



Orientation for International Students



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



Things Handed Out Today

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



Information Website

https://www.st.keio.ac.jp/en/students/Information_for_exchange.html

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

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

Guide for Before Departure and Upon Arrival

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

Orientation and Guidance

Orientation for International Students (2025 Spring)

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

Media Center Guidance (2025 Spring)

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

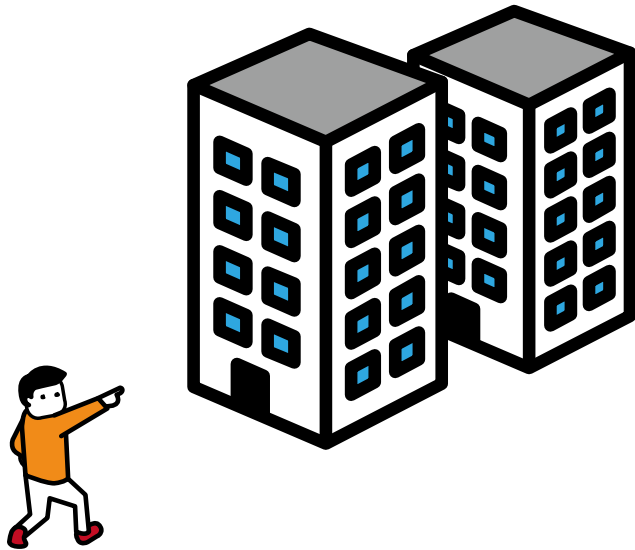
- ▶ [OnLine Orientation Slides for International Students \(2024 Fall\)](#) 📄
- ▶ [Academic Guidance \(Very Important\) \(ONLY for IGP, DD students\)](#) 📄
- ▶ [Kelo.jp Registration Guide](#) 📄
- ▶ [Internship Orientation \(ONLY for IGP, DD students\)](#) 📄

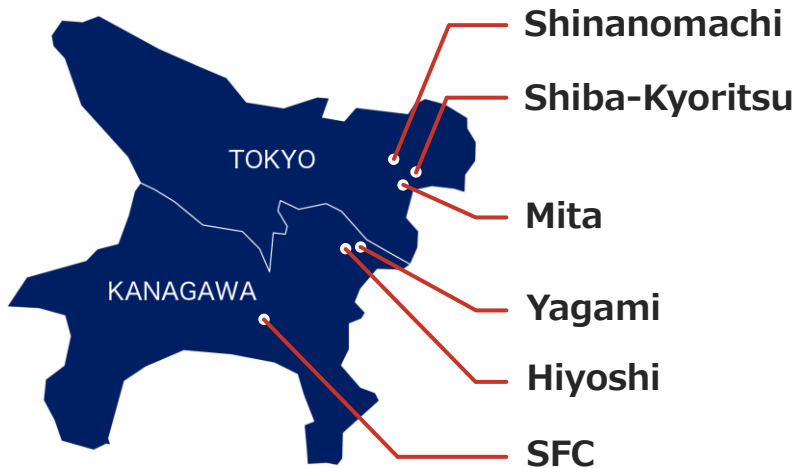
Academic Information

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



Introduction of Keio University





Shinanomachi

Shiba-Kyoritsu

Mita

Yagami

Hiyoshi

SFC



Mita

Humanities and Sciences



Hiyoshi

General Education



SFC

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



Yagami

Science and Technology



Shinanomachi

Medicine



Shiba-Kyoritsu

Pharmacy



Office of Student Services (International)

Professors in Charge of International Affairs

➤ Chair of the Committee for International Affairs

Professor TAKEMURA, Kenjiro

Email: takemura@mech.keio.ac.jp





Office of Student Services (International)

Professors in Charge of International Affairs

➤ **Academic Coordinator for International Students**

Professor BEAUCAMP, Anthony

Email: beaucamp@sd.keio.ac.jp





Office of Student Services (International)

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

Staff Members:

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



Office of Student Services (International)

Key Roles and Responsibilities

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

- Webpage:

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



International Students 2025

Now, please introduce yourselves!

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





Status of Residence





What is Status of Residence?

→ p.7-8

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



What is Status of Residence?

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

➤ If your visa status is not “Student,” you may not be eligible for some of the privileges, services, or scholarships available for international students.

➤ Students who hold the “Student” status are not allowed to work unless they obtain permission from the Immigration Bureau to engage in other activities, such as taking part-time jobs.

→ p.21. 22

➤ If you take a leave of absence or withdraw from Keio University, you will not be able to continue staying in Japan under the Status of Residence of “Student,” even if there is time remaining on your student visa.

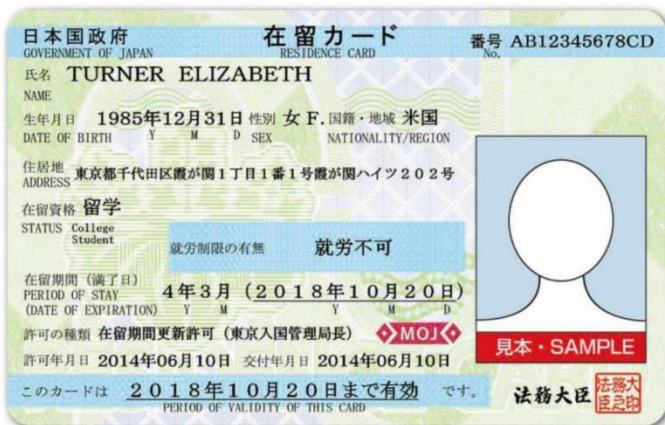
→ p.24-26



Residence Card

→ p.7-8

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



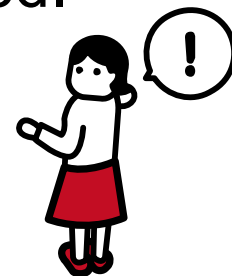
住居地記載欄		
届出年月日	住居地	記載者印
2014年12月1日	東京都港区港南5丁目5番30号	東京都港区長
資格外活動許可欄	在留期間更新等許可申請欄	
許可: 原則週 28 時間以内・風俗営業等の従事を除く	在留資格変更許可申請中	



Change of Status and Extension of Stay

→ p.11–14

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





Part-time Work

→ p.21–24

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



Special Re-entry Permit

→ p.17–20

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



Special Re-entry Permit

→ p.17-20

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

外国人用 (再入国) 再入国入国記録 [ARRIVAL]

再入国出国記録 EMBARKATION CARD FOR REENTRANT [DEPARTURE]

氏名 (Family Name / Name)
 生年月日 (Date of Birth)
 航空機便名・船名 (Flight No./Vessel)
 主な渡航先国名 (Destination)
 出航予定期間 (Intended period out of Japan)
 1年以内 1年超2年以内 2年超

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

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

2. 「再入国許可」の有効期間内に再入国の予定はありません。
 I do not plan to re-enter Japan while my re-entry permit is valid.

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

署名 (Signature)



1. 一時的な出国であり、再入国する予定です。

I am leaving Japan temporarily and will return.

2. 「再入国許可」の有効期間内に再入国の予定はありません。

I do not plan to re-enter Japan while my re-entry permit is valid.

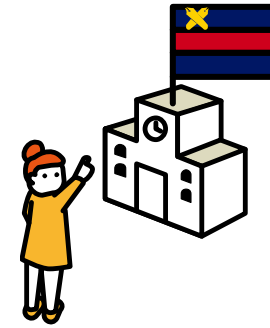


Special Re-entry Permit

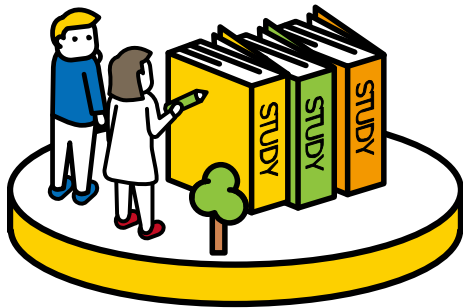
→ p.17–20

When you leave Japan...

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



Student Life on Campus





Timetable (Yagami, Hiyoshi, Mita)

→p. 43–44

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



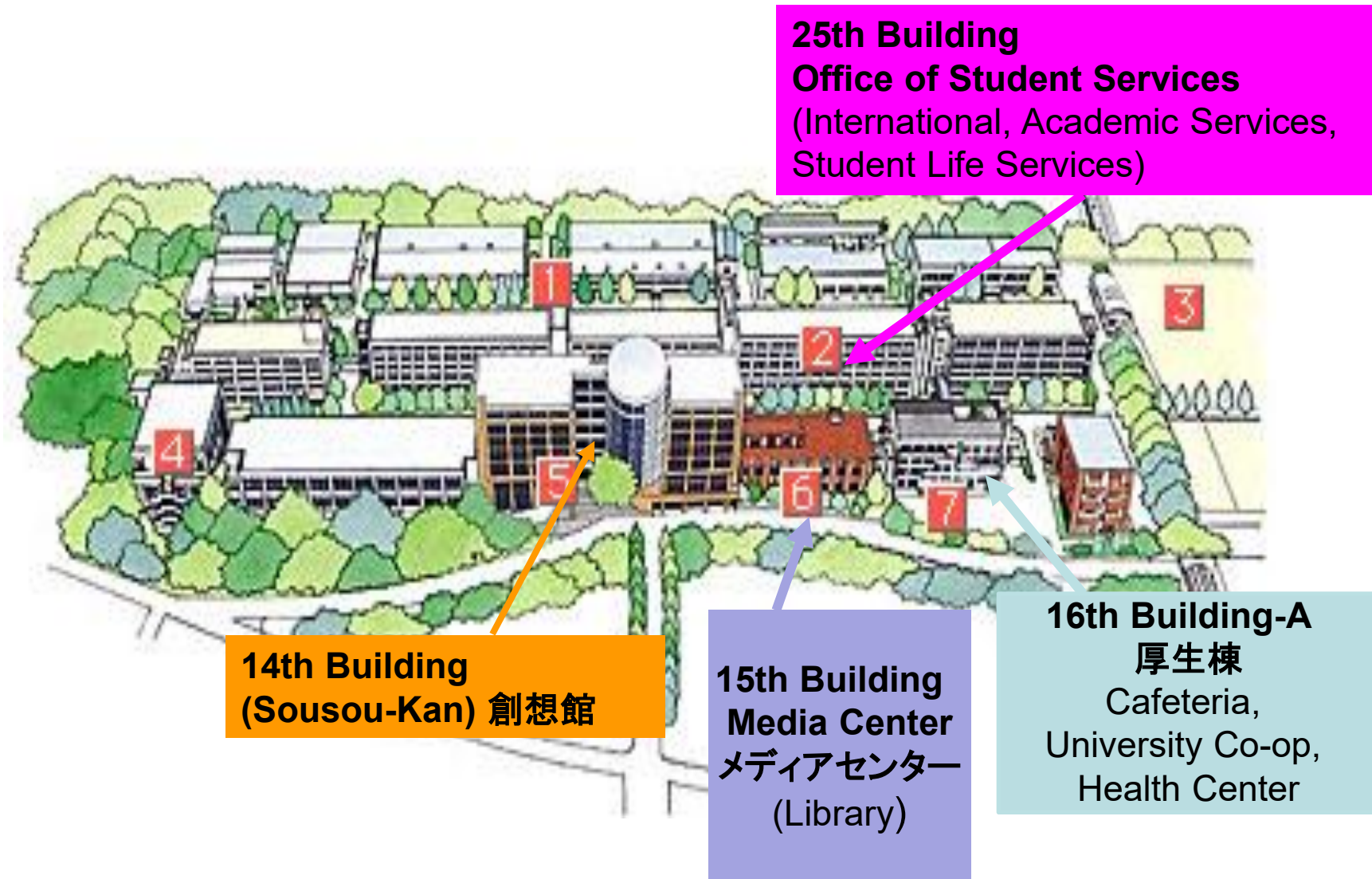
Office of Student Services

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





Yagami Campus Map





Office of Student Services Bulletin Board

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



University Library (Media Center)

→ p.51–52

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



Keio Information Technology Center (KIC)

→ p.53–54

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

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

For more information, visit the KIC website

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



Web Services at Keio “keio.jp”

→ p.51-52

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

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

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



Student ID Card

→ p.65–66

You will need the student ID card when you:

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

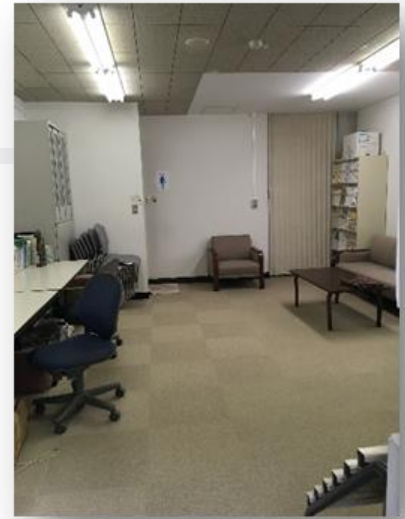


Silence Room

Room 12-201 (12th Building, 2nd Floor)

The room is intended for meditation and prayer.

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





Training Room

→ p.58

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





Course Registration





Courses Available for Exchange Students

1. Courses offered by Graduate School (Faculty) of Science and Technology

- * Classes will be held at Yagami campus
- * Japanese language courses are also available

2. International Center Courses

- * English taught Courses focusing on Japan and East/Southeast Asia
- * Classes will be held at Hiyoshi or Mita campus

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





Japanese Language Class

- **If you wish to take the Japanese Language Class, you need to do the course registration.**
- Classes on Wednesdays in Yagami Campus
- Elementary, Higher Elementary, Intermediate, and Higher Intermediate
- Credits earned do not count toward your degree requirement
- JAPANESE 1(A) and 1(B) are consecutive courses. You need to take both courses.
https://www.st.keio.ac.jp/en/docs/最終版_2025F_Japanese_Yagami_Timetable_ENGonly_1.pdf
- **For students who wish to know their Japanese level to select courses, please take the self-assessment test.**
<https://forms.gle/5J6437HUZFK8CcRk9>



Basic Rules -1

- “Course only” students must **register for a minimum of 7 courses per semester.**
 - No requirements on the number of **credits** and no upper limit.

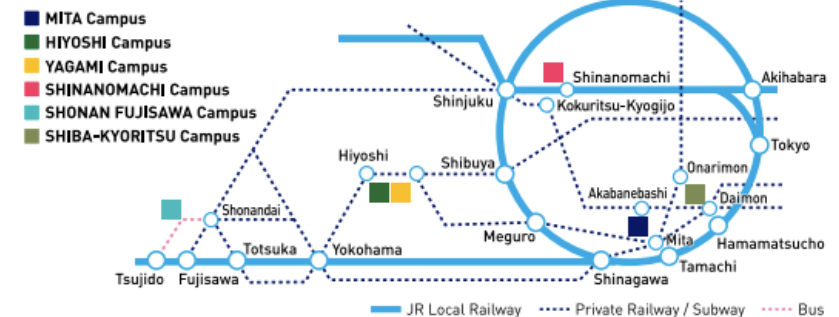
- “Research only” and “Research and courses ” students
 - Your research will be registered by us as **“Independent Study B for Exchange Students”**
 - Your research will be graded S, A, B, C or D (Fail)
 - 2 credits will be given for your research



Basic Rules -2

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

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





Basic Rules -3

- Some international center courses have **limitations on number of students** and **have lottery for courses**
- **Lottery result will be available on September 29, 16:00**
~ via “K-Support”



Transcripts

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

Spring semester → September 5, 2026

Fall semester → March 10, 2026





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



Important Dates for 2025 Fall Semester



Registration	Period	Notes
1st Course Registration Period 	Sep 24, 12:30 – Sep 26, 16:00	<ul style="list-style-type: none">- Register all courses you wish to take in the Fall semester (<u>including 2nd-half courses</u>).
Course Registration Confirmation	Sep 29, 16:00 –	<ul style="list-style-type: none">- Result of the "Lottery" and "Selection by the instructor" will be announced. Check your official course registration and approved courses.
2nd Course Registration Period 	Sep 29, 16:00 – Oct 8, 10:00	<ul style="list-style-type: none">- Students can add courses during this period. Course cancellation is also available.- Make sure to finalize your course registration by the deadline.
2nd Course Registration Confirmation	Oct 14, 16:00 –	<ul style="list-style-type: none">- Check your official course registration and approved courses.
Cancellation Period (for Regular & 1st-Half-Semester Courses)	Oct 21, 10:00 – Oct 22, 16:00	<ul style="list-style-type: none">- Check your official course registration.- Students must check all the course registration is correct during this period. If there are errors with your registration, please fix them during this period.
Cancellation Period (for 2nd-Half-Semester Courses)	Dec 11, 10:00 – Dec 12, 16:00	

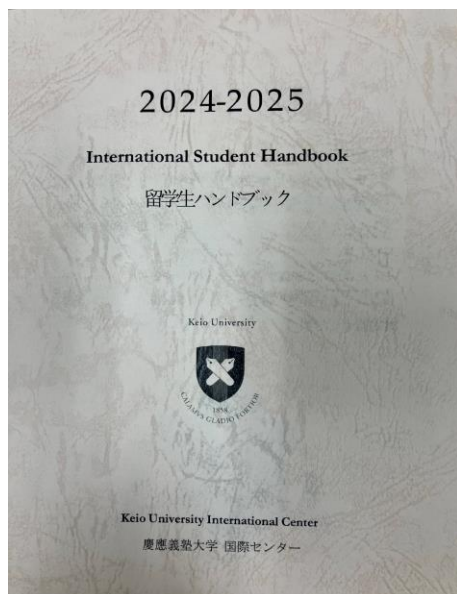


Living in Japan





International Student Handbook



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



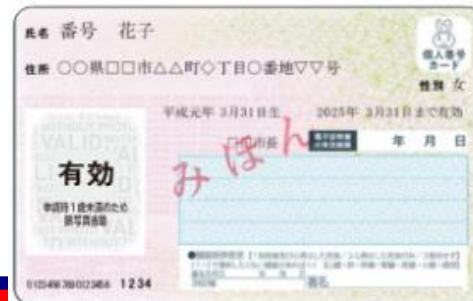
Social Security and Tax Number System (MSy Number System)

→ p.89–90

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

After you receive it:

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





Transportation

→ p.69–70

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



Student Commuter Pass

→ p.71-72

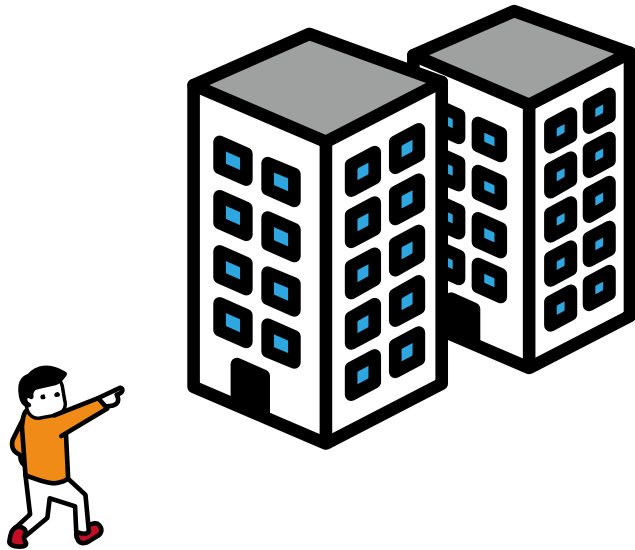
- International students can purchase a student commuter pass (*TSUGAKU TEIKI* 通学定期)
You can obtain a “Student Commuter Certificate” from certificate issuing machines in the 14th building.
- Apply online:
<https://www.students.keio.ac.jp/en/com/procedure/certificate/issue.html>

◆ IC commuter passes (Suica/PASMO):

Even if you use multiple railway lines (JR, Tokyo Metro, or other railway companies) to commute to the university, one IC card (Suica or PASMO) is sufficient to cover all transfers involved in your commute.



Medical Care System





National Health Insurance (NHI; Kokuho 国保)

→ p.101–100

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

- Please apply for NHI at City/Ward Office.

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

- Annual premiums: vary according to the districts.

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



National Health Insurance (NHI)

→ p.101–102

At hospitals/medical institutions:

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

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



Personal Accident Insurance for Students Pursuing Education and Research

→ p.105–106

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





Health Center

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



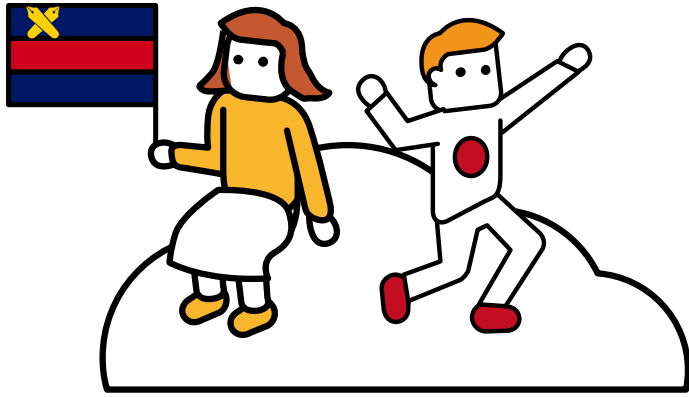


Student Counseling Room

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

The Counseling Room provides advice regarding:

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



Life in Japan Emergencies and More





Ambulance, Fire Department, Police

→p.95–96

Number to call in case of emergency

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

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

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



Earthquakes

→p.97–98

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

Try not to panic and protect yourself when it happens.

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

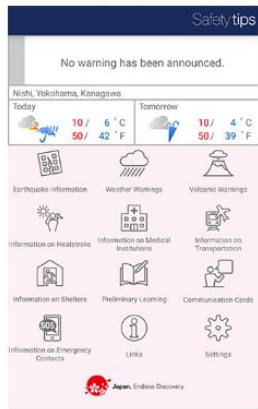




“Safety tips” Mobile App

The Safety tips notifies disaster information in Japan.
This is a free app developed under the supervision of the Japan Tourism Agency.

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



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





KOBAN 交番

(small neighborhood police station)



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

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

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





Liquor Laws and Rules in Japan

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



Drug Laws in Japan

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





Traffic Safety in Japan

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





WELCOME TO JAPAN!



We hope you will have a great time in Japan!





Announcement

Date: Sep 19th Venue: HERE

Media Center Guidance (2025 Fall)

•11:15am -11:45am

Guidance for Student Counselling Room (2025 Fall)

•11:45am -12:00pm



Welcome gathering!!

With Food in Buffet-style

Date: Friday, October 7, 2025

Time: 6:00pm - 8:00pm

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



Thing to Submit Today

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

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

