



上智大学  
SOPHIA UNIVERSITY

叡智が世界をつなぐ

# ORIENTATION

FOR EXCHANGE STUDENTS  
2023 SPRING SEMESTER

Organized by Sophia University

Center for Global Education and Discovery

Location of Office: Building  
No.2, 1<sup>st</sup> floor

## NOTICE

**In order to prevent new coronavirus infection, please refrain from eating and drinking in the venue.**

新型コロナウイルス感染症対策のため、会場内での飲食はご遠慮ください。



# NOTICE

**No video and photography**

**Please do not post guidance content to social networking sites.**

動画・写真撮影禁止

SNSへガイダンスの内容を

投稿しないでください。



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  6. Intro of Course Registration (Center for Academic Affairs )




# 1. Catholic Jesuit Center



# 2. Japanese Language Course Guidance(CLER)

CLER



Location : Building No.6, 5F 【6-538】  
E-mail : info\_cler@sophia.ac.jp 

The Japanese Language Program, offered by the Center for Language Education and Research, provides multiple tracks and levels of Japanese language courses according to students' needs and linguistic backgrounds. Exchange, and general non-degree students as well as degree students from all over the world are studying Japanese language offered by CLER.

<http://www.sophia-cler.jp/study/ja/lesson.html>





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# Japanese Language Program

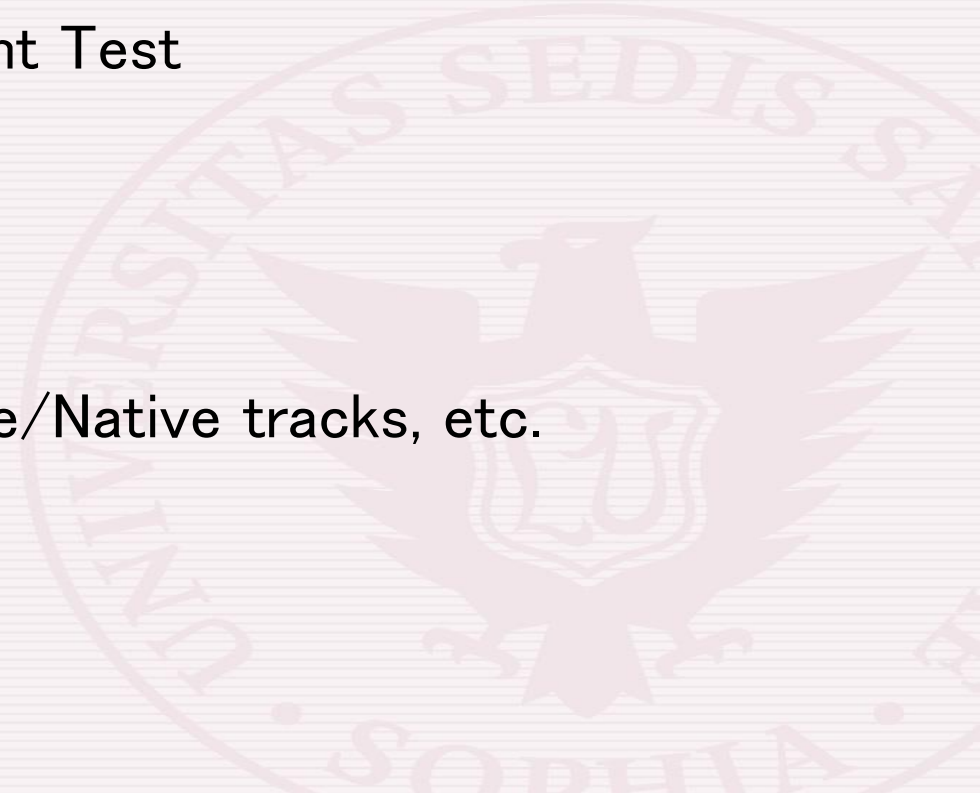
上智大学CLER 日本語プログラムへようこそ！

Spring 2023

言語教育研究センター  
Center for  
Language Education  
and Research

# Outline

1. The Booklet
2. Japanese Placement Test
3. Registration
4. Attendance Policy
5. Tracks
  - Regular/Intensive/Native tracks, etc.
6. Miscellaneous





The Japanese Language Program Booklet

The Japanese Language Program (JLP)  
booklet is available at the following URL.

<http://www.sophia-cler.jp/study/ja/lesson.html>

CLER Office

Building No. 6, 5F [6-538]

[info\\_cler@sophia.ac.jp](mailto:info_cler@sophia.ac.jp)

## 1. The Japanese Placement Test (JPT) 1

### ● Non-native speakers of Japanese

- No or little knowledge of Japanese ➡ No examination is required, but must complete a questionnaire in Loyola by 14:00 on April 3 (Mon) ➡ See **pages 2–3** of the JLP booklet.
- A little or more knowledge of Japanese → Must take Japanese Placement Test on April 3 (Mon) at 13:30 on 4th floor of Building 6. Be sure to bring a pencil, eraser, and your ID card to the test. ➡ See **page 2** of the JLP booklet.

## 1. The Japanese Placement Test (JPT) 2

- Native speakers of Japanese (usually refers to those whose parent(s) are Japanese and communicate with him/her in Japanese)
- Take the test for native speakers → See **page 3** of the JLP booklet.

## 2. Registration

The Details are on **pages 5–8** of the JLP booklet.

- Check the test result, or the class placement for JPN111: available after **April 7 (Fri) 13:00** on the Loyola university bulletin board: Enter “Result of the JPT” in the Keyword box.
- Register for the course through Loyola:  
April 7 (Fri) 13:00 to April 9 (Sun) 23:59.
- Check the Class Bulletin Board on Loyola right after your registration and purchase your textbooks from the MyKiTS website.

## 2. Registration 2

- If you are dissatisfied with the placement result or have any questions about your class, please contact your coordinator by e-mail by 3 p.m. on Monday April 17 and follow the instructions. ➡
- see **page 8** of the JLP booklet.
- List of Coordinators and instructors is on **page 25**

## 4. Attendance Policy

Pages 9 and 10 of the JLP booklet

- Attendance is essential for language courses, as students are expected to actively participate in and accomplish in-class assignments and activities.
- Attendance is counted from the first day of class: April 11(Tue)  
~

## 5. Tracks 1

Pages 11 to 17 of the JLP booklet

- Regular Program (レギュラープログラム)
  - Beginner's and two intermediate (JPN200, 211)
    - 5 (100 min) classes a week
  - Other intermediate and advanced
    - 4 (100 min) classes a week
- Specialized Japanese Courses (Business, translation, etc.)
  - 2 or 1 (100 min) class(es) a week

## 5. Tracks 2

### ● Intensive Program

- 10 (100 min) classes a week
- 9:00 to 12:35, Monday through Friday
  - 8 credits, each class gives you a lot of work; oral communication, critical reading, writing, analysis of Kanji, etc.
  - If you would like to deepen your understanding of the Japanese language and culture, the Intensive Program (IP) is the right choice, **but very HARD!!!**
  - It is not recommended to take three or more courses other than the Intensive course.



## 5. Tracks 3

- Japanese Reading and Writing Courses and Specialized Japanese Courses (Primarily for native speakers)
  - See page 13 of the JLP booklet
  
- Japanese Courses in the Tutorial Track for Students in Green science/Green Engineering Programs and SPSF
  - See pages 15 and 16 of the JLP booklet

## 6. Miscellaneous

- Course Descriptions are on **pages 18 to 24** of the JLP booklet.
- Information of Japanese Language coordinators and instructors is on **page 25** of the JLP booklet.
- Self-check list on registration is on page **26**.
- Eating is not allowed during class hours.
- Language Learning Commons
  - Located on the **1st floor of Building #6**.
  - Various Textbooks, Novels, DVDs of Japanese movies and animations, and PCs.

## **3. Wi-Fi and ICT Facilities (ICT Office)**

# **ICT Office**

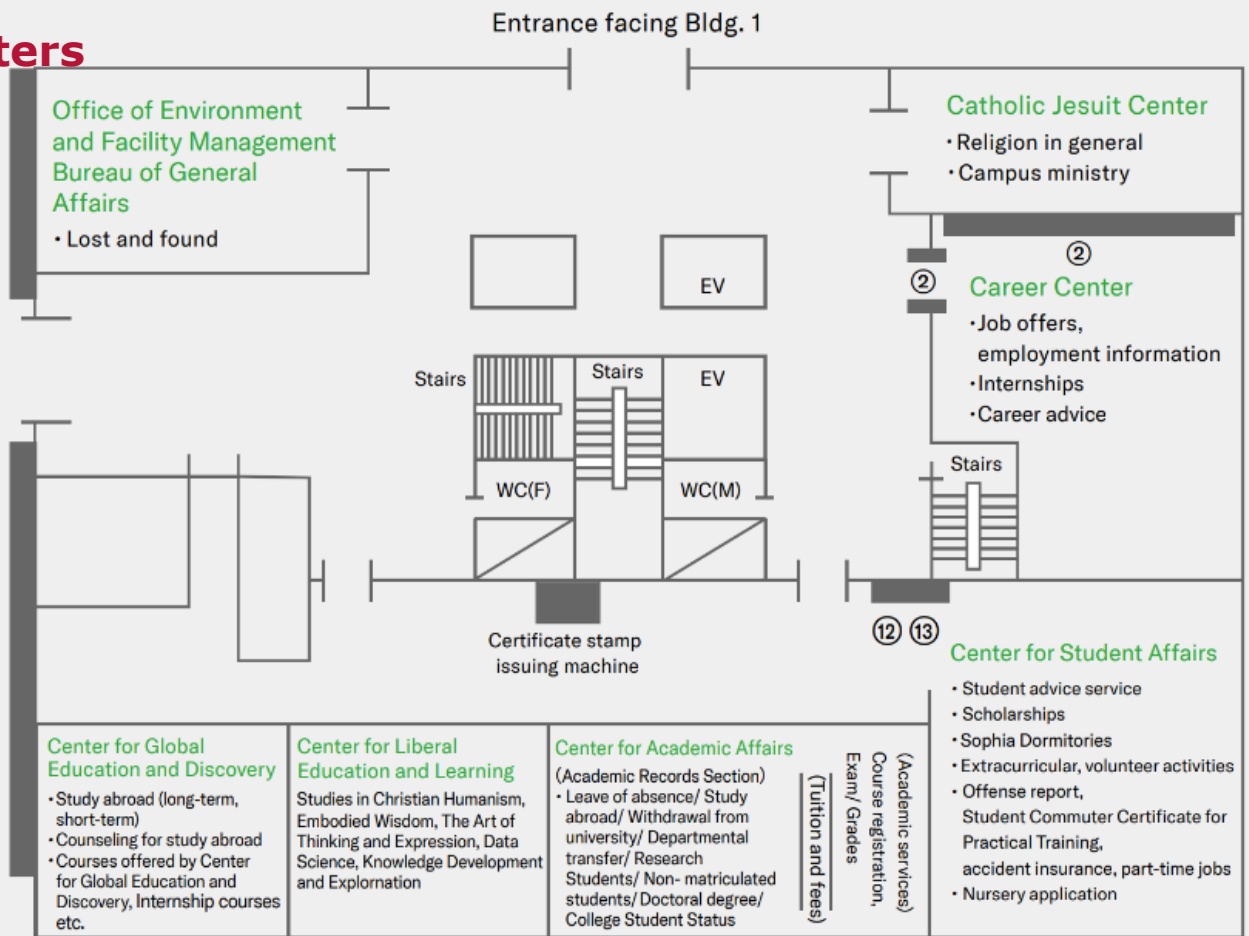
## **New Students' Orientation Session**

# Offices and Service Counters (Building 2, 1st Floor)

**Center for Global Education and Discovery**  
 >Inquiries regarding Exchange Students in general

**Center for Academic Affairs**  
 >Course registration  
 >Examination  
 >Certificates

**Center for Student Affairs**  
 >Club activities  
 >SSIC  
 >Student Travel Discount Certificate  
 >Personal Accident Insurance for Students Pursuing Education and Research



Admissions Office: Bldg 12, 1F,  
 Center for Teaching and Curator Credentials: Bldg 2, 2F  
 Center for Language Education and Research: Bldg 6, 5F

# 4. Campus Life

Center for Student Affairs



Location: Building No.2, 1F  
Phone: 03-3238-3525

For any concerns or questions about campus life, you can ask for assistance and advice at the **Center for Student Affairs.**

<https://www.sophia.ac.jp/eng/studentlife/support/CenterforStudentAffairs.html>

You can find information about ...

- Extracurricular activities (clubs and circles)
  - Volunteer activities
  - Cultural Events for International Students
- and about ...
- Part-time jobs
  - Dormitories



# SOPHIANS' GUIDE 2023 in English

**For PC**

<https://piloti.sophia.ac.jp/eng/studentsupport/handbook/>

**For Mobile Phone**

<https://piloti.sophia.ac.jp/eng/studentsupport/handbook/>



# ソフィアーズガイド 2023 日本語版

PC版

<https://piloti.sophia.ac.jp/jpn/studentsupport/sophiansguide/>

スマホ版

<https://piloti.sophia.ac.jp/jpn/studentsupport/sophiansguide/>





# 4.Campus Life / Counseling Services



**Location: Building 10, 3rd floor / 03-3238-3559**

**Office Hours: Monday-Friday 9:30 – 11:30, 13:00 – 16:30**

\*Appointment Necessary : Visit the office or TEL

\*Japanese, English, and Chinese counseling available

The Counseling Services is here to help you deal with your issues and concerns regarding campus life and yourself. Certified public psychologists and certified clinical psychologists work together to address the challenges you are facing with psychology-based approaches

# 4. Campus Life / Library

- Central Library User's Guide (English)

<https://saas.actibookone.com/content/detail?param=eyJjb250ZW50TnVtIjoyODExMzB9&detailFlg=0&pNo=1>



- Central Library User's Guide (日本語)

<https://saas.actibookone.com/content/detail?param=eyJjb250ZW50TnVtIjoyODExMDF9&detailFlg=0&pNo=1>



- Information Search Start Book (English/日本語)

<https://www.lib.sophia.ac.jp/howtosearch?lang=en>



Scan your Student ID card at the entrance to enter the Library.



Return books in time. Overdue books mean your transcript will not be issued.

## 4. Campus Life / Disaster and Accident Insurance

Disaster and Accident Insurance covers accidents that cause injury while engaged in research and education activities, or those occurring during commuting or moving between facilities on campuses.

(English)

[Handbook for Enrollment of Personal Accident Insurance for Students Pursuing Education and Research "Gakkensai"](#)



(日本語)

<http://www.jees.or.jp/gakkensai/docs/publish/2022chohyo/2022gakkensai2000shiori.pdf>



## 4. Campus Life / Information on COVID-19

<https://piloti.sophia.ac.jp/eng/article/news/general/covid19/>



Please make sure to report Sophia University Health Center if diagnosed of suspicion or infection of the virus.



**Wearing a mask is not compulsory,  
but please carry a mask with you and use it when necessary.**

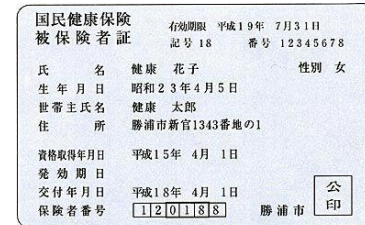
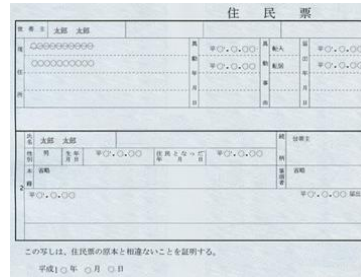
# 5.Center for Global Education and Discovery

グローバル教育センター



# Checklist to Settling Down

- 1) Notification of Place of Residence
- 2) Purchase a Certificate of Residence
- 3) Join the “Japanese National Health Insurance”



Submit the following documents by **April 21**:

- 1) Certificate of Residence
- 2) A copy of your “Japanese National Health Insurance” Card

# For Submission



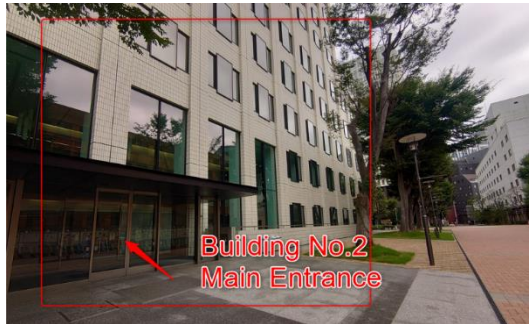
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<Date>

**Apr. 14<sup>th</sup> (Fri), Apr. 17<sup>th</sup> (Mon), or Apr. 21<sup>st</sup> (Fri) 12:30-14:00**

<Place>

**Entrance Hall (Building 2, 1F) \*Bring your student ID card!!**



**Here!!**

In case you missed the above timeframe, you **MUST** submit the documents as soon as possible at Center for Global Education and Discovery (Build. 2, 1F)

**Orientation Video  
can be found here!**



[https://www.youtube.com/watch?v=GivCLI1kcHc.](https://www.youtube.com/watch?v=GivCLI1kcHc)



# Reminders



# Individual Guidance Advising Session

Non-FLA or GPGS students: **Mandatory!**

Refer to notice sent you by e-mail



FLA students who have questions about FLA courses:

Apr. 5 (Wed.) 13:00-14:30@FLA Office (Bldg. No.10 4F)

GPGS students: **Mandatory!**

Apr. 5 (Wed.) 10:00- 12:00@2-309/508/509 (Bldg. No.2, 3F/5F)

\*Refer to e-mail sent from GPGS office for details

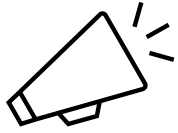
# Welcome Reception

**Date and Time**     **April 6<sup>th</sup> 17:30-19:00**

**Place**                 **Building 2, 5<sup>th</sup> floor @ Cafeteria**

This reception is organized by the student organization called GL-net (Global Network) and us. Have Fun !





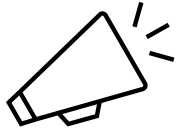
# Support Session for Exchange students

**Date and Time**    **April 4 & 6 13:00-15:00**

**Place**                    **Building 2, 5<sup>th</sup> floor @ 508**

In this session, our exchange student supporters will directly answer your questions about how to use Loyola and how to find classes etc. Please feel free to stop by!





# Opening Bank account Session for Exchange students (JP bank Only)

**Date and Time**

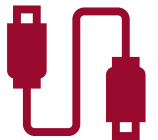
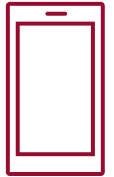
**April 6 14:00-16:00**

**Place**

**Building 2, 5<sup>th</sup> floor @ 508**

In this session, Yucho Bank (JP Bank) staff will support you to open your bank account. Please feel free to stop by!

- ✓ **Notify the nearest municipal office your address in advance.**
- ✓ Prepare your Residence Card and Student ID Card.
- ✓ Bring your mobile to download APP.





# Crime/Disaster Prevention Guidance



**Date & Time : 19<sup>th</sup> April 12:40-13:25(Lunch time)**

**Place : 2-401 (Building 2, 4<sup>th</sup> floor, room 401)**

This guidance will surely help you in your new life in Japan. Police officers and media representatives will directly inform you how to live safely in Japan, and how to protect yourself from disasters!



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# Opening a Bank Account

**\*For those who receive scholarship through Sophia**

# Opening a Bank Account

Most common Japanese banks:

- **Japan Post Bank**
- **Mizuho**
- **MUFG Bank (Mitsubishi UFJ Bank)**
- **SMBC (Sumitomo Mitsui bank)**
- **Shinsei Bank** (Internet banking)
- **SEVEN BANK**



Most commonly necessary things to open bank account:

Residence card

Personal seal (inkan/hanko); **no need for an inkan/hanko to open an account at Japan Post Bank, and Seven Bank**

& others

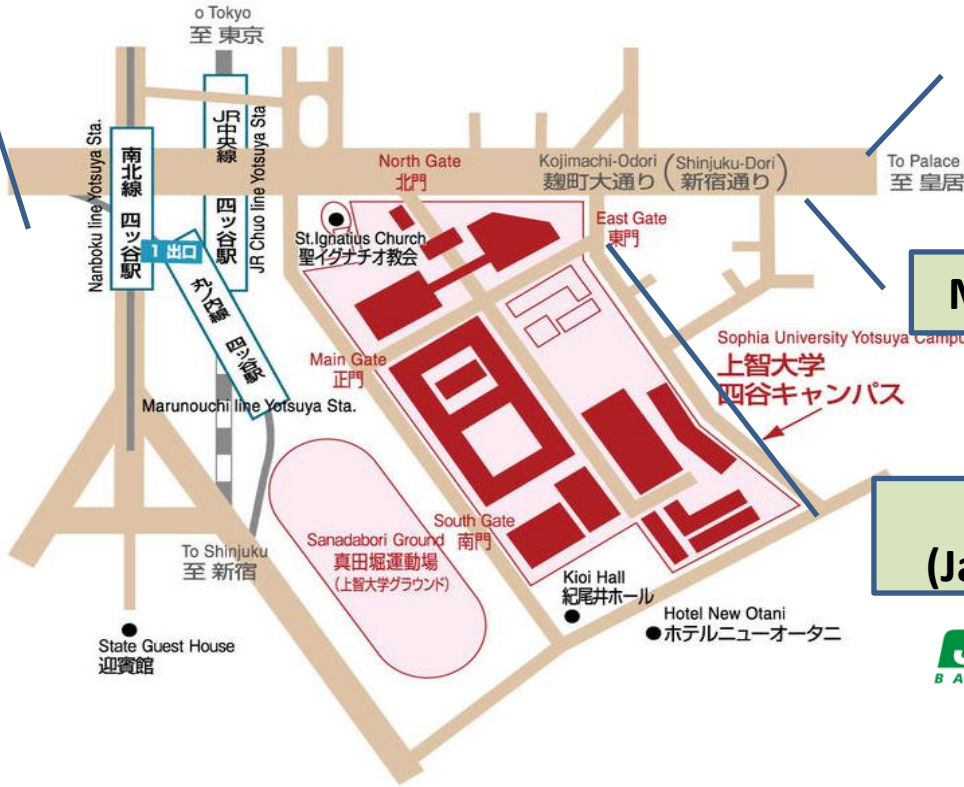




# Nearby Banks



To Shinjuku:  
Shinsei Bank



Mizuho Bank

Mitsubishi UFJ Bank



Yucho Bank  
(Japan Post Bank)



# How to open bank account At Japan Post Bank

<Online \*Recommended>

1. Notify the nearest municipal office your address
2. Prepare your Residence Card
3. Download APP and create your bank account



iPhone ver.

Compatible OS:  
iPhone 7 or later & iOS 13.X-15.X



Android ver.

Compatible OS:  
Android 6.X-12.X



**For those who need help;**

**Bank account opening session: April 6, 14:00-16:00@2-508**

# How to open bank account At Japan Post Bank

<On site>

1. Fill out Application form online
2. Print out
3. Visit nearest Post office to make reservation
4. Bring the form to Post Office

[https://jp-bank-kaisetsu.japanpost.jp/account\\_open/](https://jp-bank-kaisetsu.japanpost.jp/account_open/)

Japan Post Bank Co., Ltd.

For non-Japanese customers who do not have an ordinary savings account

The Japan Post Bank offers a service that allows non-Japanese customers who are opening a Japan Post Bank account for the first time to easily fill out the application form using a PC at home.

Using this service, customers can prepare and print various application documents simply by entering the customer information necessary to open an account (name, address, date of birth, etc.) on the webpage. With the printed application form and other documents, you can apply to open an account.

This service is available in multiple languages, and you can enter information and check explanations in languages other than Japanese for your convenience.

Where to find this service on the Japan Post Bank website

Home page → [総合口座開設](#) ("Opening an ordinary savings account") → [口座を開く](#) ("Open an account") → [インターネットで申込書を作成する](#) ("Fill out an application form online") (URL) [https://jp-bank-kaisetsu.japanpost.jp/account\\_open/](https://jp-bank-kaisetsu.japanpost.jp/account_open/)

① Go to Japan Post Bank's website and click on "総合口座開設" ("Opening an ordinary savings account").

② Scroll down.

③ Click on "インターネットで申込書を作成する" ("Fill out the application form online") to go to the page to complete the form.



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## 6. Quick Intro of Course Registration for Exchange Students

Center for Academic Affairs  
Sophia University



# Course Registration Video can be found here!

<https://youtu.be/LUtQMj-58ko>

# Message from CENTER FOR ACADEMIC AFFAIRS on Course Registration

Start planning what courses to take.

Get used to our portal site "Loyola"  
& for questions refer to QuickNavi



Check out the Bulletin of Information  
& look up the course registration schedule

## IMPORTANT POINTS TO NOTE

- NO late registration or applications are accepted, so...

**YOU MUST KEEP THE DEADLINES !!**

★If you need approval from your home university,  
PLEASE get it **BEFORE** the course registration period is over.

- Make sure to **double, triple check**  
your course registration screen.
- You need **10 CONTACT HOURS of class per week**,  
(6 class periods/wk) to meet the visa requirement.

## IMPORTANT POINTS TO NOTE

- **Some courses have prerequisites.** Please check the course syllabus carefully.
- **FLA Core Program courses, courses in Studies in Christian Humanism, and Language courses except Japanese are NOT open to exchange students.**



# Course Registration Information Link Undergraduate

- **Bulletin Information ( FLA )**

<https://piloti.sophia.ac.jp/eng/academic/bulletin/>



- **Bulletin Information ( Green Science/ Engineering )**

[https://piloti.sophia.ac.jp/eng/academic/bulletin/bulletin\\_fst/](https://piloti.sophia.ac.jp/eng/academic/bulletin/bulletin_fst/)



- **English Taught Course List for 2023 Spring Semester  
( Non FLA Undergraduate Level Courses )**

<https://piloti.sophia.ac.jp/eng/studyabroad/exchangeprograms/v897d30000008enm/>



# Course Registration Information Link Graduate Program

- **Bulletin Information ( Graduate Program )**

<https://piloti.sophia.ac.jp/eng/academic/bulletin/2014bulletin-graduate/>



- **English Taught Course List for 2023 Spring Semester (Non GPGS Graduate Level Courses )**

<https://piloti.sophia.ac.jp/eng/studyabroad/exchangeprograms/v897d30000008enm/>



## 履修情報

- ・履修要覧共通編/学科科目編

[https://piloti.sophia.ac.jp/jpn/academic/g\\_youran/2023gakubuyoran/](https://piloti.sophia.ac.jp/jpn/academic/g_youran/2023gakubuyoran/)



- ・大学院履修要覧

[https://piloti.sophia.ac.jp/jpn/academic/in\\_youkou/2023in\\_rishuyoko/](https://piloti.sophia.ac.jp/jpn/academic/in_youkou/2023in_rishuyoko/)



- ・履修登録クイックナビ(ガイド)

<https://my.ebook5.net/sophiagakuji/registration-j/>



- ・履修登録説明動画

<https://youtu.be/yJLgSb6uPVk>



# Course Registration Link

- Quick Navi ( Course Registration Guide)

<https://my.ebook5.net/sophiakakuji/registration-e/>



- Events Calender for Exchange Students

<https://piloti.sophia.ac.jp/eng/studyabroad/exchangeprograms/v897d3000008enm/>



Please refer to the Announcements  
for other important information  
that could not be explained today.

<https://piloti.sophia.ac.jp/eng/studyabroad/exchangeprograms/v897d30000008enm>

**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.

All the information in this slides can  
be found on below website



<https://piloti.sophia.ac.jp/eng/studyabroad/exchangeprograms/v897d3000008enm/>

Sophia – Bringing the World Together



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