

## Pre-Program Procedures Check List

<Check List>

[Documents for Submission to the International Student Office]				
Contents		Remarks	Due Date	<input checked="" type="checkbox"/>
1	<a href="#">Photocopy of passport</a>	Page with your name and photo	Mar. 24(Tue) ~ Apr. 9 (Thu)	<input type="checkbox"/>
2	<a href="#">Photocopy of residence card</a>	Front side		<input type="checkbox"/>
3	<a href="#">Photocopy of national health insurance card</a>	Front side only ※Always carry the original card with you.		<input type="checkbox"/>
4	<a href="#">Pledge form</a>			<input type="checkbox"/>
5	<a href="#">Handling of personal information</a>			<input type="checkbox"/>
[Procedures on Campus]				
Contents		Remarks	Contact for Inquiries	<input checked="" type="checkbox"/>
1	Receive your student ID card	Pick up at your undergraduate/graduate school office after your arrival.	Undergraduate/graduate school office	<input type="checkbox"/>
2	Set up Multi-factor authentication	<a href="#">Go to "Mobile app settings"</a>	Media Support Desk	<input type="checkbox"/>
3	Log in to Oh-o!Meiji	<a href="#">Go to "How to use Oh-o! Meiji portal"</a>	Media Support Desk	<input type="checkbox"/>
4	<a href="#">Take MIND introductory course</a>	Available period : Apr. 6 (Mon) – May 6 (Tue)	Media Support Desk	<input type="checkbox"/>
5	Enroll in Meiji University Student Health Insurance	Complete the payment online by following the instructions mentioned in the email.	International Student Office	<input type="checkbox"/>
[Orientations] ※Only applicable students				
Contents		Applicable Students	Contact for Inquiries	<input checked="" type="checkbox"/>
1	Undergraduate/graduate school's guidance or interview with academic advisor	Students received an "Personal Schedule Sheet for Exchange Student" with dates and other details indicated.	Undergraduate/graduate school office	<input type="checkbox"/>
2	Announcement of placement test result and orientation for Japanese language classes	All students including students of the GRADUATE School of Global Japanese Studies, but not including the UNDERGRADUATE School of Global Japanese Studies students	International Student Office	<input type="checkbox"/>
[Procedures at Municipal Office]				
Contents		Remarks	Contact for Inquiries	<input checked="" type="checkbox"/>
1	Notification of moving in	Submit at the municipal office within 14 days of arrival	Municipal office or ward office in your area	<input type="checkbox"/>
2	National Health Insurance	Complete the procedure together when submitting the notification of moving in. You will receive payment slip later on.		<input type="checkbox"/>
3	National Pension General Exemption System	Complete the general exemption procedure after you receive a notice of the National Pension Plan.	Municipal office or ward office in your area	<input type="checkbox"/>