



**International Student's  
Guidebook  
2020**

**Meiji University**



## **Founding Principles**

### **Rights and Liberty, Independence and Self-government**

Meiji University was established in 1881, the fourteenth year of the Meiji era, when Japan was in the midst of transitioning from a feudal society to the modern nation it is today. The university was initially the Meiji Law School, which was established to teach French law to Japanese students with the idea of establishing individual rights and building a free society. Even today, as the number of undergraduate schools has grown and we have become a full-fledged university, Meiji University has maintained the principles of Rights, Liberty, Independence and Self-government,” which the university has carried on since its founding, but has also adopted a philosophy of fostering a spirit of liberty and self-government based on its founding principles.

The principles of Rights, Liberty, Independence and Self-government refer to recognizing the rights and liberty of individuals and broadly promoting the idea of fostering the spirit of autonomy as the foundation of academic independence. From the perspective of supporting modernization through the creation of individuals, we have striven to educate modern citizens, and in doing so, the University has turned out scores of capable and talented professionals. Creating individuals is the cornerstone of our educational policy, which is carried on in the principle of being a university that empowers the individual.

### **Our mission**

**To the World—Empower the Individual, Link to the World, and the Future**

**Building a free, peaceful, and abundant society by fostering intellectual achievement and professional development**

In our increasingly global world, Japan is undergoing a deep transformation. These sweeping changes are tantamount to a third phase of reinvention on par with the Meiji Restoration and post-war reforms. At Meiji University, we are returning to our founding principles of Rights, Liberty, Independence and Self-government and rediscovering their relevance for the twenty-first century. In this era, both individual organizations and society as a whole needs members who have discovered their personal mission and role in the world, are committed to collaboration and peaceful coexistence with others, and shine as individuals.

Meiji University must go beyond history and tradition and promote innovation in order not only to educate outstanding professional individuals who can anticipate changes in the time and the needs of society and play an active role in the future but also to identify appropriate value for the new era and communicate it to the world. Holding fast to our commitment to move forward, we aim to be a university opens to the world.

Taking into consideration our history more than 135 years and traditions that come from our founding principles and with an eye on the world in the twenty-first century, Meiji University has added the idea of “To the World—Empower the Individual, Link to the World, and the Future” to its basic philosophy, adopted “building a free, peaceful, and abundant society by fostering intellectual achievement and professional development” as its mission, and is working to make positive contributions to education, research, and society as a whole.

## Message for Incoming Students at Meiji University

Congratulations on taking your first steps at Meiji University!

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

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

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

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

Director of the International Student Center

## Celebrating a New Start

We would like to welcome all the international students to Meiji University.

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

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

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

Director of Japanese Language Education Center



1 Academic Calendar P. 57

---

2 Courses and Credits P. 58

---

[1] Undergraduate Schools [2] Graduate Schools

3 Meiji University Offices and Facilities P. 61

---

[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 Libraries [9] University Museum [10] Gyms

4 International Student Office P. 67

---

[1] Student Affairs [2] Teaching Assistant (TA) [3] Campus Mate Program  
[4] International Lounge [5] Items to Be Submitted to International Student Office

5 Immigration Procedures P. 70

---

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

6 Scholarships for International Students P. 76

---

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

7 Tuition & Fees Payment Methods and Deadlines P. 77

---

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

8 Tuition Assistance (Reduction) Program P. 78

---

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

9 Managing Your Health P. 80

---

[1] Purchasing Health Insurance [2] Meiji University Student Health Insurance  
[3] Personal Accident Insurance for Students Pursuing Education and Research

10 Housing P. 81

---

[1] Housing Which Students Apply Through the International Student Office [2] Housing Which Students Apply Directly  
[3] Renting an apartment [4] General Cautions for Housing Search [5] Guarantor System

11 Meiji University Campus Maps P. 84

---

12 Off-Campus Facilities P. 89

---

[1] Counseling Organizations

\* Meiji University Telephone Directory P. 91

# 2020~2021 Calender

2020

<b>4</b>	SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3	4
	5	6	7	8	9	10	11
	12	13	14	15	16	17	18
	19	20	21	22	23	24	25
	26	27	28	29	30		

Showa Day

<b>5</b>	SUN	MON	TUE	WED	THU	FRI	SAT
						①	2
	③	④	⑤	⑥	7	8	9
	10	11	12	13	14	15	16
	17	18	19	20	21	22	23
	24	25	26	27	28	29	30
	31						

Constitution Memorial Day  
 Children's Day  
 Greenery Day  
 Substituted Holiday

<b>6</b>	SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5	6
	7	8	9	10	11	12	13
	14	15	16	17	18	19	20
	21	22	23	24	25	26	27
	28	29	30				

[ There are numerous holidays around the end of April and beginning of May, and this period is referred to as "Golden Week". ]

<b>7</b>	SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3	4
	5	6	7	8	9	10	11
	12	13	14	15	16	17	18
	19	20	21	22	23	24	25
	26	27	28	29	30	31	

Marine Day  
 National Sports Day

<b>8</b>	SUN	MON	TUE	WED	THU	FRI	SAT
							1
	2	3	4	5	6	7	8
	9	⑩	11	12	13	14	15
	16	17	18	19	20	21	22
	23	24	25	26	27	28	29
	30	31					

Mountain Day

<b>9</b>	SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4	5
	6	7	8	9	10	11	12
	13	⑭	15	16	17	18	19
	20	⑮	22	23	24	25	26
	27	28	29	30			

Respect for the Aged Day  
 Autumnal Equinox Day

[ School offices are closed August 10-16. (Tentative) ]

[ Many corporations will be closed around August 15 during the O-bon vacation. ]

<b>10</b>	SUN	MON	TUE	WED	THU	FRI	SAT
					1	2	3
	4	5	6	7	8	9	10
	11	12	13	14	15	16	17
	18	19	20	21	22	23	24
	25	26	27	28	29	30	31

<b>11</b>	SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	③	4	5	6	7
	8	9	10	11	12	13	14
	15	16	17	18	19	20	21
	22	⑮	24	25	26	27	28
	29	30					

Culture Day  
 Labor Thanksgiving Day

<b>12</b>	SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4	5
	6	7	8	9	10	11	12
	13	14	15	16	17	18	19
	20	21	22	23	24	25	26
	27	28	29	30	31		

[ School offices are closed December 26 to January 7. (Tentative) ]

2021

<b>1</b>	SUN	MON	TUE	WED	THU	FRI	SAT
						①	2
	3	4	5	6	7	8	9
	10	⑪	12	13	14	15	16
	17	18	19	20	21	22	23
	24	25	26	27	28	29	30
	31						

New Year's Day  
 Coming-of-age Day

<b>2</b>	SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6	
	7	8	9	10	⑪	12	13
	14	15	16	17	18	19	20
	21	22	⑮	24	25	26	27
	28						

National Foundation Day  
 Emperor's Birthday

<b>3</b>	SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6	
	7	8	9	10	11	12	13
	14	15	16	17	18	19	⑳
	21	22	23	24	25	26	27
	28	29	30	31			

Vernal Equinox Day

# 1 Academic Calendar

## 2020 Academic Year Calendar:

### Spring Semester .....

Entrance Ceremony	April 7 (Tue.)
Academic Guidance	April 1 (Wed.)–April 7 (Tue.)
Classes Start	April 8 (Wed.)
Makeup Classes	May 9 (Sat.), May 16 (Sat.), June 27 (Sat.), July 4 (Sat.)
Classes Held on Holidays	April 29 (Wed.; Showa Day), May 4 (Mon.; Greenery Day) May 5 (Tue.; Children’s Day), May 6 (Wed.; Substitute Holiday)
Final Exams	July 15 (Wed.)–July 22 (Wed.)
Temporary Closing (Class Suspension) Day	July 25 (Sat.)–July 31 (Fri.)
Summer Break	August 1 (Sat.)–September 19 (Sat.)
Fall Graduation Ceremony	September 19 (Sat.)

### Fall Semester .....

Fall Entrance Ceremony	September 19 (Sat.)
Academic Guidance	September 18 (Fri.)
Classes Start	September 21 (Mon.)
University Festival Week	October 31 (Sat.)–November 6 (Fri.)
(All classes suspended during this period)	
Campus Festivals	
Meidai Festival (Izumi Campus)	November 1 (Sun.)–November 3 (Tue.)
Ikumei Festival (Ikuta Campus)	November 1 (Sun.)–November 3 (Tue.)
Makeup Classes	October 17 (Sat), October 24 (Sat) December 22 (Tue.), January 22 (Fri.)
Classes Held on Holidays	September 21 (Mon.; Respect for the Aged Day) September 22 (Tue.; Autumnal Equinox Day) November 23 (Mon.; Labor Thanksgiving Day)
Foundation Day Holiday	November 1 (Sun.)
Temporary Closing (Class Suspension) Day	December 23 (Wed.), December 24 (Thu.), January 16 (Sat.)
Winter Break	December 25 (Fri.)–January 7 (Thu.)
Foundation Day	January 17 (Sun.)
Final Exams	January 25 (Mon.)–February 3 (Wed.)
Spring Break	February 4 (Thu.)–March 31 (Wed.)
Graduation Ceremony	March 26 (Fri.)

### [1] Undergraduate Schools

#### (1) Registering for Courses

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

#### (2) Classes for International Students: Japanese Classes

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

Meiji University offers the following special courses to assist the efforts of international students and enables them to study more effectively at the university. Credits students earn in these classes are counted as credits toward graduation, however it depends on the school which students belong to.

Students who have any questions should consult with the each school's office.

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

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

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

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

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

##### 2) “Advanced Japanese ” (elective)

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

##### ■ Izumi Campus

Advanced Japanese (Speaking) A, B

Advanced Japanese (Writing) A, B

##### ■ Surugadai Campus

Advanced Comprehensive Japanese A, B

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

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

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

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

### (3) 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.

### (4) Notes on Taking Japanese Classes

These are student-driven classes with the lecturer acting as a good advisor. In order to get the most from these classes, students must prepare for the class in advance. Students should keep in mind that a good class is based on students' adequate preparations and question and answer sessions with the lecturer. The most important things for language study are practice and self-motivation.

Obviously, students cannot earn credits for courses if they do not attend the required number of classes. Students should be fully aware of this.

## ■ List of Japanese Courses

Course Category	Credit	Course Name		Intended Students	Office Handling the Course
Course Offered by the Student's School	For credit (required, elective required)	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) Registering for Classes

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

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

Agreement”.

Additionally, the university has introduced a system of Inter-Departmental course and offers a wide range of courses aimed at improving the international and interdisciplinary capabilities of graduate students. Some faculties count credits earned in these courses toward their completion requirements. For details, students should confirm at the orientation of their graduate school.

## (2) Japanese Courses

Graduate students (Exchange, English track, Research Students, etc.) can take “Advanced Japanese” or “Japanese 1–8” of the Japanese Language Program for International Students, if the course have an available seat. Please note that students cannot earn credits from this course. For details, students should refer to the syllabus of “Japanese, Advanced Japanese Courses of the Japanese Language Program for International Students” and the syllabus of “Japanese 1–8” of the Japanese Language Program for International Students. Students must take the placement test provided by Japanese Language Education Centre, and complete the enrollment procedures at the International Student Office (Japanese Language Education Center).

## (3) Academic Japanese Writing Program [https://www.meiji.ac.jp/dai\\_in/grad-japanese-support.html](https://www.meiji.ac.jp/dai_in/grad-japanese-support.html)

For graduate students (except students of Professional Graduate School), graduate schools offer the Academic Japanese Writing Program for the purpose of improving basic Japanese language skills and writing ability in academic paper (free of charge). For application, the university will release the details on the website in early April. (non-credit module).

## (4) Writing Advisory Service

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

### 3 Meiji University Offices and Facilities

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

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

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

- Health-management (refer P.79)
  - Extracurricular activity
  - Welfare facility use
  - Referrals for apartments and other rental housing
  - Lost items
- \* **At the Nakano Campus, the above services are provided by the Nakano Campus Administrative Office on 3F, Low-Rise Wing.**

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

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

Campus	Hours	Contact
Surugadai University Hall (2F)	Mon.–Fri. 10:00 a.m.–5:00 p.m.	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>

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 mainly in Japanese.

Campus	Hours	Contact
Surugadai Liberty Tower (5F)	Mon.–Fri. 9:00a.m.–5:00p.m. (closed 11:30 a.m.–12:30 p.m.)	03-3296-4131

[5] Campus Harassment Consultation Office ··· <https://www.meiji.ac.jp/cip/english/prospective/service.html>

To prevent all forms of harassment, the Campus Harassment Consultation Office handles incidents of harassment on our campus. Students can ask for harassment counseling by phone, e-mail or fax. You need to submit the application form in order to receive counseling. The designated form is available at the office or can be downloaded from the website:

Campus	Hours	Contact
Surugadai University Hall (3F)	Mon.–Fri.: 9:00 a.m.–5:00 p.m. Sat.: 9:00 a.m.–12:00 p.m. (prior booking essential)	03-3296-4215 ch-free@mics.meiji.ac.jp

[6] Career Support Center ···· <https://www.meiji.ac.jp/shushoku/>

The job hunting for international students is basically the same as that for Japanese students.

The Career Support Center provides a wide range of support for international students so that students can find suitable Jobs and they can display the most of their skills and abilities.

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

(1) Important Points to Keep in Mind Regarding Job Hunting

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

(2) Gathering Information for Job Hunting

1) Career Support Center (located on each campus)

Campus	Location	Contact and Office Hours
Surugadai	University Hall (2F)	*Students should check the website for details. <a href="https://www.meiji.ac.jp/shushoku/">https://www.meiji.ac.jp/shushoku/</a>
Izumi	Building No. 1 (Administration Offices) (1F)	
Ikuta	Main Building (Administration Offices) (1F)	
Nakano	High-rise Wing Building (6F)	

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

2) Special Facilities

Special Facilities	Contact
Tokyo Employment Service Center for Foreigners	Tel: 03-5339-8625 <a href="https://jsite.mhlw.go.jp/tokyo-foreigner/">https://jsite.mhlw.go.jp/tokyo-foreigner/</a>
Foreign Residents Information Center	Tel: 0570-013904 (English, Korean, Chinese, Spanish, and other languages)

3) Employment Information Magazines and Website for International Students

- “Career Support Network for International Students in Japan” (published by the International Students Support Network)
- “Guidebook for Foreign Students Finding Job” (published by the International Foreign Students Association)
- “Job Hunting Guide for International Students” (published by the Japan Student Services Organization)

## [7] University Libraries

### (1) About Libraries

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

### (2) Borrowing Books

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

#### ■ Opening Hours

Library	Mon.-Fri.	Sat.	Sun. & Holidays
Central Library	8:30–22:00	8:30–19:00	10:00–17:00
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 loan period, apply for purchasing books, and request a book loan or article copy from other universities.

### (4) OPAC (Online Public Access Catalog)

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

OPAC offers not only collection search in Meiji University libraries but also conducts cross-search among libraries of the seven universities those are the members of the Yamanote Line Private University Consortium (Aoyama Gakuin University, Kokugakuin University, Gakushuin University, Toyo University, Hosei University, Meiji Gakuin University and Rikkyo University). Cross-search for the materials in the possession of other universities and National Diet Library are also available.

### (5) Electronic Materials

The library provides many electronic materials such as e-journals and online databases. With PCs connected to Meiji University Intranets, students can access to these materials from library website.

### (6) Reference Service

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

### (7) Using PCs

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

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

## [8] Media Libraries

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

### ■ Opening Hours

Building	Mon.–Fri.	Sat.
Surugadai Campus Building No. 12 (7F)	9:00 a.m.–7:30 p.m.	9:00 a.m.–12:30 p.m.
Izumi Campus Media Building (1F)	8:50 a.m.–6:00 p.m.	8:50 a.m.–12:00 p.m.
Ikuta Campus Main Building (Administration Offices) (5F)	8:30 a.m.–5:30 p.m. (Reception closes 30 min before closing time.)	8:30 a.m.–11:45 a.m. (Reception closes 30 min before closing time.)
Nakano Campus Learning Lounge(1F)	9:00 a.m.–6:00 p.m.	

\* Opening hours and days closed are subject to change. Please check the bulletin board and website.

## [9] University Museum ······ <https://www.meiji.ac.jp/museum/>

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 Museum of Criminology (founded in 1929), the Museum of Archaeology (founded in 1952), and the Museum of Commodities (founded in 1951). The museum's mission is to publicly exhibit historical materials and the results of unique academic research by the university and the museum and to contribute to the studies and research of the university's students. The museum not only exhibits its collections but also offers educational programs including workshops and guided tours. In addition to its exhibit rooms, the museum has a library, a multimedia classroom, active learning rooms, a museum shop, and other facilities.

### (1) University History Exhibition Room

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

### (2) Special Exhibition Room

Special exhibitions produced by the museum, academic materials produced by the university's institutions, or presentations of research and art activities are displayed.

### (3) Permanent Exhibition Room

#### ■ Craftwork : A variety of traditional designs

Traditional craftwork such as lacquer ware, textiles, and pottery are the most familiar aspect of Japanese culture. The exhibit displays the materials, manufacturing techniques of craftworks, design, additional value, and product development which changes within the times.

#### ■ Criminal Materials Section

The permanent exhibition room displays instruments of torture and execution to succeed the concept at the time of the Museum of Criminology establishment which is to comprehend past laws and punishments for considering present and future laws and justice.

#### ■ Archeology Section

Meiji University excavates and conducts research on archeological sites dating from the Old Stone Age to the Kofun (tumulus) Period. The exhibit room displays the results of archeological research conducted over more than 70 years. The whole exhibition is of important materials that contributed to the development of archeology in Japan after the WWII. Artifacts on display include four important cultural properties of Japan.

- Days closed: August 10–16; December 26–January 7; with additional days off on weekends in August
- Contact: Tel 03-3296-4448 (Museum Office)
- Open hours: 10:00 a.m.–5:00 p.m. (Last admission at 4:30 p.m.)

## [10] Gyms

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

### (1) Izumi Gym . . . . . <https://www.meiji.ac.jp/campus/health/>

The following Izumi Gymnasium facilities are open to Meiji University students and faculty members. Students must present their Meiji University student ID when using the facilities. The fitness room is equipped with wide selection of work out machines. Students can check the effectiveness of their training by using instruments which conduct analysis of physical strength and body shape. Highly knowledgeable and experienced trainers are present.

There is a six-lane, 25-meter heated pool which is available year-round. Students are requested to wear suitable swimsuits. Leisure swimming wear is not allowed in the pool. In order to use the fitness room and pool, students must take a health exam for that academic year and register by filling out the prescribed signup form and commitment form to comply with rules. They must also take the Fitness Room Orientation (conducted in Japanese) offered by the Izumi Fitness Room in order to learn the rules for using the equipment at Meiji University even though they may have previously used fitness equipment at other places.

Once the orientation schedule is decided, the schedule and other information will be announced by Oh-oiMeiji. On Sundays and national holidays when no classes or events are being held, the Izumi Gymnasium also lends out its athletic field and tennis courts to official university clubs. Users are chosen monthly by drawing lots. Students can check the Izumi Gymnasium's bulletin board (West Wing 2F) for the dates of drawing and other details.

### (2) Open Hours (Schedules has not been set for 2020. Please check the bulletin board.)

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

### (3) Open Facilities & Available Activities

	Open Facilities	Activity	Requirements
No registration required on weekdays	Sub-Hall	Volleyball	*On Sundays and national holidays when no classes or events are being held, the athletic field (soccer and softball) and tennis courts (tennis) are available to official university clubs. A lottery is held each month to determine who can use it.
		Badminton	
	Sports Room A (for table tennis)	Table tennis	
	Athletic Field	Soccer	
Advanced registration required	Fitness Room	/	Received health exam for the academic year and took Fitness Room Orientation
	Pool		Received health exam for the academic year

\* Facilities are open during the above hours. However, it is closed when a class or maintenance is held at the facilities.

(4) Notes:

- A student ID of the university must be presented to use facilities open to students.
- Eating is prohibited in the gyms.
- Please do not carry around your outside shoes without putting them in a bag.
- Facility users must wear gym shoes for indoor use only (with red strings).
- Facility users should store valuables in the valuables box located at the West Wing 2F entrance to Izumi Gymnasium.
- To prevent theft, users should bring their clothes and bags with them to the facilities they will use.
- If users do not comply with gym rules, gym may be temporarily closed.
- Take care of your health and use the facility on your own responsibility.
- There are situations when facilities will suddenly not be available because of changes in the location of classes out of consideration of the weather or the class. Students should be sure to check for changes on the gym's information board (located next to the West Wing 2F Entrance) before using.
- Information on when facilities are open to students is not provided over the phone.

## 4 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. **On the Nakano Campus, the following international services are provided by the Nakano Campus Administrative Office in Low-Rise Wing (3F, international section).**

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

(1) International Student Center

- Accepting international students
- Application for extending period of stay and certificate of eligibility
- Announcing information on and applying for scholarships (for international students)
- Housing referrals (company dormitories, etc.)
- International exchange events
- International student entrance examination guides and receiving application forms
- Accepting/sending exchange students
- Advising on Study Abroad Programs
- Managing Study Abroad Programs
- International educational collaboration with overseas universities

(2) Japanese Language Education Center

- The short-term Japanese Language Program for International Students
- Japanese Language Courses for International Students
- Partnering with Japanese-language teaching institutions
- Meiji University President's Cup; Japanese Speech Contest for International Students

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

(3) Office Hours

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) (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 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. Operation hours are subject to change. Changes are posted on the bulletin board.

\* 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 Assistant (TA) ··· [https://www.meiji.ac.jp/cip/student\\_support/other\\_supports/ta.html](https://www.meiji.ac.jp/cip/student_support/other_supports/ta.html)

The International Student Center's Teaching Assistant (TA) supports you with your studies. TAs work at the International Lounge on each campus. You can find information regarding TAs 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](https://www.meiji.ac.jp/cip/student_support/campusmate.html)

Campus Mate is a student organization which aim is to foster international and cross-cultural understanding on the Meiji University and support the school life of international student. About 40 Meiji University students belong to Campus Mate and they plan welcome party and farewell party for exchange students and support designated procedures. Also, there are plenty of events organized by Campus Mate such as activities which are held at the International Lounge in Izumi campus every other week, cherry blossom party, sightseeing tour of Kamakura, Tokyo and Koedo-Kawagoe, sport event, summer events, Halloween party, hiking in Mt. Takao, Christmas party, and New Year event, aiming to exchange cultures between Japanese and international students. Campus Mate also helps to manage Meiji University President's Cup; Japanese Speech Contest for International Students, which is held by Japanese Language Education Center. Three to four student advisors are assigned to each international student and prepare the speech together for two months to make the contest successful. It is a very unique cross-cultural event.

Interacting with people having different backgrounds stimulates people intellectually, culturally, and psychologically and increase their personal magnetism. Come and join the Campus Mate activities and events.

If you are interested in joining the events, please check their Facebook page. Also international student acting members are welcomed. Please join "Campus Mate's guidance" held in the spring semester to be a management member of the Campus Mate.

### ■ Facebook page of Campus Mate

<https://www.facebook.com/campusmate2018/>

### ■ Scheduled Events by Campus Mate in 2020

Apr.	Cherry blossom party
May	Kamakura sightseeing tour
Jun.	Sport 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 Lounge · · · <https://www.meiji.ac.jp/cip/english/prospective/service.html>

Each of the four campuses has an International Lounge to promote mutual exchanges between international students and Japanese students. Many newspapers, magazines, pamphlets, and other useful information for international students are also available at the lounges.

##### ■ Lounge Location and Opening Hours

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. 3 (1F)	Mon.–Sat. 9:00 a.m.–9:00 p.m.
Ikuta	Main Building (Administration Offices) (3F)	Mon.–Sat. 9:00 a.m.–6:00 p.m.
Nakano	High-Rise Wing(1F) (Learning Lounge)	Mon.–Fri. 9:00 a.m.–6:00 p.m. (Staff available: Mon.–Fri. 10:30 a.m.–4:00 p.m.) Sat. Closed

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

\* Opening hours are subject to change.

\* Surugadai and Nakano campuses have prayer rooms. For details, please visit the office.

#### [5] Items to be submitted to International Student Office

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

When to submit	Documents	Relevant page
· 2 weeks to 3 months before the expiration date of your visa	· Application for Extension of Period of Stay	P.70
· Beginning of each academic year · When you renew your residence card · When you obtain permission to engage in activities other than those permitted · When you change your address	· Visa Status Notification Form/ Extra-status Activity Notification Form	P.71,72
· 1 week before you leave Japan	· Temporary Leave Report	P.71

\* Each application form is available at the International Student Office on each campus. It can be also downloaded from the university website.

[https://www.meiji.ac.jp/cip/student\\_support/entry\\_clearance/index.html](https://www.meiji.ac.jp/cip/student_support/entry_clearance/index.html)

## 5 Immigration Procedures

The Immigration Control and Refugee Recognition Act (hereinafter referred to as the “Immigration Control Act”) states in great detail the activities foreigners residing in Japan can do and procedures they must follow. International students must take great care because failure to complete legally required procedures or violations of these regulations could prevent them from continuing their studies abroad.

### [1] Tokyo Regional Immigration Bureau, District Offices, and Branch Offices ··· <http://www.immi-moj.go.jp/>

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

Tokyo Regional Immigration Bureau	<p>Address: 5-5-30, Konan, Minato-ku, Tokyo, 108-8255</p> <p>Open: 9:00 a.m.–4:00 p.m. (closed weekends and national holidays)</p> <p>■ Student Inspection Department      Tel: 0570-03-4259, 03-5796-7234</p> <p>■ Foreign Residents Information Center (Tokyo)</p> <p>Tel: 03-5796-7112    E-mail: <a href="mailto:info-tokyo@immi-moj.go.jp">info-tokyo@immi-moj.go.jp</a></p>
Tachikawa Branch Office	<p>Address: Tachikawa Legal Affairs Joint Government Bldg., 3-31-2 Kita, Kunitachi-shi, Tokyo, 186-0001</p> <p>Open: 9:00 a.m.–4:00 p.m. (closed weekends and national holidays)</p> <p>Tel: 042-528-7179</p>
Saitama Branch Office	<p>Address: Saitama Second Legal Affairs Joint Gov’t Bldg., 1F 5-12-1 Shimo-ochiai, Chuo-ku, Saitama-shi, Saitama, 338-0002</p> <p>Open: 9:00 a.m.–4:00 p.m. (closed weekends and national holidays)</p> <p>Tel: 048-851-9671</p>
Chiba Branch Office	<p>Address: Chiba City Central Community Center, 2-1 Chiba-minato, Chuo-ku, Chiba-shi, Chiba, 260-0026</p> <p>Open: 9:00 a.m.–4:00 p.m. (closed weekends and national holidays)</p> <p>Tel: 043-242-6597</p>
Yokohama District Immigration Office	<p>Address: 10-7 Torihama-cho, Kanazawa-ku, Yokohama-shi, Kanagawa, 236-0002</p> <p>Open: 9:00 a.m.–4:00 p.m. (closed weekends and national holidays)</p> <p>■ Student and Trainee Inspection Department    Tel: 045-769-1722</p>
Kawasaki Branch Office	<p>Address: Kawasaki West Joint Government Bldg., 1-3-14 Kamiasao, Asao-ku, Kawasaki-shi, Kanagawa, 215-0021</p> <p>Open: 9:00 a.m.–4:00 p.m. (closed weekends and national holidays)</p> <p>Tel: 044-965-0012</p>

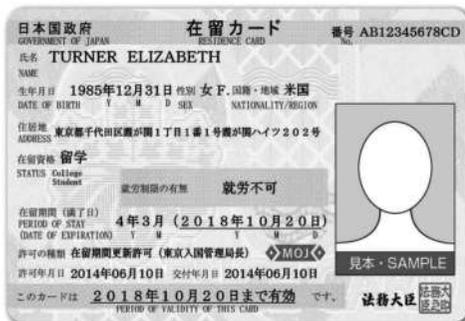
## [2] Residence Card

### (1) Issuing Residence Card

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

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

Front of a residence card



Back of a residence card



Residence card example (from Immigration Services Agency of Japan website)

### (2) Duty to Carry Residence Card

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

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

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

\* When moving to a different municipality, mid-to-long-term residents are required to submit a Notice of Change in Address to the municipality they have lived in.

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

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

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

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

### [3] Social Security and Tax Number (Individual Number)

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

### [4] Extending Period of Stay

#### (1) Applying for an Extension of Period of Stay

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

#### 1) Required Documents

(1)	Application for Extension of Period of Stay (specified form) *Please fill in all 5pages and print out single-sided printing.
(2)	ID Photo (4cm x 3cm) *Face forward, no hat, from the shoulders up and no background. *Taken within the last 3 months
(3)	Passport (present)
(4)	Residence Card (present)
(5)	<ul style="list-style-type: none"> <li>• Official Academic Transcript</li> <li>• Enrollment Certificate</li> </ul> *If you have not got Meiji university's transcript and certificate yet, please submit your ex-educational organization's "Certificate of Attendance and Transcript" and "Certificate of Completion or Graduation".
(6)	Statement of reasons for extending visa status *Free format. Please write the reason for extending visa status. *Extension for resident status as a "student" is not permitted if the reason is to continue job hunting
(7)	Document to verify the tuition and living expenses ■ For students who support themselves financially, submit one of the following items (①or②): ① The student's bank account balance statement (original copy) ② Photocopies of bankbook* in the student's name ■ For students who have a financial sponsor, submit one of the following items: (①, ②or③, if applicable④): ① Sponsor's bank account balance statement (original copy) ② Photocopies of bankbook* in the financial sponsor's name ③ Photocopies of bankbook* in the student's name to receive remittance. *Photo copies of bankbook must include the cover page, page 1 stating account holder's name and all pages of deposit record for last 1 year. ④ Certificate(s) of scholarship(s).
(8)	Handling fee: 4,000 yen (You need to submit a revenue stamp when you get a new residence card.)

2) Application processing time : Two weeks–one month

3) Note

- You are required to get an authorization stamp by university on the application form. Once you get an authorization stamp, please go to the Immigration Bureau and complete the process by yourself.
- If you have a writing mistake, please erase the part with double lines, and affix your seal on it. Do not use white-out.
- Required documents must have been **issued within the past 3 months**.  
(Exception: Documents issued within 6 months are accepted if they were issued outside Japan.)
- Attach a Japanese or English translation if required documents are written in other languages.  
(No need to be notarized)
- Re-entry to Japan is permitted while waiting for an approval of your application as far as it is within the specified period on your current residence card.
- Preferential measure  
If you applied for extension of your visa status and have not been informed of the result by the expiration date, you are allowed to stay in Japan until the date when your application is approved, or the date when two months have passed since the expiration date, whichever occurs first.  
\* If you leave Japan while waiting for an approval of your application, you must re-enter within two months from the expiration date of the current residence period.  
\* If you have a part time job, you need to reapply for “Permission to Engage in Activity Other than that Permitted under the Status of Residence Previously Granted (work permit)” so that you will be able to work for the two months after the expiration date of the residence period.

(2) “Visa Status Notification Form/Extra-status Activity Notification Form” (university designated form)

When obtaining permission for an extension of the period of stay, students will be issued a new residence card with the new period of stay. After obtaining their new residence card, students should promptly submit a copy of both the front and back of the card to the International Student Office. The copies should be attached to the “Visa Status Notification Form/Extra-status Activity Notification Form” prepared by the university.

\* The form can be downloaded from the following URL.

[https://www.meiji.ac.jp/cip/student\\_support/entry\\_clearance/registration.html](https://www.meiji.ac.jp/cip/student_support/entry_clearance/registration.html)

[5] Temporary Absence/ 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 Japan without obtaining re-entry permit. This system is called a “Special Re-entry Permit”.

Foreign nationals who have departed from Japan on a “Special Re-entry Permit” should be aware that they will lose their residence status if they fail to re-enter Japan within one year of their departure.

If the period of stay on their residence cards expires within one year of their departure from Japan, they must re-enter before the period of stay expires

(2) “Notice of Temporary Absence” (university designated form)

International students who will leave Japan need to contact the International Student Office and submit the university designated “Notice of Temporary Absence” at least one week before departing whether or not classes are in session.

\* The form can be downloaded from the following URL

[https://www.meiji.ac.jp/cip/student\\_support/entry\\_clearance/re\\_entry.html](https://www.meiji.ac.jp/cip/student_support/entry_clearance/re_entry.html)

## [6] Permission to Engage in Extra-status Activity

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

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

#### 1) Required Documents

- ① Application for Permission to Engage in Activity other than that Permitted under the Status of Residence Previously Granted (Ministry of Justice designated form)  
The application can be downloaded from the following;  
<http://www.moj.go.jp/ONLINE/IMMIGRATION/16-8.html>
- ② Document that clearly indicates the activity which the application is for
- ③ Passport
- ④ Residence card

#### 2) Application processing time

Two weeks–two months

#### 3) Notes on Extra-status Activity

- \*Students cannot work in the adult entertainment industry or at places where adult entertainment business is conducted.
- \*When working at their part-time job, students must have their residence card with a stamp on the “permission to engage in activities other than those permitted by the status of residence previously granted” section.
- \*Students should check the academic calendar for details on long holidays during summer, winter, and spring.

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

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

Immigration Bureau Residence Card.

[http://www.immi-moj.go.jp/newimmiact\\_1/en/point\\_1-2.html](http://www.immi-moj.go.jp/newimmiact_1/en/point_1-2.html)

### (2) “Visa Status Notification Form/Extra-status Activity Notification Form” (university designated form)

The International Student Office requires students to submit “Visa Status Notification Form/Extra-status Activity Notification Form” in order to keep track of Extra-status Activities for each student. After getting permission. There will be a stamp on the “permission to engage in activities other than those permitted by the status of residence previously granted” section on the back of the residence card. Students should be sure to attach a copy of both the front and back sides of their residence card when submitting the University designated “Visa Status Notification Form/Extra-status Activity Notification Form”

\* The form can be downloaded from the following URL  
[https://www.meiji.ac.jp/cip/support/stay\\_proceed/management.html](https://www.meiji.ac.jp/cip/support/stay_proceed/management.html)

### [7] Leave of Absence from the University

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

### [8] Withdrawal / Removal from the University

The Ministry of Education, Culture, Sports, Science and Technology (MEXT) and Immigration Bureau are notified of students who have withdrawn or been expelled from the university, or are missing. Students who withdraw or are expelled from the university must return immediately to their home country.

\*The new Residency Management System introduced on July 9, 2012, makes it mandatory for all students who graduate from, complete their studies at, withdraw from, or are expelled from Meiji University to submit a “Notification Concerning an Organization for the Activity” to the Immigration Bureau. Students should be sure to submit this notification to the Immigration Bureau no later than 14 days after they graduate from, complete their studies at, withdraw from, or are expelled from the university.

“Notification Concerning an Organization for the Activity” (Ministry of Justice designated form) is can be downloaded from following URL.

[http://www.moj.go.jp/nyuukokukanri/kouhou/nyuukokukanri10\\_00014.html](http://www.moj.go.jp/nyuukokukanri/kouhou/nyuukokukanri10_00014.html)

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

Students should be fully aware that after graduating/completing studies, students cannot remain in Japan with their current resident card regardless their remaining period of stay. Even though the students' period of stay has not expired, they must promptly return to their home country unless they apply for a change of resident status. When students remain in Japan after graduation/completion of studies, students should change their status according to their career. Please check the following website for details.

[https://www.meiji.ac.jp/cip/student\\_support/entry\\_clearance/graduation.html](https://www.meiji.ac.jp/cip/student_support/entry_clearance/graduation.html)

Regarding the status of residence after graduation/completion, we will explain in the “Graduation-Completion Guidance” which will be held in December for those who graduate/complete in March.(The guidance for students graduating/completing in September will be held in July).

The detail of guidance will be notified by Oh-o!Meiji, so please be sure to check it.

## 6 Scholarships for International Students

Meiji University provides information on about 50 scholarships for international students. For inquiries, please consult the International Student Office at Surugadai, Izumi, Ikuta Campuses or Nakano Campus Administrative office in Low-Rise Wing (3F). Details regarding scholarships are on the International Student Office bulletin board and the university website.

HP : [https://www.meiji.ac.jp/cip/student\\_support/funding/scholarship.html](https://www.meiji.ac.jp/cip/student_support/funding/scholarship.html)

### [1] Types of Scholarships (The following information is planned to be implemented in AY 2019.)

#### (1) Meiji University Scholarships

##### ■Meiji University Scholarship for Privately Financed International Students

This scholarship is for privately financed international students enrolled in a regular course to obtain a degree at Meiji University. It is to support international students with high academic motivation, and considered to be in need of financial support for education.

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

This scholarship is offered for International Students by Meiji University Parent's Association Union. It is for newly admitted undergraduate international students with outstanding academic achievement.

##### ■Meiji University Globalization Support Fund Limited Scholarship for International Students

This scholarship is offered for International Students from Globalization Support Fund. It is for 2nd year undergraduate students with outstanding academic achievement.

#### (2) Scholarships Offered by the Japanese Government/ Foundations

##### ■Monbukagakusho Honors Scholarship for Privately Financed International Students

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

##### ■Scholarship offered by the foundations

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

### [2] The Application Methods for Scholarships

#### (1) Batched Application

The application period for the following three scholarships are scheduled in mid-April. For details, refer to the application guidelines and submit the required documents within the designated period.

##### ■Monbukagakusho Honors Scholarship for Privately Financed International Students

##### ■Meiji University Scholarship for Privately Financed International Students

##### ■Meiji University Scholarship Tuition Assistance(Reduction) Program

#### (2) Apply for each scholarship separately

The following scholarships are announced when it is offered. For details, refer to the application guidelines and submit the required documents within the designated period. Application method for scholarship offered by the foundations differs depending on the type of application.

##### 1) Scholarships offered by the foundations

###### ■Open application:

Students apply directly to the foundations.

###### ■Application through the university:

Students apply to the university. The university sends the application materials to the foundation.

###### ■University nomination-based application:

Students apply to the university. The university conducts screening and select the candidates to nominate to the foundation.

### (3) Scholarships awarded through university without application

Meiji University nominates the recipients for the following scholarships. They do not require a separate application. (There will be no announcements for application.)

- 1) Meiji University Parent's Association Union Scholarship for International Students
- 2) Meiji University Globalization Support Fund Limited Scholarship for International Students

## 7 Tuition & Fees Payment Methods and Deadlines

### [1] Payment

Tuition and other fees are paid in installments each semester. The following is the breakdown of the payment schedule.

■ Spring semester: Admission fee + 1/2 of Tuition fees (other than admission fee) + Misc, fees

■ Fall semester: 1/2 of Tuition fees (other than admission fee)

\* Admission fee is required only in the first year.

\* Students receiving tuition assistance receive the partial or full waiver assistance for their tuition in the fall semester. For students enrolled only in the spring semester or admitted for the fall semester, the assistance amount is transferred to their designated account after eligibility for assistance is determined.

\* Tuition and fees should be paid at the bank or by transferring the money from an ATM. When transferring money, the amount written on the tuition transfer slip should be paid by wire transfer to the given account in Japanese yen.

\* We cannot accept overseas remittance.

### [2] Payment Deadlines

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

	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 fees by the deadline under unavoidable circumstances must receive approval from their school or graduate school by submitting a "Request for Permission to Delayed Payment". Note that students who fail to pay their tuition and fees by the deadline will be expelled from the university as stipulated by the university regulations. (Once students are expelled, they are ineligible for tuition assistance even if the expulsion is later rescinded. [refer P.78])

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

### [3] Voucher for Tuition Payment

If students need voucher for tuition payment regarding the tax procedure of the home country, please pay the tuition at the bank counter and receive the voucher from the bank. Transfer form with a receipt stamp from the bank serves as the voucher for tuition payment, which is not issued when the students pay the tuition from ATM or online banking. Usage details of the ATM or online banking will be the documents to certify that the students completed the tuition payment. Students should be aware that Meiji University will NOT issue a voucher. Please keep the transfer form stamped by the bank.

## 8 Tuition Assistance (Reduction) Program

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

The following is an overview of the tuition assistance program for AY 2019. More details can be found on the “Application Guideline for Scholarship and Meiji University Tuition Assistance Program for Privately Financed International Students” website.

### [1] Qualification

Students who meet all the following requirements:

- 1) Students with excellent personality, outstanding academic results and have difficulties in continuing studies for financial reasons.
- 2) Holding resident status of “Student” (including those in the process of changing the status to “Student”). Student whose visa has expired due to studying abroad at Meiji University partner institution or studying at institution admitted by Meiji University is eligible.
- 3) Privately financed international students who newly-enrolled or re-enrolled in a regular course of Meiji University (excluding exchange students).
- 4) The cumulative GPA up till the previous academic year:  
Undergraduates: 2.00 or above / Graduates: 3.00 or above  
(Only for Graduate School of Professional Accountancy: 1.70 or above)  
\*There is no GPA requirement for new students.
- 5) The credits earned in the previous academic year:
  - Undergraduate students: 20 credits or more
  - Undergraduate students admitted in Fall of previous AY or re-enrolled students who attended only one semester before the absence: 10 credits or more
  - Newly admitted students, Graduate students: N/A
- 6) The allowance sent from the student’s financial supporter may not exceed JPY 90,000 per month on average (excluding admission and tuition fees). In case student’s supporter is residing in Japan, the annual income must be less than JPY 5,000,000.
- 7) Students who are not receiving “Meiji University International Students Incentive Scholarship Program” and “Meiji University Special Grant for Privately Financed International Students”.
- 8) Students who are not repeating a school this year and are not on a leave of absence from school in Fall semester of this AY.
- 9) Students who are NOT under disciplinary action in this AY.  
\*Students will lose eligibility for assistance when they withdraw, get expelled, or get under disciplinary action from the university after applying for assistance. Once students withdraw from the university, students are not eligible for the assistance for this AY, even though the withdrawals were to be cancelled.  
\*Qualified students who fail to apply cannot make use of the system.

## [2] Tuition Assistance Rate

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

\* Assistance amount is applied to tuition only.

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

## [3] How to Apply

The application period is scheduled in mid-April.

\* The application period for newly enrolled and returning students in the fall semester will be scheduled in October. From the 2nd academic year, students admitted in fall semester must apply in April.

\* The detail will be on the International Student Office's bulletin board at Surugadai, Izumi, Ikuta Campus or the Student Information Area at Nakano Campus (1F) and the university website. Please submit application documents to the International Student Office by the application deadline according to the notice.

## [4] Assistance Method

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

## 9 Managing Your Health

### [1] Purchasing Health Insurance

Foreign nationals who reside in Japan over 3 months are required to register as resident and purchase health insurance (e.g. national health insurance). Although they must pay the insurance premium, they will only have to pay 30% of the medical expenses under the health insurance coverage.

Students must apply at the city or ward office where they live to enroll their 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 the city or ward office where you live.

### [2] Meiji University Student Health Insurance

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

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

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

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

### [4] Health Examination

Regular health examination is provided to all students in April each year. You should take the examination to detect illnesses early and for early detection of illnesses. Depending on the results of the exam, the physician may conduct a re-examination or introduce you to other hospital for healthcare advice.

### [5] Campus Clinics

On each campus, there is a clinic that provides medical care by physicians. Students must present their student ID to receive treatment. They might recommend you to see doctors outside of campus according to your condition. Since the campus clinics also provide advice on health, students can make good use of their service. The clinics hours and types of check-ups are different in each clinic. For more details, please refer to Student Health Insurance Guide.

## 10 Housing

The housing information for international students will be announced on the International Student Office bulletin boards and the university website. Please consult with the Campus Support Desk on each campus regarding other housing information such as renting rooms.

### [1] Housing which Students Apply Through the International Student Office

For the following housings, student needs to apply to the International Student Office. Please follow the guidance by the International Student Office.

#### (1) Company Dormitories

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

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

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

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

#### (3) HIROKO House

This is offered with the cherished desire of the late Dr. Hiroko Obonai (Professor of the School of Information and Communication). For details such as qualifications, refer to the guidelines. The International Student Center conducts screening.

Address	6-26-39 Higashi-machi, Jindaiji, Chofu-shi, Tokyo
Nearest station	<ul style="list-style-type: none"> <li>• 16 min by bus from Kichijoji Station on JR Line or Keio Inokashira Line and 6 min walk from Suwa-jinja Shrine bus stop.</li> <li>• 13 min by bus from Chofu Station on Keio Line and 6 min walk from Suwa-jinja Shrine bus stop.</li> </ul>
Number of rooms	4 rooms: ( 5.4 – 6.3m <sup>2</sup> ) 1 rooms: ( 3.0m <sup>2</sup> + Loft 7.8m <sup>2</sup> )
Facilities	living, dining, kitchen, showers, toilets, sink and washing machine etc.
Room Fee (per/month)	55,000 – 60,000 yen (depends on the room)

## [2] Housings which Students Apply Directly

The following is information of housings which accepts international students. Students must apply directly to these housings.

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

## [3] Renting an Apartment

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

### ■ University registered apartments:

Apartments registered with the university

### ■ Student apartments:

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

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

Housing referred by real-estate agencies that the Meidai Support Corporation has a partnership with.

## [4] General Cautions for Housing Search

### (1) Before Contract

- Students should go and see several properties themselves before signing a rental agreement. Be sure to check the surrounding area, amount of sunlight the apartment gets, the apartment's condition, etc.
- Rents depend on various factors, including proximity to the city center, size, and the amount of sunlight it gets.
- In order to hold an apartment, students may need to pay a deposit to the owner of about half– one month's rent. When the rental agreement is signed, this deposit is applied to the rent. However students should be aware that the money will not be refunded if they do not sign the rental agreement.

### (2) When Making Contract

- In order to avoid future problems, students should always get a written rental agreement, not relying on a verbal agreement. It is suggested that students pay special attention to the "special provisions" section of the rental agreement. Students should also make sure that they fully understand the terms of the agreement.
- When renting an apartment, students must not only pay the rent but also make certain one-time payment to the owner (or landlord), such as a security deposit and "key money" (*reikin*). Key money is not refundable. The security deposit is used to settle bills, such as rent and utilities, and make repairs if there is damage to the apartment. When students sign a rental agreement, they normally must pay key money and security deposit (an amount equivalent to about one– two months rent each), as well as the first month's rent (because rent is paid in advance). Consequently, an initial move-in cost is around 150,000–300,000 yen when they rent an apartment.
- They should also keep the agreement until it expires or is terminated.

### (3) While Living the Room

- Apartments are usually unfurnished; students themselves must purchase the furniture and basic things needed for living.

- Only persons listed on the rental agreement are allowed to live in the apartment.
- Students must leave it in the same condition as when they moved in, when leaving the apartment. Students should be aware that if they drive nails in walls or leave the walls, floors, or other areas dirty, they may be billed to pay compensation.
- As a general rule, the rent for following month should be paid by the end of the current month.

#### (4) When Moving the Room

- Rental agreements are typically for one– two years. If students will move out of their apartment before the end of the rental period, students must inform the owner by the date given in the 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 to use guarantor company below. Students who are enrolled in Meiji University can get special service at a special price.

#### (1) Guarantor Company

Global Trust Networks Co, Ltd.

1-21-11 2<sup>nd</sup> Floor Oak Ikebukuro Building, Higashiikebukuro, Toshima-ku, 170-0013

Tel 03-5280-1504 / Fax 03-5280-1505

Website <https://www.gtn.co.jp>

#### (2) Requirements

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

#### (3) Contract

- 1) Prepare required document for screening
  - A. Residence Card – Copy of front and back
  - B. Passport – Copy of the page with your photo
  - C. Student ID – Copy of front and back
  - D. Emergency contact information (One of your parents and one of acquaintances who live in Japan.
- 2) Get the leaflet at International Student Office or Nakano Campus Administrative Office in Low-Rise Wing (3F, international section.)
 

The leaflet can be downloaded from the following URL.

[https://www.meiji.ac.jp/cip/student\\_support/accommodation/insurance.html](https://www.meiji.ac.jp/cip/student_support/accommodation/insurance.html)
- 3) Turn in the GTN leaflet to the real estate management company

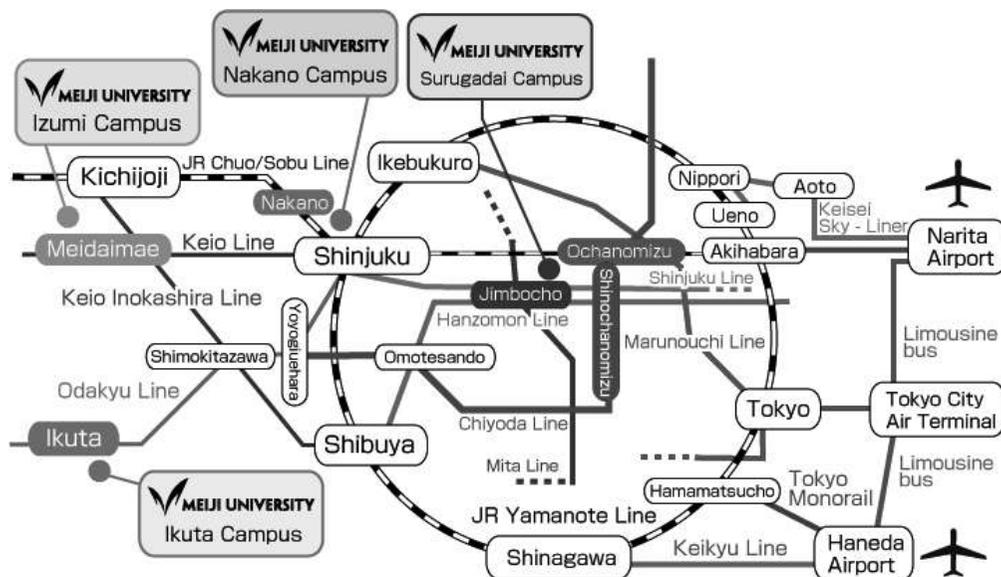
#### (4) Other Services

- 1) Language Support
 

(Japanese, English, Chinese, Korean, Vietnamese, Nepal)
- 2) 24 hours Life Support
 

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

## 11 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

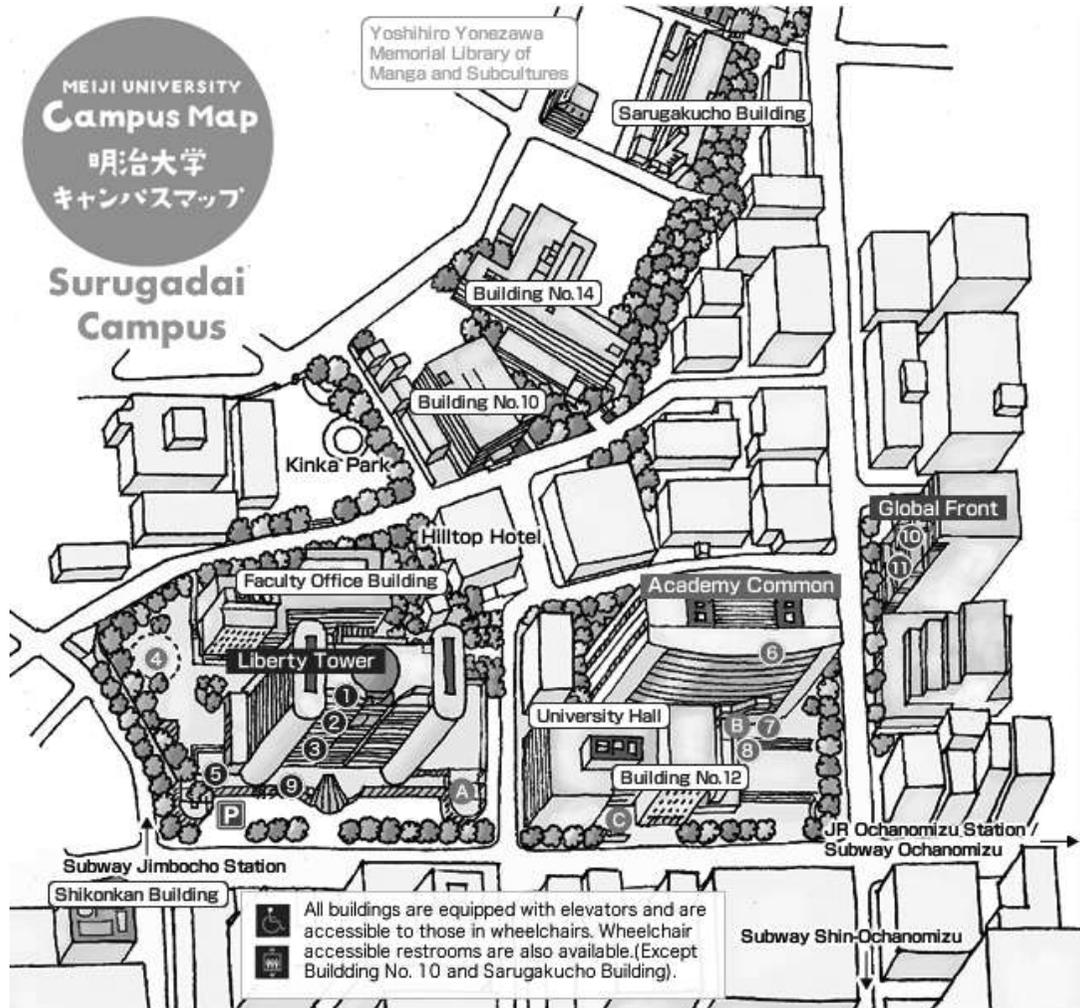
- 10-min. walk from the south exit of the Ikuta Station on Odakyu Odawara Line (Odakyu Line runs straight through to Tokyo Metro Chiyoda Line)
- Around 17-min. by bus. Get off at Mukogaoka-yuen Station on Odakyu Odawara Line, leave the station using the north exit, catch a bus heading toward Meiji-daigaku-sheimon-mae, 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 both Nakano Station on JR Chuo Line, JR Sobu Line and Tokyo Metro Tozai Line

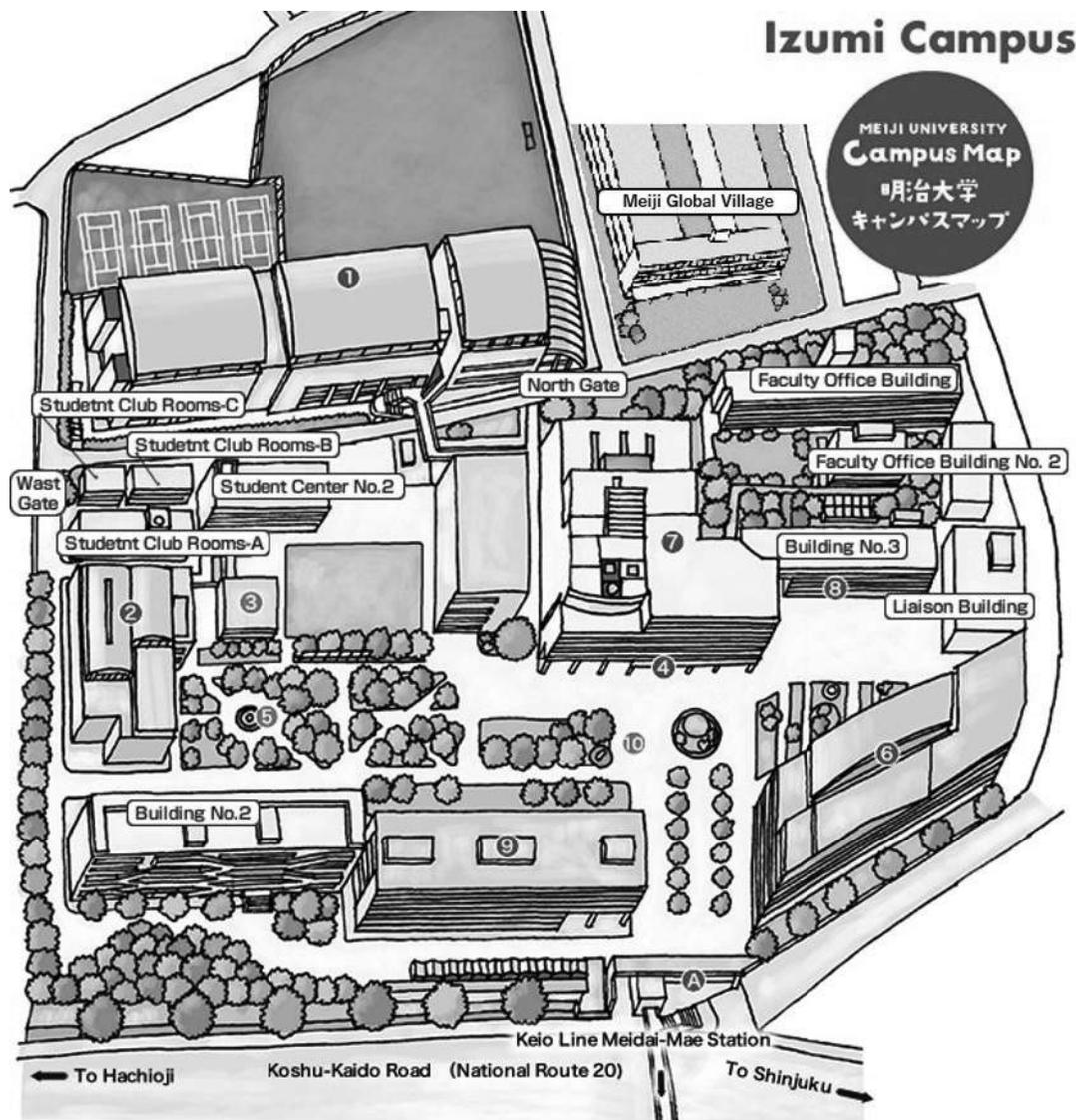
## Surugadai Campus Map



- |   |   |
|---|---|
| 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]                            | A Lounge Marronnier                                       |
| ⑥ Liberty Academy                                     | B Café Pensée   |
| ⑦ Portrait relief of the founders of Meiji University | C Meidai Mart.  |

International Student Office: Global Front (2F)

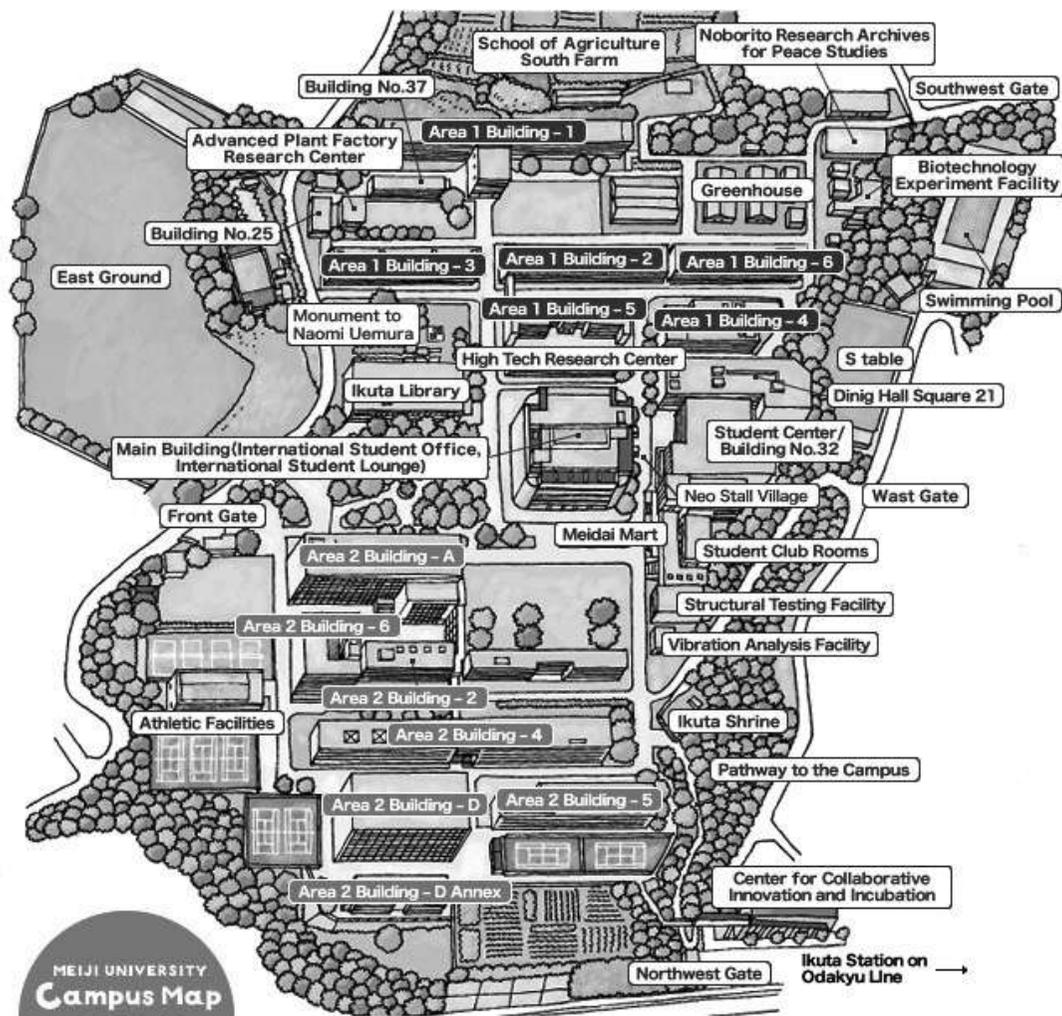
# Izumi Campus Map



- |   |  |
|---|--|
| 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)

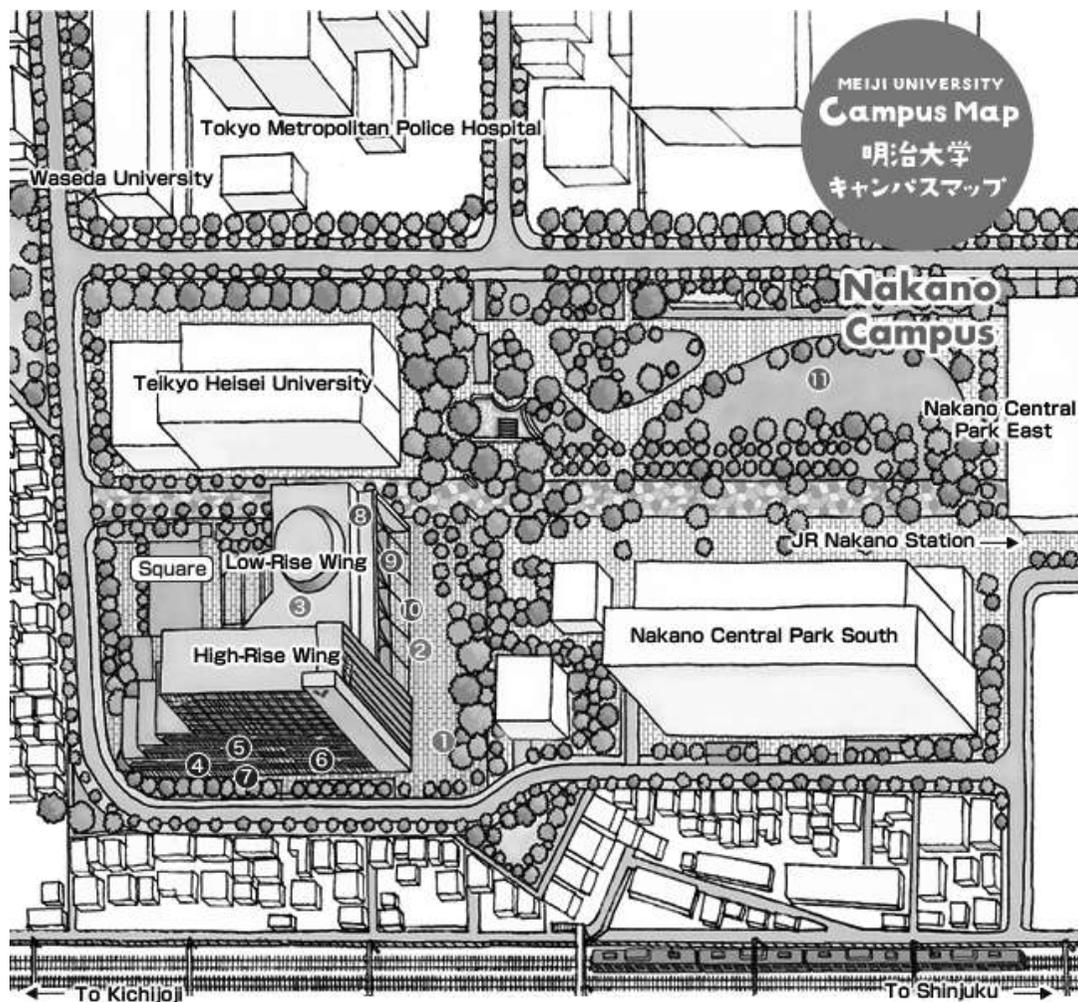
# Ikuta Campus Map



## Ikuta Campus

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)

## 12 Off-Campus Facilities

### [1] Counseling Organizations

#### (1) General Information

##### 1) Tokyo YWCA Saturday Conversation Lounge

For international students who do not have enough chances for actual conversation with Japanese, this pleasant lounge is where they can meet people from various countries. Free conversation is good practice for learning Japanese.

■ Day and Time: Saturday 1:30 p.m.– 5:00 p.m.

■ Address: 1F Salon, Tokyo YWCA Building, 1-8-11 Kanda-surugadai, Chiyoda-ku, Tokyo

■ Tel: 03-3293-5424

■ URL: <https://www.tokyo.ywca.or.jp/peace/ryugakusei/ryugakusei/ryu-room.html>

##### 2) Tokyo YWCA International Student Advisory Room (Temporarily closed)

The advisory room provides counselings to international students and information related to school applications, scholarships, residency, housing, part-time work and advices for living in Japan. The advisory room also offers Japanese-language support and referrals for short-term home stays.

■ URL: <https://www.tokyo.ywca.or.jp/peace/ryugakusei/ryugakusei/consultation.html>

\* As of March 2020, this consultation room is closed.

##### 3) Foreign Residents' Advisory Center by Tokyo Metropolitan Government

The center provides telephone and face-to-face counseling on immigration, marriage/citizenship, work, and other issues related to daily life in Japan to foreigners living in Tokyo.

■ Address: Foreign Residents' Advisory Center, Resident Voice Section, Tokyo Metropolitan Main Building No.1, 2-8-1 Nishi-shinjuku, Shinjuku-ku, Tokyo

Language	Telephone	Days (excluding national holidays)	Open
English	03-5320-7744	Mon.–Fri.	9:30–12:00 13:00–17:00
Chinese	03-5320-7766	Tue., Fri.	
Korean	03-5320-7700	Wed.	

■ URL: [http://www.e-sodan.metro.tokyo.jp/tel/foreign/index\\_e.html](http://www.e-sodan.metro.tokyo.jp/tel/foreign/index_e.html)

#### (2) Medical Information

##### 1) Japan Helpline

Students can obtain information and advice about living in Japan.

■ URL: <https://www.jhelp.com/en/jhlp.html>

##### 2) 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.

◇ Emergency Translation Services (for medical facilities) \* Phone-based interpreting service.

■ Tel: 0570-099283

Language	Day	Office hour
English, Chinese	Weekday	5:00 p.m.–9:00 a.m.
	Weekend, Holiday	9:00a.m.-9:00a.m.(24hrs)
Korean, Thai, Spanish	Weekday	5:00 p.m.–8:00 p.m.
	Weekend, Holiday	9:00a.m.-8:00p.m.

■ URL: <http://www.fukushihoken.metro.tokyo.jp/english/index.html>

### 3) AMDA International Medical Information Center

The center provides referrals to medical facilities where the student's language is spoken and information about the medical welfare system and healthcare over the phone (eight languages).

■ Tel: 03-5285-8088

Language	Day	Office hour
English, Chinese, Korean, Thai, Spanish	Daily	9:00 a.m.– 8:00 p.m.
Portuguese	Mon., Wed., Fri	9:00 a.m.– 5:00 p.m.
Filipino	Wed.	1:00 p.m.– 5:00 p.m.
Vietnamese	Thu.	1:00 p.m.– 5:00 p.m.

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

### (3) Work-related Advising

#### 1) Tokyo Metropolitan Labor Consultation Center

The center provides counseling on wages related to part-time work. An appointment is necessary for counseling.

■ Address:

Idabashi: Tokyo Shigoto Center (9F), 3-10-3, Idabashi, 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

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

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

## Meiji University Telephone Directory

### Surugadai Campus

Operator	03-3296-4545
School of Law	03-3296-4154
School of Commerce	03-3296-4160
School of Political Science and Economics	03-3296-4172
School of Arts and Letters	03-3296-4182
School of Business Administration	03-3296-4194
School of Information and Communication	03-3296-4263
Graduate Schools	03-3296-4368
Professional Graduate School	
[Law School, Global Business, Governance Studies, Professional Accountancy]	03-3296-4395
International Student Office	03-3296-4141/4144
Finance Office	03-3296-4096

### Izumi Campus

Operator	03-5300-1121
School of Law	03-5300-1140
School of Commerce	03-5300-1142
School of Political Science and Economics	03-5300-1145
School of Arts and Letters	03-5300-1148
School of Business Administration	03-5300-1151
School of Information and Communication	03-5300-1627
Graduate School of Humanities	03-5300-1529
International Student Office	03-5300-1477/1543

### Ikuta Campus

Operator	044-934-7171
School of Science and Technology	044-934-7560
School of Agriculture	044-934-7570
Graduate School of Science and Technology	044-934-7561
Graduate School of Agriculture	044-934-7571
International Student Office	044-934-7700

### Nakano Campus

Operator	03-5343-8000
School of Global Japanese Studies	03-5343-8045
School of Interdisciplinary Mathematical Sciences	03-5343-8037
Graduate School of Global Japanese Studies	03-5343-8039
Graduate School of Advanced Mathematical Sciences	03-5343-8040
Graduate School of Science and Technology	044-934-7561
Nakano International Student Section	03-5343-8057

**外国人留学生のためのガイドブック2020**

**International Student's Guidebook**

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〒101-8301 千代田区神田駿河台1-1

TEL 03-3296-4141

# Meiji University School Song

Lyrics by Kagai Kodama

Music composed by Kosaku Yamada

# 明治大学校歌

児玉花外 作詩  
山田耕祥 作曲

Tempo di marcia ben marcato (♩=112)

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

しーらくもなびくーすーるーがだいまー  
ゆひいでたるーわーこーうどがつくやじだ  
いのあーけーのーかねぶんかのうし  
おーみーちーびきてとげしいしんのはー

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

えーになうーめいじそのなぞわれらーがほこ  
うおおめいじそのなぞわれらーがほこ

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

明治大学校歌  
児玉花外 作詩  
山田耕祥 作曲

一  
白雲なびく駿河台  
眉秀でたる若人が  
撞くや時代の暁の鐘  
文化の潮みちびきて  
遂げし維新の栄になふ  
明治その名ぞ吾等が母校  
明治その名ぞ吾等が母校

二  
權利自由の揺籃の  
歴史は古く今もなほ  
強き光に輝けり  
獨立自治の旗幟し  
高き理想の道を行く  
我等が健児の意氣をば知るや  
我等が健児の意氣をば知るや

三  
雲峰不二を仰ぎつつ  
刻苦研鑽他念なき  
我等に燃ゆる希望あり  
いでや東垂の一角に  
時代の夢を破るべく  
正義の鐘を打ちて鳴らさむ  
正義の鐘を打ちて鳴らさむ