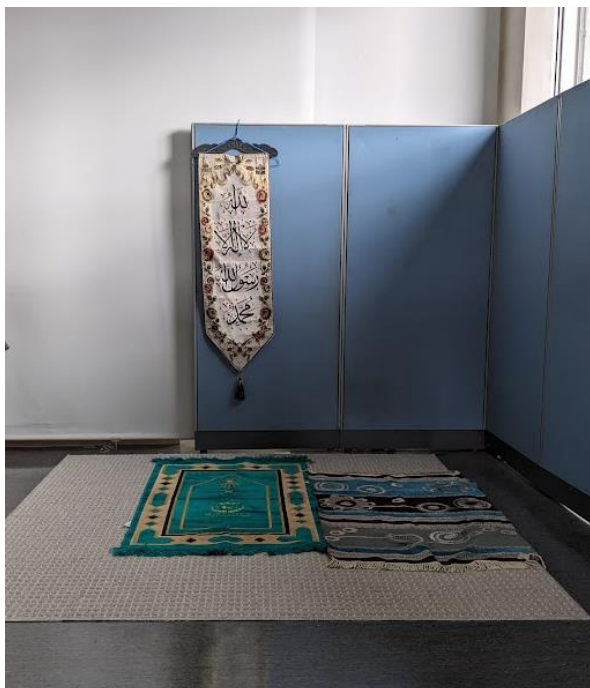


## 8-9 Religious Facilities

### Mosques in Kanagawa

<a href="https://yokohamamasjid.com/">Ja'me Masjid Yokohama</a>	1-31-22-201 Hayabuchi, Tsuzuki-ku, Yokohama-city, Kanagawa Tel: <b>090-3510-2798</b>	<a href="https://yokohamamasjid.com/">https://yokohamamasjid.com/</a> <a href="mailto:info@yokohamamasjid.com">info@yokohamamasjid.com</a>
Ebina Masjid	3-12-1 Kamigo, Ebina-shi, Kanagawa Tel: <b>090-8000-9711, 090-6542-1900</b>	<a href="https://www.facebook.com/pages/Ebina-Mosque/352827714734696">https://www.facebook.com/pages/Ebina-Mosque/352827714734696</a>

There is also a **prayer room** located on the second floor of the Iota Building in SFC.



### Christian Churches with English Service in Kanagawa

Yokohama International Baptist Church	60 Nakaodai, Naka-Ku, Yokohama Tel: <b>045-621-6431</b>	<a href="https://www.yibc.org/">https://www.yibc.org/</a>
Japan Union Conference of Seventh-day Adventist Church	* Yokohama English Church * Fujisawa Church	<a href="https://adventist.jp/international-ministries/">https://adventist.jp/international-ministries/</a>
Sacred Heart Cathedral	44 Yamate-cho, Yokohama Tel: <b>045-641-0735</b>	<a href="https://catholicyamate.org/welcome_e/">https://catholicyamate.org/welcome_e/</a>
Catholic Fujisawa Church	1-1-17 Kugenuma Ishigami, Fujisawa Tel: <b>0466-27-2787</b>	<a href="https://catholicfujisawa.org/">https://catholicfujisawa.org/</a>

## 8-10 Student Organizations

### Circle Square



<https://orientation.keio-zenkyo.net/for-english-person>

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.

### The List of Official Student Groups



[https://www.keio.ac.jp/en/student-life/files/athletics-recreation/Official\\_Student\\_Groups.pdf](https://www.keio.ac.jp/en/student-life/files/athletics-recreation/Official_Student_Groups.pdf)

### 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 / Facebook pages.

\*Japanese language only

For sports at Keio University, the Keio University Athletics Association organizes the university’s intercollegiate athletic teams, and provides them with coaching staff, medical aids, and training facilities. The league includes over 40 groups.

### The Keio University Athletics Association



<http://www.uaa.keio.ac.jp/>

### 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

**Association for International Students (AIS)** is a Student Association in SFC organized in 2016. Their goal is to bring all students together to make SFC a better place. Contact them 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. Mainly active at Mita Campus.

### Support Group Run by Alumni

**Keio Welcome Net** is a volunteer organization by Keio's alumni that supports international students.

**Nihongo Club** has been offering free Japanese conversation sessions, for over 20 years for students from abroad and visiting scholars on Mita and Shinanomchi campuses.

**Tokyo Mita Club** was founded in 1974 by Keio alumni. It organizes various events and welcomes parties to interact with international students.

### Support from Government

**Ministry of Education, Culture, Sports, Science and Technology (MEXT)** provides useful information to support international student life.

**AIS** (Keio Association for International Students)

AIS Instagram:

[https://instagram.com/ai\\_skeiosfc?igshid=MzRIODBiNWFIZA==](https://instagram.com/ai_skeiosfc?igshid=MzRIODBiNWFIZA==)

**KOSMIC**

[https://www.ic.keio.ac.jp/intl\\_student/organization/kosmic.html](https://www.ic.keio.ac.jp/intl_student/organization/kosmic.html)

\*Japanese only

**Keio Welcome Net**

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

**Nihongo Club@Mita**

[https://www.ic.keio.ac.jp/intl\\_student/organization/nihongo-mita.html](https://www.ic.keio.ac.jp/intl_student/organization/nihongo-mita.html)

**Nihongo Club @Shinanomchi**

[https://www.ic.keio.ac.jp/intl\\_student/organization/nihongo-shinanomachi.html](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 jukueikai



<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](mailto: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

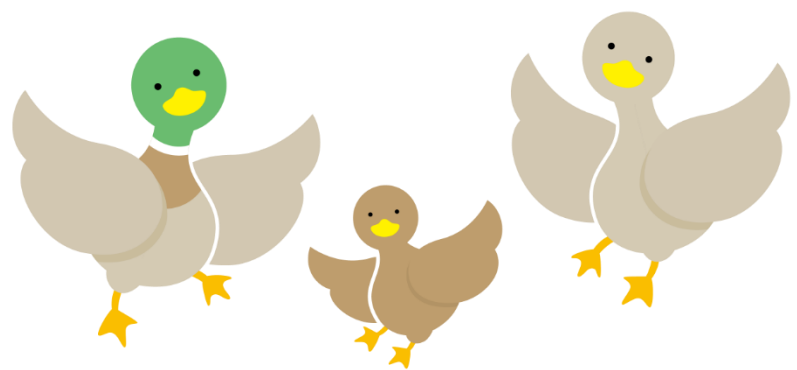
LGBT jukuseikai is an unofficial LGBTQ student circle at Keio University.



[lgbt.jukuseikai@gmail.com](mailto: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)**

### Theft

#### 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 theft

If you have been robbed or had valuable belongings stolen, dial **110**. No area code is necessary.

Tell the operator your name, address, the location of the accident or incident, and what happened slowly and clearly.

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. It is important to keep your PIN number separate from these cards and not to share it with others.

## 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.

## Japanese Phrases for Emergency Calls

The following Japanese phrases may be helpful:

Japanese	English
火事ですか、救急ですか？ Kaji desuka, kyu-kyu- desu ka?	Is it a fire or medical emergency?
どうしましたか？ Dou shimashita ka?	What happened?
救急車を呼んでください。 Kyukyusha wo yonde kudasai.	Please send an ambulance.
ケガをしています。 Kega wo shite imasu.	I'm injured.
息が苦しいです。 Iki ga kurushi desu.	I'm having difficulty breathing.
病気です。 Byoki desu.	I'm sick.
火事です。 Kaji desu.	There is a fire.
事故です。 jiko desu.	There was an accident.
警察を呼んでください。 Keisatsu wo yonde kudasai.	Please send a police officer.
私の名前は_____です。 Watashi no namae wa _____desu.	My name is _____.
私の住所は_____です。 Watashi no jusho wa _____ desu.	My address is _____.
私の電話番号は_____です。 Watashi no denwa bango wa _____ desu.	My phone number is _____.

## **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

An 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 typhoon, 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.

地震 (*jishin*)

earthquake

### SFC Disaster Prevention Guide



[https://www.sfc.keio.ac.jp/emergency/disaster\\_management.html](https://www.sfc.keio.ac.jp/emergency/disaster_management.html)

### Safety Tips

(a free app provides  
disaster information)



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

### Earthquakes

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.

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 our 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 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 buildings.

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.

### Prevent 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 to prevent furniture from tipping over. (You may need to ask for approval from the owner of your apartment regarding some equipment.)



### 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.

避難場所(*hinan basho*)

evacuation areas and shelters

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.

**Kanagawa Prefectural  
Government (K.P.G.)  
Information to  
Support Foreign  
Residents at the Time  
of Disaster**



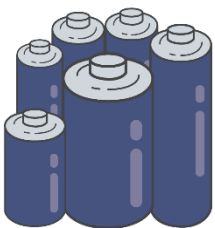
<https://www.pref.kanagawa.jp/docs/k2w/saigaiji-english.html>

## Prepare 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 (with a can opener) for a week
- 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
- list of emergency contact
- towels/wet wipes/tissues/sanitary items/ toothbrush and toothpaste/mask
- rain gear
- pens
- phone charger
- glasses (for those using 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 (It 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.

## Tsunami

It is true the area surrounding Keio SFC is not included in the tsunami disaster alert area, however, the coastal side of Fujisawa-city is designated as a tsunami disaster alert area.

Move immediately to a safe place as high and as far inland as possible if you feel a strong earthquake if you are on the coast.

### **RUN!! LEAVE EVERYTHING ELSE 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 tsunami evacuation towers built along the beach line.

When going to the beach, take a quick check of the evacuation buildings along the coastline beforehand. For example, the rooftop of Enoshima Aquarium is an evacuation point.

Some utility poles in coastal areas have signboards indicating the height above the sea level.

If you happen to be at Enoshima Island at the time of the earthquake, do not try to go 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.

津波 (*tsunami*)

tidal wave/tsunami

### **Fujisawa-city Hazard Map for Tsunami**



[http://bosaiinfo.city.fujisawa.kanagawa.jp/pdf/tsunami\\_kouiki.pdf](http://bosaiinfo.city.fujisawa.kanagawa.jp/pdf/tsunami_kouiki.pdf)



Sign of Tsunami Evacuation buildings

### **Latest Tsunami Information by the Japan Meteorological Agency**



<https://www.jma.go.jp/bosai/map.html#5/37.979/135/&elem=warn&contents=tsunami&lang=en>

台風 (*taifu*) typhoon

洪水 (*kozui*) flood

## **Typhoons (Hurricanes) and Floods**

To prepare for a typhoon you should keep yourself informed on its progress and take precautions to minimize any damages that may be caused.

Don't forget to secure or move outdoor items inside. Make sure potted plants and laundry poles are not to be blown 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 places that you think are dangerous such as beaches, rivers, steep slopes, and underpasses.

**Civil Protection  
Portal Site by Cabinet  
Secretariat**



[http://www.kokuminhogo.go.jp/en/pc-index\\_e.html](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>

## **J-Alert System (Nationwide Warning System)**

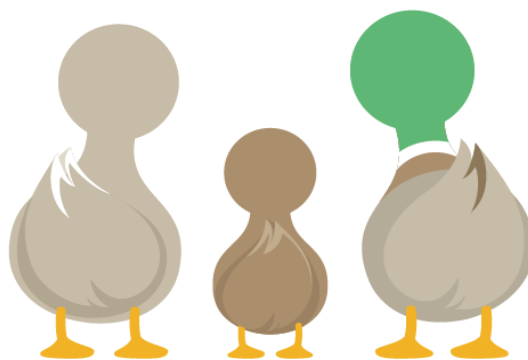
J-Alert is a nationwide alert system. If the government of Japan deems that there is an urgency to protect the lives, bodies, and property of the people, such as from a missile threat, it will issue warnings and promptly notify prefectural governors. If it is necessary to evacuate residents, the government will instruct prefectural governors to take evacuation measures. The prefectural governors will then announce warnings and issue evacuation instructions, and communicate information to residents through publicity vehicles of the municipal government.

Based on the Civil Protection Law, the national and local government will also occasionally implement drills for civil protection, such as those concerning evacuation and relief measures. Please access the link for more detailed information on J-Alert.

In the situation of an armed attack etc., it is critical that information is communicated promptly and convincingly. For this reason, the government has secured multiple means to communicate information.

# 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 SFC Academic Affairs Office (Academic Services). There is no need to return your student ID card.
- (3) Return any library books or other materials you have borrowed.
- (4) Submitting a Career Notification (進路届/*Shinro-todoke*).  
Please register your career path and employment after graduation/completion in a "Career Notification" before graduating/completing your studies. Submission of the form is mandatory for all graduating students including those who are not planning to start working or already have working experience. For details, please check the K-Support News or the "Employment/Career" section on the student website, or contact the employment/career support department at your campus.

進路届  
(*Shinro-todoke*)  
a Career Notification

#### Submission of Plans After Graduation



<https://www.students.kieio.ac.jp/en/com/career/report/>

## Other things to do regarding your daily life

- (1) Inform your property owner of your departure date 1 or 2 months in advance.

If you are in the University dormitory, register your move-out date one month before your desired departure date. If you fail to register one month prior, you will still be charged one month's rent from the date of move-out registration. You can register your move-out date through the dormitory system's My Page! Registration is available from three months before 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 phone service (including mobile phone) and Internet provider contract.
- (4) Pay the due utility charges by convenience store payment or automatic bank withdrawal.
- (5) Close your bank account after making sure all bank transfers and payments are complete. Take note of the date of direct debit from your account if you have used a credit card.
- (6) Clean your room thoroughly and dispose of any garbage at the specified area
- (7) Be sure of the procedures for disposing large sized waste and specified kinds of home appliances (ex. fridge, TV, etc.) Disposal of some items is not free and requires completing certain procedures in advance. Please check your area of residence's official website to confirm the procedures and locations of where large sized waste can be disposed.

### [Garbage&Recycling](#)



転出届 (*tenshutsu-todoke*)  
a moving-out notice

### **At the Ward/City Office**

- (1) Submit a “Moving-Out Notice” (転出届/*tenshutsu-todoke*) to your City/Ward Office.
- (2) Return your My Number Card and NHI Card/ NHI Certificate of Eligibility to the City/Ward Office and settle any outstanding payments.

If you paid into the National Pension Plan, complete the procedures for withdrawing and for receiving the lump-sum withdrawal payment.

\*Once you receive your payments, however, your coverage periods for the basis of the payments entitlement will no longer be valid to apply for other Japanese benefits. For more details, please refer to the Japan Pension Service website.

### **Lump-sum Withdrawal Payments**



<https://www.nenkin.go.jp/international/japanese-system/withdrawalpayment/payment.html>

### **At the Airport**

- (1) You must hand in your Residence Card at the airport immigration upon departure.

## Contacts

### Inquiries about Admissions

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For Undergraduate Program  
Admissions Office (Faculty of Policy Management /  
Faculty of Environment and Information Studies)  
[ao-request@sfc.keio.ac.jp](mailto:ao-request@sfc.keio.ac.jp)

For Graduate Program  
Admissions Office (Graduate School  
of Media and Governance))  
[gao-request@sfc.keio.ac.jp](mailto:gao-request@sfc.keio.ac.jp)

### Inquiries about Career Support

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Career Services Section (CDP office)  
[cdp@sfc.keio.ac.jp](mailto:cdp@sfc.keio.ac.jp)

### Inquiries about Course registration, Certificates, and Student ID card

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Academic Affairs Office  
[sfc-kyomu@sfc.keio.ac.jp](mailto:sfc-kyomu@sfc.keio.ac.jp)

### Inquiries about Dormitories / Housing

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Student Life Section  
[sfc-housing@adst.keio.ac.jp](mailto:sfc-housing@adst.keio.ac.jp)

### Inquiries about Media Center (Library)

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Media Center (Library)  
[mc-lib@sfc.keio.ac.jp](mailto:mc-lib@sfc.keio.ac.jp)

## Inquiries about Scholarships

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Student Life Section

[sl@sfc.keio.ac.jp](mailto:sl@sfc.keio.ac.jp)

## Inquiries about Tuition fees and Payment from overseas

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Accounting Section in Mita office

[keio\\_tuition@info.keio.ac.jp](mailto:keio_tuition@info.keio.ac.jp)

## Inquiries about Physical and Mental Wellness

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Student Counseling Section

[gakuseisoudan@sfc.keio.ac.jp](mailto:gakuseisoudan@sfc.keio.ac.jp)

Health Services Section

[health-sfc@adst.keio.ac.jp](mailto:health-sfc@adst.keio.ac.jp)

## Inquiries about Visa

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Student Life Section / Office of International Affairs

[sfc-visa@adst.keio.ac.jp](mailto:sfc-visa@adst.keio.ac.jp)

## Other Inquiries from International Students

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Office of International Affairs

[apd-global@sfc.keio.ac.jp](mailto:apd-global@sfc.keio.ac.jp)