

Keio University SFC

International Student Handbook 2019



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How to use this handbook:

The purpose of this handbook is to help you start your life in Japan and have a meaningful and pleasant experience as an international student at Keio University SFC. Please keep yourself updated through the bulletin boards, websites for Keio University students, and course registration guides distributed by your faculty, graduate school, or campus, while using the terms in this handbook as a reference.

This handbook also includes information on municipal and commercial facilities. Please understand that Keio University does not make any particular recommendations on those facilities and does not take responsibility for any problems that arise as a result of using their services or from other information in this handbook.

For detailed information regarding the Academic Affairs Office, Student Life section, Career Service Section, the Wellness Center, Media Center, Information Technology Center (ITC), General Affairs Office and Student Life & Extracurricular Activities, please refer to the “SFC GUIDE 2019 Vol.1 – Introduction to SFC”.

The “SFC GUIDE 2019 Vol.2 – Course Registration Guide” provides comprehensive information for undergraduate students on course registration, the curriculum, advancement and graduation requirements, grades, final examination and papers, temporary leave of absence / withdrawal / study abroad, the web systems, and other related matters.

The “Keio University Graduate School of Media and Governance – 大学院ガイド 2019” offers the same information for graduate students (Japanese language). For those of you who cannot read Japanese, please use the English supplement to this guidebook, which is available as a handout.



1. Before coming to Japan

1-1 How to find your accommodation or housing

Since there is currently no on-campus housing available at SFC, many SFC international students live in apartments or privately-owned student dormitories/halls located near campus. It is possible to apply to live in Keio University dormitories, but they are all located more than an hour away from SFC.

If you want to live near SFC, you will need to find an apartment or a privately-owned student dormitory/hall by yourself.

It is highly recommended that you start searching for housing information and contacting realtors or companies that own student dormitories/halls before coming to Japan.

Finding an apartment

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 can assist you in English.

If you want to obtain apartment information from the realtors listed below, please fill in the “Request Form for Housing Referral” and send it to the SFC Student Life Section via email. The SFC Student Life Section will forward the request form to all of realtors below, and you will be contacted by a realtor if there are apartments that satisfy your specifications. Alternatively, you may contact a realtor directly.

Please use the link below to download the “Request Form for Housing Referral.”

<http://www.gakuji.keio.ac.jp/en/sfc/sl/housing.html>

●List of realtors located near Shonandai Station

- Housemate – Shonandai branch
<http://www.housemate-navi.jp/shop/59>
Email: s-syonandai@housemate.co.jp
- Mini Mini – Shonandai branch
<http://minimini.jp/shop/10016/shonandai/index.html>
Contact: <https://minimini.jp/shop/10016/shonandai/contact/>
- Leoplace 21: For International Students
<http://en.leopalace21.com/students/> (English website available)
- ABLE: For International Students
<http://www.able.co.jp/international/> (English website available)
Email: ryugakusei@able.co.jp (English, Chinese and Korean available)

*In order to rent an apartment you have to bring your passport, residence card, and guarantor form (information about your guarantor) to the real estate agency.

*Please keep in mind that it can take up to one week until you can move into your new apartment.

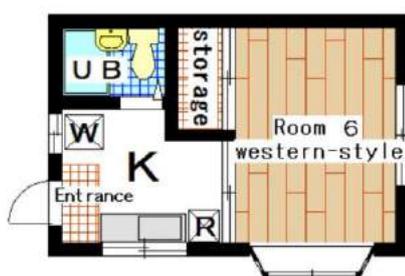
*You can only share your apartment with another person if the real estate agency agrees to it.

Japanese Apartments

As you can see in the table below, Japanese apartments are categorized as “mansions” or “apartments.” If you are looking for accommodation in Japan, first decide which of type of apartment you want to live in. Furthermore, you will be confronted with terms like “*shikikin*” (deposit) or “*reikin*” (key money). Before moving in, you are usually required to pay a rental deposit, key money and a real estate commission. This essentially means that students need to prepare at least 4 months’ rent in advance to be able to move in. In the Tokyo area, accommodation tends to be quite expensive, so most students prefer to live in more affordable areas outside big cities.

Housing Terms	Japanese	English/Meaning
	敷金 <small>shikikin</small>	Deposit: The deposit is used to cover any damage to the apartment or any cleaning that is necessary when you leave. Some contracts may also stipulate whether you will get the deposit back in full or only receive a percentage of the deposit even if you have left the apartment in good condition.
	礼金 <small>reikin</small>	Key Money: To enter an apartment, the equivalent of usually 2 month’s rent may be necessary. The key money is non-refundable. It may be worth trying to negotiate on this point.
	マンション <small>manshon</small>	Mansion: A Japanese "mansion" (<i>manshon</i>) is a large, multiple-story (three or more usually) apartment or condo building made of reinforced concrete, steel or a combination of the two.
	アパート <small>apaato</small>	Apartment: An " <i>apaato</i> " is usually only two to three floors and made of wood or lightweight steel (which means sound carries more).
和室 <small>washitsu</small>	Japanese-style rooms: The floor is covered with tatami mats and the windows may have shoji (paper screens) in place of curtains. Most washitsu have a built-in closet (oshiire). The floor area of washitsu is measured in tatami mats. The average size of a tatami mat is about 2m x 1m.	

Japanese apartments are also described by different combinations of the letters “LDK” (L= Living room, D=Dining area, K= Kitchen) and/or in square meters. For example, a 2DK has two rooms and a dining kitchen, a 1K has one room and a small kitchen, a 3LDK has three rooms with a large combined living/dining/kitchen space. Some apartments are also described as “One Room.” Real estate agencies usually have apartment floor plans that show the layout of the apartment, including details on bathroom/toilet facilities and whether the rooms are western or Japanese-style.



Example of a 1K room



Example of a 1LDK room

Finding student dormitories/hall (besides Keio University dormitories)

If you want to live in a student dormitory/hall near SFC (Shonandai, Chogo, Totsuka, Kozashibuya, Sagamiono, etc.), please contact Kyoritsu Maintenance for housing information. They will send you all the necessary information regarding available rooms close to SFC.

- Kyoritsu Maintenance: <http://www.gakuseikaikan.com/international/english/index.html>



Dormy ShonanFujisawa2
(co-ed): 5min to SFC by Bus



Dormy Shonandai Lei
(women only): 5min to Shonandai Station on foot



Dormy Shonandai (co-ed):
4 min to Shonandai Station on foot



Dormy Chogo (men only):
2 min to Shonandai Station by train



Dormy Yamato (men only):
4 min to Shonandai Station by train



Dormy Futamatagawa
(co-ed): 13 min to Shonandai Station by train



Dormy Higashi-Totsuka
(women only): 20 min to Shonandai Station by train



Dormy Machida
(women only): 20 min to Shonandai Station by train

- Link for another student dormitory/hall open to international students.

<http://www.kif-org.com/placehall/e04.html>

Living in Keio University dormitories

Please refer to the International Center website on the next page for information on applying to the Keio University dormitories.

Dormitory	Type	Address	Nearest Station
Shimoda Student Village	Dormitory, Single	Hiyoshihongo, Kohoku-ku, Yokohama, Kanagawa	13 min. walk from Hiyoshi Station, Toyoko Line
Plume IS	Dormitory, Single	Yagami, Saiwai-ku, Kawasaki, Kanagawa	12 min. walk from Shin-Kawasaki Station, Yokosuka Line
Omori Student Dormitory	Dormitory, Single	Omori Nishi, Ota-ku, Tokyo	15 min. walk from Kamata Station, Keihin-Tohoku Line or 12 min. walk from Umeyashiki Station, Keikyu-honsen Line
Tsunashima Student Dormitory	Dormitory, Single	Tsunashima Nishi, Kohoku-ku, Yokohama, Kanagawa	7 min. walk from Tsunashima Station, Toyoko Line
Motosumiyoshi Residence	Dormitory, Single	Kizuki, Nakahara-ku, Kawasaki, Kanagawa	8 min. walk from Hiyoshi Station, Toyoko Line
Okurayama Dormitory	Dormitory, Single	Tarumachi, Kohoku-ku, Yokohama, Kanagawa	15min. walk from Tsunashima Station, Toyoko Line
Hiyoshi International Dormitory	Dormitory, Single (Unit type)	Hiyoshi, Kohoku-ku, Yokohama, Kanagawa	18 min. walk from Hiyoshi Station, Toyoko Line or 3 min. walk from "Hiyoshi go chome" bus stop after a 6 minute ride from Hiyoshi Station bus stop
Motosumiyoshi International Dormitory	Dormitory, Single	Kizuki, Nakahara-ku, Kawasaki, Kanagawa	8 min. walk from Motosumiyoshi Station, Toyoko / Meguro Line
Tsunashima SST International Dormitory	Dormitory, Single	Tsunashima Higashi, Kohoku-ku, Yokohama, Kanagawa	10 min. walk from Tsunashima Station, Toyoko Line



Since the number of available rooms in the University dormitories are limited, not all applicants may be accommodated. Also note that all University dormitories are more than an hour away from SFC and the allowed residence period is one year maximum.

●Keio University International Center: http://www.ic.keio.ac.jp/en/life/housing/ryu_boshu.html

Other accommodations

Besides living in a privately rented apartment or dormitory, house sharing or living in a so called “share house” is another option to consider. The basic concept of a share house is similar to sharing an apartment with someone in western countries. Several people live together in the same house or apartment and share common areas like the kitchen, living room and bathrooms, but mostly have some their own bedroom to use privately.

In contrast to other types of room sharing, share houses are managed by a management company and mostly have an administrator involved, so you have someone to go to with problems that you cannot or do not want to discuss with your roommates.

Depending on the house and the area, share houses can be furnished quite basically or luxuriously, which will also have an influence on the rent. Private rooms are often furnished with a bed, air conditioner, television, small fridge and desk and are most popular with students and working adults in their 20s and 30s, Japanese as well as foreigners. There is no average length of stay, since people might be living there for just one month or up to several years. Aside from the social aspects and emphasis on the community, a share house can be more budget-friendly, as they do not usually require high deposits, key money and/or other initial fees that many apartments in Japan demand. Plus, the costs for gas/electricity/water/internet will be shared by all residents and regulated by the management, so you do not have to apply for those services separately. In most cases you do not need a guarantor, but some “emergency contacts” in Japan instead.

Please inform yourself through the websites below:

- Tokyo Sharehouse: <http://tokyosharehouse.com/eng>
- Oakhouse: <http://www.oakhouse.jp/eng/>
- Sakura House: <http://www.sakura-house.com/en>
- Sharetomo Program: <http://www.sharetomo.jp/>

Please note that there is always the possibility of problems arising from sharing common spaces like the kitchen or living room with strangers. Please inform yourself of all housing possibilities, and choose your accommodation wisely.

1-2 Preparations to make while you are still in your home country

In order to make the transition from your home country to Japan as stress-free as possible, make sure to prepare the following things while you are still at home.

Make sure you have all necessary documents.

If you are under the age of 20 and plan on getting a mobile phone contract, download the parental consent forms and let your legal guardians fill them out. You will also need copies of your guardian's identification documents. (For more details please refer to chapter 2-7 "Telephone Service".)

If you are planning on living alone, try to find a guarantor for your apartment before you arrive to Japan and make sure to get all the necessary information and documents from them (For more details please refer to chapter 2-2 "Renting an Apartment").



Visit your doctor



Plan on visiting your doctor and getting a physical examination before you leave to ensure you are in good health. We recommend that you bring along a copy of your medical records in English in case of an emergency or if you are suffering from a chronic illness (please also refer to chapter 5 "Medical Care").

Travel insurance

Foreign nationals living in Japan for more than three months are required to join a Japanese health insurance system. But before subscribing to one of the insurance systems, you need coverage from a travel health insurance for the first days after your arrival. Check with your current health insurance provider to learn if your policy will apply while in Japan for the first days, or whether you have to purchase a supplemental foreign or travel health insurance separately (for more details please refer to chapter 5 "Medical Care").



Inform yourself about Japan



Take some time to better familiarize yourself with Japan. By knowing your soon-to-be home's culture, history, geography, economy, government, etc., even slightly, your experience in Japan will be enriched and your time spent in the country will be more meaningful. Talk to others who have been to Japan and seek opportunities to watch movies and read more about the country and its culture. Also make sure to familiarize yourself with the information in this handbook.

Money



Most international travelers use their ATM/Debit or credit cards to obtain cash in the local currency. You will need to notify your current bank and credit card company about your plans to study in Japan. Otherwise you may be stranded abroad with an unusable card.

The official currency of Japan is the Yen (JPY or ¥). When you arrive in Japan, be sure to have adequate funds to cover your first month's rent, key money and deposit, pay for transportation expenses, purchase furnishings and other necessities for your room, and any other expenses that may arise. Please make sure of how much money you will need to bring with you and read the chapter “How to find your accommodation or housing” very carefully.

Pack smart

While most things are readily available in Japan, some items may be more expensive, difficult to be mailed internationally, or simply inconvenient to purchase here, so you may wish to bring particular items with you from home. Recommendations include:

Clothes: Temperatures in the Kanto region can range from about 10 degrees Fahrenheit (around 12°C) in the winter to 100 (around 37°C) and humid in the summer. For this reason, a wide range of clothing sufficient for the entire year is necessary. Also, do not forget to pack semi-formal clothes like khakis with a white shirt for men and at least one dress or skirt for women.



Personal Items: You might want to pack deodorant (it is difficult to purchase western-style antiperspirant in Japan.), sheets/pillow (If your dorm does not provide them or you are planning on living in your own apartment.) and any over-the-counter medicines you think you may need. While it is possible to get Japanese brands of over-the-counter medicines, if there is something you are accustomed to using often (pain relievers, cold medication, etc.) you may wish to bring it with you. Also, pack copies of important documents, such as plane tickets, passports and credit cards for reference in case of an emergency.

Prescription Medications: A one-month supply of prescription medication is allowed. Medications must be in their original container with the prescription label. Most prescription drugs are permitted, including drugs that may not be available in Japan, such as birth control pills. Drugs that are hallucinogenic, narcotic, and/or psychotropic in nature will be confiscated, except in extenuating circumstances where prior approval has been obtained from the Ministry of Health, Labor, and Welfare. If more than one month's supply is required, prior permission from the Ministry of Health, Labor, and Welfare in Japan is required:

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

<http://www.mhlw.go.jp/english/policy/health-medical/pharmaceuticals/dl/qa1.pdf>

Be sure to have a copy of the prescription and/or letter from your prescribing physician explaining the nature of the medication, the purpose of taking it, recommended dosage, and frequency of ingestion.

1-3 If you wish to apply for scholarships

Besides scholarships you are only able to apply for before entering the university, there are various scholarships available every semester. To become eligible to apply for scholarships while studying at Keio University, you need to follow the necessary procedures described below.

In general there are two types of scholarships: “**Scholarships for International Students**” (persons living in Japan under the status of residence “student”) and “**Scholarships for Japanese Students**” (Japanese citizens, persons with dual-nationality, dependents of Japanese citizens, persons with a Long Term Resident Visa or foreign nationals living in Japan under the status “permanent residency”).

Scholarships for International Students

Before being able to apply for scholarships you have to complete **Scholarship Application Registration**. Only students who have completed registration are eligible to apply for scholarships through Keio University during the semester until the next scholarship applicant registration period (expected in early-April of the following year).

Scholarship Application Registration can be made **after you arrive in Japan**. More information on the exact registration period will be given to you during the orientation events in your first days at SFC. However, 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 to Japan.

Undergraduate and graduate students enrolled in Keio in September 2019 may download the necessary forms from the following website:

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

Use the guidelines and the 2019 Fall Example form to confirm all the details of the registration process. Please see the chart below for an overview of all necessary documents:

Undergraduate Students	Graduate Students
1. Scholarship Applicant Registration Form (prescribed form: 4 pages)	1. Scholarship Applicant registration Form (prescribed form: 4 pages)
2. Study & Activity Plan (prescribed form)	2. Research Plan & Academic Accomplishments (prescribed form)
3. Essay for Scholarship Application Registration (prescribed form)	3. Essay for Scholarship Application Registration (prescribed form)
4. Records of academic achievement (GIGA program students may confirm this point with the Student Life Section at SFC.)	4. Records of academic achievement
5. Documents to certify the student’s income from part-time employment	5. Documents to certify the student’s income from part-time employment
6. Documents to certify the income of the student’s family and financial supporters	6. Documents to certify the income of the student’s family and financial supporters
7. Copy of student’s Residence Card (both sides) *Status of residence and expiration date must be indicated *If your status of residence is anything other than “Student,” you must submit the Confirmation of Change of Status of Residence (prescribed form)	7. Copy of student’s Residence Card (both sides) *Status of residence and expiration date must be indicated *If your status of residence is anything other than “Student,” you must submit the Confirmation of Change of Status of Residence (prescribed form)
8. International Student Scholarship Evaluation Form or the Status of International Students Scholarship Evaluation	8. Calculation Sheet for Assessing Grade Point Average (prescribed form)

To complete Scholarship Application Registration, these documents have to be submitted to the Student Life Section (1st floor of Alpha Building at SFC) during the specific period for their acceptance. (More information on the exact registration period will be given to you during the orientation events in your first days at SFC.)

All international students who successfully completed the Scholarship Application Registration and wish to apply for scholarships aimed at privately financed international students are advised to use the website below and to check the bulletin for scholarships regularly and to get information on available scholarships, application procedures and the screening process.

Scholarships are categorized as 1) Scholarship provided by the Japanese Government, 2) Scholarships provided by Independent Administrative Institution Japan Student Services Organization (JASSO), 3) Scholarships provided by Keio University and 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.

Note 1) Announcements of available scholarships are usually very short-termed and the registration period tends to be short, so make sure to check the homepage and bulletin board in front of the Academic Affairs Office (1st floor of Alpha Building) frequently.

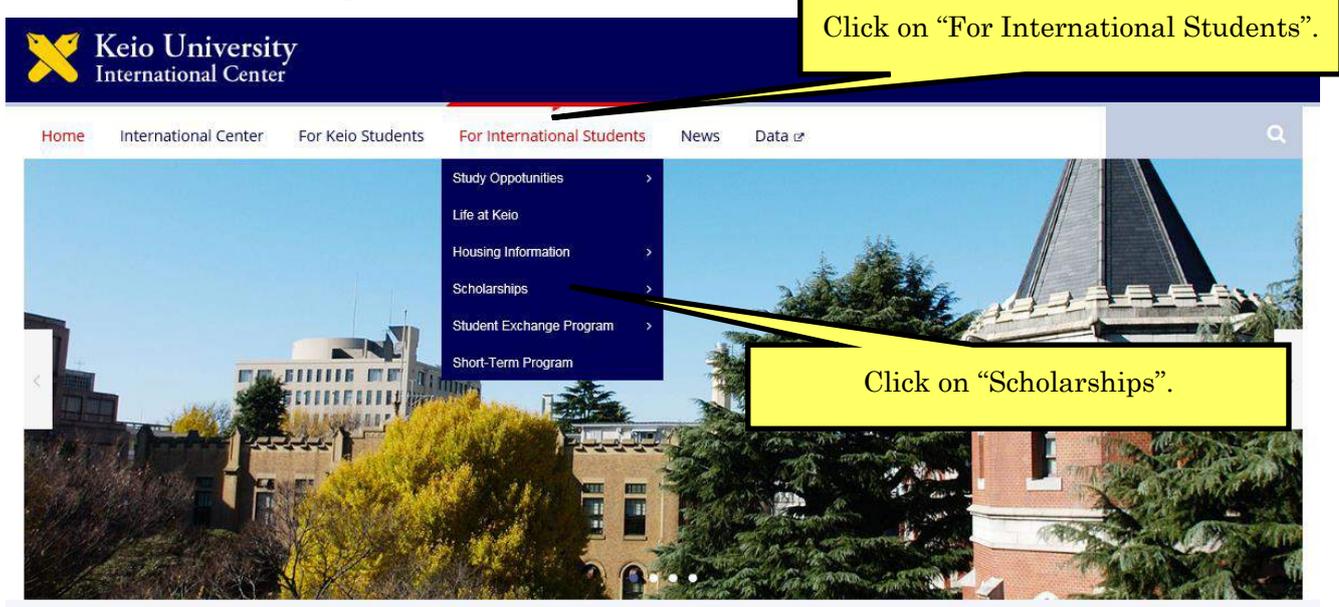
Note 2) The explanation below on how to use the website is aimed at international students who are not able to gather information on scholarships in Japanese. Please note that there may be even more scholarships available for international students, but information on those scholarships is provided in Japanese language only. Also, please be aware that you must live in Japan under the status of residence “student” to be eligible for scholarships aimed at privately financed international students.

If you have any unanswered questions after reading the information on the website below thoroughly, please contact the Student Life Section at SFC.

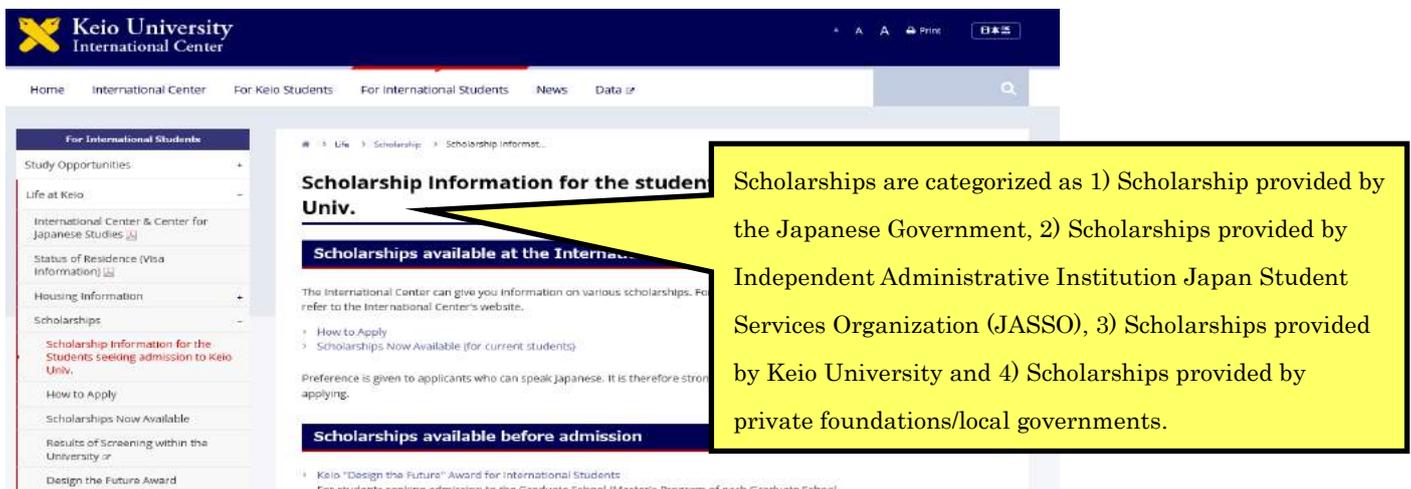
Keio University International Center: <http://www.ic.keio.ac.jp/en/>



Information on scholarships

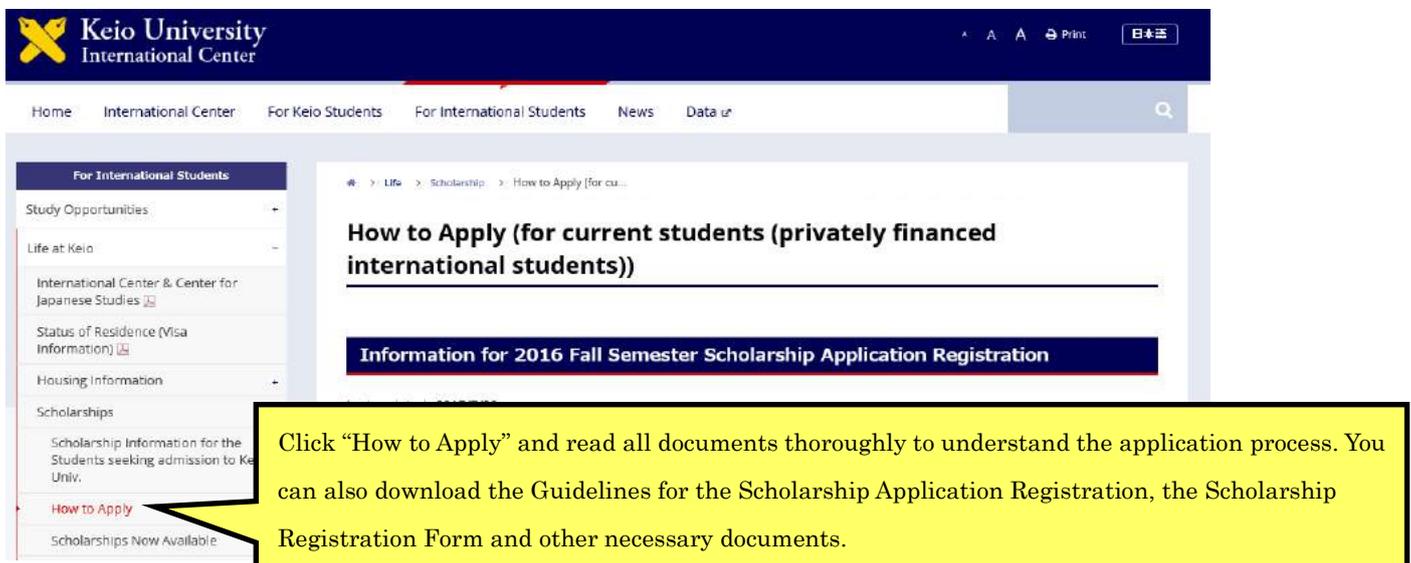


Scholarships



(Please also check the “News Section” on this website or the “Scholarships Now Available” section on the left sidebar visible at the screenshot above to stay informed on new scholarships as well as deadlines.)

Information on how to apply



Design the Future Award

Keio University International Center

Home International Center For Keio Students For International Students News Data

For International Students

- Study Opportunities
- Life at Keio
- International Center & Center for Japanese Studies
- Status of Residence (Visa Information)
- Housing Information
- Scholarships
- Scholarship Information for the Students seeking admission to Keio Univ.
- How to Apply
- Scholarships Now Available
- Results of Screening within the University
- Design the Future Award**

"Design the Future" Award for International Students

Keio "Design the Future" Award for International Students

Updated : 2016/7/11
Last updated : 2016/9/15

General application information

Refer to the following information.

2017 Application Information

The Selection Process (Procedure)

Each Graduate School will conduct a primary screening of applicants and nominates candidates to the Scholarship Committee. This committee will conduct a review of documents and conducts interviews for the final selection. Result of the primary screening will be announced only to who have passed it by the middle of February and the interview will be scheduled at March 5, 2016. Detailed information will be sent to each applicant nominated for the Award.

2017 Scholarship Application Form

* Procedure of application vary according to the graduate school.

Besides regular scholarships, Keio University also offers the "Design the Future Award for International Students".

Screening Results

Keio University International Center

Home International Center For Keio Students For International Students News Data

For International Students

- Study Opportunities
- Life at Keio
- International Center & Center for Japanese Studies
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- Housing Information
- Scholarships
- Scholarship Information for the Students seeking admission to Keio Univ.
- How to Apply
- Scholarships Now Available
- Results of Screening within the University**

If you click on "Results of Screening within the University," you will be automatically forwarded to the keio.jp login screen as shown below.

Keio.jp



ログイン対象: 各種お知らせ / Various Information

ID:

Password:

ワンタイムパスワードを利用する

Login

Guide: on | off

You must log in to get information on the screening.

(How to get a keio.jp account: http://www.itc.keio.ac.jp/en/keiojp_manual.html)

Scholarships for Japanese Students

If your nationality is Japanese (or dual-nationality, you are a dependent of Japanese citizens or you are living in Japan under the status “permanent residency”), you do not meet the conditions on scholarships aimed at privately financed international students. In this case, please refer to the annual brochures 「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), which are available in Japanese only, to get precise information on the application process, financial aid and scholarship types. Please pick them up at the Student Life Section or download them here: <http://www.gakuji.keio.ac.jp/life/shogaku/index.html> (Japanese language only).

All prescribed forms are available in Japanese only. Even if you do not speak Japanese, you have to fill them out in Japanese. 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 leave of absence from the university or while studying abroad, 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 financial aid or a scholarship. Financial aid means that you have to pay the amount of money back after you graduate, and depending on what kind of financial aid package you receive, you may have to pay interest on top of the outstanding debt.

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) 慶應義塾大学独自の奨学金 (Scholarships provided by Keio University)

Scholarship Applications: Announcements of available scholarships are usually very short-noticed and application periods also tend to be short, so please make sure to check the bulletin board in front of the Academic Affairs Office (1st floor of Alpha Bldg.) continually. To get an overview of all scholarships provided by Keio University, please follow this link: <https://kif2.keio.jp/jukunai/mita/scholarships/gakunai.html>

(You need to obtain 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 bulletin boards.

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 bulletin boards 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 bulletin boards for your results.

Payment: The entire amount of your scholarship will be transferred to your bank account.

2) 日本学生支援機構奨学金 (JASSO)

Necessary Documents

- ・日本学生支援機構奨学金チェックリスト (JASSO Scholarship Checklist)
- ・スカラネット入力下書き用紙 (Scholar-net Form (prescribed form inside of JASSO Brochure))
- ・記入済みのスカラネット入力下書き用紙のコピー (Copy of Scholar-net Form (filled out))
- ・父及び母の最新の所得証明書 (Current Certificate of Annual Income of both parents)
- ・父及び母の収入・世帯事情に関する必要書類 (Additional documents regarding income of parents and the financial situation of the household. Ex. Tax return document)
- ・成績関係書類 (Transcript of Academic Record)
- ・第一種奨学金、または第二種奨学金の確認書兼個人情報取扱いに関する同意書 (Confirmation and consent form for scholarship or financial aid)
- ・学生本人名義の、通帳見開きページのコピー (Copy of the student's bank book first and second pages with your name)

Application Procedure

April: Start of Application

- ・ Submission of necessary documents
- ・ Receiving a User ID and Password
- ・ Enter Scholar-net with User ID and Password

June: Announcement of Recommended students by Keio

July: Official Announcement by JASSO and first payment

*This schedule does not apply in case of an emergency application.

3) 民間団体・地方公共団体の奨学金 (Scholarships or financial aid provided by private foundations/local governments)

Scholarship Applications: Announcements of available scholarships are usually very short-noticed and application periods also tend to be short, so please make sure to check this link: <https://kif2.keio.jp/jukunai/sfc/scholarships/info.html> Please copy and paste this link and also you need to obtain 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).

First Screening: Screening of submitted documents.

Announcement of Results of the First Screening: Please check the bulletin boards 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 the bulletin boards for your results.

Payment: The time period and method of payment differs 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. Depending on the scholarship, there are several documents you have to submit. Please refer to the Japanese brochures mentioned above for detailed information.

1-4 Bringing your family

If you have family members from your home country who would like to live with you in Japan, it is necessary for them to have one of the visas explained below. You may apply for visas on their behalf to obtain them.

Family Visa

Your spouse and children may obtain a family visa. After your arrival in Japan, you must go to the Immigration Bureau and apply for a Certificate of Eligibility on behalf of your family member(s).

The following documents are required to apply for a family visa:

- (1) Application for Certificate of Eligibility (available for download on the Ministry of Justice's website: <http://www.immi-moj.go.jp/english/tetuduki/kanri/shyorui/01.html>)
- (2) Copy of Applicant's Passport
- (3) 1 (one) recent photograph of applicant attached to application form (Taken within 3 months, 4 cm × 3 cm on glossy photo paper, nothing in background)
- (4) Long-type No.3 envelop (12 cm × 23.5 cm) with applicant's name and return address and 392-yen stamp (Applications for up to 4 people can be returned in the same envelope)
- (5) Documents proving marital or parent-child relationship
 - For Chinese: Original Marriage Certificate and photocopy OR notarized copy (for spouse); Original Birth Certificate and photocopy OR notarized copy (for child)
 - For Korean: Original Marriage Certificate or Certificate of Family Relation
 - For Taiwanese: Original Family Register
 - For other nationalities: Original Marriage Certificate and photocopy (for spouse) or; Original Birth Certificate and photocopy (for child)Note: Japanese or English translations are necessary for all documents written in a language other than Japanese or English. If any original documents should need to be returned, please mention this at time of application.

【Supporter】

- (6) Copy of passport (ID page, A4 paper size)
- (7) Copy of both sides of residence card (A4 paper size)
- (8) Certificate of Enrollment and Official School Transcript (if a student); Certificate of Employment or Certificate of Registration in which remuneration is noted (if working)
- (9) Copy of Residence Rental Contract, or Certificate of Dormitory Living
- (10) Documents showing how living expenses will be paid
 - Student, Independently Financed Researcher, etc. —
 - Scholarship Certificate (if receiving a scholarship)
 - Copy of front cover and all pages of supporter bankbook, copy of part-time pay slips for last 3 months, etc. (if funds come from supporter)
 - Employee and others—
 - Taxation Certificate and Certificate of Tax Payment of most recent year issued by city/ward office, if able to obtain
 - Certificate of Financial Support by other organization (like JSPS)

Temporary Visa (for visiting relatives)

Your parents, brothers and sisters may obtain visas as temporary visitors. A family visa is solely for the purpose of having your spouse or children live with you. If you want to invite other family members (besides your spouse and children) from countries which have not signed the Visa Exemption Agreement with Japan, they must apply for a temporary visa (for visiting relatives) in person at the Japanese Embassy or Consular Office in their countries. For more details, refer to the Foreign Ministry's website:

http://www.mofa.go.jp/j_info/visit/visa/index.html

Please note: The cost of living in Japan, especially in and around Tokyo, is very high. Make sure you have the means to support your family members and prepare accommodation for them before they arrive in Japan.

2. Right after arriving in Japan

2-1 Receiving your Residence Card

All foreign nationals entering and staying in Japan over 90 days are given a status of residence and are allowed to engage in activities permitted under that status of residence. Your period of stay in Japan is also determined by your status of residence. Besides having a seal of landing verification stamped in their passports, a residence card will be issued at Narita, Haneda, Chubu, and Kansai Airports to mid- to long-term residents who have landing permission in Japan. If you land at any other port of entry, the seal of landing verification will be stamped in the passport and a residence card will be issued and mailed to a mid- to long-term resident after completion of the residency procedure at the municipal office of the city/town/village. In this case, the residence card will be mailed by the Regional Immigration Office to the reported place of residence.



	Visa	Status of Residence / Visa status
What:	A visa is a recommendation issued by Japanese diplomatic offices overseas and does not guarantee the entry of its beholder into Japan.	All foreigners receive a status of residence when entering Japan. It is the status for your activity in Japan. The status is given to you at the time of your immigration inspection.
Who:	Jurisdiction of the Ministry of Foreign Affairs (Japanese Embassies and Consulates)	Jurisdiction of the Ministry of Justice (Regional Immigration Bureau)
Where:	Affixed to your passport after your application to a Japanese diplomatic office overseas.	Indicated on a landing permission stamp affixed to your passport and on your residence card.
Important:	If your visa is not a multiple entry visa, your visa loses its effect once you enter Japan on the visa	If you no longer engage in the permitted activity, your status of residence loses its effect before it expires.

Regardless of whether or not you are carrying your passport, you are required to always carry your residence card with you and to present it to an immigration inspector, immigration control officer, police officer or other officials if such official asks you to present your residence card.
If you do not have your residence card on you or do not present it, you may receive a penalty.

【Important Notice!】

There are some cases where the Minister of Justice may revoke the status of residence.

One of the cases is if you have failed to continue to engage in the primary activity corresponding to that status “Student” for three months or more.

For more details, please access to the immigration bureau website.

< Revocation of Status of Residence > <http://www.immi-moj.go.jp/english/tetuduki/zairyuu/torikeshi.html>

< Immigration Bureau Japan: Q&A (Q9) > <http://www.immi-moj.go.jp/english/tetuduki/zairyuu/qa.html>

2-2 Renting an Apartment

After contacting the real estate agency, your realtor will make appointments with you to see the apartments that are available. Japanese society places importance on being on time, so try to make a good first impression by being on time for your appointment. After you have decided which apartment you want to rent, you have to fill out several forms and make an application for the apartment.

Please be aware that you have to wait for 3 to 4 days after making the application until you can sign the rental contract.

The rental contract for an apartment explains privileges and obligations as a tenant. If you do not abide by the obligations in your contract, it may be declared void. Make sure that you discuss the content of your contract and have anything you do not understand fully explained.

Special note should be taken regarding:

1) Contract period

Most contracts are for two years, but there might be exceptions. Ask if there are any things to do if you want to extend your contract or if you want to leave before the end of your tenancy agreement.

2) Rent

Confirm when and how the rental payments are due and what happens when the rent is overdue.

3) Residents

Only people specified in the contract may live permanently in the apartment. If you want to share your apartment, you have to confirm it beforehand with your realtor.

4) Restrictions

Using noisy household appliances after a certain time at night may be prohibited.

5) Guarantor

When students seek private housing in Japan, they will usually be required to have a “guarantor” (*rentai hoshonin*), who must be living in Japan. It becomes the guarantor's responsibility to pay the rent on behalf of the tenant if the tenant becomes unable to do so. If you do not have a mobile phone on your own at the time you sign the housing contract, you have to give your guarantor's phone number instead.

Please find a guarantor yourself. If you cannot find anyone, Keio University can become your guarantor. To apply for this service, you must meet the following conditions:

- ① You are unable to find a guarantor
- ② You must hold a status or residence of “Student”
- ③ You must join the insurance program specified by Keio University
- ④ You must submit both the rental agreement from the real estate agent and the contract form specified by Keio University
- ⑤ Your property owner and real estate agent must approve articles ③ and ④ above
- ⑥ Tenants may include you, your family members, and/or other international students of Keio University who hold the status of residence of “Student”
- ⑦ You must have been deemed by the Student Life Section of SFC to have the ability to pay your rent.

<http://www.gakuji.keio.ac.jp/en/sfc/sl/housing.html>

You can also use the service of guarantor companies. Your real estate agent may introduce you to these companies or you can look for them by yourself. One company offering a guarantor service in English is Global Trust Service: <https://www.gtn.co.jp/en/>

2-3 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. It is uncommon, but some landlords pay the utilities themselves and include the cost in the rent. If your landlord handles the utilities, you should find everything working when you move into your apartment. If he does not, you will need to make arrangements to get service and pay the bills by yourself. You should ask your realtor about the conditions when signing the contract for your apartment.

Gas

There are two common types of gas used in Japan. One is natural gas (city gas or *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 (again, you should get the information from your realtor). At the scheduled time, the 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.

<https://www.tokyo-gas.co.jp/en/index.html>

Tel: 0570-00-2211 or 0466-26-0111 (for Fujisawa), Mon-Sat, 9:00 a.m. - 7:00 p.m. (Japanese language only)

In case of LP gas, the closest LP gas company is Kanagawa Prefecture LP Gas Society.

Tel.: 0120-244-566, Mon-Fri 8:30 a.m.-5:00 p.m., Sat 10:00 a.m. - 4:00 p.m. (Japanese language only)

<http://www.kanagawalpg.or.jp/060201.html>

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 your windows. Please contact with the gas company immediately at any time including weekends and at night if you think there is a problem with the gas.

Water

You will have 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 water and also if there is any trouble with the service such as not having running water. You must notify them of the date when you wish to start using water. Your realtor will give you the corresponding telephone number of the company you have to contact, but you can also find the number via the links below.

●Bureau of Waterworks, Tokyo Metropolitan Government

<http://www.waterworks.metro.tokyo.jp/eng/index.html>

●Yokohama Waterworks Bureau

<http://translate-en.city.yokohama.lg.jp/suidou/>

*Telephone numbers may vary depending on the area you live. Please check the websites for more information.

●Fujisawa Waterworks Bureau

<http://www.pref.kanagawa.jp/div/3113/>

Tel.: 0466-27-1211 (Japanese language only)

Electricity

There are ten different electricity companies in Japan, organized by geographic region. The largest of these companies is 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. Turn all the switches on the breaker board to "ON," and confirm whether the electricity is being supplied or not. Once confirmed, contact your local electricity company to notify your name, address, the date of occupancy, and your customer number, which is 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.

TEPCO also offers an online service in English to open an account.

●Tokyo Electric Power Company (TEPCO) <http://www.tepco.co.jp/en/index-e.html>

*Phone numbers vary according to your area of residence. Please check TEPCO's website for more information.



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 one time. 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, including the Yokohama and Fujisawa area, and 60 Hz in the west. The 10 Hz frequency difference does not affect most electrical devices, but you may want to check when it comes to valuable items like computers or cameras. Japanese outlets and plugs come in the two-pronged, North American style, but only in the non-polarized form (prongs are equal sizes). Some North American plugs may require adapters because of this.

Note on Paying Bills

After receiving a calculation notice, 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. You can pay in the same way at your utility companies' offices. Please note that if you are behind in your utility payments, the service may be discontinued.

Calculation Notice

Meter Reading Card

Date meter was read this month

Contract current

Customer identification number

Date on which bank account deduction will be made

Electricity consumption

Date meter will be read next month

Total amount deducted last month

Date of previous month's deduction (for direct debit customers)

The renewable energy surcharge

Fuel adjustment charge

Reduction for first deduction from the bank account

Our personnel will not ask you to pay the electric charge with this card.

Alternatively, you can arrange for payment via direct debit (*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 leave Japan, notify each of the companies at least one month before you move out of your apartment. You also have to make arrangements if you are moving to another place within Japan. The electric and gas companies will send representatives to shut off your service and issue your final bill. The water company will send you your final bill and close your account.

How to read the bill/voucher

In case of an electricity bill:

- ① Billing month
- ② Amount billed
- ③ Consumption tax
- ④ Name of person who pays the electricity bill
- ⑤ Telephone number of TEPCO customer center
- ⑥ Deadline for payment

(sample)

① Billing month

② Amount billed

③ Consumption tax

④ Name of person who pays the electricity bill

⑤ Telephone number of TEPCO customer center

⑥ Deadline for payment

The copy to be kept by the bank, post office, or convenience store where you paid the bill

Certificate of payment receipt (When you paid at a post office)

Certificate of payment receipt (When you paid at a bank or convenience store)

Please refer to the URL below:

<https://www7.tepco.co.jp/ep/payment/notifications-e.html>

2-4 Registration of Residence

Once you have found a place of residence, please note that you must notify your local city office of your place of residence **within 14 days** of deciding on a place of residence (moving-in notification: 転入届, *tennyu todoke*). Please make sure to bring your residence card when you go to the city office. If you fail to give notification of your place of residence without a justifiable reason or submit a false notification, 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.

Back side of Residence Card



Place of residence

Permission to engage in an activity other than that permitted under your Visa Status previously granted.

Please note that you have to bring your residence card to the city office of your new residence every time you move.

If you wish to work part-time

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 “Student” status. However, if you wish to engage in secondary activities aside from your studies, such as a part-time job, you must obtain a permit 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 during summer, winter, and spring vacations—as long as the work is not deemed to be socially immoral. Since it takes the Immigration Bureau approximately two weeks to a month to issue a permit, those who wish to engage in a part-time job should apply as soon as possible. (It may take more than a month during busy times.)

What to do when your residence card gets lost

If your residence card is lost or stolen, please apply for re-issuance at the Regional Immigration Bureau or District Immigration Office within 14 days of discovering the loss or theft.

Other things to do at the City Office

At some banks and mobile phone shops you may need a “Certificate of Residence” (*jumin-hyō*) to open a bank account or get a mobile phone contract. A Certificate of Residence is a document that proves the validity of the information registered on your residence card. It is also necessary when applying for scholarships or you may be asked to present it by the Immigration Bureau or by the University to confirm your status of residence. Furthermore, you must give a notice of both moving out and moving in at the respective city offices and notify the Immigration Bureau if your name, gender, or nationality changes within 14 days of the change. All of this can be done at city halls or community centers of the city you live in.

Please use the information below to make the notifications described above and inform yourself about the city you live in.

●Fujisawa City (Main Building)

1-1 Asahi-cho, Fujisawa

Tel.: 0466-25-1111 (Japanese language only)

Opening Hours: 8:30 a.m. - 5:00 p.m.

Foreign Language Consultation:

Location	Language	Days	Time
Shonandai Community Center	Spanish	Tue, Fri	8:30 a.m. - 12:00 p.m.
	Portuguese		1:00 p.m. - 5:00 p.m.

<https://www.city.fujisawa.kanagawa.jp/soudanc2-1/shise/kocho/shiminsodan/gaikokujin.html>

Other Facilities:

	District	Phone	Address
Community centers /	Goshomi	0466-48-1002	1760-1 Uchimodori, Fujisawa
	Endo	0466-87-3009	2984-Endo, Fujisawa
Public halls	Tsujido	0466-34-8661	1-1-41 Tsujido Higashi Kaikan, Fujisawa
	Shonandai	0466-45-1600	1-8 Shonandai, Fujisawa

Please see the following links for further information:

<http://www.city.fujisawa.kanagawa.jp/jinkendanjo/gaikokugo/english/index.html>

- Yamato City (Main Building)

1-1-1 Shimotsuruma, Yamato

Tel.: 046-263-1111 (Japanese language only)

Opening Hours: 8:30 a.m. - 5:00 p.m.

Foreign Language Consultation:

<http://www.city.yamato.lg.jp.e.gg.hp.transer.com/>

Location	Language	Days	Time
City Hall	Spanish	Tue, Fri	9:00 a.m. - 12:00 p.m.

Please see the following links for further information:

<http://www.city.yamato.lg.jp/web/content/000143006.pdf>

- Chigasaki City (Main Building)

1-1-1, Chigasaki, Chigasaki

Tel.: 046-782-1111 (Japanese language only)

Opening Hours: 8:30 a.m. - 5:00 p.m.

Please see the following link for further information:

<http://www.city.chigasaki.kanagawa.jp.e.ox.hp.transer.com/about/1010015.html>

- Yokohama City (Main Building)

1-1 Minato-cho, Naka-ku, Yokohama

Tel.: 045-664-2525

Opening Hours: 8:45 a.m. - 5:15 p.m.

(Please note that most procedures can be completed at the city hall's main building as well as the ward offices.)

Yokohama City has a wide range of services to support foreign nationals.

Please see the following links for further information:

<http://www.city.yokohama.lg.jp/lang/en/>

<http://www.city.yokohama.lg.jp/lang/en/5-3-1.html>

2-5 Individual Number (My number)

This system improves administrative efficiency and enhances public convenience by notifying every resident who has a resident record of their own individual number.

The Japanese government issues Individual Numbers under the new Social Security and Tax Number System (or the "My Number" system). This also applies to International Students who are registered as residents in Japan (international students staying in Japan for more than three months, special permanent residents, etc.).

Municipal offices will send a notification card to your registered address. After you receive it:

-Store the card in a safe place.

-Do not tell the number or show the card to others. However, when required, you must provide your number to your employer or municipal offices.

Your individual number is valid for a lifetime, so please do not share your number with anyone and be careful not to lose any documents with your number on it.

Please access to the link for more detailed information about the Individual Number.

<https://www.kojinbango-card.go.jp/en/index.html>

2-6 Furnishing an apartment

First of all, it is important to know that most accommodations in Japan will come unfurnished. Even if there is 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 (like Amazon, Nitori, etc.) are either only available in Japanese or only accept credit cards for payments if you buy furniture.

Please refer to the following list of places to find furniture, from budget to higher-priced, for your new Japanese home.

Furniture Chain Stores

The two biggest furniture retailers in Japan are Swedish IKEA and the Japanese equivalent Nitori (ニトリ). Both sell cheap, quality furniture that you have to assemble yourself as well as bed sheets, pillows, curtains, dishware and more.

• The nearest IKEA store is in Yokohama. You should measure windows, rooms and doorways before going there so you know it will all fit.

<http://www.ikea.com/jp/en/store/kohoku/access>

• There is a Nitori-Saikaya Fujisawa store opened recently right in front of the Fujisawa Station. Also, another Nitori store is located at Totsuka Station by the Yokohama Municipal Subway 'Blue Line' from Shonandai Station.

Go to the second floor of the JR station building (connected to the Totsukana Bldg.), leave the station through the west exit and look for the Saclass building. The Nitori store is located on the second floor of that building.



IKEA Kohoku



Nitori Fujisawa Nitori Totsuka

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 to buy 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 too like “Hard-off” (primarily electronics and musical instruments) and its sister branch, “Book-off” (books, CDs, DVDs, games).



Treasure Factory Fujisawa

There is a big recycle shop in Fujisawa City (Treasure Factory (トレジャーファクトリー) Kameino 1-14-6 Fujisawa City). To get there, take the Odakyu Enoshima Line from Shonandai Station to Katase Enoshima and get off at Mutsuai-Nichidai-mae Station. Leave the station through the east exit and walk east until you reach Japan National Route 467. Turn left and follow the road until you reach the recycle shop.



Expert Shonandai

There is another recycle shop 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 side.

Expert Recycle Shop (エキスパート): Fujisawa City Shonandai 6-34-10

Sayonara sales

Since many foreigners are living in Japan only temporarily, 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. Great resources for affordable furniture are Websites below;

Craigslist (<https://tokyo.craigslist.jp/?lang=en&cc=us>)

Freecycle (<https://www.freecycle.org/about/>)

GaijinPot Classifieds (<http://classifieds.gaijinpot.com/index/index/category/furniture>)

Besides furniture, you find almost everything on these sites and all explanations are in English. But you have to pick it up yourself or use a delivery service like UPS or Yamato Transport.

(<http://www.kuronekoyamato.co.jp/en/>)

Daiso / 100 yen stores

If you are looking for dishware, cutlery, cleaning supplies, ergonomic storage solutions, portable shelves or other small household items for a reasonable price (100 yen), you should look for them at a Daiso or other 100 yen stores. There is a Daiso store close to Shonandai Station. Leave the station through exit D, follow the train tracks and turn right at the second corner. Go straight ahead until you find yourself in front of the Daiso store.



Daiso Shonandai

Outlet Stores

One of the largest Furniture outlet stores in Kanagawa is the MEGAMAX Atsugi store (5-31-1 Tomuro, Atsugi). They offer delivery-service and list various information on their English website:

<https://www.megamax.jp/eng/html/shop/shopag.htm>

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. Besides several cultural events, they host a Mini Bazaar for electronics and household appliances every year in September and November at Hiyoshi International House. If you cannot make it to one of their bazars, you can also contact them and ask for their assistance to go shopping together: <https://sites.google.com/site/welcomenethomepage/>

2-7 Opening a Bank Account

Opening a bank account will be one of your first concerns upon arrival. Since scholarship payments will be made via direct deposit, we recommend that you open a bank account as early as possible.

You will probably create a general account (*futsu yokin*) which is convenient, however interest is low.

Most bills can be paid automatically if you request and fill out the appropriate forms.

Documents that are required to open a bank account may differ from bank to bank. You will usually be asked to bring your Residence Card, Passport, a small amount of money to put in your new bank account (1000 yen) and sometimes your personal seal (*inkan/hanko*: A small seal/name stamp, used for official verifications and documents. Keep it safely if you have one). However, if you do not have a personal seal, a signature is sometimes accepted upon mentioning foreign nationality. At some banks, your period of stay must be over 6 months to open an account. Please check with the bank in advance for detailed information. When you are at the bank, you need to fill in the Application Form with:

- Your Name
- Address
- (Japanese) Phone Number
- Date of Birth
- ATM card
- password

After completing the paperwork, you will receive a bank book (*tsucho*) that day and a cash card (*kyasshu kado*) is sent to the address of the account holder approximately one week later.

Which Bank to choose?

Banks in Japan primarily consist of major city banks such as Mizuho Bank, Bank of Tokyo-Mitsubishi UFJ, and Sumitomo Mitsui Banking Corporation—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.

There are many banks in Japan, and Keio University does not recommend any single one in particular. However, Suruga Bank has a branch office in front of SFC and the only ATM on campus, so it might make life convenient if you open your bank account there. There is also a post office right around the corner from SFC, which offers bank service (JP Bank) as well.

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 (*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 yen, 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

	Japanese	English
Other Operation Keys	<small>man</small> 万	10,000 yen notes
	<small>sen</small> 千	1,000 yen notes
	<small>e n</small> 円	Yen
	<small>kakumin</small> 確認	Press this key for confirmation.
	<small>teisei</small> 訂正	Press this key to make correction.
	<small>torikeshi</small> 取消	Press this key to cancel transaction.

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.

Banks are normally open 9:00 a.m. - 3:00 p.m., while banking services at post offices are open 9:00 a.m. to 5:00 p.m. (some larger post offices are open until 6:00 p.m.). Although banks are usually closed on weekends and holidays, there are some that are open in the evening and on weekends.

Foreign Currency Exchange

Although you can exchange foreign currency at major banks and post offices, depending on the type of currency you are seeking, some outlets may not have it in stock and may not be able to exchange it for you right away. It is strongly recommended that you visit one of the major branches of your bank when seeking a variety of foreign currencies. When exchanging a large sum or minor currency, contact a local financial institution to find out whether such exchange is possible.

Automatic Teller Machines (ATMs)

ATMs are usually open from 8:00 a.m.- 9:00 p.m., Monday to Friday, and from 9:00 a.m.-5:00 p.m. on Saturdays, Sundays and National Holidays. Some banks in larger cities are providing 24 hour ATM service as well. If you use an ATM after 6:00 p.m. during the week or anytime during the weekend, you may be charged a small fee. It may be possible to use your cash card at other bank ATMs, but you have to pay a special fee.

	Japanese	English
Transaction Selection Keys	oazukeire お預け入れ	Deposit
	ofurikaie お振り替え	Transfer
	tsuchokinyu 通帳記入	Update Passbook
	ohikidashi お引き出し	Withdrawal
	ofurikomi お振込み	Remittance
	zandakashokai 残高照会	Account Balance
	zandakashokaigo 残高照会后 ohikidashi お引き出し	Withdrawal After Checking Balance

Although major cash cards can be used at ATMs in convenience stores for withdrawing cash early in the morning or late at night,

bear in mind that each financial institution has different service hours and fees. Consult with your financial to get better acquainted with the precise information of your cash card service.

Credit Cards

Getting a credit card as a foreigner in Japan may be very difficult—especially for students who are still underage, have not lived in Japan for a long time and do not speak Japanese. However, you can consult with your financial institution on whether they will offer you a card, or try other possibilities—e.g., retailers, the post office, department stores, or online services. Even if you are rejected at first, some can get a card when they try again after one year of living in Japan. Keio University also offers different credit card services. Information on these cards can be found in the Alpha bldg. of SFC.

Post Offices

In addition to banks, post offices also provide bank services (JP Bank). Post offices are generally open from Monday to Friday, 9:00 a.m. to 5:00 p.m. Some larger post offices are also open on Saturdays 9:00 a.m. to noon. You can spot post offices by their red 〒 mark. Each post office will have windows for banking purposes. If you open a postal savings account (*yubin chokin*), money can be withdrawn or deposited at any post office nationwide. Cash cards can be accessed from any post office throughout Japan without a fee and post offices also have ATMs. For further information please refer to the following link:

http://www.jp-bank.japanpost.jp/en_index.html

2-8 Telephone Service

Telephones are widely available in Japan. Private telephones and even Fax machines are found in nearly every home and office, while pay phones are easy to find in public. NTT's telephone service covers all of Japan, while other companies' services depend on each area. Ask at the local electronics shop or your realtor when signing the contract for your apartment what services are available. There may also be phone services that are included in internet packages.



Please refer to the NTT website below for further information:

http://www.ntt-east.co.jp/en/?link_eastid=ins_h004

Japan is also a leader in mobile phone technology and use, which is why mobile phones have become a big part of Japanese society. In addition to calling, email and messaging, Japanese mobile phones were some of the first to widely adopt features such as internet browsers, games, cameras, televisions, electronic wallets, train passes, gps navigation and music players.

The biggest Japanese mobile phone companies are Softbank, NTT Docomo and au by KDDI. While most new mobile phone models can be used in Japan, many older phones may not work due to different technologies. Most importantly, there is no GSM network in Japan, so GSM-only phones do not work. But many phones that are sold in Japan can operate on 4G, 3G and GSM networks (only in certain countries) with the appropriate international roaming plans. This means that a person with a handset and service provided by a Japanese mobile phone carrier can use their phone when traveling outside of Japan. Although some Japanese carriers will unlock certain phone models, it still may not be possible to use a Japanese phone with a foreign service provider due to network differences.

Prepaid Phones

Due to past criminal abuse of prepaid phones, phone sellers are required to verify the identity and place of residence of their customers. Typical proof can be in the form of your Residence Card or Certificate of Residence (*jumin-hyō*). Prepaid phones start around 2,000 yen. Credit, which is used for outgoing calls, email, internet etc. depending on what features your phone supports, must be purchased in advance. At Softbank, for example, you can choose between 3,000 yen or 5,000 yen prepaid cards. Whichever you choose, the card will expire after 60 days and not all prepaid phones support mobile internet. Phone numbers remain active as long as you have valid credit in your account, but will expire after three months to a year without use. Credit can be bought at cell phone stores, convenience stores or online, and is typically valid for 60 days from activation.

SIM cards

If you want to use a smart phone from your country with a SIM card that you purchase here in Japan, you have to present a credit card that is under the same name as the contractor. Even if you made your credit card under your name before moving to Japan, credit cards from overseas are sometimes rejected by the machine when a staff at the shop tries to get the authorization from the credit card company. You may not want to choose a SIM card for a mobile phone in Japan right after arriving.

Mobile Phones

All three companies mentioned previously provide various mobile phones and smartphones. Most of the mobile phones require you to sign up for a two-year plan, or pay for the phone up front, so be sure you understand the details of the phone and plan before you decide to purchase one. A typical mobile phone plan starts at approximately 2,000 yen for a two year contract and with no discount on the handset cost. You should know that talking on the phone in Japan is far less common than in other countries, so talk time is rather expensive compared to data. Most smartphone plans cost approximately 6,000 yen for unlimited data.

If you want to purchase a mobile phone with a contract, you will need to fill out a registration form and bring your Residence Card and/or Passport to show proof of residence. If you wish to make direct payments from your bank account, also present your bank book (*tsucho*) and personal seal if you used one on your bank documents. Otherwise you have to present your credit card which must be under the contractor's name.

Please note that if you have a one-year-residence status, you may not be able to pay the cost of the phone each month (usually 1,500-2,500 yen per month, for a 2 year contract) and then the amount you are calling and using data for on top of that, but have to pay cash up front for the phone. You have to bring 20,000-80,000 yen to purchase a phone depending on the model you want to buy.

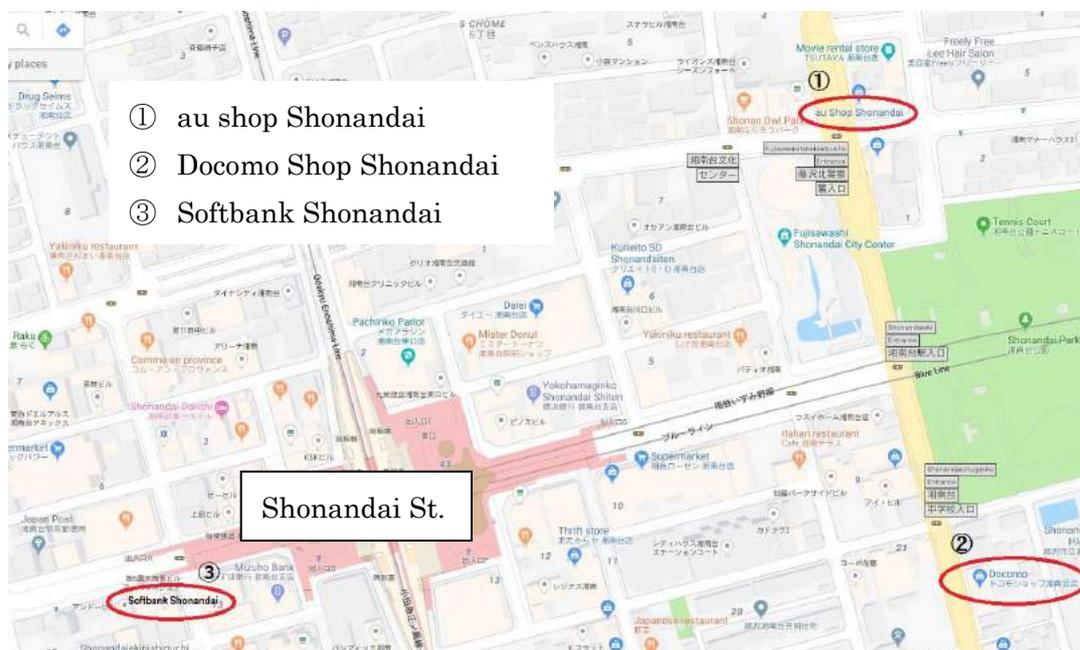
Persons under the age of 20 must bring a parental consent form filled out by the legal guardian and the identification documents of the legal guardian such as a passport copy including the passport number, name, date of birth and current address if there is one in the passport or certificate of residence. Please download the parental consent form, let your guardian fill it out (make sure that it is signed and has the date he/she signed on it) and bring it with you to Japan. The details of the contract can be filled out afterwards.

Docomo: https://www.nttdocomo.co.jp/english/support/procedure/document/form_download/index.html

Softbank: <http://www.softbank.jp/en/mobile/shop/buy/id/>

Au: <http://www.au.kddi.com/english/support/contract/>

All three companies mentioned above have shops close to Shonandai Station. Even if they might not have English speaking staff, all three companies provide phone interpreting services. This means that the staff members will call human interpreters via telephone and explain the terms and conditions with help of the interpreter. Please keep in mind that signing a contract and getting a phone will take about 90 min.



2-9 Internet

There are a number of ways to get Internet in Japan. With the right plan you can use your mobile phone for all types of internet services. Both paid and free wireless (Wi-Fi) hotspots are available in Japan.

Free public Wi-Fi can be found around main train stations, tourist information centers, major shopping streets, several nationwide convenience stores like 7-Eleven and café chains like Starbucks. Registration is required to use most of these services, and in some cases must be done in advance. While some of the networks offer sign up pages in English, others do not. A few networks are also limited to specific devices (e.g., iPhone only) or restrict the content that can be accessed.



If you want to be connected to the Internet at home, you will need some form of connection and an Internet Service Provider (ISP). It is important to know that internet services in Japan are typically unbundled services, which means that one company usually provides the line and the other establishes the internet connection. The main company, which provides the line and hardware, is NTT East (http://www.ntt-east.co.jp/en/?link_eastid=ins_h004).

The two types of ISPs, called ‘プロバイダ’ (*purobaida*) in Japanese, are national providers and local providers. The many ISPs (for example Asahi Net, OCN, etc.) provide the internet connection, but unfortunately most of them only offer Japanese support.

Please inform yourself through the websites below:

<http://asahi-net.jp/en/>

<http://bbapply.com/faq/advice.html>

<https://www.ntt.com/en/index.html>

Contracts for line and internet service providers are often signed for one or two years, but differ among ISPs and the type of service. NTT East usually has a one or two year contract minimum for fiber optic lines. Costs are generally comparable and differ on average anywhere from 4,000 to 6,000 yen a month (often including modem rental). If you need to terminate a contract before the minimum contract period, you will likely have to pay a fee.

Another way of getting Internet at home (and outside) is to use a WiMax/Internet Router. WiMax router can be bought at electronic retailers, such as Bic Camera, or you can get a contract for them for example with UQ Communications or Asahi-Net.

Please inform yourself through the websites below:

<http://www.uqwimax.jp/english/>

<http://asahi-net.jp/en/service/mobile/wimax2plus/>

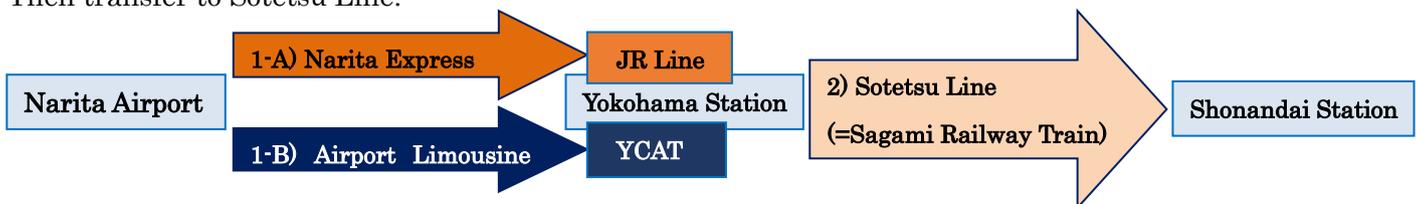
3. Getting in and around Tokyo, Yokohama and Shonandai

3-1 Directions from airports to Shonandai Station

There are various ways to get to SFC from International and Domestic Airports. The most convenient and lowest cost options use public transportation. Please refer to Maps and Directions on the following pages.

Directions from Narita airport to Shonandai station [About 2 hrs 30 mins]

From Narita Airport take Narita Express or Airport Limousine Bus to get to Yokohama station. Then transfer to Sotetsu Line.



1) From Narita Airport to Yokohama

1-A) By JR Narita Express (Train)

From Narita Airport to Yokohama Station

Narita Airport Terminal 1	Narita Airport Terminal 2・3	Tokyo	Yokohama
07:44	07:47	09:05	09:35
08:13	08:16	09:29	10:02
08:50	08:53	09:55	10:26
09:15	09:19	10:19	10:53
09:45	09:48	10:46	11:14
10:45	10:48	11:46	12:14
11:14	11:18	12:16	12:45
12:20	12:23	13:16	13:45
13:14	13:17	14:16	14:45
13:45	13:48	14:46	15:16
★14:44	14:48	15:45	16:16
★15:14	15:18	16:16	16:46
16:19	16:22	17:19	17:53
16:44	16:48	17:46	18:16
17:16	17:19	18:20	18:51
17:44	17:47	18:50	19:19
18:15	18:19	19:19	19:49
18:48	18:52	19:51	20:23
19:12	19:15	20:15	20:46
19:46	19:50	20:53	21:23
20:44	20:47	21:45	22:15
21:44	21:46	22:39	23:09

As of January 31st, 2019

- Take a Narita Express Train bound for Yokohama Station. Please note that some of the Narita Express trains do not go to Yokohama. It takes about 90 mins, and costs approx. 4,500JPY for adults. Costs vary from season.
- The table on the left shows Narita Airport departure times. Buy tickets before boarding from the JR EAST Travel Service Centers (1st floor, Narita Airport Terminal 1 or 2).
- Please refer to the URL below;
<https://www.eki-net.com/pc/jreast-shinkansen-reservation/English/wb/common/timetable/enexu/index.html>
- ★ Peak travel seasons only.

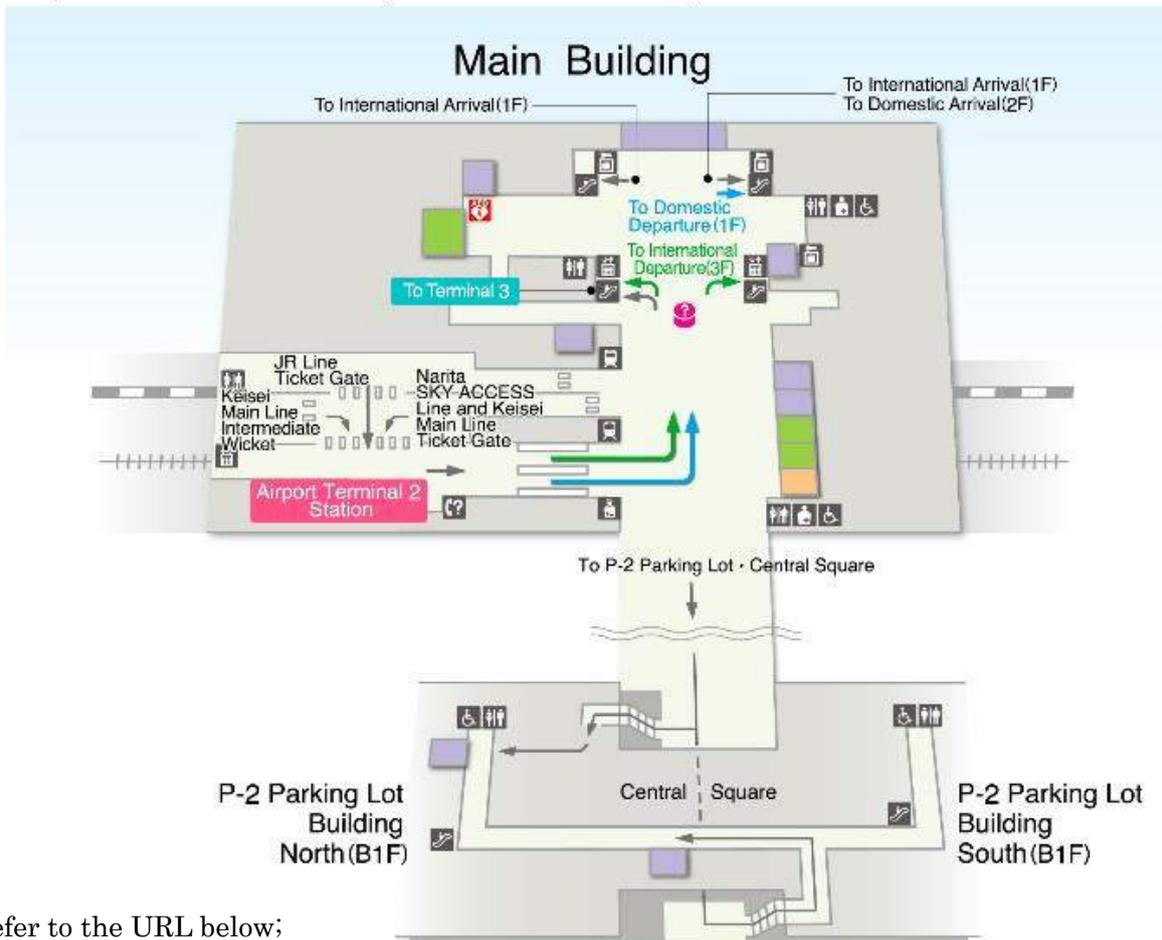
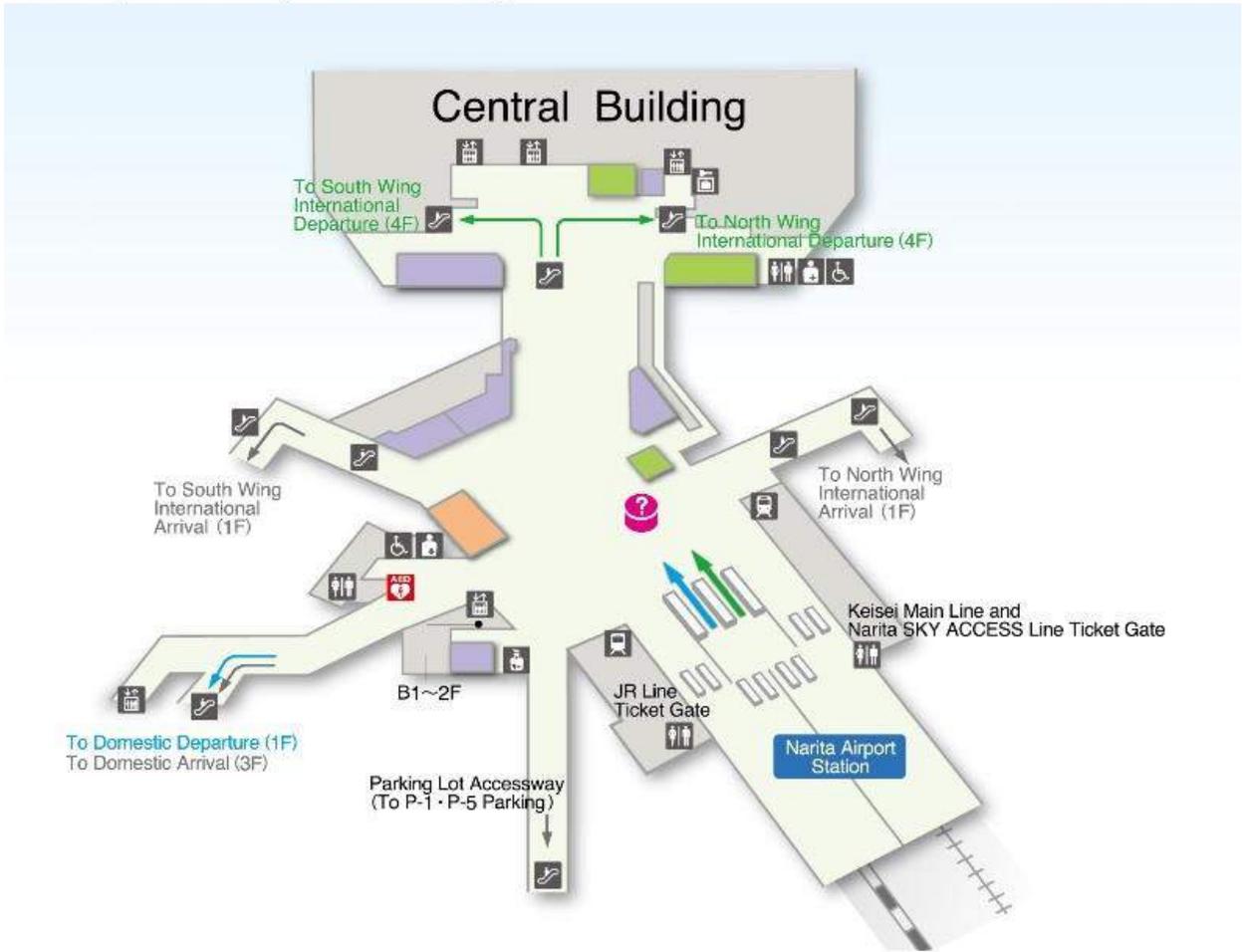
*The same schedule applies for all days of the week.

*Trains are equipped with toilets.

*This route is operated by the Japan Railway (JR) East.

*No compensation will be given for losses or inconvenience incurred due to delays or other mishaps.

*The contents of this timetable may be provisionally changed due to natural disasters, railroad maintenance work, and other such occurrences. Furthermore, if the train schedule is altered, changes may not be reflected immediately on the timetable.

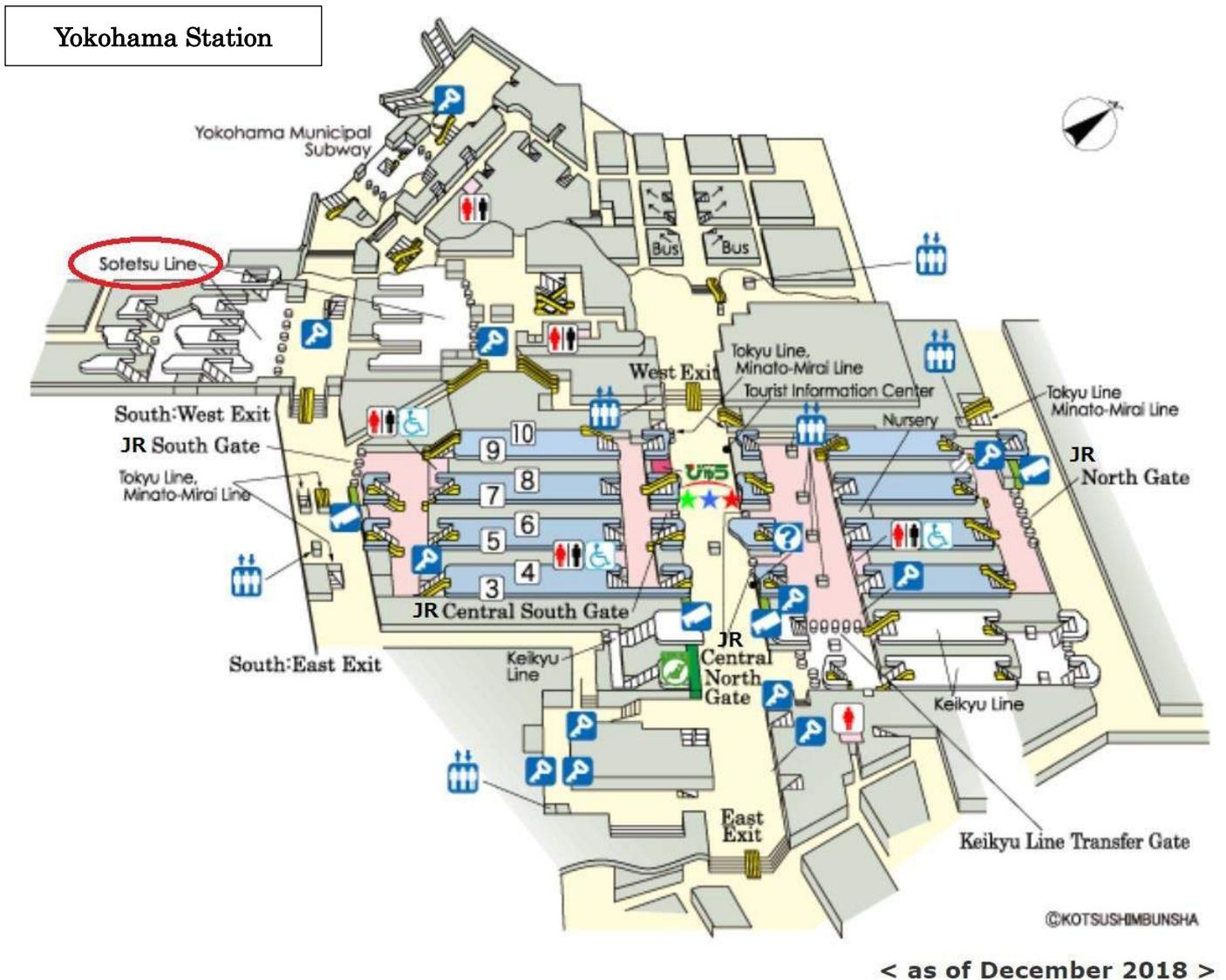


Please refer to the URL below;

<https://www.narita-airport.jp/en/access/train>

From Yokohama Station (JR Line Gate) to Sotetsu Line Gate

Get off the Narita Express (JR Line train) at Yokohama station and go to the Sotetsu Line ticket gate by simply following the sign for "Sotetsu Line." You can use the gates on either the 1st floor or the 2nd floor.



JR Reservation Ticket Offices ("Midori-no-madoguchi")	View Plaza	Ticket Vending Machines	Coin-operated Lockers	Gate
Restroom	Facility for the Handicapped	Elevator	Information Center	Escalator
<p>[note!]</p> <ul style="list-style-type: none"> JR passes exchange office JR passes domestic sales office Receipt office of ticket reserved by JR EAST Web site "JR-EAST Train Reservation" Only when JR passes are used, the ticket reserved on JR EAST Website "JR-EAST Train Reservation" is a part of a possible receipt. <p>* Office hours are subject to change and offices are subject to close without notice. * Exchanges and purchases are available only for products handled by JR EAST.</p>				

<JR EAST JAPAN RAILWAY COMPANY Yokohama Station>

<https://www.jreast.co.jp/e/stations/e1638.html>

1-B) By Airport Limousine Bus

From Narita Airport to Yokohama City Air Terminal (YCAT)

Narita Airport Terminal 3	Narita Airport Terminal 2	★Narita Airport Terminal 1 South Wing	Narita Airport Terminal 1 North Wing	Yokohama Station (Yokohama City Air Terminal)
07:05	07:10	07:15	07:20	09:00
07:25	07:30	07:35	07:40	09:20
07:45	07:50	07:55	08:00	09:40
08:05	08:10	08:15	08:20	10:00
08:25	08:30	08:35	08:40	10:20
08:45	08:50	08:55	09:00	10:40
09:05	09:10	09:15	09:20	11:00
09:25	09:30	09:35	09:40	11:20
09:45	09:50	09:55	10:00	11:40
10:05	10:10	10:15	10:20	12:00
10:25	10:30	10:35	10:40	12:20
10:45	10:50	10:55	11:00	12:40
11:05	11:10	11:15	11:20	13:00
11:25	11:30	11:35	11:40	13:20
11:45	11:50	11:55	12:00	13:40
12:05	12:10	12:15	12:20	14:00
12:25	12:30	12:35	12:40	14:20
12:45	12:50	12:55	13:00	14:40
13:05	13:10	13:15	13:20	15:00
13:25	13:30	13:35	13:40	15:20
13:45	13:50	13:55	14:00	15:40
14:05	14:10	14:15	14:20	16:00
14:20	14:25	14:30	14:35	16:15
14:35	14:40	14:45	14:50	16:30
14:50	14:55	15:00	15:05	16:45
15:05	15:10	15:15	15:20	17:00
15:20	15:25	15:30	15:35	17:15
15:35	15:40	15:45	15:50	17:30
15:50	15:55	16:00	16:05	17:45
16:05	16:10	16:15	16:20	18:00
16:25	16:30	16:35	16:40	18:20
16:40	16:45	16:50	16:55	18:35
16:55	17:00	17:05	17:10	18:50
17:10	17:15	17:20	17:25	19:05
17:25	17:30	17:35	17:40	19:20
17:40	17:45	17:50	17:55	19:35
17:55	18:00	18:05	18:10	19:50
18:10	18:15	18:20	18:25	20:05
18:25	18:30	18:35	18:40	20:20
18:45	18:50	18:55	19:00	20:30
19:05	19:10	19:15	19:20	20:50
19:25	19:30	19:35	19:40	21:10
19:40	19:45	19:50	19:55	21:25
19:55	20:00	20:05	20:10	21:40
20:10	20:15	20:20	20:25	21:55
20:25	20:30	20:35	20:40	22:10
20:40	20:45	20:50	20:55	22:25
20:55	21:00	21:05	21:10	22:35
21:10	21:15	21:20	21:25	22:50
21:25	21:30	21:35	21:40	23:05
21:45	21:50	21:55	22:00	23:25
22:25	22:30	22:35	22:40	00:05

- Take an Airport Limousine Bus bound for Yokohama City Air Terminal (YCAT). It will take approximately 90 min. and costs 3,600 yen (for Adults) per person.
- The table on the left shows Narita Airport departure times.
- Seats on buses departing from Narita airport are available only on a first-come, first-served basis. Buy tickets in advance from the Limousine Bus Ticket counter.
- The next page are showing bus pick up points and ticket counters at Narita Terminal 1, 2 and 3.
- Please refer to the URL below; https://www.limousinebus.co.jp/en/areas/bus_stop/nrt/ycat/dep/23/

*The same schedule applies for all days of the week.

*The buses are equipped with toilets.

*This route is jointly operated by the Airport Transport Service, Keihin Kyuko Bus, and Keisei Bus.

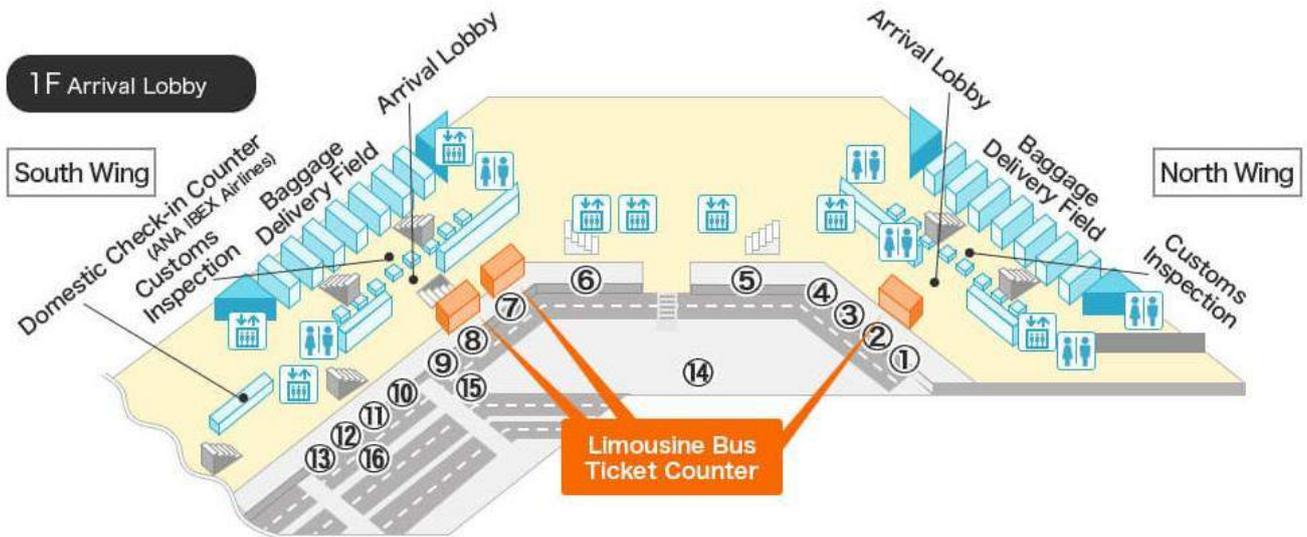
*No compensation will be given for losses or inconvenience incurred due to delays or other mishaps.

*Arrival time shown here are scheduled expected time. Due to reasons beyond their control, their bus services may run behind schedule.

★ All bus services from South Wing, Terminal 1 will be skipped until bus platform canopy renovation work is completed around March 2019.

As of January 31st, 2019

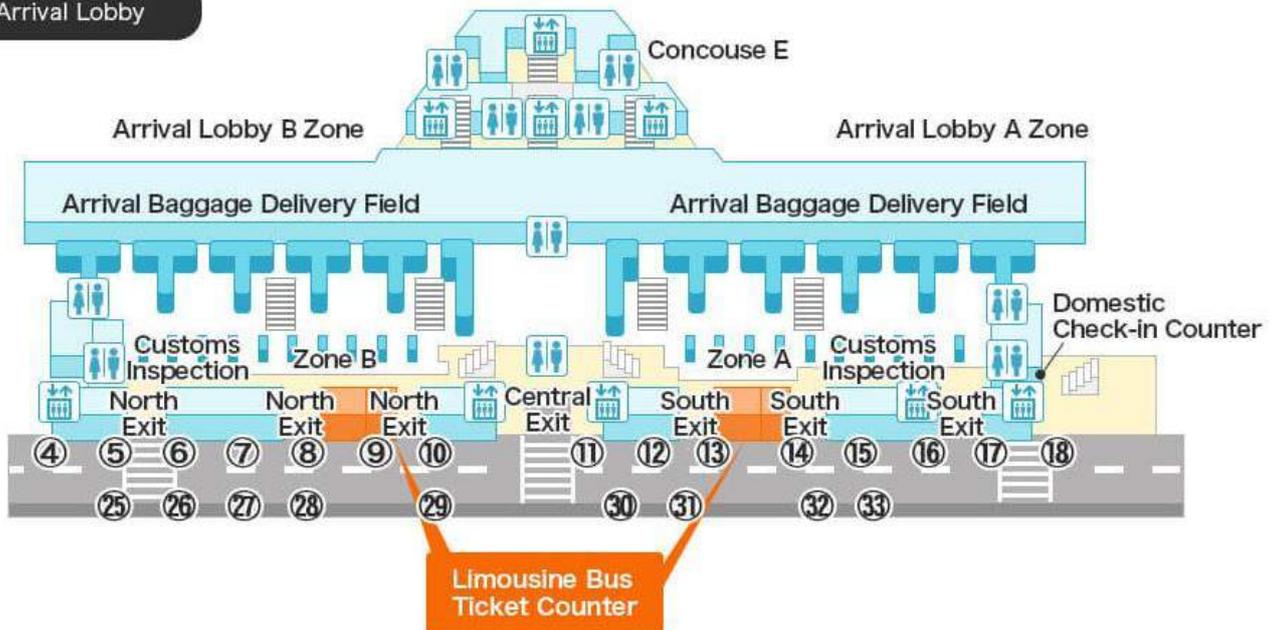
Terminal 1



- Buses to YCAT depart Narita Airport Terminal 1 from Pole No. 3 and No. 12. A staff member will check your ticket when you board

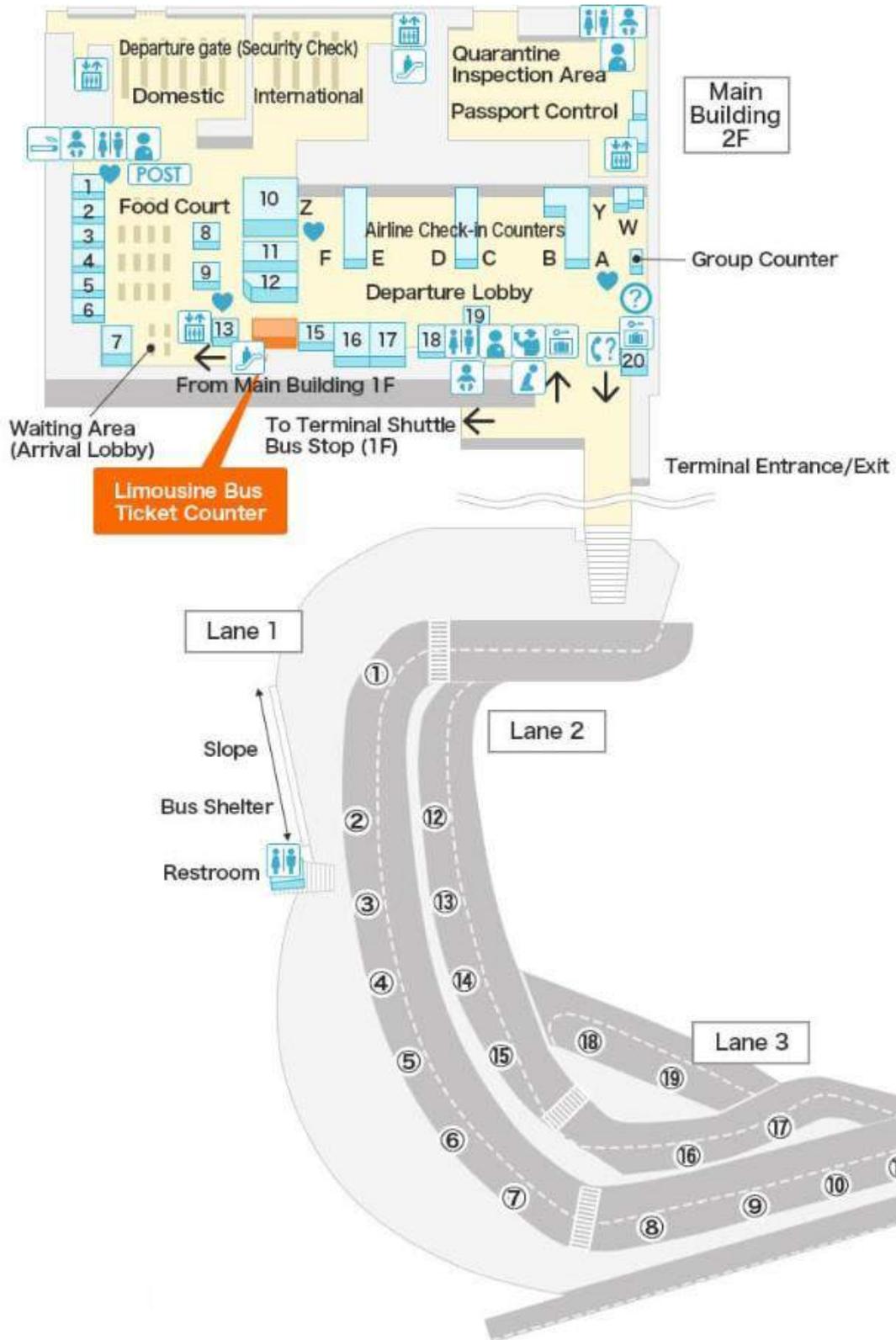
Terminal 2

1F Arrival Lobby



- Buses to YCAT depart Narita Airport Terminal 2 from Pole No. 5 and No. 15. A staff member will check your ticket when you board.

Terminal 3



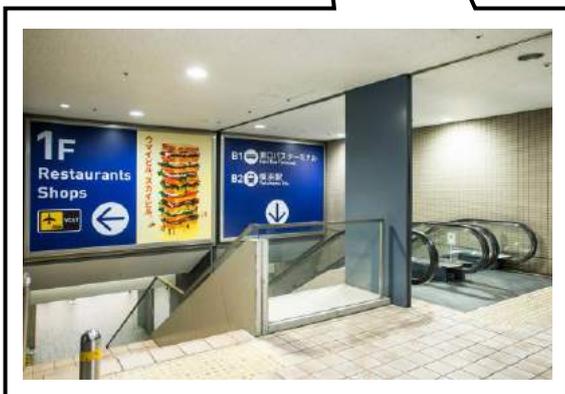
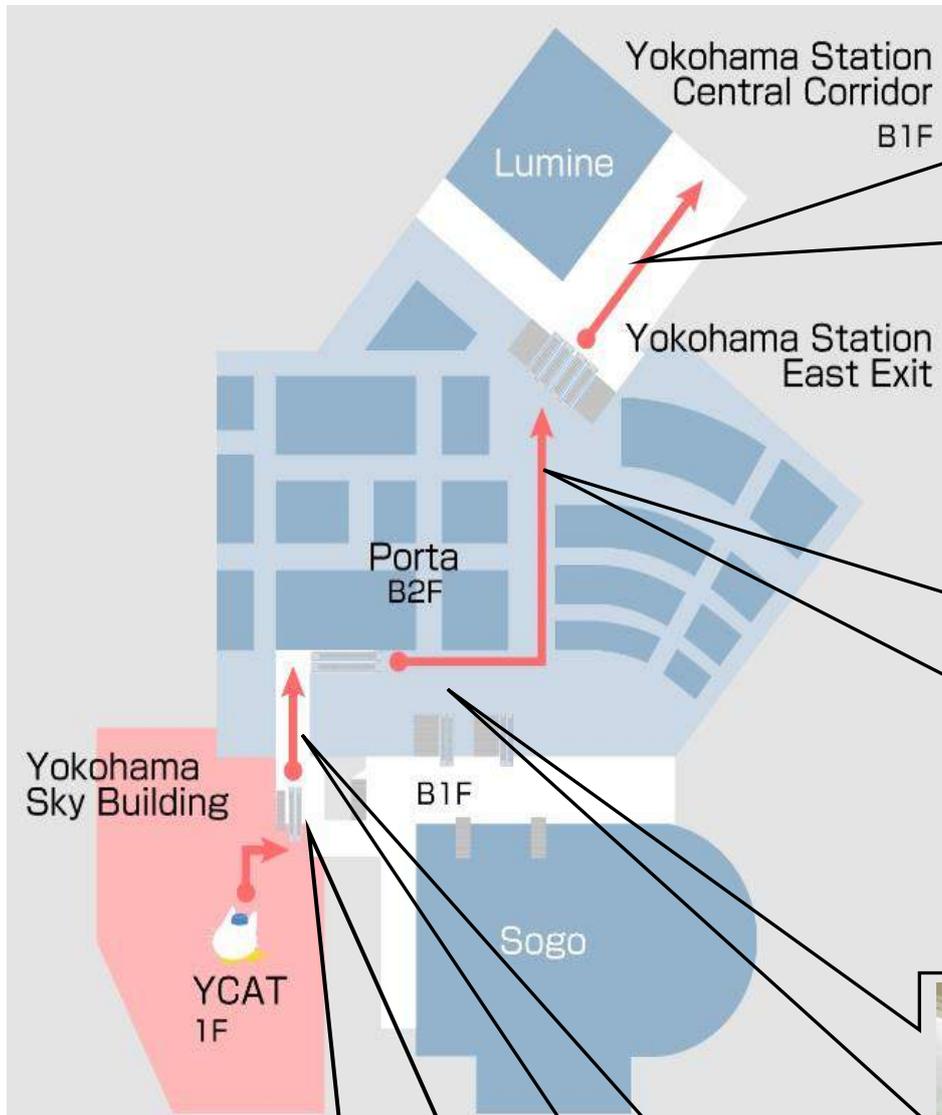
- Buses to YCAT depart Narita Airport Terminal 3 from Pole No. 5. A staff member will check your ticket when you board.

Please refer to the URL below;

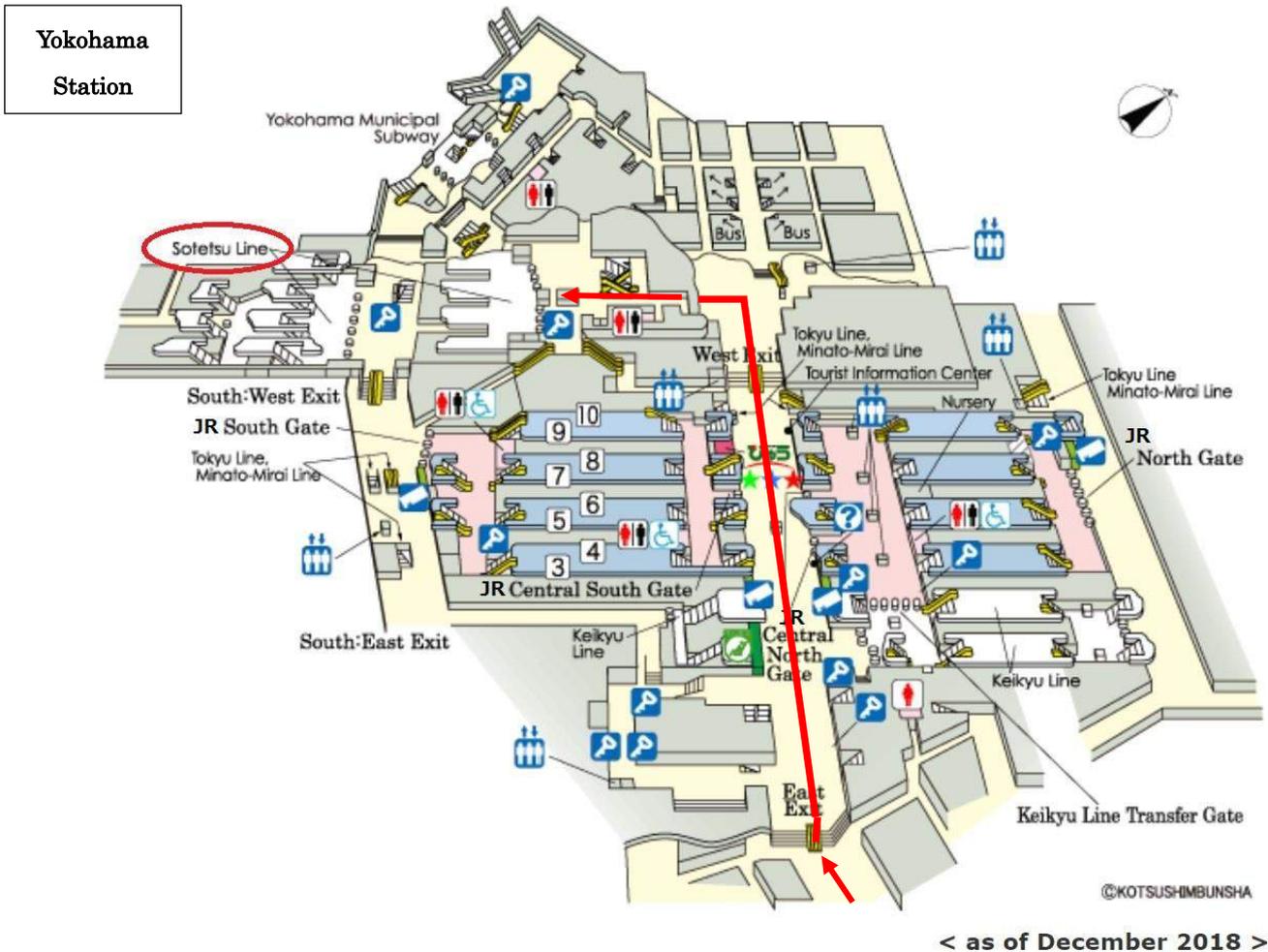
<https://www.limousinebus.co.jp/en/areas/detail/nrt/ycat/dep>

From YCAT to Sotetsu Line Gate

On leaving Yokohama Sky Building, take the escalator on the left to the basement. Follow the route to the B2 floor. (YCAT is on the 1st floor of Sky Building). On reaching New City Plaza, you can see Yokohama Porta on your left. Enter Yokohama Porta and walk along the broadest corridor. Take an escalator up to ground level. On taking the escalator at ground level, you will see Yokohama Station ahead.



Once you reach the Yokohama Station Central Corridor, follow the sign for “Sotetsu Line.” You can use the gates on either the 1st floor or the 2nd floor.



2) From Yokohama Station to Shonandai Station by Sotetsu Izumino Line

Take a **Sotetsu Izumino Line** bound for Shonandai. Do not take a Main Line.

Approximately 35 mins.; 350 yen (Cash fare) / 348 yen (IC fare; fare paid by Suica/PASMO prepaid card.

Refer to the page 43 for further explanations.)

Sotetsu main line

Ehina	Kashiwadai	Sagamino	Sagami-Otsuka	Yamato	Seya	Mitsuyo	Kibogaoka	Futamatagawa	Tsurugamine	Nishiya	Kamii-Hoshikawa	Wadamachi	Hoshikawa	Tennochi	Nishi-Yokohama	Hiranumabashi	Yokohama
4	2	2	2	3	2	2	3	3	2	2	2	2	2	1	2	2	1

Sotetsu Izumino line

Shonandai	Yumegaoka	Izumi-chuo	Izumino	Yayoidai	Ryokuentoshi	Miranami-Makigahara
3	2	3	2	2	2	3

Yokohama

... Click to open a map of station facilities in PDF format.

① ... Indicates the time between stations.

<Sotetsu line Stops>

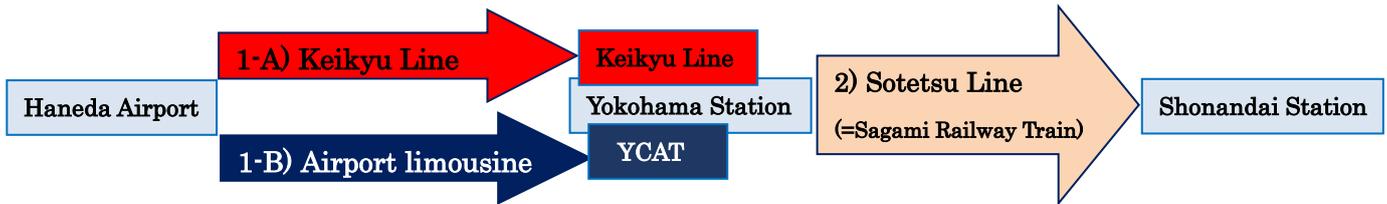
- **Limited** : [main line] Yokohama, Futamatagawa, Yamato, Ebina
- **Express** : [Izumino line] Yokohama, Futamatagawa, Izumino, Shonandai
- **Express** : [main line] Yokohama, All stations between Futamatagawa and Ebina
- **Rapid** : [main line] Yokohama, Hoshikawa, All stations between Tsurugamine and Ebina
[Izumino line] Yokohama, Hoshikawa, All stations between Tsurugamine and Shonandai
- **Local** : [main line] All stations between Yokohama and Ebina
[Izumino line] All stations between Yokohama and Shonandai

Please refer to the URL below;

<https://www.sotetsu.co.jp/en/train/station/>

Directions from Haneda airport to Shonandai station [About 1 hr 25 mins.]

From Haneda Airport, first go to Yokohama station by Keikyu Line. And change to Sotetsu Line.



1) From Haneda Airport to Yokohama Station

1-A) By Keikyu Line Airport Express

From Haneda Airport to Yokohama Station

Approximately 25 mins.; 480 yen (Cash fare) / 478 yen (IC fare; fare paid by Suica/PASMO prepaid card. Refer to the pages 43 for further explanations.)

Information on Haneda Airport International Terminal Station

Map of Haneda Airport International Terminal Station

3F Departure Lobby

B2F

2F Arrival Lobby

1 Haneda Airport To Domestic Terminals 1 and 2

2 To Shinagawa, Higashi-Ginza, Asakusa To Yokohama

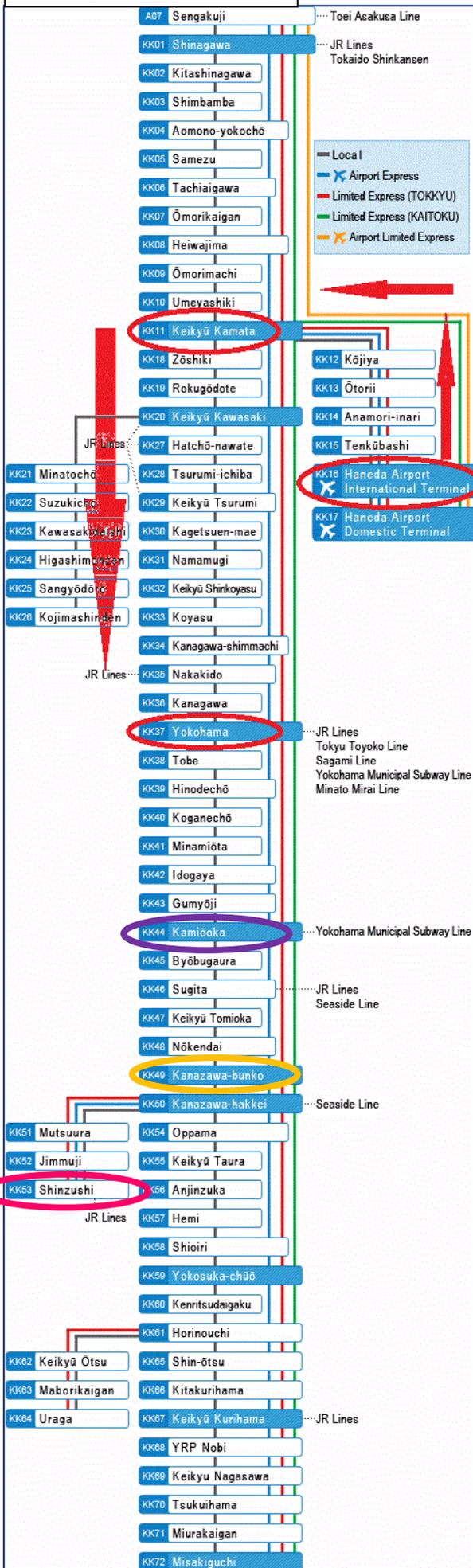
Keikyu Tourist Information Center
(7:00-22:00)
From purchasing Keikyu Line tickets to tourist information. Information available in English, Chinese and Korean. A concierge provides information in 4 languages ranging from purchasing Keikyu Line tickets to tourist information.

- 1 Keikyu Line Entrance**
As shown by the sign saying "Keikyu Line" immediately outside immigration, proceed to the right.
- 2 Keikyu Line ticket vending machine**
Buy a ticket to your destination. Tickets are also sold over the counter in the Keikyu Tourist Information Center.
- 3 Keikyu Line ticket gate**
Go through the ticket gate and get on the escalator to the platform.

HANEDA AIRPORT Access Information

<http://www.haneda-airport.jp/inter/en/access/train.html>

Keiiky Train Line Map



At Haneda Airport International Terminal, take a Keiiky Line Airport Express train to Yokohama.

Note that the Airport Express has several variants:

- If the train is bound for **Shin-Zushi** (新逗子), **Kamiōoka** (上大岡) or **Kanazawa-Bunko** (金沢文庫), then you can stay on the train until you reach **Yokohama**.
- If the train is bound for another destination, it's likely to continue on into Tokyo so you will need to transfer at **Keikyū Kamata** station for the next main line limited express train (特急 / 快特).

Manners when Using Trains

1 In stations

Smoking is always prohibited.
Thank you for your cooperation.



2 Getting on the train

Preference should be given to passengers alighting the train.
Do not force your way onto the train.
Please wait in line behind the markers.
Never jump the queue as it causes inconvenience to other passengers.



3 Manners in the train

Switch your mobile phone to manner mode and refrain from using it.
Turn off your mobile phone while near priority seating.
Please refrain from eating and drinking on the train.



4 Using strollers

Keep your hands on your stroller, and take responsibility for watching your children.
* Make sure they are not a nuisance to other passengers.
* Use of strollers on escalators is dangerous.
They should be folded up before riding on escalators.



5 Using luggage carts

• Carts are not permitted on trains.
• Return your cart to the designated area.

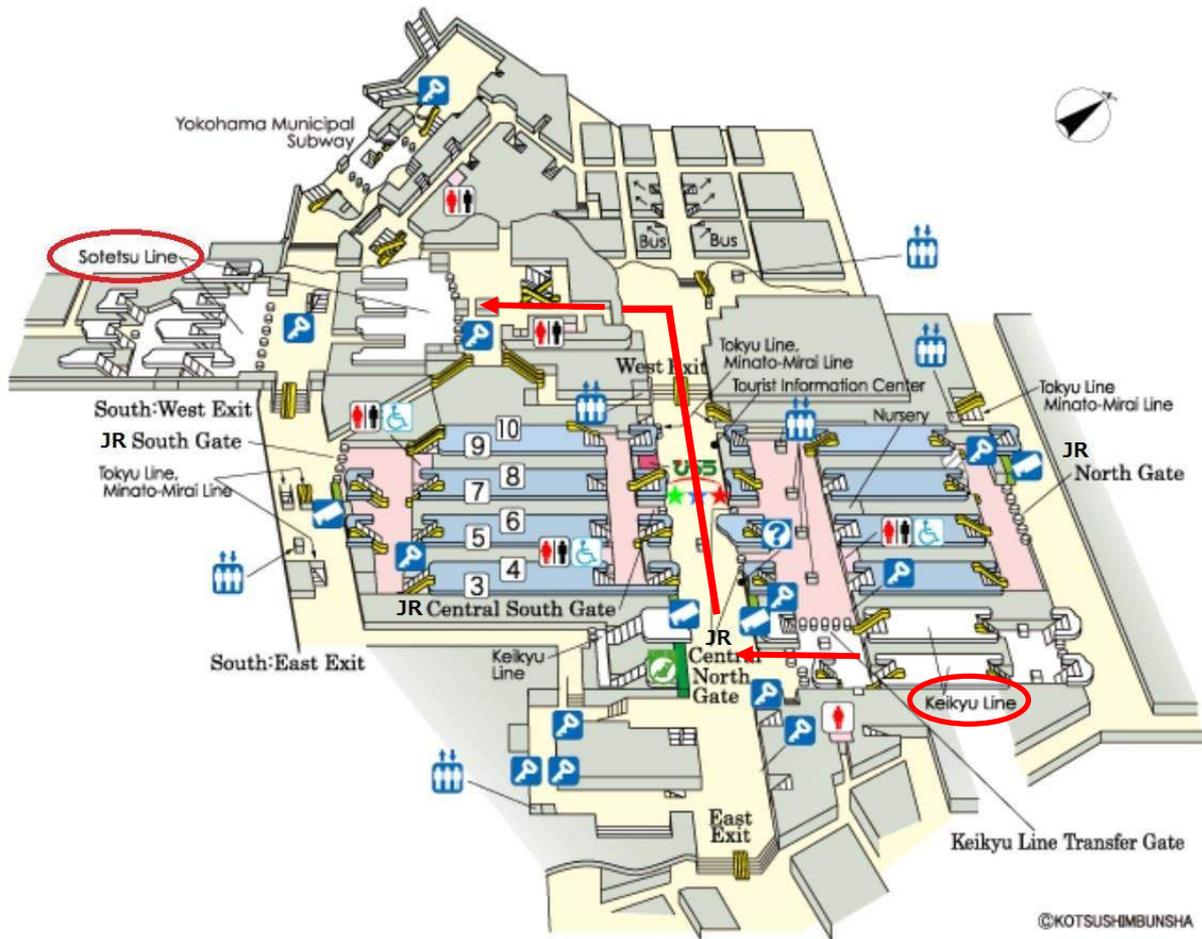


6 Making inquiries

• Please stay in line if you wish to purchase a ticket or make an inquiry. Staff will respond to your inquiry when it is your turn.



From Keikyu Line Gate to Sotetsu Line Gate

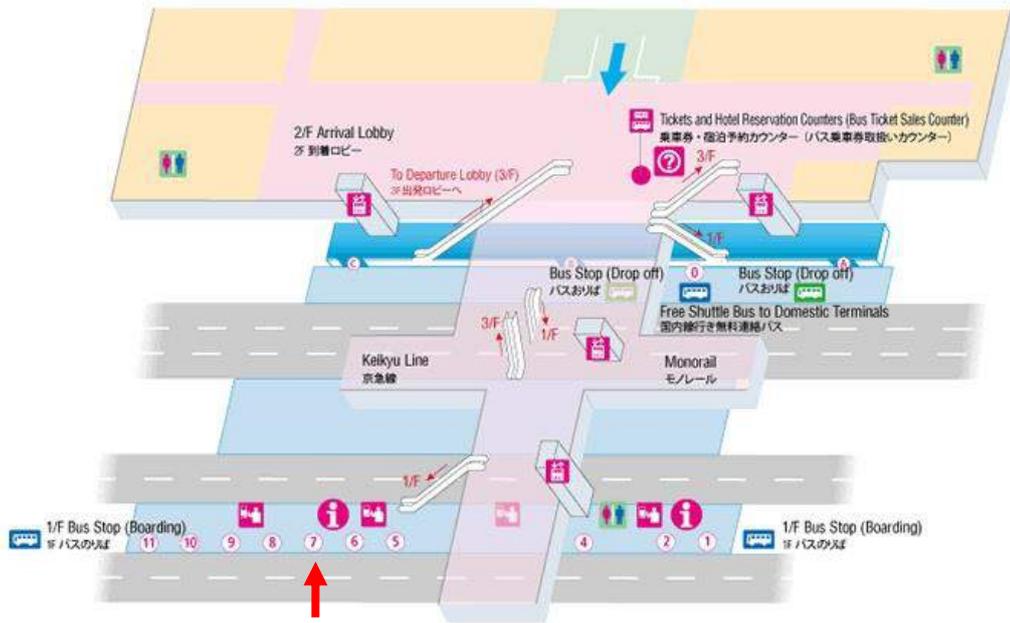


1-B) By Airport Limousine Bus

< as of December 2018 >

From Haneda Airport to Yokohama City Air Terminal (YCAT)

Haneda Airport International Terminal Bus Stop Guide



	Information		Elevator		Bus Ticket Sales Counter		Bus Stop (Boarding)
	Information Phone		Ticket Issuing Machines		Toilets		Bus Stop (Drop off)

⑦ Yokohama Railway Station (YCAT)

For the timetable, please access to the link below:

<http://hnd-bus.com/airport/route/yokohama.html>

From YCAT to Sotetsu Line Gate

Please refer to page 35 and 36.

2) From Yokohama Station to Shonandai Station by Sotetsu Izumino Line

Please refer to page 36.

3-2 Buses between Shonandai and SFC



(Right: Twin Liner)

Bus stops at Shonandai Station

Buses for Keio University depart approx. every 5 to 10 minutes 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] (takes about 15min longer)
- Sho25 [湘 25] express (Twin Liner) bound for Keio University [慶応大学]

It takes approximately 15 - 20 minutes to reach the campus. Bus fare is 220 yen.

(If you use your Suica/PASMO card*, bus fare is 216 yen.)

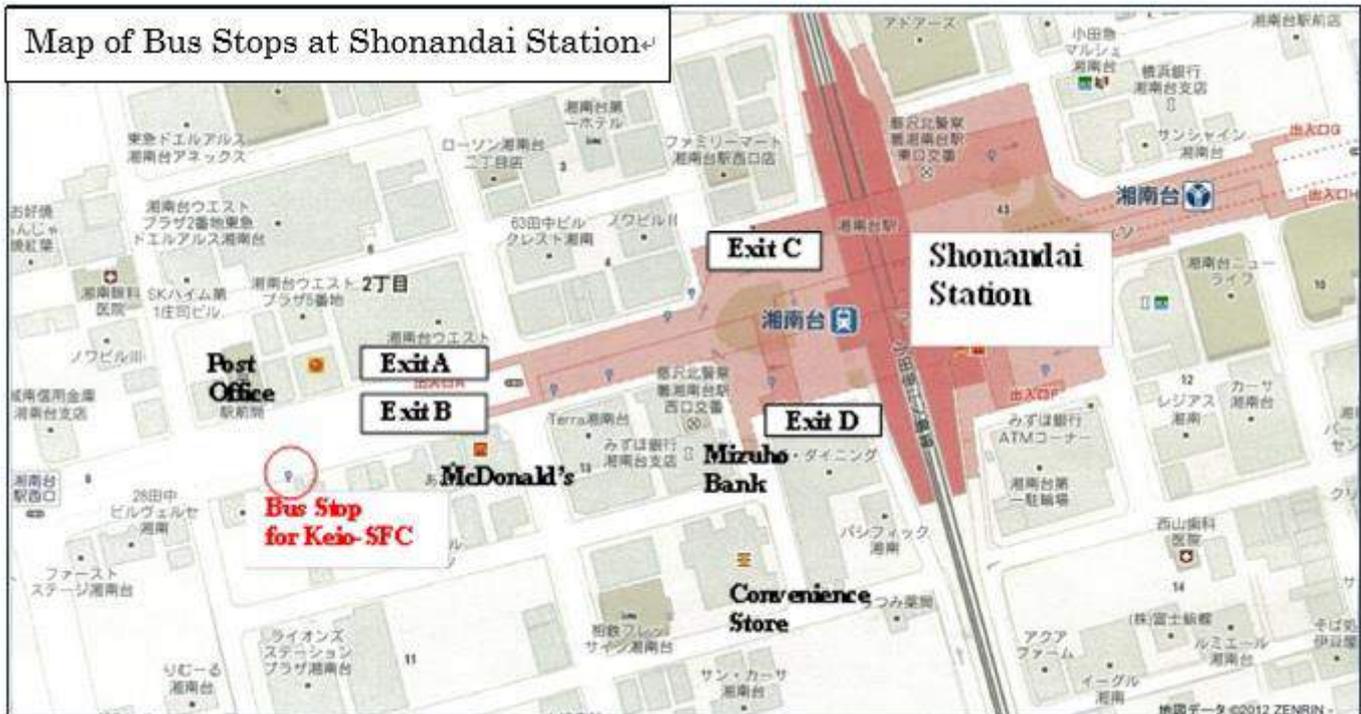
* Suica/PASMO card is a prepaid e-money card. (Refer to pages 43 and 45 for further explanations.)

Please get off at the Keio Daigaku Honkan-mae [慶応大学本館前] stop within the campus.

Within the Campus, buses will stop at these three steps:

- Keio Daigaku [慶応大学] (Bus Stop A on the campus map on page 73; 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 on page 73)
- Keio Chukotobu-mae [慶応中高等部前] (Bus Stop D on the campus map on page 73; 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.



How to ride the bus between Shonandai and Keio University

These instructions are only for the route between Shonandai Station [湘南台駅] and Keio University. If you wish to take any other route such as between Tsujido Station [辻堂駅] and Keio University, the instructions are different.

Please also refer to the access page in Keio University SFC website below:

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

From Shonandai Station [湘南台駅] to Keio University [慶応大学]

1. Go to Bus Stop #1 and get on a Sho23 [湘 23], Sho24 [湘 24] or Sho25 [湘 25] route bus.
2. Board from the center door, take a ticket or touch your Suica/PASMO card to the card reader at the door. (You do not have to take a ticket or touch your Suica/PASMO card to the card reader at the door if you take the Sho25 route bus (Twin Liner).)
3. Confirm your bus stop on the electric bulletin board.
4. Press the button after your intended bus stop is announced Keio Daigaku Honkan-mae [慶応大学本館前].
5. When the bus stops, drop the exact fare into the fare box or touch your Suica/PASMO card to the card reader at the front door.
6. Get off from the front door.

From Keio University [慶応大学] to Shonandai Station [湘南台駅]

1. Go to the Keio Daigaku Honkan-mae [慶応大学本館前] bus stop or Keio Daigaku [慶応大学] bus stop and get on a Sho23 [湘 23] or Sho25 [湘 25] route bus.
2. Board from the center door and take a ticket or touch your Suica/PASMO card to the card reader at the door. If you take the Sho25 route bus (Twin Liner), board from the front door and drop the exact fare into the fare box or touch your Suica/PASMO card to the card reader at the front door.
3. Get off at Shonandai-eki Nishi-guchi [湘南台駅西口] and drop the exact fare into the fare box or touch your Suica/PASMO card to the card reader at the front door. You do not need to touch your Suica/PASMO card to the card reader when getting off, if you are on the Sho25 route bus (Twin Liner). You do not need to press the button to inform the driver to stop, since it is the final stop of the route.
4. Get off from the front door, or any door if you are riding the Sho25 route bus.

Instructions and Notes

1. Most of the bus drivers do not speak or understand English.
2. Check the destination of the bus written on the front and the side of the bus. Since all instructions are written in Japanese, please check with the driver or other co-passengers about your destination.
3. If you are heading toward Keio University, you should pay the fare when getting off.
4. If you are heading toward Shonandai Station with a Sho25 bus, you should pay the fare when getting on. When you get off a bus at any stop other than the last you have to give the driver the name of the stop you want to get off at before paying the fare. (Note: Shonandai-eki Nishi-guchi [湘南台駅西口] is the last stop.)
5. If you are riding a Sho23, you should pay the fare when getting off.
6. Announcements on the bus are in Japanese only. The announcement sometimes includes commercials besides announcements of destinations and the next bus stop, so please listen carefully.
7. The next bus stop and fare will be shown on the electric bulletin board inside the bus. However the name of the bus stop will be displayed only in Japanese in most cases.
8. When you wish to get off the bus, let the bus driver know by pressing a button found on the sides or poles. When you press it, it will light up and make a buzzing sound. Only press the button after your intended bus stop has been announced. The button will light up in red. If no one presses the button, the bus will not stop.
9. <If paying in cash>
It is highly recommended that you have the exact fare ready before boarding the bus. You will not get any change back if you drop more than your fare into the fare box. You can also change 1,000 yen bill, 500 yen coin and 100 yen 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 paying with Suica/PASMO >
It is highly recommended that you always have enough money charged on your Suica/PASMO card.



Student Commuter Passes (Excluding Research Students)

Students can purchase a student commuter pass (*tsugaku teiki-ken*), which allows students to take unlimited rides between stations on a specified route. A Student Commuter Pass can be purchased for the interval between the station nearest to the residence of the student and the station nearest to the school. The station nearest to the school is determined for every school and cannot be changed to any other. Also, in cases where station nearest to the residence is changed due to moving into another residence, etc., the correction has to be made by a school representative and sealed with the representative's or school's seal.

The route specified when the pass was purchased is displayed on the pass. 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). Instructions on how to purchase student commuter passes are given below.

*Please Note: Research students cannot purchase Student Commuter Passes but are eligible for a regular commuter pass (*tsukin teiki-ken*), which are little bit more expensive but still cheaper than paying the travel fair every day separately. To purchase a regular commuter pass please go to the service counter of the train company which you are going to use to commute to school.

1. Trains and Subways

- 1) Write the station closest to your current residence and the university via the shortest route in the section provided on the back of your student ID card.
- 2) Fill out the required information on the “Application to Purchase a Student Commuter Pass” available at each station. Show your student ID card and submit the completed request form at the station to purchase a commuter pass. In order to purchase a Student Commuter Pass for two lines, such as Sotetsu line and Tokyu line, you need to visit the Yokohama station.

Suica/PASMO commuter pass:

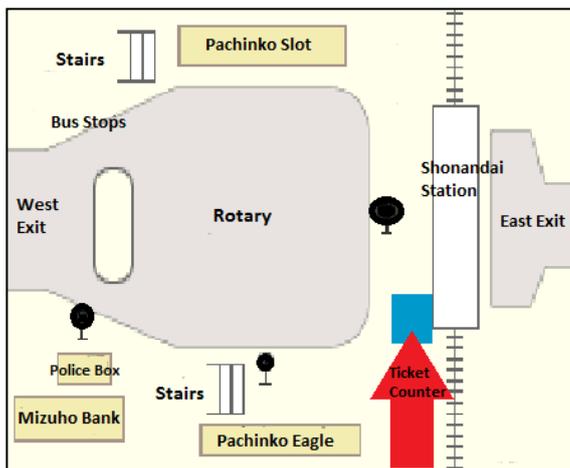
Suica/PASMO is a convenient IC card for traveling by JR and other railway companies. For example, even if your route uses multiple railway lines (JR and other railway companies), and the station where you get on or off is JR, you can still use a Suica/PASMO commuter pass.

PASMO: <http://www.pasmo.co.jp/en/buy/> Suica (JR): <http://www.jreast.co.jp/e/pass/suica.html>



2. Buses

Bring a “student commuter certificate” (*tsugaku shomei-sho*) or Student ID card when you purchase your commuter pass. Go to the ticket counter or service counter of the bus company you want to use.



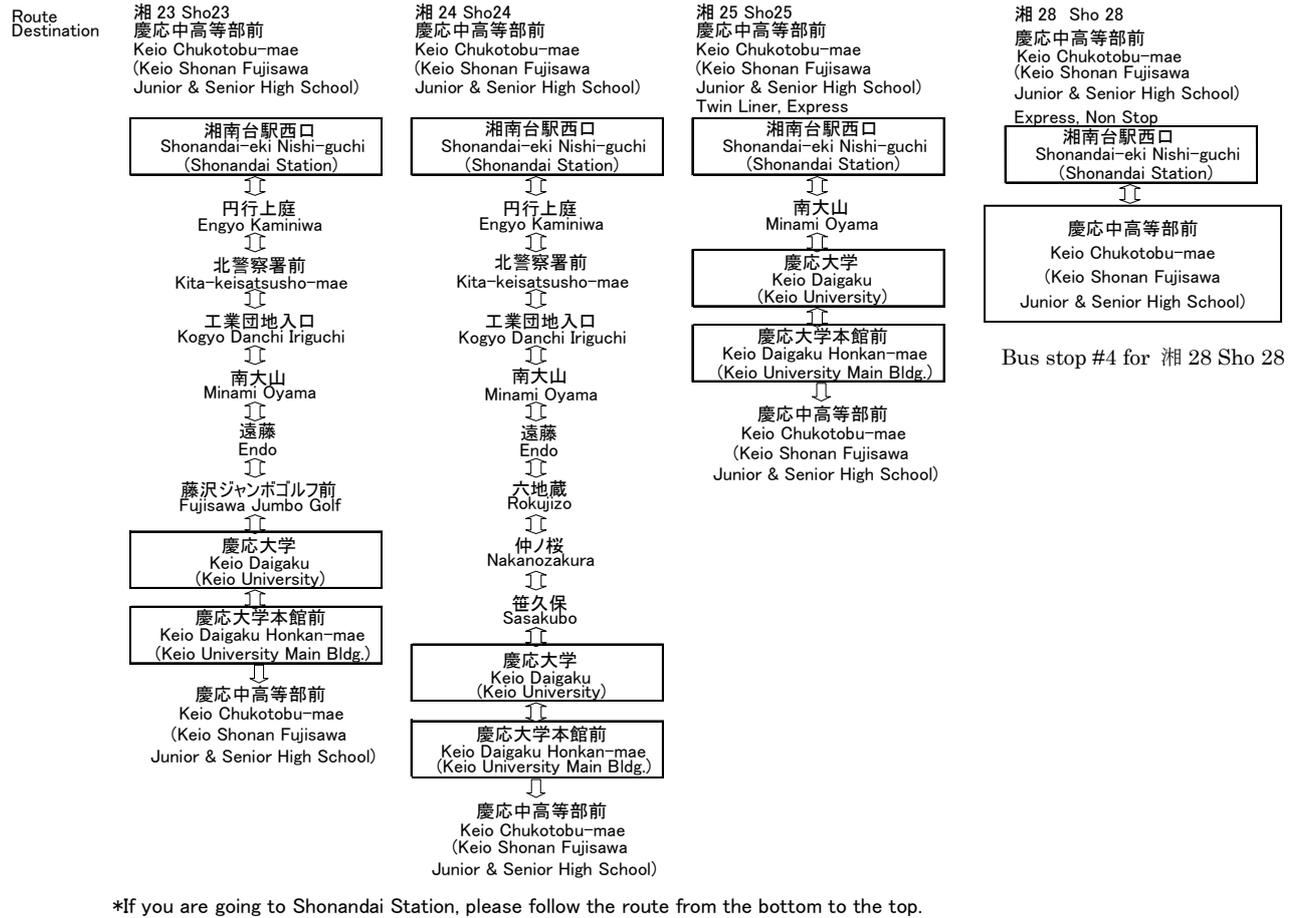
Shonandai-mae Service Center

Address: Fujisawa City, Shonandai 2-15

Opening Hours: Weekdays and Saturdays 1:00 p.m. - 7:00 p.m.

No service on Sundays and National Holidays

BUS ROUTES



*The Twin Liner [湘 25] (long red bus) has only one stop, Minami Oyama [南大山], between Shonandai Station and Keio University.
 *The Sho 24 [湘 24] route bus takes approximately 15 min longer than the other busses.

BUS INFORMATION

Starting Bus Stop 湘南台駅西口 Shonandai-eki Nishi-guchi		Your Destination 慶応大学本館前 Keio Daigaku Honkan-mae	
Route	Destination	Fare	Note
湘 23 Sho 23	慶応中高等部前 Keio Chukotobu-mae	Cash fare 220JPY IC fare 216JPY	Via Endo
湘 24 Sho 24	慶応中高等部前 Keio Chukotobu-mae	Cash fare 220JPY IC fare 216JPY	Via Endo ・ Sasakubo
湘 25 Sho 25	慶応中高等部前 Keio Chukotobu-mae	Cash fare 220JPY IC fare 216JPY	Express
湘 28 Sho 28	慶応中高等部前 Keio Chukotobu-mae *Need to walk from Keio Chukotobu-mae	Cash fare 220JPY IC fare 216JPY	Non-stop (It doesn't stop at Keio Daigaku Honkan-mae)

Starting Bus Stop 慶応大学本館前 Keio Daigaku Honkan-mae		Your Destination 湘南台駅西口 Shonandai-eki Nishi-guchi	
Route	Destination	Fare	Note
湘 23 Sho 23	湘南台駅西口 Shonandai-eki Nishi-guchi	Cash fare 220JPY IC fare 216JPY	Via Endo
湘 24 Sho 24	湘南台駅西口 Shonandai-eki Nishi-guchi	Cash fare 220JPY IC fare 216JPY	Via Endo ・ Sasakubo
湘 25 Sho 25	湘南台駅西口 Shonandai-eki Nishi-guchi	Cash fare 220JPY IC fare 216JPY	Express
湘 26 Sho 26	湘南台駅西口 Shonandai-eki Nishi-guchi	Cash fare 220JPY IC fare 216JPY	Via Endo Midnight only
湘 28 Sho 28	湘南台駅西口 Shonandai-eki Nishi-guchi	Cash fare 220JPY IC fare 216JPY	Non-stop

Note: IC fare stands for the fare paid by Suica/PASMO card. It is usually slightly cheaper than the fare paid by cash.

3-3 How to take a train or subway in the Tokyo metropolitan area

When using a train ticket

1. At the station, find a ticket vending machine.
2. Look at the large map or chart displayed above the machine and find the name of your destination.
3. The fare is indicated next to the name of your destination. (At major stations, this is written in English. If there is no fare information in English, ask a station attendant for assistance.)
4. Insert coins or bills into the ticket vending machine and press the button that indicates your fare.
5. Inserting your ticket into the automatic ticket gate slot will open the gate. Some ticket gates are for IC cards only.
6. Go through the gate and retrieve your ticket from the other end.
7. If there is no automatic ticket gate, hand your ticket to the station attendant near the gate.
8. Keep your ticket with you as you will need it to exit the automatic ticket gate at your destination.
9. Your ticket will not be returned once you have passed through the gate at your destination.

When using a prepaid IC card

Suica or PASMO card, a prepaid e-money IC card, can be used for transportation and shopping in the Tokyo metropolitan area. There is no need to buy a ticket from a vending machine, but you have to charge your card before using it. Then, just touch your Suica/PASMO card to the card reader at the ticket gate at your starting point and destination, and the fare will be automatically deducted from your Suica/PASMO card. The Suica/PASMO card can also be used for subways and buses.

How to purchase a prepaid card

When purchasing a new Suica/PASMO card, find a machine that handles tickets and commuter passes. Select the card you want to purchase (normal card or commuter pass). Select the initial amount to charge your card with (500 yen will be used as a deposit no matter which amount you choose). Insert the selected amount into the machine and receive your card. You can charge your card at any vending machine that handles cards.



Vending machines and fare tables in map or chart form above the machines



Vending machine for tickets and charging of PASMO/Suica

Common tips

1. When taking JR limited express trains (Tokkyu [特急]), you are required to pay an additional fare.
2. You can buy Tokkyu [特急] tickets at the ticket counter. You can also reserve your seat for limited express trains at this time for an additional fee.
3. If people have queued on the platform, you should stand behind the last person in the queue. If you are taking a limited express train and haven't reserved a seat, queue in the area where the unreserved seats cars stop.
4. When a train arrives, wait until people get off the train, then get in and find your seat. When you are taking a subway or local train, you can sit on any seat that you find vacant.
5. Try to avoid taking the subway or local trains bound for central Tokyo during weekday rush hours as the trains are extremely crowded.
6. If you need additional help for JR lines, call the JR East Infoline, a telephone-based service providing JR East transportation information in English, Chinese and Korean, on +81-(0)50-2016-1603. For other train or subway companies, call the Tourist Information Center on +81-(0)3-3201-3331.

3-4 Transportations in Tokyo and Yokohama Areas

Train and Subway (Underground) networks are highly developed and are the most convenient means of transportation in Tokyo, Yokohama and other cities.

Trains in Tokyo

●JR Lines:

JR offers a nationwide train network. In Tokyo, the loop line called the Yamanote-sen [山手線] (sen = line) is worth remembering, since it runs in a circle around the center of Tokyo.

●Suburban Train Lines:

Usually connect major stations in central Tokyo with the suburban areas and other towns/cities in the greater metropolitan area. Operated by many different companies such as Odakyu [小田急], Tokyu [東急], Keio [京王], Keisei [京成], Seibu [西武], Tobu [東武].

Subways in Tokyo

●Tokyo Metro [東京メトロ] Lines:

Covers most of the network in Tokyo.

●Tokyo Municipal Subway (Toei) Lines [都営線]:

This line is integrated into the Tokyo subway network. Fares are charged separately from Tokyo Metro [東京メトロ] lines.

Trains in Yokohama

●JR Lines:

The Keihin-Tohoku Line [京浜東北線], Tokaido Line [東海道線], Shonan Shinjuku Line [湘南新宿ライン] and Yokosuka Line [横須賀線] all pass through both central Tokyo and Yokohama.

●Suburban Train Lines:

The Keihin Kyuko Line [京浜急行線] and the Tokyu Toyoko Line [東急東横線] run between the Tokyo and Yokohama areas, while the Sotetsu Line [相鉄線] connects Yokohama Station [横浜駅] with the Yokohama suburbs.

Subways in Yokohama

●Yokohama Municipal Subway [横浜市営地下鉄]:

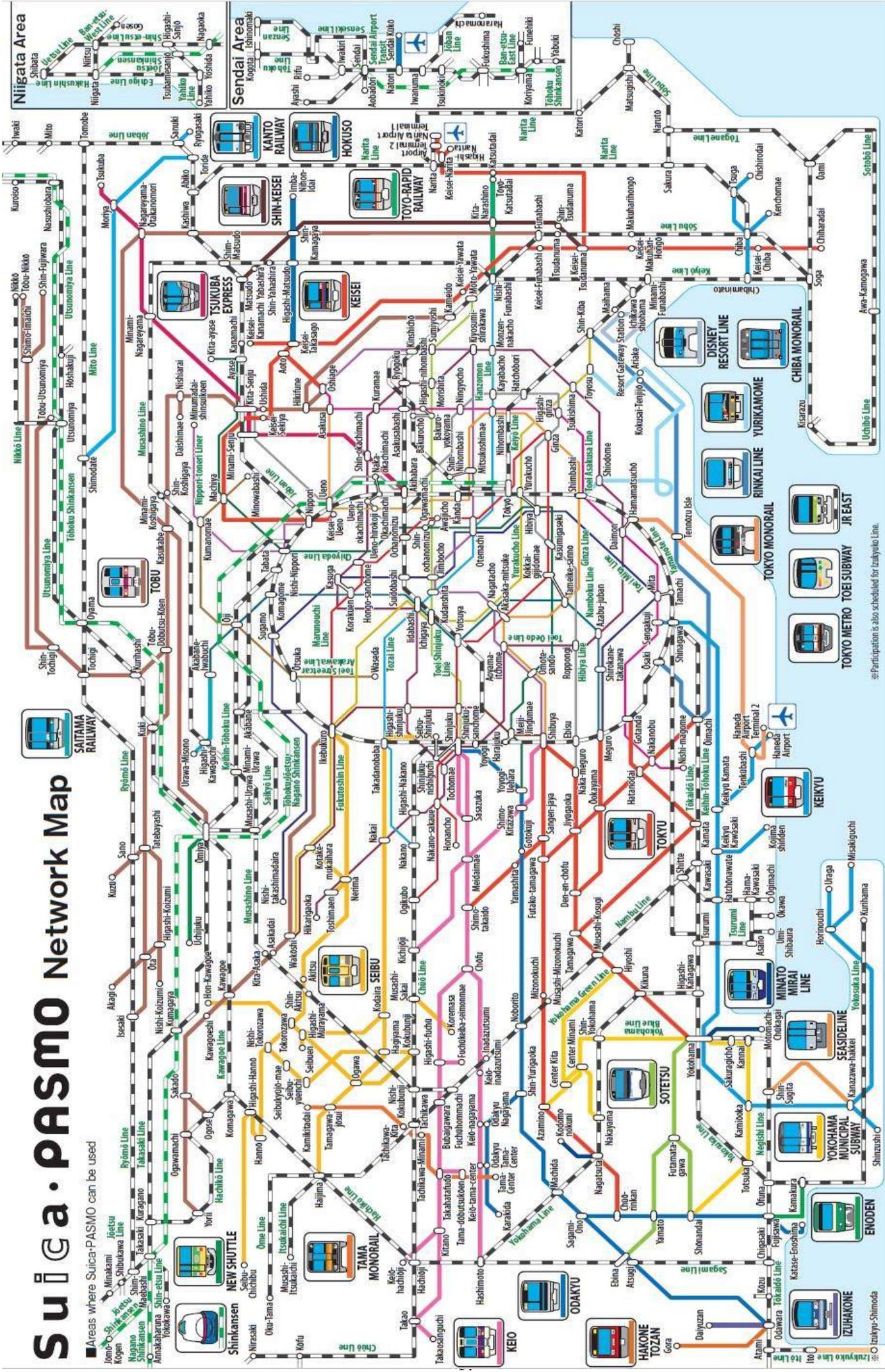
Mainly runs between Azamino Station [あざみ野駅] and Shonandai Station [湘南台駅] and is called the Blue Line .

Note: - Each company has a different set of platforms, so make sure that you are using the right platforms and train line.

- All Tokyo and Yokohama trains and subways stop running between approximately 12:00 a.m. and 5:15 a.m.

Suica • PASMO Network Map

■ Areas where Suica/PASMO can be used

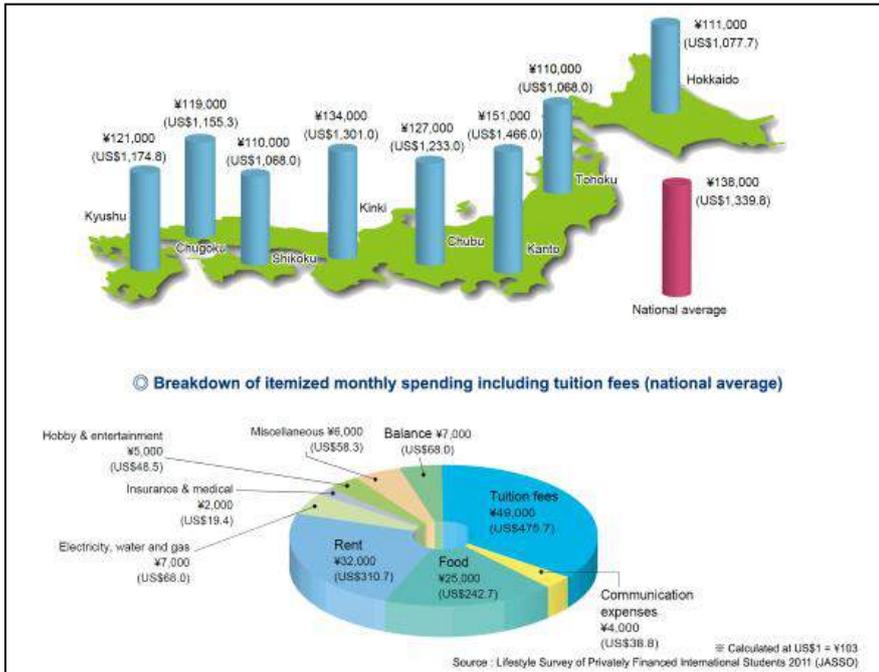


* Participation is also scheduled for Izayuki Line.

4. Living in Japan

4-1 Living Expenses

Monthly living expenses in Japan for a student from overseas (including tuition) on average nationwide comes to about 138,000 yen. The most expensive region is the Kanto region at 151,000 yen. The Kanto region includes Tokyo, where the monthly living expenses average 154,000 yen. The high expense of Tokyo can be attributed to the high rent costs in the city, along with the costs of transportation for commuting and will not be as high in the Fujisawa area. Moreover, the cost of living varies depending on factors such as housing expenditure, food budget, lifestyle, etc.



Rent

Rent varies according to factors such as location, room size, and facilities. For example, an ordinary, unfurnished single room with kitchen area, toilet and bath in Shonandai starts from around ¥45,000 and up per month.

In addition to rent, you have to pay costs for electricity, water and gas as well as internet if you decide to get a connection. It is also customary in Japan to pay other fees such as key money, a deposit and a commission when you move in. This can amount to an up-front payment of several

months' rent when signing and means that your first month in Japan will be more expensive than an average month.

Examples for budget and spending (student/living alone)

● 2nd year student, female

Budget	Support from parents	¥60,000
	Scholarship	¥40,000
	Part-time-job	¥40,000
	total	¥140,000
Spending	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
	Total	¥140,000

● 2nd year student, male

Budget	Scholarship	¥51,000
	Part-time-job	¥55,000
	Total	¥106,000
Spending	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
	Total	¥106,000

4-2 Food

The Japanese cuisine offers a great variety of dishes. Some of them you might have heard of, but there may be still a lot to discover. Below is a short “survival dictionary” of the most popular Japanese dishes you might often encounter in your everyday life.

Rice Dishes

Onigiri (Rice Balls): *Onigiri* are made of cooked rice and are often wrapped in seaweed. They are usually lightly seasoned with salt and often contain a filling such as *umeboshi* (pickled Japanese plum), tuna or salmon. *Onigiri* are a popular and inexpensive portable snack available at convenience stores and supermarkets.



Donburi: Donburi refers to a bowl of plain cooked rice with some other food on top of it. Some of the most popular varieties are *gyudon* (stewed beef), *katsudon* (breaded pork cutlets), *tendon* (battered and deep fried seafood or vegetables), and *oyakodon* (chicken and egg).

Kare Raisu (Curry Rice): *Kare Raisu* (Curry Rice) is cooked rice with a Japanese curry sauce containing potatoes, carrots, pork or beef. *Kare Raisu* is a very popular dish and many inexpensive *Kare Raisu* restaurants can be found especially in and around train stations.



Noodle Dishes



Soba: Soba are native Japanese noodles made of buckwheat flour or a mixture of buckwheat and wheat flour. Soba are about as thick as spaghetti, and are served either hot or cold and with various toppings.

Udon: Udon are thick Japanese noodles made of wheat flour. They are also served either hot or cold and with various toppings such as fried tofu (*kitsune udon*), and mountain vegetables (*sansai udon*).



Ramen: Ramen is Chinese style noodles prepared in a soup with various toppings. Ramen is one of the many popular dishes that were originally introduced from China but have become completely Japanese over the course of time.

Supermarkets

Because of the language barrier, going to a supermarket in Japan for the first time can often end in a frustrating experience. Following are some words and explanations of labels which might come handy when shopping groceries.

使用しているアレルギー物質						
卵	乳	小麦	えび	かに	そば	落花生
●	●	●	-	-	-	-

【●】は使用しています。【-】は不使用。その他のアレルギー物質は別途記載。お買い上げのたびに表示をご確認ください。

This product contains the following allergens: (Everything marked with a “●”).

- Egg
- Dairy
- Wheat
- Shrimp
- Crab
- Soba
- Peanuts

Kanji	Hiragana	Reading	English
鶏肉	とりにく	toriniku	Chicken
牛肉	ぎゅうにく	gyuuniku	Beef
豚肉	ぶたにく	butaniku	Pork
魚	さかな	sakana	Fish
卵	たまご	tamago	Egg
乳製品	にゅうせいひん	nyuu-seihin	Dairy products
牛乳	ぎゅうにゅう	gyuunyuu	Milk
豆乳	どうにゅう	tounyuu	Soy milk
豆腐	とうふ	tofu	Tofu
グルテン	グルテン	guruten	Gluten



Kanji	Hiragana	Reading	English
味噌	みそ	miso	Miso paste
醤油	しょうゆ	shouyuu	Soy sauce
酒	さけ	sake	Alcohol
酢	す	su	Vinegar
油	あぶら	abura	Oil
塩	しお	shio	Salt
砂糖	さとう	satou	Sugar
胡椒	こしょう	koshou	Pepper
落花生	らっかせい	lakkasei	Peanuts

Common Tip: Japanese supermarkets try to sell fresh and cooked items by the end of the day. Such products are often marked down by 10–70% one hour before closing time.

Vegetarian Food



Finding vegetarian food in Japan can be difficult. Even if you think you finally found something, it is not uncommon that at least fish of various kinds show up on your plate in the end. But with some pre-planning, Japanese food can also be very rewarding. Though some Japanese might understand English, they often do not know what is considered to be vegetarian and because of that might serve non-vegetarian without better knowledge. Therefore one preparation is to know the right words and phrases to find a meal you like (see below).

Kanji	Reading	English
野菜	Yasai	Vegetables
出汁	Dashi	Soup stock made from fish and kelp
ベジタリアン	Bejitarian	Vegetarian
鰹節なしでお願いします。	Katsuobushi nashi de onegai shimas.	Without bonito (fish) flakes please.
これは何ですか。	Kore wa nan des ka?	What is this?
…ありますか？	…arimas ka?	Do you have...?

The closest cuisine to strict vegetarianism is *shōjin ryōri*, literally “devotional cuisine,” which is Zen Buddhist temple cuisine and entirely vegan. The food is almost entirely soy, tofu, seeds, fruits or leaf vegetables, using parts of plants harvested without cutting the stem. It also restricts “sensual” foods, such as garlic and beer.

Thanks to Japan's diversified cuisine and endless variations of vegetable dishes like Tsukemono (Japanese pickled vegetables), tofu dishes like Goma Dofu (sesame tofu), Dengaku (tofu served on sticks coated with a sweet miso sauce) or Yudofu (tofu and vegetable hotpot) and rice dishes like Mochi (e.g., grilled = "kirimochi" or fried = "agedashimochi") or Onigiri, with a little creativity you can easily arrange a meal you will be more than satisfied with.

Name	Cuisine / Store	Address	Web
Harukucchii	Vegan	3-22 Kugenuma hanazawacho, Fujisawa-shi,	http://harukucchii.wix.com/yasai_wine
Magokoro	Vegetarian	2-8-11 Hase, Kamakura-shi	https://sites.google.com/site/magokorokamakura/magokoro-world

Halal Food

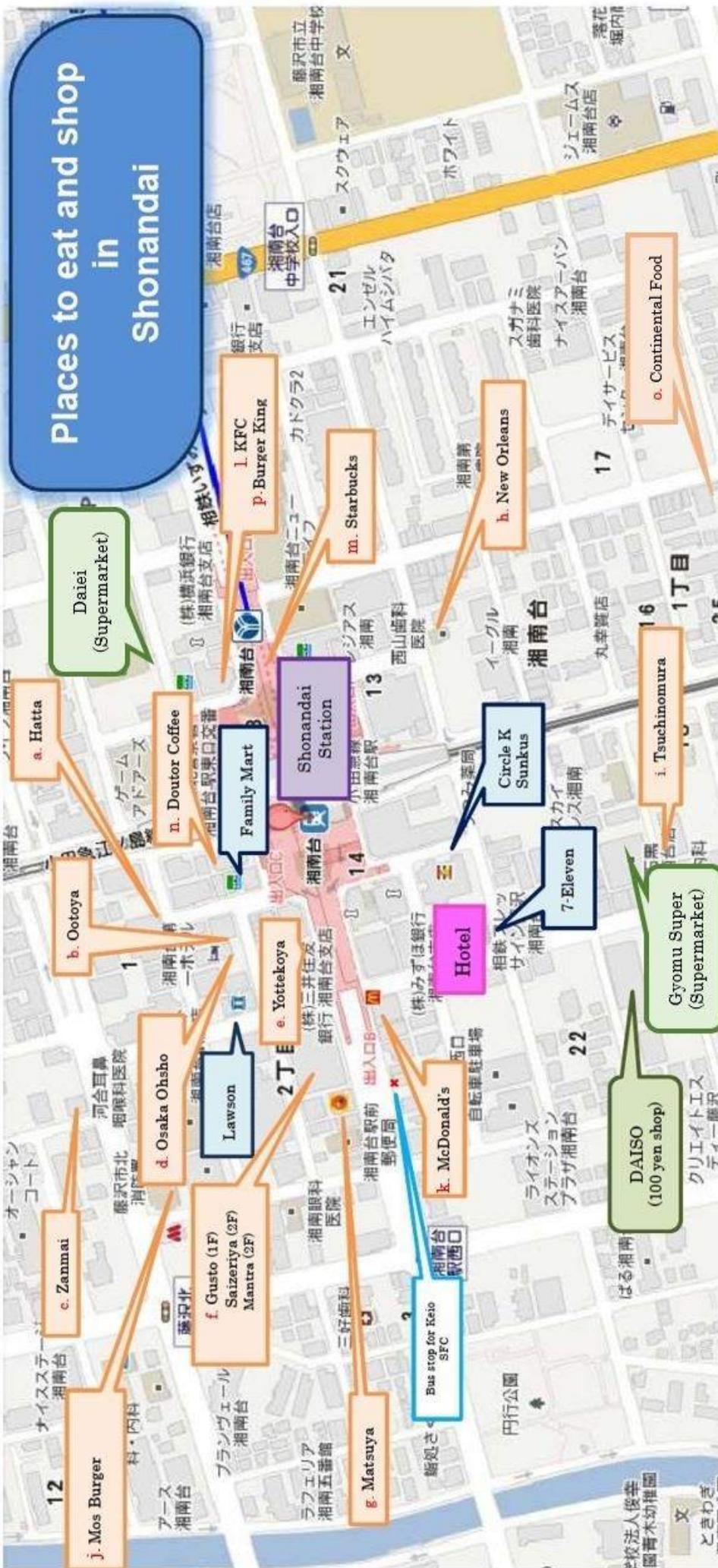
In a non-Muslim country like Japan, it is difficult to find supermarkets and restaurants which offer halal food, and even if the number of these places has been increasing in the Tokyo area, they are still very few. Below you find some restaurants and shopping opportunities for halal food.

Name	Cuisine / Store	Address	Web
Malay Asian Cuisine	Malaysian restaurant	Yokohama: 82-3 Yamashita-cho, naka-ku, Yokohama-shi Shibuya: 2-9-9 Shibuya, Shibuya-ku, Tokyo	http://www.malayasiancuisine.com/
Arkadas	Turkish restaurant	1-5-6 Komachi, Kamakura-shi	http://arkadas-kamakura.com/
Rani	Indian restaurant	3984-1 kamimizo, Chuo-ku, Sagamihara-shi	http://www.rani.jp/halal/
TAJ MAHAL Continental Foods	Halal food supermarket inside of restaurant	1-25-17 Shonandai, Fujisawa-shi Tel: 0466-43-1765	
AGM Trading	Halal food supermarket	1-1-16 Tsunashima Nishi, Kohoku-ku, Yokohama-shi	http://agmtrading.rh.sho-serve.jp/
Mahatma Spice And Halal Food	Halal food supermarket	4-24-51 Shonan, Sagamihara-shi Tel: 042-742-2022	https://www.halalgourmet.jp/ja/restaurant/562762
Baticrom	Halal Food Online Shop	No address available Tel: 03-3902-1442	http://baticrom.com/

There is also a link in Kanagawa Prefectural Government website.

< MUSLIM FRIENDLY RESTAURANT GUIDEBOOK KANAGAWA 2nd Edition 2017 >

<http://www.pref.kanagawa.jp/docs/b6m/cnt/muslim2.html>



Convenience Stores

Restaurant / Fast food

Supermarkets / Shop

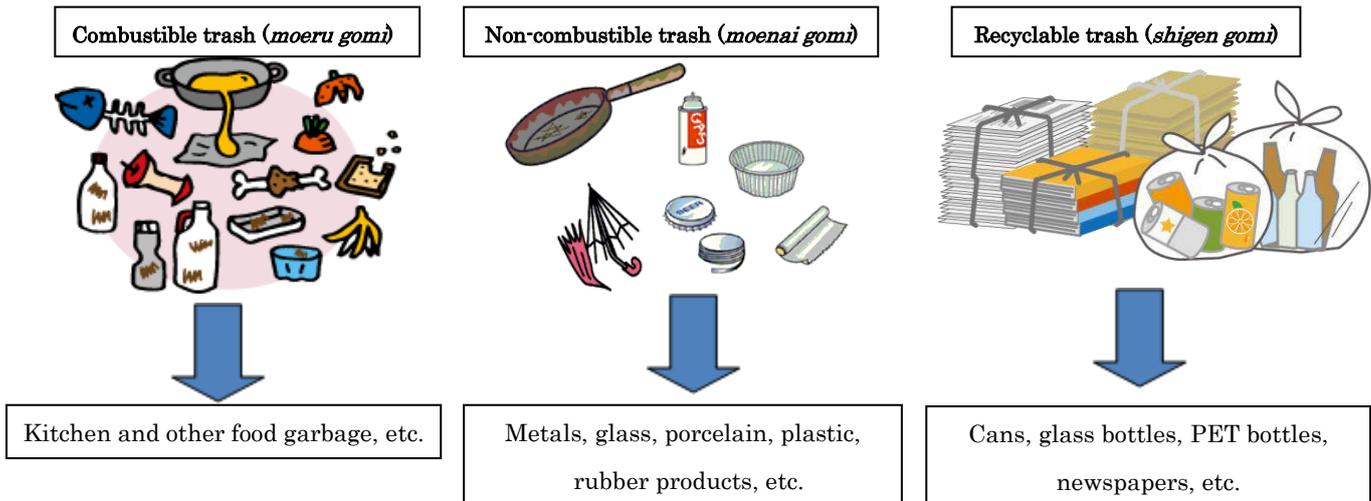
a	八田 Japanese (Fish) restaurant	f	2F サイゼリヤ Pasta & Pizza restaurant	k	マクドナルド Fast food restaurant
b	大戸屋 Family style Japanese restaurant	g	2F Mantra Indian restaurant	l	ケンタッキーマー Fast food restaurant
c	ざんまい Korean Barbecue restaurant	h	松屋 Beef bowl restaurant	m	スターバックス Coffee shop
d	大阪王将 Gyoza and Ramen shop	i	ニューオリンズ Diner restaurant	n	ドトール Coffee shop
e	よってこや Ramen shop	j	土の村 Korean restaurant	o	コンチネンタルフード Halal market
f	1F ガスト Family style restaurant	k	モスバーガー Fast food restaurant	p	バーガーキング Fast food restaurant

4-3 Garbage Disposals

In Japan, garbage (*gomi*) disposal is carried out at the municipal level. That means that each city, town, and district has a completely different system. One of the first things you will need to do when you are at the City Hall to notify your residence, is to get a pamphlet concerning how to handle garbage, so as to confirm the locations, days, and times of garbage collection as well as the garbage separation policy. If you are going to live in an apartment or housing complex, you should confirm the matter with the apartment manager.

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 trash collection.

Roughly speaking, there are three broad categories of garbage for disposal purposes:



Each category is collected separately on a designated day. For further details please see the links below:

●Fujisawa City

<https://www.city.fujisawa.kanagawa.jp/jinkendanjyo/gaikokugo/english/index.html>

> Access to "Living Guide in Fujisawa" link

●Yamato City

<http://www.city.yamato.lg.jp.e.gg.hp.transer.com/web/purpose/environment/sigen.html#cate2>

●Chigasaki City

<http://www.city.chigasaki.kanagawa.jp.e.ox.hp.transer.com/kankyo/>

●Yokohama City

<http://www.city.yokohama.lg.jp/shigen/sub-shimin/dashikata/e.html>

For oversized garbage (*sodai gomi*), like furniture, bedding, 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.

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

4-4 Part-time jobs



Many foreign students wish to work part-time in order 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 resides in Japan with the status of “Student” and still wishes to take a paid part-time job, the person is required to obtain an 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. Information on how to obtain a permit to work from the immigration bureau can be found in chapter “2-4 Registration of Residence.”

Limit to Work Hours: With this permit, students are allowed to work part-time 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, or pachinko parlors etc. It is prohibited to work there even as kitchen staff. If there are any violations to the conditions of the part-time work permit, you will be punished by a fine or forced to leave Japan.

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 allowed 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.

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

Job information websites in Japanese	Job information websites in English:
TOWNWORK net: http://townwork.net	Gaijinpot: https://jobs.gaijinpot.com/
DOMO! NET: http://domonet.jp	Metropolis: https://jobs.gaijinpot.com/index/index/lang/en
an: http://weban.jp/	Craigslist: http://tokyo.craigslist.jp/search/jjj
MyNabi Baito: https://baito.mynavi.jp/	CHIKYUJIN: http://job.chikyujin.jp/en/
	Tokyo Notice Board: http://www.tokyonoticeboard.co.jp/

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 offer the opportunity to improve your Japanese and get a sense of Japanese work ethic. However, language cafes or places visited frequently by international customers often also hire international staff without Japanese language skills. Another popular part-time job is language teaching, either private students 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 carrying out courses 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 above to search for available jobs or see the folder with information on part-time jobs at the Student Life Section at SFC.

Disputes at Part-time Jobs: Consultation services are provided regarding work related issues such as labor contract, conditions, paid holidays, working hours and etc.

Tokyo Metropolitan Labor Consultation Center Offices:

<http://www.hataraku.metro.tokyo.jp/soudan-c/center/e/index.html>

Kanagawa Labor Bureau:

https://jsite.mhlw.go.jp/kanagawa-roudoukyoku/madoguchi_annai/soudanmadoguchi/_95955/_119910.html

4-5 Student Organizations

Keio University has a rich community that revolves around over 470 official students' 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.

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 enter 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 homepages / facebook pages. A list of circles can be found “SFC Guide 2019 Vol.1– Introduction to SFC.”

Sports at Keio University

The Keio University Athletics Association (<http://www.uaa.keio.ac.jp/>, Japanese language only) organizes the university's intercollegiate athletic teams, and provides them with coaching staff, medical aids and training facilities. The league includes over 40 groups. Some of them you can find in the summary below.

Aikido	http://keio-aikido.com/	Kendo	http://keiokendo.jp/
American Football	http://www.keio-unicorns.com/top.php	Lacrosse (Male only)	http://keiomenslacrosse.com/
Automotive	http://keio-ac.net/	Lacrosse (Female only)	https://keiowlax1986.wordpress.com/
Badminton	https://keiobadtop.wordpress.com/	Rifle	http://www.keio-rifle.com/
Baseball	http://baseball.sfc.keio.ac.jp/	Rowing	http://keiorowing.sports.coocan.jp/
Basketball	http://keio-basketball.com/	Rugby	https://keiorugby.com/
Boxing	http://keioboxing.jp/	Sailing	http://www.mitavacht.org/univ/
Equestrian	http://keio-eq.jimdo.com/	Skiing	http://www.keioski.jp/
Fencing	http://keio-fencing.com/	Soccer	http://keio-soccer.com/
Golf	http://www.keio-golf.com/	Sumo	http://www.keio-sumo.jp/
Gymnastics	http://keio-gym.weblike.jp/html/	Swimming	http://www.keioswim.jp/
Handball	http://www.keio-handball.com/	Table Tennis	http://keiotabletennis.main.jp/
Hockey (Male only)	http://keiohockey2013.wix.com/keiobovshockey	Tennis	http://www.keio-tennis.com/
Field Hockey	https://www.keiohockey.com/	Volleyball (Male only)	http://keiovb.com/
Judo	http://keiojudo.net/athletic/	Volleyball (Female only)	http://keio-girlsvb.d2.r-cms.jp/
Japanese Archery	http://keiokvuyutsu.hungry.jp/	Western Archery	https://www.keioarchery.com/
Karate	http://www.keiokarate.com/	Wrestling	http://keiowrestling.com/

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. Even if the games are held over weekends, if the weather is poor, or a playoff game is held to a tie, games will also take place on Mondays. In this case classes will be cancelled on that day so that the whole University can come out to support their team. Please check the University website to confirm on the class cancellation.

4-6 Renewing your status of residence

When first arriving in Japan you will receive a Residence Card at the airport, which has your period of stay listed on the front side. The possible periods of stay for a student with 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.

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 residence status is not accepted and will also be treated as a violation to Japanese law. **Therefore, please extend your period of stay at least one month earlier to your residence status expiration day!**

【Important Notice!】

There are some cases where the Minister of Justice may revoke the status of residence.

One of the cases is if you have failed to continue to engage in the primary activity corresponding to that status “Student” for three months or more.

For more details, please access to the immigration bureau website.

< Revocation of Status of Residence > <http://www.immi-moj.go.jp/english/tetuduki/zairyuu/torikeshi.html>

< Immigration Bureau Japan: Q&A (Q9) > <http://www.immi-moj.go.jp/english/tetuduki/zairyuu/qa.html>

How to extend

First, download the “Application for Extension of Period of Stay Form” from the website of the Ministry of Justice (<http://www.moj.go.jp/content/001268797.pdf>).

There are pages that have to be filled out by Keio University. Please note your name and residence card number on the respective pages and apply at the Student Life Section to have them filled out (200 yen). After gathering the other documents below, you are required to apply for an extension of period of stay at the Immigration Bureau.

Necessary Documents

1. Application for Extension of Period of Stay Form. (Please download the form from the website of the Ministry of Justice.) There are pages that have to be filled out by Keio University. Please write your name and residence card number on the form and apply at the Gakuji window. The handling fee is 200JPY.
2. Certification of Enrollment and Transcript of Academic Record. (Obtainable at Certificate issuance machine in front of the Academic Affairs Office.)
3. Passport
4. Residence Card
5. ID Photo (4cm × 3cm, taken within 3 months)
6. Documents showing how living expenses will be paid
7. 4,000JPY application fee

● Immigration Office: http://www.immi-moj.go.jp/english/soshiki/kikou/tokyo_yokohama.html
(From SFC, Kawasaki Branch Office at Shin-Yurigaoka St. has the easiest access)

After the extension

Please bring an A4-copy of your renewed residence card (copy of front and back of card) to the Student Life Section once you receive it from the Immigration Bureau.

Major
Student ID#
Name
Front
Back

4-7 Leaving Japan for a short period of time

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.

Special re-entry permit (Minashi Sainyukoku Kyoka)

Foreign nationals in possession of a valid passport and residence card who will be leaving and reentering Japan during their granted period of stay, are, in principle, not required to apply for a re-entry permit, if they are returning to Japan within one year of departure (This is called a special re-entry permit.).

When leaving Japan, please take your valid passport and residence card. You must check the box indicating intent concerning the Special Re-entry Permit on the “Embarkation-Disembarkation (ED) Card” for re-entry and present your residence card at departure. Please note that you will lose your resident status if you fail to re-enter Japan within 1 year of your departure. If your period of stay expires within 1 year after your departure, please ensure that you re-enter Japan before the expiration of your period of stay.

For more information, please access to the link below;

Special Re-entry Permit: <http://www.immi-moj.go.jp/english/tetuduki/zairyuu/specialre-entrypermit.html>

Residency Management System: http://www.immi-moj.go.jp/newimmiact_1/en/point_3-4.html

When planning to re-enter Japan after more than one year since leaving Japan

If you are going to leave Japan for more than one year, please apply for a re-entry permit at the immigration bureau of your residence prior to departure.

Re-entry Permit: <http://www.immi-moj.go.jp/english/tetuduki/zairyuu/sainyuukokukyoka.html>

Necessary Documents

1. Application for Re-entry Permit (You can download the application form from the Ministry of Justice’s website: <http://www.immi-moj.go.jp/english/tetuduki/kanri/shyorui/06.html>)
2. Passport
3. Residence Card
4. Certificate for Payment of Fee and a revenue stamp, available for purchase at post offices
5. Immigration Bureau: Single re-entry permit: 3,000 yen revenue stamp
6. Multiple re-entry permit: 6,000 yen revenue stamp (May not be granted)

Please note that in most cases you are requested to inform your landlord / realtor if you are leaving your place of residence for more than one month.

Also, you need to inform your academic advisor, home class advisor and guarantor of your dates of departure and return if you intend to leave Japan temporarily during the semester.

If you are going to leave Japan for more than one year because of study abroad activities or in course of a temporary leave of absence, please refer to the SFC GUIDE Vol.2 for more details on necessary paperwork.

4-8 Moving

Like in every other country, moving means a lot of organization. First, you have to decide if you wish to use a moving company or take the challenge to move everything by yourself. When using a company, the cheapest times of the year to move are June, October and November. In contrast, you should try to avoid moving in March, April, July, August and Golden Week, because these are the times when everyone is moving because of company transfers and holidays. Also, some people prefer to move on the weekend so they can unpack before going back to work on Monday. As a result, Fridays and weekends tend to be significantly more expensive and you can get discounts for moving on weekdays. Another way to save money is to move in the afternoon, because a lot of moves finish around 2 or 3 p.m., so if the company can get an extra job in during the day, they will lower the price. Even if it is time-consuming, you should get multiple estimates. 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 are willing to take used boxes.



How to find a moving company

Moving companies in Japan offer all kind 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, so everyone can find a financially friendly way to move ones' belongings to another place. Here are some moving companies which offer service in the Kanto area:

- **Kuroneko Yamato**

This company offers an all-around service in English and has special discounts for single-moving.

<http://www.kuronekoyamato.co.jp/en/>

- **Nittsu (Nippon Express)**

Nittsu is one of the biggest moving companies. They also offer services for international moving.

<http://www.nipponexpress.com/moving/index.html> <http://www.nittsu.co.jp/hikkoshi/>

- **Sakai**

Sadly, they have no English website, but if you get help from a Japanese speaking friend, their service is definitely worth considering.

<http://www.hikkoshi-sakai.co.jp/>

- **Recycle Boy**

Recycle Boy is a domestic moving company headquartered in Yokohama. They provide packing and moving services as well as electrical and cleaning related work. One unique additional service they provide is that they will recycle any of your unwanted belongings as part of the moving service.

<http://www.recycle-boy.com/rboy-english.html>

- **Tokyo Helping Hands**

Tokyo Helping Hands provides moving services within Tokyo, Kanagawa, Chiba, and Saitama prefectures. They can help you move 24 hours a day/7 days a week. They also can deliver bulky items for you if you purchase furniture or other large items that would be difficult to transport yourself. In addition, if you need to dispose of a large item that cannot be thrown in the trash, they provide a disposal service that can take care of this for you.

<http://tokyohelpinghands.com/>

Notifications and changing official registrations

Besides planning the move itself, there are plenty of things you have to take care of before and after your actual moving-date.

1. 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 fail to contact them early enough, or if you caused major damage to your apartment, the deposit (*shikikin*) you paid may not be refunded.
2. You also have to notify the gas, electric power company and the Waterworks Bureau of the moving-out date and ask the settlement of the account. Depending on the company, they may offer service in English. Please use the information on utility accounts in chapter “2-3 Gas, Water and Electricity” to find the right contact information. The termination process for some utilities may involve a representative coming around, so you may have to arrange a date and time for that. At the same time, you can arrange with the providers to start providing you with utilities at your new place, unless you are moving out of their service area. If so, contact the appropriate providers for your destination and make arrangements.
3. If you have a telephone installed or if you are using internet at home, notify the telephone company you have used of your moving date and ask settlement of the account or if you can get the same service from them at your new place if you wish so.
4. Forward your mail to your new address. Fill out the form (転居届, *tenkyo todoke*) at your local post office or complete it online (https://www.post.japanpost.jp/int/ems/ryugaku/intl_student/index_en.html). Mail will be forwarded for one year.
5. If you need to dispose of oversize garbage, check the information on the disposal of oversized garbage for the city you are living in and apply for their service when needed.
6. When you report your moving out to your municipality, the office will issue you a “Move out Certificate (転出届, *tenshutsu todoke*).” If you move to a different municipality, you are to bring the “Move out Certificate” to your municipal office and report your moving in (転入届, *tennyu todoke*) within 14 days after you have settled in a residence at a new address in the municipality. If you change your address within the same municipality, you must notify your municipality of the change of address. If you leave Japan and live abroad, you must, in principle, report it to your municipality. When you report your moving in or out, please bring either your residence card or special permanent resident certificate (or alien registration certificate).
(http://www.soumu.go.jp/main_sosiki/jichi_gyousei/c-gyousei/zairyu/english/move-in_move-out.html)
7. Notify Keio University of your new address. Go to the “Update and Confirm Your Address” Section on the Gakuji Web System to complete notification procedure. Bring your Student ID Card to the Academic Affairs Office after your new address has been registered on the Gakuji Web System, so the registration sticker on the back of your student ID card can be updated.
8. After you finish the process at the municipal office, change your address everywhere else it is needed (e.g., driver's license, mobile phone contract, bank accounts, and credit cards).

4-9 Japan Pension Service

The National Pension is a public pension system participated in by all persons aged 20 to 59 years who have an address in Japan. It provides “Basic Pension” benefits for those affected by old age, disability, or death. Since you are a student, you may be allowed to postpone payment if your income is less than a certain amount. This is called “Special Payment System for Students”.

How to Apply for the Special Payment System for Students

To establish this exemption, you need to apply at the Municipal Office where you reside and register. The application form is available at the Municipal Offices or the Japan Pension Service Branch Offices.

<http://www.nenkin.go.jp/international/english/nationalpension/nationalpension.html>

International Social Security Agreement

If your next residence has the International Social Security Agreement with Japan, the pension participation history you made here in Japan may be carried over to the next residence country. The condition is up to your next residence country.

<http://www.nenkin.go.jp/international/english/international/socialsecurity.html>

4-10 Registration of Birth

Once a doctor has confirmed your pregnancy, you must register your pregnancy at your municipal office. Bring your Residence Card and fill out Pregnancy Notification Form (妊娠届, *ninshin todoke*) with your name and address, giving the name of the doctor and the name and address of the medical institution he or she is affiliated with. You will receive a Mother and Child Health Handbook (母子手帳, *boshi techō*), in which will be recorded during the course of your pregnancy and childbirth, as well as your baby's growth and immunization records. Be sure to take it to each prenatal visit and, of course, to delivery. Included in the Mother and Child Health Handbook is a packet containing local information and immunization schedules. Before childbirth, you should contact your embassy and find out the procedures for obtaining a passport for your baby.

Costs

A typical prenatal visit costs between 3,500 yen and 10,000 yen depending on the place, how many tests are performed and whether you use the free coupons provided by your local city. At some facilities, ultra sound is routine and included in the fee. Other places might do them only once or twice and charge extra. The average cost of a normal delivery and a 5 to 7 day stay is currently 350,000 yen – 450,000 yen. The hospital or birth center you use will require you to make your payment, generally in cash, when you are discharged.

Insurance

Japanese Health Insurance does not cover prenatal checkups, but you can use discount or free coupons provided by your local city. When you report your pregnancy to your local government with your Mother and Child Health Handbook you will receive a prenatal checkup coupons. With these coupons, your co-pay will be free or reduced, but if any additional tests are done the price could be higher. (Note: If you receive checkups outside the city or ward you have registered residency in, you may have to pay an additional fee.)

If you have insurance with a Japanese health insurer, you should be able to receive birth allowance. The allowance is usually around 400,000 yen, but could be higher or lower depending on your insurer. You have two options to receive this allowance. You can choose to pay the full delivery cost fee at the time of discharge, and then be reimbursed for the allowance amount at a later date, or you arrange your insurer to pay this allowance directly to your hospital or birth center. This so called “direct payment” can be arranged from your place of delivery.

Language barrier and cultural differences

When choosing the place of delivery, you will need some idea of what kind of delivery you need considering your physical condition, Japanese language ability, financial situation, etc. One big difference to western countries is that in Japan, fathers are not always permitted to attend the delivery. At some facilities, fathers are allowed only into the labor room, but not the delivery room. At others he can only wait in the waiting room. Some places though, encourage fathers to participate and sometimes, if you have communication problems, they might even allow you to bring a friend who can interpret and assist you.

Register with municipal office

Shortly before you are discharged from your Japanese hospital or midwife clinic, you will be given your child's birth certificate (出生届, *shusseitodoke*). One side will have your child's birth data; the other side is for you to fill in with your child's name, parent's names and nationalities, etc. Once completed in Japanese, this form needs to be taken to your local city hall or ward office within two weeks. Make sure to bring along your personal seal and your Mother and Child Health Handbook.

While you are at the municipal office, you may also receive information about a midwife or nurse visit to your home (to make sure it is a safe environment for your baby, talk about vaccines and other information and answer any questions you might have), paperwork on how to receive reimbursement for doctor's visits, and paperwork to receive a child allowance according to your prefecture's policies. The city office will also give you official copies of the birth certificate. Remember to ask your embassy how many they require.

In about a week, you will receive your child's birth certificate (出生届記載事項証明書, *shusseitodoke kisai jiko shoumeisho*) in the mail from the city or ward office showing that you have successfully registered with them. This paper should be cut out and glued to the inside of your Mother and Child Health Handbook. There is also child benefit (児童手当, *jidouteate*) for low income families. It is 5,000 yen per month (10,000 yen per month from the 3rd child). Ask at the child welfare counter for more information.

Register with Immigration Bureau

If both parents are non-Japanese and you plan to stay longer than 60 days after your child's birth in Japan, the next step is to apply for the baby's residence card at the nearest Regional Immigration Bureau branch. You have to apply for a visa (residence permission) within 30 days of the birth. To avoid any penalties, you have to apply within 30 days whether you received the child's passport or not. If you have applied for a passport but haven't got it yet, bring the document showing that you have applied with you to the immigration office.

In addition to forms that the Regional Immigration Bureau office will give you, you will also need to submit:

1. Application for Permission to acquire Status of Residence (<http://www.moj.go.jp/content/000099650.pdf>)
2. Both parents' passports
3. Both parents' residence cards
4. Child's birth certificate (出生届記載事項証明書, *shusseitodoke kisai jiko shoumeisho*)
5. Mother and Child Health Handbook
6. Your baby's passport, if you have it (but you do not need to have it before applying)

Apply for passport and other foreign government papers

The last step is to apply for a passport with your home country's embassy. Inform yourself prior to your visit how to obtain your baby's passport. Some embassies want you to make an appointment ahead of time and want the mother, father, and baby to appear together in person for the appointment.

5. Medical Care

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 into National Health Insurance unless they are covered by the Employees' Health Insurance of a family member who lives and works in Japan.

National Health Insurance (NHI or Kokuho)

National Health Insurance (NHI)—*kokumin kenko hoken*, often abbreviated as Kokuho in Japanese—is one of the health insurance systems 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. Full-time international students who will be studying in Japan for more than three months must join NHI unless covered by an insurance plan of a family member who lives in Japan. Overseas medical insurance is not accepted.

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%.

Please note that National Health Insurance does not cover expenses for cosmetic surgery, orthodontics, or normal childbirth.

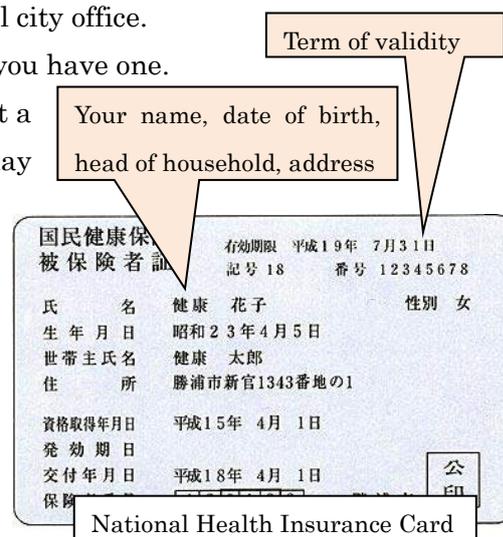
Joining National Health Insurance (NHI)

Please complete the necessary process at the NHI counter at your local city office.

You will need to take your residence card and personal seal (*inkan*) if you have one.

Your National Health Insurance Card will be issued at a later date but a National Health Insurance Certificate can be issued on the same day upon your request. When you receive your NHI card, check if there are any mistakes in the description and be sure to present it at the reception whenever you see a doctor. Lending your NHI card to someone else is punishable by law. Duplicated or expired NHI cards are invalid.

Please Note: If you move, you must take your National Insurance Card to the city office of the city you lived in before moving, and visit your new local city office to update your National Health Insurance Card within 14 days of moving. You also need to update your card within 14 days of changing names or if the head of your household changes. If you are returning permanently to your home country, you need to return your card to the NHI counter at your local city office before you leave.



Payment of Insurance Premiums

The monthly premium for NHI varies slightly depending on the city you live in. And also, if the NHI recognizes that your income is below a certain amount, a reduction to your insurance premiums will be applied (scholarships are not counted as income). Fujisawa city has a declaration form to report no income, which you can submit with the application for NHI. **The declaration form needs to be submitted every February or March in order for you to receive the correct premium for NHI.** Otherwise you will receive a higher premium like that of someone who has an income.

Please note that insurance tax (premium) must be paid starting from the month you became eligible, not from the month you are notified of enrollment. You will be required to pay dating back to the month you actually enrolled. You will also be required to bear full medical expenses during the time you do not have NHI, unless you have a specific reason. **For this reason, we recommend that you purchase foreign or travel health insurance while you are still in your country for the first days after your arrival.** For more information, please contact the NHI counter at your local city office.

Declaration form Sample

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 a 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 NHI.

In the circumstances described below, you will be required to bear the full amount temporarily, but after an application is made at the NHI reception counter and a decision is made through screening, you may be reimbursed for the amount excluding your co-payment.

- 1) Medical treatment you received necessarily without your NHI card because of an unforeseeable accident or illness
- 2) Cost of a corset or other Prosthetic devices (applicable only if a doctor judges it 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 judges it as necessary)
- 5) Cost of acupuncture, moxibustion, massage and other treatment (applicable only if a doctor judges it as necessary)
- 6) Medical treatment you received while you were travelling overseas (excluding travel for treatment purpose)

The Keio Student Health Care Mutual Aid Association Medical Care Benefit System

The Student Health Care Mutual Aid Association (Gakuseikenpo) is supported by an annual fee paid by its members (full-time undergraduate and graduate students). As members of the Keio Student Health Care Mutual Aid Association (Gakuseikenpo), regular undergraduate and graduate students at Keio University are eligible to apply for a partial reimbursement of medical expenses.

- All types of treatment (hospitalization, outpatient treatment, treatment at a pharmacy, and treatment at a clinic) within the same month are combined and considered as a single instance of co-payment.

- The application must be provided online.
- Dental treatments are not covered by the medical care benefit system (excluding oral and maxillofacial surgery).
- Amount borne by patient: 2,000 yen instance of co-payment.
- Reimbursement limit: 50,000 yen per application. 150,000 yen per person per year.

For more information, please access to the link below;

<http://www.gakuji.keio.ac.jp/en/life/kenpo.html>

Please Note: Japanese Language Program students, Keio International Program students, research students, and other non-degree students are not members of the Keio Student Health Care Mutual Aid Association, and are therefore not eligible for this insurance coverage.

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 pays for “Personal Accident Insurance for Students Pursuing Education and Research,” an insurance plan which covers students who suffer physical injury from an unexpected accident in the course of their educational and research activities. This insurance is for regular undergraduate and postgraduate students, research students, and 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 notification 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, “illness” is 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. If you have received any physical injury while engaged in the activities described above, please visit the Student Life Section.

Medical Consultations in Foreign Languages

The following associations offer medical consultations in foreign languages.

● NPO AMDA International Medical Information Center

The AMDA Center offers free medical consultations over the telephone in eight languages. Multilingual staff offer information about medical facilities, explains the Japanese health care system, and offer free interpreting services over the phone during consultations with medical professionals.

Tel: 03-5285-8088 <http://eng.amda-imic.com/>

Languages	Office Hours
English, Chinese, Spanish, Korean, Thai	Daily 9:00 a.m. – 8:00 p.m.
Portuguese	Monday, Wednesday, Friday 9:00 a.m. – 5:00 p.m.
Tagalog	Wednesday 1:00 p.m. – 5:00 p.m.
Vietnamese	Thursday 1:00 p.m. – 5:00 p.m.

●Tokyo Metropolitan Health and Medical Information Center

Medical Information Service: Tel: 03-5285-8181 (Daily 9:00 a.m. – 8:00 p.m.)

This information center provides information about the Japanese medical system and medical institutions in Tokyo in five languages: English, Chinese, Spanish, Korean, and Thai.

Medical Treatment on Campus

Medical consultation and first-aid treatment are available for free at the Health Centers on each campus. Clinics are located within the Health Centers and these clinics offer medical diagnoses and treatment by a resident doctor during office hours. If students require further medical treatment, a referral to Keio University Hospital or another hospital will be given.

The Health Center (Wellness Center) of SFC is located on the 2nd floor of Alpha Bldg.

Health Center Office Hours	Clinic Office Hours
Monday to Friday 9:00 a.m. – 5:30 p.m.	Monday, Wednesday 9:15 a.m. – 12:00 p.m. Monday to Friday 1:00 p.m. – 4:15 p.m. For the doctor's schedule please check the website below.*

https://www.sfc.keio.ac.jp/en/faculty/wellness/sickness_injury.html

1) Undergraduate/Graduate Students

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.

2) Research Students, JLP Students, KIP Students, and Short-term International Students

If you receive medical treatment at one of Keio's clinics, you will be required to pay all medical fees.

Going to the Hospital

First of all, there are different types of medical institutions, rules, etc. in Japan. That is why it is important to inform yourself about hospitals and other institutions in the area you live. No matter what kind of institution, they will likely have days that are closed for outpatient care, so if you need a particular type of treatment, it is best you find a few different options nearby and keep the business schedules handy.

Moreover it is important that you try to find a doctor who speaks English, if possible. Even if some doctors cannot speak English, they may be able to read it so write out your symptoms and take along any medication you have been using to combat the problem.

Medical institutions in Japan are divided into: hospitals or large-scale medical institutions capable of hospitalizations and checkups; and clinics privately run by doctors, private offices and clinics where you can consult doctors on minor conditions on a daily basis.

● **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 unless they visit with a referral by a doctor.

● **Doctor's offices and 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.

The list below consists of medical facilities near Keio University with English-speaking staff:

Yokohama		
Name	Location	TEL
YOU Dermatology Clinic	Address: Kojima Building 3F, 1-21-9 Hiyoshi-Honcho Kohoku-ku, Yokohama-shi 5 min walk from Hiyoshi station Open: MON, TUE, THU, FRI 10:00 a.m. – 1:00 p.m., 2:00 p.m. – 7:00 p.m., SAT 10:00 a.m.-1:00 p.m.	045-561-8300
Keiyu Hospital	Address: 3-7-3 Minatomirai, Nishi-ku, Yokohama-shi 3 min walk from Minatomirai Station or 15 min walk from Sakuragicho station Open: MON – FRI 8:20 a.m. – 11:30 a.m., SAT 8:20 a.m. – 11:00 a.m.	045-221-8181
Kawasaki		
Kawasaki Municipal Ida Hospital	Address: 2-27-1 Ida, Nakahara-ku, Kawasaki-shi 15 min walk, or 5 min by bus (日 23) from Hiyoshi station Open: MON – FRI 8:30 a.m. – 11:00 a.m. Language: English-speaking and Spanish-speaking doctors are available in the department of internal medicine. English-speaking doctors are available every day in the department of surgery	044-766-2188
Fujisawa / Kamakura		
Kobayashi International Clinic (Surgery Internal medicine, Vaccination)	Address: 3-5-6-110 Nishi-Tsuruma, Yamato-shi 4min walk from Tsuruma station (Odakyu Enoshima line) Open: MON, TUE, THU, FRI 9:15 a.m. - 12:00 p.m., 2:00 p.m. - 5:00 p.m.; SAT 9:15 a.m. - 1:00 p.m. *Appointment needed for vaccination Languages: English, Korean, Thai, Spanish, Tagalog and Vietnamese (The interpreter of Vietnamese comes one Saturday a month.)	046-263-1380
Fujisawa Honmachi Family Clinic (Internal medicine, Vaccination)	Address: 1-1-8 Honfujisawa, Fujisawa-shi 5min walk from Fujisawa-honmachi station (Odakyu Enoshima line) Open: MON – SAT 9:00 a.m. - 11:50 a.m., FRI - SAT 1:50 p.m. - 5:30 p.m. Language: English (Advance appointment is needed.)	0466-80-5815
Kamiya Dental Office (Dentistry)	Address: 7-2 Minami Fujisawa, Fujisawa-shi 3min walk from JR Fujisawa station (South exit) Open: MON – SAT 9:00 a.m. - 12:00 p.m., 2:00 p.m. - 5:30 p.m. Language: English	0466-50-4505
Numata Internal Medicine Clinic (Internal medicine, respiratory medicine)	Address: 1-2-18 10 Daigiri, Fujisawa-shi 10min walk from JR Fujisawa station (North exit) Open: MON – FRI 9:00 a.m. - 1:00 p.m., 3:00 p.m. - 7:00 p.m.; SAT 9:00 a.m. - 1:00 p.m. Language: English (The doctor only) *Please inform the hospital beforehand if you need language assistance.	0466-29-5001
Fujisawa City Hospital	Address: 2-6-1 Fujisawa, Fujisawa-shi 10min walk from Fujisawahonmachi station (Odakyu Enoshima line) or by bus from JR Fujisawa station Languages: Portuguese, Spanish, Italian, French and Chinese (Appointment needed for interpretation) * Additional fee for patients without a doctor referral (Please consult the SFC Wellness Center for information)	0466-25-3111
Shonan Kamakura General Hospital	Address: 1370-1 Okamoto, Kamakura-shi There is a free shuttle bus from Ofuna station or get on a regular bus from the Fujisawa station. Open: MON – SAT Language: English, Russian, Chinese and French (Please inform the hospital beforehand if you need language assistance.) * Additional fee for patients without a doctor referral (Please consult the SFC Wellness Center for information)	0467-46-1717

Although appointments can be made at some clinics and hospitals, most places see patients on a first-come, first-served basis. Patients often have to wait for a very long time. To find institutions, you can refer to the newsletters issued by your local municipality, the internet and telephone directories. You could also ask your neighbors for information. For people having difficulties in Japanese, local international exchange associations, etc. may be available for consultation about interpreters, institutions capable of foreign

language communication, and other matters.

If you want to check for a medical institutions opening hours, you can mostly refer to signboards outside of the institution's building.

Example of signboard:

	月 Monday	火 Tuesday	水 Wednesday	木 Thursday	金 Friday	土 Saturday	日 Sunday
午前 Morning	○	○	○	○	○	○	×
午後 Afternoon	○	×	○	○	×	×	×

“X” means no service, whereas “○” means service.

What to do at the medical institution:

- When you are at the hospital/clinic, you have to fill out an application form (*shinsatsu moshikomisho*) and give it to the receptionist with your insurance card.
- Next, you may have to fill out a questionnaire or medical history sheet while you are waiting.
- After your name or number has been announced, go into the examination room. Eventually, you will see the doctor, often in a curtained-off cubicle, rather than in a separate room with patients next in line waiting on the other side of the curtain.
- After the doctor has questioned and examined you, go to cashier to pay and receive a patient's card (*shinsatsu ken*). Do not lose the patient's card, since you have to bring it with you on any subsequent visits.
- If you receive a prescription (*shohosen*), present your prescription to the medicine counter or local pharmacy to receive your medicine. Please be aware that prescriptions are normally valid only for 3 to 4 days after issue.

Medication

You will often hear from people from western countries that most Japanese medication is in powdered or tablet form and seem to be weaker than in most western countries. Sometimes you will also be asked if you prefer generic drugs (*kohatsu iyakuhin*), which are interchangeable with original proprietary drugs, as they have the same active pharmaceutical ingredients, dosage forms, strength, quality, indications, effects, directions, and dosage. The cost of generic drugs is lower than original drugs, because the developmental cost is lower. Doctors will usually prescribe medicine which is covered by your insurance and with which their pharmacy is supplied. Often you receive a different medication for each symptom you have and may find yourself going home with a bag full of medications just for three days. If the doctor does not explain the medicines do not be afraid to ask for clarification about the medication and what it is for.



Annual Health Checkup

Every year during April and May, 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 sex. Please check the date on the websites for Keio University students.

Please note that you can only take this health checkup on the days scheduled. Students taking this checkup

can receive a Certificate of Health (200 yen per copy) throughout the academic year and a Student Travel Fare Discount Certificate (*Gakuwari*). If you have not undergone the checkup the *Gakuwari* cannot be issued.

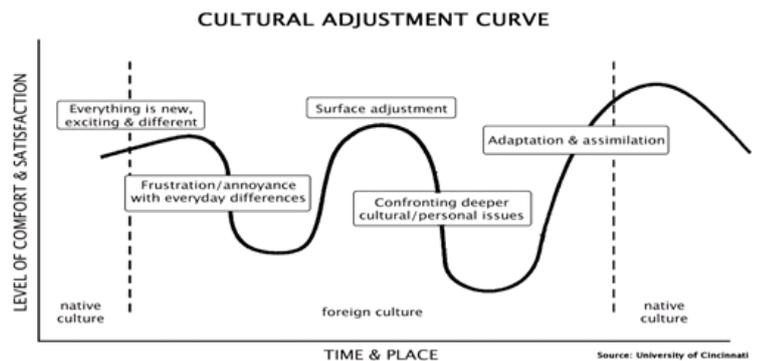
Multilingual Medical Questionnaire

The website below 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.

<http://www.kifjp.org/medical/index.html>

Culture Shock

Moving to another culture mostly starts with a kind of honeymoon phase where everything is new, different and exciting. But after some time it is not uncommon to feel down or annoyed by problems that eventually arise. After that you start to gradually adjust to your new environment and even if you may suffer some setbacks, your full recovery will result in an ability to function on your own in Japanese culture with confidence.



This process of adjusting to a new culture is a four to five-stage cycle that most people experience a number of times. It can be an emotional roller coaster, however, the extent to which it dips and the timing of the curves very much depend on the individual. When you are feeling down or frustrated, please keep in mind, that when you are interacting or socializing with people from other cultures, that people, especially those who have never lived abroad, are often not conscious of the subjective cultural factors that determine the way they act and react, and that you will need to search for the underlying factors that shape your perception of events and the perceptions of those around you, to understand your experiences.

When we move into a new culture, we bring along all of the values, assumptions, and beliefs that our culture and experiences have instilled us. They determine what we notice and how we interpret and evaluate our experiences. During your stay in Japan, you will experience ways of thinking and acting that differ from or may even conflict with your own. This will force you to re-examine your assumptions and social behaviors and by doing that, you will learn a lot about yourself and Japan.

The signs of culture shock are lack of self-confidence, panic attacks, loss of initiative and spontaneity, excessive anger over delays and minor frustrations, feelings of hopelessness, excessive amount of time spent sleeping and a vague anxiety that affects normal behavior.

To cope from the effects of culture shock, there are various strategies as listed below:

- learn about the culture and the language to alleviate the feeling of isolation
- eat well and exercise regularly to reduce stress and tension
- walk around the neighborhood, travel and explore your new home
- talk to friends at home as well as new friends in Japan who share the same experiences

- try to relax: listen to music you like, write down why you came to Japan, what you hope to achieve while you are here, or read a book you really like

(Also refer to the link below for more information)

<http://www.studentsabroad.com/handbook/adjustments-and-culture-shock.php?country=general>

Mental Health

Stress is one of the body's natural responses to something that is threatening or frightening. It is something that we all experience from time to time. 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, telling someone how you feel, whether it is a friend, counsellor or a staff or faculty member, may bring an immediate sense of relief.

Whether about academics or your future, regarding relationships of 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 for appointments and inquiries, please contact the Wellness Center.

- **Wellness Center at SFC**, Alpha Bldg. 2nd floor

Mail: gakuseisoudan@sfc.keio.ac.jp

English Counselor Office Hours: Every Tuesday and Wednesday 10:00 a.m. - 12:00 p.m., 1:00 p.m. - 4:00 p.m.

Counselor: Takanori Kurokawa (Clinical psychologist licensed in the state of California, USA. Specialties: multicultural adjustment issues, anxiety, depression, personality disorders, and romantic relationship /couple therapy)

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.

HP: <http://www.jhelp.com/en/jhlp.html>

TEL: 0120-46-1997 (toll free)

- **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.

HP: <http://telljp.com/lifeline/>

TEL: 03-5774-0992 (9:00 a.m. – 11:00 p.m. every day)

6. Emergency

Keio University Shonan Fujisawa Campus Office of International Affairs

Office Hours: Monday-Friday, 9:15 a.m.- 4:50 p.m.

Place: 1st floor of Alpha Bldg.

TEL: (+81)-(0)466-49-3628

Mail: apd-global@sfc.keio.ac.jp



Emergencies

Theft: If you have been robbed or had valuable belongings stolen, dial 110 (03-3501-0110 for English assistance) or go directly to a police station or police box (*koban*). 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 card or credit card was stolen, notify the bank or credit card company immediately so they can prevent any unauthorized transactions. It is important to keep your PIN separate from these cards and not to share it with others.

Traffic Accidents: If you happen to be involved in a traffic 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 and evaluate yourself and tell people 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. Always record the names and addresses of the other parties involved, including the car owner, even if there is so little damage that you do not need to call the police. Record the license plate numbers of all vehicles involved. You might also want to

Sudden Illness/Serious Injury: If you have been injured or suddenly feel ill (especially during night hours), the telephone number to call an ambulance is 119 throughout Japan. Since 119 is the emergency number for both fire departments and ambulances, you must state which service you need when you call.

Fire: It may be impossible for you to put out a fire by yourself. In the event of a fire in your own residence or a residence near to yours, first alert people around you by yelling “Fire! Kaji da!”, then immediately call the fire department by dialing the emergency number 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.



●Police (in case of crime or traffic accident): 110. Call 03-3501-0110 for English assistance.

●Fire/Ambulance: 119

Always speak clearly and slowly when making an emergency call, since not all operators understand English. The following Japanese phrases may be helpful:

- *Kyukyusha o yonde kudasai.* (Please send an ambulance.)
- *Kaji desu.* (There is a fire.)
- *Keikan o yonde kudasai.* (Please send a policeman.)
- *Watashi no namae wa _____ desu.* (My name is _____.)
- *Watashi no jusho wa _____-ku, _____-cho, _____-ban, _____-go desu.* (My address is...)
- *Watashi no denwa bango wa _____ desu.* (My phone number is ...)

It may not always be necessary to give your address since the police and fire departments have installed a computer system that tells them the location of the caller. Because of this, do not hang up the phone until they arrive.

Earthquakes

Japan is prone to earthquakes (*jishin*) and you should be prepared for when one happens. Protect yourself and try not to panic.

If you are Indoors:

Strong tremors usually continue for only about one minute. Do not rush outside in a panic; it is safer to stay inside than rush 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 book. It may be wise to move to a room with less furniture.
- 2) Secure a safe exit: Doors and windows may not open due to distortion from strong tremors, so you may end up trapped in a room. During a strong earthquake, open a door or window to secure a way out if it is safe to do so.
- 3) Put out any flames: In case of major tremors, put out any flames after the shaking subsides. Make sure to close all gas valves even if there is no fire. To avoid a fire after electricity is restored, switch off the circuit breakers and any appliances.
- 4) Be aware of aftershocks: There may be aftershocks after a big earthquake, so be cautious around objects such as drawers, bookshelves, and refrigerators that are tilting or may be unstable. They may fall over during an aftershock. Turn on a radio to listen to the Emergency Broadcast System and follow instructions. Avoid using the telephone if a large number of homes in your area have been affected by a disaster. Emergency responders need to have the telephone lines available to coordinate their response.

If You Are Outdoors:

Stay away from narrow streets, garden walls, cliffs, and riverbanks. Beware of falling objects if you are near buildings. Protect your head (by holding something like a bag over your head if you are carrying one) and quickly flee to a safe area.



Earthquake Response Manual:

Please refer to the manual to learn how to protect yourself on-campus and off-campus.

<http://www.gakuji.keio.ac.jp/en/> ⇒“Others” ⇒ “Earthquake Response Manual”

Disaster Safety Measures:

Avoid placing objects on the tops of cabinets, shelves, or other tall furniture. Use tip-resistant safety devices, which you can find at home centers to secure furniture to the walls, ceiling, or floor. (You need to ask the owner of your apartment as they may damage walls, ceilings, or floors.) 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. **BE SURE YOU KNOW HOW TO GET TO THESE LOCATIONS!** We recommend deciding on a common meeting spot with your family beforehand to avoid being split up during an emergency.

- Tokyo Metropolitan Government Disaster Prevention Information:

<http://www.bousai.metro.tokyo.jp/foreign/english/index.html>

- Kanagawa Prefectural Government (K.P.G.) Information to Support Foreign Residents at the Time of Disaster: <http://www.pref.kanagawa.jp/docs/k2w/saigaiji-english.html>

Preparation for disaster: In case of an emergency, ensure that you have a disaster preparedness kit including the following items: • first-aid kit • bottled water • canned or packaged foods (with can opener) • portable radio (with working batteries) • flashlight, spare batteries • copy of your ID card/passport • cash (including coins) • savings passbook • medicine • list of emergency number



Tsunami

Ensure that you do the following if you feel a strong earthquake when you are on the coast:

- 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 away from all beaches and the water's edge of harbors and coastal estuaries.
- If you cannot leave the area take shelter in the upper story of a concrete multi-story building.
- Tune into your emergency broadcasters for information. Warnings and advisories will be available at the Japan Meteorological Agency's website: <http://www.jma.go.jp/en/tsunami/>

Typhoon

A typhoon is a large tropical cyclone also known as a hurricane. To prepare for a typhoon you should keep yourself informed on its progress and take precautions to minimize any problems that may arise:

- Besides TV or the Internet, you can listen to Inter-FM at 76.1 or JOKN AM at 810 for information in English.
- Secure or move outdoor items inside.
- If the storm becomes severe, move to an area with the least exposure to external glass windows.
- Typhoons have "eyes," areas in their center where the weather appears calm. If the eye passes over your area, it may appear that the storm has finished, with winds then picking up again afterwards.

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 North Korean 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. 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 on civil protection, such as radio networks and satellite communication.

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.

- Civil Protection Portal Site by Cabinet Secretariat
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>

7. Keio University Shonan Fujisawa Campus (SFC)

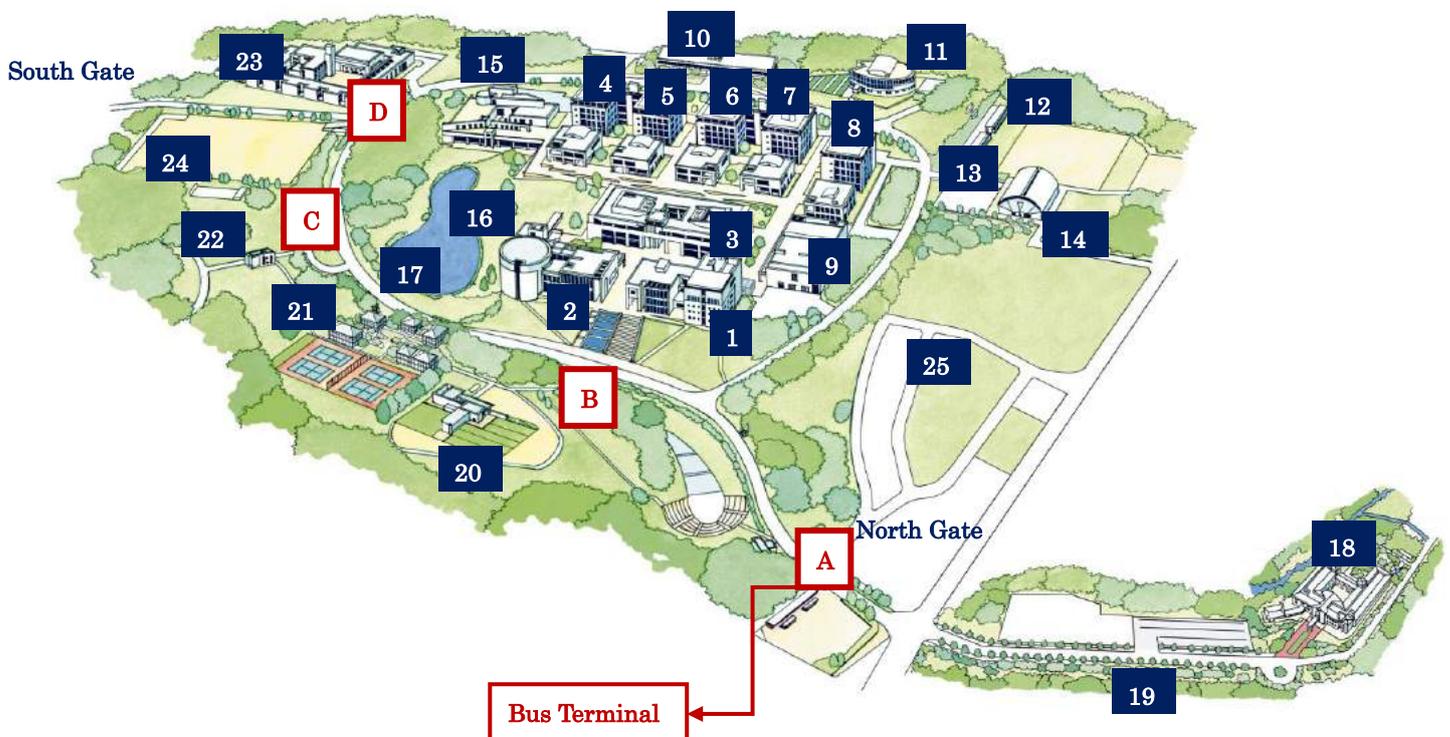
Keio has a proud history as Japan's very first private institution of higher learning, dating back to its beginnings as a school for Dutch studies in 1858 in Edo (now Tokyo) by founder Yukichi Fukuzawa. Since the school's inception, the students of Keio have risen to the forefront of innovation in every imaginable academic field, emerging as a social and economic leader.

Keio University comprises ten undergraduate faculties, and fourteen graduate schools, on six main campuses including Mita and Hiyoshi. Established in 1990, the Shonan Fujisawa Campus (SFC) is one of the newer campuses, and approximately 5,000 students study in its lush green and sylvan environment.



SFC consists of three undergraduate faculties and two graduate schools, namely the Faculty of Policy Management, the Faculty of Environment and Information Studies, the Faculty of Nursing and Medical Care, the Graduate School of Media and Governance, and the Graduate School of Health Management. The campus is located in Fujisawa City in Kanagawa Prefecture, approximately 50 km south west of metropolitan Tokyo. The nearest train station is Shonandai Station [湘南台駅], about 60 minutes from Tokyo Station [東京駅] and 35 minutes from Yokohama Station [横浜駅].

7-1 Campus Facilities and Student Services



1 A (Alpha) Building: Main Building



The Main Building, also known as the Alpha Building, is the administrative hub of SFC. Here you will find administrative offices, deans' offices, and meeting rooms. Students come to the administrative offices throughout the year to receive guidance and advice on course registration, study-abroad programs, extracurricular activities, and job hunting. The Wellness Center, an on-campus medical center, is also found in the Alpha Building.

1st Floor: Academic Affairs Office, Office of International Affairs, Students Life Section, Career Service Section

Regular Hours: Weekdays, 9:15 a.m. - 4:50 p.m.

During Semester Break: Weekdays, 9:15 a.m. - 11:30 a.m. / 12:30 p.m. - 4:50 p.m.

2nd Floor: Wellness Center (Student Counseling Section, Health Service Section)

English Counseling available: WED 10:00 a.m. - 12:00 p.m. / 1:00 p.m. - 4:00 p.m.

Appointment: gakuseisoudan@sfc.keio.ac.jp

Health Service Hours: Weekdays 9:00 a.m. - 5:30 p.m.

2 Ω (Omega) Building



The Omega Building has four classrooms, each with a 100-inch screen, used for lectures for class sizes of 200 - 400 students.

3 M (Mu) Building: Media Center (Library)



The Shonan Fujisawa Media Center houses approximately 360,000 resource materials including 290,000 books, 4,000 journal titles and 8,500 audio and video materials.

The Media Center aims to create a digital library by offering users a wide-range of online services, and easy access to its database and resources such as e-journals through the internet. The center has audio-visual equipment and photo, video, and sound studios. AV consultants at the AV counter are available to answer questions and explain how to use the equipment. An AV equipment loaning service is also available at the counter. The Fab Space, with its 3D printers, cutting machines, etc., allows students to be creative and make things using digital technology.

- [4 κ \(Kappa\) Building](#)
- [5 ε \(Epsilon\) Building](#)
- [6 ι \(Iota\) Building](#)
- [7 ο \(Omicron\) Building](#)
- [8 λ \(Lambda\) Building](#)



Kappa, Epsilon, Iota and Omicron Buildings are arranged on campus to spell out the name “Keio.” Lambda stands for “language,” so it is fitting that the building houses classrooms for foreign languages and research. Classrooms and research labs for faculty members are located in these four buildings. Rooms equipped with numerous computers connected to the campus network system (SFC-CNS) are used for Programming courses and the Fundamentals of Information Technology course. Students can utilize these rooms freely, even at night when there are no classes.

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

[9 θ \(Theta\) Building](#)



The Theta Building houses the largest lecture hall on campus. This hall has a 250-inch high definition display with a seating capacity of 600. The Theta Building is used for entrance and graduation ceremonies for the students at Keio Shonan Fujisawa Junior and Senior High School. The hall has also been the venue for lectures by many famous speakers, including prominent politicians, artists, and foreign scholars.

[10 Δ \(Delta\) Building](#)

The Delta Building is a research facility built to allow flexible responses to the advanced information environment and every variation of research project. Rooms are divided by glass walls so that researchers can see each other’s faces. Students and faculty members can experience advanced ubiquitous technology and carry out research and development in various areas.



[11 τ \(Tau\) Building: Graduate School Building](#)



The second and third floors of the Tau Building are used for projects conducted by students at the Graduate School of Media and Governance.

The Office of Research Development and Sponsored Projects, located on the first floor, supports research activities conducted at SFC.

12 Ψ (Psi) Building

13 Φ (Phi) Building

(Club House Bldg.)

Students sharing the same interest organize themselves into groups called “circles,” which often possess a room in the club house



building. “Circles” are very popular amongst Japanese university students.

As of the Academic Year 2015, Keio University has a total of about 480 official authorized student clubs active in a wide range of fields such as arts, culture and sports. A wide variety of about 120 student organizations such as tennis, soccer, dance and music “circles” rehearse on a regular basis at SFC. A group of students can start their own “circle” after completing the necessary process. Those circles often present their activities during the SFC Tanabata and Fall Festival.

14 Γ (Gamma) Building: Gymnasium



The gymnasium offers the following fitness facilities for use by students, faculty members and staff.

1st Floor: Fitness training room equipped with treadmills, weights, and exercise bikes, Kendo and Judo halls

2nd Floor: Volleyball, basketball, badminton and futsal Courts, studio for dance practice and table tennis.

Shower and locker rooms are also available.

Opening Hours (Gymnasium): 9:30 a.m.- 8:00 p.m.

Opening Hours (Sports Ground and Tennis Court): 9:30 a.m. - 7:00 p.m.

Please note: Before using any of these facilities or the outdoor sports grounds, you must submit the appropriate application form at least one day before using to the Register Section of the Academic Affairs Office and receive approval. Granting of approval depends on how you propose to use the facilities, and approval is not granted in all cases. Furthermore some facilities cannot be used by individual students.

15 Σ (Sigma) Building: Co-op & Cafeteria



A) Keio Co-op Store, Fujisawa Branch

The Co-op Store sells books, computer supplies and peripherals, stationery supplies, and a wide variety of ready-to-eat food and snacks. There is also a counter for ticket reservations, driving school registration, etc.

B) Student Cafeteria (Co-op Cafeteria)

The North Wing has a cafeteria serving set meals, a variety of side dishes and desserts.

C) Faculty and Staff Cafeteria (Faculty Club) “Tablier”

The Faculty and Staff Cafeteria “Tablier” is a branch of an Italian restaurant in Ginza, Tokyo. It is located next to the Co-op Store. Students accompanied by faculty or staff members are welcome.

D) Cafeteria “Lady Bird”

Cafeteria "Lady Bird" is a cafe-style restaurant serving original pizza and pasta dishes. It is located next to the Faculty and Staff Cafeteria “Tablier.”

16 Student Lounge

The student lounge looks out over Gulliver Pond. Inside there is a “Subway” store where you can order freshly-made submarine sandwiches (“subs”) topped with your choice of ingredients and perhaps a side of French fries, to eat in or take out.



17 Gulliver Pond (Kamoike)

The official name is Gulliver Pond, but since there are always many ducks in this pond, it is also affectionately known as the “Duck Pond” (*Kamoike*). When the weather is nice, many students eat lunch or take a nap on the grassy area around the pond.



18 Faculty of Nursing and Medical Care Building



First, Second and Fourth Year students of the Faculty of Nursing and Medical Care and students of the Graduate School of Health Management study in this building. There are practical rooms for nursing and home nursing. The building also has an advanced network environment and each classroom is multimedia-compatible.

19 Keio Fujisawa Innovation Village (SFC-IV)



The Organization for Small and Medium Enterprises and Regional Innovation Japan (SMRJ) opened “Keio Fujisawa Innovation Village” (SFC-IV) at Keio University Shonan-Fujisawa Campus (SFC) area in March, 2006. SMRJ has been cooperating with Keio University, Kanagawa Prefecture, and Fujisawa-city in this project. SFC-IV is a business incubation facility for the region to support new business start-ups and entrepreneurs.

20 Seminar Guesthouse

The Seminar Guesthouse is an accommodation facility for guests, faculty members, and staff.



21 ν (Nu) Buildings



These Buildings are five cottage style buildings, built with funding from private companies as research facilities. Collaborative and joint research projects with companies are conducted here among the lush greenery of SFC.

22 Z (Zeta) Building



Students can use machinery in the proper manufacturing facility on the first floor for projects in disciplines such as architecture, design and IT. This building also houses research laboratories where students and professors carry out cutting-edge research projects using advanced technology.

23 Keio Shonan Fujisawa Junior and Senior High School



Opened in 1992 on the Shonan Fujisawa Campus (SFC) of Keio University, Keio Shonan Fujisawa Junior and Senior High School is a coeducational, six-year secondary school. Special emphasis is placed on language instruction and computer literacy, both of which are indispensable in this age of globalization.

Of the 498 junior and 719 senior high school students, about a quarter are returnees—students who have returned to Japan after living abroad. This makes for a student body rich in diverse life experiences and perspectives.

<http://www.sfc-js.keio.ac.jp/> (Japanese language only)

24 Japanese Archery Range

25 Miraisozojuku—Student Build Campus

The “Miraisozojuku—Student Build Campus plan” describes the concept of students, faculty members and staff joining forces to plan and become involved in building a residential education and research facility with their own hands in the East Colony of SFC. In the coming years the SFC Student-build campus plan will be further developed for creating the Miraisozojuku campus, and you can already see the first and second buildings build in the East Colony.



7-2 Bulletin Boards and important websites

With the exception of the graduate schools at Hiyoshi Campus, nearly all important communication for international undergraduate and graduate students will be posted on the bulletin boards of the Student Life Section at each campus and on the internet at the “For Keio Students” website, or the Gakuji Web System listed below.

It is your responsibility to check these bulletin boards and websites regularly as important information will be posted on them (including about scholarships, accommodation applications, and various events for international students). We also recommend that you access the International Center’s website regularly for important information on scholarships.

- **keio.jp:** <https://portal.keio.jp/>

The Academic Affairs Web System and Web Entry System are accessible through keio.jp. Utilizing keio.jp you are able to access various web services including Education Support System, Class Support System, and the Academic Affairs Web System.

- **For Keio Students Website:** <http://www.gakuji.keio.ac.jp/en/>

This is the Student’s homepage for Keio University and is called “Jukusei site”. You can find information on and latest news for all campuses, links to all following websites, and an FAQ index page with answers to all kinds of questions regarding your academic and student life.

- **Gakuji Web System (Academic Affairs Web System):** [http://gakuji2.adst.keio.ac.jp/index br top.html](http://gakuji2.adst.keio.ac.jp/index_br_top.html)

You can access the latest information on class cancellations, makeup classes, and student call-ups. You can also register for courses online, change addresses registered with the university, and use other functions.

- **Web Entry System:** http://www.gakuji.keio.ac.jp/en/sfc/pe/reg_entry.html

The system is primarily used for preliminary lottery entries (e.g. language classes). The password is the same as for the Academic Affairs Web System.

- **International Center:** <http://www.ic.keio.ac.jp/en/index.html>

The International Center homepage.

- **Notice Board for Scholarships:** Besides information on the International Center’s homepage and keio.jp, you will find details on available scholarships on this board in the first floor lobby of the Alpha Bldg.



Notice Board on first floor of Alpha Bldg.

8. SFC Calendar April 2019–March 2020

April							May							June						
SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6				1	2	3	4							1
7	8	9	10	11	12	13	5	6	7	8	9	10	11	2	3	4	5	6	7	8
14	15	16	17	18	19	20	12	13	14	15	16	17	18	9	10	11	12	13	14	15
21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22
28	29	30					26	27	28	29	30	31		23/30	24	25	26	27	28	29
July							August							September						
SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6					1	2	3	1	2	3	4	5	6	7
7	8	9	10	11	12	13	4	5	6	7	8	9	10	8	9	10	11	12	13	14
14	15	16	17	18	19	20	11	12	13	14	15	16	17	15	16	17	18	19	20	21
21	22	23	24	25	26	27	18	19	20	21	22	23	24	22	23	24	25	26	27	28
28	29	30	31				25	26	27	28	29	30	31	29	30					
October							November							December						
SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5						1	2	1	2	3	4	5	6	7
6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9	10	11	12	13	14
13	14	15	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	21
20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23	24	25	26	27	28
27	28	29	30	31			24	25	26	27	28	29	30	29	30	31				
January							February							March						
SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4							1	1	2	3	4	5	6	7
5	6	7	8	9	10	11	2	3	4	5	6	7	8	8	9	10	11	12	13	14
12	13	14	15	16	17	18	9	10	11	12	13	14	15	15	16	17	18	19	20	21
19	20	21	22	23	24	25	16	17	18	19	20	21	22	22	23	24	25	26	27	28
26	27	28	29	30	31		23	24	25	26	27	28	29	29	30	31				

For a more detailed Academic Schedule, please refer to “SFC Guide 2019 Vol.2 – Course Registration Guide”.

National Holidays				Semester Dates			
April 29	Shōwa Day	Sept. 23	Autumn Equinox (Classes held)	April 1	Entrance Ceremony	Nov. 2	Waseda-Keio Baseball Games*
April 30	People’s Holiday	Oct. 14	Sports Day	April 8	First day of Spring semester classes	Nov. 3	Waseda-Keio Baseball Games*
May 1	Coronation Day of the new Emperor	Oct. 22	The core enthronement ceremony	April 23	Keio Foundation Day (Classes held)	Nov. 19 afternoon - Nov. 25	Mita Festival (no classes)
May 2	People’s Holiday	Nov. 3	Culture Day	June 1	Waseda-Keio Baseball Games*	Dec. 28- Jan. 5	Winter break period
May 3	Constitution Memorial Day	Nov. 4	Culture Day substitute (Class held)	June 2	Waseda-Keio Baseball Games*	Jan. 10	Founder’s Birthday (no classes)
May 4	Greenery Day	Nov. 23	Labor Thanksgiving Day	July 6	SFC Tanabata Festival	Jan. 20	End of Fall Semester Classes
May 5	Children’s Day	Jan. 1	New Year’s Day	July 22	End of Spring Semester Classes	Jan. 22-29	Exam Period for Fall Semester
May 6	Children’s Day substitute (Class held)	Jan. 13	Coming of Age Day	July 24-31	Exam Period for Spring Semester	Feb. 3	Yukichi Fukuzawa Memorial day
July 15	Marine Day (Class held)	Feb. 11	National Foundation Day	Aug. 9-16	SFC Campus-wide Summer Break	March 23	Graduation Ceremony
Aug. 11	Mountain Day	Feb. 23	Emperor’s Birthday	Sept. 17	Graduation Ceremony		
Aug. 12	Mountain Day substitute	Feb. 24	Emperor’s Birthday substitute	Sept. 18	Entrance Ceremony		
Sept. 16	Respect for the Aged Day	March 20	Vernal Equinox	Sept. 23	First day of Fall semester classes		
				Oct. 12	SFC Fall Festival*		

*This schedule is not yet confirmed and there is a possibility that it will change in the future.

9. Career Development and After Graduation

Besides already being busy with your final papers and exams, even before your graduation there are plenty of things you have to decide about and take care of. The most important question you have to ask yourself is whether you would like to stay in Japan or not after you graduate.



In case you wish to stay in Japan for a short period only (for some traveling or need more time for organizing things before you completely leave the country), you need to take care of your status of residence in order to not violate Japanese immigration laws.

If the period of stay of your status of residence expires just before you planned to depart from Japan, you may apply for an extension of period of stay to prepare for your departure. The documents indicated in chapter “4-6 Renewing your status of residence” are required to apply for extension.

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 status of residence to a “Temporary Visa” to prepare for departure will in principle not be permitted. However, if you change your status of residence from “Student” to “Temporary Visa” to prepare for departure after your graduation, you will no longer be considered a mid- to long-term resident. Please ask the city office beforehand whether you will lose your right to receive benefits from city office and take care of insurance matters in case you are not eligible to receive National Health Insurance services any longer.

Once your status of residence has been changed to a temporary visa, you are not allowed to change your status of residence again to any other type.

Alumni Network - *Jukuin*

Those who graduate from a degree course at Keio are called *jukuin* (alumni). After graduation, it is highly recommended that you contact the Office of Alumni Affairs, located on the second floor of the North Building on Mita Campus, in order to register and stay in touch with the university after graduation. The website for Keio Alumni is: <http://www2.jukuin.keio.ac.jp/index.html>, Email: infoalumni@info.keio.ac.jp. Every year, reunions are held for 25th anniversary *jukuin* at Spring Commencement, and for 50th anniversary *jukuin* at the Spring Entrance Ceremony. As such, *jukuin* get to experience the thrill of each ceremony twice in their lives. In addition, there are reunions held for *jukuin* who have graduated 51 years ago or prior.

Mita-kai (Alumni of Undergraduate and Graduate Schools)

The Mita-kai is an alumni association managed voluntarily by Keio alumni. The term "Mita-kai" is generally used for Keio alumni organizations, with the name taken from the Mita area of Tokyo where Keio University originated. Keio is particularly proud of the strong ties between the university and its graduates. The Mita-kai promotes the exchange of information and the sharing of mutual interests between the university and alumni, as well as among alumni. An umbrella organization, called the Keio Federation of Mita-kai, exercises general control over a large number of alumni organizations.

Nearly 910 organizations are registered with the Keio Federation of Mita-kai, and many of the approximately 350,000 members belong to more than one organization. Included are alumni Mita-kai formed by year of graduation, regional Mita-kai (also overseas), and Mita-kai by profession. Each group plans its own activities to foster stronger ties among members.

The Keio Federation of Mita-kai holds a general Mita-kai meeting yearly in the fall, which is attended by alumni active in society who want to retain close links with their alma mater. For each meeting, attended by some 30,000 alumni and their families, a variety of events, lectures, symposiums, concerts, and even a lottery are organized. The Federation also publishes the Mita Journal in Japanese every other month for the promotion of information exchange among alumni. The Office of Alumni Affairs will provide you with relevant information on the Mita-kai after you have registered.

Keio Online Internet Service

Please also use Keio Online, which is a website to help *jukuin* keep in contact with each other after graduation. Currently, over 70,000 *jukuin* have registered with this service. This service enables you to register a forward-only email address, receive email magazines, and search for other registered alumni. Additionally, members can create and participate in alumni communities divided by interest and topic. Register for this service from the following URL: <https://www.jukuin.keio.ac.jp/> (Japanese language only).

Keio Global

Keio Global is a platform for current and prospective students at Keio and Keio alumni who live and work globally. The Keio Global website provides up-to-date information about Keio, while our growing Facebook community offers a place for students and alumni alike to connect and reunite. Alumni and students are also invited to keep in touch with Keio by registering in the Keio Global database. Members receive a globally-oriented quarterly e-newsletter featuring the latest news and events at Keio and may be invited to actively participate in Keio's international outreach activities.

<https://ja-jp.facebook.com/keioglobal/>

SFC Home Coming Day

SFC Home Coming Day is a one-day event for the Keio SFC alumni. This event is also open to current students, faculty and staff members who would like to (re)connect with the alumni. The first event was held in 2002, and has been held regularly since.

GIGA Alumni

In September 2011, the Faculty of Environment and Information Studies launched the Keio University GIGA Program. From Fall Semester 2015, the Faculty of Policy Management also began to offer the GIGA Program. It has been steadily increasing and the GIGA alumni have been playing an active role on the global stage. Upon your graduation, you will be asked to take a survey and answer some questions to help improve the GIGA Program, SFC, and Keio University in the future.

If you move to overseas after graduation, take a look at Mita-kai in overseas.

Eikoku Mitakai (UK): <http://www.mitakai.co.uk/>

Geneva Mitakai (Switzerland): http://www.geocities.jp/geneve_mitakai/hajimeni.html

New York Mitakai (US): <http://www.nymitakai.com/>

Los Angeles Mitakai (US): <https://www.lamitakai.com/>

Taiwan Mitakai (Taiwan): <http://www.taiwan-mitakai.com.tw/>

Shanghai Mitakai (China): <http://mitakai.sh/>

Singapore Mitakai (Singapore): <http://www.singapore-mitakai.com/>

Saigon Mitakai (Vietnam): <http://blog.livedoor.jp/saigonmitakai/>

and more. Please access to the Keio Alumni Association website and find your area.

<Keio Alumni Association> <http://www.rengo-mitakai.keio.ac.jp/search/index.html>

9-1 Seeking Employment in Japan

As the Japanese business sector attempts to globalize its operations, in recent years more and more companies consider hiring competent workers regardless of their nationality. However, even if more companies are looking to secure international human resources, they do not compromise their hiring standards and process for foreign nationals. This means that a lot of companies still wish to hire new employees in April alongside the traditional process. Several group and one-on-one interviews, written tests, and group discussions with other candidates are still common practice and are often conducted in Japanese.



Companies also tend to have greater expectations on international student's capabilities and motivation, often expect high Japanese language proficiency regardless of the person's English skills, and focus on the recruitment of newly graduated foreigners. This is because Japanese companies emphasize training employees by themselves and expect long-term employment, in which workers spend their entire career with them. Because of this, Japanese companies tend to evaluate a person's potential in terms of how much he or she can contribute to the company in the future during the recruiting process in several ways.

Because of the unique nature of the Japanese employment system and job-hunting in Japan, it is important to sharpen your skills to work in Japanese society while you are still a student. This includes Japanese language skill, even if you wish to work in a firm that uses English. It is also important to research companies and industries to find out what corporate cultures fit you, and in what industries you can exhibit your strengths.

CDP Office

You should also make use of the services offered by the Career Service Section (CDP Office) at SFC, go to employment assistance events and seek advice from senior students, co-workers from your part-time job, and friends.

CDP Office Hour:

Weekdays 9:15 a.m. - 4:50 p.m. (Semester Period)

Weekdays 9:15 a.m. – 11:30 a.m. & 12:30 p.m. – 4:50 p.m. (Break Period)

*The office is closed on Saturdays, Sundays, national holidays on which there are no classes (including makeup classes), January 10 (Keio Founder Yukichi Fukuzawa's Birthday), and campus-wide summer and winter break periods.

Location:

The Alpha building on the 1st floor, right side of the Academic Affairs Office.

Support:

Counseling on jobs and higher education. On-campus seminar. Providing info on Jobs, events, alumni, etc.

Job-Hunting Websites

The next step is to start gathering information about jobs. We strongly recommend that you check the information on internship and employment opportunities offered by the Career Service (CDP Office) regularly. You should also closely examine, if a company fits



you in terms of corporate climate, by doing research, during company information sessions, interviews and other forums. Please use the websites introduced below to gain more information on this matter.

- **JASSO**

To most foreign students, job hunting in Japan feels unique and different from that of other countries in terms of its schedule and characteristics. The most obvious but also important point in order to start job-hunting in Japan is to inform yourself of the whole process to not miss out on opportunities. A good recourse for this is the “Job Hunting Guide for International Students” on the Japan Student Services Organization’s (JASSO) website: http://www.jasso.go.jp/job/guide_e.html. Here you will find information on preparations for job hunting activities, applications, screening tests and more.

- **The Employment Service Center for Foreigners**

These centers are public employment offices specializing in providing job counseling and placement services for non-Japanese students holding a college student visa and non-Japanese specialists or technical experts holding a corresponding visa living in Japan and seeking employment in Japan. The centers are run by the Ministry of Health, Labour and Welfare.

The centers are located at Tokyo, Nagoya and Osaka.

HP: <https://jsite.mhlw.go.jp/tokyo-foreigner/english.html>

- **International Foreign Student Association Employment Information Center**

This employment information center for international students is run by the International Foreign Student Association (IFSA). After registration as a member you will receive corporate and other information.

HP: <http://www.ifsa.jp/index.php?ryugakusei> (Japanese language only)

- **Center for Student Employment**

This is another government institution established by the Ministry of Health, Labor and Welfare to support university students to secure jobs after graduation. There is one such center set up in each prefecture of Japan.

HP: <http://job.gakusei.go.jp/> (Japanese language only)

- **List of Foreign Chambers of Commerce in Japan**

This list provided by the Japan Chamber of Commerce and Industry introduces foreign chambers of commerce, which offer regularly updated information on available jobs in connection with the respective country.

HP: <http://www.jcci.or.jp/international/foreign-cci.html> (Japanese language only)

- **Business related social networks and websites for job seeking**

Networks like linkedin or career forum provide information on jobs, connect you with companies of your interest and help companies to find you after you created a profile.

Linkedin: <https://www.linkedin.com//nhome/>

Career Forum Net: <http://www.careerforum.net/?lang=E>

My Navi: <http://www.mynavi.jp/eng/>

Asia Link: <http://asia-link.jimdo.com/> (Japanese language only)

Ryukatsu: <https://www.ryugakusei.com/> (Japanese language only)

Career Engine: <https://careerengine.org/index/index/lang/en>

NAP: <http://www.nap-net.jp/>

Visa matters

As an international student, your current status of residence is “Student,” which allows you to study at a university. You are not permitted to work under the status “Student” and therefore must apply for the appropriate status of residence for your profession after finding employment and before starting work. Two such statuses are “Specialist in Humanities / International Services” or “Engineer.”



For example, if you are due to start work in April, the Tokyo Regional Immigration Bureau accepts applications for 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 apply in advance so that you have the appropriate status of residence by the time you start work.



The “Student” status of residence allows you to study at a university, and under this status you are not allowed to seek employment after you have graduated, even if your period of stay is still valid. If you wish to continue to seek employment in Japan after graduation, you must apply to change your status of residence 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. If you wish to change your status of residence, first ask at the Career Service (CDP Office) after confirming your graduation. You will need a letter of recommendation from Keio University to obtain this status of residence. An interview will be carried out before issuing the letter of recommendation.

Make sure to bring the following documents with you to the interview (you will also need these to apply to the Immigration Bureau):

1. Request form for recommendation letter (university-designated form provided by CDP Office)
2. Residence card
3. CV, resume or entry sheet (what you will be submitting to companies) (Copy acceptable)
4. Certificate of Graduation/Completion OR Certificate of Expected Graduation/Completion (Copy acceptable)
5. Documentation confirming that you are actively seeking employment (This may be a written document indicating a list of companies you have visited so far or your future schedule for job hunting.)
6. Documentation certifying your ability to cover all necessary financial expenses while staying in Japan (ex. Copy of front cover and all pages of your bankbook with the balance should be left at least 500,000JPY to 600,000JPY or copy of part-time pay slips for last 3 months, etc.)

Internship

Internships are typically undertaken by students and graduates looking to gain relevant skills and experience in a particular field with paid and unpaid. 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 (shikakugai katsudo kyoka). You are allowed to work on a paid internship for up to 28 hours per week (or up to 8 hours per day during summer, winter, and spring breaks). Before you start your internship, it is your responsibility to check the duration of the internship in advance and whether you will be compensated. If you will not receive compensation for the internship, you do not need to apply for the permit.

You must apply directly to the institution hosting the internship, but the CDP Office can assist you by checking your CV and application form. It is recommended that you enroll in liability insurance that covers injuries or damages caused to others or valuables in the case that you cause damage to the hosting institution. Examples are the University Coop “Student Liability Insurance” or the Keio Academic Enterprise “Life Insurance” with personal liability rider. You do not need to enroll in liability insurance if you will be enrolled in an insurance service offered by the hosting institution. If you are unsure what a particular insurance covers, or have any other questions, please contact the hosting institution.

Credits to be counted toward advancement to the next year or graduation can be earned through fieldwork or internships related to your individual research theme that take place during spring and summer breaks (in Japan or overseas). Before the activity, you must first submit research plan documents and obtain approval for the activity content. Access to the link below for more details.

<Fieldwork-related Subjects Registration (for Undergraduate Students)>

http://www.gakuji.keio.ac.jp/en/sfc/pe/fieldwork_pe.html

[Online Reference Sources]

<My navi Job Information Website for Bilingual Job-seekers> (English available but some information are only written in Japanese.) (Enter “Internship” in search bar.)

<https://global.mynavi.jp/>

<Ryukatsu> (Japanese language only)

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

<Tokyo Employment Service Center for foreigners>

<https://jsite.mhlw.go.jp/tokyo-foreigner/english.html>

<各国商工会議所 Foreign Chambers of Commerce in Japan>

<https://www.jcci.or.jp/international/foreign-cci.html> (Japanese only)

<Embassies and Consulates in Japan>

https://www.mofa.go.jp/about/emb_cons/protocol/index.html

<AIESEC>

<https://aiesec.org/>

<Recruitment Center for International Organizations 外務省国際機関人事センター>

<https://www.mofa-irc.go.jp/shikaku/keiken.html> (Japanese only)

<IAESTE>

<https://iaeste.org/>

<Internships.com>

<https://www.internships.com/student>

<College Recruiter>

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

<The Washington Center>

<https://www.twc.edu/>

<InternMatch>

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

9-2 Leaving Japan

When you decide to leave Japan after your graduation, there are several things to take care of. As for the procedures at Keio, please submit your forwarding address and employment information at the time of completion of your studies, if you are studying as a regular undergraduate or graduate student and you decide to permanently leave Japan. This will enable Keio University to send you various university publications and announcements.



Also, please submit a “Post-Graduation Plans” (*shinro-todoke*) with details of employment information after graduation to the Career Services Section at SFC before you graduate. For further information, please ask the Career Services Section and see the following website:

<http://www.gakuji.keio.ac.jp/en/sfc/cdp/baiqui000000fqcj.html>

Further, please check the information provided by the SFC Academic Affairs Office and Office of International Affairs. Return any library books or other materials you have borrowed and please do not forget to bring your student ID card at the graduation ceremony to receive your diploma.

Moving out of your apartment

If you are living in a private apartment, you should give notice to the landlord at least one month prior to moving out. If you fail to contact them, in some cases the deposit you paid may not be refunded or used instead of payment for the rent for another month. Complete all the necessary paperwork for terminating your accommodation contract, and be sure to pay all outstanding rent and utility bills.

You also have to notify the gas and electric power company and the Waterworks Bureau of the moving-out date and ask the settlement of the account. For your TEPCO electricity account you can use their online service in English for notification: <http://www.tepco.co.jp/en/customer/guide/moving-e.html>. If you are using Tokyo Gas you can do the notification online, too, by using the Japanese language only homepage: http://home.tokyo-gas.co.jp/userguide/khsn_h.html?sscl=hikkoshi_hsn. If you are not able to read Japanese or are using LP gas, you need to call the respective company. Same goes for waterworks.

Cancellation of phone service

If you have a telephone installed or using Internet at home, notify NTT and other telephone companies you may have contracts with of your moving date and ask settlement of the account. If you have a prepaid phone, or a mobile phone contact the mobile phone company, settle the account and pay your last bill. Contact the company in advance to inform yourself about what to do to cancel their service.

Bank

If you have any, cancel credit cards issued in Japan. This is very important! One reason for the difficulties foreigners face when applying for credit cards is distrust towards foreigners caused by foreigners who have not cancelled their cards before leaving Japan. 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.



City Hall

Please return your National Health Insurance Card (*kokumin kenko hoken-sho*) to the municipal office of the city or ward of your residence and settle any outstanding payments. Those who set up automatic withdrawal need to be especially careful. File a moving-out notification (*tenshutsu todoke*) with the city hall or your ward office before leaving. The process is similar to moving-in. Be prepared, as city offices may require proof that you are leaving Japan (usually your return flight ticket). If you joined the Japan Pension Service, make sure to ask the office staff to complete the necessary process.



If you need to dispose of oversize garbage, ask the city hall officials, where you have to apply for the service. You may also check the information online on the website of your city hall.

Residence Card

If you are leaving Japan, take your residence card with you to the airport and return it at immigration upon departure. Do not lose, dispose or forget it when leaving the country. If you wish to keep your card, show it to the immigration officer and ask if you might keep it as a souvenir. Sometimes they will allow you to keep it after voiding the card.

Mail

Have your mail forwarded to someone you trust living in Japan. Mail will be forwarded for one year. Apply for the service by filling out the necessary form (*tenkyo todoke*) at your local post office or complete it online (welcometown.post.japanpost.jp/etn/). You cannot have mail forwarded to a foreign address.

Sending luggage

If necessary, start sending your belongings home as early as possible. Arrange for quotes from removal companies or mail items via Japan Post. The cheapest way to send items to a foreign country is mailing them by sea (*funabin*).

Sea mail takes one to three months depending on where you send it. If you want to send heavy items like books and magazines, use media mail (M-bag or *yūtai*) for a cheaper rate. In this case you may visit a major post office. For further information, see the link below or ask at your local post office.

Japan Post Guide: https://www.post.japanpost.jp/int/ems/ryugaku/intl_student/index_en.html

Selling items you do not need

Since this process takes quite some time, start getting rid of your items you do not want to carry with you to your new home early. Recycle shops pay for various goods and sometimes offer a pick-up service, so you do not have to deal with transportation. Some shops may charge a small fee to trash items they cannot sell. Another option is to sell everything online, which will be more lucrative.

10. Sources and useful links

Keio and SFC

- Keio University SFC International Student Handbook 2018:
<http://ic.sfc.keio.ac.jp/handbook-for-sfc-international-students/>
- SFC- Housing Information for International Students:
<http://www.gakuji.keio.ac.jp/en/sfc/sl/housing.html>
- Keio University International Center – Housing for International Students:
http://www.ic.keio.ac.jp/en/life/housing/ryu_boshu.html

Housing Information

- Housemate – Shonandai branch:
<http://www.housemate-navi.jp/shop/59>
- Mini Mini - Shonandai branch:
<http://minimini.jp/shop/10016/shonandai/index.html>
- Leopalace 21: For International Students:
<http://en.leopalace21.com/students/>
- ABLE: For International Students:
<http://www.able.co.jp/international/>
- Kyoritsu Maintenance:
<http://www.gakuseikaikan.com/international/english/index.html>
<http://www.kif-org.com/placehall/e04.html>
- Tokyo Sharehouse:
<http://tokyosharehouse.com/eng>
- Oakhouse:
<http://www.oakhouse.jp/eng/>
- Sakura House:
<http://www.sakura-house.com/en>
- Sharetomo Program
<http://www.sharetomo.jp/>

Visa and Administration

- Immigration Bureau of Japan:
http://www.immi-moj.go.jp/newimmiact_1/en/index.html
- Fujisawa City:
<https://www.city.fujisawa.kanagawa.jp/jinkendanjyo/gaikokugo/english/index.html>
- Yamato City:
<http://www.city.yamato.lg.jp.e.gg.hp.transer.com/>
<http://www.city.yamato.lg.jp/web/content/000143006.pdf>
- Chigasaki City:
<http://www.city.chigasaki.kanagawa.jp.e.ox.hp.transer.com/about/1010015.html>
<http://www.city.chigasaki.kanagawa.jp.e.ox.hp.transer.com/kankyo/>

•Yokohama City:

<http://www.city.yokohama.lg.jp/lang/en/>

<http://www.city.yokohama.lg.jp/lang/en/5-3-1.html>

<http://www.city.yokohama.lg.jp/shigen/sub-shimin/dashikata/e.html>

Gas/Electricity/Water

•Tokyo Gas:

<https://www.tokyo-gas.co.jp/en/index.html>

•Kanagawa Prefecture LP Gas Society:

<http://www.kanagawalpg.or.jp/060201.html>

•Bureau of Waterworks, Tokyo Metropolitan Government:

<http://www.waterworks.metro.tokyo.jp/eng/index.html>

•Yokohama Waterworks Bureau:

<http://translate-en.city.yokohama.lg.jp/suidou/>

•Tokyo Electric Power Company:

<http://www.tepco.co.jp/en/index-e.html>

Furniture/Household goods

•IKEA Kohoku:

<http://www.ikea.com/jp/en/store/kohoku/access>

•Nitori:

<http://www.nitori.co.jp/shop/>

•Treasure Factory Fujisawa:

<http://www.treasure-f.com/shop/725/top.html>

•Craigslist :

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

•Freecycle :

<https://www.freecycle.org/about/>

•GaijinPot Classifieds :

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

•Daiso Shonandai:

<http://www.daiso-sangyo.co.jp/shop/index.php?prc=detail&sid=1961>

Internet and Telephone

•NTT East:

http://www.ntt-east.co.jp/en/?link_eastid=ins_h004

•Asahi-net:

<http://asahi-net.jp/en/>

•bbapply:

<http://bbapply.com/faq/advice.html>

•Docomo:

<https://www.nttdocomo.co.jp/english/>

https://www.nttdocomo.co.jp/english/support/procedure/document/form_download/

•Softbank:

<http://www.softbank.jp/en/>

<http://www.softbank.jp/en/mobile/shop/buy/id/>

•au:

<http://www.au.kddi.com/english/?bid=we-we-gn-0002>

<https://www.au.com/english/support/contract/>

Banking

•Japan Post Bank:

http://www.jp-bank.japanpost.jp/en_index.html

•Suruga Bank:

<http://www.surugabank.co.jp/surugabank/common/english/>

•Mizuho Bank:

<http://www.mizuhobank.com/index.html>

•Bank of Tokyo – Mitsubishi UFJ

http://www.bk.mufg.jp/global/?link_id=p_top_head_global

•Sumitomo Mitsui Bank

<http://www.smbc.co.jp/global/>

Transportation

•JREAST:

<http://www.jreast.co.jp/e/stations/e1130.html>

<http://www.jreast.co.jp/e/stations/e611.html>

<http://www.jreast.co.jp/e/stations/e1638.html>

•Narita Express

http://www.eki-net.com/pc/jreast-shinkansen-reservation/english/wb/common/timetable/e_nex_u/index.html

•Airport Limousine Bus:

https://www.limousinebus.co.jp/en/areas/bus_stop/nrt/ycat/dep/23/

<https://www.limousinebus.co.jp/en/areas/detail/nrt/ycat/dep>

•Sotetsu Line:

<https://www.sotetsu.co.jp/en/train/station/>

•Keikyu Line:

<http://www.haneda-tokyo-access.com/en/transport/trainlinemap.html>

<http://www.haneda-tokyo-access.com/en/action/>

Health Care and Emergencies

•Japan Health Care Info:

<http://japanhealthinfo.com/japanese-healthcare-services/japanese-health-insurance/>

•Tokyo International Communication Committee

http://www.tokyo-icc.jp/guide_eng/kinkyu/05.html

Living guides

•Gaijinpot

<http://gaijinpot.com/ja/>

- Clair Living Guide Japan
<http://www.clair.or.jp/tagengo/>
- Japan Guide
<http://www.japan-guide.com/>
- Surviving in Japan
<http://www.survivinginjapan.com/>

Tourist Information Centers

- Official Tokyo Travel Guide (Go Tokyo)
<http://www.gotokyo.org/en>
- Official Kanagawa Travel Info
<https://trip.pref.kanagawa.jp/>
- Yokohama Visitors' Guide
<http://www.yokohamajapan.com/>
- Japanese Ryokan And Hotel Association
<http://www.ryokan.or.jp/english/>
- Japan Travel Bureau (JTB) General Information
<http://www.jtbgmt.com/en/>

Japanese Language

- Japanese Language online learning tool
<https://www.wanikani.com/>
- MARUGOTO Japanese Learning - Hiragana
http://a1.marugotoweb.jp/basic_training.php?p=h
- MARUGOTO Japanese Learning - Katakana
http://a1.marugotoweb.jp/basic_training.php?p=kt

International Student Handbook 2019 (Keio University SFC)

A softcopy is also available by accessing the link below or through the QR code on the right.

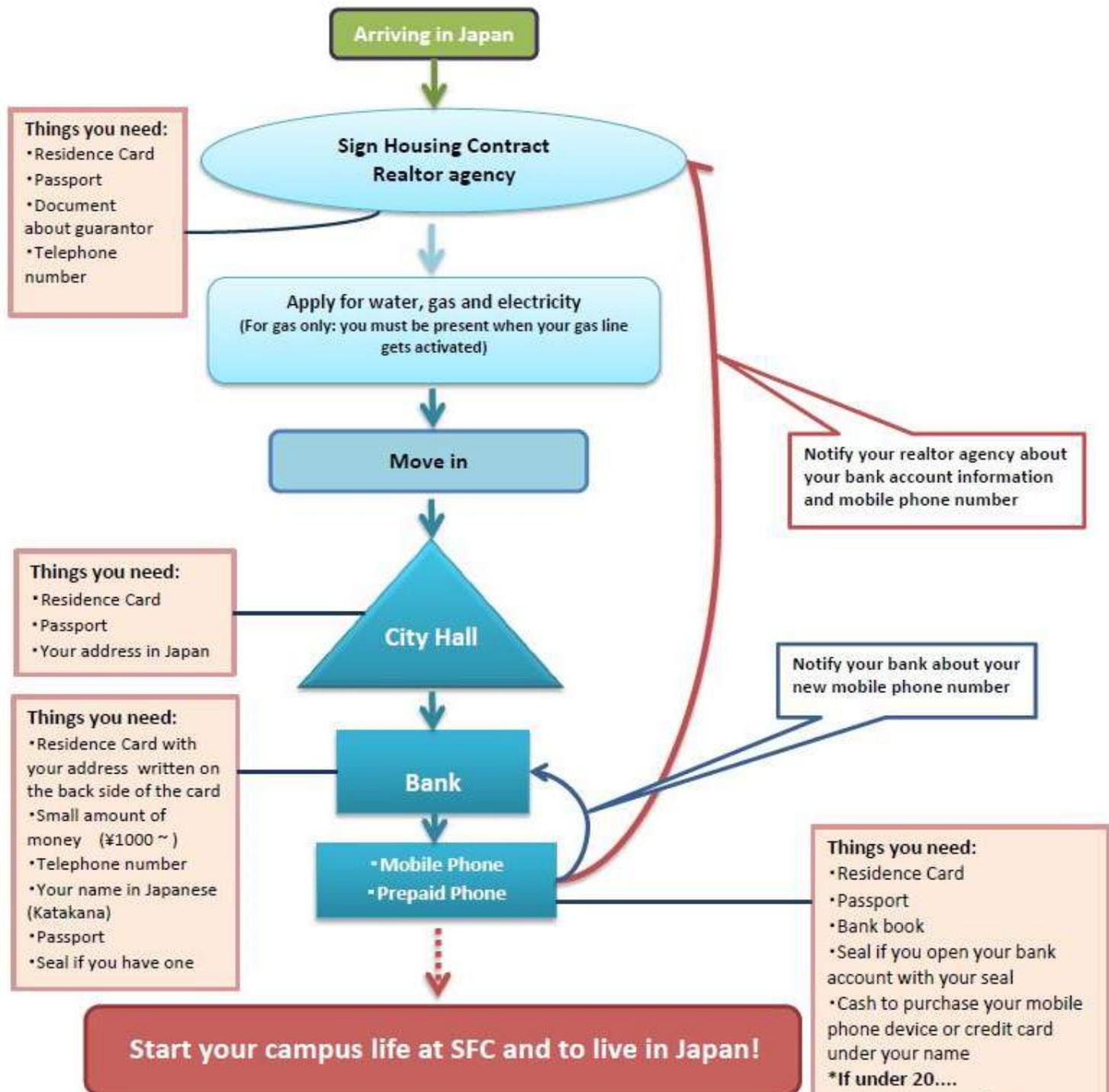
Keio University SFC – International Student Handbook 2019:
<http://ic.sfc.keio.ac.jp/en/handbook-for-sfc-international-students/>



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How to start your life in Japan



Notes:

1) Some of the things mentioned above are written in brackets, because it depends on the place if you need them or not.

2) The information above is based on the support session we provide from the Office of International Affairs. If you manage it by yourself, it may be different.





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