

# Information about International Student Office 2012 Summer Open Days and Hours

International Student Office

**Office Hours 9 : 30 ~ 16 : 00 (Closed 11 : 30 ~ 12 : 30)**

## ◆ Surugadai (Kenkyu-tou (Research Building), 3F)

### 2012 August

| Sun                       | Mon | Tue | Wed | Thu | Fri | Sat |
|---------------------------|-----|-----|-----|-----|-----|-----|
|                           |     |     | 1   | 2   | 3   | 4   |
| 5                         | 6   | 7   | 8   | 9   | 10  | 11  |
| 12                        | 13  | 14  | 15  | 16  | 17  | 18  |
| All School Offices Closed |     |     |     |     |     |     |
| 19                        | 20  | 21  | 22  | 23  | 24  | 25  |
| 26                        | 27  | 28  | 29  | 30  | 31  |     |

### 2012 September

|               |                      |    |    |    |    |    |
|---------------|----------------------|----|----|----|----|----|
|               |                      |    |    |    |    | 1  |
| 2             | 3                    | 4  | 5  | 6  | 7  | 8  |
| 9             | 10                   | 11 | 12 | 13 | 14 | 15 |
| 16            | 17<br>Public Holiday | 18 | 19 | 20 | 21 | 22 |
| 23/30         | 24                   | 25 | 26 | 27 | 28 | 29 |
| Open As Usual |                      |    |    |    |    |    |

## ◆ Izumi (University Building 1, 1F) ◆ Ikuta (Central Building, 1F)

○⇒Izumi and Ikuta Offices are open ☆⇒Ikuta Office Only

### 2012 August

| Sun                            | Mon | Tue | Wed             | Thu             | Fri                            | Sat |
|--------------------------------|-----|-----|-----------------|-----------------|--------------------------------|-----|
|                                |     |     | 1               | 2               | 3                              | 4   |
| 5                              | 6   | 7   | 8<br>Ikuta Only | 9<br>Ikuta Only | 10                             | 11  |
| 12                             | 13  | 14  | 15              | 16              | 17                             | 18  |
| All School Offices Closed      |     |     |                 |                 | Izumi and Ikuta Offices closed |     |
| 19                             | 20  | 21  | 22              | 23              | 24                             | 25  |
| Izumi and Ikuta Offices Closed |     |     |                 |                 |                                |     |
| 26                             | 27  | 28  | 29              | 30              | 31                             |     |
| Izumi and Ikuta Offices Closed |     |     |                 |                 |                                |     |

### 2012 September

|               |                      |                  |                  |    |    |    |
|---------------|----------------------|------------------|------------------|----|----|----|
|               |                      |                  |                  |    |    | 1  |
| 2             | 3                    | 4                | 5                | 6  | 7  | 8  |
| 9             | 10<br>Ikuta Only     | 11<br>Ikuta Only | 12<br>Ikuta Only | 13 | 14 | 15 |
| 16            | 17<br>Public Holiday | 18               | 19               | 20 | 21 | 22 |
| 23/30         | 24                   | 25               | 26               | 27 | 28 |    |
| Open As Usual |                      |                  |                  |    |    |    |

※All offices are closed on Saturdays, Sundays and public holidays from Wednesday, August 1st to Wednesday, September 19th.

※University will be closed from Friday, August 10th to Thursday, August 16th.

Please note that no official work will be available during the period.

※International Student Lounge at Izumi and Ikuta Campus are closed during summertime.

○ Application for Scholarship Certificates

→The certificates will be issued on the same day at Surugadai and Izumi Offices (See above for Izumi office hours).

→A week notice will be required for students applied at Ikuta Office.

○ Scholarship

→Please make sure to sign up for each scholarship during the pre-informed period. Please see above for office hours.

Further information will be available on our website.

○ Guide for Admission of International Students 2013 (Undergraduate)

→It will be available at Surugadai Office (See our website for more details).