

# For students entering in April,2024 Orientation for New International Students

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**International Student Office  
Meiji University**



**Click** the link below to review the handouts !

1. Resume (This document)
2. International Student's Guidebook
3. Application guidelines of Tuition Assistance Program
4. Bulletin board for international students
5. Guide to Career support center
6. Poster of Meiji Univ. Japanese Speech Contest
7. Guide to the Student Counseling Room
8. To protect yourself from earthquakes



Click the link below and check the slide !

Documents to be submitted	<a href="#"><u>【All required】List of Submission</u></a>	P4
	<a href="#"><u>【Optional】 Information regarding scholarships</u></a>	P5
Student Support	<a href="#"><u>About International Student Office</u></a>	P7 - 10
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# Documents to be submitted



# [All required] List of Submission

Please submit the documents via "Oh-o!Meiji" system.

If the documents are not submitted by the deadline of April 26 (Fri.),

**you may not be eligible for scholarships or other student support.**

\*Faculty office will provide you with instructions on how to log in to Oh-o!Meiji.



Where to submit	Group "International Students Submission (for freshman) "
Submission Period	<b>April 17<sup>th</sup> (Wed.) ~ April 26<sup>th</sup> (Fri.)</b>
Documents to be submitted	<ul style="list-style-type: none"><li>① <b>Photo data of your residence card copy (both sides)</b></li><li>② <b>Photo data of your passport</b></li><li>③ <b>Photo data of your National Health Insurance card</b> ※Students who do not have their insurance card yet, please submit them as soon as you receive it.</li><li>④ <b>Answer the questionnaire "International Students Information"</b></li></ul> <p>【only if you are eligible, answer ⑤・⑥ below.】 * If you have part time job</p> <ul style="list-style-type: none"><li>⑤ <b>Answer the questionnaire "Part time job information"</b></li></ul> <p>* When leaving Japan temporarily after enrollment</p> <ul style="list-style-type: none"><li>⑥ <b>Answer the questionnaire "Temporary leave information"</b></li></ul>
How to submit	For information on how to submit items ①, ⑤, and ⑥ above, please click <a href="#">here</a> . For ②,③,④ please click <a href="#">here</a> .



Information regarding scholarships are listed here.  
Please check the application guidelines for each scholarship and submit the required documents within the application period if you wish to apply.

## **■ Tuition Assistance Program**

Application period: April 10<sup>th</sup>(Wed.) to April 26<sup>th</sup> (Fri.)

How to apply: by answering forms

\*If you do not apply within the period above, your tuition fees will not be reduced so **please do not forget to apply.**

## **■ Scholarships offered by the foundations**

Please check the application period from each scholarship's guideline.





# Student Support



International Student Office helps international students in areas below.

1. Life in Japan as a Meiji University Student
2. Visa/Resident Status Procedure
3. Various reporting information
4. Housing
5. Scholarships
6. \*Japanese Language Classes

\*For inquires about classes other than Japanese language classes, please visit your school office.





Campus	Place	Handling time and date
Surugadai	International Student Office Global Front 2 <sup>nd</sup> floor	Mon. - Fri. 9:00 AM - 5:00 PM (Closed on 11:30 AM - 12:30 PM) Saturdays 9:00 AM - 12:30 PM
Izumi	International Student Office Building No.1, 1 <sup>st</sup> floor	Mon. - Fri. 9:00 AM - 5:00 PM (Closed on 11:30 AM - 12:30 PM) Saturdays Closed
Ikuta	International Student Office Main Building, 1 <sup>st</sup> floor	Mon. - Fri. 9:00 AM - 5:00 PM (Closed on 11:30 AM - 12:30 PM) Saturdays Closed
Nakano	Nakano Campus Administrative Office Low-rise Building 3F	Mon. - Fri. 9:00 AM - 5:30 PM (Closed on 11:30 AM - 12:30 PM) Saturdays 9:00 AM - 12:30 PM

Office hours differs from usual during vacations.  
Please check [here](#) for details.



# International Lounges



@Izumi Campus



@Surugadai Campus



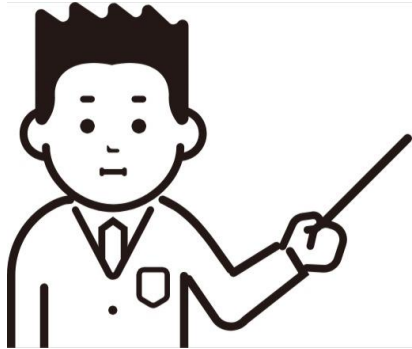
@Ikuta Campus

Campus	Place	Office Hours
Surugadai	Global Front 2 <sup>nd</sup> floor	Mon.- Fri. 9:00AM - 6:00PM Saturdays 9:00AM - 12:30PM
Izumi	Building No.1,1F	Mon.-Sat. 9:00AM - 6:00PM
Ikuta	Dining Hall Square 21,1F	Mon.-Sat. 9:00AM - 6:00PM
Nakano	High-Rise Wing, 1F *Learning Lounge	Mon.- Fri. 9:00AM - 6:00PM

Information : International Students Guidebook P12



## Teaching Assistants (TA)



Support for learning Japanese!

- Check the Japanese in the report
- Help reading Japanese language materials
- Explain questions in daily conversation

## Campus mate (CM)

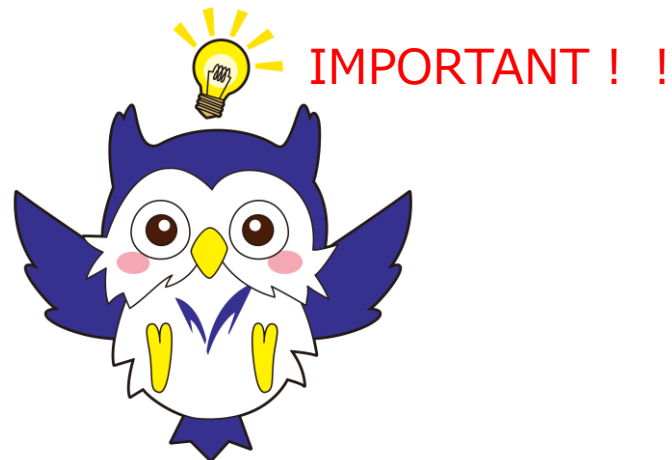


Support for international exchange!

- Planning and organizing events
- Sightseeing at famous places in Japan



# About Visa Procedures



# Visa extension procedure

Renewal procedures can be completed **3 months prior** to the expiration date of the period of stay. Please start preparing documents as soon as possible.

## STEP 01



**Submit required documents to International Student Office**

➡ It takes about 3 days for the office to check and prepare the documents.

## STEP 02



After receiving documents from ISO, please **submit the documents to Immigration Bureau**

➡ It will take about 2 weeks to 1 month till you receive your new residence card.

## STEP 03



As soon as your new residence card is issued, **submit a copy of the card to Oh-o! Meiji Group "International Student Submission (for freshman).**

Information : International Students Guidebook P13~17

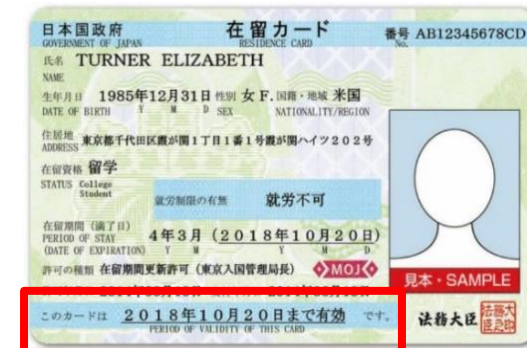


1. In the case of **poor grades, very few credits earned, or non-payment of tuition fees**, extension of the period of stay will not be granted, and the student may not be able to stay in Japan.
2. Please **be careful not to exceed the expiration date of your period of stay**. If you stay beyond your period of stay, you will be deported or criminal penalties.



## Important!

Always check the expiration date of your visa and **be careful not to overstay**.



You can check the expiration date from here.



When leaving Japan, students who have a valid passport and residence card, and return to Japan within one year of your departure, you do not need to apply for a regular re-entry permit.



## Important !

- Return to Japan within one year
- Return before “Period of stay” expires
- When leaving Japan, tell the immigration officer that you are using this special re-entry permission.



# About part time work permit

International students are allowed to work up to 28 hours per week by getting a permission issued by Immigration Bureau.

\*Hours available to work will vary during long vacations.

During summer, winter, and spring breaks, no more than 8 hours per day and no more than 40 hours per week.

For the procedures, please check [here](#).



住居地記載欄		
届出年月日	住居地	記載者印
2014年12月1日	東京都港区港南5丁目5番30号	東京都港区長
資格外活動許可欄		
許可: 原則週 28 時間以内・風俗営業等の従事を除く		

## Important!

★ You may not work part-time in places where adult entertainment or adult entertainment-related businesses are conducted. Also, washing dishes and cleaning in snack bars, nightclubs, bars and coffee shops where customers are entertained and served food and drinks are prohibited.

★ Please report to International Student Office when you start a part-time job or when you change your part-time job. Check [here](#).

Information : [International Students Guidebook P16](#), [website](#)





■ Leave of absence from the University

■ Withdraw/Removed from the University

■ Graduation/Completion of studies



## **Important!**

Even if your visa status still has the period of stay after the above, visa problem occur.

If you are in any cases above, please consult with International Student Office in advance.

Information : International Students Guidebook P17, website



# About scholarships & Tuition Assistance



**The more you study, the more financial support you can get!**

## ① Scholarship

## ② Tuition Assistance



Reduce Payment

For students with student visa.  
★Over 50 scholarships a year.  
★Application requirements vary by scholarship.

New students receive a partial tuition subsidy.  
\*From the 2nd year, the amount of subsidy is determined based on grades.



How to apply	Example of scholarship
Announce via Oh-o!Meiji	<u>Meiji University <b>Scholarship for Privately Financed International Students</b></u>
Announce via Oh-o!Meiji	<u>Meiji University <b>Tuition Assistance Program</b></u>
Individuals will be Contacted separately	<u><b>Monbukagakusho Honors Scholarship</b></u>
Individual application	Scholarship <u><b>offered by the foundations</b></u> (about 50 per year)
No application required	<ul style="list-style-type: none"> <li>•Meiji University Globalization Support Fund Limited Scholarship for International Students</li> <li>•Meiji University Parent's Association Union Scholarship for Privately Financed International Students</li> </ul>

Information : International Students Guidebook P18



## Students who receives “Reservation Notice” from JASSO

学支国奨第121号  
2019年8月28日  
August 28, 2019

文部科学省外国人留学生学習奨励費給付予約決定通知書  
Reservation Notice for Monbukagakusho Honors Scholarship  
for Privately-Financed International Students

下記の者は、留学生受入れ促進プログラム予約制度による学習奨励費給付予約者として決定したので通知します。  
The Japan Student Services Organization (JASSO) hereby informs you that you have been selected for the Reservation Program for the Monbukagakusho Honors Scholarship for Privately-Financed International Students in accordance with the reservation program requirements. The scholarship will be awarded as follows.

区分 : 日本留学試験受験者  
Category : EJU Examinees

種別 : 一般予約枠 (単年度給付対象)  
Classification : General

氏名 :  
Name :

予約者番号 :  
Honors Scholarship Reservation Number :

給付月額及び給付期間 Monthly stipend and Duration of scholarship

入学時期 Enrollment to the University, etc. initiated by	給付月額 Monthly stipend	給付期間 Duration
2019年10月まで October, 2019	月額48,000円 ¥48,000	2019年10月～2020年3月 October, 2019 to March, 2020
2020年4月まで April, 2020	2020年度学習奨励費学部レベルの 月額* Undergraduate level of the Honors Scholarship in the 2020 fiscal year	2020年4月～2021年3月 April, 2020 to March, 2021

\*給付月額は2020年4月に決定予定 The amount will be announced in April 2020.

独立行政法人日本学生支援機構  
理事長  
President, Japan Student Services Organization (JASSO)

Students who have the reservation notice letter(left) will be notified via Oh-o! Meiji around early April after enrollment.

If you have a reservation notice letter but have not heard from us by April 11, Please contact [International Student Office](#).



Those who wish to receive this scholarship must apply during the period announced in Oh-o!Meiji.

Information : [Monbukagakusho Honors Scholarship \(JASSO\)](#)



## Where to get information.

Website



Bulletin Board



# Life in Japan



## 1. National Health Insurance

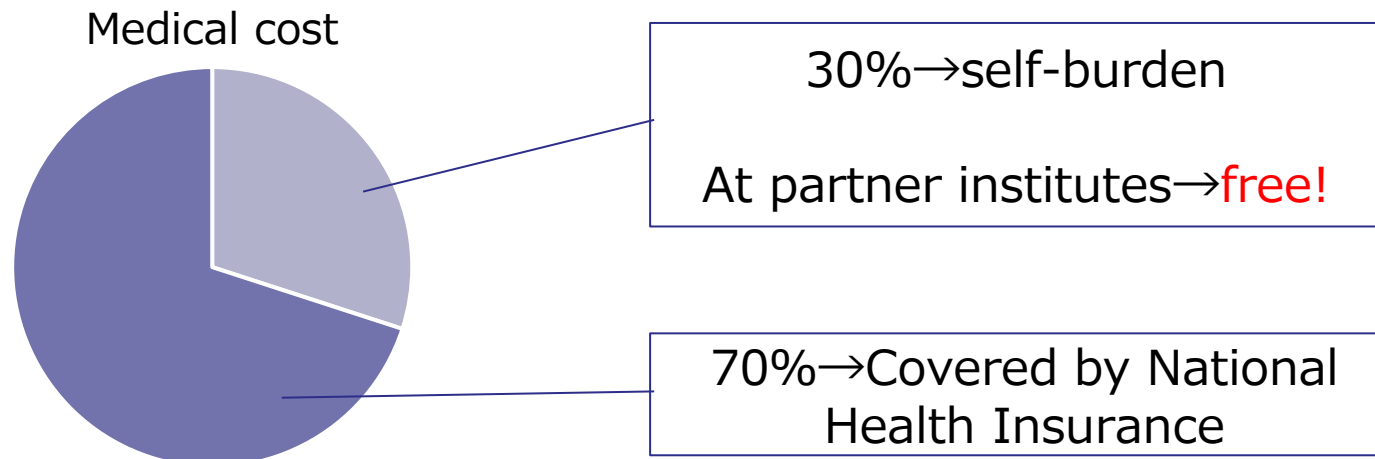
Reduce medical costs by **70%**.

\*Need to enroll at the city/ward office (**required!**)

## 2. Meiji University Student Health Insurance



At 160 partner medical institute, your medical cost will be **free**.





## 3. Campus Clinic

You can receive first aid by physicians at each campus for **free!**

## 4. Health Examinations

You can take **free** health examinations in campus every year.

## 5. Student Counseling Room

If you have any issues you want to consult with a counselor, please visit the Student Counseling Room located on each campus.

Please check [International Students Guidebook P5](#) , [handout7](#) , and [website](#) for details.



You can check the details on [our website](#) or on the bulletin board at International Student Office.

## ★[Joint Guarantor](#)

Global Trust Networks Co, Ltd helps students with guarantors and language support for 10,000JPY. (**Special Price**)

\*You can check the leaflet from [here](#).

Information : [International Students Guidebook P23](#)



# To protect yourself from earthquakes

## Webpage



## Handout 8



### Disaster Prevention Guidebook

#### > Disaster Prevention Guidebook

When an earthquake occurs



> Other disasters (Fire)

> How to Communicate During a Disaster

> Information sent from the university / Useful websites

> First Aid

> How to use AED

> Support for those unable to return to home

> Preparation in daily life

Japanese Edition

> 明治大学防災ガイド

#### 1. When an earthquake occurs

When an earthquake occurs



**Earthquakes**



**DROP! COVER! HOLD ON!**

ますひくく あたまをまもり うごかない

Izumi Campus



Nakano Campus





Other disasters  
(Fire)



How to Communicate  
During a Disaster



Information sent from the university /  
Useful websites

### Typhoon! Torrential rain!

Bumabagyo! Malakas ang ulan!

How would you react?

Ang ang gagawin mo?

Have you ever experienced a typhoon or torrential rain? Have you experienced a typhoon or torrential rain, with many typhoons approaching from summer to fall. How can you be safe? Typhoon or torrential rain is a disaster that can cause a lot of damage. It is important to know how to react when a typhoon or torrential rain comes. Please refer to the information on the page.

Be sure to evacuate by Alert Level 4. (Map showing dangerous areas and where to evacuate.)

**Alert Levels (When to Evacuate)** Antas ng Alerto/Panahon ng paglikas

**Level 5 (Level 5)** Emergency Safety Measures ▶ **Your life is in danger. Evacuate immediately to a safe place within the building you are in or to a safe building nearby.** Emergensiyang Paglikas ▶ Mapaghirap ang buhay. Agad na pumunta sa isang ligtas na lugar sa kalapitan.

**Level 4 (Level 4)** Evacuation Instruction ▶ **Immediately get away from dangerous places and evacuate to a safe place.** Uloog ng Paglikas ▶ **Mapaghirap ang buhay. Agad na pumunta sa isang ligtas na lugar.**

**Level 3 (Level 3)** Evacuation of the Elderly, etc. ▶ **Children, the elderly, and those who require time should evacuate. Others should prepare for evacuation.** Paglikas ng Matatanda, etc. ▶ **Ang mga lalaki matatanda ang paglikas tulad ng matatanda at mga bata ay kailangan nang lumapag. Ang iba ay humanda na sa paglikas.**

**Warning!** Check locations of evacuation centers and evacuation routes on hazard maps. (Map showing dangerous areas and where to evacuate.)

**What to do when a typhoon or torrential rain hits** Mga gagawin kung may dumating na malakas na ulan

**In Case of Typhoons** Kapag bagyo

- Train services may be suspended before rain starts to fall. May pagpapaligay ng hinahati ng tren bago sa main arrival.
- Check train service information on websites or social media. Tingnan ang impormasyon ng operasyon mula sa mga website o social media.
- The term "Tatsu" means trains are not running. Ang tren ay "tatsu(chatagi)". (Big salihin ay wakang operasyon ng tren.)

**In Case of Torrential Rain** Kapag malakas ang ulan

- Rivers may overflow. Maaaring lamukin ang tubig ng ilog.
- There are risks of flooding below and above the floor. Maaaring pumasok ang tubig sa bahay.
- You may not be able to escape if you are below ground or using the subway. Kung rusa subway o underground place, maaaring mahati sa paglikas.
- When it is dangerous to go out, evacuate to a safe place nearby or higher building in your home. Kapag mapaghirap lumabas, lumikas sa pinakamalapit na ligtas na lugar sa malapit na bahay ng bahay.
- You may not be able to evacuate even if the flooding is only up to the ankles. May pagpapaligay hindi ka maaakalikasin kahit hanggang ankle lang ang baha.

You can find out the timing and size of typhoons and torrential rain before they occur. (Try attending to the forecast and other information.)

Maaring malaman ang pagdating at lebel ng kalamidad bago sa main arrival. (Maaaring ng mga baha at iba pang pagpapaligay ng impormasyon.)

**Be Prepared with "Tokyo My Timeline!"** Maghanda gamit ang "Tokyo My Timeline!"

Plan now on when and how to escape in case of typhoon and torrential rain, keeping in mind where you live and the needs of your family. (Isaalang-alang ang kalagayan ng lugar ng tirahan at ng ibang pangangailangan ng magulang, pagpapaligay, at ibang pangangailangan.)

<https://www.bousai.metro.tokyo.lg.jp/mytimeline/>

### Earthquake!

Lumilindol!

How would you react?

Ang ang gagawin mo?

Have you ever experienced an earthquake? Japan is a country with frequent earthquakes. (Kung ba ay nakaranas na ng paglikas? Ang Japan ay isang bansa na maraming lindol.)

**Alert Levels (When to Evacuate)** Antas ng Alerto/Panahon ng paglikas

**Level 4 (Level 4)** Seismic Intensity 7 (Strong) ▶ **It is impossible to remain standing. Hinder, hazardous. Houses and buildings may collapse. Maaaring gumuhit ang mga bahay at gusali.**

**Level 3 (Level 3)** Seismic Intensity 6 (Upper) ▶ **It is difficult to remain standing. Maaaring manatili nakatayo.**

**Level 2 (Level 2)** Seismic Intensity 5 (Upper) ▶ **It is difficult to walk without holding onto something stable. Maaaring lumundag kung hindi naglaligay sa mga bagay.**

**Level 1 (Level 1)** Seismic Intensity 4 (Upper) ▶ **People feel fear and the need to hold onto something stable. Maaakaramdem ng lakas at gustuhang humawak sa mga bagay.**

**Level 0 (Level 0)** Seismic Intensity 3 (Upper) ▶ **Tremors are felt by most people walking. Maaakaramdem ng pagyayag ang hulois lahat ng naglaligay sa daan.**

**Seismic Intensity (strength of shaking)** Seismic Intensity (Lakas ng pagyayag)

**What to do when you feel an earthquake** Mga gagawin kung maaakaramdem ng lindol

**When at home or indoors** Kapag nasa loob ng bahay o gusali

- Get under a table. Pumasok sa ilalim ng mesa.
- Protect your head with things such as pillows or magazines. Protahan ang ulo gamit ang unan, magazine, atbp.
- Don't rush outside. Huwag mag panic at lumabas ng gusali.
- In Japan, it's usually safer to stay indoors. Sa Japan, mali madalas na ligtas manatili sa loob ng gusali.

**When outside** Kapag nasa labas

- Protect your head from falling objects with your bag. Protahan ang ulo mula sa mga bagay na nahuhulog gamit ang bag.
- Keep away from concrete block fences, glass, and signboards. Lumayo mula sa mga pader, mga salamin, at mga signboard o signboard.

**Earthquake Early Warning** Earthquake Emergency Warning/EEW

An alert announced on TV and sent to smartphones shortly before strong earthquakes occur. (Isang panunawing matalangap o mababasa sa cellphone o tabletyon nang carinab bago mangyari ang malakas na lindol.)

**What to do when an earthquake stops** Mga gagawin pagkatapos ng lindol

- Beware of aftershocks and put out fires. (Maaaring may paglikas ulit.)
- If you see smoke, cover your nose and mouth with a handkerchief or any other type of cloth.
- Crouch low and evacuate. (Maaaring sa aftershock sa patayin ang mga apoy.)
- Keep away from things that may fall, such as hanging items, etc. (Maaaring sa kalamidad, takpan ang ibay at ibang gamit ang panyo, atbp.)

- ★ Evacuation manuals for each campus
- ★ First Aid
- ★ Daily Preparation



★At the Career Support Center, they also provide support for international students who wish to find a job in Japan.

★Job hunting in Japan is different in many respects compared to other countries.

Early awareness is the first step to success in job hunting!

If you are thinking about finding a job in Japan, please check [Handout 5](#).

★Check the [webpage](#).

Information : [International Students Guidebook P6](#) , [Handout 5](#)



If you have any problems after entering Meiji University, please contact ISO anytime.

\*If you have any questions about classes or grades, please contact your faculty/graduate school's office.

Contact information for other department  
→ click [HERE](#).



## International Division

	TEL	E-mail
International Student Office	03-3296-4141	cip@mics.meiji.ac.jp

**This is the end of today's orientation.**  
**Please be sure to submit residency-related documents from**  
**the following groups**  
**Submission period: From April 17<sup>th</sup> (Wed.) ~ April 26<sup>th</sup> (Fri.)**



**Thank you for watching!**

