International Student’s Guidebook

2021

Meiji University
− Founding Spirit −

Rights and Liberties, Independence, and Self-Government

− Philosophy −

Individual Empowerment

− Mission −

To realize a free, peaceful, and prosperous society through the development of knowledge and human resources
Message for Incoming Students at Meiji University

Congratulations on taking your first steps at Meiji University!

Some of you might be accustomed to life in Japan already, while others are now living in Japan for the first time. However, the Meiji University environment is new to all of you, and there are perhaps many things that you are unsure of. It is natural to be unsure of different things and to be anxious when you are in a different culture and a new environment, yet this is part of the entire experience. We grow as human beings by overcoming such challenges. In this sense, you can view your situation now as an opportunity to learn. What is important is to take the initiative to figure out things you do not understand. This does not mean that you need to do so by yourself, and seeking help is another important part of taking the initiative to solve problems.

Meiji University’s International Student Center is committed to providing you with support to ensure that your experience studying abroad is safe, fun, and fulfilling. Feel free to come to us with any questions you may have – we are always happy to help.

This International Student’s Guidebook provides basic information to assist you during your time as an international student at Meiji University. It contains important information for incoming students, as well as information on other issues such as procedures for applying for scholarships, residing in Japan, and taking care of your health. Please keep the guidebook close at hand.

We sincerely hope that your time at Meiji University will be healthy and fulfilling, and that you will achieve your study and research goals.

Director of the International Student Center
We would like to welcome all the international students to Meiji University.

Meiji University’s Japanese Language Education Center was established to create a pleasant Japanese-language environment for international students to study Japanese and thus to make steady progress in Japanese studies. The Japanese proficiency of each student differs, and the Japanese language is challenging to learn with its three different types of characters: kanji (Chinese characters), hiragana, and katakana. Therefore, we conduct a placement test for exchange students at the beginning of the semester and each student’s starting level will be determined from the results of the test. Students will be studying in either an introductory, elementary, intermediate, or advanced class. It is our opinion that this makes it possible for students in the same class to wholeheartedly pursue their studies. Moreover, from the teacher’s perspective, if all the students in a class have approximately the same ability, it is possible to match the course content to the class level.

In addition, fieldwork will be held once per term. We visit various places to allow students to gain a greater understanding of Japan and the Japanese language and to deepen student-student and student-teacher exchanges. The Meiji University President’s Cup, Japanese Speech Contest for International Students is also held once a year. Participation in this contest requires considerable effort on tasks such as choosing a subject, writing the text, and practicing pronunciation. In cooperation with the international exchange group Campus Mates, we recruit Japanese student volunteers who help international students prepare for the contest. Each year, there are excellent speeches that deeply move the audience, but the improvement in the Japanese of all the students who deliver speeches is even more impressive.

An ability to speak Japanese brings you closer to Japan because not only Japanese culture, but also all aspects of Japan are closely tied to the Japanese language. It is our opinion that as Japan gains recognition in various fields throughout the world, no effort can be spared to make Japanese a more familiar language to the world; therefore, the Japanese Language Education Center plans to undertake various activities to respond to all of your desires to learn Japanese. We hope you will decide to learn Japanese together with us!

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* Meiji University Telephone Directory  P. 88
2021 Academic Year Calendar:

**Spring Semester**

- Entrance Ceremony: April 7 (Wed.)
- Academic Guidance: April 1 (Thu.)–April 7 (Wed.)
- Classes Start: April 8 (Thu.)
- Temporary Closing (Class Suspension) Day: April 30 (Fri.), May 1 (Sat.)
- Makeup Classes: May 8 (Sat.), May 15 (Sat.), June 26 (Sat.)
  
  July 3 (Sat.), July 22 (Thu.)
- Final Exams: July 23 (Fri.)–July 31 (Sat.)
- Summer Break: August 1 (Sun.)–September 19 (Sun.)
- Fall Graduation Ceremony: September 19 (Sun.)

**Fall Semester**

- Fall Entrance Ceremony: September 19 (Sun.)
- Academic Guidance: September 17 (Fri.)
- Classes Start: September 20 (Mon.)
- Classes Held on Holidays: September 20 (Mon.; Respect for the Aged Day)
  
  September 23 (Thu.; Autumnal Equinox Day)
- Makeup Classes: October 16 (Sat.), October 23 (Sat.)
  
  January 17 (Mon.; Foundation Day)
- University Festival Week: October 29 (Fri.)–November 4 (Thu.)
  
  (All classes suspended during this period)
- Campus Festivals
  
  Meidai Festival (Izumi Campus): October 30 (Sat.)–November 1 (Mon.)
  
  Ikumei Festival (Ikuta Campus): October 30 (Sat.)–November 1 (Mon.)
- Foundation Day Holiday: November 1 (Mon.)
- Temporary Closing (Class Suspension) Day: December 24 (Fri.), January 15 (Sat.)
- Winter Break: December 25 (Sat.)–January 7 (Fri.)
- Foundation Day: January 17 (Mon.)
- Final Exams: January 24 (Mon.)–February 3 (Thu.)
- Spring Break: February 4 (Fri.)–March 31 (Thu.)
- Graduation Ceremony: March 26 (Sat.)
2 Courses and Credits

[1] Undergraduate Schools

(1) Registering for Courses

Students must be registered for a class to earn credits for the course. Students should carefully read the handbook and syllabus distributed during the orientation (guidance) at the start of the school year or available online. Some syllabi are distributed to all students, while others must be obtained by students themselves, as necessary. Students should check what syllabus they will need during the orientation (guidance) session for their school.

(2) Requirements for Advancement

Depending on the undergraduate school, students may not be able to advance from the first year to the second or from the second year to the third year unless they have earned a certain number of credits. Students should check the handbook provided by their school for details.

(3) Classes for International Students: Japanese Classes

It takes a great deal of time and effort before international students are capable of participating in classes with Japanese students and fully understanding the course content. In addition to improving their general Japanese communication skills (listening, speaking, reading, writing, etc.), international students must learn various things about Japan.

Meiji University offers the following special courses to assist the efforts of international students and enables them to study more effectively at the university. Credits students earn in these classes are counted as credits toward graduation, however it depends on the school which students belong to. Students who have any questions should consult with the each school’s office.

1) “Japanese” (required, electives (required))

This course is for undergraduate international students and is available at Izumi, Ikuta and Nakano campuses as a foreign language. Students should refer to the “Japanese, Advanced Japanese Courses of the Japanese Language Program for International Students Syllabus” for information such as the course content and how to register. “Japanese” is required and elective (required) course. Students should check the handbook provided by their school for graduation requirements and other details.

The writing textbook for first-year undergraduates is distributed at the International Student Office.

Students should refer to the “Japanese, Advanced Japanese Courses for International Students Syllabus” for information on other course material.

*For students in School of Global Japanese Studies or Interdisciplinary Mathematical Sciences, please refer to the syllabus of their own school.

2) “Advanced Japanese” (elective)

Apart from required and elective (required) Japanese courses, “Advanced Japanese” is available at Izumi and Surugadai campuses as the Japanese Language Program for International Students. International students wishing to improve their Japanese are recommended to take the course. Whether credits earned from the course counts as required credits for graduation depends on the school which students belong to. Therefore, students should refer to the “Japanese, Advanced Japanese Courses of the Japanese Language Program for International Students Syllabus” for details. The courses are as follows.

■Izumi Campus

Advanced Japanese (Speaking) A, B
Advanced Japanese (Writing) A, B

■Surugadai Campus

Advanced Comprehensive Japanese A, B

* Students who would like to enroll in “Advanced Japanese” courses of the Japanese Language
Program for International Students must attend the first class and take consent of the lecturer to join the class. Students then have to fill out the OMR registration form distributed by the instructor and submit it within the class.

* Inquiries regarding “Advanced Japanese”, students should consult with the International Student Office (Japanese Language Education Center).

3) “Japanese Language Program for International Students: Japanese 1-8”

Undergraduate exchange students (except School of Global Japanese Studies) can register the course. The course is beginner to intermediate level. To register the course, students are required to take the placement test conducted by the Japanese Language Education Center.

### List of Japanese Courses

<table>
<thead>
<tr>
<th>Course Category</th>
<th>Credit</th>
<th>Course Name</th>
<th>Intended Students</th>
<th>Office Handling the Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Offered by the Student's School</td>
<td>For credit (required, elective required)</td>
<td>Japanese</td>
<td>First and second-year undergraduates</td>
<td>Each school's office</td>
</tr>
<tr>
<td>Japanese Language Program for International Students</td>
<td>For credit (elective)</td>
<td>Advanced Japanese -Comprehensive -Speaking -Writing</td>
<td>First to fourth-year undergraduates</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Japanese 7,8 -Comprehensive -Vocabulary, Grammatical expressions -Listening comprehension -Reading -Speaking -Writing</td>
<td>Exchange students except for the School of Global Japanese Studies</td>
<td>International Student Office (Japanese Language Education Center)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Japanese 4-6 -Comprehensive -Reading -Speaking -Writing</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Japanese 1-3 -Comprehensive</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

[2] Graduate Schools

(1) Registering for Classes

For graduate schools, how to register for classes and graduation requirements for each school is stipulated by the Graduate School Regulations. Students should plan their classes after consulting with their supervisor in accordance with their research plans. Details will be provided at the orientation for each graduate school.

Credits will be acknowledged and counted toward graduation requirements when students take classes at other graduate schools at Meiji University or at graduate schools under the “Credit Transfer Agreement”.

Additionally, the university has introduced a system of Inter-Departmental course and offers a wide range of courses aimed at improving the international and interdisciplinary capabilities of graduate students. Some faculties count credits earned in these courses toward their completion requirements. For details, students should confirm at the orientation of their graduate school.
(2) Japanese Courses
Graduate students (Exchange, English track, Research Students, etc.) can take “Advanced Japanese” or “Japanese 1–8” of the Japanese Language Program for International Students, if the course have an available seat. Please note that students cannot earn credits from this course. For details, students should refer to the syllabus of “Japanese, Advanced Japanese Courses of the Japanese Language Program for International Students” and the syllabus of “Japanese 1–8” of the Japanese Language Program for International Students. Students must take the placement test provided by Japanese Language Education Center, and complete the enrollment procedures at the International Student Office (Japanese Language Education Center).

(3) Academic Japanese Writing Program...https://www.meiji.ac.jp/dai_in/grad-japanese-support.html
For graduate students (except students of Professional Graduate School), graduate schools offer the Academic Japanese Writing Program for the purpose of improving basic Japanese language skills and writing ability in academic paper (free of charge). For application, the university will release the details on the website in early April. (non-credit module).

(4) Writing Advisory Service
For graduate students (except students of Professional Graduate School), graduate schools provide a service of correcting “Japanese expression” of your academic writing at Surugadai, Izumi and Nakano campus. Tutors do not give advices about contents and ideas of your paper. For more details, please check graduate school’s bulletin board and the website as needed.
Japanese Courses
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3 Meiji University Offices and Facilities

[1] Educational Affairs Division (Undergraduate and Graduate School Offices)
- Issuing student IDs
- Issuing certificates
- Course registration
- Admissions, studying abroad, leave of absence, readmission, withdrawal, re-enrolling, and graduation / completion of studies
- Examinations
- Student discount certificate and student commuter pass certificate
- Procedures for changing personal information
  * At the Nakano Campus, the above services are provided by the Nakano Campus Administrative Office on 3F, Low-Rise Wing.

- Health-management (refer to P.77)
- Extracurricular activity
- Welfare facility use
- Lost and found
- Referrals for apartments and other rental housing
  * At the Nakano Campus, the above services are provided by the Nakano Research and Educational Support Office on 3F, Low-Rise Wing.

You may face a variety of challenges and obstacles throughout your university life. At the Student Counseling Room, we have a team to support you with concerns including school work, career path, relationships, mental health concerns, economic issues, and legal issues. We are here whenever you need us.

<table>
<thead>
<tr>
<th>Campus</th>
<th>Hours</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Surugadai University Hall (2F)</td>
<td></td>
<td>03-3296-4217</td>
</tr>
</tbody>
</table>
| Izumi Building No. 1 (Administration Offices) (2F) | Mon.–Fri. 10:00 a.m.–5:00 p.m.
※Advance reservation is required on Saturdays. | 03-5300-1178 |
| Ikuta Main Building (Administration Offices) (2F) |                                            | 044-934-7619  |
| Nakano Low-Rise Wing(4F) |                                            | 03-5343-8080  |

Office for Students with Disabilities provides support for educational and research activities for students with disabilities such as physical disabilities and mental disorders (including developmental disorders), in cooperation with undergraduate/graduate school offices and other institutions inside and outside the university.
To prevent all forms of harassment, the Campus Harassment Consultation Office handles incidents of harassment on our campus. Students can ask for harassment counseling by phone, e-mail or fax.

Application form must be filled in and submitted by consulter him/herself. The designated form is available at the office or can be downloaded from the website.

The domestic job hunting for international students is basically the same as that for Japanese students. The Career Support Center provides a wide range of support for international students so that students can find suitable jobs and they can display the most of their skills and abilities.

As for the support event, in the spring of the 3rd year undergraduate and 1st year of graduate, we hold "guidance for career path" for international students, and we distribute "the original schedule planner with job hunting tips" to all students. Also, we support international students by holding events such as "report session", that you get advice from someone who experienced job hunting, and preparation courses for written and interview test. We also provide individual consultations on career paths.

(1) Important Points to Keep in Mind Regarding Job Hunting
   ■ If you are planning to work in Japan after graduation, you should be clear on the reason why you want to work in Japan and start preparing early. (e.g. "Why do I want to work in Japan?" "Do I want to gain skills in Japan and go back to home country?" etc.)
   ■ After getting an official job offer, you must complete the necessary procedures at the Immigration Bureau for receiving Certificate of Qualification for Employment.

(2) Gathering Information for Job Hunting
   1) Career Support Center (located on each campus)

   2) M-Career......https://meiji.pita.services/career

M-Career is the system for supporting your job-hunting.

On M-Career, you can do following tasks.
   ■ Looking for job information
   ■ Reading the job-hunting reports
   ■ Consultation reservation for job-hunting by ZOOM

* Office hours change throughout the academic year. Students should be sure to check the Career Support Center’s website and bulletin board for details.
3) Special Facilities

<table>
<thead>
<tr>
<th>Special Facilities</th>
<th>Contact</th>
</tr>
</thead>
</table>
| Tokyo Employment Service Center for Foreigners | Tel: 03-3358-6564
https://jsite.mhlw.go.jp/tokyo-foreigner/  |
| Foreign Residents Information Center          | Tel: 0570-013904
(English, Korean, Chinese, Spanish, and other languages) |

(1) About Libraries
Meiji University students can use the libraries on all four of the campuses (Central Library on Surugadai campus, Izumi, Ikuta and Nakano Library). For details of the service, please see the library website or “Library Guide for Students”.

(2) Borrowing Books
Your student ID card is required for all of the services in libraries including passing the entrance gate. Undergraduate students can borrow up to 15 books for 15 days and graduate students can borrow up to 30 books for 1 month.

■ Opening Hours

<table>
<thead>
<tr>
<th>Library</th>
<th>Mon.-Fri.</th>
<th>Sat.</th>
<th>Sun. &amp; Holidays</th>
</tr>
</thead>
<tbody>
<tr>
<td>Central Library</td>
<td>8:30 a.m. –10:00 p.m.</td>
<td>8:30 a.m. –7:00 p.m.</td>
<td>10:00 a.m. –5:00 p.m.</td>
</tr>
<tr>
<td>Izumi Library</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ikuta Library</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Nakano Library</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Opening hours are subject to change. Please check the information on the library website.

(3) Portal Services
Through the library website, you can reserve books, request books from other campuses, extend borrowing period, apply for purchasing books, and request a book check out or article copy from other universities.

(4) OPAC (Online Public Access Catalog)
Books and journals (including e-books and e-journals) can be searched with OPAC. OPAC offers not only collection search in Meiji University libraries but also conducts cross-search among libraries of the seven universities those are the members of the Yamanote Line Private University Consortium (Aoyama Gakuin University, Kokugakuin University, Gakushuin University, Toyo University, Hosei University, Meiji Gakuin University and Rikkyo University). Cross-search for the materials in the possession of other universities and National Diet Library are also available.

(5) Electronic Materials
The library provides many electronic materials such as e-journals and online databases. Students can access to these materials from library website by connecting to Meiji University Intranets with their own PCs or rental laptops in the library.

(6) Reference Service
The university libraries provide Reference Service for helping students to get required materials and
use library effectively. The reference desk offers explanations on how to use the libraries, advice on using OPAC, searching literature, and ordering books from other libraries in Japan and abroad.

(7) Using PCs
PC rental service (in-library use only) is available in Central, Izumi and Ikuta library. Students can also use their own PCs in the library by connecting to the network with Wi-Fi or LAN cable.

*The libraries offer library tours and workshops throughout the year. Please check the library website or contact the reference desk for details.

There are media libraries with videos, audios, and other media in each campus. Students can view the material and use it for self-study at the media library.

■ Opening Hours

<table>
<thead>
<tr>
<th>Building</th>
<th>Surugadai Campus Building No. 12 (7F)</th>
<th>Mon.–Fri.</th>
<th>Sat.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Izumi Campus Media Building (1F)</td>
<td>8:50 a.m.–6:00 p.m.</td>
<td>8:50 a.m.–12:00 p.m.</td>
<td></td>
</tr>
<tr>
<td>Ikuta Campus Main Building (Administration Offices) (5F)</td>
<td>8:45 a.m.–5:45 p.m. (Reception closes 30 min before closing time.)</td>
<td>8:45 a.m.–12:00 p.m. (Reception closes 30 min before closing time.)</td>
<td></td>
</tr>
<tr>
<td>Nakano Campus Learning Lounge(1F)</td>
<td>9:00 a.m.–6:00 p.m.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* Opening hours and days closed are subject to change. Please check website.

The Meiji University Museum, located in the basement of the Academy Common on the Surugadai Campus, was established in 2004 by merging three museums—the Criminal Museum (founded in 1929), the Museum of Archaeology (founded in 1952), and the Museum of Commodities (founded in 1951). The museum’s mission is to publicly exhibit historical materials and the results of unique academic research by the university and the museum and to contribute to the studies and research of the university’s students. The museum not only exhibits its collections but also offers educational programs including workshops and guided tours. In addition to its exhibit rooms, the museum has a library, a multimedia classroom, active learning rooms, a museum shop, and other facilities.

(1) University History Exhibition Room
The Center for the History of Meiji University researches, collects, and preserves historical materials since the founding of the university. The center exhibits a wide variety of materials related to the founders, faculty members, students, and alumni and alumnae of the university.

(2) Special Exhibition Room
Special exhibitions produced by the museum, academic materials produced by the university’s institutions, or presentations of research and art activities are displayed.

(3) Permanent Exhibition Room
■ Craftwork : A variety of traditional designs
Traditional craftwork such as lacquer ware, textiles, and pottery are the most familiar aspect of Japanese culture. The exhibit displays the materials, manufacturing techniques of craftworks, design, additional value, and product development which changes within the times.

■ Criminal Materials Section
The permanent exhibition room displays instruments of torture and execution to succeed the concept at the time of the Criminal Museum establishment which is to comprehend past laws and punishments for considering present and future laws and justice.
Archaeology Section
Meiji University excavates and conducts research on archaeological sites dating from the Old Stone Age to the Kofun (tumulus) Period. The exhibit room displays the results of archaeological research conducted over more than 70 years. The whole exhibition is of important materials that contributed to the development of archaeology in Japan after the WWII. Artifacts on display include four important cultural properties of Japan.

(4) AKU YOU Memorial Museum ・・・・・ https://www.meiji.ac.jp/cip/english/institute/akuyou_museum.html
AKU YOU, a leading Japanese lyric writer and novelist, wrote more than 5,000 songs throughout his career, most of which are quite well known and popular. He produced many hit songs in a wide range of genres, including big hit songs like Harumi Miyako's “Kita no Yado kara,” Kenji Sawada’s “Katte ni Shiyagare,” Pink Lady’s “UFO,” as well as a number of anime songs and advertising jingles. He won the Japan Record Award 5 times, which was the most in history, and sales of his singles have reached 6.8 million copies. He was not only a lyric writer however, and saw great success as a novelist as well, publishing many novels, including “Setouchi Shonen Yakyu Dan,” collection of aphoristic essays, and poems. In addition to various materials enabling people to learn more about AKU YOU and his works, visitors can listen to many of his hit songs.

● Days closed: August 10–16, December 26–January 7, and additional days off on weekends in August
● Contact: Tel 03-3296-4448 (Museum Office)
● Open hours: 10:00 a.m.–4:30 p.m. (Last admission at 4:00 p.m.)
The following are gyms on each campus of Meiji University that can be used after completing the required signup procedures and Fitness Room Orientations.

(1) Izumi Gym

The following Izumi Gymnasium facilities are open to Meiji University students and faculty members. Students must present their Meiji University student ID when using the facilities. (Refer to (2) Open Hours and (3) Open Facilities & Available Activities)

In order to use the fitness room and pool, students must take a health checkup for that academic year. The submission of “Registration Form/Pledge for Swimming Pool Use” (designated form) is required for using pool. They must also take the “Training Equipment Usage Orientation” (conducted in Japanese) offered by the Izumi Fitness Room in order to learn the rules for using the equipment at Meiji University even though they may have previously used fitness equipment at other places. Once the orientation schedule is decided, the schedule and other information will be announced by Oh-o!Meiji.

The fitness room is equipped with wide selection of work out machines, cardio machines, free weights, etc. Students can check the effectiveness of their training by using instruments which conduct analysis of physical strength and body shape. Highly knowledgeable and experienced trainers are present, so that everyone from beginners to those who want higher level training can train with comfort.

There is a six-lane, 25-meter heated pool which is available year-round. Students are requested to wear suitable swimsuits. Leisure swimming wear is not allowed in the pool.

On Sundays and national holidays when no classes or events are being held, the Izumi Gymnasium also lends out its athletic field and tennis courts to official university clubs. Users are chosen monthly by drawing lots. Students can check the Izumi Gymnasium’s bulletin board (West Wing 2F) for the dates of drawing and other details.

(2) Open Hours (Schedules has not been set for 2021. Please check the bulletin board.)

<table>
<thead>
<tr>
<th>Mon.–Fri.</th>
<th>Sat.</th>
<th>Sun. (and holidays)</th>
</tr>
</thead>
<tbody>
<tr>
<td>No registration required on weekdays</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Sub-Hall</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Sports Room A</strong> (for table tennis)</td>
<td>12:30 p.m. (or after second-period class is over) – 1:20 p.m.</td>
<td>Closed</td>
</tr>
<tr>
<td><strong>Athletic Field</strong></td>
<td>Open during the lunch break</td>
<td>Closed</td>
</tr>
<tr>
<td><strong>Fitness Room</strong></td>
<td><em>9:00 a.m.–8:40 p.m.</em></td>
<td><em>9:00 a.m.–4:10 p.m.</em></td>
</tr>
<tr>
<td><strong>Pool</strong></td>
<td>Please see the bulletin board</td>
<td>Closed</td>
</tr>
<tr>
<td>Advanced registration required</td>
<td>9:00 a.m.–6:00 p.m. (Available only to official university clubs. Must apply in advance at the lottery meeting.)</td>
<td>Closed</td>
</tr>
</tbody>
</table>

※Facilities are open during the above hours. However, they will be closed for classes and maintenance.

(3) Open Facilities & Available Activities

<table>
<thead>
<tr>
<th>Open Facilities</th>
<th>Activity</th>
<th>Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>No registration required on weekdays</strong></td>
<td>Volleyball</td>
<td><em>On Sundays and national holidays when no classes or events are being held, the athletic field (soccer and softball) and tennis courts (tennis) are available to official university clubs. A lottery is held every month to determine users.</em></td>
</tr>
<tr>
<td><strong>Sports Room A</strong> (for table tennis)</td>
<td>Table tennis</td>
<td></td>
</tr>
<tr>
<td><strong>Athletic Field</strong></td>
<td>Soccer</td>
<td></td>
</tr>
</tbody>
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The following Izumi Gymnasium facilities are open to Meiji University students and faculty members.

Students must present their Meiji University student ID when using the facilities. (Refer to (2) Open Hours and (3) Open Facilities & Available Activities)

In order to use the fitness room and pool, students must take a health checkup for that academic year. The submission of “Registration Form/Pledge for Swimming Pool Use” (designated form) is required for using pool. They must also take the “Training Equipment Usage Orientation” (conducted in Japanese) offered by the Izumi Fitness Room in order to learn the rules for using the equipment at Meiji University even though they may have previously used fitness equipment at other places. Once the orientation schedule is decided, the schedule and other information will be announced by Oh-o!Meiji.

The fitness room is equipped with wide selection of workout machines, cardio machines, free weights, etc. Students can check the effectiveness of their training by using instruments which conduct analysis of physical strength and body shape. Highly knowledgeable and experienced trainers are present, so that everyone from beginners to those who want higher level training can train with comfort.

There is a six-lane, 25-meter heated pool which is available year-round. Students are requested to wear suitable swimsuits. Leisure swimming wear is not allowed in the pool.

On Sundays and national holidays when no classes or events are being held, the Izumi Gymnasium also lends out its athletic field and tennis courts to official university clubs. Users are chosen monthly by drawing lots. Students can check the Izumi Gymnasium’s bulletin board (West Wing 2F) for the dates of drawing and other details.

(2) Open Hours (Schedules has not been set for 2021. Please check the bulletin board.)

<table>
<thead>
<tr>
<th>Mon.–Fri.</th>
<th>Sat.</th>
<th>Sun.</th>
</tr>
</thead>
<tbody>
<tr>
<td>No registration required on weekdays</td>
<td>Sub-Hall</td>
<td>Sports Room A (for table tennis)</td>
</tr>
<tr>
<td>Open during the lunch break 12:30 p.m. (or after second-period class is over)</td>
<td>Closed</td>
<td>Closed</td>
</tr>
<tr>
<td>Athletics Field</td>
<td>9:00 a.m.–6:00 p.m. (Available only to official university clubs. Must apply in advance at the lottery meeting.)</td>
<td>Closed</td>
</tr>
<tr>
<td>Advanced registration required</td>
<td>Fitness Room ※9:00 a.m.–8:40 p.m.</td>
<td>Closed</td>
</tr>
<tr>
<td>Pool</td>
<td>Please see the bulletin board</td>
<td>Closed</td>
</tr>
</tbody>
</table>

※Facilities are open during the above hours. However, they will be closed for classes and maintenance.

(3) Open Facilities & Available Activities

Open Facilities Activity Requirements

- No registration required on weekdays
- Sub-Hall
  - Volleyball
  - *On Sundays and national holidays when no classes or events are being held, the athletic field (soccer and softball) and tennis courts (tennis) are available to official university clubs. A lottery is held every month to determine users.
  - Badminton
  - Sports Room A (for table tennis)
  - Table tennis
- Athletic Field
  - Soccer
- Advanced registration required
- Fitness Room
- Users must have taken health checkup for the academic year and “Training Equipment Usage Orientation”
- Pool
- Users must have taken health checkup for the academic year and submitted “Registration Form/Pledge for Swimming Pool Use” (designated form).

(4) Notes:

- A student ID of the university must be presented to use facilities open to students.
- Eating is prohibited in the gyms.
- Please do not carry around your outside shoes without putting them in a bag.
- Facility users must wear gym shoes for indoor use only (with red shoelaces).
- Facility users should store valuables in the valuables box located at the West Wing 2F entrance to Izumi Gymnasium.
- To prevent theft, users should bring their clothes and bags with them to the facilities they will use.
- If users do not comply with gym rules, gym may be temporarily closed.
- Take care of your health and use the facility on your own responsibility.
- There are situations when facilities will suddenly not be available because of changes in the location of classes out of consideration of the weather or the class. Students should be sure to check for changes on the gym’s information board (located next to the West Wing 2F Entrance) before using.
- Information about facility availability is not provided over the phone.
The following are the main responsibilities of the International Student Center and Japanese Language Education Center. The International Student Office serves as the liaison office for both centers. On the Nakano Campus, the following international services are provided by the Nakano Campus Administrative Office in Low-Rise Wing (3F, international section).

[1] Student Affairs ・・・・・・・ https://www.meiji.ac.jp/cip/

(1) International Student Center
- International students supports
- Application for extending period of stay and certificate of eligibility
- Announcing information regarding for scholarship applications (for international students)
- Housing referrals (company dormitories, etc.)
- International exchange events
- Accepting/sending exchange students
- Advising on Study Abroad Programs
- Managing Study Abroad Programs
- International educational collaboration with overseas universities

(2) Japanese Language Education Center
- Japanese Language Courses for International Students
- Partnering with Japanese-language teaching institutions
- Meiji University President’s Cup; Japanese Speech Contest for International Students
- The short-term Japanese Language Program for International Students

At the International Student Office, faculty members provide counseling on studying as well as daily life and other personal matters. The office also offers information on scholarship applications and international events. You can also find newspapers, magazines and brochures for international students. Please feel free to come to our office. We are happy to support you.

(3) Office Hours

<table>
<thead>
<tr>
<th>Campus</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Surugadai Campus</td>
<td>Mon.–Fri. 9:00 a.m.–5:00 p.m. (closed 11:30 a.m.–12:30 p.m.) Sat. 9:00 a.m.–12:30 p.m.</td>
</tr>
<tr>
<td>Global Front (2F)</td>
<td></td>
</tr>
<tr>
<td>Izumi Campus</td>
<td>Mon.–Fri. 9:00 a.m.–5:00 p.m. (closed 11:30 a.m.–12:30 p.m.) Sat. Closed</td>
</tr>
<tr>
<td>Building No. 1 (Administration Offices) (1F)</td>
<td></td>
</tr>
<tr>
<td>Ikuta Campus</td>
<td>Mon.–Fri. 9:00 a.m.–5:00 p.m. (closed 11:30 a.m.–12:30 p.m.) Sat. Closed</td>
</tr>
<tr>
<td>Main Building (Administration Offices) (1F)</td>
<td></td>
</tr>
<tr>
<td>Nakano Campus</td>
<td>Mon.–Fri. 9:00 a.m.–5:30 p.m. (closed 11:30 a.m.–12:30 p.m.) Sat. 9:00 a.m.–12:30 p.m.</td>
</tr>
<tr>
<td>Low-Rise Wing (3F)</td>
<td></td>
</tr>
<tr>
<td>(International Section: No. 4 counter)</td>
<td></td>
</tr>
</tbody>
</table>

* The offices are closed on Sundays, national holidays, university holidays, and days designated by the university. Operation hours are subject to change. Changes will be posted on the bulletin board, university website and through Oh-o!Meiji.

* Information from the International Student Office (scholarships, international exchange events, etc.) is posted on the university website and bulletin boards on each campus. These bulletin boards can be found at the following locations.
The International Student Center’s Teaching Assistant (TA) supports international students with their Japanese-language studies including checking reports, comprehension of written materials and textbooks, moreover, receives inquiries on daily conversation. TAs work at the International Lounge on each campus. Information regarding TAs and their schedule will be posted on the university website and the International Student Office’s bulletin boards.

Campus Mate is a student organization which aim is to foster international and cross-cultural understanding on the Meiji University and support the school life of international student. About 40 Meiji University students belong to Campus Mate and they plan welcome party and farewell party for exchange students and support designated procedures. Also, there are plenty of events organized by Campus Mate such as activities which are held at the International Lounge in Izumi campus, cherry blossom party, sightseeing tour of Kamakura, Tokyo and Koedo-Kawagoe, sports events, summer events, Halloween party, hiking in Mt. Takao, Christmas party, and New Year event, aiming to exchange cultures between Japanese and international students. Campus Mate also helps to manage Meiji University President’s Cup; Japanese Speech Contest for International Students, which is held by Japanese Language Education Center. Three to four student advisors are assigned to each international student and prepare the speech together for two months to make the contest successful. It is a very unique cross-cultural event. Please take part in the contest if you find it interesting.
Interacting with people having different backgrounds stimulates people intellectually, culturally, and psychologically and increase their personal magnetism. Come and join the Campus Mate activities and events.
If you are interested in joining the events, please check their Facebook page. Also international student acting members are welcomed. Please join “Campus Mate’s guidance” held in the spring semester to be a management member of the Campus Mate.

- Facebook page of Campus Mate
  https://www.facebook.com/campusmate2018/
- Scheduled Events by Campus Mate in 2021 (tentative)

<table>
<thead>
<tr>
<th>Month</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Apr.</td>
<td>Cherry blossom party</td>
</tr>
<tr>
<td>May</td>
<td>Kamakura sightseeing tour</td>
</tr>
<tr>
<td>Jun.</td>
<td>Sports event</td>
</tr>
<tr>
<td>July</td>
<td>Summer event</td>
</tr>
<tr>
<td>Sep.</td>
<td>Tokyo sightseeing tour</td>
</tr>
<tr>
<td>Oct.</td>
<td>Koedo-Kawagoe sightseeing tour</td>
</tr>
<tr>
<td></td>
<td>Halloween party</td>
</tr>
<tr>
<td>Nov.</td>
<td>Mt. Takao hiking</td>
</tr>
<tr>
<td>Dec.</td>
<td>Japanese Speech Contest for International Students</td>
</tr>
<tr>
<td></td>
<td>Christmas party</td>
</tr>
<tr>
<td>Jan.</td>
<td>New Year event</td>
</tr>
</tbody>
</table>
Each of the four campuses has an International Lounge to promote mutual exchanges between international students and Japanese students. Many newspapers, magazines, pamphlets, and other useful information for international students are also available at the lounges.

### Lounge Location and Opening Hours

<table>
<thead>
<tr>
<th>Campus</th>
<th>Location</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Surugadai</td>
<td>Global Front (2F)</td>
<td>Mon.–Fri. 9:00 a.m.–6:00 p.m. Sat. 9:00 a.m.–12:30 p.m.</td>
</tr>
<tr>
<td>Izumi</td>
<td>Building No. 3 (1F)</td>
<td>Mon.–Sat. 9:00 a.m.–9:00 p.m.</td>
</tr>
<tr>
<td>Ikuta</td>
<td>Main Building (Administration Offices) (3F)</td>
<td>Mon.–Sat. 9:00 a.m.–6:00 p.m.</td>
</tr>
<tr>
<td>Nakano</td>
<td>High-Rise Wing(1F) (Learning Lounge)</td>
<td>Mon.–Fri. 9:00 a.m.–6:00 p.m. (Staff available: Mon.–Fri. 10:30 a.m.–4:00 p.m.) Sat. Closed</td>
</tr>
</tbody>
</table>

* The lounges are closed on Sundays, national holidays, university holidays, and days designated by the university.
* Opening hours are subject to change.
* Surugadai and Nakano campuses have prayer rooms. For details, please visit the office.

### Items to be Submitted to International Student Office

The following table shows the documents and information that students must submit and report to International Student Office or Nakano Campus Administrative Office in Low-Rise Wing(3F, international section).

<table>
<thead>
<tr>
<th>When to submit</th>
<th>Documents</th>
<th>Relevant page</th>
</tr>
</thead>
<tbody>
<tr>
<td>・2 weeks to 3 months before the expiration date of your visa</td>
<td>・Application for Extension of Period of Stay</td>
<td>P.69</td>
</tr>
<tr>
<td>・Beginning of each academic year</td>
<td>・When you renew your residence card ・When you change your address</td>
<td>・Residence Card Information</td>
</tr>
<tr>
<td>・Beginning of each academic year</td>
<td>・When you obtain/renew permission to engage in activities other than those permitted ・When you change your address</td>
<td>・Part time job information</td>
</tr>
<tr>
<td>・1 week before you leave Japan</td>
<td>・Temporary Leave Information</td>
<td>P.70</td>
</tr>
</tbody>
</table>

* Application forms are available at the International Student Office in each campus. It can be also downloaded from the university website.
The Immigration Control and Refugee Recognition Act (hereinafter referred to as the "Immigration Control Act") stipulates foreign resident's activities and necessary procedures in Japan. International students must take great care because failure to complete legally required procedures or violations of these regulations could prevent them from continuing their studies abroad.

Located close to each of the university campuses, these are where international students complete most of the procedures related to extending period of stay, receiving permission to conduct Extra-status Activity, and obtaining re-entry permits. (In addition to the main office, there are district offices and branch offices.)

<table>
<thead>
<tr>
<th>Location</th>
<th>Address</th>
<th>Phone Numbers</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tokyo Regional</td>
<td>Address: 5-5-30, Konan, Minato-ku, Tokyo, 108-8255</td>
<td>Tel: 0570-03-4259/03-5796-7234</td>
<td><a href="mailto:info-tokyo@immi-moj.go.jp">info-tokyo@immi-moj.go.jp</a></td>
</tr>
<tr>
<td>Immigration Bureau</td>
<td>Open: 9:00 a.m.—4:00 p.m. (closed weekends and national holidays)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student Inspection</td>
<td>■ Student Inspection Department</td>
<td>Tel: 0570-03-4259/03-5796-7234</td>
<td></td>
</tr>
<tr>
<td>Department</td>
<td>■ Foreign Residents Information Center (Tokyo)</td>
<td>Tel: 0570-013904/03-5796-7112</td>
<td></td>
</tr>
<tr>
<td>Tachikawa Branch Office</td>
<td>Address: Tachikawa Legal Affairs Joint Government Bldg., 3-31-2 Kita,</td>
<td>Tel: 042-528-7179</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Kunitachi-shi, Tokyo, 186-0001</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Open: 9:00 a.m.—4:00 p.m. (closed weekends and national holidays)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Saitama Branch</td>
<td>Address: Saitama Second Legal Affairs Joint Gov’t Bldg., 1F 5-12-1</td>
<td>Tel: 048-851-9671</td>
<td></td>
</tr>
<tr>
<td>Office</td>
<td>Shimo-ochiai, Chuo-ku, Saitama-shi, Saitama, 338-0002</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Open: 9:00 a.m.—4:00 p.m. (closed weekends and national holidays)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chiba Branch Office</td>
<td>Address: Chiba City Central Community Center, 2-1 Chiba-minato, Chuo-</td>
<td>Tel: 043-242-6597</td>
<td></td>
</tr>
<tr>
<td></td>
<td>ku, Chiba-shi, Chiba, 260-0026</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Open: 9:00 a.m.—4:00 p.m. (closed weekends and national holidays)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Yokohama District</td>
<td>Address: 10-7 Torihama-cho, Kanazawa-ku, Yokohama-shi, Kanagawa,</td>
<td>Tel: 0570-045259/045-769-1729</td>
<td></td>
</tr>
<tr>
<td>Immigration Office</td>
<td>236-0002</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Open: 9:00 a.m.—4:00 p.m. (closed weekends and national holidays)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>■ Student and Trainee Inspection Department</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Tel: 0570-045259/045-769-1729</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Kawasaki Branch</td>
<td>Address: Kawasaki West Joint Government Bldg., 1-3-14 Kamiyama, Asaoku,</td>
<td>Tel: 044-965-0012</td>
<td></td>
</tr>
<tr>
<td>Office</td>
<td>Kanagawa, 215-0021</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Open: 9:00 a.m.—4:00 p.m. (closed weekends and national holidays)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
[2] Residence Card

(1) Issuing Residence Card

A residence card is issued to mid-to-long-term residents when granted permission to reside in Japan, entry permit, permission to change residence status, extension of the period of stay, etc.

Mid-to-long-term residents newly entering Japan are issued a residence card after they pass through immigration. Mid-to-long-term residents who apply for an extension of their period of stay or a change in their residence status are issued a residence card after they visit an Immigration Bureau office and complete the required procedures.

(2) Duty to Carry Residence Card

Mid-to-long-term residents are required to carry the residence card at all times and present it when requested by police or other public officials. Failure to comply with this requirement could result in a fine or imprisonment.

(3) Changing Place of Residence (procedures at municipal offices)

When the place of residence listed on the residence card changes, mid-to-long-term residents must take their residence card to the municipal office of their new place of residence within 14 days of the change and make the required notification. Once they have completed the required procedures, their new address will be printed on the back of their residence card.

* When moving to a different municipality, mid-to-long-term residents are required to submit Notification of Moving Out to the municipality they have lived in.

(4) Change in Information on the Residence Card Other Than Place of Residence; Lost Residence Card, etc. (procedures at regional Immigration Bureau office)

If there is any change in the information on their residence card other than their address (e.g. name, date of birth, sex, nationality/region), mid-to-long-term residents must take their residence card to a regional Immigration Bureau office and make the required notification within 14 days of the change. Once they have completed the necessary procedures, a new residence card will be issued. Mid-to-long-term residents must also notify a regional Immigration Bureau office when they lose their residence card or it is damaged beyond use.

(5) Important Notes on the Immigration Control and Refugee Recognition Act

- The resident status can be revoked when people do not conduct the activities based on their resident status for three months or more without a valid reason.
- Resident status can also be revoked when activities for their resident status, academic record or history etc. are falsified or when false research reports, are submitted.
- The maximum fine for illegally residing in Japan is 3,000,000 yen. The maximum fine for conducting Extra-status Activities without permission is 2,000,000 yen.
## My Number System (Individual Number)

In accordance with the Social Security and Tax Number System (My Number System), which went into effect in January 2016, all registered residents of Japan are being issued a twelve-digit individual number. This number will be required for various types of administrative procedures including social security and tax procedures as well as disaster countermeasures. This number is very important for managing personal information, thus please do not lose, show or hand it to other person. It is valid throughout your lifetime. Same number will be issued, when leaving and re-entering Japan. For details, please contact the municipal office where the resident registry is made.

## Extending Period of Stay

### Applying for an Extension of Period of Stay

International students who overstay from their permitted period of stay are subject to deportation or criminal prosecution as an illegal alien. International students should be sure to apply for an extension of period of stay at a regional Immigration Bureau office (District Immigration Office, Branch Office, etc.) 2 weeks to 3 months before the expiration date of your visa. When applying, students must get a validation stamp from Meiji University at International Student Office. International students will need the following items for the application.

(Note) Due to the outbreak of COVID-19, we have restrictions on entry to the campuses.

The procedure for renewing your period of stay might be changed during this period, so be sure to check the latest information on our website.

### Required Documents

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
</table>
| 1 | Application for Extension of Period of Stay (specified form)  
  *Please fill in all 5 pages and print single-sided. |
| 2 | ID Photo (4cm x 3cm)  
  *Face forward, no hat, from the shoulders up and no background.  
  *Taken within the last 3 months |
| 3 | Passport (present) |
| 4 | Residence Card (present) |
| 5 |  
  Official Academic Transcript  
  Enrollment Certificate  
  *If you have not got Meiji University’s transcript and certificate yet, please submit your educational organization’s “Certificate of Attendance and Transcript” and “Certificate of Completion or Graduation”. |
| 6 | Statement of reasons for extending visa status  
  *Free format. Please write the reason for extending visa status.  
  *Extension for resident status as a “student” is not permitted if the reason is to continue job hunting |
| 7 | Document to verify the tuition and living expenses  
  ■ For students who support themselves financially, submit one of the following items (1 or 2):  
  1. The student’s bank account balance statement (original copy)  
  2. Photocopies of bankbook* in the student’s name  
  ■ For students who have a financial sponsor, submit one of the following items: (1, 2 or 3, if applicable4):  
  1. Sponsor’s bank account balance statement (original copy)  
  2. Photocopies of bankbook* in the financial sponsor’s name  
  3. Photocopies of bankbook* in the student’s name to receive remittance.  
  *Photocopies of bankbook must include the cover page, page 1 stating account holder’s name and all pages of deposit record for last 1 year.  
  4. Certificate(s) of scholarship(s). |
| 8 | Handling fee: 4,000 yen (You need to submit a revenue stamp when you get a new residence card). |
2) Application processing time: Two weeks–one month

3) Notes
- Below tips are only for students with “College Student” status of residence.
- You are required to get an authorization stamp by university on the application form. Once you get an authorization stamp, please go to the Immigration Bureau and complete the process by yourself.
- For the authorization stamp procedures, be sure to bring required documents 1-7 (※6 is only for eligible student), personal seal (Inkan) and student ID to the International Student Office.
- If you have a writing mistake, please erase the part with double lines, and affix your personal seal (Inkan) on it. Do not use white-out.
- Required documents must have been issued within the past 3 months.
- Attach a Japanese or English translation if required documents are written in other languages. (No need to be notarized)
- Re-entry to Japan is permitted while waiting for an approval of your application as far as it is within the specified period on your current residence card.
- If you have a part time job, be sure to apply for “Permission to Engage in Extra-status Activity” when applying for Extension of Period of Stay.
- Preferential measure
  If you applied for extension of your visa status and have not been informed of the result by the expiration date, you are allowed to stay in Japan until the date when your application is approved, or the date when two months have passed since the expiration date, whichever occurs first.
  * If you leave Japan while waiting for an approval of your application, you must re-enter within two months from the expiration date of the current residence period.
  * If you have a part time job, you need to reapply for “Permission to Engage in Activity Other than that Permitted under the Status of Residence Previously Granted (work permit)” so that you will be able to work for the two months after the expiration date of the residence period.

(2) Residence Card Information (Report from Oh-o!Meiji’s group function)
When obtaining permission for an extension of the period of stay, students will be issued a new residence card with the new period of stay. After obtaining their new residence card, students should promptly upload a copy of both the front and back of the card to Oh-o!Meiji’s group named “外国人留学生書類提出用/International Student Submission”(green icon). Also, students need to answer the questionnaire called “Residence Card Information” on Oh-o!Meiji.
* Please check the submission method from the following URL.
  https://www.meiji.ac.jp/cip/student_support/entry_clearance/6tshshp000033wsma-att/ListofSubmission.pdf

[5] Temporary Leave/Re-entry Permit
(1) Special Re-entry Permit
In principle, foreign nationals possessing a valid passport and residence card can re-enter Japan within one year of their departure to continue their activities in Japan without obtaining re-entry permit. This system is called a “Special Re-entry Permit”.
Foreign nationals who have departed from Japan on a “Special Re-entry Permit” should be aware that they will lose their residence status if they fail to re-enter Japan within one year of their departure.
If the period of stay on their residence cards expires within one year of their departure from Japan, they must re-enter before the period of stay expires.

(2) Temporary Leave Information (Report from Oh-o!Meiji’s group function)
International students who will leave Japan need to report your “temporary leave information” to International Student Office at least one week before departing whether or not classes are in session.
* For more details, please refer to the link below.
  https://www.meiji.ac.jp/cip/student_support/entry_clearance/re_entry.html
[6] Permission to Engage in Extra-status Activity

(1) Applying for permission to engage in Extra-status Activity

Foreign nationals are granted “student” resident status so that they can study at a Japanese university. For this reason, if students need to find a part-time job in order to pay for school or other expenses, they must receive permission to engage in an activity other than that permitted by status of residence previously granted (“Extra-status Activity”) by following the procedures prescribed by the Ministry of Justice. International students are allowed to work up to 28 hours per week (up to 8 hours per day and 40 hours per week during long holidays). Application can be done at the Immigration Bureau. International students will need the following items for the application.

1) Required Documents

① Application for Permission to Engage in Activity other than that Permitted under the Status of Residence Previously Granted (Ministry of Justice designated form)

The application can be downloaded from the following:


② Document that clearly indicates the activity which the application is for

③ Passport

④ Residence card

2) Application processing time

Two weeks–two months

3) Notes on Extra-status Activity

*Students cannot work in the adult entertainment industry or at places where adult entertainment business is conducted.

*When working at their part-time job, students must carry their residence card with a permission stamp on the “permission to engage in activities other than those permitted by the status of residence previously granted” section.

*Students should check the academic calendar for details on long holidays during summer, winter, and spring.

Permission stamp to engage in Extra-status Activity example (from Immigration Services Agency of Japan website)

Immigration Bureau Residence Card.


(2) Part time job Information (Report from Oh-o!Meiji’s group function)

The International Student Office requires students to report “Part time job Information” in order to keep track of extra-status activities for each student. After getting permission, there will be a permission stamp on the “permission to engage in activities other than those permitted by the status of residence previously granted” section on the back of the residence card. Students are required to upload a copy of both the front and back sides of their residence card to Oh-o!Meiji’s group named “外国人留学生書類提出用/International Students Submission” (green icon), and answer the questionnaire of “Part time Job Information” on Oh-o!Meiji’s group.

When you change your part-time job, do not forget to update the questionnaire information.

* For more details, please refer to the link below.

https://www.meiji.ac.jp/cip/student_support/entry_clearance/activities.html

[7] Leave of Absence from the University

Students with “student” resident status who take a leave of absence from the university will lose their
“student” resident status. Therefore, they cannot remain in Japan and work part-time jobs. They are required to depart from Japan immediately. Students should consult with the International Student Office before taking a leave of absence.

[8] Withdrawal/Removal from the University
Meiji University must report to the MEXT and Immigration Bureau about students who withdraw, expelled or missing. Students who withdraw or are expelled from the university must return immediately to their home country.
*The new Residency Management System introduced on July 9, 2012, makes it mandatory for all students who graduate from, complete their studies at, withdraw from, or are expelled from Meiji University to submit a “Notification Concerning an Organization for the Activity” to the Immigration Bureau. Students should be sure to submit this notification to the Immigration Bureau no later than 14 days after they graduate from, complete their studies at, withdraw from, or are expelled from the university.
“Notification Concerning an Organization for the Activity” (Ministry of Justice designated form) can be downloaded from following URL.
http://www.moj.go.jp/nyuukokukanri/kouhou/nyuukokukanri10_00014.html

[9] Graduation/Completion of Studies (Career and Resident Status)
Students should be fully aware that after graduating/completing studies, students cannot remain in Japan with their current resident card regardless their remaining period of stay. Even though the students’ period of stay has not expired, they must promptly return to their home country unless they apply for a change of resident status. When students remain in Japan after graduation/completion of studies, students should change their status according to their career. Please check the following website for details.
https://www.meiji.ac.jp/cip/student_support/entry_clearance/graduation.html
Regarding the status of residence after graduation/completion, we will explain in the “Graduation-Completion Guidance” which will be held in December for those who graduate/complete in March.(The guidance for students graduating/completing in September will be held in July).
The detail of guidance will be notified by Oh-o!Meiji, so please be sure to check it.
6 Scholarships for International Students

Meiji University provides information about scholarships for international students. For inquiries, please consult the International Student Office at Surugadai, Izumi, Ikuta Campuses or Nakano Campus Administrative office in Low-Rise Wing (3F). Details are on the International Student Office bulletin board and the university website.
HP: https://www.meiji.ac.jp/cip/student_support/funding/scholarship.html

[1] Types of Scholarships  (The following information is planned to be implemented in AY 2021.)
(1) Meiji University Scholarships
■Meiji University Scholarship for Privately Financed International Students
   This scholarship is for privately financed international students enrolled in a regular course to obtain a degree at Meiji University. It is to support international students with high academic motivation, and considered to be in need of financial support for education.
■Meiji University Parent’s Association Union Scholarship for International Students
   This scholarship is offered for International Students by Meiji University Parent’s Association Union. It is for newly admitted undergraduate international students with outstanding academic achievement.
■Meiji University Globalization Support Fund Limited Scholarship for International Students
   This scholarship is offered for International Students from Globalization Support Fund. It is for 2nd year undergraduate students with outstanding academic achievement.

(2) Scholarships Offered by the Japanese Government/Foundations
■Monbukagakusho Honors Scholarship for Privately Financed International Students
   This scholarship is managed by Japan Student Services Organization (JASSO) for both graduate and undergraduate international students with outstanding academic achievement.
■Scholarship offered by the foundations
   These scholarships are offered by a public interest incorporated foundations etc. The application method and eligibility are different depending on each scholarship. There are three types of application methods, “open application”, “application through the university” and “university nomination–based application”.

(1) Batched Application
   The application period for the following two scholarships and tuition assistance (reduction) program are scheduled in mid-April. For details, refer to the application guidelines and submit the required documents within the designated period. The application period for newly enrolled and returning students in the fall semester will be scheduled in October. From the 2nd academic year, students admitted in fall semester must apply in April.
■Monbukagakusho Honors Scholarship for Privately Financed International Students
■Meiji University Scholarship for Privately Financed International Students
■Meiji University Scholarship Tuition Assistance(Reduction) Program

(2) Applications for Scholarships Offered by the Foundations
   The following scholarships are announced when it is offered. For details, refer to the application guidelines and submit the required documents within the designated period. Application method for scholarship offered by the foundations differs depending on the type of application.
■Open application:  
   Students apply directly to the foundations.
■Application through the university:  
   Students apply to the university. The university sends the application materials to the foundation.
University nomination-based application:
Students apply to the university. The university conducts screening and select the candidates to nominate to the foundation.

(3) Scholarships awarded through university without application
Meiji University nominates the recipients for the following scholarships. There will be no announcements for application.
1) Meiji University Parent’s Association Union Scholarship for International Students
2) Meiji University Globalization Support Fund Limited Scholarship for International Students

7 Tuition & Fees Payment Methods and Deadlines

[1] Payment
Tuition and other fees are paid in installments each semester. The following is the breakdown of the payment schedule.
- Spring semester: Admission fee + 1/2 of Tuition fees (other than admission fee) + Misc. fees
- Fall semester: 1/2 of Tuition fees (other than admission fee)
  * Admission fee is required only in the first year.
  * Students eligible for tuition assistance receive the partial or full waiver assistance for their tuition in the fall semester. For students enrolled only in the spring semester or admitted for the fall semester, the assistance amount is transferred to their designated account after eligibility for assistance is determined.
  * Tuition and fees should be paid at the bank or by transferring the money from an ATM. When transferring money, the amount written on the tuition transfer slip should be paid by wire transfer to the given account in Japanese yen.
  * Note: Overseas remittance will not be accepted.

[2] Payment Deadlines
Tuition transfer slip will be sent to students. (It can only be sent to the student him/herself.) The following are the dates that transfer slips are sent and the payment deadlines.

<table>
<thead>
<tr>
<th></th>
<th>Date transfer slip sent</th>
<th>Payment deadlines</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring</td>
<td>Early April</td>
<td>April 30</td>
</tr>
<tr>
<td>Fall</td>
<td>Late September</td>
<td>October 20</td>
</tr>
</tbody>
</table>

*Notes:
- Students who cannot pay their tuition or fees by the deadline under unavoidable circumstances must receive approval from their school or graduate school by submitting a “Request for Permission to Delayed Payment”. Note that students who fail to pay their tuition and fees by the deadline will be expelled from the university as stipulated by the university regulations. Once students are expelled, they are ineligible for tuition assistance even if the expulsion rescinded later. [refer to P.75]
- For address changes, students should immediately submit a “Notice of Change of Address” to the office of their undergraduate school or graduate school.

[3] Voucher for Tuition Payment
If students need voucher for tuition payment for the tax procedure of the home country, please pay the tuition at the bank counter and receive the voucher from the bank. Transfer form with a receipt stamp from the bank serves as the voucher for tuition payment, which is not issued when the students pay the tuition from ATM or online banking. Transaction record slip of the ATM or online banking will be the documents to certify that the students completed the tuition payment. Students should be aware that Meiji University will NOT issue a voucher. Please keep the transfer form stamped by the bank.
8 Tuition Assistance (Reduction) Program

Meiji University offers tuition assistance (reduction) to privately financed international students. The program was launched to reduce the financial burden on international students and help them continue their studies and have a healthy and fruitful study-abroad experience.

The following is an overview of the tuition assistance program for AY 2021. More details can be found on the "Application Guideline for Scholarship and Meiji University Tuition Assistance Program for Privately Financed International Students" website.

[1] Eligibility

Students who meet all the following requirements:

1) Students with excellent personality, outstanding academic results and have difficulties in continuing studies for financial reasons.

2) Holding resident status of “Student” (including those in the process of changing the status to “Student”).

Student whose visa has expired due to studying abroad at Meiji University partner institution or studying at institution admitted by Meiji University is eligible.

3) Privately financed international students who newly-enrolled or re-enrolled in a regular course of Meiji University (excluding exchange students).

4) The cumulative GPA up till the previous academic year:

   Undergraduates: 2.00 or above / Graduates: 3.00 or above

   (Only for Graduate School of Professional Accountancy: 1.70 or above)

   *There is no GPA requirement for new students.

5) The credits earned in the previous academic year:

   - Undergraduate students: 20 credits or more
   - Undergraduate students admitted in fall of previous AY or re-enrolled students who attended only one semester before the absence: 10 credits or more

6) The allowance sent from the student’s financial supporter may not exceed JPY 90,000 per month on average (excluding admission and tuition fees). In case student’s supporter is residing in Japan, the annual income must be less than JPY 5,000,000.

7) Students who are not receiving "Meiji University International Students Incentive Scholarship Program" and "Meiji University Special Grant for Privately Financed International Students".

8) Students who are not repeating a school this year or not on a leave of absence from school in fall semester of this AY.

9) Students who are NOT under disciplinary action in this AY.

   *Students will lose eligibility for assistance when they withdraw, get expelled, or get under disciplinary action from the university after applying for assistance. Once students withdraw from the university, students are not eligible for the assistance for this AY, even though the withdrawals were to be cancelled.

   *Qualified students who fail to complete application procedure will not be eligible for the program.
[2] Tuition Assistance Rate

<table>
<thead>
<tr>
<th>School year</th>
<th>Decision criteria of assistance rate</th>
<th>Assistance rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Newly admitted Undergraduate/Master’s program, Doctor’s program Graduate students</td>
<td>-</td>
<td>40%</td>
</tr>
<tr>
<td>Newly admitted Professional graduate program students</td>
<td>-</td>
<td>30%</td>
</tr>
<tr>
<td>2nd year of Master’s program, 2nd to 3rd year of Doctor’s program (Graduate)</td>
<td>In the top 80% in each graduate school</td>
<td>30%</td>
</tr>
<tr>
<td>2nd year of Professional graduate program (Graduate)</td>
<td>In the top 80% in each graduate school</td>
<td>15%</td>
</tr>
<tr>
<td>2nd to 4th year students (Undergraduate)</td>
<td>In the top 10%</td>
<td>50%</td>
</tr>
<tr>
<td></td>
<td>In the top 40%</td>
<td>30%</td>
</tr>
<tr>
<td></td>
<td>In the top 80%</td>
<td>15%</td>
</tr>
</tbody>
</table>

* Due to budgetary constraints, not all qualified applicants will receive financial assistance.
* Assistance amount is applied to tuition only.
* The assistance rate is subject to change from year to year.

[3] How to Apply

The application period is scheduled in mid-April.
* The application period for newly enrolled and returning students in the fall semester will be scheduled in October. From the 2nd academic year, students admitted in fall semester must apply in April.
* The detail will be on the International Student Office’s bulletin board at Surugadai, Izumi, and Ikuta Campus or the Student Information Area at Nakano Campus (1F) and the university website. Please submit application documents to the International Student Office by the application deadline according to the notice.


The amount of the assistance is deducted from the tuition for the fall semester. Students should check their transfer slip which will be sent around late September. For those admitted and re-enrolled in the fall semester, the amount of the assistance will be transferred to their designated account after the students have been selected as recipients.
**9 Healthcare**

[1] National Health Insurance

Foreign nationals who reside in Japan over 3 months are required to register as resident and must enroll in National Health Insurance. Although National Health Insurance members must pay the insurance premium, they will only have to pay 30% of the medical expenses under the health insurance coverage. Students must apply at the city or ward office where they live to enroll in the insurance program. Once they join it, they should always carry the insurance card in case of sudden illness or injury. For more information, please ask your local city office.

[2] Meiji University Student Health Insurance

Meiji University has its own student health insurance mutual union that pays a lump-sum benefit in order to reduce the financial burden in case of sickness or being injured while students are enrolled at the university. All undergraduate and graduate students of Meiji University are automatically enrolled in the program upon admission.

The student health insurance mutual union has agreements with approximately 160 healthcare facilities around the Surugadai, Izumi, Ikuta, and Nakano campuses as well as in major cities throughout Japan. Students who receive medical treatment at one of these facilities as an out-patient do not need to pay the expenses under the health insurance coverage. However, they must present their student ID and the national health insurance card for the expenses to be covered. Whether or not a healthcare facility has an agreement with the union, students who hospitalized in any medical facility nationwide are able to get the amount of the expenses covered by the union (special hospital benefit) by making a claim. Students should refer to the Student Health Insurance Guide for details about the program, including healthcare facilities that the university has agreements with and benefits information. You can also contact the Student Support Office on each campus if you have any questions. (For the Nakano Campus, contact the Nakano Research and Educational Support Office).

[3] Personal Accident Insurance for Students Pursuing Education and Research

All students are enrolled in Personal Accident Insurance for Students Pursuing Education and Research in the case of accidents during educational activities. All premiums are paid by the university. The insurance covers injuries occurred during classes, university events, and extracurricular activities due to sudden and accidents which meets the insurance requirements. Students should contact the Student Support Office on each campus (for the Nakano Campus, contact the Nakano Research and Educational Support Office) for details.


Regular health checkups for students are conducted every April. You should take a health checkup to identify any early signs of health issues and to help maintain your good health. Based on the result of the checkups, we can offer you healthcare advice and refer you to other medical specialists if necessary.


The campus clinic is located on Surugadai, Izumi, Ikuta and Nakano campus. These campus clinics, composed of physicians, public health nurses and nurses, offer medical consultations and healthcare advice. Students must present their student ID to have the consultations. The operating hours vary for each campus clinic. Students are encouraged to check hours on website or by calling. For more details, please refer to Student Health Insurance Guide in the official website of Meiji University.
The housing information for international students will be announced on the International Student Office bulletin boards and the university website. Please consult with the Campus Support Desk on each campus regarding other housing information such as renting rooms.

[1] International Student Office Housing
For the following housings, student needs to apply to the International Student Office. The International Student Office will provide guidance for application, procedures when moving-in and moving-out, etc. Please be sure to follow the guidance.

(1) Company Dormitories
Foundation of Corporate Friendship Network for Foreign Students manages this program to support international students financially and foster a better understanding between the employees and the international students. The qualification to live in the dormitory depends on each dormitory. The fee is generally set approximately 10,000–20,000 yen/month. The International Student Center conducts screening of the applicants.

(2) Tokyo International Exchange Center
This dormitory is for graduate school students. It is offered by Japan Student Service Organization.

<table>
<thead>
<tr>
<th>Address</th>
<th>2-2-1 Aomi, Koto-ku, Tokyo</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nearest station</td>
<td>3 min walk from Tokyo International Cruise Terminal Station on Yurikamome Line</td>
</tr>
<tr>
<td>Type of room</td>
<td>Private apartment for one</td>
</tr>
<tr>
<td>Size</td>
<td>20m²</td>
</tr>
<tr>
<td>Number of rooms</td>
<td>330</td>
</tr>
<tr>
<td>Room Fee (per/month)</td>
<td>35,000 yen</td>
</tr>
<tr>
<td>* Expenses for utilities not included</td>
<td></td>
</tr>
</tbody>
</table>

[2] Other Housings
The following is information of housings which accepts international students. Students must apply directly to these housings.

<table>
<thead>
<tr>
<th>Name of Dormitory</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Asia Bunka Kaikan</td>
<td>2-12-13 Honkomagome, Bunkyo-ku, Tokyo (<a href="https://www.abk.or.jp/asian_cultural_center/">https://www.abk.or.jp/asian_cultural_center/</a>)</td>
</tr>
<tr>
<td>Rikko Kaikan</td>
<td>2-43-12 Kotake-cho, Nerima-ku, Tokyo (<a href="http://rikkokai.or.jp/?page_id=4351">http://rikkokai.or.jp/?page_id=4351</a>)</td>
</tr>
<tr>
<td>Tokyo-to Ota Kinenkan</td>
<td>2-16-14 Kugayama, Suginami-ku, Tokyo (<a href="http://www.otakinen.com/">http://www.otakinen.com/</a>)</td>
</tr>
<tr>
<td>Tama Esty Student Housing</td>
<td>4-1-1 Inogata, Komae-shi, Tokyo (<a href="http://www.tamaesty.com/">http://www.tamaesty.com/</a>)</td>
</tr>
</tbody>
</table>
[3] Renting an Apartment
The Campus Support Desk on each campus provides the information on the following three types of apartments.

- **University registered apartments:**
  Apartments registered with the university

- **Student apartments:**
  Apartment complexes are available only for students. They are managed by the real-estate agencies that the Meidai Support Corporation has a partnership with.

- **Apartments offered by partner real-estate agencies:**
  Housing referred by real-estate agencies that the Meidai Support Corporation has a partnership with.

[4] General Cautions for Housing Search

1. (1) Before Contract
   - **Students should visit and see several properties before signing a rental agreement.** Be sure to check the surrounding area, sun exposure, the apartment’s structure, etc.
   - **Rents depend on various factors, such as distance to the city center, size, and the amount of sunlight it gets.**
   - **In order to reserve an apartment, students may need to pay a deposit to the owner about half-one month’s rent.** When the rental agreement is signed, this deposit is applied to the rent. However, students should be aware that the deposit will not be refunded if they do not sign the rental agreement.

2. (2) When Making Contract
   - **In order to avoid future problems, students should always get a written rental agreement, not relying on a verbal agreement.** It is suggested that students pay extra attention to the “special provisions” section of the rental agreement. Students should also make sure that they fully understand the terms of the agreement.
   - **When renting an apartment, students must pay one-time expense such as security deposit and “key money” (reikin) to the owner (or landlord).** Key money is not refundable. The security deposit will be used to settle unpaid bills such as monthly rent and utilities, and repair fee if there is damage to the room. When students sign a rental agreement, in addition to first month’s rent, security deposit and key money, which equivalent to about one–two month rent will be charged. Consequently, the initial move-in payment will be around 150,000 to 300,000.
   - **Students should keep rental agreement until it expires or is terminated.**

3. (3) While Living the Room
   - **Apartments are usually unfurnished; students must purchase the furniture and basic household supplies.**
   - **Only persons listed on the rental agreement are allowed to live in the apartment.**
   - **As a general rule, the rent for following month should be paid by the end of previous month.**
   - **The room must be restored to its original state when moving out.** Students should be aware that if they drive nails in walls or leave the walls, floors, or other areas dirty, they may be billed to pay compensation.

4. (4) When Moving Out
   - **Duration of rental agreements are typically for one-two years.** If students move out of their apartment before the end of the rental period, students must inform the owner by the date given in the rental agreement.

When renting an apartment, students will need a guarantor. For students who cannot find a guarantor in Japan, Meiji University recommends to use guarantor company below. Students who are enrolled in Meiji University can get special service at a special price.

(1) Guarantor Company

Global Trust Networks Co, Ltd.
1-21-11 2nd Floor Oak Ikebukuro Building, Higashiikebukuro, Toshima-ku, 170-0013
Tel : 03-5956-4111 / Fax : 03-6804-6802
Website : https://www.gtn.co.jp/business/rent-warranty/tenant/

(2) Requirements

■ Students enrolled in Meiji University
  * Students are not eligible for this service when they graduate, withdraw, get expelled, or get under disciplinary action from the university.
■ Has the status of residence as a “student”
■ Students who can follow instructions from Meiji University International Student Center.

(3) Contract

1) Prepare required document for screening
   A. Residence Card – Copy of front and back
   B. Passport – Copy of the page with your photo
   C. Student ID – Copy of front and back
   * Notification of acceptance or Admission Permit (in case of admission period)
   D. Emergency contact information (One of your parents and one of acquaintances who live in Japan)

2) Get the leaflet at International Student Office or Nakano Campus Administrative Office in Low-Rise Wing (3F, international section.)
   The leaflet can be downloaded from the following URL.
   https://www.meiji.ac.jp/cip/student_support/accommodation/insurance.html

3) Submit the GTN leaflet to the real estate management company

(4) Other Services

1) Language Support
   (Japanese, English, Chinese, Korean, Vietnamese, Nepal)

2) 24 hours Life Support
   (Support of utilities contracts such as electricity, gas and water, guidance for termination or renewal of lease agreement, etc.)
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(4) Other Services
1) Language Support
(Japanese, English, Chinese, Korean, Vietnamese, Nepal)
2) 24 hours Life Support
(Support of utilities contracts such as electricity, gas and water, guidance for termination or renewal of lease agreement, etc.)
Surugadai Campus Map

1. Kishimoto Tatsuo HALL [2F]
2. Dining Hall (Sky Lounge Akatsuki) [1F]
3. Classroom
4. Hidamari Plaza
5. Central Library [1F—B3F]
6. Liberty Academy
7. Portrait relief of the founders of Meiji University
8. Meiji University Museum / AKU YOU Memorial Museum [B1F]
9. Shikon Hall [1F]
10. International Student Office [2F]
11. International Lounge [2F]
12. Lounge Marronnier
13. Café Pensée
14. Meidai Mart

All buildings are equipped with elevators and are accessible to those in wheelchairs. Wheelchair accessible restrooms are also available (Except Building No. 10 and Surugakacho Building).
International Student Office: Main Building (Administration Offices) (1F)
Nakano Campus Map

1. Portrait relief of the founders of Meiji University
2. Main Entrance
3. Atrium
4. Lounge [High-Rise Wing 3F]
5. Cross-Field Lounge [High-Rise Wing 6F]
6. Self-Access Center [High-Rise Wing 1F]
7. International Lounge [High-Rise Wing 1F]
8. Nakano Library [Low-Rise Wing 2F]
9. Cafeteria [Low-Rise Wing 1F]
10. International Student Office [Low-Rise Wing 3F]
11. Nakano Shiki-no-Mori-Koen Park

Office: Low-Rise Wing (3F)
[1] Counseling Organizations

(1) General Information

1) Tokyo YWCA Saturday Conversation Lounge
   For international students who do not have enough chances for actual conversation with
   Japanese, this pleasant lounge is where they can meet people from various countries. Free
   conversation is good practice for learning Japanese.
   ■ Day and Time: Saturday 1:30 p.m.– 5:00 p.m.
   ■ Address: 1F Salon, Tokyo YWCA Building, 1-8-11 Kanda-surugadai, Chiyoda-ku, Tokyo
   ■ Tel: 03-3293-5424
   ■ URL: https://www.tokyo.ywca.or.jp/peace/ryugakusei/ryugakusei/ryu-room.html

2) Tokyo YWCA International Student Advisory Room (Temporarily closed)
   The advisory room provides counseling to international students and information related to
   school applications, scholarships, residency, housing, part-time work and advice for living in
   Japan. The advisory room also offers Japanese-language support and referrals for short-term
   home stays.
   ■ URL: https://www.tokyo.ywca.or.jp/peace/ryugakusei/ryugakusei/consultation.html
   * As of March 2021, this consultation room is closed.

3) Foreign Residents’ Advisory Center by Tokyo Metropolitan Government
   The center provides telephone and face-to-face counseling on immigration, marriage/citizenship,
   work, and other issues related to daily life in Japan to foreigners living in Tokyo.
   ■ Address: Foreign Residents’ Advisory Center, Resident Voice Section, Tokyo Metropolitan Main
   Building No.1, 2-8-1 Nishi-shinjuku, Shinjuku-ku, Tokyo
   Language | Contact | Days (excluding national holidays) | Open
   --------- | ------- | ------------------------------- | -------
   English   | 03-5320-7744 | Mon.–Fri.                       | 9:30a.m.–12:00p.m.
   Chinese   | 03-5320-7766 | Tue., Fri.                      | 1:00p.m.–5:00p.m.
   Korean    | 03-5320-7700 | Wed.                            |
   ■ URL: http://www.e-sodan.metro.tokyo.jp/tel/foreign/index_e.html

(2) Medical Information

1) Healthcare Information
   Tokyo Metropolitan Medical Institution Information “Himawari”
   The service offers referrals to hospitals that can provide care in foreign languages and
   telephone interpreting services in emergencies. Students can also search for healthcare facilities
   on their website.
   ■ URL: https://www.himawari.metro.tokyo.jp/
   ◊ Tokyo Metropolitan Health and Medical Information Center (Himawari)
   The center provides referrals to hospitals that can handle foreign languages.
   ■ Tel: 03-5285-8181
   ■ Open: Daily 9:00 a.m.–8:00 p.m.
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3) Foreign Residents' Advisory Center by Tokyo Metropolitan Government
The center provides telephone and face-to-face counseling on immigration, marriage/citizenship, work, and other issues related to daily life in Japan to foreigners living in Tokyo.
■ Address: Foreign Residents' Advisory Center, Resident Voice Section, Tokyo Metropolitan Main Building No.1, 2-8-1 Nishi-shinjuku, Shinjuku-ku, Tokyo
■ Language Contact Days (excluding national holidays) Open English 03-5320-7744 Mon. – Fri. 9:30 a.m.–12:00 p.m. – 5:00 p.m.
Chinese 03-5320-7766 Tue., Fri. Korean 03-5320-7700 Wed.
■ URL: http://www.e-sodan.metro.tokyo.jp/tel/foreign/index_e.html

2) AMDA International Medical Information Center
The center provides referrals to medical facilities where the student’s language is spoken and information about the medical welfare system and healthcare over the phone (eight languages).
■ Tel: 03-6233-9266

<table>
<thead>
<tr>
<th>Language</th>
<th>Day</th>
<th>Office hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>English, Chinese</td>
<td>Daily</td>
<td>10:00 a.m.–4:00 p.m.</td>
</tr>
<tr>
<td>Chinese</td>
<td>Tue., Thu.</td>
<td></td>
</tr>
<tr>
<td>Korean</td>
<td>Mon.</td>
<td></td>
</tr>
<tr>
<td>Thai</td>
<td>Tue.</td>
<td></td>
</tr>
<tr>
<td>Spanish</td>
<td>Wed.</td>
<td></td>
</tr>
<tr>
<td>Portuguese</td>
<td>Fri.</td>
<td></td>
</tr>
<tr>
<td>Filipino</td>
<td>Mon.</td>
<td></td>
</tr>
<tr>
<td>Vietnamese</td>
<td>2nd and 4th Wed.</td>
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■ URL: https://www.amdamedicalcenter.com/activities

(3) Work-related Advising
1) Tokyo Metropolitan Labor Consultation Center
The center provides counseling on wages related to part-time work. An appointment is necessary for counseling.
■ Address:
Iidabashi: Tokyo Shigoto Center (9F), 3-10-3 Iidabashi, Chiyoda-ku, Tokyo
Osaki: West Tower (2F), Gate City Ohsaki, 1-11-1 Osaki, Shinagawa-ku, Tokyo
Kokubunji: 3-22-10 Minami-cho, Kokubunji-shi, Tokyo

<table>
<thead>
<tr>
<th>Language</th>
<th>Center/office</th>
<th>Contact</th>
<th>Day</th>
<th>Counseling hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td>Iidabashi</td>
<td>03-3265-6110</td>
<td>Mon.–Fri.</td>
<td>2:00 p.m. - 4:00 p.m.</td>
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<tr>
<td></td>
<td>Osaki</td>
<td>03-3495-6110</td>
<td>Tue.</td>
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<tr>
<td></td>
<td>Kokubunji</td>
<td>042-321-6110</td>
<td>Wed.</td>
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<tr>
<td>Chinese</td>
<td>Iidabashi</td>
<td>03-3265-6110</td>
<td>Tue., Wed., Thu.</td>
<td>2:00 p.m. - 4:00 p.m.</td>
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■ URL: https://www.hataraku.metro.tokyo.jp/soudan-c/center/e/index.html
# Meiji University Telephone Directory

## Surugadai Campus

<table>
<thead>
<tr>
<th>Department</th>
<th>Contact Number</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Operator</td>
<td>03-3296-4545</td>
<td></td>
</tr>
<tr>
<td>School of Law</td>
<td>03-3296-4154</td>
<td>School of Information and Communication</td>
</tr>
<tr>
<td>School of Commerce</td>
<td>03-3296-4160</td>
<td>Graduate Schools</td>
</tr>
<tr>
<td>School of Political Science and Economics</td>
<td>03-3296-4172</td>
<td>Professional Graduate School [Law School, Global Business, Governance Studies, Professional Accountancy]</td>
</tr>
<tr>
<td>School of Arts and Letters</td>
<td>03-3296-4182</td>
<td>International Student Office</td>
</tr>
<tr>
<td>School of Business Administration</td>
<td>03-3296-4194</td>
<td>Finance Office</td>
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## Izumi Campus

<table>
<thead>
<tr>
<th>Department</th>
<th>Contact Number</th>
<th>Details</th>
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<tbody>
<tr>
<td>Operator</td>
<td>03-5300-1121</td>
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</tr>
<tr>
<td>School of Law</td>
<td>03-5300-1140</td>
<td>School of Business Administration</td>
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<tr>
<td>School of Commerce</td>
<td>03-5300-1142</td>
<td>School of Information and Communication</td>
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<tr>
<td>School of Political Science and Economics</td>
<td>03-5300-1145</td>
<td>Graduate School of Humanities</td>
</tr>
<tr>
<td>School of Arts and Letters</td>
<td>03-5300-1148</td>
<td>International Student Office (International Student’s Support)</td>
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## Ikuta Campus

<table>
<thead>
<tr>
<th>Department</th>
<th>Contact Number</th>
<th>Details</th>
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<tbody>
<tr>
<td>Operator</td>
<td>044-934-7171</td>
<td>Graduate School of Science and Technology</td>
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<tr>
<td>School of Science and Technology</td>
<td>044-934-7560</td>
<td>Graduate School of Agriculture</td>
</tr>
<tr>
<td>School of Agriculture</td>
<td>044-934-7574</td>
<td>International Student Office</td>
</tr>
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</table>

## Nakano Campus

<table>
<thead>
<tr>
<th>Department</th>
<th>Contact Number</th>
<th>Details</th>
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</thead>
<tbody>
<tr>
<td>Operator</td>
<td>03-5343-8000</td>
<td>Graduate School of Advanced Mathematical Sciences</td>
</tr>
<tr>
<td>School of Global Japanese Studies</td>
<td>03-5343-8045</td>
<td>Graduate School of Science and Technology</td>
</tr>
<tr>
<td>School of Interdisciplinary Mathematical Sciences</td>
<td>03-5343-8040</td>
<td>Nakano International Student Section</td>
</tr>
<tr>
<td>Graduate School of Global Japanese Studies</td>
<td>03-5343-8039</td>
<td></td>
</tr>
</tbody>
</table>
外国人留学生のためのガイドブック2021
International Student’s Guidebook

発行日　2021年4月1日
発行　明治大学 国際教育事務室
〒101-8301 千代田区神田駿河台1-1
TEL　03-3296-4141
Meiji University School Song
Lyrics by Kagai Kodama
Music composed by Kosaku Yamada

1.
Shirakumo nabiku Surugadai,
Mayu hiidetaru wakodo ga,
Tsuku ya jidai no ake no kane,
Bunka no ushio michibiki te,
Togeshi ishin no hae ninau.
Meiji sonona zo wareraga bokou.
Meiji sonona zo wareraga bokou.

2.
Kenri jiyu no youran no,
Rekishi wa furuku imamo nao,
Tsuyoki hikari ni kagayakeri,
Dokuritsu jichi no hata kazashi,
Takaki risou no michi wo yuku.
Warera ga kenji no ikiwoba shiru ya.
Warera ga kenji no ikiwoba shiru ya.

3.
Reihou fuji wo aogi tsutsu,
Kokku kensan tanen naki,
Warera ni moyuru kibou ari,
Ideya toua no ikkaku ni,
Jidai no yume wo yaburu beku,
Seigi no kane wo uchite narasan.
Seigi no kane wo uchite narasan.