

International Student's Guidebook 2024



1 Courses and Credits P. 3

[1] Undergraduate Schools [2] Graduate Schools

2 Meiji University Offices and Facilities P. 5

[1] Educational Affairs Division (Undergraduate and Graduate School Offices) [2] Student Support Office
[3] Student Counseling Room [4] Office for Students with Disabilities [5] Campus Harassment Consultation Office
[6] Career Support Center [7] University Libraries [8] Media Study Rooms [9] University Museum [10] Gyms
[11] Prayer Room (Surugadai campus)

3 International Student Office P. 10

[1] Student Affairs [2] Teaching Assistants (TAs) [3] Campus Mate Program
[4] International Lounges [5] Items to be Submitted to the International Student Office

4 Immigration Procedures P. 13

[1] Tokyo Regional Immigration Bureau, District Offices, and Branch Offices [2] Residence Cards
[3] My Number System (Individual Number) [4] Extending a Residents Period of Stay
[5] Temporary Leave/Re-entry Permit [6] Permission to Engage in Extra-status Activity
[7] Leave of Absence from the University [8] Graduation/Withdrawal/Removal from the University
[9] Graduation/Completion of Studies (Career and Residence Status)

5 Scholarships for International Students P. 18

[1] Types of Scholarships [2] Application Methods for Scholarships

6 Tuition & Fees Payment Methods and Deadlines P. 19

[1] Payment [2] Payment Deadlines [3] Voucher for Tuition Payment

7 Tuition Assistance (Reduction) Program P. 20

[1] Eligibility [2] Tuition Assistance Rate [3] How to Apply [4] Assistance Method

8 Healthcare P. 22

[1] National Health Insurance [2] Meiji University Student Health Insurance
[3] Personal Accident Insurance for Students Pursuing Education and Research
[4] Annual Health Checkup [5] Campus Clinics

9 Housing and Life in Japan P. 23

[1] International Student Office (Housing) [2] Other Housing
[3] Renting an Apartment [4] Things that Students Should be Careful about When Searching for Housing
[5] Guarantor System [6] Address Registration [7] Opening a Bank Account [8] Mobile Phone Contract
[9] Student Commuter Pass [10] Disaster Preparedness [11] Incidents and Accidents

10 Meiji University Campus Maps P. 27

11 Off-Campus Facilities P. 32

[1] Counseling Organizations

* Meiji University Contact Information

[1] Undergraduate Schools

(1) Course Registration

To earn credits for a course, students are required to register the class. It is essential for students to thoroughly review the handbook and syllabus provided during the orientation or guidance at the beginning of the school year or available online.

(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 Language Classes

Meiji University offers the following special courses. Credits students earn in these classes are counted as credits toward graduation.

1) "Japanese" (required, compulsory electives)

This course is for undergraduate international students and is available as a foreign language course at Izumi, Ikuta and Nakano campuses. 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 a required and compulsory elective course. Students should check the handbook provided by their school for graduation requirements and other details.

The writing textbook for first-year undergraduates is available 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 the 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 compulsory elective 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.

* Students who would like to enroll in "Advanced Japanese" courses of the Japanese Language Program for International Students must attend the first class and get the consent of the lecturer to join the class.

* If students have inquiries regarding "Advanced Japanese", they should consult the International Student Office (Japanese Language Education Center).

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

Exchange students (except the School of Global Japanese Studies) can register for this course. The course is from beginner to intermediate level. For the registration, students are required to take the placement test conducted by the Japanese Language Education Center.

■ List of Japanese Language Courses

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

[2] Graduate Schools

(1) Course Registration

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 courses 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.

(2) Academic Japanese Writing Program

For graduate students (except Professional Graduate School students), graduate schools offer an Academic Japanese Writing Program. The purpose is to improve basic Japanese language skills and writing ability for academic papers (free of charge). The university will release details on how to apply on its website (https://www.meiji.ac.jp/dai_in/grad-japanese-support.html *Japanese only) in early April. (non-credit module).

(3) Writing Advisory Service

For graduate students (except Professional Graduate School students), graduate schools provide a Japanese correction service for students' academic writing. The service is provided at the Surugadai, Izumi and Nakano campuses. Tutors will not advise you about the contents or ideas in your paper. For more details, please check your graduate school's bulletin board and the website.

2 Meiji University Offices and Facilities

[1] Educational Affairs Division (Undergraduate and Graduate School Offices)

- Issuing student IDs
- Issuing certificates
- Course registration
- Admissions, transfer program, studying abroad, leave of absence, re-admission, withdrawal, re-enrolling, and graduation / completion of studies
- Examinations
- Issuing Student discount certificate and student commuter pass certificate
- Procedures for changing personal information (change of address, name, etc.)

[2] Student Support Office <https://www.meiji.ac.jp/campus/>

- Healthcare (refer to P.22)
- Extracurricular activity
- Welfare facility use
- Lost and found
- Referrals for apartments and other rental housing

[3] Student Counseling Room <https://www.meiji.ac.jp/soudan/english.html>

At the Student Counseling Room, professional staff members such as psychiatrists, counselors, and lawyers, as well as the university's faculty counselors and intake counselors (staff members who conduct the initial interview) are available for student counseling. Confidentiality is strictly protected, so please feel free to use this service.

| Campus | Hours | Contact |
|---|--|--------------|
| Surugadai University Hall (2F) | Mon.–Fri. 10:00a.m.–5:00p.m. ※Advance reservations are required on Saturdays. Please contact us in advance if you would like to schedule a consultation. | 03-3296-4217 |
| Izumi Building No. 1 (Administration Offices) (2F) | | 03-5300-1178 |
| Ikuta Main Building (Administration Offices) (2F) | | 044-934-7619 |
| Nakano Low-Rise Wing (4F) | | 03-5343-8080 |

[4] Office for Students with Disabilities <https://www.meiji.ac.jp/learn-s/sgg/index.html>

The 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.

* Consultations are conducted in Japanese.

| Campus | Hours | Contact |
|---------------------------------|--|--------------------------------------|
| Surugadai Liberty Tower (5F) | Mon.–Fri. 9:00a.m.-11:30a.m. 12:30p.m.-5:00p.m. | 03-3296-4131 sgg_sien@meiji.ac.jp |

[5] Campus Harassment Consultation Office <https://www.meiji.ac.jp/koho/academeprofile/activity/harassment/index.html>

The Campus Harassment Counseling Office takes preventive measures against harassment and provides consultation services. Appointments for harassment counseling can be made in person (in principle), by phone, e-mail, fax, or mail.

| Campus | Hours | Contact |
|--|---|--|
| Surugadai University Hall Bldg.(3F) | Mon.–Fri.: 9:00 a.m.–4:00 p.m. Sat.: 9:00 a.m.–11:30 a.m. (in advance reservation is necessary) | 03-3296-4215 ch-free@mics.meiji.ac.jp |

Application forms must be filled and submitted by the applicant. Designated forms are available at the office or can be downloaded from the website.

[6] Career Support Center <https://www.meiji.ac.jp/cip/english/admissions/career.html>

(1) Introduction

Job hunting in Japan for international students is basically the same as that for Japanese students.

At the Career Support Center, we hold “Career path guidance” sessions for international students in the spring for 3rd year undergraduates and 1st year graduate students. We also distribute “the original schedule planner with job hunting tips” to all students. Additionally, we support international students by holding special events such as a guidance session on the importance of business Japanese language skills, a report session where students get advice from someone who has experienced job hunting, and preparation courses for written and interview tests. We also provide individual consultations on possible career paths.

(2) 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 you want to work in Japan?” “How long do you plan to work in Japan?” “Do you want to gain skills in Japan and then go back to your own country?” etc.)
- To find a job in Japan, you need to have advanced level of “Japanese language skills for business”.
- After getting an official job offer, you must complete the necessary procedures at the Immigration Bureau to receive a Certificate of Qualification for Employment.

(3) 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
- Making an appointment for individual consultation (face-to-face or Zoom)
- Making an appointment to view the OB/OG list
(The list is accessible only at the Career Support Center)
- Checking job-hunting events, etc....



(4) Career Support Center (located on each campus)

| Campus | Location | Contact and Office Hours |
|-----------|--|--|
| Surugadai | University Hall (2F) | *Check the website for details. https://www.meiji.ac.jp/cip/english/admissions/career.html |
| Izumi | Building No. 1 (Administration Offices) (1F) | |
| Ikuta | Main Building (Administration Offices) (1F) | |
| Nakano | High-rise Wing Building (6F) | |

* Office hours will change throughout the academic year. Students should check the Career Support Center’s website and bulletin board for details.

[7] University Libraries https://www.meiji.ac.jp/cip/student_support/prayer.html

(1) About Libraries

Meiji University students can use the libraries on all four campuses (including the Central Library on the Surugadai campus). For details, please see the library website or the “Library Guide for Students”.

(2) Library Services

Your student ID card is required for any of the library services. Please be sure to carry it with you.

■ Number of books you can borrow

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

| Library | Mon.-Fri. | Sat. | Sun. & Holidays |
|-----------------|-----------------------|--------------------|---------------------|
| Central Library | 8:30 a.m. –10:00 p.m. | 8:30a.m. –7:00p.m. | 10:00a.m. –5:00p.m. |
| Izumi Library | | | |
| Ikuta Library | | | |
| Nakano Library | | | |

*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 periods, apply for purchasing books, and request a book check out or an article copy from other universities.

(4) OPAC (Online Public Access Catalog)

Books and journals (including e-books and e-journals) can be searched using OPAC.

OPAC offers not only collection searches within the Meiji University library system but also offers cross-searches among libraries of the eight universities which are the members of the Yamanote Line Private University Consortium (Aoyama Gakuin University, Kokugakuin University, Gakushuin University, Sensyu University, Toyo University, Hosei University, Meiji Gakuin University and Rikkyo University). Cross-searches for materials in other universities and the 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 the library website

(6) Reference Service

The university libraries provide a reference service for helping students to get materials they need and to help them use the library system effectively. The reference desk offers explanations on how to use the libraries, gives advice on using OPAC, searching the literature, and ordering books from other libraries in Japan and abroad. If you have any questions about the library or its materials, please consult with the Reference Desk first.

(7) Using PCs

PCs can be borrowed at the library for Internet use and to access digital resources. You can also use the power supply, information outlets, and the wireless LAN in the reading area. You can also bring your own PC to use in the library. At Nakano Campus, PCs can be borrowed from Learning Lounge on the 1st floor of the High-Rise Wing.

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

[8] Media Study rooms

Media study rooms on each campus provide computer environment for students to use for self-study and research.

■Opening Hours

| Building | Mon.-Fri. | Sat. |
|---|---------------------|---------------------|
| Surugadai Campus Building No. 12 (8F) | 9:00 a.m.–9:00 p.m. | 9:00 a.m.–6:00 p.m. |
| Izumi Campus Media Building (2F) | 8:50 a.m.–7:20 p.m. | 8:50 a.m.–4:20 p.m. |
| Ikuta Campus Main Building (5, 6F) (Administration Offices) | 8:30 a.m.–7:00 p.m. | 8:30 a.m.–4:00 p.m. |
| Nakano Campus High-Rise Wing (2F) | 9:00 a.m.–7:30 p.m. | 9:00 a.m.–4:00 p.m. |

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

[9] Learning Lounge (Nakano Campus)

The Learning Lounge is located on the 1st floor of the High-Rise Wing. It can be used for student exchange events, study counseling, group work, and self-study. There are language learning-related and IT-related teaching materials in the Lounge. Also, there are rental PCs that can be used inside the Lounge. We have rental equipment as well, such as video- and WEB- cameras, headsets, PC mice etc. And we can provide you with stationery and B1 sized paper for a group work.

*Student ID is required to enter Learning Lounge.

[10] University Museum <https://www.meiji.ac.jp/cip/english/institute/facilities/museum.html>

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.

- Opening hours: (Mon. to Fri) 10:00 a.m.–17:00 p.m. (Last admission at 16:30 p.m.)
(Sat.) 10:00 a.m.-16:00 p.m. (Last admission at 15:30 p.m.)
- Days closed: August 10–16, December 26–January 7, and additional days off on weekends in August
- Contact: Tel 03-3296-4448 (Museum Office)

The Meiji University Museum provides information on various SNS, so please check there as well.



Meiji university is a member of the National Museum of Art Campus Members, National Museum of Nature and Science University Partnership, Tokyo National Museum Campus Members, and News Park (Japan Newspaper Museum). By presenting a student ID, you can enjoy benefits such as free admission or discounts at these institutions.

For more detail; https://www.meiji.ac.jp/campus/campus_members.html

[11] Gyms <https://www.meiji.ac.jp/campus/health/>

The following are gyms on each campus of Meiji University that can be used after completing the required signup procedures.

■ Izumi Gym

The 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) Opening Hours and (3) Availability of Facilities and Activities

① Fitness room

Students must also have the “Training Equipment Usage Orientation” (conducted in Japanese) offered by the Izumi Fitness Room to learn the rules for using the equipment at Meiji University even though they may have previously used fitness equipment at other places. The orientation schedule and other information will be announced on the Oh-o!Meiji site.

② Pool

The submission of the designated forms, “Registration Form/Pledge for Swimming Pool Use” are required for using the pool. A six-lane, 25-meter heated pool is available year-round. Students are requested to wear appropriate swimsuits and swim cap. Leisure swimming wear is not allowed in the pool.

③ Athletic field and tennis courts

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 at Student Support Office. Students can check the Izumi Gymnasium office (West Wing 2F) for the dates and other details.

■ Open Hours (Schedules has not been set for 2024. Please check the bulletin board.)

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

| Facilities | REQUEST TO USE | Mon.–Fri. | Sat. | Sun. (and holidays) |
|----------------|--|-------------------------------------|----------------------------|---------------------|
| Fitness Room | Must have the "Training Equipment Usage Orientation" | 9:00~20:40 *except the class hrs | 13:15~17:45 | |
| Pool | Apply in advance | Please see the bulletin board | | |
| Athletic Field | Official University Clubs chosen according to the meeting organized by Student Support Office. | | 9:00~18:00 Valid Period | |
| Tennis courts | | | | |

■ Open Facilities & Available Activities (Weekdays lunch time from 12:30 to 13:20)

| | Open Facilities | Activity | Requirements |
|--------------------------------------|----------------------------------|--------------|--|
| No registration required on weekdays | Sub-Hall | Volleyball | * Students are not allowed to enter the facility until the class is finished completely. * Activities other than the designated ones are not allowed. |
| | | Badminton | |
| | Sports Room A (for table tennis) | Table tennis | |
| | Athletic Field | Soccer | |

■ Notes:

- University student ID 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 the Izumi Gymnasium.
- To prevent theft, users should carry their clothes and belongings with them to the facilities they will use.
- If users do not comply with gym rules, the gym may be temporarily closed.
- Take care of your health and use the facility in a responsible manner.
- Sometimes facilities may suddenly not be available for a variety of reasons. Please check for changes on the gym's information board in advance (located next to the West Wing 2F entrance).
- Information concerning the availability of facilities is not provided over the phone.

[12] Prayer Room https://www.meiji.ac.jp/cip/student_support/prayer.html

There is a prayer room on the Surugadai, Ikuta and Nakano campus. If you want to use it, please contact the International Student Office. For Nakano Campus, please contact to Learning Lounge.

3 International Student Office

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. At **Nakano Campus**, a part of the following services (except for Japanese Language Education Center related services) is provided at the 3F Office (Low-Rise Wing), No. 4 Counter

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



(1) International Student Center

- International student support
- Application for extending period of stay and certificate of eligibility
- Announcing information for scholarship applications (for international students)
- Housing information (company dormitories, etc.)
- International exchange events
- Accepting and sending out 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. Newspapers, magazines, and brochures are also available for international students. Please feel free to come to our office.

(3) Office Hours

| Campus | Hours |
|---|---|
| Surugadai Campus Global Front (2F) | 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. |
| Izumi Campus Building No. 1 (Administration Offices) Student Support / Study Abroad (1F) | Mon.–Fri. 9:00 a.m.–5:00 p.m. (closed 11:30 a.m.–12:30 p.m.) Sat. Closed |
| Ikuta Campus Main Building (Administration Offices) (1F) | Mon.–Fri. 9:00 a.m.–5:00 p.m. (closed 11:30 a.m.–12:30 p.m.) Sat. Closed |
| Nakano Campus Office (Low-Rise Wing,3F) (International Section: No. 4 counter) | 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. |

* The offices are closed on Sundays, national holidays, university holidays, and days designated by the university. Operating 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.

- Surugadai Campus: In front of the International Student Office, Global Front (2F)
- Izumi Campus: Outside the International Student Office, Building No. 1 (Administration Offices) (1F)
- Ikuta Campus: Outside the International Lounge, Main Building (Administration Offices) (3F)
In front of the International Student Office, Main Building (Administration Offices) (1F)
- Nakano Campus: Student Information Area (1F)

[2] Teaching Assistants (TAs) https://www.meiji.ac.jp/cip/student_support/teachingassistant.html

The International Student Center's Teaching Assistants help international students with their Japanese-language studies by checking assignments, and helping students to understand written materials, including the content of textbooks. Students can also consult TAs about expressions for 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.



[3] Campus Mate Program https://www.meiji.ac.jp/cip/student_support/campusmate.html

Campus Mate is a student organization which aims to foster international and cross-cultural understanding at Meiji University. It also aims to help international students with their school life. Currently, about 40 students are working as Campus Mates. Their work is based on the university principles of "international exchange" and "support for international students". If you are interested in joining the program, please check the Campus Mate Facebook page. If you are interested in becoming one of the management team of Campus Mate, please join the "Campus Mate's guidance" session held in the spring semester.



■ Instagram of Campus Mate

<https://instagram.com/campusmate.meiji?igshid=YmMyMTA2M2Y=>

■ Campus Mate Scheduled Events for 2024 (tentative)

| | |
|------|--|
| Apr. | Cherry blossom party |
| May | Kamakura sightseeing tour |
| Jun. | Sports event |
| July | Summer event |
| Sep. | Tokyo sightseeing tour |
| Oct. | Koedo-Kawagoe sightseeing tour |
| | Halloween party |
| Nov. | Mt. Takao hiking |
| Dec. | Japanese Speech Contest for International Students |
| | Christmas party |
| Jan. | New Year event |

[4] International Lounges <https://www.meiji.ac.jp/cip/english/prospective/service.html>

Each of the four campuses has an International Lounge where international students and Japanese students can meet.

■ Lounge Location and Opening Hours

| Campus | Location | Hours |
|-----------|----------------------------|--|
| Surugadai | Global Front (2F) | Mon.–Fri. 9:00 a.m.–6:00 p.m. Sat. 9:00 a.m.–12:30 p.m. |
| Izumi | Building No. 1 (1F) | Mon.–Sat. 9:00 a.m.–6:00 p.m. |
| Ikuta | Dining Hall Square 21 (1F) | Mon.–Sat. 9:00 a.m.–6:00 p.m. |

* The lounges are closed on Sundays, national holidays, university holidays, and days designated by the university.

* Opening hours are subject to change.

* Surugadai, Ikuta and Nakano campuses have prayer rooms. For details, please check with the office (Nakano Campus: Learning Lounge).

[5] Items to be Submitted to the International Student Office

The following table shows the documents that students must submit and information they must provide to Meiji University through Oh-o!Meiji “留学生提出物/ International Students Submission” Group.

| When to submit | Documents | Relevant page |
|--|---|---------------|
| <ul style="list-style-type: none"> Beginning of each academic year When you renew your residence card | <ul style="list-style-type: none"> Copy of your residence card (both sides) | P14-15 |
| <ul style="list-style-type: none"> Beginning of each academic year When you obtain/renew permission to engage in activities other than those permitted When you start/change your part-time job | <ul style="list-style-type: none"> Part time job information (questionnaire) | P16-17 |
| <ul style="list-style-type: none"> 1 week before you leave Japan | <ul style="list-style-type: none"> Temporary Leave Information (questionnaire) | P16 |

*Group (submission location) icons for Oh-o! Meiji

(Left (yellow one): for new students, Right (blue one): for students other than new students)



4 Immigration Procedures

The Immigration Control and Refugee Recognition Act (hereinafter referred to as the "Immigration Control Act") stipulates what foreign residents in Japan are allowed to do and the necessary procedures they have to undertake. International students must take great care to abide by these regulations as failure to do so could prevent them from continuing their studies abroad.

[1] Tokyo Regional Immigration Bureau, District Offices, and Branch Offices <https://www.isa.go.jp/en/index.html>

These offices are located close to each of the university campuses. These offices are where international students can complete most of the procedures related to extending periods of stay, receiving permission to conduct extra-status activities, and where they can obtain re-entry permits. (In addition to the main office, there are district offices and branch offices.)

| | |
|--------------------------------------|---|
| Tokyo Regional Immigration Bureau | Address: 5-5-30, Konan, Minato-ku, Tokyo, 108-8255 Open: 9:00 a.m.–4:00 p.m. (closed weekends and national holidays) ■ Student Inspection Department Tel: 0570-03-4259 / 03-5796-7234 ■ Foreign Residents Information Center (Tokyo) Tel: 0570-013904 / 03-5796-7112 E-mail: info-tokyo@i.moj.go.jp |
| Tachikawa Branch Office | Address: Tachikawa Legal Affairs Joint Government Bldg., 3-31-2 Kita, Kunitachi-shi, Tokyo, 186-0001 Open: 9:00 a.m.–3:00 p.m. (closed weekends and national holidays) Tel: 042-528-7179 |
| Saitama Branch Office | Address: Saitama Second Legal Affairs Joint Gov't Bldg., 1F 5-12-1 Shimo-ochiai, Chuo-ku, Saitama-shi, Saitama, 338-0002 Open: 9:00 a.m.–3:00 p.m. (closed weekends and national holidays) Tel: 048-851-9671 |
| Chiba Branch Office | Address: Chiba City Central Community Center, 2-1 Chiba-minato, Chuo-ku, Chiba-shi, Chiba, 260-0026 Open: 9:00 a.m.–3:00 p.m. (closed weekends and national holidays) Tel: 043-242-6597 |
| Yokohama District Immigration Office | Address: 10-7 Torihama-cho, Kanazawa-ku, Yokohama-shi, Kanagawa, 236-0002 Open: 9:00 a.m.–4:00 p.m. (closed weekends and national holidays) ■ Student and Trainee Inspection Department Tel: 0570-045259 / 045-769-1729 |
| Kawasaki Branch Office | Address: Kawasaki West Joint Government Bldg., 1-3-14 Kamiasao, Asao-ku, Kawasaki-shi, Kanagawa, 215-0021 Open: 9:00 a.m.–4:00 p.m. (closed weekends and national holidays) Tel: 044-965-0012 |

[2] Residence Cards

(1) Issuing Residence Cards

A residence card is issued to mid-to-long-term residents 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 must visit an Immigration Bureau office and complete the required procedures.



Front of a residence card



Back of a residence card

Sample Residence card (from the Immigration Services Agency of Japan website)

(2) Your Duty to Carry your Residence Card

Mid-to-long-term residents are required to always carry their residence card 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 to be done at municipal offices)

When their place of residence 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. Once they have completed the required procedures, their new address will be printed on the back side of their residence card. When moving to a different municipality, mid-to-long-term residents are required to submit a Notification of Moving Out form to the municipality they have lived in.

(4) Change of other Information on the Residence Card (Lost Residence Card, etc.)

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 if it is damaged beyond use.

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

- If residents fail to conduct the activities specified when they were given resident status for three months or more without a valid reason, their status can be revoked.
- Resident status can also be revoked when the activities specified for resident status, or academic records or histories 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.

[3] My Number System (Individual Number)

In accordance with the Social Security and Tax Number System (the My Number System), 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, so registered residents should not lose this number, nor show it or hand it to other people. It is valid throughout a person's lifetime. The same number will be issued, when leaving and re-entering Japan. For details, registered residents should contact the municipal office where they registered as a resident.

[4] Extending a Residents Period of Stay


(1) Applying for an Extension

International students who overstay 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 their 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 their visa. When applying, students must get the documents prepared by Meiji University at the International Student Office (Nakano Campus: 3rd Floor Office, Counter No. 4). Most international students will need to visit the immigration office to renew their student visa at least once during their time at Meiji University. It is each student's responsibility to ensure that they have the necessary legal status to be an international student.

(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.

1) Required Documents

| | | |
|-----|---|---|
| (1) | Application for Extension of Period of Stay (specified form) *Please fill in all 3 pages and print single sided. Detailed instructions can be downloaded from the following URL. https://www.meiji.ac.jp/cip/student_support/entry_clearance/covid19_visa.html |  |
| (2) | ID Photo (4cm x 3cm) *Face forward, no hat, from the shoulders up and no background. | |
| (3) | Passport (A photocopy of passport page showing your name, photo, and passport number) | |
| (4) | Residence Card (both sides) | |
| (5) | •Certificate of Official Student Status •Certificate of Scholastic Record *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) | Handling fee: 4,000 yen *The revenue stamp is required at the Immigration when you receive a new residence card. No needs to submit it to the university. | |
| * | Other documents are required only for eligible applicants. Please check the following website. https://www.meiji.ac.jp/cip/student_support/entry_clearance/covid19_visa.html | |

2) Application processing time at Immigration Bureau : Two weeks – one month

3) Notes

- The following advice only applies to students with a "Student" status of residence.
- To apply, you are required to have the documents prepared by the university. After getting these, apply to the Immigration Bureau and complete the process by yourself.
- When you come to the office to apply, be sure to bring the required documents and student ID to the International Student Office.
- If you made a mistake, please cross it out twice. Do not use white-out and erasable ball point pen.
- Required documents must have been **issued within the past 3 months**.
- Attach a Japanese or English translation if you have completed the documents in another language.
(This does not have to be notarized)
- Re-entry to Japan is permitted while waiting for approval of your application as long 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 an "Extension of Period of Stay".
- If you applied for extension of your visa status but were not informed of the result by the expiration date, you will be allowed to stay in Japan until the date when your application is approved, or when two months have passed since the expiration date of your visa, whichever occurs first.
 - * If you leave Japan while waiting for approval of your application, you must re-enter within two months from the expiration date of your 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)

After obtaining their new residence card, students should promptly upload a copy of both the front and back sides of the card to the Oh-o!Meiji section called, "留学生提出物/ International Student Submission".

* Please check the submission method using the following URL.

https://www.meiji.ac.jp/cip/student_support/entry_clearance/6t5h7p000033wsma-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. Please indicate "Special Re-entry Permit" on your re-entry ED card at the time of departure. 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. However, if you plan to be outside of Japan for more than one year within the approved period of stay, you must obtain re-entry permission before departing Japan. Those in need of this permission should 有 have the application process at the Immigration Office.

(2) Temporary Leave Information (Oh-o!Meiji group report)

International students who intend to leave Japan need to submit a report of their "temporary leave information" to the 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

If students need to find a part-time job, they must receive permission to engage in an activity other than that permitted under their status of residence. This is called "Extra-status Activity". 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). Students can apply themselves at the Immigration Bureau. International students will need the following items to apply.

1) Required Documents

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

The application form can be downloaded from the following link.

<https://www.moj.go.jp/isa/content/930004124.pdf>

- ② A document that clearly indicates the activity for which the application is made
- 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. This must include a stamp giving "permission to engage in activities other than those permitted by the status of residence previously granted".

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

Sample permission stamp to engage in Extra-status Activity (from the Immigration Services Agency of Japan website)
Immigration Bureau Residence Card.

<https://www.isa.go.jp/en/applications/guide/whatzairyu.html>



★If you have your "My Number Card (p.14 [3])", you can also apply for permission to engage in Extra-status Activity online. For details, please refer to the following URL.

<https://www.moj.go.jp/isa/applications/guide/onlineshinsei.html>

(2) Part time job Information (Oh-o!Meiji group report)

The International Student Office requires students to report their "Part time job Information" to keep track of the extra-status activities of each student. After getting permission, students will get a permission stamp on the back of their

residence card. This gives them “permission to engage in activities other than those permitted by the status of residence previously granted”. Students are required to upload a copy of both the front and back of their residence card to the Oh-o!Meiji group, “留学生提出物/ International Students Submission”. Students must also complete the questionnaire on “Part time Job Information”.

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

* 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 work or remain in Japan. They are required to leave Japan immediately. Students should consult the International Student Office before taking a leave of absence.

[8] Graduation/Withdrawal/Removal from the University

All students who graduate from, complete their studies at, withdraw from, or are expelled from Meiji University must submit the below form, to the Immigration Bureau within 14 days and must return immediately to their home country.

“Notification Concerning an Organization for which a student has been given permission to carry out an Activity” (Ministry of Justice designated form) can be downloaded from following URL.

https://www.isa.go.jp/en/applications/procedures/nyuukokukanri10_00014.html

[9] Graduation/Completion of Studies (Career and Resident Status)

After graduating or completing their studies, students cannot remain in Japan by using their current resident card regardless of 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 chosen career.

Please check the following website for details.

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

There is a “Graduation-Completion Guidance” which is held in December for those who graduate/complete in March.

(The guidance for students graduating/completing in September will be held in July).

Guidance details will be notified through the Oh-o!Meiji system, so please be sure to check it out.



5 Scholarships for International Students

Meiji University provides information on various kinds of scholarships for international students. To inquire, please consult the International Student Office at the Surugadai, Izumi, Ikuta Campuses or in Nakano Campus, the 3F Office, Low-Rise Wing, No.4 counter. Details are on the International Student Office bulletin board and the university website.

HP : <https://www.meiji.ac.jp/cip/english/admissions/financial.html>



[1] Types of Scholarships (planned for AY 2024.)

(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 for international students who have a high level of academic motivation, and who need financial support.

■ Meiji University Parent's Association Union Scholarship for International Students

This scholarship is offered to international students by Meiji University Parent's Association Union. It is for newly admitted undergraduate international students of outstanding academic ability.

■ Meiji University Globalization Support Fund Limited Scholarship for International Students

This scholarship is offered for international students from the Globalization Support Fund. It is for 2nd year undergraduate students for outstanding academic achievement.

(2) Scholarships Offered by the Japanese Government/Foundations

■ Monbukagakusho Honors Scholarship for Privately Financed International Students

This scholarship is managed by the Japan Student Services Organization (JASSO) for both graduate and undergraduate international students for outstanding academic achievement.

■ Scholarship offered by the foundations

These scholarships are offered by public interest incorporated foundations and others. The application method and eligibility differ depending on each scholarship. There are three types of application methods, "open application", "application through the university" and "university nomination-based application".

For details, please check the university website.

https://www.meiji.ac.jp/cip/student_support/funding/scholarship.html



[2] Application Methods for Scholarships

(1) Application for Meiji University Scholarship for Privately Financed International Students

The application period for the Meiji University Scholarship for Privately Financed International Students is scheduled in Spring Semester and Fall Semester. There are different application methods and applicant's requirement for the Spring and Fall Semester's screening. For details, refer to the application guidelines and submit the required documents within the designated period.

(2) Applications for Scholarships Offered by the Foundations

The following scholarships are announced when they are offered. For details, refer to the application guidelines and submit the required documents within the designated period. Application methods for scholarships offered by the foundations differ 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 the university without application

Meiji University nominates the recipients for the following scholarships. There will be no announcements calling for applicants.

1) Meiji University Parent's Association Union Scholarship for International Students

2) Meiji University Globalization Support Fund Limited Scholarship for International Students

6 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)

* The admission fee is payable only in the first year.

* Students eligible for tuition assistance receive a 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 other fees should be paid through 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 remittances will not be accepted.

[2] Payment Deadlines

Tuition transfer slips will be sent to students. (Slips can only be sent to the student concerned.) Dates that transfer slips are sent and the payment deadlines are as follows.

| | Date transfer slip sent | Payment deadlines |
|-----------------|-------------------------|-------------------|
| Spring semester | Early April | April 30 |
| Fall semester | Late September | October 20 |

*Notes:

■ Students who cannot pay their tuition or other fees by the deadline because of unavoidable circumstances must receive approval from their school or graduate school by submitting a "Request for Permission to Delay Payment" form. 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 is rescinded later. [Refer to P25]

■ For address changes, students should immediately submit a "Notice of Change of Address" form to the office of their undergraduate school or graduate school.

[3] Voucher for Tuition Payment

If students need a voucher showing that tuition has been paid for tax purposes in their own country, they should pay their tuition at the bank counter and receive a voucher from the bank. A transfer form with a receipt stamp from the bank serves as a voucher showing tuition has been paid; such vouchers are not issued when students pay their tuition through an ATM or online banking. The transaction record slip from an ATM or from an online banking transaction certifies that the student has completed the tuition payment. Students should keep the transfer form (stamped by the bank) safely for their records. Students should be aware that Meiji University will NOT issue a voucher.

7 Tuition Assistance (Reduction) Program

Meiji University offers tuition assistance (reduction) to privately financed international students.

The following is an overview of the tuition assistance program for AY 2023. More details can be found on the website, "Application Guidelines for Scholarships and the Meiji University Tuition Assistance Program for Privately Financed International Students".

https://www.meiji.ac.jp/cip/student_support/funding/scholarship.html



[1] Eligibility

Students who meet all the following requirements:

- 1) Students with high motivation, outstanding academic results and who have difficulties in continuing their studies for financial reasons.
- 2) Those having "Student" resident status (including those in the process of changing their status to that of a "Student").
Students whose visa expired while studying abroad at a Meiji University partner institution or while studying at an institution accepted by Meiji University as eligible.
- 3) Privately financed international students who newly enrolled or re-enrolled in a regular course at Meiji University (excluding exchange students).
- 4) Those students who have attained the required cumulative GPA leading up to the previous academic year:
Undergraduates: 2.00 or above / Graduates: 3.00 or above
(For Graduate School of Professional Accountancy students only: 1.70 or above)
*There is no GPA requirement for new students.
- 5) Those students who have earned the required credits in the previous academic year:
 - Undergraduate students: 20 credits or more
 - Undergraduate students admitted in the fall of the previous AY or re-enrolled students who attended only one semester previously: 10 credits or more
- 6) Those students whose allowance from their financial supporter does not exceed JPY 90,000 per month on average (excluding admission and tuition fees). If the student's supporter resides in Japan, the supporter's annual income must be less than JPY 5,000,000.
- 7) Students who are not already receiving a scholarship or grant from Meiji University. ("Meiji University International Students Incentive Scholarship Program" or "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 the fall semester of the AY concerned.
- 9) Students who are NOT undergoing disciplinary procedures for AY concerned.
 - *Students will lose eligibility for assistance if they withdraw, get expelled, or if they undergo disciplinary procedures from the university after applying for assistance. Once students withdraw from the university, students are not eligible for assistance for the AY concerned, even the withdrawals are subsequently cancelled.
 - *Qualified students who fail to complete application procedures will not be eligible for the program.

[2] Tuition Assistance Rate

| School year | Decision criteria of assistance | Assistance amount |
|---|---|-------------------|
| Newly admitted Undergraduate | - | 400,000 yen |
| Newly admitted Master's, Doctor's and Professional graduate program students | - | 200,000 yen |
| 2nd year of Master's program, 2nd to 3rd year of Doctor's program 2nd year of Professional graduate program | In the top 50% in each graduate school | 200,000 yen |
| 2nd to 4th year students (Undergraduate) | In the top 10% | 400,000 yen |
| | In the top 30% | 300,000 yen |
| | In the top 60% | 200,000 yen |

* Due to budgetary constraints, not all qualified applicants will receive financial assistance.

* The assistance amount is applied to tuition only.

* The assistance amount is subject to change.

[3] How to Apply

The application period is scheduled for 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 the fall semester must apply in April.

* Further details will be posted on the International Student Office's bulletin boards at Surugadai, Izumi, and Ikuta Campuses.

Also, details will be posted in the Student Information Area at Nakano Campus (1F) and on the university website. Please submit application documents to the International Student Office by the application deadline.

[4] Assistance Method

The assistance is in the form of a deduction from the fall semester tuition. Students selected for assistance should check their transfer slips which will be sent around late September. For students admitted or re-enrolled in the fall semester who have been selected to receive the assistance, the amount will be transferred to their designated account after their selection.

8 Healthcare

[1] National Health Insurance

Foreign nationals who reside in Japan over 3 months are required to register as resident and must enroll in the National Health Insurance system. In return for paying their National Health Insurance premium, members get a reduction of 70% in their 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 https://www.meiji.ac.jp/campus/gaku_ken/index.html

Meiji University has its own student health insurance mutual union. For students who are enrolled at the university, it pays a lump-sum benefit to reduce students' financial burden if they are sick or injured. All undergraduate and graduate students at Meiji University are automatically enrolled in the program upon admission.

The student health insurance mutual union has agreements with approximately 150 healthcare facilities located 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 are covered under the health insurance scheme. However, they must present their student ID and the national health insurance card for expenses to be covered. Whether or not a healthcare facility has an agreement with the union, students who are hospitalized in any medical facility nationwide can get their part of 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 the healthcare facilities that the university has agreements with and information on benefits. You can also contact one of the campus Student Support Office's if you have any questions. (For the Nakano Campus, contact the 3F Office, Low-Rise Wing, No.5 counter).



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

<https://www.meiji.ac.jp/campus/gakusai/index.html>

All students are automatically enrolled in a Personal Accident Insurance scheme for Students Pursuing Education and Research. This is to cover costs when accidents occur while students are undertaking educational activities. All premiums are paid by the university. The insurance covers injuries that occur during classes, university events, and extracurricular activities due to sudden accidents and meet the insurance requirements.

Students should contact the Student Support Office on each campus (for the Nakano Campus, contact the 3F Office, Low-Rise Wing, No.5 counter) for details.



[4] Annual Health Checkup https://www.meiji.ac.jp/campus/hoken_ei/teiken.html

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



[5] Campus Clinics https://www.meiji.ac.jp/campus/hoken_ei/clinic.html

Campus clinics are located on the Surugadai, Izumi, Ikuta and Nakano campuses. Campus clinics are staffed by physicians, nurses, and public health nurses. They offer medical consultations and healthcare advice. Students must present their student ID to get a consultation. The operating hours vary for each campus clinic. Students are encouraged to check the opening hours on the website or by phone. For more details, please refer to the Student Health Insurance Guide on the official Meiji University website.



9 Housing and life in Japan

Housing information for international students is available on the International Student Office bulletin boards and the university website. Please consult the Campus Support Desk on each campus regarding other housing information such as renting an apartment.

[1] International Student Office (Housing)

For the following housing, students need to apply to the International Student Office. The International Student Office will advise students on how to apply, on procedures to follow when moving-in and moving-out, and other matters. Please be sure to follow the advice you are given.

■ Housing Information for International Students:

https://www.meiji.ac.jp/cip/student_support/accommodation/info.html



(1) Company Dormitories

This program is run by the Corporate Friendship Network for Foreign Students Foundation to support international students financially and to foster a better understanding between employees and international students. Regulations to qualify to stay in each dormitory vary. The rent is fixed at between 10,000–20,000 yen/month, approximately. The International Student Center conducts the screening of applicants.

(2) Tokyo International Exchange Center <https://www.jasso.go.jp/en/ryugaku/kyoten/tiec/index.html>

This dormitory is for graduate school students. It is offered by the Japan Student Service Organization.

| | | | | |
|--|--|------------------|------------------|-------------------|
| Address | 2-2-1 Aomi, Koto-ku, Tokyo | | | |
| Nearest station | 3 min walk from Tokyo International Cruise Terminal Station on the Yurikamome Line | | | |
| Type of room | Private apartment for one | | Family apartment | |
| Size | 20m ² | 30m ² | 80m ² | 100m ² |
| Number of rooms | 330 | 300 | 110 | 56 |
| Rent (per/month) * Utilities not included | 35,000 yen | 52,000 yen | 74,500 yen | 86,500 yen |

[2] Other Housing

Other housing that accepts international students. Students must apply directly.

| Name of Dormitory | Address |
|---------------------------|--|
| Asia Bunka Kaikan | 2-12-13 Honkomagome, Bunkyo-ku, Tokyo https://www.abk.or.jp/asian_cultural_center/ |
| Rikko Kaikan | 2-43-12 Kotake-cho, Nerima-ku, Tokyo http://rikkokai.or.jp/?page_id=4351 |
| Tokyo-to Ota Kinenkan | 2-16-14 Kugayama, Suginami-ku, Tokyo http://www.otakinen.com/ |
| Tama Esty Student Housing | 4-1-1 Inogata, Komae-shi, Tokyo http://www.tamaesty.com/ |

[3] Renting an Apartment <https://www.meidai-support.com/oheyanavi/inter/>

The Campus Support Desk on each campus provides information on the following three types of apartments.

■ **Student houses/apartments:**

Apartment complexes that are available only for students. They are managed by real-estate agencies partnered with the Meidai Support Corporation.

■ **Apartments offered by partner real-estate agencies:**

Housing referred to the university by real-estate agencies partnered with the Meidai Support Corporation.

■ **Apartments requiring a direct contract with the landlord**

Apartments that require students to sign a contract directly with the landlord.



[4] Things that Students Should be Careful About when Searching for Housing

(1) Before signing a Contract

- Students should visit and see several properties before signing a rental agreement. Be sure to check the surrounding area, access to sunlight, the structure of the building, etc.
- Rents depend on various factors, such as distance to the city center, size, and the amount of sunlight the apartment gets.

(2) When Making a 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.
- When renting an apartment, students may have to pay a one-time fee such as a security deposit and also "key money" (reikin) to the owner in addition to the monthly rent. Key money is not refundable. The security deposit will be used to settle unpaid bills such as rent arrears, outstanding utility bills, and repair costs, if there is damage to the apartment. When students sign a rental agreement, they will have to pay the first and the following month's rent, a security deposit and key money, which is equivalent to about two month's rent. Therefore, the initial move-in costs will be around 150,000 to 300,000yen.
- Students should keep the rental agreement safe until it expires or is terminated.

(3) While Living in the apartment

- Apartments are usually unfurnished; students must purchase furniture and basic household supplies themselves.
- 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 the previous month.
- The apartment must be restored to its original state when moving out. Students should be aware that if they hammer nails into walls or leave the walls, floors, or other areas dirty, they may have to pay compensation.
- While living in the apartment, most of the problems with the neighbors are about garbage and noise. The location, day, time, and method of garbage collection vary depending on where you live. Before moving in, please check with your local government office and make sure you follow the rules. If you do not know the rules, please ask the municipal office, your landlord, or a real estate agent.
- Please be aware that playing music indoors until late at night and making phone calls outside at night can also cause noise problems.

(4) When Moving Out

- The duration of a rental agreement is typically for one-two years. If students move out of their apartment before the end of the rental period, they must inform the owner by the date given in the rental agreement.

[5] Guarantor System

When renting an apartment, students will need a guarantor. For students who cannot find a guarantor in Japan, Meiji University recommends using the guarantor company below. Meiji University students qualify for special service at a reduced 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 must be enrolled at Meiji University
 - *Students are not eligible for this service when they graduate, withdraw, get expelled, or if they are undergoing disciplinary action from the university.
- Applicants must have "student" residence status.
- Students who are willing to 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 (admission period)
 - D. Emergency contact information (One of your parents and one acquaintance living in Japan.)
- 2) Get the leaflet at the International Student Office or
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, Nepalese)

2) 24-hour Life Support

(Advice concerning utilities contracts such as electricity, gas and water, guidance for termination or renewal of lease agreements, etc.)

[6] Address Registration

All residents in Japan are legally obliged to complete the address registration procedures at the municipal office of the ward or city where they live. You should complete the procedures within 14 days after you have decided where you will live.

[7] Opening a Bank Account

Students can also open a bank account at any bank. However, we recommend that international students open a bank account at the Post Office since you need to it to receive JASSO scholarships. You will need your *Hanko* and an ID verification document such as your residence card. Be sure to keep the *Hanko* in a safe place because it is vital for many procedures.

[8] Mobile Phone Contract

To sign up for a contract with a mobile phone company, your residence card and a credit card or a Japanese bank card under your name are necessary. People under the age of 20 need a consent agreement letter from their guardian. SoftBank, au, and NTT docomo offer these phones. If you only want to get a SIM card, GTN Mobile will provide affordable plans in 6 languages.

<https://gtm-mobile.com/en/>

[9] Student Commuter Pass

A student commuter pass can be purchased for trains and/or buses between your home (dormitory) and the campus where your department or graduate school is located. There are one-month, three-month, and six-month commuter passes available, and you can use your pass as many times as you like while it is valid.

You can purchase your student commuter pass at the student discount rate with your student ID card from Meiji University. Your nearest train or bus station can help you with buying a student commuter pass.

Smoking is prohibited in stations, on trains, and on buses. Also, please do not use your cell phone while travelling on public transportation.

[10] Disaster Preparedness

(1) Disaster Preparedness Manual "Disaster Preparedness, Tokyo"

Please refer to "Disaster Preparedness, Tokyo" available on the Tokyo Metropolitan Government Disaster Prevention website. Versions are available in English, Chinese, and Korean.

■ "Disaster Preparedness, Tokyo":

<https://www.bousai.metro.tokyo.lg.jp/1002147/1008042/1008046/index.html>

(2) Earthquakes

It is a good idea to check for the safest location in your home in case an earthquake happens. Keep a supply of drinking water, two or three liters per person per day, and prepare an emergency backpack or bag with necessities inside, such as a flashlight, food, cash, and a first-aid kit.

Also, confirm the location and route to your local evacuation site and hospital. To find out the location of your local evacuation site, you can either ask your municipal office, or check the website of the municipal office of the ward or city where you live.

If an earthquake occurs while you are at Meiji University, please refer to the "Disaster Prevention Guidebook".

■ "Disaster Prevention Guidebook": <https://www.meiji.ac.jp/koho/disaster/guide/english/index.html>

When a major earthquake strikes, information will be announced as soon as systems are ready via the Meiji University website or via the Oh-o! Meiji System from your school office.

(3) Typhoons and Floods

Japan has a lot of typhoons from summer through autumn. Serious damage, such as landslides and floods, may occur due to strong winds and heavy rain.

When a typhoon is forecasted, either secure or bring inside any garbage cans, pots, bicycle or objects left in your yard or on your balcony to prevent them from flying away in the wind. Also, as with earthquake preparedness, prepare an emergency bag and check the location and route to your local evacuation site.

If there is a strong wind, please do not go outside. Pay attention to weather reports, and if there is an announcement

recommending or ordering an evacuation, follow them immediately. If there is a major typhoon, university classes may be cancelled. Please note that if this is the case, an announcement will be made on the Meiji University website or Oh-o!Meiji system.

[11] Incidents and Accidents

(1) If You Become Involved in an Incident or Accident

Call the police if you are the victim of a robbery, or violence, or if you are involved in a traffic accident. The police telephone number is 110. Calmly explain (1) what happened; (2) when; and (3) where. If your home is broken into, call your landlord or real estate agent. If you are the victim of such an incident, contact the embassy of your home country, if necessary.

(2) If You Fall Ill or are Injured

For slight injuries or illnesses, it is best to go to the hospital on your own if you can. In every district, there is a medical institution that is open on holidays and at night. In case of serious injuries or illnesses, call the fire department to call for an ambulance. The telephone number is 119. Calmly explain (1) you are calling about an emergency; (2) what happened; (3) where you are (address and any nearby landmarks); (4) your name; and (5) telephone number. Dialing 119 is a toll-free call to the fire department. When calling for an ambulance, have your health insurance card ready, if possible.

(3) If a Fire Breaks Out

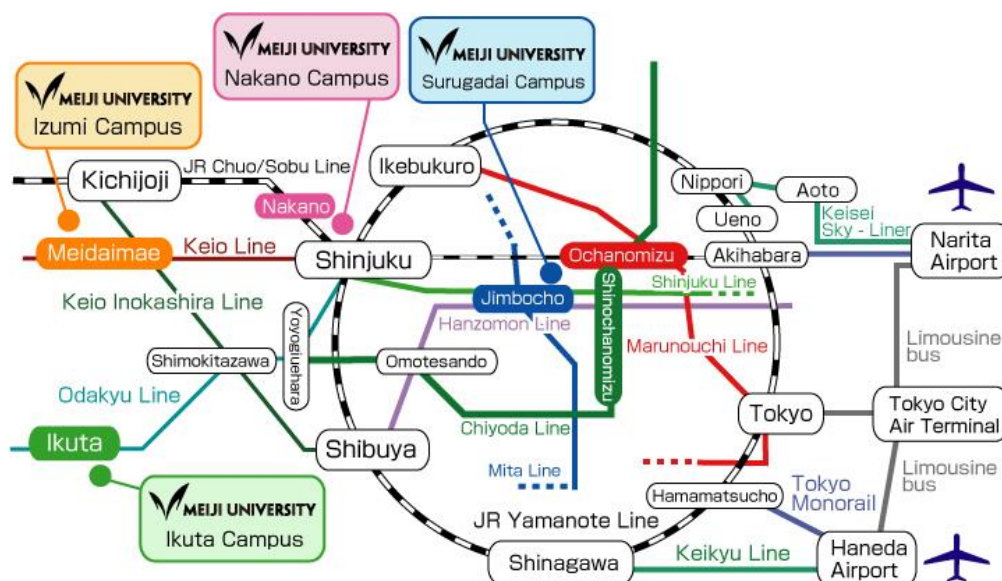
If a fire breaks out, first, alert your neighbors by shouting in a loud voice, and call the fire department. The telephone number is 119. Calmly explain (1) you are calling about a fire; (2) where you are (address and any nearby landmarks); and (3) what is burning. Dialing 119 is a toll-free call to the fire department.

(4) If You Become Involved in a Traffic Accident

If you are in a traffic accident, call the police immediately. If you don't report the accident, you may not be able to receive a traffic accident certificate, which is required when applying for insurance benefits. Ask for the name and address of the driver and the owner of the vehicle (if the vehicle is not the driver's). Obtain the license plate number of the vehicle, the owner's insurance enrollment date, and the name of the insurance company. Even if you are only slightly injured, you should be examined by a doctor.

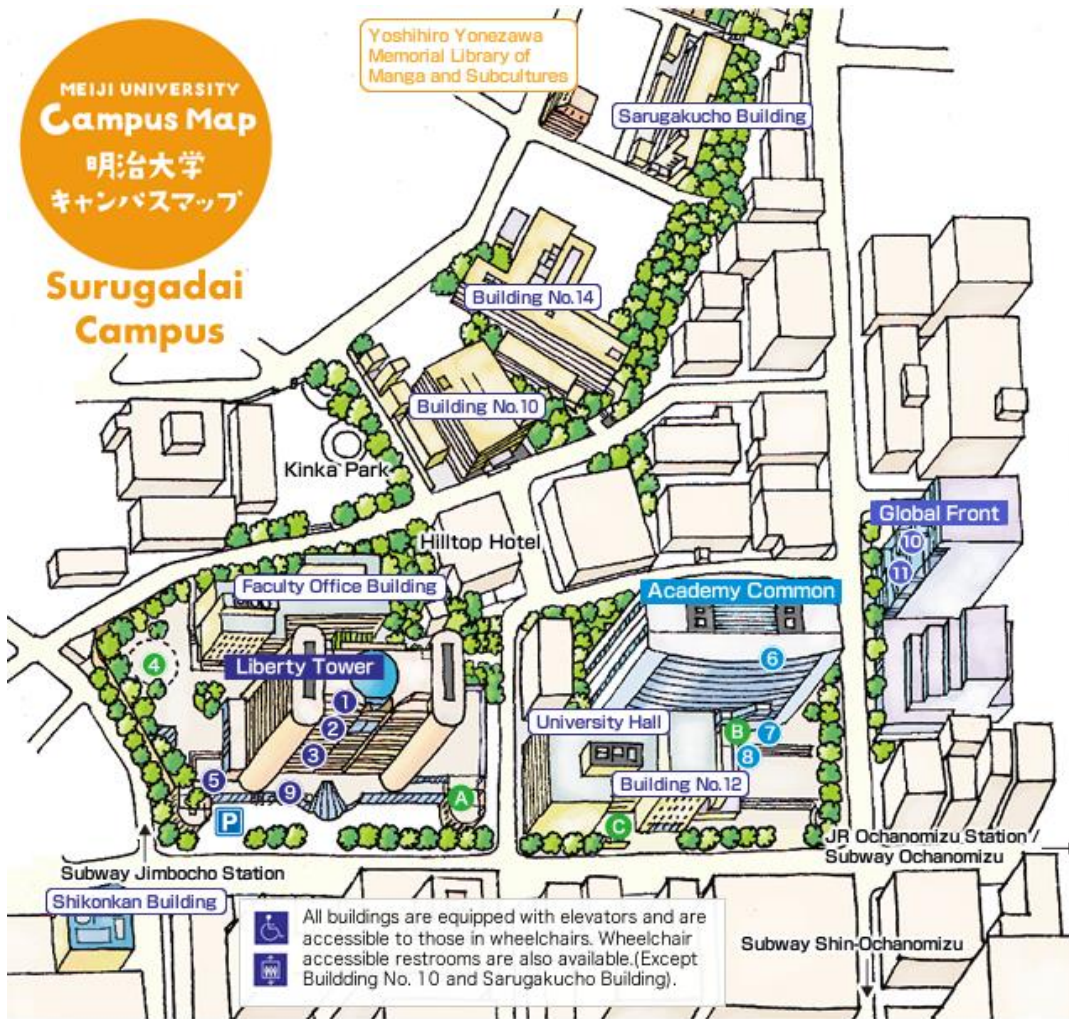
If you cause a traffic accident, do all you can to take care of the victim (such as giving first aid and calling an ambulance) and notify the police. For cases like this, you can consult a lawyer at the Student Consulting Office on certain days. It is especially important that if you are the victim of, or if you have caused, a car accident, to contact the International Student Center and the Student Consulting Office as soon as possible.

10 Meiji University Campus Maps



- (1) Surugadai Campus <https://www.meiji.ac.jp/cip/english/about/campus/surugadai.html>
 1-1 Kanda-Surugadai, Chiyoda-ku, Tokyo 101-8301
 ■ 3-min. walk from Ochanomizu Station on JR Chuo Line and JR Sobu Line
 ■ 3-min. walk from Ochanomizu Station on Tokyo Metro Marunouchi Line
 ■ 5-min. walk from Shin-ochanomizu Station on Tokyo Metro Chiyoda Line
 ■ 5-min. walk from Jimbocho Station on Toei Subway Mita Line, Shinjuku Line, or Tokyo Metro Hanzomon Line
- (2) Izumi Campus <https://www.meiji.ac.jp/cip/english/about/campus/izumi.html>
 1-9-1, Eifuku, Suginami-ku, Tokyo, 168-8555
 ■ 5-min. walk from Meidaimae Station on Keio Line (Keio Line runs straight through to Keio New Line and Toei Subway Shinjuku Line) and Keio Inokashira Line
- (3) Ikuta Campus <https://www.meiji.ac.jp/cip/english/about/campus/ikuta.html>
 1-1-1, Higashi-mita, Tama-ku, Kawasaki-shi, Kanagawa, 214-8571
 ■ 10-min. walk from the south exit of the Ikuta Station on Odakyu Odawara Line (Odakyu Line runs straight through to Tokyo Metro Chiyoda Line)
 ■ Around 17-min. by bus. Get off at Mukogaoka-yuen Station on Odakyu Odawara Line, leave the station using the north exit, catch a bus heading toward Meiji-daigaku-seimon-mae, from bus stop No3. and get off at the end of the line.
- (4) Nakano Campus <https://www.meiji.ac.jp/cip/english/about/campus/nakano.html>
 4-21-1, Nakano, Nakano-ku, Tokyo, 164-8525
 ■ 8-min. walk from Nakano Station on JR Chuo Line, JR Sobu Line and Tokyo Metro Tozai Line

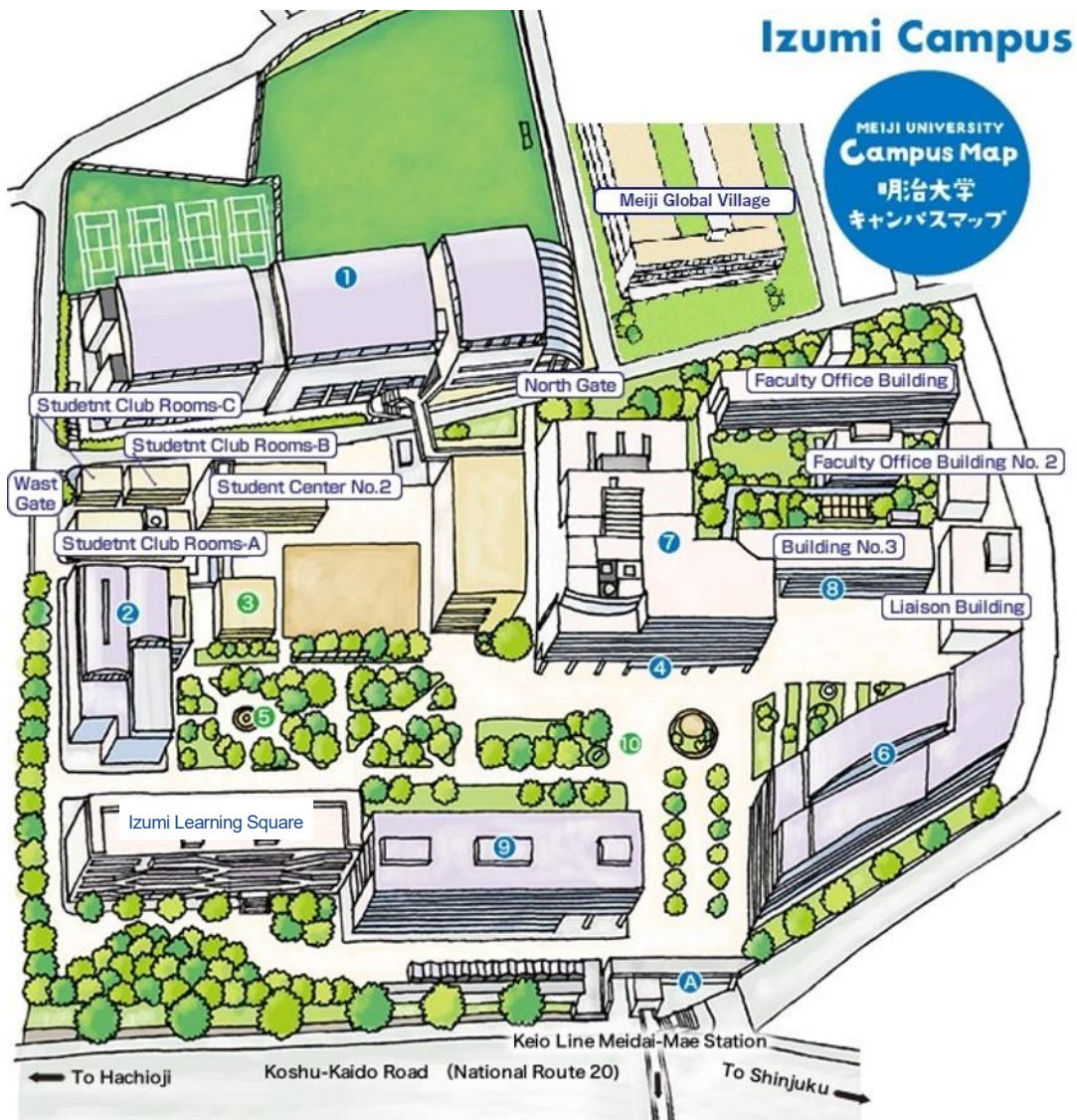
Surugadai Campus Map



- | | |
|---|---|
| ① Kishimoto Tatsuo HALL [23F] | ⑧ Meiji University Museum / AKU YOU Memorial Museum [B1F] |
| ② Dining Hall (Sky Lounge Akatsuki) [17F] | ⑨ Shikon Hall [1F] |
| ③ Classroom | ⑩ International Student Office [2F] |
| ④ Hidamari Plaza | ⑪ International Lounge [2F] |
| ⑤ Central Library [1F—B3F] | Ⓐ Lounge Marronnier |
| ⑥ Liberty Academy | Ⓑ Café Pensée |
| ⑦ Portrait relief of the founders of Meiji University | Ⓒ Meidai Mart |

International Student Office: Global Front (2F)

Izumi Campus Map



- | | |
|---|--|
| ① Gymnasium (East Wing/West Wing) / Playing field | ⑦ Building No. 1 (International Student Office and other Administration Offices) |
| ② Izumi Cafeteria (Izumi no Mori) | ⑧ International Lounge |
| ③ Meidai Mart | ⑨ Media Building |
| ④ Undergraduate Bulletin Board | ⑩ Portrait relief of the founders of Meiji University |
| ⑤ Fountain of Creation | Ⓐ Front Gate/ Guard Gate |
| ⑥ Izumi Library | |

International Student Office: Building No. 1 (Administration Offices) (1F)

Ikuta Campus Map



International Student Office: Main Building (Administration Offices) (1F)

Nakano Campus Map



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

Office: Low-Rise Wing (3F)

11 Off-Campus Facilities

[1] Counseling Organizations

(1) General Information

1) Foreign Residents' Advisory Center run by the 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 for 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

| Languages | Contact | Days (excluding national holidays) | Open |
|-----------|--------------|------------------------------------|---|
| English | 03-5320-7744 | Mon.–Fri. | 9:30a.m.–12:00p.m. 1:00p.m.–5:00p.m. |
| Chinese | 03-5320-7766 | Tue., Fri. | |
| Korean | 03-5320-7700 | Wed. | |

■ URL: https://e-sodan.metro.tokyo.lg.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.

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 (in eight languages).

■ Tel: 03-6233-9266

| Languages | Day | Office hours |
|------------|------------------|-----------------------|
| English | Daily | 10:00 a.m.– 4:00 p.m. |
| Chinese | Tue., Thu. | |
| Korean | Mon. | |
| Thai | Tue. | |
| Spanish | Wed. | |
| Portuguese | Fri. | |
| Filipino | Mon. | |
| Vietnamese | 2nd and 4th Wed. | |

■ URL: <https://www.amdamedicalcenter.com/activities>

3) English-language Mental Health Counseling Service

Free counseling service by an off-campus counseling organization (T-PEC Corporation) is available to Meiji University students (excluding non-degree students) and their parents/guardians. This is an off-campus organization with which the university has entered into a consignment contract, and experts in the fields of mental and physical health are available for consultation free of charge.

If you have any of the following requests, please use this "Mental and Physical Health Consultation Toll-Free Number 24".

○ For students who want to consult with the Student Counseling Center outside of its opening hours (at night and during long vacations).

○ For students who do not want the university to know about their consultation.

■ Tel: 0120-489-041 (toll free)

■ URL: <https://consult.t-pec.co.jp/service/503047>

(3) Work-related Advice

1) Foreign Residency Support Center (FRESC)

The Foreign Residency Support Center (FRESC) is a government office that provides support for foreign national living and working in Japan, and provides consultation services for foreign national , support for companies that want to employ foreign national , and support for foreign national . We are working on initiatives such as supporting local governments that are working on.

■Access: https://www.moj.go.jp/isa/support/fresc/fresc_4.1.html

■Tel: 0570-011000

2) Tokyo Metropolitan Labor Consultation Center

The center provides counseling on wages for 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

| Languages | Center/office | Contact | Day | Counseling hours |
|-----------|---------------|--------------|------------------|-----------------------|
| English | Iidabashi | 03-3265-6110 | Mon.–Fri. | 2:00 p.m. - 4:00 p.m. |
| | Osaki | 03-3495-6110 | Tue. | |
| | Kokubunji | 042-321-6110 | Wed. | |
| Chinese | Iidabashi | 03-3265-6110 | Tue., Wed., Thu. | 2:00 p.m. - 4:00 p.m. |

■URL: <https://www.hataraku.metro.tokyo.lg.jp/soudan-c/center/e/index.html>

Meiji University Contact information

Please check the following page for inquiries to the office of each school.

■Contact us : <https://www.meiji.ac.jp/cip/english/contact.html>



外国人留学生のためのガイドブック 2024
International Student's Guidebook 2024

Published on April 1st, 2024
International Student Office, Meiji University
1-1, Kandasurugadai, Chiyoda-ku, Tokyo, 101-8301
TEL (+81)-3-3296-4141
Email cip@mics.meiji.ac.jp