PREFACE

This handbook is meant to be a clear and practical guide to university life at Tokyo Metropolitan University. Should you have any questions or need further clarification regarding the provided information and details of the procedures, please contact the relevant office mentioned in the booklet.

We sincerely hope that your stay at TMU will be fruitful and memorable.

<table>
<thead>
<tr>
<th>General Office for TMU International Students</th>
</tr>
</thead>
<tbody>
<tr>
<td>International Student Support Section</td>
</tr>
<tr>
<td>International Affairs Office</td>
</tr>
<tr>
<td>(Minami-Osawa Campus, International House, 1F)</td>
</tr>
<tr>
<td>〒192-0397</td>
</tr>
<tr>
<td>Hachioji-shi, Tokyo</td>
</tr>
<tr>
<td>Tel: 042-677-2030 (direct line)</td>
</tr>
</tbody>
</table>

This handbook is intended for international students studying at the Minami-Osawa campus. International students studying at the Campus other than Minami-Osawa should contact their own campus office for inquiries and information.

<table>
<thead>
<tr>
<th>Campus</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hino Campus</td>
<td>042-585-8613 (direct)</td>
</tr>
<tr>
<td>Arakawa Campus</td>
<td>03-3819-7124 (direct)</td>
</tr>
<tr>
<td>Harumi Campus</td>
<td>03-3536-7756 (direct)</td>
</tr>
<tr>
<td>Shinjuku Satellite Campus</td>
<td>03-5320-7095 (direct)</td>
</tr>
</tbody>
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# Academic Calendar and Annual Schedule

## TMU Academic Calendar 2014 (Heisei 26)

<table>
<thead>
<tr>
<th>Sun</th>
<th>Mon</th>
<th>Tue</th>
<th>Wed</th>
<th>Thu</th>
<th>Fri</th>
<th>Sat</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>

### April

- **April 3:** Course Registration Guidance (4/2 Wed) - 4/7 Mon
- **April 13:** Entrance Ceremony 4/8 Tue
- **April 20:** Semester 1 classes begin 4/9 Wed
- **April 22:** Classes on a national holiday 4/29 Tue (Showa-no-hi)
- **April 26:** University recess (all campuses closed) 4/30 Wed - 5/1 Thu

### May

- **May 1:** Entrance Ceremony 4/8 Tue
- **May 20:** Semester 1 Final Examinations 7/25 Fri - 8/7 Thu
- **May 3:** Summer Recession 8/8 Fri - 9/30 Tue
- **May 10:** Intensive summer courses I & makeup classes I 8/8 Fri - 8/14 Thu

### June

- **June 7:** Classes on a national holiday 7/21 Mon (Marine Day)
- **June 20:** Makeup classes I 7/23 Wed - 7/24 Thu

### July

- **July 1:** Semester 2 classes begin 10/1 Tue
- **July 10:** Winter Recess 12/23 Tue - 1/4 Sun

### August

- **August 3:** National Center Test for University Admission Preparation for the test 11/22 Thu
- **August 10:** Autumn recess 11/24 Mon (Labor Thanks Giving Day’s substitute)
- **August 19:** Makeup classes II 12/24 Fri - 12/26 Fri

### September

- **September 3:** A national holiday (Emperor’s Birthday) 12/23 Tue
- **September 5:** Classes resume 1/5 Mon

### October

- **October 11:** Spring Recess starts 2/11 Wed
- **October 14:** Makeup classes II 2/12 Thu - 2/13 Fri

### November

- **November 15:** Winter Recess 12/23 Tue - 1/4 Sun

### December

- **December 1:** National Center Test for University Admission + Preparation for the test 1/16 Fri
- **December 16:** Semester 2 Final Examinations 1/28 Wed - 2/10 Tue
- **December 23:** Makeup classes II 2/12 Thu - 2/13 Fri

### January

- **January 11:** National Center Test for University Admission + Preparation for the test 1/16 Fri
- **January 16:** Semester 2 Final Examinations 1/28 Wed - 2/10 Tue
- **January 28:** Makeup classes II 2/12 Thu - 2/13 Fri

### February

- **February 1:** Spring Recess starts 2/11 Wed
- **February 22:** Makeup classes II 2/12 Thu - 2/13 Fri

### March

- **March 3:** Preparation for Entrance Exam. I 2/24 Tue (planned) Entrance Exam. I 2/25 Wed - 2/26 Thu (planned)
- **March 22:** Graduation Ceremony

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- holidays or campus closed
- intensive courses & makeup classes (during a recess)
- final examinations
2. Annual Schedule for International Students

The International Student Support Section organizes various events for TMU international students so that they can lead a full and enjoyable student life.

(1) Orientation for New International Students
Mid April & Mid October (twice a year)
At the beginning of each semester the International Student Support Section holds an orientation for newly enrolled international students in order to explain campus life and study at TMU. A campus tour and a welcome party follow the orientation.

(2) International Student Seminar
1st semester & the 2nd semester (twice a year)
The International Student Support Section sponsors an overnight seminar mainly for newly enrolled international students every year. Last year, participants went by bus to Shizuoka City in Shizuoka Prefecture in late June and to Nikko City, Tochigi Prefecture in late November. Japanese students are also welcome to participate in this Seminar.

(3) Scholarship Orientation for Privately Financed International Students
Early April & late September/early October (twice a year)
For newly enrolled students
Mid February (once a year)
For current students

(4) Job Search Guidance for International Students wishing to work in Japan
Date not yet fixed (once a year)
This Job Search Guidance is held for international students wishing to work in Japan. The Guidance gives information on the job market trends, and instructions on job application and job search skills.

(5) Cross Cultural Understanding Seminar
Mid April & mid October (twice a year)
This Seminar gives information on how to stay in Japan comfortably and safely. Your spouse and children are also welcome to attend.

(6) TMU Minami-Osawa Campus Festival
Early November (once a year)
Every year international students take the initiative to set up food stands at the Campus Festival and enjoy a great popularity among Japanese students, university staff and local people. You are also encouraged to take part actively in the Campus Festival, which helps you mingle with Japanese students for better campus life.
Note: Should you plan to open a food stand for the Festival, please attend the “University Festival Committee’s General Meeting.” Attendance of the Meeting is compulsory to register your participation. If you fail to register, you cannot open your stand. Please get the General Meeting schedule from the information boards (including standing sign boards) on campus around May. (The General Meeting in 2013 was intermittently held starting from April)

(7) International Party
Mid December (once a year)
The International Party launched by the International Exchange Volunteer Group “Hands” in 2013, sponsored by the International Affairs Office is held to introduce New Year holiday celebrations around the world.

In addition to the above, interesting events will be held throughout the year. Information about these events will be posted on the International Center’s bulletin board.
II. University Office Services

1. Offices

From entry until graduation, students must go through various procedures. The offices handling services differ by type of procedure. Your faculty/department office handles the procedures pertaining to “TMU students,” while the International Affairs Office mainly takes in charge of the procedures relating to “International Students” studying in Japan.

(1) International Affairs Office (Location: International House 1F)

General services for international students

① Services:
- Application documents related to status of residence
- Applications for scholarships
- Issuance of Scholarship Recipient Certificates
- Events for international students
- Tutor-related services
- Management of the International Exchange Room
- Japanese language classes and the Japanese academic writing support program
- Personal counseling services for international students
- Applications for Comprehensive renter’s Insurance for International Students
- Housing applications for International House
- Other services for international students

② Office hours: Monday – Friday, 8:30 – 17:45 (closed 12:30 – 13:30)

(2) Student Affairs Office of the Student Affairs Section (Location: Bldg. 1, 1F)

① Services:
- Applications for full/half tuition exemption
- Applications for student dormitories
- Lost & found
- Applications for Personal Accident Insurance for Students Pursuing Education and Research, and Personal Liability Insurance for Students
- Registration of a bike or a motor bike for commuting (Please see “Bicycle and Motor-bike Registration” on page 23)
- Facilities & equipment rental/reservations

② Office hours: Monday – Friday 8:30 – 18:15 (during a term of classes)
   Monday – Friday 8:30 – 17:45 (during a spring, summer, winter break and campus holidays)
(3) Career Support Affairs Office  (Location: Bldg. 7, 1F)
   ① Services:
   ➢ Career counseling (career development & job placement)
   ➢ Reference materials on internship/career development (Career Reference Room)
   ➢ Supportive events for career development/job search
   ➢ Applications for internships
   ➢ Part-time job information, etc.
   ② Office hours:
      Monday – Friday 8:30 – 18:15 (during a term of classes)
      Monday – Friday 8:30 – 17:15(17:45 during a spring, summer and winter break and campus holidays)

(4) Faculty/Department Offices
   ① Services:
      ➢ General academic affairs
      ➢ Student registry (withdrawal, leave of absence, re-enrollment) procedures
      ➢ Issuance of Student ID cards
      ➢ Issuance of Certificates of Enrollment and official transcripts
      ➢ Change of address
   ② Contact offices
      ➢ 1st-year and 2nd-year undergraduate students: Academic Affairs Section (Location: Bldg. 1, 1F)
      ➢ 2nd-year undergraduate students in Health Sciences: their faculty office
      ➢ 3rd- & 4th-year undergraduate, graduate and research students: their faculty/department office

(Notes) Office services are reduced during lunch time (12:30 – 13:30).
Students who are not yet confident in Japanese need to be accompanied by their tutor or a Japanese-speaking person when visiting these offices.

2. Bulletin Boards

Information and announcements from the university offices are posted on the bulletin boards. Please remember that failure to check information on the bulletin boards will result in disadvantage. Check the bulletin boards when you are on campus.

(1) Bulletin boards for international students: in front of the International Affairs Office, International House 1F, and Information Gallery
(2) Bulletin board for all students: Information Gallery
(3) Faculty/department bulletin boards: faculty/department buildings and Information Gallery
(4) Electronic Bulletin Board System: in front of the Student Support Center, the Academic Affairs Section, the entrance hall of International House, the entrance hall of Bldg.6, and the elevator hall of the Bldg.8, 1F, Cafeteria-kan
*The university offices post announcements of class cancellation, student call-out, etc. on the electronic bulletin board when they need to contact them.

(5) The Student Portal
Please log in the Portal by clicking the banner on the official website of TMU. You are encouraged to use the Portal, which provides information and announcements from the University and useful functions.

3. Issuance of Certificates

(1) Certificate of Enrollment (Certificate of Engaging in Research for research students) and Official Transcript
- 1st-year and 2nd-year undergraduate students: Academic Affairs Office
- 2nd-year Health Sciences undergraduate students: their faculty office
- 3rd- & 4th-year undergraduate, graduate and research students: their faculty/department office

(Note) Japanese Certificates of Enrollment and official transcripts (containing courses taken by current students) can also be issued by using the automatic issuing machine; however, this service is limited to degree students.

(2) Certificate of (prospective) Graduation/Course Completion:
Your faculty/department office issues certificates for free of charge, however, fees are charged for issuance of certificates after graduation/completion of study.
*For more details, ask your faculty/department office.
*Japanese certificates of (prospective) graduation/course completion can be issued by using the automatic issuing machine.

(3) Student Discount Voucher & Student Commuter Pass
   ① JR Student Discount Voucher
   A) What is the JR student discount?
   It is a special rate given to students of the schools designated by the Japan Railways Group (JR-Group) when they travel on the JR train for more than 100 operating kilometers in one direction. This student discount voucher can be used only for traveling on the JR lines. The student discount services offered by other railway companies vary depending on each company's operational regulation. As for their student discount services, ask the station office of each railway company before buying a ticket.
   B) Where to be issued
   It is issued by the Academic Affairs Office (Bldg.1, F1), your faculty/department office and the automatic issuing machine in front of each office.
   ② Student commuter pass
A) What is the student commuter pass?
   It is a kind of discounted pass offered by railway companies to regular students to commute via the shortest route between the stations nearest to the university and their home.

B) How to purchase
   Write your registered address and commuting route in the sticker attached on the back of your student ID card and have your faculty/department office put a confirmation seal on it. By showing your student ID card with the confirmation seal on, you can purchase a student commuter pass over the counter of a railway company. **It is prohibited to change the route for any other purposes, such as going to part-time work, extracurricular activities or any other destinations.**

C) When you change your address
   ➢ Promptly notify of the change to your faculty/department office and get a new sticker to be attached on the back of your student ID card. (However, 1st-year and 2nd-year undergraduate students should go to Academic Affairs Office; 3rd-year and 4th-year undergraduate, 2nd-year Health Sciences undergraduate students and graduate students to their faculty/department office)
   You must never misuse your commuter pass by changing the registered matters printed on the sticker or making an unauthorized copy of it.
   ③ Misuse of a JR student discount voucher and student commuter pass
   The student discount voucher and student commuter pass must not be used by any person other than the owner. If any misuse is found out, the railway company may stop the entire university from the using the discount benefit. Should you have any questions regarding the student discount voucher, please ask your faculty/department office.

(4) **Certificates of Scholarship Recipient**
   Certificates of the recipient of the Japanese Government Scholarship, the Honors Scholarship for privately-financed international students and scholarships offered by private foundations are issued by the International Affairs Office.
   (Note) Certificates in Japanese can take one day and certificates in English a few days to be issued.

(5) **Health Certificate**
   The Main Health Service Office issues health certificates for those students who received an annual health check-up conducted by the University in April or in October (for October enrollment). The health certificates take a week or two to be issued after submission of a request.

   Should you need a certificate other than listed above, please consult with the International Affairs Office.
4. **Confirmation of the Certificates**

All international students must observe the fundamental Japanese laws, such as the Immigration Law and the Basic Resident Registration Law. International students, however, might unconsciously violate a Japanese law or fail to take necessary procedures due to different observance of laws from their home country or insufficient comprehension in Japanese; this may result in deportation or unexpected expenses incurred. To keep you from falling into such a situation, the University confirms your indispensable documents for accurately grasping your living conditions and giving appropriate advice if necessary.

(1) **Certificates to be confirmed**
   ① Student Identification Card (Research Student Identification Card)
   ② Resident Card (Alien Registration Certificate Card)
   ③ National Health Insurance Card
   ④ Passport

(2) **How to confirm**
Bring the original certificates ① - ④ to the International Affairs Office on Minami-Osawa Campus. The Office takes photocopies of the original certificates and keeps them on file. International students registered with the campus other than Minami-Osawa should bring these to the academic affairs office of their campus.

(3) **When to confirm**
The confirmation of certificates will be conducted once a year (around mid April) for all TMU international students or in October for October-enrolled students. The detailed information on the confirmation is posted on the bulletin board of the International Center.

(Note) When there are any changes in the registered matters in your certificates, you must promptly bring four renewed certificates and undergo the confirmation as outlined above at the International Affairs Office.

5. **Graduation, Course Completion, Leave of Absence and Re-enrollment**

(1) **When you have graduated or completed your course**
   ① Please notify to the International Affairs Office of your contact address and telephone number after graduation or completion of course.
   ② Complete and submit the form of an “After-Graduation Career Pass” to the Career Support Affairs Office, Student Support Center. The form is available at the Career Support Affairs Office, your faculty/department office and the TMU website at [http://www.gs.tmu.ac.jp/career/syusyoku.htm](http://www.gs.tmu.ac.jp/career/syusyoku.htm)
(2) **When you take a leave of absence or re-enroll in the university**

You must submit a request to your faculty/department office and also notify to the International Affairs Office.

(Note) **Your status of residence during a leave of absence**

Your status of residence as college student becomes invalid when you take a leave of absence. If you stay in Japan for a period of your leave of absence, you must change your status of residence to other than college student.
III. Studying

1. Academic Affairs Offices
   The offices in charge of course registration, credit acquisition, receipt of assigned papers and other academic affairs are as follows (Research students are not eligible to acquire credits.)

   (1) 1st & 2nd-year undergraduate students; Academic Affairs Office
       (2nd-year undergraduate students in Health Sciences: their faculty office)

   (2) 3rd & 4th-year undergraduate, graduate and research students: their faculty/department office

2. Course Registration
   As a rule the course registration must be completed via online. However, some courses require the submission of the designated course registration card. The time schedule and procedure will be posted on the bulletin board of your faculty/department office and the University website. Students must read the Course Registration Guide for details and attend the course registration guidance session at the beginning of each semester.

3. Cancellation of Classes
   Classes may be cancelled when train services are disrupted due to snow, storm, flood, accidents, strikes, etc. or faculty members' unavoidable reasons.

   (1) When train services are suspended, the class schedule is as follows.
       The following rule applies to Minami-Osawa Campus.
       For the rule for Hino/Arakawa Campus, contact the office of each Campus.

       | Transportation | Service Conditions                                                                 | Class Cancelation                                                                 |
       |----------------|--------------------------------------------------------------------------------------|----------------------------------------------------------------------------------|
       | ○ Keio Sagamihara Line | Any of ○ lines are suspended as of 7:00 a.m.                                     | Classes in the 1st & 2nd periods may be cancelled.                               |
       | ○ Keio Line       |                                                                                     |                                                                                  |
       | ○ JR Yokohama Line |                                                                                     |                                                                                  |
       | ○ Odakyu Odawara Line |                                                                                     |                                                                                  |
       | ○ Odakyu Tama Line |                                                                                     |                                                                                  |
       | ○ JR Nanbu Line   |                                                                                     |                                                                                  |
       | ○ JR Chuo Line    |                                                                                     |                                                                                  |
       | ○ JR Yamanote Line |                                                                                     |                                                                                  |
       | ○ Tama City Monorail |                                                                                     |                                                                                  |
       | ○ JR Chuo Line    |                                                                                     |                                                                                  |
       | ○ JR Chuo Line    |                                                                                     |                                                                                  |
       | ○ JR Chuo Line    |                                                                                     |                                                                                  |
       | ○ JR Chuo Line    |                                                                                     |                                                                                  |
       | ○ JR Chuo Line    |                                                                                     |                                                                                  |
       | ○ JR Chuo Line    |                                                                                     |                                                                                  |
       | ○ JR Chuo Line    |                                                                                     |                                                                                  |
       | ○ JR Chuo Line    |                                                                                     |                                                                                  |
       | ○ JR Chuo Line    |                                                                                     |                                                                                  |
       | ○ JR Chuo Line    |                                                                                     |                                                                                  |
       | ○ JR Chuo Line    |                                                                                     |                                                                                  |
       | ○ JR Chuo Line    |                                                                                     |                                                                                  |

   (2) Notification of class cancellation
       A class cancellation will be notified through the electronic bulletin board system. The
electronic bulletin board systems are placed at the following locations.

- International House (1F)
- In front of the Academic Affairs Section (Bldg.1, 1F)
- Entrance hall of Bldg.6
- Elevator hall of Bldg.8, 1F
- Cafeteria
- Campus Square for Web

For details, contact the Academic Affairs Office (Bldg.1 1F) or your faculty/department office.

(Note) For the locations of the bulletin boards notifying of class cancelation on the campus other than Minami-Osawa, please ask your faculty/department office.

4. **Japanese Language Courses**

(1) Class levels and outlines

The levels and outlines of the Japanese classes for international students are as follows.

<table>
<thead>
<tr>
<th>Japanese Course</th>
<th>Level</th>
<th>Class Outline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fundamental-Japanese I 5</td>
<td>Japanese Proficiency Test Level N5</td>
<td>Fundamental Japanese for beginners</td>
</tr>
<tr>
<td>(Elementary 1)</td>
<td></td>
<td>Hino Campus: 1st semester / f, g</td>
</tr>
<tr>
<td>1st semester: a, b, c, d, e, f, g</td>
<td>h</td>
<td>2nd semester: h</td>
</tr>
<tr>
<td>2nd semester: m, n, o, p, q, r, s, t</td>
<td></td>
<td>Arakawa Campus: 1st semester: h</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2nd semester: f</td>
</tr>
<tr>
<td>Fundamental-Japanese I 4</td>
<td>Japanese Proficiency Test Level N4</td>
<td>Simple and everyday communication skills</td>
</tr>
<tr>
<td>(Elementary 2)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1st semester: a, b, c, d</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2nd semester: m, n, o, p</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fundamental-Japanese II 3</td>
<td>Japanese Proficiency Test Level N3</td>
<td>Everyday communication skills</td>
</tr>
<tr>
<td>(Intermediate 1)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1st semester: a, b, c, d</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2nd semester: m, n, o, p</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fundamental-Japanese II 2</td>
<td>Japanese Proficiency Test Level N2</td>
<td>Communication skills covering a wide range of topics</td>
</tr>
<tr>
<td>(Intermediate 2)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1st semester: a, b, c</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2nd semester: m, n, o</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fundamental-Japanese III 1</td>
<td>Japanese Proficiency Test Level N1</td>
<td>Comprehensive study of Fundamental Japanese for academic work</td>
</tr>
<tr>
<td>(Advanced)</td>
<td></td>
<td>Hino Campus: 1st semester: d</td>
</tr>
<tr>
<td>1st semester: a, b, c, d</td>
<td></td>
<td>2nd semester: p</td>
</tr>
<tr>
<td>2nd semester: m, n, o, p, q</td>
<td></td>
<td>Arakawa Campus: 1st semester: e</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2nd semester: q</td>
</tr>
</tbody>
</table>
Japanese I+
(Super-advanced)
1st semester/f, s, t

Japanese I
(Advanced)

Japanese II
(Super-advanced)

Japanese workshop
(Conducted in Chinese, Hangul & English, etc.; planned)

<table>
<thead>
<tr>
<th>Course</th>
<th>Eligible Students</th>
<th>Course Registration &amp; Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fundamental Japanese I, II, III</td>
<td>Exchange students</td>
<td>Class placement to the student’s proficiency level after taking the placement test conducted by the Language Support Room, International Center. Credits can be awarded as the international exchange courses</td>
</tr>
<tr>
<td></td>
<td>Graduate students</td>
<td>Credits not awarded</td>
</tr>
<tr>
<td></td>
<td>Research students</td>
<td>Course registration not required</td>
</tr>
<tr>
<td>Japanese I, II</td>
<td>Undergraduate students (graduate, research students may be allowed to take the course)</td>
<td>Course registration required</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Credits awarded (Course registration not required of, credits not award to graduate and research students)</td>
</tr>
<tr>
<td>Japanese workshop</td>
<td>Exchange students</td>
<td>Credits not awarded</td>
</tr>
<tr>
<td></td>
<td>Graduate students</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Research students</td>
<td></td>
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</tbody>
</table>

(3) Class attendance

- Being absent from class three times is permissible, however, exceeding 3 absences results in denial of credit.
- Being more than 30 minute late for a class is counted as an absence of class.

5. Japanese Academic Writing Support

(1) What to support

This program aims to assist international students in writing essays and papers in Japanese by giving advice on sentence construction, terminology, contexts and usages appropriate for academic writing.
(2) Place
International House 2F, Room 208

(3) Opening days and hours
Tuesday, Wednesday, Friday, 13:00 – 17:00
● The time schedule is subject to change. You must periodically check it on the bulletin board of the International Affairs Office.

(4) How to use the service
Appointments via e-mail required
Walk-ins will be accepted (however, priority given to appointments)
E-mail address for appointment: writing@tmu.ac.jp
Website: http://www.ic.tmu.ac.jp/study_abroad/jpacademic.html

The International Exchange Room on the second floor of the International House is equipped with PCs and Japanese language learning to facilitate self-teaching for international students. Please see page 28 for more details.

● “mic-J” Audio Visual Resources for Japanese Instruction TMU
Japanese Language Education, Department of Human Sciences, Graduate School of Humanities, TMU
http://japanese.hum.tmu.ac.jp/mic-j/
http://nihongo.hum.tmu.ac.jp/mic-j/ (mirror site)

7. Tutoring System

(1) What is the tutoring system?
International students may be challenged by many difficulties including language problems when it comes to studying with Japanese students in class. They need to make considerable efforts until they can fully understand lectures, wherein TMU set up a tutoring system which assists international students in various ways. Tutors are generally TMU Japanese student, (sometimes international students) personally help international students with their language study and coping with Japanese customs and manners.
(2) Eligible Students
A tutor is assigned to an international student in his/her first year of enrollment. Your academic advisor determines whether you need a tutor or not. If you are anxious about your Japanese or the way of living in Japan, consult with your academic advisor. A tutor will be selected from among graduate students in the same field of your study, in principle, based upon your academic advisor’s recommendation.

8. Libraries
Tokyo Metropolitan University has a total of 1.9 million books in the central library and the faculty/department libraries on Minami-Osawa, Hino, Arakawa campuses, and students can search any of the library books via OPAC (Online Public Access Catalog). For the user’s guide to the TMU libraries, visit the library website or call the Library Information Center.

(1) Central Library (Minami-Osawa campus)
http://www.comp.tmu.ac.jp/library/english/e-index.htm
Number of books: approximately 650,000
Major collection: all fields of study
Phone number: 042-677-2404

(2) 5 faculty libraries (Minami-Osawa campus)
http://www.comp.tum.ac.jp/library/english/home/faculty.htm
○ Humanities and Social Sciences Library ○ Business Administration Library
○ Law and Politics Library ○ Geography and Environmental Sciences Library
○ Mathematical Sciences Library
  Number of books: approximately 900,000 in total of 5 libraries
  Major collection: specialized and technical books in the respective fields of study

(3) System Design Library (Hino campus)
http://www.comp.sd.tmu.ac.jp/library/library_e.html
Number of books: approximately 160,000
Major collection: books in the fields of science and technology
Phone number: 042-585-8614

(4) Health Sciences Library (Arakawa campus)
http://www.hs.tmu.ac.jp/lib/eindex.php
Number of books: approximately 140,000
Major collection: books in the fields of healthcare and medicine
Phone number: 042-3819-1211
IV. Living

1. Accommodations

(1) University accommodations

Detailed information on application for university accommodation is available at the window of the Student Affairs Office, the bulletin boards and the University’s website. When you are seeking university accommodation, please make sure to check the information. Please note that not all applicants can secure a room due to the limited number of rooms.

<table>
<thead>
<tr>
<th>Accommodation Name</th>
<th>Eligibility</th>
<th>Number of Rooms</th>
<th>Application Period</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>International House</td>
<td>Graduate students</td>
<td>Approx. 20</td>
<td>Current students: around October</td>
<td>2 years (as a general rule)</td>
</tr>
<tr>
<td>Dormitories</td>
<td>Undergraduate &amp; graduate students</td>
<td>Approx. 15</td>
<td>Current students: Nov – Dec Incoming students: Jan – Feb</td>
<td>2 years (within the period of a regular program)</td>
</tr>
</tbody>
</table>

[Where to contact and apply]

a. International House: International Affairs Office
b. Dormitories: Student Affairs Office, Student Support Center

The international student accommodation, ReENTO TAMADAIRA, is designed to facilitate cross-cultural understanding through a community life of Japanese and international students and active participation in events organized by the local community, and to contribute to development of internationally minded human resources and globalization of the local community as well as of the University community. ReENTO TAMADAIRA offers a unique experience of international exchange among residents with a mixed unit of two Japanese degree students and one exchange student from partner universities.
<table>
<thead>
<tr>
<th>Accommodation Name</th>
<th>Eligibility</th>
<th>Number of Rooms</th>
<th>Application Period</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>International Student Accommodation</td>
<td>Exchange students</td>
<td>30</td>
<td>Any month specified by an exchange program</td>
<td>One/ half year</td>
</tr>
<tr>
<td>ReENTO TAMADaira</td>
<td>TMU Japanese students</td>
<td></td>
<td>January every year (as a rule)</td>
<td>2 years</td>
</tr>
</tbody>
</table>

Location: 3-chome Tamadaira, Hino-shi, Tokyo

Where to contact and apply: International Affairs Section

(2) Off-campus accommodations through the university mediation

① Housing (including the international student houses)

<table>
<thead>
<tr>
<th>Housing Name</th>
<th>Address</th>
<th>Eligibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hachioji Seminar House</td>
<td>1987-1 Shimoyugi, Hachioji-shi, Tokyo</td>
<td>Single</td>
</tr>
<tr>
<td>House of International Students</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tokyo International Exchange Center</td>
<td>2-2-1 Aomi, Koto Ward, Tokyo</td>
<td>Graduate students (including research students) Family &amp; single</td>
</tr>
<tr>
<td>Tokyo Ota Kinen Kan</td>
<td>2-16-14 Kugayama, Suginami Ward, Tokyo</td>
<td>Students from designated Asian cities and Beijing Single</td>
</tr>
</tbody>
</table>

② Application

Application information will be posted on the bulletin board of the International Center.

(3) Other accommodations

① Accommodations without the university's mediation

Application information will be posted on the bulletin board of the International Center when it is sent to TMU. Some international student houses accept applications
whenever a room becomes vacant. Please make a direct contact with these accommodations.

② Commercial apartments

You can also find a room in a commercial apartment through real estate agents, housing information magazines, the Internet and the University Co-op.

2. Comprehensive Renter’s Insurance for International Students

(1) Guarantor and Comprehensive Renter’s Insurance for International Students

To rent a commercial apartment room in Japan, a guarantor is generally required to share liabilities. This insurance policy makes it easier for international students to ask your academic advisor to become your guarantor. The policy is designed to protect insured students against possible accidents such as a fire as well as to protect the guarantor from financial burden. If you are not able to secure a grantor, you can ask the University to be your grantor (as an institutional grantor) under the condition that you enroll in this Comprehensive Renter’s Insurance. For more details, ask the International Affairs Office.

For general information, visit http://www.jees.or.jp/crits/

(2) Where to apply for the insurance policy

International Affairs Office

3. Change of Address

You must report your new address and telephone number to your faculty/institution office.

It is important that your address and telephone number are accurately registered at the following offices.

(1) Offices to report on campus

① Respective faculty/institution offices, the International Affairs Office, the Library and Information Center

A) 1st & 2nd-year undergraduate students: Academic Affairs Office (2nd-year undergraduate students of the Faculty of Health Sciences: their faculty office)

B) 3rd & 4th-year undergraduate, graduate and research students: their
faculty/department office

② International Affairs Office, the Library and Information Center

(2) **Registration of changes at the municipal office of your residence**

You are also required to submit a report of move-out at the municipal office of the city/ward which you have moved out of and a report of move-in at the municipal office of the city/ward which you have moved in. Your National Health Insurance Card must be also renewed at the same time (see page 25.)

4. **Scholarships**

(1) **Types of Scholarships**

Scholarships are divided into two types: scholarships requiring application through the university and scholarships requiring direct application to scholarship foundations.

The scholarships requiring application through the university are the following four.

- Scholarships requiring university recommendation
- Scholarships requiring collective application by the university
- Honors Scholarship for Privately Financed International Students
- Japanese Government (MEXT) Scholarship Program (Domestic Selection)

The scholarships that require applicants to submit their applications directly to the scholarship foundations are referred as “scholarships requiring direct application” by this university.

<table>
<thead>
<tr>
<th>Types of Scholarships</th>
<th>Details</th>
<th>Scholarships Application Pre-Registration</th>
</tr>
</thead>
<tbody>
<tr>
<td>A) Scholarships requiring university recommendation</td>
<td>When receiving an application offer from a scholarship foundation, the university calls for applications. The university selects applicants to be recommended through the university’s screening. The university submits an application to the foundation only for the recommended</td>
<td>Required</td>
</tr>
<tr>
<td>B) Scholarships requiring collective application by the university</td>
<td>When receiving an application offer from a scholarship foundation, the university calls for applications. The university collects applications of all eligible applicants and submits them collectively to the foundation. At present 7 foundations designate this University for collective application.</td>
<td>Required</td>
</tr>
<tr>
<td>C) Honors Scholarship for Privately Financed International Students</td>
<td>This scholarship is administered by the Japan Student Services Organization (JASSO) for privately financed international students. The university selects applicants to be recommended through the university’s screening.</td>
<td></td>
</tr>
<tr>
<td>D) Japanese Government (MEXT) Scholarship Program (Domestic Selection)</td>
<td>This program aims to take up privately financed international students studying in this university for the Japanese government scholarship. The university selects a few applicants to be recommended to the MEXT through the university’s screening of application documents and interview.</td>
<td>Not required</td>
</tr>
<tr>
<td>E) Scholarships requiring direct application</td>
<td>Scholarships require each applicant to submit an application directly to the scholarship foundations. For a list of such foundations, see JASSO’s pamphlet “Scholarships for International Students in Japan.” The pamphlet on PDF can be downloaded from the JASSO’s website.</td>
<td>Not required</td>
</tr>
</tbody>
</table>

(2) **Scholarships Application Pre-Registration**

Those students wishing to apply for scholarships are required to complete the Scholarship Applications Pre-Registration.

Your Pre-Registration remains effective for one year.

Please note that the International Affairs Office accepts applications for the Pre-Registration submitted only by postal mail.

[Application Period for Academic Year 2014]
Current Students: Monday, March 10 - Monday, March 24 (no later than March 24)
Newly enrolled students: Tuesday, April 1 - Monday, April 7 (no later than April 7)
*The notification of the Scholarships Application Registration is also made to October-enrolled students later.

Please note that if you fail to complete the Pre-registration this time, you are not eligible to apply for any scholarships requiring it for one year.

For the required documents and the submission method, see the website of the International Center.

<table>
<thead>
<tr>
<th>Types of Scholarships</th>
<th>Scholarships Application Pre-Registration</th>
</tr>
</thead>
<tbody>
<tr>
<td>A) Scholarships requiring university recommendation</td>
<td>Required</td>
</tr>
<tr>
<td>B) Scholarships requiring collective application by the university</td>
<td>Required</td>
</tr>
<tr>
<td>C) Honors Scholarship for Privately Financed International Students</td>
<td>Required</td>
</tr>
<tr>
<td>D) Japanese Government (MEXT) Scholarship Program (Domestic Selection)</td>
<td>Not required</td>
</tr>
<tr>
<td>E) Scholarships requiring direct application</td>
<td>Not required</td>
</tr>
</tbody>
</table>

(3) **Information on Scholarships**

Information on scholarships requiring application through the university is sent by e-mail to those students who have completed the Pre-Registration.

Information on Scholarship requiring direct application is posted on the website of the International Center.

1. **Notes on Scholarship Application Procedures**

A) When you apply for scholarships for international students, you must hold the status of residence of “college student.”
B) To apply for scholarships requiring university recommendation, you must have completed the Scholarships Pre-Registration, except for the Japanese Government (MEXT) Scholarship Program (Domestic Selection).

C) Some scholarships require applicants to submit a medical certificate. The University Health Service Office issues for a medical certificate for those students who have received a health check-up periodically conducted on campus.

D) Some scholarships require applicants to submit official transcripts or certificates of graduation issued in their home countries. Make sure that you have extra such documents on hand. When you submit an official transcript in a language other than Japanese or English, you must attach a Japanese translation to it.

E) Provision of false information in the application documents results in cancellation of recommendation or termination of scholarship.

5. **Full/Half Tuition Fee Exemption and Installment Payment**

   (1) **What are the tuition exemption and installment payment?**
   
   As an educational support for international students showing excellent academic performance, the University offers the full/half tuition exemption program and the installment payment program for students who have difficulty to pay the semester tuition in lump sum as well.

   (2) **Eligibility**
   
   Degree students in the undergraduate and postgraduate courses are eligible for the full/half exemption, but non-degree students, including research students, are ineligible. The Committee of International Student and Study Abroad reviews application documents and selects students for the exemption or the installment payment.

   (3) **Application periods**
   
   You must apply for the exemption and the installment payment, twice a year, for each semester.
   
   Applicants must apply within the designated period in April for the 1st semester and in October for the second semester.
Any overdue applications shall not be accepted. Please contact the Student Affairs Office beforehand if you are not able to submit the application within the designated period for an inevitable reason.

(3) **Application forms**

The application forms for the first semester will be distributed in early February, and in late July for the second semester, at the Student Affairs Office. The application forms are also obtainable from the website of the Student Affairs Office.

(4) **Screening results**

The screening results will be sent to applicants in June for the first semester, and in November for the second semester.

(5) **Notes on tuition payment**

Students who completed the procedures for automatic withdrawal from their bank account must deposit the amount of tuition into their account by the due date. You can also make the payment using the payment slip that the University sent by mail at a nearby bank by the due date indicated on the slip. Any student who fails to pay tuition by the due date shall be expelled from the university in accordance with the university regulation.

*Research students whose period of study is for the first half-year or one-year must pay their half/full-year tuition in April, and students whose period of study is only for the second half-year must pay their tuition in October. Research students who fail to pay tuition by due date shall not be admitted to TMU. To confirm the amount of tuition and due dates, please contact your faculty/department office.

6. **Part-time Jobs**

International students with status of residence of “College Student” can work part-time by obtaining the “Permission to Engage in Activity Other than Status Qualification,” to the extent not affecting their studies.

(1) **Application for the “Permission to Engage in Activity Other than Status Qualification”**

Please apply at a Regional Immigration Bureau with the following required documents.
① Application form (obtainable from the Japan’s Immigration Bureau website)
② Passport
③ A copy of Resident Card (both sides)

(2) Rules on part-time jobs and working hours

Working hours are limited to 28 hours a week during the semester and to 8 hours a day during long holidays.

(3) Notes

① Working for adult entertainment businesses is prohibited.
② The “Permission to Engage in Activity Other than Status Qualification” is not required for working part-time involving research and education, such as a teaching assistant or research assistant, at an enrolled university.
③ International students always must carry their Resident Card with them at workplace.

(4) Information on part-time job opportunities

This University is a member of the student part-time job information network “aines” and refers students to part-time job opportunities on the network.

Website of aines: http://www.aines.net/tmu/

Aines is a system which allows 24-hour job search via Internet from the PC or cell phone. Students seeking a part-time job are encouraged to register with the network to get job information or to apply for a job.

If you have any questions about how to use the system, contact the Career Support Affairs Office, 042-677-2614.

When you get in troubles such as experiencing gaps between the actual job and the referred job in terms of the job description or conditions, please report to the Career Support Affairs Office promptly.

7. Bicycle and Motor-bike Registration

Bicycles/motor-bikes must be registered for parking on campus. Commuting by car is not allowed with some exceptions.

(1) Commuting by bicycle

① Where to register
Students enrolled in the Minami-Osawa campus must register their bicycle with the faculty office to which they belong by presenting their student ID card or research student card, while 1st & 2nd-year undergraduates of System Design and 1st-year undergraduates of Health Sciences should register with the Student Affairs Office in the Student Support Center.

② Entry permit sticker
On completion of the registration, you will receive an entry permit sticker attaching to your bicycle. All unregistered bicycles, without the entry permit sticker, found on campus will be removed. Bicycles must be parked only within the designated parking area so that they will not be obstacles to emergency evacuation routes.

(2) Commuting by motor-bike

① Where to register
Register your motor-bike with the Student Affairs Office, Student Support Center.

② Parking permit certificate and entry permit sticker
Affix an entry permit sticker onto the rear tire cover or mudguard of your motor-bike. Unregistered bicycles/motor-bikes are not allowed to enter the campus.

③ Students to be eligible
Students who live in an area of 1 kilometers or more away from the Minami-Osawa campus in a straight line.

(3) Commuting by car
Commuting by car is not allowed, unless absolutely necessary for students who are physically weak or challenged. For inquiries, contact the Student Affairs Office.

8. Important Reminder When Signing a Contract
When you sign a contract for a cell phone or Internet service, be accompanied by someone like a tour who speaks Japanese. You are expected to sign a contract after understanding fully the contents of the contract.
V. Health Services

1. Medical Expenses

(1) National Health Insurance (NHI)
The National Health Insurance is a medical insurance program designed for people to receive medical treatment for injury or illness at a medical facility without financial anxiety, by sharing medical expenses with the Government, municipal governments and insured persons. International students as well as Japanese citizens are required to enroll in NHI, which is managed by local municipal governments. The insured person will only need to pay 30% of the total medical expenses incurred in receiving treatment for illness or injury; this will considerably reduce patient’s financial burden.

(2) How to enroll in NHI
You must make an application for enrollment in NHI at the local ward office or city office where you have completed your basic resident registration.

(3) Insurance Premium
An annual premium costs around ¥10,000 in the case of an international student with no income during the previous calendar year in Japan. Scholarships are not considered as income. The insurance premium is determined based on income earned by a NHI member (a head of household) during the previous year in Japan, therefore international students must declare their annual income of the previous year to their municipal office at the time of enrollment or renewal.

(4) When you move to another municipality
Please return your NHI card when you submit your move-out form at the previous municipal office, and you will have a new NHI card when you submit your move-in form at the new municipal office. If you fail this renewal procedure, you cannot receive medical treatments with the coverage of the National Health Insurance.

(5) Personal Accident Insurance for Students Pursuing Education and Research (Gakkensai)
This insurance covers the medical expenses incurred for treatment of physical injury due to an unexpected accident while engaging in educational or research activities at the university.
The annual premium costs ¥1,000. Research students are also eligible to buy this insurance policy. Applications for the insurance are accepted at the Student Affairs Office at any time.

(6) **Personal Liability Insurance for Students**

This insurance indemnifies students for any loss and damages caused to other or property of another by them while doing their coursework, participating in a university event or on a back-and-forth trip for these activities both at home and abroad. The Personal Liability Insurance is a must for all students who do their internship or care giving experiences as part of their university curriculum. Students wishing to purchase this insurance policy are required to have the Personal Accident Insurance for Students Pursuing Education and Research.

2. **Health Service Offices**

The Health Service Offices support students in living a successful student life in a sound mind and a sound body. The Health Service Offices provide the annual health checkup, the first aid and referral to hospitals in the Minami-Osawa area if necessary, as well as consultation by a school physician free of charge. Please feel free to visit the Health Service Offices if you have a health problem or concern.

(1) **Location & Office Hours**

1. Main Health Service Office in Bldg.7, 1F   Tel: 042-677-2374 (direct line)
   Monday - Friday 9:00 - 17:00

2. Branch Health Service Office in Bldg.8, 2F,   Tel: 042-677-2445 (in front of Science Dept. Office)
   Monday - Friday 3:00 - 16:00 (It may be temporarily closed due to some urgent matter.)

(2) **When offices are closed**

When both Health Service Offices are closed, please use the first-aid kits made available at the Student Affairs Office, the Science Dept. Office, and the Security Office in Bldg. 8, the South Gate Security Office and the Gymnasium Office.

(3) **Medical consultation with a school physician (free of charge)**

Medical consultation with a school physician is made available to students on Tuesday and Thursday, 10:30 to 12:50 and 12:00 to 15:20 at the Main Health Service Office in Bldg.7.
When you do not feel well having a cold, headache, or stomachache, etc., please visit the Office for consultation.

(4) **Annual health checkup**
In April TMU conducts the annual health checkup for all TMU students free of charge. The Health Service Office issues the medical certificate for those who have undergone all the checkup items. Submission of the medical certificate is often required when applying for a postgraduate entrance examination or employment examination.
(Note) For October-enrollment students the health checkup is conducted in October of their first year of enrollment.

(5) **Medical institution information**
When you have a health problem and do not know which hospital to go to, please consult with the Health Service Office. The Health Service Office has information on medical institutions together with the area map available for your use at any time. The telephone information service on medical institutions is also available. (See page 36 for more details.)
VI. Advising & Counseling Services

On Hino and Minami-Osawa Campuses, the international student advisor provides advising and counseling services for international students regarding interpersonal relationship, daily life, health care, visa and many other problems and concerns. Do you have some problem? Whatever it is, please feel free to see the International Student Advisor.

1. International Student Advisor’s Rooms

The International Student Advisor’s Rooms are intended for international students, their tutors and staff at laboratories. No appointment is needed.

(1) Minami-Osawa Campus
- Place: International House 2F, Room 210
- Phone number: 5752 (ext.) (See the floor plan on page 30)
- Counseling hours: See the bulletin board of the International Center or the fliers from the International Affairs Section.

(2) Hino Campus

The counseling is provided once a month.
- Place: Bldg.1 Room 124 (inside the Student Counseling Room)
- Phone number: 2132 (ext., Hino Campus)
- Counseling hours: See the bulletin board of the International Center or the fliers from the International Affairs Office.

2. Other Counseling Rooms

The Student Support Center offers counseling services to address all sorts of problems at the Student Counseling Room, the Career Support Affairs Office.

(1) Student Counseling Room

The professional psychology counselors give face to face counseling to help students solve problems they might have through student life regarding interpersonal relationship, personality, adoption difficulty to a new environment, etc. Appointments are needed.
- Appointment hours: Monday · Friday, 10:00 · 17:30
- Counseling hours: Monday · Friday, 10:00 · 18:00
- Place: Room 242, Bldg.7, 2F
- Tel: 2121 (ext.) / 042-677-2376 (direct)
(2) Career Support Affairs Office (career counseling)

The Career Support Affairs Office provides career support programs (career guidance and job placement, etc.) conducted by the professional career counselors, the career support specialists and the job counselors, including the “Job Guidance for International Students Seeking for Jobs in Japan.” The annexed reference room has job ads, all sorts of information, publications regarding employment, which you can see. The Section also compiles the “Employment Guidebook” and distributes the copies to those in need of job information. International students seeking for jobs in Japan are encouraged to receive counseling early.

① Counseling hours: Monday to Friday (except holidays, 10:30 – 16:10 (appointments needed)
   (Counseling without an appointment can be available if there is an open time slot on the day.)
   ♦ Counseling services are also available during a summer, winter, and spring break.

② Place: Bldg. 7, 1F

③ Phone number: 042-677-1164 (direct)

④ Other: Career counseling services are available on Hino and Arakawa Campuses.
VII. International Exchange Room

The International Exchange Room is a multi-purpose room located in International House, where international students can study Japanese and interact with Japanese students, university staff and people in the local community. Make use of the Room for study and various activities.

**What is the Multi-purpose Room?**

1. **How to use the Multi-purpose Room**
   This is a self-study space equipped with personal computers and Japanese language learning materials. You can freely use the Internet and a PC for studying Japanese. You can also send and receive e-mail messages in Chinese and Hangul characters. International students are allowed to use freely this Room for a private meeting with their tutor as well as a group meeting depending on time and space availability. For the details of room reservation, please contact the International Affairs Office.

2. **Who can use?**
   All TMU students, faculty, staff

3. **Location**
   Room 232, International House 2F (See the floor plan below)

4. **Opening hours**
   Weekday afternoons (during a term of classes):  Monday - Friday 13:00 - 17:00
   For details, see the information on the bulletin board of the International Center.
   (Note) An international student called “navigator,” is available to assist you in studying Japanese or how to use language educational materials kept in the Room, etc.
VIII. Status of Residence

Under the current residency management system, you are required to notify of any changes in the following matters to the Immigration Bureau and a city/ward office. Failure to notify within a designated period of time may result in penalties. There is no excuse for ignorance. It is your responsibility to collect information necessary for staying legally in Japan.

1. Matters to be reported to the municipal office of your residence

(1) Initial registration
All foreign nationals entering Japan for the first time with a permitted status of residence and receiving a resident card are required to register the address in Japan at the municipal office of their residence within 14 days of securing residence. This applies to those who have a passport stamped "A resident card will be issued later." Registration forms, differing from municipality to municipality, are obtainable from the city/ward office. To register your address, you need to show your passport and resident card to the city/ward office.

(2) When you move out
When you move into another city/town in Japan, you must submit two forms: Move-out form and Move-in form. The move-out form is submitted to the municipal office of the city/ward you move out to notify that you are no longer a resident of the city/ward. The form can be accepted 14 days before you move out. The move-in form is submitted to the municipal office of the city/ward you move in to notify that you are a resident of the city/ward. The form must be submitted within 14 days of moving in.

Even you move to another place within the same city/ward, you are required to submit a change of address form within 14 days of moving in. Forms are different from municipality to municipality, and obtainable from the city/town office. To register the change of address, you need to show your Resident Card and National Health Insurance Card.

(3) When you return to your country
You are also required to submit a moving-out form when returning home. If you fail to submit the form you might be charged National Health Insurance premiums or
other taxes even after you have left Japan. Soon after your departure date is set, make sure that you submit the move-out form showing proof of departure date such as purchased air tickets or E-tickets to the municipal office of your residence. The forms are different form municipality to municipality, obtainable from your city/ward office. When submitting the move-out form, you need to show your resident card and National Health Insurance card.

2. **Matters to be reported to the Immigration Bureau**

   (1) **Change of name or nationality**
   When you change your name, nationality and/or other personal details due to marriage, etc., you must file a notification to the Immigration Bureau within 14 days of the change.

   (2) **Application for re-issuance of resident card**
   In case your resident card is lost or stolen, you must report it to the Immigration Bureau within 14 days of discovering the loss. Also, if your resident card is severely damaged or defaced, you must apply for reissuance at a Regional Immigration Bureau as soon as possible.

   (3) **Transferring /Withdrawal from university**
   Students who had permission for landing, change of status of residence, or extension of period of stay on and after July 9, 2012 must file a notification to the Immigration Bureau within 14 days when they are removed from the university register due to graduation, course completion or withdrawal, or transfer or enrollment into another university.

   * Failure to notify may result in punitive actions.

3. **Extension of Period of Stay**

   (1) **Period of status of residence**
   The status of residence of “college student” is valid for either 3 months, 6 months, 1 year, 1 year and 3 months, 2 years, or 2 years and 3 months, 3 years, or 3 years and 3 months, 4 years, or 4 years and 3 months. Applications for extension of period of stay should be submitted 2 weeks prior to the expiration date at the latest. Applications are accepted 3 months prior to the expiration date.
(2) **Required documents for extension of period of stay**
The following are required for extension of period of stay for status of residence of “college student”.

① Completed application form for extension of period of stay (5 pages)
   (Forms are obtainable from the website of the Ministry of Justice of Japan.)
   Note: Two out of the five pages are the “Application Form for Organization.”
   These two pages can be filled out by the Academic Affairs Office. The Office will fill out the Form upon your request.

② 1 ID photo (3cm x 4cm)
③ Passport
④ Resident card (Alien Registration Certificate card)
⑤ Certificate of enrollment (undergraduate & graduate students)
⑥ University transcript (undergraduate & graduate students)
⑦ Certificate of engaging in research work (research students)
⑧ Evidence of financial capability (financial situation): e.g., a copy of a bank book, certificate of a scholarship recipient, etc.
⑨ Application fee of ¥ 4,000
   Note: An applicant who is newly enrolled in a course must submit the following additional documents.
⑩ A copy of the “Letter of Acceptance” and a copy of the “Admission Fee Payment Notice” (prospective undergraduate and graduate students)
⑪ Offer Letter by the University as a research student (prospective research students)
   Note: Additional documents other than those listed above may be required.
   (e.g., a letter of recommendation by the academic advisor)

(3) **Reminders when applying for extension of period of stay**

① Any document written in a foreign language must be attached with a Japanese translation.

② Any Japanese certificates are valid for three months from the date of issuance.

4. **Temporary Return to Home Country and Travel Abroad**

(1) **Re-entry Permit**
   In principle when foreign nationals having a valid passport and resident card
(alien registration card) are not required to apply for a re-entry permit if they re-enter Japan within one year of their departure to continue their permitted activities. (This is called a special re-entry permit.) **Be sure to present your valid passport and resident card (or alien registration card) at departure.** Foreign nationals who have departed from Japan on a special re-entry permit will not be able to extend that permit while abroad. Please note that such foreign nationals will lose their resident status if they fail to re-enter Japan within 1 year of their departure.

*If your period of stay expires within 1 year of departure, please ensure that you re-enter Japan prior to the expiration date of period of stay.*

(2) **Notifying to the University**

If you have a plan to travel overseas or visit your home country, you must notify to your academic supervisor and submit a "Form of Temporary Return to Home Country and Travel Abroad" to the International Affairs Office. When you re-enter Japan, you must also notify to your academic advisor and the International Affairs Office.
IX. Reference Materials

1. Counseling and Information Services

(1) Counseling Services for International Students

Counseling services provided by nongovernmental organizations

<table>
<thead>
<tr>
<th>Name of Organization</th>
<th>Address (Nearest Station)</th>
<th>Telephone</th>
<th>Counseling Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tokyo YWCA “Foreign Students’ Advisory Center” (only in Japanese)</td>
<td>☏ 101-0062 &lt;br&gt; Tokyo YWCA Bldg. 2F, Room 203 &lt;br&gt; Surugadai 1-8-11, Kanda, Chiyoda-ku &lt;br&gt; (JR/subway) Ochanomizu Station 4-min walk</td>
<td>03-3293-1233</td>
<td>Mon - Fri 13:30 - 17:30 &lt;br&gt; Closed: Wed, holidays &lt;br&gt; Reception counter closes at 17:00</td>
</tr>
<tr>
<td>Japan-Malaysia Association (Japanese/English)</td>
<td>☏ 102-0093 &lt;br&gt; Hirakawacho 1-1-1, Hirakawa, Chiyoda-ku &lt;br&gt; (Subway) Hanzomon Station</td>
<td>03-3263-0048</td>
<td>Mon - Fri 9:00 - 17:00 &lt;br&gt; (Make a telephone reservation in advance of your visit) &lt;br&gt; e-mail: <a href="mailto:moriba@jma-wasanan.com">moriba@jma-wasanan.com</a> &lt;br&gt; Enter “Consultation” in the subject line</td>
</tr>
<tr>
<td>Support 21 Social Welfare Foundation (Japanese/English) &lt;br&gt; Mainly for refugees and people returning from China</td>
<td>☏ 141-0021 &lt;br&gt; Mizuho Bldg. 3F &lt;br&gt; Kami-Osaki 2-12-2, Shinagawa-ku &lt;br&gt; 3-min walk from the east exit of (JR) Meguro Station</td>
<td>03-5449-1331</td>
<td>Mon - Fri 10:00 - 17:00 &lt;br&gt; Closed: holidays &lt;br&gt; Make an appointment in advance &lt;br&gt; Multi-lingual available</td>
</tr>
<tr>
<td>Shinjuku Multicultural Plaza &lt;br&gt; Counseling for status of residence &amp; daily affairs: 2nd Fri, 18:30 – 20:30 (only in Japanese)</td>
<td>☏ 160-0021 &lt;br&gt; Hajjia 11F &lt;br&gt; Kabuki-cho 2-44-1, Shinjuku-ku, Tokyo &lt;br&gt; 7-min walk from (JR) Shinjuku Station</td>
<td>03-5291-5171</td>
<td>Mon - Fri 9:00 - 21:00 &lt;br&gt; Closed: 2nd &amp; 4th Wed, holidays, year-end and New Year’s holidays &lt;br&gt; Note: available languages differ from day to day. Contact for details</td>
</tr>
</tbody>
</table>

(2) Counseling Services on Daily Life (Tokyo Metropolitan Government)

Foreign people living in Japan may face not only language problems but also various difficulties through daily life, due to differences in law, culture, custom and social system between Japan and their own countries. The Tokyo Metropolitan Government (TMG) sets up “Foreign Residents’ Advisory Center” for assisting foreign residents in solving their problems. The Counseling Services are currently available in English, Chinese,
Details of covered issues: medical services, education, employment, matters in daily life, etc.

Foreign Residents' Advisory Center
Citizens' Consultation Section, Public Relations and Public Hearings Division, Bureau of Citizens and Cultural Affairs (TMG Building No.1 (3F), Tokyo Metropolitan Government, 2-8-1 Nishi-Shinjuku Shinjuku-ku)
*Either telephone consultation or face-to-face consultation at the window (appointments necessary) is available.

<table>
<thead>
<tr>
<th>Language</th>
<th>Consultation Day</th>
<th>Telephone number</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td>Mon · Fri</td>
<td>03·5320·7744</td>
<td>9:30 · 12:00</td>
</tr>
<tr>
<td>Chinese</td>
<td>Tue · Fri</td>
<td>03·5320·7766</td>
<td>13:00 · 17:00</td>
</tr>
<tr>
<td>Hangul</td>
<td>Wednesday</td>
<td>03·5320·7700</td>
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</tr>
</tbody>
</table>

*National holidays, year-end & New Year's holidays are excluded from consultation days.

For a complicated or serious problem, a face-to-face consultation with a professional counselor is available for the following problems. The consultation is only conducted in Japanese, therefore those who cannot communicate well in Japanese are asked to be accompanied by a person who speaks Japanese.

<table>
<thead>
<tr>
<th>Subject</th>
<th>Type of Problem</th>
<th>Day</th>
<th>Reception Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Traffic</td>
<td>Compensation for injury, damages, etc.</td>
<td>Mon · Fri</td>
<td>9:00 · 11:00</td>
</tr>
<tr>
<td></td>
<td>Insurance claim procedures</td>
<td></td>
<td>13:00 · 16:00</td>
</tr>
</tbody>
</table>

*Consultation over the phone is available: Tel 03·5320·7733 (9:00 – 17:00)
*With regard to legal consultation, see (3) Professional Counseling Offices on page 37.

Municipal Office Counseling Services for Foreign Residents

<table>
<thead>
<tr>
<th>Ward/City</th>
<th>Language</th>
<th>Day</th>
<th>Hours</th>
<th>Telephone</th>
<th>Nearest Station</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arakawa Ward</td>
<td>English, Chinese, Hangul</td>
<td>1st Thu *2nd Thu if 1st Thu falls on holiday</td>
<td>12:00 to 16:00</td>
<td>03·3802·3111 Ext.2145/2146</td>
<td>From JR Mikawasima St. by bus/train to Arakawa Ward Office (shiyakusho-mae)</td>
</tr>
<tr>
<td></td>
<td>English</td>
<td></td>
<td>9:00 to 12:00</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Chinese</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>Hangul</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Hino City</td>
<td>English, Chinese (for other than English and Chinese, prior phone reservation necessary)</td>
<td>Mon · Sat</td>
<td>9:00 to 17:30</td>
<td>042·586-9511 (Hino City/Internatonal Friendship Association)</td>
<td>8 minute-walk/bus ride from JR Hino Sta. Seikatsu-hoken Center,4F</td>
</tr>
<tr>
<td>Hachioji City</td>
<td>English, Chinese, Hangul, Spanish, Portuguese, French, German</td>
<td>Mon · Sat</td>
<td>9:00 to 17:00</td>
<td>042·642·7091</td>
<td>1 minute-walk from JR Hachioji Sta. North Exit Hachioji Square Bldg., 11F</td>
</tr>
</tbody>
</table>
Consumer Center (closed on national holidays and year-end & New Year’s holidays)
The Consumer Center provides consultation and advice concerning consumer affairs, including improper claims (e.g. billing fraud), rent contract of an apartment, sales contracts, and so on. If you have any consumer trouble, visit the regional consumer center in your ward/city. (Available only in Japanese)

<table>
<thead>
<tr>
<th>Office</th>
<th>Telephone</th>
<th>Office hours</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arakawa-Ward Consumer Consultation Office</td>
<td>03-5604-7055</td>
<td>Mon - Fri 8:30 - 12:00, 13:00 - 16:00</td>
<td>Central Arakawa Bldg 3F Arakawa-Ward Consumer Consultation Office</td>
</tr>
<tr>
<td>Hino-City Consumer Affairs Consultation &amp; Advisory Office</td>
<td>042-581-3556</td>
<td>Mon - Fri 9:30 - 12:00, 13:00 - 16:00</td>
<td>Seikatsu Hoken Center 1F Hino City</td>
</tr>
<tr>
<td>Hachioji-City Consumer Affairs Center</td>
<td>042-631-5455</td>
<td>Mon - Fri 9:00 - 16:30 * 1st Tue: telephone consultation only * Sat: need prior appointment</td>
<td>5-6 Higashimachi Shogai-Gakushu Center B-1F</td>
</tr>
</tbody>
</table>

(3) Other Professional Counseling Offices

<table>
<thead>
<tr>
<th>Counseling Service Office</th>
<th>Language</th>
<th>Day</th>
<th>Counseling Hours</th>
<th>Telephone</th>
<th>Nearest Station</th>
</tr>
</thead>
<tbody>
<tr>
<td>Labor Office</td>
<td>Iidabashi Center</td>
<td>Chinese</td>
<td>Tue/Wed/Thu</td>
<td>03-3265-6110</td>
<td>JR Iidabashi Sta.</td>
</tr>
<tr>
<td></td>
<td>English</td>
<td>Wed</td>
<td></td>
<td>0422-321-6110</td>
<td>JR Kokubunji Sta.</td>
</tr>
<tr>
<td></td>
<td>Kokubunji Office</td>
<td></td>
<td></td>
<td>0422-3495-6110</td>
<td>JR Osaki Sta.</td>
</tr>
<tr>
<td>Tokyo Employment Service Center for Foreigners</td>
<td>English, Chinese</td>
<td>Mon - Fri</td>
<td>8:30 - 17:15</td>
<td>03-5339-8625</td>
<td>Subway: Shinjuku, Tocho-mae/ JR Shinjuku Sta.</td>
</tr>
<tr>
<td>Immigration Information Center, Tokyo (Immigration Bureau of Japan)</td>
<td>English, Chinese, Spanish, Hangul</td>
<td>Mon - Fri</td>
<td>8:30 - 17:15</td>
<td>0570-013-904 ('Navi-dail)/ 03-5796-7112</td>
<td>Bus from JR Shinagawa Sta. or Tennoz Isle Sta. by Monorail/ Rinkai Line</td>
</tr>
<tr>
<td>Foreigner's Hotline, Metropolitan Police Department</td>
<td>English, Chinese, Thai, Hangul, Tagalog</td>
<td>Mon - Fri</td>
<td>8:30 - 17:15</td>
<td>03-3503-8484</td>
<td>Subway: Sakurada-mon Sta., Kasumigaseki Sta.</td>
</tr>
<tr>
<td>Interpretation of other language is available (prior arrangement necessary)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tokyo Regional Taxation Bureau (consultations on income tax)</td>
<td>English</td>
<td>Mon - Fri</td>
<td>9:00 - 17:00</td>
<td>03-3821-9070</td>
<td>Telephone Consultation only</td>
</tr>
<tr>
<td>Human Rights Counseling Center for Foreigners</td>
<td>English &amp; German</td>
<td>Tue/Thu</td>
<td>13:30 - 16:00</td>
<td>03-5213-1372</td>
<td>Subway: Kudanshita Sta.</td>
</tr>
<tr>
<td></td>
<td>Chinese</td>
<td>Mon</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Service</td>
<td>Language(s)</td>
<td>Availability</td>
<td>Time</td>
<td>Contact Number</td>
<td>Type</td>
</tr>
<tr>
<td>----------------------------------------------</td>
<td>----------------------</td>
<td>--------------------</td>
<td>------------------</td>
<td>-------------------------</td>
<td>-----------------------------</td>
</tr>
<tr>
<td>Tokyo English Life Line (TELL)</td>
<td>English</td>
<td>throughout the year</td>
<td>9:00 - 23:00</td>
<td>03-5774-0992</td>
<td>Telephone consultation only</td>
</tr>
<tr>
<td>Tokyo Metropolitan Medical Institution Information (Himawari)</td>
<td>English, Chinese, Spanish, Thai, Hangul</td>
<td>throughout the year</td>
<td>9:00 - 20:00</td>
<td>03-5285-8181</td>
<td>Inquiries about medical institutions</td>
</tr>
<tr>
<td>Tokyo Metropolitan Medical Institution Information (Himawari)</td>
<td>English, Chinese, Spanish, Thai, Hangul</td>
<td>Mon - Fri</td>
<td>17:00 - 20:00</td>
<td>03-5285-8185 for Emergency interpretation service available</td>
<td>Telephone consultation only</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Sat /holidays</td>
<td>9:00 - 20:00</td>
<td>03-5285-8185 for Emergency interpretation service available</td>
<td>Telephone consultation only</td>
</tr>
</tbody>
</table>
2. Useful Contacts
Tokyo International Airport (Haneda) Telephone Center............03-6428-0888
New Tokyo International Airport (Narita) Information ..................0476-34-8000
Keisei Skyliner (reservation desk) ..............................................03-3831-0131
(9:00-18:00, Mon-Fri)
TCAT Limousine Bus Information (Reservation) .......................03-3665-7220

3. In Emergencies
Emergency Call (24 hour service throughout the year)

- Police .................................................................110
- Fire Department ......................................................119
- Ambulance............................................................119

- Tokyo Municipal Fire Department Telephone Service
  (Information & referral on evenings and holidays emergency clinics)

  23 wards...............................................................03-3212-2323
  Tama districts......................................................042-521-2323
  Cell phone/PHS/push-button phone.................................#7119

4. Contacts for Immigration Issues

- Tokyo Immigration Bureau General Information Center
  Tel: 03-5796-7112
  http://www.immi-moj.go.jp/newimmiact1/index.html
  The languages available: Japanese, English, Chinese, Hangul, Spanish, Thai, etc.
  Office hours: Mon-Fri, 8:30-17:15

- Tokyo Regional Immigration Bureau
  Tel: 03-5796-7111
  〒108-8255 Kohnan 5-5-30, Minato-ku, Tokyo
  ① Take the Shinagawa-Futoh Junkan bus, which runs a circular route via Shinagawa Pier, at JR Shinagawa Station(east ext.), and get off the bus at Tokyo Nyukoku Kanrikyoku Mae Bus Stop (in front of the Tokyo Regional Immigration Bureau).
  ② Take the monorail or the Rinkai Line and get off at Tennozu Aisle Station (15-minute walk from the station).
  Office hours: Mon - Fri, 9:00 - 12:00/13:00 - 16:00

- Tokyo Regional Immigration Bureau, Tachikawa Office (for residents in the three Tama districts, Tokyo, Sagamihara City of Kanagawa Prefecture and Yamanashi Prefecture)
  Tel: 042-528-7179
  〒186-0001 Kita 3-31-2, Kunitachi-shi, Tachikawa Houmu Sougo Chosha (Tachikawa Judicial Affairs Office Bldg.)
  20-minute walk or by bus from JR Tachikawa Station (north ext.)
  25-minute walk or by bus from JR Kunitachi Station (north ext.)
  Office hours: Mon - Fri, 9:00 - 12:00/13:00 - 16:00
Tokyo Regional Immigration Bureau, Yokohama Office (for residents in Kanagawa Prefecture)
Tel: 045-769-1722 (International Students Reviewing Office)
〒231-0023 Torihama-cho 10-7, Kanazawa-ku, Yokohama-shi
15-minute bus ride from JR Shin-Sugita Station
Office hours: Mon · Fri, 9:00 · 16:00

Tokyo Regional Immigration Bureau, Yokohama Office, Kawasaki Branch (for residents in Kanagawa Pref.)
Tel: 044-965-0012
〒215-0021 Kamiasou 1-3-14, Aso-ku, Kawasaki-shi
(Kawasaki West Complex Office Bldg.)
3-minute walk from Shin-Yurigaoka Station (Odakyu Line)
Office hours: Mon · Fri, 9:00 · 12:00/13:00 · 16:00
## Number of International Students in 2013

### Number of International Students of Tokyo Metropolitan University (As of October 2013)

#### 1 Breakdown by Region (research students included)

<table>
<thead>
<tr>
<th>Country</th>
<th>Minami-Osawa</th>
<th>Hino Campus</th>
<th>Harumi Campus</th>
<th>Shinjuku Campus</th>
<th>Total</th>
<th>Ratio</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Male</td>
<td>Female</td>
<td>Male</td>
<td>Female</td>
<td></td>
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<tr>
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<td>31</td>
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<td>South Korea</td>
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</tr>
</tbody>
</table>

Total: 144 | 168 | 53 | 21 | 3 | 8 | 0 | 1 | 200 | 198 | 398 | 100% | 13 | 87 | 21

### 2 Breakdown by Campus (research students included)

<table>
<thead>
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Total: 312 | 74 | 11 | 1 | 1 | 398
### 3 Number of International Students by Department

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**Note:** All exchange students are counted as research students.