



上智大学  
SOPHIA UNIVERSITY

# *Sophia University*

Center for Global Education and Discovery

## Announcements for New Exchange Students Spring 2023



Please also check the video for important information

This Announcements contains information that was not covered in the video and that we would like all exchange students to know.

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# 1. IMPORTANT NOTICE TO REMEMBER

## -STUDENT STATUS AND RESPONSIBILITIES AT SOPHIA UNIVERSITY-

### (1) Visa Status

Most exchange students studying at Sophia University hold “college student” residence status. You have been granted this status from the Japanese government on condition that you come and study at Sophia for one semester or one year. In order to maintain your status and to study in Japan, you must comply not only with the law applicable to Japanese, but also with “the immigration control act” for foreign residents.

Students with a status of residence “college student” must have received a resident card at a port of entry upon arrival. **You must carry your Resident Card with you at all times.** If you do not have this card now, please let us know immediately.

### ▼Re-entry

If you plan to temporarily leave Japan and return within 1 year or before the expiration of your period of stay, you do not have to go through any procedure. Please be sure to present your resident card at departure.

### (2) Notification of Place of Residence

All students are required to visit the nearest municipal office from your residence with your resident card and notify them of your address within 14 days of finding a place to settle down. Once the above procedure finished, you can purchase a **“Certificate of Residence”** (住民票<sup>じゅうみんひょう</sup>). Please confirm your information displayed are all correct. **When you issue the certificate, please make sure to let the municipal office know that you need your “Nationality (国籍・地域)”, “Residence Status (在留資格)”, “Period of Stay (在留期間)”, and “Residence Card Number (在留カード番号)” to be displayed on the certificate.** The certificate costs approximately ¥300, but it depends on the municipal office where you live.

SAMPLE		住民票			
SOPHIA BENJAMIN		住民票コード	Nationality		
生年月日	20**年11月28日	性別	男	続柄	省略
住所	東京都世田谷区上祖師谷4丁目24番1号 上智大学祖師谷国際交流会館A棟103号室		国籍	オーストラリア	Resident Card No.
世帯主	省略	在留カード等の番号	WD189992223MA		
外国人住民となった年月日	令和〇年4月1日				
法第30条の45に規定する区分	中長期在留者	在留資格	留学	在留期間	1年3月
				在留期間の満了の日	20**年6月21日
令和〇年4月1日	転入	Status of Residence		Period of Stay	
令和〇年4月10日	転入届出				
備考 なし					
この写しは、世帯全員の住民票の原本と相違ないことを証明する。					
令和〇年 4月 1日					
世田谷区長					

\*This is a sample of “Certificate of Residence”. The format and details might differ on the municipal office where you live.

### ▼Change of Address

If you move and change your address to different cities, towns or wards, please first go to the municipal office of your old residence to file for transference before you move. At that time, a notification of change of residence will be issued to you. After you move to your new residence, please bring the notification to the municipal office of your new residence, and notify them of your new address within 14 days. If you move and change your address within the same city, town or ward, you also need to report the change of address to the municipal office.

### (3) Your Contact Information

All students are required to notify us of your registered address and phone number by updating your contact information on Loyola Website. User ID and password of Loyola are notified to you on a separate sheet. **Please log in to Loyola and update your contact information as soon as possible.** When you change your address or phone number, please also make sure to update your information on Loyola.

### (4) Bulletin Board

Please check "Loyola" Web Bulletin Board regularly for information from Sophia University.

URL: <https://scs.cl.sophia.ac.jp/campusweb> (You can switch language Japanese/ English)

gMobile URL: [https://scs.cl.sophia.ac.jp/campusweb/campusmart.do?locale=en\\_US](https://scs.cl.sophia.ac.jp/campusweb/campusmart.do?locale=en_US)

\*Please use your username and password provided at the orientation.

The University may contact you via Loyola message, call or E-Mail when necessary.



### (5) Note about Illegal Drugs

Possession of marijuana, cocaine, and other illegal drugs imposes very severe penalties in Japan. Some of those drugs may be legal in your country, but all of them are strictly prohibited in Japan, and you can be arrested for the possession of the drugs. Obeying all laws dealing with the use of/ possession of illegal drugs, and liability rests entirely with each student.

\*According to newspaper accounts, usage of quasi-legal narcotics called "danger drug" is increasing, causing traffic and other accidents. Possession, use and/or sales of these quasi-legal herbs/drugs are strictly prohibited at Sophia University and will be subject to punishments including expulsion.

### (6) Avoid Unpaid Debts of Housing, Utility Fees, Mobile Phone Fees, Overdue Books

Housing costs and other utility fees should be paid by the prescribed deadline of each term. Unless these fees have been paid, academic credit will not be entered on your record, nor any transcript issued. In case you have overdue books, the same penalty will be applied. If your housing arranged by Sophia University falls behind in payments, you will be asked to leave, and the problem will be reported to your home institution.

## (7) Smoking

Smoking is forbidden in all areas in the campus, and allowed only at the designated area. Chiyoda ward, where Sophia is located, charge penalty fee for smoking on the street.

## **2. ACADEMIC INFORMATION**

Exchange students must fulfill the following requirements at Sophia.

**Register and complete more than 10 clock hours of courses per week in each quarter/semester and attend classes during the period accepted (indicated on your acceptance letter).**

### (1) Course Registration

For details of the course registration procedure and schedule, please refer to the "Course Registration Quick Navi" and the Bulletin of Information. You should also frequently check the web bulletin board "Loyola" for any additional information (course/classroom change).

Loyola URL: <https://scs.cl.sophia.ac.jp/campusweb/>

\*Please use your username and password provided.

\*Important notices on academic matters are also provided through "Loyola".

\*For operation manuals, please refer to "Loyola" (Home - Loyola Handbook).



• **FLA core programs, FST laboratory classes, GPGS compulsory courses, the foreign language courses (except Japanese language), seminars, compulsory courses in General Studies, "Studies in Christian Humanism: For Others, with Others", "Liberal Arts of the Body", "Critical Thinking & Writing", "Overview of Data Science", "Thinking about Issues, Perspectives and Positionality" are NOT open to exchange students.**

• **Exchange students should choose most courses from the departments/ graduate program that he/she enrolled in.**

### (2) Grades and Transcripts

**Online grade will be available on September 10, 2023, for the grades you received for Spring Semester (1st Quarter/ 2nd Quarter) 2023.** You must keep your Loyola username and password to check your online grade. For students who are enrolled for only Spring Semester 2023, please keep in mind that you will not be able to log in to Loyola website after the end of your enrollment period, September 20, 2023.

One official transcript will be sent directly from Center for Global Education and Discovery to the exchange program coordinator of your home institution. Fees for additional official transcript will be the personal responsibility of the students. The request can be made at the Academic Records Section, Center for Academic Affairs.

\*To order additional transcript after you return to your home institution, please refer the URL as below;

[https://piloti.sophia.ac.jp/eng/academicrecords/certificates\\_transcripts/](https://piloti.sophia.ac.jp/eng/academicrecords/certificates_transcripts/)

### 3. STUDENT LIFE

#### (1) Housing

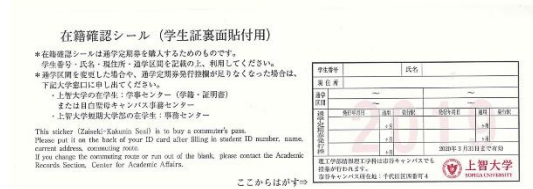
If you made the accommodation arrangements through Sophia University, in principle, you cannot leave the housing during your period of exchange. However, if you need to move out under unavoidable circumstance, please first consult with your accommodation owner/office and the Center for Global Education and Discovery. You must gain approval to move out from both parties before moving out. Also, you will need to look for the new accommodation by yourself.

Apartments can be rent through real estate agents, but house hunting in Japan is not always easy for non-Japanese. If you do not speak good Japanese, it is strongly advised that you visit the agents with someone who speaks fluent Japanese. Be careful about making housing arrangement through the internet, which could result in serious problem.

#### (2) Student Commuter Pass/ Travel Discount

The student commuter pass allows you to take unlimited rides between stations on the specific route (nearest stations of your home and university). To purchase a student commuter pass, fill in a request form at the station and submit it together with your student ID card with the student commuter pass sticker on the back.

Student Travel Discount Certificate can be used on JR trains for traveling 100km or more one way; you can get a 20% discount on basic fare. The certificate can be issued at the certificate issuance machine (Building No.2, 4F). Please present it at the station at the time of purchasing ticket.



the student commuter pass sticker

#### (3) Bicycles

Parking facility is not available at Sophia. Students are not allowed to ride bikes or motorcycles to campus.

Also, you may often notice that there are bicycles parked in front of the stations or on the side of the road. You are prohibited to ride a bicycle that is not your own. Most bicycle users register their bicycle to the police for theft prevention. If you are seen by the police with those registered bicycles that is not your own, you will be charged with theft.

Please also be aware that riding double on a bicycle or bike as well as riding it during night time without a light on is prohibited. The police may ask questions if you are seen doing such acts.

If you purchase a bicycle or bike on your own, please make sure to register it to prevent theft. If you are to receive a bicycle or bike from someone else, you will need to ask the initial owner to visit the police station and go through the process of registration of transfer.

#### (4) Sophia ICT Account

Please visit the **ICT Office** (3F, Bldg. No.2) if you have any questions regarding the service. For service hours and location of PC rooms, please refer to ICT Office Website:



**Note: The password of the Sophia ICT Account is different from Loyola portal site password.**

**If you have any questions or need information about Loyola, please contact the Center for Academic Affairs (1F, Bldg. No.2).**

#### (5) Working Part-Time

The status of residence “College Student” does not permit students to work part-time without working permit (“The Permission to Engage in Activities Other Than That Permitted”). If you did not get “The Permission to Engage in Activities Other Than That Permitted” upon your arrival at the port of entry, you need to visit the local immigration office to apply for it. For details, please refer to Immigration Bureau Website (URL: <http://www.immi-moj.go.jp/english/tetuduki/>).

Unless you obtain this permit from the Japanese government, you will be regarded as working illegally in Japan and may be forced to deport from the country.

#### (6) Events for International Students (Sophia Student Integration Commons (SSIC))

Sophia Student Integration Commons (SSIC) offers several cultural events for international students such as “Flower arrangement Experience”, “Tea ceremony Experience”, and “Kabuki Tour”. Up coming events will be announced on Loyola and FIND SOPHIA.

If you are interested in the events, please contact the Center for Student Affairs (1F, Bldg. No.2/ E-mail: [ssic-co@sophia.ac.jp](mailto:ssic-co@sophia.ac.jp)). Twitter: @CommonsSophia

## **4. MEDICAL SERVICES AND INSURANCE**

### (1) English-Speaking Doctors and Hospitals in Tokyo

The following information service will be useful to search hospital/clinic by location:

Tokyo Metropolitan Medical Institution Information service

URL: <https://www.fukushihoken.metro.tokyo.lg.jp/iryo/sodan/komatta/gaikokugo.html>

Language: English, Chinese, Korean, Thai and Spanish

TEL: 03-5285-8181 (Daily: 9:00am-8:00pm)

Language: Japanese

TEL: 03-5272-0303 (Daily 24H)

Information on English-speaking doctors is also available at **Sophia University Health and Wellbeing Center**.

Location: Yotsuya Campus, Hoffmann Hall 2F

### (2) Health Insurance

“Japanese National Health Insurance” is required for all students who will stay in Japan for

more than three months. The insurance fee differs according to resident area but is usually around ¥1,000 to ¥3,000 for student without income. With the Japanese National Health Insurance, you only have to pay 30% of the medical costs when you go see doctors. Please ask the nearest municipal office of your residence for details.

### (3) In Case of Emergency

**Police: call 110. Fire, Ambulance: call 119.** (Toll Free, 24h, English available)

In case you are on campus when an earthquake occurs, please refer to the “Earthquake Response Manual.”

## **5. THINGS TO DO BEFORE RETURNING**

You should complete all payments incurred while in Japan BEFORE returning to your home country. These are some of the fees you may need to take care of before leaving:

- Housing fee, Utility fee, Phone bills (including mobile phones)
- Medical fee or insurance premium

In particular, be careful of utility fees and the bills for the mobile phone because you will be billed for them the following month. **Please be sure to make arrangements so that you can make the payment for utility fees for your last month before your departure.** You are strongly recommended to choose the payment with your credit card.

Also, you will need the password for viewing your grades at Loyola Website. We can't provide the password to you after your leave. If you don't remember the password, please visit the Center for Academic Affairs to acquire a new password before you leave.

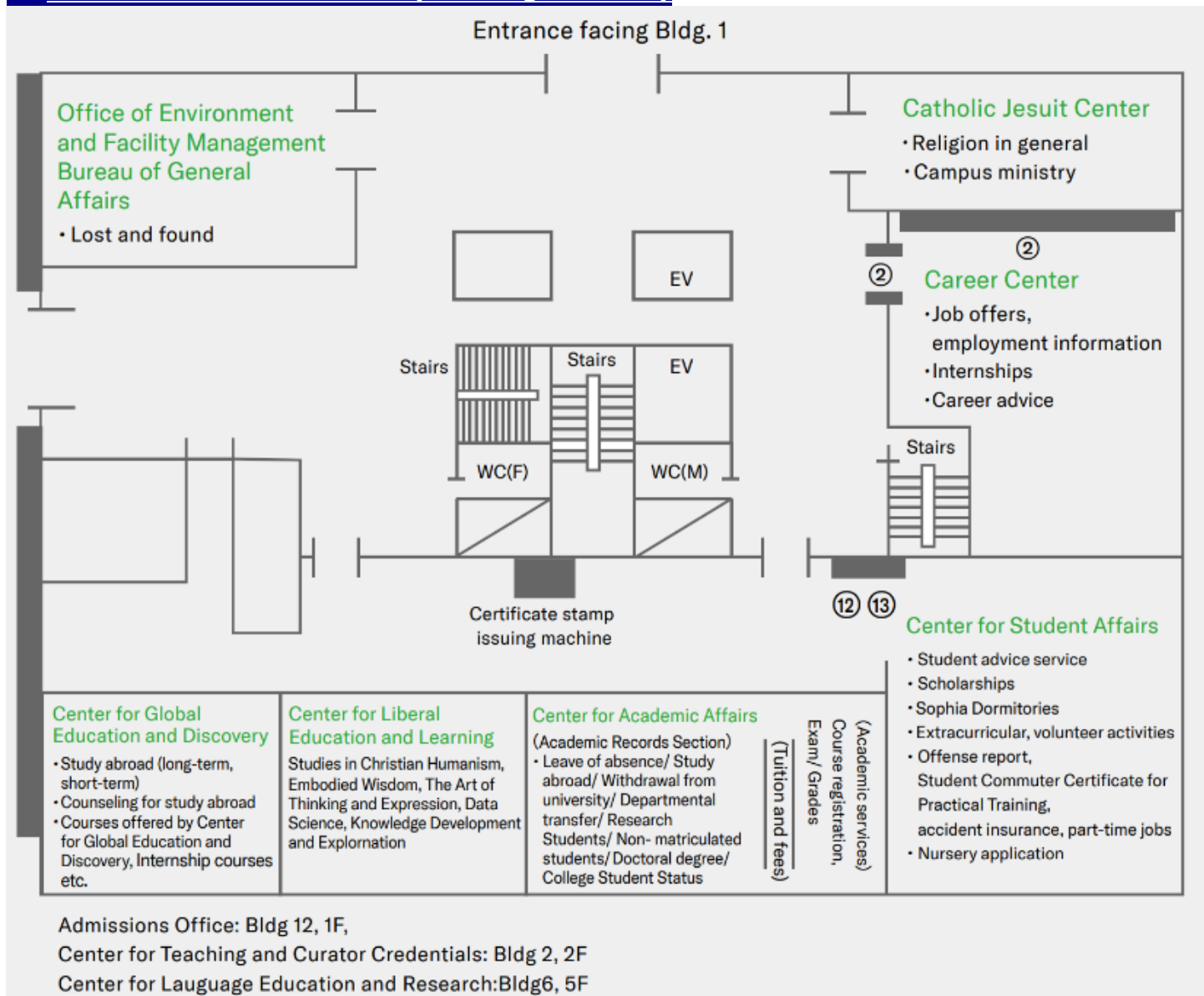
## **6. APPLICATION FOR EXTENSION OF ENROLLMENT**

If you wish to extend your study at Sophia University, you are required to submit the application form for extension of enrollment. The form is available at Center for Global Education and Discovery. After getting the form, you also need to get the signatures from the coordinator of your home institution and get recommendation letters from the professors of the courses you are currently taking. Please be advised that the procedure needs to be done before the semester ends. Please inform us of your intention of applying for the extension, receive the application forms at the office, and submit by the following dates;

**Spring => Autumn: July 10th, Autumn => Spring: January 10th**



## 7. CONTACT INFORMATION (Building No.2 1F)



- (1) Center for Global Education and Discovery (Inquiries regarding Exchange Students in general)  
Contact: 03-3238-3521 / inbound-co@sophia.ac.jp
- (2) Center for Academic Affairs (Course registration, Examination, Certificates)  
Contact: 03-3238-3515 (Course registration, Grade) / 03-3238-3519 (Certificates)
- (3) Center for Student Affairs (Club activities, SSIC, Student Travel Discount Certificate, Personal Accident Insurance for Students Pursuing Education and Research)  
Contact: 03-3238-3525

\*Office Hours: Mon.-Fri. 10:00am-11:30am, 12:30pm-3:30pm

(Office hours during spring and summer recess: Mon.-Fri. 12:30pm-3:30pm)

## **8. OTHER USEFUL INFORMATION**

**Tokyo Metropolitan Government:** <http://www.metro.tokyo.jp/english/index.html>

**Tokyo Metro Line:** [http://www.tokyometro.jp/lang\\_en/index.html](http://www.tokyometro.jp/lang_en/index.html)

**JR East Japan Railway:** <http://www.jreast.co.jp/e/>

**Haral Media Japan:** <https://www.halalmedia.jp/>

**Vege Project Japan:** <https://vegeproject.org/en/>

## **9. FAQ**

### **Course-related**

Q. Is taking Japanese language class mandatory?

A. Not mandatory.

Q. Do I need to take the Japanese Placement Test if I do not plan to take Japanese class?

A. No, the Japanese Placement Test is not mandatory.

Q. I cannot register some courses on Loyola.

A. Please visit the Center for Academic Affairs (Building No. 2, 1F).

Q. What if I want to register different courses from the ones I submitted during application?

A. You can change your study plan, but we recommend you to consult in advance with a coordinator at your home university and department advisor at Sophia as well.

### **Student Life-related**

Q. Do I really need to join the Japanese National Health Insurance?

A. Yes.

Q. Should I buy student commuter pass?

A. Depend, but recommended. The student discount price is much cheaper.

Q. Where can I get a hanko/ name seal.

A. Purchase online or at store. There is hanko stores locates 10 minutes' walk away the campus. Please search online for "hanko yotsuya". You can also order a hanko at the university bookstore (Building No.2, B1F).

Q. How should I do resident registration if I have a Japanese citizenship?

A. Ask your parents about your legal domicile location (本籍地). You need to obtain a Certificate of Family Register (戸籍謄本) before resident registration.

Q. Can I commute by bike?

A. No. There are no bicycle parking lot on campus.

Q. Where can I get a list of student circles/ clubs?

A. Check the university website <https://www.sophia.ac.jp/eng/campuslife/kagai/>  
Or visit the Center for Student Affairs (Building No.2, 1F).

Q. How do I apply to use training room / swimming pool?

A. For using the training room, you need to register your information on the web form on Loyola and attend the information session online. Please check Loyola Down load center > Center for Student Affairs (Clubs) > Hoffman Hall Training room> How to apply. No special application needed for using swimming pool. However, you have to pay 200 yen every time you use. You can get a book of 11 coupons. It is sold for 2,000 yen at the office (The gymnasium, B1F). If you have any question, Please send an e-mail to this address, clubs\_circles-co@sophia.ac.jp.

### **Others**

Q. Who should I ask to sign for documents from my home university?

A. Please visit the Center for Global Education and Discovery (Building No.2, 1F).

Q. When do we receive the transcript for Spring/Autumn semester?

A. Issuance of transcript for Spring is mid-September and for Autumn is late-March. One official transcript will be sent to your home university automatically.

Q. Where can I apply for a certificate of enrollment?

A. Use the certificate issuance machine (Building No. 2, 4F). The required 4-digit password is your birth month and date (ex. April 1st = 0401).

Q. Is there any scholarship that I can apply now?

A. Not available at this point.