

SOPHIANS' GUIDE 2024

SOPHIA UNIVERSITY
STUDENT GUIDEBOOK

SOPHIANS' GUIDE 2024

Sophia University | Student Guidebook

Introduction

This guidebook is designed to navigate new students with basic essential information in order to prepare for a new campus life. For further information, please refer to Sophia University's Official Website and Web Piloti.

Sophia University Official Website:

<https://www.sophia.ac.jp/eng/>

Sophia University Web Piloti:

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

Overview of Sophia

Sophia University Official Website > About

Student Life

Sophia University Web Piloti

FIND SOPHIA

Information on day-to-day life, from student activities to hot events, volunteer programs, daily menus in the school cafeterias, and more, is available on FIND SOPHIA.

The Sophia Topics, a weekly blog edited by student reporters, is also popular.

We welcome your information on people or topics you would like to feature.

<https://findsophia.jp/>

“Sophian-kun”, Sophia University's Official Mascot

Sophia University is known for its diverse culture since its establishment. Students and alumni are called Sophians, while "Sophian-kun" is the school mascot, the eagle flying toward Lux Veritatis, the Light of Truth. The Greek letters standing for Lux Veritatis are displayed on Sophian-kun's chest.



Welcome to Sophia University

The University's name, Sophia, originates from Sedes Sapientiae, or Seat of Wisdom, found in the traditional Catholic prayer the “Litany of the Blessed Virgin Mary”. It is a title to celebrate the Virgin Mary whose lap on which Jesus, the eternal wisdom, sat.

The Latin word “sapientia” is a translation of the Greek word “ΣΟΦΙΑ”. The mission of Sophia University is to nurture in students a heart that pursues and acquires supreme wisdom (sophia) and also sympathizes with and devotes themselves to others.

This is the very meaning of “For Others, With Others”, which is the common objective of Jesuit Schools worldwide. The spirit of Sophia University is captured in the campus atmosphere.

In an increasingly globalized world, there is a greater call to embrace diversity. Sophia University is represented by students from all over the world, a melting pot of cultures, a vibrant part of campus life.

We hope your educational journey at Sophia University is fruitful.



“The Virgin and Child with Two Music-Making Angels” by Rogier Van Der Weyden

The Virgin Mary is elaborately depicted as the Seat of Wisdom

SCHOOL ANTHEM

Words by Sadao Hemmi
Music by Naotada Yamamoto



Mi - yo to- ko shi - e ni ha - ruyo-mi-ga-e-ru Mi-do-rino ko-da-ma
ta - ka - na - ru ho-to-ri ya - su - ra ni i - ko - u So-phi-a no wa-shi no
ma - na - za - shi i - ru wa Lux Ve - ri - ta - tis O so - gon no
ga - ku - fu So- phi - a u - ru wa - shi no
Al - ma Ma - ter So - phi - a

1. Miyotokoshie ni, haruyomigaeru, midori no kodama, takanaru hotori.
Yasura ni ikou, Sophia no washi no, manazashi iru wa, Lux Veritatis.
O, sogon no gakufu Sophia, uruwashi no Alma Mater Sophia.
2. Kike, shinonome no, amakakeriyuku, washi no tsubasa no, sora utsu
hibiki. Hagai ni tsudou, Inochi no mureno, mezasu yukute wa, Lux Veritatis.
O, sogon no gakufu Sophia, uruwashi no Alma Mater Sophia.
3. Yuke, kondaku no, yami uchihiraki, washi no michibiku, kagayaku kata he.
Moyuru kokoro ni, kataku musubi te, sakebe, todomo ni, Lux Veritatis.
O, sogon no gakufu Sophia, uruwashi no Alma Mater Sophia.

The Lyrics of the School Anthem

Suggestions were made to ask a famous poet to write the lyrics, but finally it was decided to publicly solicit the words from the students to give the song a young spirit. Sadao Hemmi, a junior student of the Department of Philosophy in the Faculty of Humanities, was selected for his version of the school song. The school anthem was completed in 1932 and sung for the first time at the inauguration of Building 1. The lyrics represent the enthusiastic spirit of a young man earnest in his pursuit of truth.

The Origin of the Words in the School Anthem

“Sophia” is taken from the Greek ΣΟΦΙΑ, meaning “the wisdom which is expressed in ethical activities that further the goals of human existence”. The wisdom, or “SOPHIA”, is the ultimate treasure which Sophia aims to give to students.

“The Eagle”: The School Insignia is modeled after the eagle which flies toward the Light of Truth, and its figure expresses the essence and the ideal of Sophia University.



“Lux Veritatis”: Latin for “the Light of Truth”, the motto of Sophia University. The characters inscribed in the center of the school badge are the initials of the motto, “L” and “V”.



CALENDAR OF EVENTS

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Entrance Ceremony

Undergraduate and Graduate Students:
Monday, Apr.1 and Saturday, Sep.21

Orientation Day

Spring Freshman: Early April
Autumn Freshman: Late September

Freshman Week

Tuesday, Apr.9-Wednesday, Apr.10

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Sophia Yukata Day

Early July at Yotsuya Campus (organized by nexnect). Many students, faculty, and staff members come to the University dressed in Yukata on this day.

Johann the Classic (Sophia-Nanzan Sports Festival)

Friday, July 5-Sunday, July 7 at Nanzan University (organized by Johann the Classic Committee)

10



Music Festival

Early-October
At an outside venue (organized by Sophia Music Society). A concert held by eleven groups with individual features belonging to Sophia Music Society on a joint stage formed for this music festival.

12

St. Xavier's Day

Tuesday, Dec. 3
A day to honor the memory of St. Francis Xavier, the founder of Sophia University; School holiday.

Foreign Language Drama Festival by Sophia University Faculty of Foreign Studies

Mid-December

Sophia Marathon

December or January
Near the Imperial Palace (Sakurada-mon, Inui-mon) (organized by Marathon Executive Committee). Held for groups and individuals; participation is open to the public. At the same time, another marathon is held for ex-team members of athletic groups. Higher rank winners are presented with prizes.

April

May

June

July

August

September

October

November

December

January

February

March

5

All Sophians' Festival (ASF)

Last Sunday in May
Organized by Sophia Alumni Association, ASF is a home-coming day at alma mater for alumni, current students, faculty and staff members, as well as their families.



11

Foundation Day Memorial Mass for the First Founders

Friday, Nov. 1

Sophia Festival

Friday, Nov. 1-Monday, Nov. 4 at Yotsuya Campus (organized by Sophia Festival Committee)
The University's festival with lively student performances attracts about 30 thousand participants each year.



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Commencement Ceremony

Undergraduate and Graduate students:
Friday, Sep.20 and Monday, Mar.24 (scheduled)

Partial Photo Credit: KEIGADO

Sophia University Official Social Media Accounts

Sophia's social media are great ways to keep connected to campus life as well as being informed in times of emergency. Join us on our Facebook, X(formerly Twitter), Instagram, and YouTube channel!

Sophia University Official Instagram

www.instagram.com/sophiauniversity

Sophia University Official YouTube Channel

www.youtube.com/c/SophiaAcJp

Please take caution not to follow false accounts with similar names.

Sophia University Official Facebook

www.facebook.com/SophiaUniversityE

Sophia University Official X(formerly Twitter)

twitter.com/SophiaUniv_ENG

SOPHIANS' GUIDE 2024

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1 BASIC INFORMATION FOR UNIVERSITY LIFE

Loyola, a Website that Provides Students of Sophia Access to University Announcements

All announcements from the University to students will be posted on Loyola under the Bulletin Board tab. Any disadvantages that may arise from failure to check the Loyola Bulletin Board is the responsibility of each individual student. All announcements on class information (cancelled classes, make-up classes, temporary change of classrooms, notices on exams and reports) or important urgent notices are posted on Loyola. **Please check the Loyola Bulletin Board every day** for updated information from the University. Written announcements may be posted as well on campus Bulletin Boards; please check for the locations of bulletin boards on the map on the next page.

Loyola Bulletin Board
https://scs.cl.sophia.ac.jp/campusweb/campusportal.do?locale=en_US

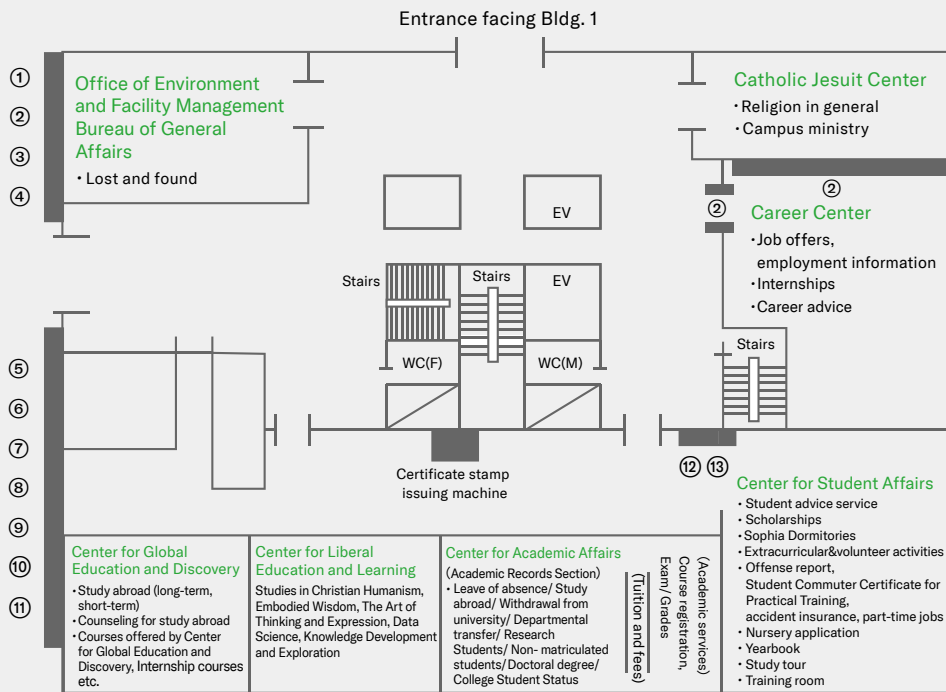
Self Learning Portfolio System

The Self Learning Portfolio System enables students to autonomously manage and check their learning by creating study plans during their attendance at the university, and record their achievements.

Through this system, students acquire an attitude for lifelong autonomous learning aiming to further develop themselves.

Self Learning Portfolio System
<https://spl.cl.sophia.ac.jp/login>

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



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

Bulletin Board

- ① Office for Community & Alumni Relations (Museum information)
- ② Career Center
- ③ Center for Student Affairs (Student Life Support)
- ④ Center for Student Affairs (Scholarships)
- ⑤ Center for Academic Affairs
- ⑥ Center for Academic Affairs
- ⑦ Office for the Promotion of Diversity
- ⑧ Catholic Jesuit Center
- ⑨ Center for Global Education and Discovery
- ⑩ Center for Language Education and Research
- ⑪ Admissions Office
- ⑫ Center for Student Affairs (Part-time Jobs)
- ⑬ Center for Student Affairs (Volunteer Bureau)

Office Hours

Center for Global Education and Discovery
Center for Liberal Education and Learning
Center for Academic Affairs
Center for Student Affairs

| Mon-Fri | AM | PM |
|-------------------------|-------------|-------------|
| Class and exam period | 10:00-11:30 | 12:30-15:30 |
| Outside of class period | - | 12:30-15:30 |

*Spring semester (class and exam period) is from Apr. 12 to July 31, Autumn semester (class and exam period) is from Sep. 27 to Jan. 29
*Please check Sophia University's official website or the Bulletin Board tab on Loyola for the latest information.
*The office hours differ except for the offices listed on the left. For details, please contact the offices.

Library

Central Library

The University library is a core facility for academic learning, education, and research. It offers a multi-faceted collection of information and data from various databases, books, periodicals, audio-visual material and major newspapers in and outside of Japan. For information on its services, facilities, and functions, please refer to *Sophia University Central Library User's Guide* (available at the Central Library). Please check the open hours and other detailed information on the Central Library's website.
Central Library website: <https://www.lib.sophia.ac.jp/?long=en>

Open Hours (During Class and Exam Periods)

| | | |
|---------------|----------------|--|
| Mon-Fri | 9:00 - 22:00*1 | *1 (Reading areas on B2-2nd floor are open from 8:00) |
| Sat | 9:00 - 20:00*2 | *2 (18:00-20:00 for reading only) |
| Sun/ Holidays | 10:00 - 18:00 | Any changes in the open hours will be posted on the library website. For other open hours and service hours such as for the circulation desk, please check Central Library Service Hours on the library website. |

Services Available

- ① Circulation Counter check out, book return
- ② Reference service
- ③ Online data search
- ④ Use of audio-visual materials
- ⑤ Use of Learning Commons*
- ⑥ New Arrival Books display
- ⑦ Use of copying service

*Learning Commons (refer to p.14)

Located on B1 Floor, this facility can be used for various purposes including group study, wired or wireless LAN connection, preparation for presentations, writing essays and reports, etc. PCs are available in the library for student use.

Other Libraries

Law School Library

Located in Building 2, 2nd floor: holds materials related to studies of law. Permission for use is required for users other than Law School faculty members/students, faculty members of Faculty of Law, and students of the Graduate Program of Law; use is limited to materials not held in Central Library collections.

Mejiro Seibo Campus Library

Located in Building 1, B1 Floor: Mejiro Seibo Campus library holds collections of materials focused on nursing science. PCs are available in the library for student use. For open and service hours, please check schedule on the official website of the specific Library.

Sophia Commons

Sophia University offers 4 Common areas with a variety of different features.

Learning Commons (Central Library, B1 Floor)

The Learning Commons is a multipurpose study area. Books, magazines, databases, and online journals are available for you to utilize at your leisure.

| Open Hours During Term | | Open Hours During Break | |
|------------------------|-------------|-------------------------|-------------|
| Mon-Fri | 8:00-22:00 | Mon-Fri | 9:00-20:00 |
| Sat | 9:00-20:00 | Sat | 9:00-18:00 |
| Sun | 10:00-18:00 | Sun | 10:00-18:00 |

The Learning Commons is open during weekends and holidays. However, please note that presentation equipment and laptops are not available for rent during these periods.

Group Work Area (48 seats)

Students can work in groups using movable chairs and tables which allows flexibility in changing of the layout based on the number of students, etc.

PC Area (18 seats)

This area is prioritized for PC users. Wi-Fi as well as LAN cables are provided.

Presentation Area (34 seats)

This area can be used for academic presentation preparations and rehearsals. Please make a reservation at the service desk in the Learning Commons during open hours(Mon-Fri).

Learning Support Space (2 seats)

This space provides support for undergraduate students through the guidance of graduate student staff. Feel free to ask about anything from how to write a thesis to how to do a presentation. Open hours are from 12:30-17:00, Monday to Friday, except during long school holidays. Inquiries are accepted until 16:30.

Active Commons (Building 9, B1 Floor)

This space is not only a cafeteria, but also a space used for student performances and events.

www.sophia.ac.jp/jpn/studentlife/support/shisetsu/gakunai/gakunai_shokudo.html (Japanese)

| Class and exam period | | Outside of class period | |
|-----------------------|-------------|-------------------------|-------------|
| Mon-Fri | 8:00-21:00 | Mon-Fri | 10:00-19:00 |
| Sat/Sun/ Holidays | 10:00-19:00 | Sat/Sun/ Holidays | 10:00-17:00 |

Learning Commons Area

This area is equipped with movable furniture and a whiteboard for students to work in groups. Students can also rent equipment such as projectors needed for presentation rehearsals.

Private Study Space: Sofa Area

This area can be used for both studying alone or in groups: seats by the wall are set to consider your privacy and sofa seats are available for groups of students. Electrical outlets are equipped at each individual seat.

9 CAFÉ by PRONTO

This Café offers delicious menus such as pasta and sweets. Also, breakfast is available for 100 yen!

Sophia Student Integration Commons (Building 11, 1st Floor)

SSIC organizes events that encourage students to interact with each other across faculties, grades, and nationalities. Information on events can be found at Loyola, X(formerly Twitter) and FINDSOPHIA.

<https://twitter.com/commonssophia>
<https://findsophia.jp/ssic/>

Student Activities

SSIC hosts events related to regions around the world, and also organizes study tours that take students out of the university to experience and learn about various cultures.

Events in 2023:

Sumo Tour, Kumano Study Tour, Tea Picking Tour, Ishikawa Brewery Tour, Hiroshima Study Tour, Yakimono making experience, etc.



Language Learning Commons (Building 6, 1st Floor)

Language Learning Commons (LLC) is a facility to provide language-learning support programs to Sophia students.

| Open Hours | |
|------------|-------------|
| Mon-Fri | 10:00-17:00 |

www.sophia-cler.jp/llc/japanese.html

Language Exchange

Feel free to participate in this lunchtime event at LLC where Japanese speaking students studying foreign languages interact with foreign students who are studying Japanese.

Watching DVDs

Watching popular movies in target languages is a great way to study foreign languages.

Japanese Language Learning Support Session

Japanese supplementary tutoring and conversation lessons are available for international students.

Writing Tutorials for Japanese Academic Writing

Our experienced writing tutors will help you improve your writing skills.

These programs might be offered online. Latest information will be posted on Loyola University Bulletin Board > Language Courses-LLC

Opening and Closing Hours of the Gates (Yotsuya Campus)

| | Mon-Fri | Sat | Sun/Holidays |
|------------|---------------|---------------|---------------|
| Main Gate | open 24 hours | open 24 hours | open 24 hours |
| North Gate | 8:00-19:30 | 8:00-19:30 | 9:00-18:00 |
| East Gate | 8:00-21:00 | 9:00-18:00 | 9:00-18:00 |

For hours of extracurricular activities, please refer to p.38

Class Hours

| | | | | | |
|------------|-------------|------------|-------------|------------|-------------|
| 1st period | 9:00-10:40 | 3rd period | 13:30-15:10 | 5th period | 17:20-19:00 |
| 2nd period | 10:55-12:35 | 4th period | 15:25-17:05 | 6th period | 19:10-20:50 |

Classes/Final Exams When Public Transport Service is Shut Down

When public transport services are shut down due to natural disasters such as typhoons, heavy rain falls, accidents, or strikes, and it is proved difficult to hold classes or final exams, special measures will be taken to cancel classes/change class format or change exam schedules. Please check Loyola for these special arrangements. Such information may also be posted on the University website or official social media depending on the circumstances.

Copy Machine

Copy machines are installed throughout the campus. In addition, you can use multifunction printers with a coin kit with cash. For inquiries about copy machines, please contact Sophia Campus Support Co., Ltd.

Sophia Dormitories

Sophia University owns and manages three dormitories: Sophia Edagawa Dormitory (Male), Sophia Soshigaya International House (Co-ed), and Sophia-Arrupe International Residence (Co-ed). The Center for Student Affairs accepts the applications and holds the screening processes. Please visit Sophia University's website for more information.

<https://piloti.sophia.ac.jp/eng/housing/sophiadormitories/>

Campus Stores (Building 2, B1 Floor)

Store Hours

| | |
|---------|-------------|
| Mon-Fri | 10:00-18:00 |
| Sat* | 10:00-14:00 |

*Closed on first and third Saturdays (Store hours will differ during Spring, Summer, and Winter breaks)

Kinokuniya Sophia Square

Items Available

- Textbooks, books, journals (12% discount)
 - Stationery (22% discount)
 - Commodities, miscellaneous items (12% discount)
 - Sophia goods (22% discount)
- some exceptions to above discounts

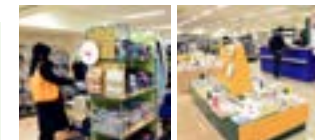
Services Available

- Applications for English Language Proficiency Tests
 - Applications for various qualification courses (Student discount available)
 - Business card services
- *For items not available in the store, orders can be placed

Patine Sports

Items Available

- Sportswear / Sports articles (10-20% discount with some exceptions)
 - Sophia Logo wear, items
- *No discount for some items



7-Eleven Convenience Store (Building 12, B1 Floor)

Store Hours

| | |
|--------------|------------|
| Mon-Fri | 8:00-19:30 |
| Sat | 8:00-19:30 |
| Sun/Holidays | 9:00-18:00 |

Open 7 days a week*

*Closed on year-end and New Year holidays, and power outage days (twice a year). Store open hours will differ during Spring, Summer, and Winter breaks. Please keep in mind that this information may change due to the influence of COVID-19. Please check Loyola's Bulletin Board tab for the latest updates (An eating area is available for light meals, etc.)

Sophia Campus Support Co., Ltd. (Building 13, 2nd Floor)

Business corporation
100%-owned
by Sophia School Corporation

Services Available

- Beverage vending machine management (shortage of change, etc.)
 - Photo BOX management (located in front of campus store)
- Information on:
- Student accommodations (rental apartment, dormitory)
 - Hakama, formal graduation attire for women
 - Driving schools
 - Photos for job search and graduation commemorative photo (taken on campus; rooms will be arranged)

- Recruit suit (appropriate for job interviews, etc.)
- Moving companies and disposal of unwanted articles
- Rent-a-car
- Courses of qualification for career program
- Accommodations for seminar or extracurricular activities
- Overseas travel insurance for private travel and various types of non-life insurance

For more details, please visit Sophia Campus Support's official website. www.sophia-cs.co.jp (Japanese)

Dining Hall/Cafeterias

Campus dining hall and cafeterias are all self-service; after meals, return the dishes to the dish counter.

| Stores | Location |
|-----------------------------|-------------------|
| Bldg. 2 Student Dining Hall | Bldg. 2, 5F |
| Bldg. 2 Lounge (SUBWAY) | Bldg. 2, 5F |
| S-CAFÉ | Bldg. 6, 1F |
| 9-CAFÉ | Bldg. 9, B1F |
| Bldg. 11 Lounge | Bldg. 11, B1F |
| TOKYO HALAL DELI & CAFE | Hoffmann Hall, 4F |

*Check Loyola for open hours
 *On Mejiro Seibo Campus, Swan Bakery sells bread during lunch once a week (day of week varies by semester), in Building 1, B1F, Student Lounge

Prayer Room

(Building 11, 1st Floor)

Sophia University provides a Prayer Room on campus (Room 108, Building 11) for students, faculty and staff in an effort to serve the needs of increased diversity in cultures and religions. Students who wish to use the Prayer Room must register at the Center for Student Affairs (Service Desk 9, Building 2, 1st floor). For details of the use of the Prayer Room, please check the following website: www.sophia.ac.jp/eng/studentlife/support/prayerroom.html

To support the diet of Muslim students as well as faculty and staff, Sophia University has provided a dining hall exclusive for Halal food TOKYO HALAL DELI & CAFE on the 4th floor of Hoffmann Hall.



Exhibition Space

(Building 6 "Sophia Tower", 1st Floor)

The exhibition space in Sophia Tower has been designed as a "road" combining the history of Sophia and today's Sophia with the future. In the permanent exhibition, we describe the establishment of Sophia University and its parent organization, the Society of Jesus. In the two exhibition spaces, we hold special exhibitions a few times a year demonstrating the developments initiated by Sophia University in academic, cultural, and international fields. A large timeline of history beginning in the pre-founding days of the University and four monitors to show today's Sophia are displayed. Also, the "Wisdom Trees" (Chie no ki) display the recent academic works by the faculty members, student activities, and information on campus events, including various other recent topics, which are constantly updated.

Please refer to the website of Sophia Archives for the latest information and the blog: <https://piloti.sophia.ac.jp/jpn/archives/>

Health and Wellbeing Center Health Services

(Hoffmann Hall, 2nd Floor)

The Health and Wellbeing Center not only offers regular health checkups, but also first-aid treatment, consultations on health issues, and referrals to hospitals. Although prescription of medication and treatments covered by health insurance are not available, students may see the school doctor for consultation on general medical concerns and smoking cessation, as well as a psychiatrist for mental health concerns. Medical specialists are also available for consultations several times a year. Please rest assured that all information obtained at the center is strictly confidential in accordance with the law.

*1 Please note that this information is subject to change

*2 To receive medical certificates in Japanese, please use the automated certificate issuing machine (Building 2, 4th floor)

| Services | Office Hours |
|---|---|
| Internal medicine consultations | [By appointment] Tue, Fri 9:30-11:30, 13:00-16:00 (*1) |
| Mental health consultations | [By appointment] Mon to Fri 12:30-16:30 (*1) |
| Health consultations by specialists | Several times a year For the schedule, please check Loyola bulletin board |
| First-aid | Mon to Fri 9:30-17:00 Emergency/first-aid is also available during lunch (11:30-12:30) |
| Health consultation/Hospital referrals | Mon to Fri 9:30-11:30, 12:30-17:00 |
| Medical checkup certificate (English version) | Mon to Fri 9:30-11:30, 12:30-17:00 (*2) |

Training Room

(Hoffmann Hall, 1st Floor)



| | | |
|-----------|--------------|---|
| Mon - Sat | 8:00 - 21:00 | *Women-only hours are available. For details, please check the notice in the training room. |
| Sun | 9:00 - 19:00 | |

For Use of Facilities

- You need to register before using the facility. Please check Loyola: Download Center>Center for Student Affairs(clubs)>Hoffmann Hall Training room. (You must also carry your Student ID card at all times)
- For the schedule of monthly opening hours, please check the Loyola Download Center.
- If you have any questions, please contact Service Desk 9 in the Center for Student Affairs (Building 2, 1st Floor)

Swimming Pool

(Gymnasium, B1 Floor)



In the basement of the Gymnasium, there is a heated pool open throughout the year. Please show your Student ID card at the service desk of the pool and pay the fee (200 yen per use or you can purchase a book of 11 tickets for 2,000 yen).

| | | |
|--------------|--------------------------|---|
| Mon - Fri | 12:00-15:00, 17:00-18:50 | *Changes may be made; be sure to check the Bulletin Board in front of the Gymnasium for updated information |
| Sat | 12:00-14:00 | |
| Sun·Holidays | closed | |

Student Support Services

1-02

University life is very different from what you may have experienced in life up to this point. You will be choosing your classes and learning with students from all over Japan and around the world. It can be exciting, but navigating this new terrain may be overwhelming at times. There are many ways to get help on campus. If you find yourself in trouble, we invite you to use the confidential Student Support Services.

Center for Student Affairs

Location: Building 2, 1st Floor
Office Hours: Monday-Friday
10:00-11:30, 12:30-15:30
*12:30-15:30 outside of class period

Message From the Center for Student Affairs

Beyond achieving academic success at Sophia University, we hope that you will have many experiences that will enrich your time here. At the Center for Student Affairs, you can ask questions and consult about scholarships, extracurricular activities, dormitories, volunteer activities, and more. Our staff will support you in your individual situation, so please feel free to come and consult with us.



Services: Scholarships, extracurricular activities, dormitories, and volunteer activities

Career Center

Location: Building 2, 1st Floor
Office Hours: Monday-Friday
10:00-16:30

*Front desk is closed from 11:30-12:30
*Individual Consultation up to 40 minutes is available by appointment through the Web Career Center : Loyola>Career Center> Web Career Center.
*Office Hours are subject to change during vacations. Please be sure to check before contacting or visiting the Career Center.

Message From the Career Center

We welcome students to ask any questions regarding employment and careers. You do not have to be a Junior or Senior to speak with our advisors and make use of our services at the Career Center. Whether you already have clear career goals, or you wish to discover the type of career you would like to pursue, please feel free to come and have a consultation with us. Find new information and gain new perspectives to help clarify your career interests and goals.



Services: Answering questions and providing consultations related to employment and careers

Health and Wellbeing Center Health Services

Location: Hoffmann Hall, 2nd Floor
Tel: 03-3238-3394
Office Hours: Monday-Friday
9:30-11:30, 12:30-17:00

Message From the Nurse

If you wish to discuss your physical and mental health concerns, or would like to be referred to a hospital, please contact the Health and Wellbeing Center. Although we do not prescribe drugs or provide other services covered by health insurance, you can consult a nurse, physician, or psychiatrist at the center. Consultation with a doctor is by appointment only, so please make a reservation by phone or by visiting the front desk.



Services: Medical counseling, psychiatric counseling, health consultation, hospital referrals

Counseling Services

Location: Building 10, 3rd Floor
Tel: 03-3238-3559
Office Hours: Monday-Friday
9:30-11:30, 13:00-16:30
*By appointment only
*Japanese, English, and Chinese counseling available



Services: Counseling, Workshops, and Seminars

Message From the Counselor

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.

In order to thrive in society, talking to someone to gain insights and perspectives is just as important as trying to resolve your issues on your own. No concern is too big or too small. You can talk to us about any issues including feeling depressed or anxious, difficulty in adjusting to a new environment and experiencing academic difficulties, and challenges in relationships. You can also discuss with us how to better understand yourself for job hunting or how to manage your anxiety.

Your days at Sophia University may seem long at times, but they will pass very quickly. It will be a good opportunity to reflect on and work through your struggles and challenges for your personal growth. If you cannot overcome the problem with your conventional methods, please don't hesitate to use our Counseling Services.

Student ID Card

Your Student ID Card certifies that you are a student of Sophia University. Carry it with you at all times and show it whenever requested. *Starting from AY 2024, student ID cards will be switched to new cards with IC chips and magnetic stripes. Please check the Loyola notices for more details.

Cases Where Student ID Card is Required:

1. to take exams
2. to use the certificate issuance machine and obtain a certificate or student travel fare discount certificate
3. to enter the University central library and borrow books and other services
4. to buy commuting passes
5. to show at the request of officials when on trains, etc. upon using a commuting pass or student discount ticket
6. to apply and inquire for scholarship, apply for Gakusei Kinko loan (interest-free emergency student loan)
7. to submit various application forms at the office
8. to use on-demand printer "Dokodemo Print" (starting in September 2024)
9. to show when requested by a faculty member or staff of Sophia University

Enrollment sticker

The Student ID Card is valid only with a current Enrollment Sticker (在籍確認シール) affixed on the back. Starting from AY 2024, students will be able to purchase a continuous commuter pass until graduation by presenting their enrollment sticker once during the school year. Students should obtain a current Enrollment Sticker, if there are any changes to your address or commuting route, or when there is no vacant column left in the commuting pass issue record.

Changes in Personal Information

If there are any errors on your Student ID Card or any changes necessary due to change of name, etc., notify the Center for Academic Affairs (Academic Records Section) as soon as possible.

If Student ID Card is Lost, Damaged, or Stolen

Your Student ID Card is an official form of identification; keep it with you at all times. If you lose it or it is stolen, it may be misused; report to the nearest police station. If you need to have your Student ID Card re-issued, fill out and submit Request for Re-issue of Student ID Card to the Center for Academic Affairs (Academic Records Section). (Reissue fee: 2,000 yen. ID reissued on the same day)

Mejiro Seibo Campus Students of the Department of Nursing and Course of Midwifery may apply and pick up the Request for Re-issue of Student ID Card at the Office of Mejiro Seibo Campus. If a request is submitted at Mejiro Seibo Campus, the Student ID Card will not be reissued on the same day.

Certificates

Some certificates may be issued at the automated certificate issuing machine (for current students only); for other certificates, you will need to affix a fee payment stamp to the request form and submit it to the issuing office.

Automated Certificate Issuing Machine

| Certificate | Fees |
|--|---------|
| Certificate of Attendance (Japanese/English) | 200 yen |
| Transcript (Japanese/English) | 200 yen |
| Certificate of Prospective Graduation (Japanese/English) | 200 yen |
| Certificate of Medical Checkup (Japanese) | 300 yen |
| Student Travel Discount Certificate | Free |

Location: Building 2, 4th Floor
Mejiro Seibo Campus Building 1, 1st Floor
Operating hours: Mon to Fri, 9:00-17:00

Application at Service Counters

Fill out the application form available at the issuing offices. Buy the fee payment sticker from the vending machine. Paste it on the application form and submit it.

| Certificate | Issuing office | Fees | Number of Days for Issuing |
|--|--|--|--|
| Certificate of Prospective Teaching License | Center for Teaching and Curator Credentials | 400 yen | Three business days or more |
| Application for Change of Residence Status and Renewal of Period of Stay | Center for Academic Affairs | 200 yen | |
| Payment Certificate of Tuition and Fees | | 300 yen | |
| Reissuance of Student ID Card | | 2,000 yen | The same day |
| Student Commuter Certificate for Practical Training | Center for Student Affairs (student support) | *Each separate railway company costs 300 yen | It may take about a month for issuing from date of application |
| Scholarship Certificate | Center for Student Affairs (financial support) | 300 yen | 4 to 7 days |
| Certificate of Medical Checkup (English) Limited to the designated form of Sophia University | Health and Wellbeing Center Health Services | 500 yen | The same day (not guaranteed) |

Payment sticker vending machine
Location: Center for Academic Affairs
Operating hours: same as office hours.

* Student Commuter Certificates for compulsory courses are issued for free

Student Travel Discount Certificate

The 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.

Student Travel Discount Certificate

Situations when issued:

1. Traveling to hometown
2. Co-curricular program
3. Extracurricular activities
4. Job search/exam
5. Study tour
6. Accident/illness treatment
7. Trip accompanying guardian or guarantor

- Student Travel Discount Certificate is issued at the automated certificate issuing machine (see p.23).
- Up to two tickets issued at a time.
- Period of validity is three months from date of issue.
- One-way tickets, round-trip tickets, and connected train ride/excursion tickets can be covered with one Student Travel Discount Certificate.

Points to Note

- Student Travel Discount Certificates must be used in person.
- It is a crime to give away a Student Travel Discount Certificate to or receive it from another person. If you are found using a Student Travel Discount Certificate which has expired or which you received from another person, not only will you be charged a penalty, but also the service of student travel discount may be terminated for the entire student body of Sophia. Your moral choices affect all Sophia students; please keep this in mind.

Request for Group Tour Permission

A group of eight or more students led by a member of faculty or staff are eligible to receive the railway student group discount (50% off the basic fare ticket). Submit the Request for Group Tour Permission together with the Railway Group Tour Application to the Center for Student Affairs or Office of Mejiro Seibo Campus.

Student Commuter Pass

The student commuter pass may be purchased for the most economical route between the closest station to your home and that of the University limited for the purpose of commuting.

Fill out the application form at the nearest station office and submit it together with your Student ID Card to purchase the student commuter pass. Please note that the Enrollment Sticker must be pasted on the back of the Student ID Card; your student ID number, name, current address, and commuting route must be

stated on the Enrollment Sticker. The commuting route should be a direct and economical route; otherwise the request may be denied.

Issuance of Bills and Payment Deadline of Tuition and Fees

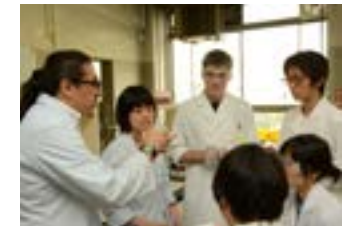
All tuition and fees must be paid in full by the deadline. Failure to do so may result in forced withdrawal from University. Paid tuition will not be refunded.

Please visit Sophia University's website for more details.

Contact: Center for Academic Affairs (Building 2, 1st Floor)

Disaster and Accident Insurance for Students

All Sophia students are required to purchase this insurance, paying all fees upon entering University. It covers accidents that cause injury while engaged in research and education activities, or those occurring during commuting or moving between facilities on campuses.



Academic Records**Leave of Absence**

A leave of absence can be taken when a student is unable to focus on their studies for a long duration of time due to unavoidable reasons such as illness or financial difficulties. A leave of absence may be requested per quarter and may not extend over two consecutive years or a total of 4 years. Please note that a leave of absence will delay graduation, making it impossible to graduate within 4 years. A student who is taking a leave of absence cannot graduate in the quarter. To take a leave of absence, consult with your Department Chairperson or course teacher, and submit the Request for Leave of Absence to the Center for Academic Affairs (Academic Records Section). If the reason is illness, the request should be accompanied by a supporting doctor's certificate. If you have to take a leave of absence due to financial difficulties, consult with the Center for Student Affairs. Be sure to check the deadline for submission of the Request for Leave of Absence. No request is accepted after the submission deadline. There will be a deduction of tuition and fees while you are on a leave of absence. For more information, contact the Center for Academic Affairs (Tuition and fees). Foreign students with a college student status of residence who take a leave of absence may lose their status of residence in Japan.

Resuming Studies

When the period for a leave of absence is over, student status returns automatically. However, if the leave of absence was due to illness, submit an Intent to Resume Studies form with a medical certificate to the Center for Academic Affairs (Academic Records Section). The Intent to Resume Studies form must also be submitted if returning to studies earlier than scheduled.

Suspension From University

If violations are committed (e.g., misconduct during examinations), severe penalties shall be served including suspension or dismissal from University. (Suspension from University delays graduation.)

Withdrawal and Dismissal From University

There are two types of withdrawal from University; voluntary withdrawal and dismissal.

Voluntary Withdrawal

If you wish to withdraw from University for personal reasons, consult the Department Chairperson or course teacher and submit a Request for Withdrawal From the University with your Student ID Card to the Center for Academic Affairs (Academic Records Section).

Please see the Bulletin or Instruction for Withdrawal From The University of Loyola Download Center before submitting the request for withdrawal.

Dismissal by the University

The following students shall be dismissed from the University:

1. Students whose period of enrollment (excluding leave of absence period) exceeds 8 years (Article 38, University Regulations)
2. Students who fail to obtain 32 credits or more including subjects specified by undergraduate faculties/departments in two consecutive academic years (Article 40, University Regulations)
3. Students who fail to pay tuition and fees before the set deadline (Article 64, University Regulations)
4. Students to whom Article 60 and 61 of University Regulations apply.

For Mejiro Seibo Campus:

For students of the Department of Nursing and Course of Midwifery; the following forms are available at and may be submitted to Mejiro Seibo Campus:

- Request for Leave of Absence, Intent to Resume Studies, Request for Withdrawal From the University, Request for Study Abroad (General Study Abroad Program)
- Name Change Sheet, Guarantor Change Sheet

Department Transfer

Students who wish to change departments and who satisfy the following requirements may do so by submitting a request. After submitting the request, the student will take an exam given by each department:

1. Student has completed or is expected to complete at least four semesters of study at the time of the requested change (period of leave of absence is not included).
2. Student has a 2.6 GPA or higher for credits obtained in Foreign Language Courses (only compulsory courses) and General Studies (Zengaku Kyotsu). (Only General Studies for students who entered before 2014).
3. Student satisfies all requirements set by the Department they wish to change to.
4. There is adequate reason for the change.

Graduation

If you have satisfied the study requirement (four years full time, excluding leave of absence or suspension period) and successfully earned credits required for graduation, you will be given approval to graduate from the University by the President, after the faculty examines each graduating student. You cannot graduate in the same quarter that a leave of absence is taken, even if all graduation requirements have been met. Announcements of the graduating students will be made in mid-March for March graduation, and

mid-September for September graduation.

Repeating a Year/Semester

If the credits required for graduation are not earned in four years, you will have to repeat a year/semester. Also, even if the credits required for graduation were earned, if you were away from University on a leave of absence or on suspension, you will not be able to graduate within four years. If you need to repeat a year, a new Student ID Card with the extended period of validity will be sent by postal mail to you by the end of the semester.

Re-admission

Re-admission is for students who have withdrawn from Sophia University and wish to re-enter the Faculty/Department they were previously enrolled in. Please note however, that the following students are not eligible to apply for re-admission:

1. Students who withdrew from University because the length of attendance had reached the limit of 8 years.
2. Re-admitted Students withdraw a second time.

Change of Address

If there are any changes in the address of the student or the guarantor, change the data on Loyola from the menu option.

If there is a change of address of the student, students should also obtain a new Enrollment Sticker (Zaiseki-kakunin sticker) and paste it to the back of your Student ID Card.

2 ACADEMIC AND STUDENT SUPPORT



Global Education/ Study Abroad

Global education programs at Sophia University are designed around its specialized academic curriculum and aim to help students acquire “global competencies”, which includes linguistic abilities and a wide range of relevant knowledge. With these sets of skills, students are expected to collaborate with people around the world, address common social issues, and to develop their career in a globalized society.

The Center for Global Education and Discovery offers various opportunities for students to gain global communication abilities and multicultural understanding, which include study abroad programs, general education courses, as well as other various support programs. Students are strongly advised to take advantage of the resources offered by the Center.

① Exchange Program

Students participating in the exchange program can choose to study at one of the 360 exchange partner universities for one semester or an academic year by simply paying tuition and fees to Sophia without paying tuition to the partner university. The internal selection of students is held approximately 10 months prior to the start of the program. As grades and language skills are important in applying, it is recommended that planning begins early. Some programs focus on certain areas such as SAIMS for study in Southeast Asia, and LAP in Latin America. Graduate students can also participate in the exchange program.

② Short-term Language Programs and Short-term Study Abroad Programs

These short-term programs are for students to attend short-term language courses and subject courses offered at partner institutions and other prestigious universities during summer and spring breaks. While the language programs do not require a minimum GPA or specific language proficiencies, most of the short-term study abroad programs have such requirements for participation.

③ Social Engagement Programs

Social Engagement Programs consist of a wide variety of short-term programs, in which participants can engage in field work, service learning, and briefings at intergovernmental organizations. Participants must attend preparatory sessions.

④ Internship Courses

Credit-based internship courses are available for Sophomore

students. Participants can learn through internship placement at companies, international organizations or media agencies, as well as pre- and post- sessions by academic staff with relevant backgrounds. Most placements are offered during summer and spring breaks.

⑤ Admissions for Overseas Graduate Schools

Students have a chance to apply for overseas graduate programs in partnerships (Columbia University, Georgetown University, Boston College, etc.) with a recommendation from Sophia. 5-year Concurrent BA-MA Program is also available in partnership with the Graduate Institute in Switzerland (GI), where students chosen for this program may be eligible to study towards a BA degree from Sophia and MA from GI within 5 to 5.5 years.

There are information sessions for each program at the beginning of each semester before the application periods. Check the information session schedule on Loyola's Bulletin Board (Center for Global Education and Discovery). To access, click “Advanced Search” and select “Study Abroad” under Category 1.

⑥ Study Abroad Counseling

Students can receive individual counseling (registration required) from an experienced counselor for any inquiries about study abroad (not only University's programs), with no fee. Be sure to make an appointment first through the University website.

Inquiries regarding the University's study abroad programs can be guided at the Center for Global Education and Discovery (reservation not required) during office hours.

⑦ Overseas Travel Insurance and Crisis Management Services Designated by the University

Apart from study abroad programs sponsored by the University, students who submit a report to the University for overseas travel (e.g. general study abroad, study abroad with a leave of absence from the University, participation in academic conferences, research travel, extracurricular activities, etc.) are required to purchase overseas travel insurance designated by the University and subscribe to crisis management services. Details are provided at the Center for Global Education and Discovery.

⑧ Study Abroad Expenses and Scholarships

The application period and requirements vary depending on the type of scholarship. In addition to University-sponsored scholarships, information on scholarships provided by external organizations are available at the Loyola Download Center.

⑨ Opportunities on Campus

Sophia University welcomes a large number of exchange students every semester. Here are some of the many opportunities to interact with international students on campus:

“Sophia Exchange Supporter Program” is a volunteer program to support exchange students’ life in Japan on and off campus. In addition, other opportunities such as “Global Network (GL-Net)”, a volunteer organization that holds events for Japanese students and International students to interact, are available. For more details, please visit the Center for Global Education and Discovery.

GL-NET
X(formerly Twitter): @GL_Net
Instagram: @glnet_sophia

⑩ Official X(formerly Twitter),Instagram

Information on study abroad programs, events at the Center for Global Education and Discovery, and useful tips from study abroad counselors are available through the Center for Global Education and Discovery on X(formerly Twitter) and Instagram. For questions related to study abroad, please contact the Center for Global Education and Discovery.

Center for Global Education and Discovery
X(formerly Twitter):@Sophia_GoGlobal (Posted in Japanese)
Instagram:@sophia_cged



Financial Support

2-02

Financial Support (Scholarships)

Sophia offers financial support to students in need, as well as grants for students with academic excellence. A scholarship handbook is available at the Center for Student Affairs or on the University website. Please see the following website for more details.

⇒ Home > Scholarships> Scholarship Information

https://piloti.sophia.ac.jp/eng/scholarships1/scholarship_e0001/

All application requirements and procedures will be posted on the Loyola Bulletin Board (Advanced Search > Category1 "Student life" > Category2 "Scholarship"). If you wish to apply, be sure to submit your completed application by the specified deadline. Please contact the Center for Student Affairs (03-3238-3523) for any questions and inquiries.

Disability Support

2-04

Support for Students with Disabilities

Sophia University will provide reasonable accommodations to students with disabilities so that they can proceed with their studies and research in a safe and comfortable environment.

Target of Support

Students who are enrolled in Sophia University and have significant restrictions regarding the environment and information necessary for their studies due to their disabilities. The basic range of support includes help in classes, practical training, examinations, university events, etc.

The Aim of Support

The aim is to support students with disabilities to improve their skills by focusing on the 3 goals that are essential both in university and in their life after graduation.

- ① Ability to request help: students learn how to ask for the help needed when in trouble
- ② Ability to deepen self-understanding: students learn about what they excel at and what they struggle with in order to gain self-confidence and pursue a satisfactory life
- ③ Creativity: students change their perspective or take creative approaches to increase what they can do on their own

Details of Support

For details of the flow of procedure and support available, please check Web Piloti. For any inquiries and concerns, please contact us below.

Contact

Coordinator for Students with Special Needs

For consultation, please make an appointment by email
 Email: with_others-co@sophia.ac.jp

*Website:
https://piloti.sophia.ac.jp/eng/soudan/with_others/

*See also the campus accessibility map on the last page of this guidebook

Career & Job Search Support

2-03

Job Search and Career Support

Each individual student has unique talent and potential, and the Career Center is here to help you realize yours by helping you live your student life to the fullest. Explore your career options with us as we help you in the job hunting process.

Available Support:

- Job search workshops
- Career development seminars and lectures
- Company recruitment talks
- Individual consultation
- Internship and employment information
- Job hunting experience reports
- Access to newspapers, reference books, and materials
- Private space for online interviews (Telecube)

For More Information

Loyola > Career Center > Web Career Center
 Please check our official X(formerly Twitter), LINE, and Instagram accounts for up-to-date information of events.
 X(formerly Twitter)/Instagram:@Sophia_Career
 LINE : @sophia_line

TEL : 03-3238-3581
 Email: career-co@sophia.ac.jp

Extracurricular Activities

While academic studies are the most essential part of student life, extracurricular activities offer students a platform to meet fellow students who may become lifelong friends. It is through daily life in these groups that you learn cooperation, independence, judgment, and leadership that help you grow into a mature, well-rounded human being.

Various Application Procedures

Each group must submit the required application in April or October each year to register extracurricular activities groups to the university. If you wish to form a new extracurricular activity group, the procedure is the same. The details for the procedures will be announced under the Loyola Bulletin Board tab; make sure to check. Announcements from the University to the extracurricular activity groups will be made on Loyola Bulletin Board as well. It is important to check the Bulletin Board every day for updated information. For further inquiries, contact Extracurricular Activities Service Desk 9 (03-3238-3525), Building 2, 1st floor.

Hours of Extracurricular Activities

The hours allotted for extracurricular activities on campus are as follows (includes clean up time after activities):
 Mon–Sat: 8:00–21:00
 Sun, holidays, University breaks: 9:00–19:00
 *Open hours for each facility will be announced on Loyola

Volunteer Activities

To take part in volunteer activities, please contact Volunteer Activities Support desk: Service Desk 8 (Volunteer Bureau) (03-3238-3525) of the Center for Student Affairs, Building 2, 1st floor.

The Volunteer Bureau provides opportunities for hands-on experience of social education activities based on the educational philosophy of Sophia University, “For Others, With Others”. Sophia University has extracurricular activity groups that conduct volunteer activities within as well as outside of Japan. Many students and members of the faculty and staff are also working on individual volunteer projects. Sophia also serves as a forum to share information on volunteer and cooperative activities with local communities such as Chiyoda ward (where the University is located) and to exchange information with people and groups in search of volunteer support.





3 PRECAUTIONS

Safety and Security Awareness

3-01

Campus Rules

- Smoking** To prevent risks of passive smoking and outbreak of fire, smoking is prohibited except in designated areas on campus. In Chiyoda ward, smoking is prohibited on all streets according to Living Environment Regulations.
- Mobile Phones** Please refrain from talking on cellular devices in classrooms, libraries, and computer rooms to avoid causing disturbances. Also, it is prohibited to charge mobile phones using campus power outlets. It is strictly forbidden to turn off the power to AV equipment in classrooms as it may cause technical difficulties.
- Commuting by Vehicles is Prohibited** Commuting by vehicles (cars, motorbikes, and bicycles) is prohibited at Sophia. Please do not drive your vehicle into campus. Please note that parking of cars or bicycles is prohibited on all streets surrounding the University.
- Recycling** There are four types of garbage containers on campus: Combustible (papers), Incombustible (cans and glass bottles), Incombustible (plastics), and PET bottles. Please do not litter on campus; sort the garbage and keep the campus clean.
- Posters and Flyers** Posters, flyers, and loudspeaker announcements sharing information and advertising on campus are only permitted to extracurricular activity groups that have received permission in advance. If any suspicious activity is spotted, please notify the Center for Student Affairs.
- Relaying of Messages** The University cannot accept any requests by telephone to relay messages to students, except in the case of emergency situations. For the protection of personal confidentiality, we do not accept any inquiries for information on any student's enrollment, address, telephone number, etc. from outside of the University, unless it is an exceptional case.
- Protection of Braille Signage** You will find Braille blocks (campus streets etc.) and Braille signage (elevators etc.) where necessary on campus. Help to protect the signs; do not place any obstacles on the Braille blocks or carelessly damage the Braille signs.

3-02

Crime Prevention

- Beware of Thefts** Reports on thefts in libraries and locker rooms on campus are increasing. To protect yourself against theft, make sure to never leave your personal belongings unattended and to always be on guard.
- Avoid Becoming a Victim**
1. Always keep your valuables with you.
 2. Always keep an eye on your personal belongings. Do not leave them unattended even for a brief moment.
 3. Avoid using simple combinations for your card PIN number.
 4. Make sure to lock room doors. (Especially the small meeting rooms for student clubs in Hoffmann Hall)
- Cases of Theft**
1. In the dining hall, students took their wallet out of their bag and left the bag on the chair to reserve a spot; the bag was stolen while they were away.
 2. In the classrooms or libraries, there were cases where students left their belongings on the desks unattended for two or three minutes; the items were stolen.
 3. In the reading area of the library, students dozed off; when they woke up, their belongings were gone.
 4. Students left their belongings in the locker room and went to exercise in the gym; cash was stolen from their wallet.
 5. While students were participating in club activities in a classroom, the belongings left in the corridor were stolen.
 6. Students left the classroom or research room empty for a short while; purses were stolen.
- If You Become a Victim of Theft**
- Submit a Theft Report to the Center for Student Affairs or Office of Mejiro Seibo Campus. If cash or credit cards were stolen, immediately report to the police and credit card companies. Some stolen items may be turned in as lost and found to the Office of Environment and Facility Management Bureau of General Affairs (Building 2, 1st floor) or Office of Mejiro Seibo Campus; please make sure to check.
- If you see anyone suspicious on campus, notify the Main Gate Guard Station, Center for Student Affairs, or Office and Gate Guard of Mejiro Seibo Campus.

If You are Injured on Campus

The Health and Wellbeing Center provides first-aid treatment or referrals to hospitals. For more information, refer to p.19. The Disaster and Accident Insurance for Students may be applied; notify the Center for Student Affairs immediately upon injury.

Emergency Manual for injuries, sudden illness, etc.

If you find an injured or suddenly ill person on campus

[Process]

- 1 Please do not handle alone, call for help immediately. Contact the Health and Wellbeing Center Health Services (03-3238-3394) for first-aid treatments. In case of emergency (unconsciousness, etc.) contact the Main Gate Guard Station (03-3238-3000) to request call 119.
*On Mejiro Seibo Campus, contact the Gate Guard (03-3950-6139) or Office of Mejiro Seibo Campus (03-3950-6151).
- 2-1 If injury/sudden illness occurs during extracurricular activities, the group leader/supervisor should accompany the ill/injured student in the ambulance (or taxi). (If a faculty or staff member is on the site, he/she may accompany the patient)
- 2-2 The group leader/supervisor must notify the family or guardian of the ill/injured student about: (1) the condition of the illness or injury (2) name and contact information of the hospital, etc.
- 3 After the incident, the ill/injured person (or the group leader/supervisor if medical condition prohibits or makes it difficult) is asked to visit the Center for Student Affairs to report the incident on form specified.

Primary life-saving measures during the COVID-19 pandemic

Because CPR can generate aerosols (airborne particles containing viruses and other contaminants), treat all cardiac arrest with traumas and illnesses as if they were suspected to be infected.

1. Check if the area is safe
2. Check the person's response (consciousness) *Keep the face away from the person
3. If the person is unconscious, ask others around you to bring an AED and contact the Main Gate Guard Station.
4. Check the person's breathing *Keep your face away from the person.
5. Place a handkerchief or towel over the person's nose and mouth before starting chest compressions to prevent aerosol from scattering. A mask or clothing may be substituted.
6. Chest compressions at a rate of 100~120/minute for at least 30 compressions and repeat it. Do not give rescue breath.
7. When the AED arrives, attach pads quickly and follow the voice guidance instructions

AED (Automatic External Defibrillator)

AED is a medical device that allows the heart to restore a normal rhythm by delivering an electric shock when the heart muscles spasm, disrupting the heart's pumping function (ventricular fibrillation). AED also uses voice prompts to explain what to do and when, so anyone can use it.

Location

AED is located at the following sites on Yotsuya and Mejiro Seibo campuses: Yotsuya campus: (1) Main Gate Guard Station (2) North Gate Guard Station (3) South Gate Guard Station (4) Gym control room (B1 Floor) (5) Library Information desk (1st floor) (6) Health and Wellbeing Center (Hoffmann Hall, 2nd floor) (7) Building Management Office of Sanadabori Athletic Field. Mejiro Seibo Campus: (1) Gate Guard (2) Entrance hall in front of the Office Center (Building 1)

Precautions Safety and Security Awareness

As students of Sophia University, we hope you will make sensible decisions based on sound judgment. To help good decision-making, a list of precautions are listed below.

Use of Alcohol

Many reports of cases of students taken to the hospital by ambulance for acute alcohol poisoning caused by binge drinking are reported at events where drinking is involved. Symptoms of acute alcohol poisoning include nausea, slurred speech, and loss of consciousness which may result in death. Alcohol affects each individual differently. If you are peer-pressured to drink when you are uncomfortable, stay resolved and find the courage to say no. Take extra precautions when attending events such as Freshman welcome parties or club camps.

Underage Drinking/Coercion

Just as underage drinking or peer-pressuring underage individuals to drink are both serious violations of the law, so is overlooking it. If a person is peer-pressuring another to drink, whether underage or not, it is harassment and is not permitted. Sophia University will impose severe punishment on anyone involved in such a case.

Use of Drugs

Drug addictions often begin by temptation in downtown entertainment districts or by influence of friends. Never give in to curiosity, as "just once" may have irreversible consequences. Use of drugs carries high risk of brain damage, addiction, as well as physical and mental residual disabilities. The damage caused by drug abuse can be permanent with no treatment to cure. Recently, newspaper articles frequently report cases in which users of illegal drugs are taken away

in an ambulance or are found driving cars that caused fatal accidents. Do not give in to temptation to protect your own life as well as others around you. Sophia strongly condemns the use of drugs and will impose severe punishment on anyone involved in this illegal act.

Student Loan/ Credit Card

Using credit cards and borrowing student loans may feel like an easy way to live life, but remember to borrow with caution as interest piles up, creating debts that may impose on your university life. Credit cards conveniently allow individuals to purchase things even if they don't have cash. However, please remember that it is only borrowed money, so make sure you have a repayment plan established.

Social Media

(LINE, Instagram, X(formerly Twitter), Facebook, etc.)

The advancement of technology has brought about the convenience of Social Media. While there are many good sides to Social Media, it is very important to think about what you post as once it is online, it cannot be completely deleted. The history will remain, and may be used for unwanted purposes. Think carefully about how people perceive your posts and always keep in mind that social media affects your future opportunities.

Do Not Become a Victim

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| Using Charged Sites | Before using a site that charges money, read the terms of service and check to understand the fee structure before using. When you receive an invoice, check whether you have an obligation to pay. |
| Click Fraud | Simply clicking on a link or pictures on some websites automatically register you and charge you for using the site. If your IP address is registered, your personal information (i.e. name, contact numbers, etc.) will not be released. If you receive an invoice from suspicious or unfamiliar sources, ignore it. |
| Phishing | Phishing is a type of deception to attempt to steal your identity and PIN by sending you email messages that appear to come from existing companies or banks. If you click on a fraudulent link in the message text, you are directed to a phishing site. Double check on its authenticity by telephone or checking official websites. |
| Troubles Caused by Disclosure of Personal Information | Disclosure of personal information can lead to unexpected trouble. Exercise caution and only release your information when necessary. Extreme care is advised on the Internet when disclosing information that may identify you such as your real name, age, and affiliation. Cases of intimidation and harassment have been reported. |
| Stalking Victim | Do not release any information that may give hints to potential stalkers such as the name of university, home station, trip schedules, and accommodation. |

Do Not Become a Perpetrator

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| Violation of the Rights of Others | Do not make any statement that would harm the reputation of someone else or disclose personal information of others. Always check before you disclose any information to make sure it does not infringe on copyrights, portrait rights, or privacy of others. There have been cases that have led to lawsuits. |
|--|--|

Unscrupulous Part-Time Jobs

Increased numbers of part-time job conditions are considered as violations of the Labor Standards Act. Some of these conditions include expectations of full time students to work a full time schedule (causing trouble for learning), and not offering choices for shift hours, making it difficult to attend classes or join extra-curricular activities. If you have any doubts about your work environment or conditions, call this free consultation service: Hotline for consultation of labor conditions: 0120-531-401 (Service in English)

Deceptive Business Practices/ Investment Scam

More and more young people are being deceived by deceptive trade practices. Recently, new types of deceptive business practices are increasing. Do not make yourself an easy prey. Below are a few examples of typical cases:

Catch Sales

Con-artists "catch" you in the streets or in places like large bookstores and start friendly conversations with you. They convince you to purchase memberships to movie theaters, esthetic salons, travel clubs, cosmetic lines, etc.

Fortune Telling Fraud

A fraudulent fortune teller will tell you a bad fortune; they will make you feel anxious that an evil spirit threatens you, keeps the spirits of your ancestors restless, or that a family member will become ill. They will convince you to purchase an overpriced product to remove the threat (i.e. china pot, seal set, etc.).

Appointment Sales/Telemarketing

Con-artists will call you on the telephone or send you a postcard to tell you that you have won a big prize and to come and pick it up, or to register for a reward. When you do as you are asked, they will have you sign up to buy language learning materials, certification courses, jewelry, memberships, etc.

Multi-level Marketing/ Investment Scam

Multi-level marketing can seem like an easy way to make money. Pay a membership fee upon purchase of an item, but also receive money for referring friends, which they claim will be more than the membership fee amount. However, the truth is, the referral money you receive is much less than the membership fee, therefore a rip off. You may also lose the friendships of those that you refer to (Some examples of Multi-level Marketing products include water purifiers, bed linens, detergent, supplements, cosmetics, FX, virtual currency, etc.)

Self Development Seminars

Seminars to “succeed in life” and “to improve yourself”; you will be charged overpriced fees for participation and learning materials for success motivation. When you complete the seminar, you will be strongly urged to solicit new participants.

How to Prevent Getting Scammed

- Do not respond to any invitation/soliciting from strangers or reply to questionnaires on the street.
- Do not give your name, telephone number, PC or mobile email addresses except when necessary.
- Say no when you do not want the product or service.
- Do not answer in an ambiguous tone that gives the solicitors a chance to win you over.
- Do not sign or stamp your seal unless it is necessary.
- Do not sign a contract on the spot; take time to think and talk it over with your family or friends.
- Before you sign any contract, have the contents explained until you fully understand.

Cooling-off System

The cooling-off system is a period of time following a purchase that allows the purchaser to cancel a transaction and return goods they may have received for any reason and receive a full refund. If pressured into signing a contract by a highly persuasive salesperson, the cooling-off system protects you with the ability to cancel the contract by sending a contract cancellation notification to the other party. This is done through contents-certified mail or certified mail with the return receipt (make copies of the record). This must be taken care of within 8 days for door-to-door sales (including “catch sales”, appointment sales) or telemarketing, within 20 days for Multi-level Marketings, both counting from the day of signing (must be sent postmarked by the deadline dates respectively).

Where to Contact for Claims on Damages Caused by Deceptive Business Practices or on Product Damages or Mishaps

- *Tokyo Metropolitan Comprehensive Consumer Center (Iidabashi):
Tel. 03-3235-1155
- *Chiyoda ward Consumer Affairs Center:
Tel. 03-5211-4314
- *National Consumer Affairs Center of Japan Consumer advice:
Tel. 03-3446-0999
- *Official website of National Consumer Affairs Center of Japan:
www.kokusen.go.jp/ncac_index_e.html

Solicitation by Cult Groups

Cults have been causing problems and are becoming major social issues; some cases have been reported on Sophia University's campus. Once you've joined a group, you will be brainwashed and forced to participate in activities as well as donate a large amount of money to the group. Be cautious and do not let cults affect your student life. Sophia University prohibits any kind of soliciting on campus. If you encounter or witness such activity, immediately inform the Main Gate Guard Station (03-3238-3000) or the Center for Student Affairs (03-3238-3525). Cases on the internet (SNS, etc.) have recently been reported; please be extremely cautious.

Various Methods of Soliciting

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|---|---|
| Soliciting by Fake Sports or Volunteer Student Circles | Keeping their religious elements hidden, the cult groups approach you as sports or volunteer student circles. When they start talking about religion, do not interact with them. |
| Soliciting by Fake Seminars on Peace or Self Development | Legitimate religious groups do not pretend to be something else under false names. These fake seminars pretend to discuss serious issues and try to brainwash you showing videos as study material. A hint to detect fake seminars is the duration of meetings; if they make you attend a seminar that goes on for hours, it is a sign to be on guard. |
| Soliciting on the Street | The solicitors ask you to “answer questionnaires” or to let them “practice fortune-telling” and then at the end make you buy overpriced products or join their group. |
| Other Solicitations | <ol style="list-style-type: none">1. Solicitors approach you asking questions such as “where is the student dining hall?” and other casual friendly questions to find out your personal information and then invite you to come to their gatherings.2. You will be asked to “join a seminar” on various themes and to write down your personal information (name, telephone number etc.) on questionnaires.3. You will be asked by fake sports (tennis etc.) groups to “join a sports event that is coming up soon” and to give your personal information (name, telephone number, etc.)4. You will be asked to “help on a day job for a student” and to give your personal information (name, telephone number etc.)5. You will be invited to “come to a singing gathering where you can make friends with many students” and will be asked for your personal information (name, telephone number etc.)6. You will read messages on the Internet (SNS etc.) of people who “have joined an exciting student circle” and if you become interested and react, you will be asked to join. |

Harassment

Characteristics of Cult Groups

- They hide their religious content and solicit by dishonest means such as threatening.
- Cult leaders and organizations command absolute obedience and criticize the world outside their group to extremes.
- They deny the past lives of the believers and try to sever all ties with family and friends.
- They live according to extremely strict rules and individuality of believers is not respected.
- They control or even deny any information coming from the outside.
- They despise orthodox religion.

If You Feel There is Something Strange

- Never give out personal information (name, telephone number, address, email address, SNS accounts)
- Say no. The solicitor may seem to be a very attractive, gentle and caring person; he/she is a convinced believer and invites you with good intentions. Still, you must say no.
- Discuss the situation with someone you trust. If the solicitor tells you “not to talk with friends or family”, it is very probable that the group is a cult organization trying to sever your ties with society; do not listen to them.
- Do not hesitate to consult with the staff of the Center for Student Affairs if you are not certain whether a group is a cult or not.
- Please contact the staff of the Center for Student Affairs if a friend is acting strangely and you suspect a cult group is involved.

Solicitations From Radical Political Groups (sects) Outside the University

Beware of solicitors who ask you to take part in radical political activities or join political groups (sects) engaged in illegal activities. If you accidentally give your contact address, they will continuously send political flyers to you as well as call you constantly, strongly insisting you participate in their meetings. If you encounter or witness such solicitation on campus, immediately notify the Center for Student Affairs.

Sophia University is committed to provide a fair and safe learning environment for all students and will therefore not tolerate any kind of harassment, be it sexual, academic, or power.

If You Become a Victim

- Please do not hesitate to consult with the University thinking that you might be harassed because of your fault. Consult with the University as soon as possible.
- If you apply for a consultation at any of the consultation desks, you will be able to meet with a consultant and work together with he/she to solve your problem.
- If the problem cannot be resolved through consultation alone, you may make a complaint in accordance with the University's

internal procedures.

- Keep a record of what happened and the time and place it occurred; the record will serve as objective information for solving cases of harassment.
- If you feel you are physically or sexually endangered, take immediate action. Contact the police without delay.

Avoid Becoming a Perpetrator

When students are in a hierarchical relationship with each other, it is difficult for junior students to say no. Those who are to provide guidance in labs and extracurricular activities, etc., should be careful that their guidance to junior students does not constitute harassment.

Where to Seek Advice

Advice for all types of harassment is available on campus by visiting or calling Consulting Office or through Sophia's official website. For more information, please refer to Sophia University's official website.

In addition, Off-Campus Harassment Consultation Service is also available by calling, writing, sending e-mail or through the website. For more information, please refer to Off-Campus Harassment Consultation Service website posted on the “Loyola” bulletin board.

Stalking begins as a romantic entanglement, etc. but if it escalates, there is a risk that it may lead to serious crimes such as violence. If you feel that you have been the victim of stalking, please consult with the University or the police as soon as possible. It is also possible that you may be seemed as the perpetrator without realizing it. Please put yourself in the other person's shoes and reflect on your own actions.

Page on harassment:
<https://piloti.sophia.ac.jp/eng/soudan/harassment/>

Page on Off-Campus Harassment Consultation Service
https://piloti.sophia.ac.jp/eng/soudan/harassment/off-campus_harassment_consultation/

Stalking

If You are Being Stalked

- Talk with family, friends, or the University. If you feel you are in physical danger, call the police immediately.
- As evidence material for police or lawyers, keep a record of emails or photos. Keeping a diary would also be beneficial.
- If you are living alone, take all possible security precautions. When you reach home, check for any suspicious persons before opening the door.

Avoid Becoming a Perpetrator

You may just want to express your feelings, so you may frequently e-mail or call him or her, or you may end up in the classroom or at the school gate because you are unable to reach him or her. However, this kind of behavior may be not only annoying but also disgusting or frightening to the other person. If the other person express even slightly uncomfortable feelings, stop immediately. There are increasing numbers of students who are struggling because although they want to stop, they cannot help but to stalk. If you have problems in over-attaching in romantic or friendship based relationships, please do not try to handle it on your own; do not hesitate to talk with the staff of Counseling Services.

What is stalking?

Stalking is punishable under the Stalking Control Law. Stalking behavior includes the following.

- Loitering, following around, waiting at or going uninvited to the home, school, or work place
- Anonymous/constant phone calls, emails, SNS
- Announcing that you are watching
- Obscene behavior causing embarrassment or shame
- Demanding to meet privately or to date
- Offensive, degrading remarks/verbal abuse
- Sending things covered with filth
- Obtaining the other person's location information by GPS device, etc., without permission.

Precautions for Overseas Travel

Make sure to check the latest university policy regarding the study abroad at Sophia website; https://piloti.sophia.ac.jp/eng/article/news/general/230401_overseas/

Exercise caution against accidents, illnesses, injuries, and thefts while traveling overseas.

1. Before you travel abroad, leave your travel itinerary, overseas accommodation, and contact information with your family/guarantor.
2. Be aware that acts of terrorism can happen in any countries or territories. Avoid places where large crowds gather and places that are likely to be targets of terrorist attacks. Be prepared to leave the area when you sense danger.
3. Check the Travel Advisory and Warnings posted on the Ministry of Foreign Affairs Overseas Travel Safety Information and avoid traveling to countries and regions of political instability where security is poor (University programs are operated in areas at Travel Advisory and Warning Level 1 or below only).
4. Exercise caution and avoid getting involved in money troubles or losing passports. Find out before traveling what measures to take in case accidents occur (e.g., have passports reissued, credit cards canceled). Always keep an eye on your luggage and never leave it unattended.
5. When purchasing overseas travel insurance, be sure to look into the coverage and services (some credit card travel insurances may not have enough coverage to compensate your losses in full).
6. Understand and respect the customs of the country or region and act accordingly.
7. Exercise caution and protect yourself from infectious diseases.
8. If you choose to participate in a group tour, check the legitimacy of the travel agency before committing to take part.
9. Regardless the length of the period of your stay, for your own safety, register at the Ministry of Foreign Affairs “Tabi-regi”, overseas travel registration.
10. If your extracurricular activities group is traveling overseas, first notify the Center for Student Affairs at least 2 months before departure. The Center for Global Education and Discovery will then notify you to purchase the University-designated insurance and register for crisis management service, both of which are required for trips abroad. Lastly, you must attend the Crisis Management Orientation held by the Center for Global Education and Discovery prior to departure.

Center for Global Education and Discovery (Building 2, 1st Floor)
03-3238-3521

11. Including the item 10. on P.52, all students who travel abroad with submission of a report to the University are required to purchase the designated insurance and register for crisis management service.

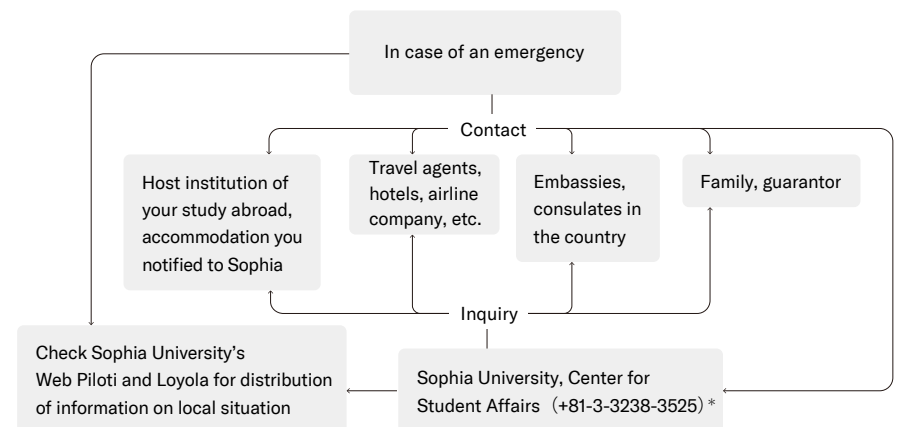
Ministry of Foreign Affairs, Overseas Security Travel Safety Information
www.anzen.mofa.go.jp/

Ministry of Foreign Affairs, “Tabi-regi”
www.ezairyu.mofa.go.jp

FORTH (Quarantine Station, Ministry of Health, Labor and Welfare)
www.forth.go.jp/

Confirming Students' Safety in Event of Overseas Emergencies, Disasters, and Terrorism

When traveling overseas, it is your responsibility to check and familiarize yourself with the safety status of the inbound countries and take necessary precautions. Even with good preparation, it is possible that unforeseen circumstances may be encountered, if such situations occur, Sophia University advises students to take the following measures to ensure their safety: All students should take all available steps to notify family, friends, or public agencies (embassy or consulate of your home country) as soon as possible, directly or indirectly, to inform them of your whereabouts and situation. It's strongly recommended that you have the phone number of several backup contacts on hand as you may not be able to reach some contacts during emergency situations. Also, do not forget to check the Sophia Web Piloti and Loyola. We will post important information related to the emergency at hand. The most important priority is to notify family and trusted friends around you about your whereabouts. Take preventive measures where possible, and notify others at all times, about the situation when you require help or assistance.



* For those attending University's programs, follow the instructions provided by each program.

Guidelines for Action in Case of an Earthquake

Please Follow the Guidelines Below:

- Personal safety is the first concern. Take cover under a desk or table until the tremors subside. Look out for things that might fall or topple over. Do not rush outside.
- If you are using any device that has an open flame, extinguish the device immediately.
- Stay calm and survey the situation. Aftershocks may set off secondary fires and other damage may appear in response to aftershocks. Make certain that the place where you are is safe before you decide whether to stay there or move to another location.
- If a fire starts, first inform the people around you in a loud voice and check to be certain that you have an escape route. If you are not in danger, use the fire extinguisher nearby to extinguish the fire; please also press the fire alarm button.
- Do not try to extinguish fire if the flames reach the ceiling; evacuate immediately. When evacuating, close all accessible windows and doors to shut off smoke and air. Never re-enter the building once you are outside.
- If evacuating in smoke, crawl or keep low, and cover your mouth and nose with wet towels or handkerchiefs to avoid inhaling smoke.
- Do not use elevators.
- Cooperate with students and others who are nearby. If you or others near you are injured, do what you can to work together to take care of each other. Use the emergency telephone numbers on the next page to request assistance.
- Follow directions provided in University announcements. Those directions will be provided in several ways: first through the public address system, and then in person from University staff members.
- If you need to evacuate, please move to the assembly areas designated by the University. Whether or not you go home should be decided carefully based on the availability of transportation, etc.
- If you are willing and able, please volunteer assistance to those who need it.

Safety Confirmation System

The Safety Confirmation System is a new system at Sophia University that helps to confirm and ensure each student's safety, communicate information, and to provide quick instructions in the event of a large-scale disaster such as an earthquake.

Prevention of Fire

Overview of the System

1. If an earthquake has a scale of Lower 6 or higher in your area, the system will automatically send a safety confirmation email to the contact information of the subject located where the earthquake has occurred.
2. Headquarters for disaster control at Sophia or offices in charge may send messages to specific users (e.g., only students with the ability to commute) manually through this system.
3. Safety confirmation of family members- You can exchange messages among family members in the system if you register them (No involvement by Sophia).

*1 Initial settings by users are necessary. Please refer to the University Bulletin Board on Loyola and check the post from Sep.27,2023

*2 A drill on safety confirmation will be conducted periodically. Details will be announced on Loyola's University Bulletin Board

Heed the following and avoid causing fires at any cost:

- Do not try to extinguish fire if the flames reach the ceiling; evacuate immediately. When evacuating, close all accessible windows and doors to shut off smoke and air. Never re-enter the building once you are outside.
- If evacuating in smoke, crawl or keep low, and cover your mouth and nose with wet towels or handkerchiefs to avoid inhaling smoke.
- Do not use elevators.
- Be familiar with the several different evacuation routes available.

Emergency Phone Numbers:

| | |
|---|--------------------|
| Main Gate Guard Station: | 03-3238-3000 (24h) |
| Disaster Prevention Center: | 03-3238-3119 (24h) |
| Center for Student Affairs: | 03-3238-3525 |
| Health and Wellbeing Center Health Services | 03-3238-3394 |
| Guard Station of Mejiro Seibo Campus: | 03-3950-6139 |

4 PROCEDURES FOR INTERNATIONAL STUDENTS



Residence Card

Obtaining a Residence Card

A residence card is issued to mid to long-term residents in Japan, in connection with permissions of landing, change of status of residence, and extension of period of stay. New students arriving in Japan for the first time will receive landing permission stamps on their passports and obtain a residence card at Narita International Airport, Haneda Airport, Chubu International Airport or Kansai International Airport. When arriving at the other ports of entry, the landing permission stamp will be applied and “Residence Card to be issued” will be noted on their passports. The residence card will be sent from the Regional Immigration Bureau to the residence address after you register at the nearest ward office or municipal office.

Residence Registration

Upon enrollment at the University, submit a copy of your Residence Certificate issued by the ward office or municipal office. If there is a change in residence status or period of stay, please submit your updated Residence Card to the Center for Academic Affairs (Academic Records Section).

In Case of a Change of Address

If you are moving out, notify the ward office or municipal office near your home and complete the move out procedure of your old address to receive a move-out certificate. Bring the move-out certificate and your residence card to the ward office or municipal office of your new residence within 14 days from the day of moving in, and complete the necessary resident registration. Also, notify the post office of change of address. When you have completed all procedures, change your registered address on Loyola from the Changes of Student Address tab and then receive a new Enrollment Sticker at the Center for Academic Affairs (Academic Records Section) (Enrollment Sticker will not be issued to research, or non-matriculated students.)

In Case of Changes in the Residence Card Information

If there are any changes in nationality, name, etc., notify the Regional Immigration Bureau within 14 days. Bring your passport, photo, and residence card with you. For more information, please check the official website of the Immigration Bureau.

https://www.moj.go.jp/isa/applications/procedures/nyuukokukanri10_00009.html

Please also submit a Notice of Change of Name and a copy of the Residence Record to the Center for Academic Affairs (Academic Records Section).

Extension of Period of Stay

You must apply for the Extension of Period of Stay before the expiration date of residence card. You can start the application for extension at the Immigration Bureau three months prior to the date of expiration, but no later than 14 days before. The number of days required for the extension is usually two weeks to one month. Please keep in mind that it may take longer in March or April. When the extension of period of stay is permitted, a new residence card will be issued.

Ministry of Justice: Application for Extension of Period of Stay.
<https://www.moj.go.jp/isa/applications/procedures/16-3.html>

Documents Required for Extension of Period of Stay Under the College Student Residence Status.

1. Application for Extension of Period of Stay (use form for College Student)
<https://www.moj.go.jp/isa/applications/procedures/16-3-1.html>
2. Photo (paste on application form)
3. Passport
4. Residence Card
5. Student ID Card
6. Certificate of Enrollment
7. Transcript (not applicable to Research Students)
8. In case of a Research Student, Certificate of Enrollment and copy of Result of Course Registration
9. Handling fee (4,000 yen)
10. Other documents (as required by Immigration Bureau; proof for financial support may be required)

Note

*Complete the application for Extension of Period of Stay “For applicant, part 1-3”. The above document 1 “For organization, part 1-2” must be completed by the Academic Records Section. The issuing fee is 200 yen; processing will take three business days. Submit your applications to the Immigration Bureau well in advance of the deadline. If you have any inquiries, contact the Center for Academic Affairs (Academic Records Section). *6 and 7 listed above can be obtained through the automated certificate issuing machine on campus (Building 2, 4th floor). (Fees are charged for issuance and Student ID Card is required)

*All documents must be issued within the past three months.
*The photo must be taken within the past three months.
*For documents not in Japanese, please attach a Japanese translation.
*When you have received a new Residence Card with an extended period of stay, please submit it to the Center for Academic Affairs (Academic Records Section). Failure to do so may result in the suspension of your Loyola ID card, scholarship benefits, or other inconveniences that may disrupt your studies.

Change of Status of Residence

If you are accepted to Sophia University as a degree student, non-degree student, exchange student or research student, you are qualified to apply for the status of residence College Student at the Immigration Bureau. If you have the status of “Temporary Visitor” or “Designated Activities”, you must change the status to College Student. Strict criteria are set for the College Student Visa (non-degree, exchange and research students); they must register for 10 hours or more courses per week, one hour being 60 minutes. Please pay special attention to the total of registration hours.

For more information on the application procedures and documents required, please refer to the section for extension of period of stay.

Application form for Change of Status of Residence
(use form for College Student)

<https://www.moj.go.jp/isa/applications/procedures/16-2-1.html>

Re-entry Permit

Temporarily Leaving Japan

If you leave Japan temporarily but will re-enter within a year (If the period of stay expires in less than a year after temporary departure, then re-enter before the expiration date), you will most likely not need a re-entry permit. Please be sure to present your Residence Card at departure.

In Case of Leave of Absence or Withdraw From University

If you have a College Student status of residence and take a leave of absence or withdraw from the University, your status of residence will be revoked.

Office for the Status of Residence Tokyo Regional Immigration Bureau

Address 5-5-30, Konan, Minato-ku, Tokyo, 108-8255

Tel 0570-034259

Hours 9:00-16:00 (Monday-Friday)

Services Permission for extension of period of stay, change of status of residence, permission to engage in activity other than that permitted under the status of residence previously granted, change of information on Residence Card, reissuance of Residence Card, General Information, etc.

Other link Tokyo Immigration Information Center

<https://www.moj.go.jp/isa/about/region/tokyo/index.html>

4-02 Part-time Jobs

Part-time Jobs

If you have a student visa and wish to engage in a part-time job, you must obtain permission to work part-time from the Immigration Services Agency of Japan. A student visa holder with the permission may work up to 28 hours per week (8 hours a day during a long vacation), excluding jobs which may affect one's dignity and morals. To obtain permission, the following documents must be submitted to the immigration office:

1. Application form provided at the Immigration Bureau
2. Passport
3. Residence Card
4. Student ID Card

When the permission is granted, you will receive a notice from the Immigration Bureau by post. Please go to the immigration office to finish the procedure before the designated date.

4-03 Medical Cost Subsidy for International Students

National Health Insurance

International students staying in Japan for three months or more are required to affiliate with the Japanese National Health Insurance. The local ward or municipal office of your residence region will handle the procedures. The insurance fees are different depending on the ward or city; you may request to have a reduction if your income is below a certain amount. For more information, please inquire directly at ward or municipal offices. Those insured by the National Health Insurance system only have to bear 30% of the medical expenses for any treatment at clinics or hospitals (Expenses for medical treatment not covered by the insurance must be paid in full).

Tokyo Medical Institution Information Service

Tokyo Metropolitan Government
Pharmacy Information System

Medical institution information
(in Japanese, English, Chinese, and Korean) :
www.himawari.metro.tokyo.jp/qq13/qqport/tomintop/
TEL | 03-5285-8181 (9:00-20:00)



5 ABOUT GRADUATE STUDENT LIFE

5

About Graduate Student Life

Financial Support (Scholarships)

The University offers financial support to students in need, as well as grants for students with academic excellence. A scholarship handbook is available at the Center for Student Affairs or on the University website.

Please see the following website for more details.

Home > Scholarships > Scholarship Information

https://piloti.sophia.ac.jp/eng/scholarships1/scholarship_e0001/

All application requirements and procedures will be posted on the Loyola Bulletin Board (Advanced Search > Category1 "Student life" > Category2 "Scholarship"). If you wish to apply, be sure to submit your completed application by the specified deadline. Please contact the Center for Student Affairs (03-3238-3523) for any questions and inquiries.

Research Activity Support/Research Grant

The government, government-affiliated firms, and private organizations offer various research incentives and grant systems to fund graduate students in their research studies. If you would like to apply for one of these programs, please contact the Center for Research Promotion and Support (03-3238-3173).

Research Support Programs for Graduate School Students

Sophia University has a number of programs and initiatives to support graduate school students. For details on the latest program offerings, grant support amount, application procedure, etc., check the Research Promotion Bulletin Board on Loyola.

JSPS Research Fellowship for Young Scientists

Awarded to outstanding young researchers, these fellowships offer awarded students an opportunity to focus on a freely chosen research topic based on their own innovative ideas in order to foster and secure excellent researchers.

For details, please check the JSPS website (www.jsps.go.jp/english/index.html). Please check the schedule of the on-campus seminar and application procedures on the Research Promotion Bulletin Board on Loyola.

Other Research Grants

To apply for research grants offered by foundations, private companies, and public institutions, please refer to the University Bulletin Board under Research Promotion on Loyola.

Safety and Crisis Management During Overseas Research Activities

1. Check Safety Information and Plan Your Travel

Check the Travel Advisories

It is essential to check the safety status of your destination prior to your travel. Before planning your overseas research travel and educational activities (e.g., participation in an internship), visit the Ministry of Foreign Affairs (MOFA) website for overseas travel information (www.anzen.mofa.go.jp/) and the Ministry of Health, Labor, and Welfare website (www.forth.go.jp/). Updated information about travel safety and other issues related to overseas travel is provided.

*Sophia uses the MOFA guidelines as a criterion for deciding where to conduct University programs, and only conducts the programs in areas with warning level below level 1 (Exercise caution). The University does not permit students to travel to the areas designated level 2 or above (Avoid non-essential travels). As a member of the Sophia community, keep this in mind, and refer to the websites when planning to travel. Safety situations in other countries and travel advisory information may change without notice; make sure to check for updates throughout your travel planning.

Consult With Your Graduate Program Supervisor in Advance

Consult with your graduate program director and your supervisor when planning a research trip overseas and make an alternative plan in the case that your plan includes the Infection Alert Level 2 or higher destination.

For travel during a leave of absence, write your destinations on the Request for Leave of Absence form, and also consult with your graduate program director/supervisor (for questions on the submission of a Request for Leave of Absence, contact the Academic Records Section of the Center for Academic Affairs).

2. Preparations Before Travel

Register with the Ministry of Foreign Affairs

For Japanese citizens staying overseas for over 3 months, registration at a local Japanese embassy/consulate is mandatory. Submit the form online as soon as you arrive on site. (www.ezairyu.mofa.go.jp/RRnet)

*International students are advised to check the travel advisory/alerts issued by your county for safety information, and complete the necessary procedures required by your country for traveling/staying abroad.

For short-term overseas travel of less than three months in length (for research such as attending a conference or conducting fieldwork, etc.) register your travel information via the website of the Ministry of Foreign Affairs (MOFA), "Tabi-Reji" (Overseas Travel Registration website) and receive useful safety information for your specific travel destination.

Purchase Travel Insurance (University-designated Overseas Travel Support Program)

For overseas travel, students are required to purchase the international travel insurance before departure.

Sophia University requires all students who submit a request for study abroad or for travel abroad including short-term trips* to purchase the University-designated Overseas Travel Support Program (Sophia Overseas Travel Insurance and Crisis Management Service).

*Students participating in short-term overseas travel for educational and research activities (e.g., participation in academic conferences, fieldwork and research approved by your graduate program) are also required to purchase the University-designated Insurance and Crisis Management Service.

Contact the Center for Global Education and Discovery one month before travel for details. Keep in mind that medical treatments and rescue fees abroad are costly, so students are strongly recommended to invest in insurance that has sufficient coverage for personal travel.

3. During Your Travel

In regions with poor network access (e.g., rural towns and mountainous terrain), it is important to secure reliable communication means, such as roaming mobile phones. Network may be restricted in some regions, so check the available communication methods at your destination before departure. In addition, there are risks of unexpected terrorism or accidents as well as outbreaks of infectious diseases in this rapidly changing world. Make sure you attend the Crisis Management Orientation for overseas travel held on campus during the semester and acquire necessary knowledge to formulate action and safety management plans while keeping your safety the highest priority.

Employment and Career Support

1. Career Center

The Career Center provides support for students in their exploration of career options and in the job hunting process. If you wish to ask any career-related questions, please contact or visit the Career Center (Building 2, 1st floor).

TEL | 03-3238-3581

Email | career-co@sophia.ac.jp

2. Career Opportunities for Master's Course Graduates

The process of securing employment at private companies for master's students is not much different from that of undergraduate students. Please make use of the information provided by the Career Center in addition to the comprehensive guidance seminars that are available to students in their freshmen year and beyond. Individual consultations are also available; please feel free to contact or visit us.

For More Information

Loyola > Career Center > Web Career Center

Please check our official X(formerly Twitter), LINE, and Instagram accounts for up-to-date information of events.

X(formerly Twitter)/Instagram: @Sophia_Career

LINE: @sophia_line

TEL:03-3238-3581

Email: career-co@sophia.ac.jp



6 WHERE SHOULD I SEEK HELP?

Where Should I Seek Help?

Studies and Careers

| Concerns | Office | Location | Page |
|---|---|--------------|------|
| I wish to take leave of absence or withdraw from university | Center for Academic Affairs (Academic Records Section) | Bldg. 2, 1F | p.26 |
| I wish to change the department | Center for Academic Affairs (Academic Records Section) | Bldg. 2, 1F | p.27 |
| I wish to acquire a teaching licence or curator certificate | Center for Teaching and Curator Credentials | Bldg. 2, 2F | - |
| I want to study abroad. I wish to learn about travel insurance and safety management measures while abroad. | Center for Global Education and Discovery | Bldg. 2, 1F | p.32 |
| I wish to pursue graduate studies at Sophia University | Admissions Office | Bldg. 12, 1F | - |
| I wish to buy a student commuter pass to go to training sessions | Center for Student Affairs *Students of the Nursing Department are advised to go to the Office of Mejiro Seibo Campus (Bldg. 1, 1F) | Bldg. 2, 1F | p.23 |
| I want to know about internship programs, job search activities and career programs that freshmen can also participate in | Career Center | Bldg. 2, 1F | p.36 |
| I wish to use accommodation facilities such as Hadano Seminar House, Kawaguchiko Heim, Lodges (Yatsugatake · Hodaigi) for seminars | Sophia Campus Support Co., Ltd. | Bldg. 13, 2F | p.17 |
| I wish to seek advice for my studies | Center for Academic Affairs, Center for Student Affairs, or Department faculty member | Bldg. 2, 1F | p.12 |
| I want to learn more about the use of campus computers/email/Wi-fi/Moodle, etc. as well as ICT services (e.g., Zoom, etc.) | ICT Office *Check the "User Guide" of the ICT Office website for more information on network failures and troubleshooting https://ccweb.cc.sophia.ac.jp/en/ | Bldg. 2, 3F | - |
| I am having problems with the University's network, software, etc. and would like someone to help me | ICT Office *Check the "User Guide" of the ICT Office website for more information on network failures and troubleshooting https://ccweb.cc.sophia.ac.jp/en/ | Bldg. 2, 3F | - |

Student Life

| Concerns | Office | Location | Page |
|--|---|---|---------|
| I want to register or change my address, guarantor, or other personal information | Center for Academic Affairs (Academic Records Section) | Bldg. 2, 1F | p.28 |
| I would like to receive my Certificate of Attendance, my transcript, and various other certificates | Automated certificate issuing machine | Bldg. 2, 4F Mejiro Seibo Campus Bldg. 1, 1F) | p.23 |
| I want to know about tuition fee bills and payment deadlines | Center for Academic Affairs (Tuition and Fees) | Bldg. 2, 1F | p.25 |
| I want to know about scholarships | Center for Student Affairs | Bldg. 2, 1F | p.36 |
| There was a sudden change in my financial circumstances | Center for Student Affairs | Bldg. 2, 1F | p.36 |
| I want to receive advice on medical checkups and health care | Health and Wellbeing Center Health Services | Hoffmann Hall, 2F | p.19-21 |
| I was injured on campus (in class, at extracurricular activities) | Center for Student Affairs Health and Wellbeing Center Health Services *Students of the Nursing Department are advised to go to the Office of Mejiro Seibo Campus (Bldg. 1, 1F) | Bldg. 2, 1F Hoffmann Hall, 2F Office of Mejiro Seibo Campus (Bldg. 1, 1F) | p.19 |
| I want to talk with someone about my struggles | Counseling Services | Bldg. 10, 3F | p.21 |
| I want a referral to a hospital or clinic | Health and Wellbeing Center Health Services | Hoffmann Hall, 2F | p.19-21 |
| I want to call an ambulance on campus | Main Gate Guard Station Health and Wellbeing Center Health Services | Main Gate Hoffmann Hall, 2F | p.44 |
| I want to make photocopies on campus | - | Central Library, Bldg. 2, Hoffmann Hall, etc. | p.16 |
| I want information on Sophia Dormitories | Center for Student Affairs Sophia University WEB PILOTI >Housing>Sophia Dormitories | Bldg. 2, 1F | p.17 |
| I want to receive advice on apartments and condominiums | Sophia Campus Support Co., Ltd. | Bldg. 13, 2F | p.17 |
| I want to take on a part-time job | Center for Student Affairs | Bldg. 2, 1F | p.12 |
| I wish to use the nursery | Center for Student Affairs | Bldg. 2, 1F | p.12 |
| I want to learn about the Catholic Church, or participate in the Catholic Mass | Catholic Jesuit Center | Bldg. 2, 1F | p.12 |

| Concerns | Office | Location | Page |
|---|--|---|------|
| I want to use the illustration of Sophian-kun or University logo | Center for Student Affairs | Bldg. 2, 1F | p.12 |
| I have lost an item or picked up someone's misplaced belongings | Office of Environment and Facility Management Bureau of General Affairs Office of Mejiro Seibo Campus (Open 9:00–17:00 on weekdays. Inquiries by phone are not accepted. Please bring your ID to claim lost items. Please also note that items kept for one month will be discarded. If you have discovered lost items, please bring them to the Office of Environment and Facility Management Bureau of General Affairs or the Main Gate Guard Station) | Bldg. 2, 1F Main Gate Guard Station | p.12 |
| My belongings were stolen | Center for Student Affairs Office of Mejiro Seibo Campus (Bldg. 1, 1F) | Bldg. 2, 1F | p.43 |

Extracurricular Activities

| Concerns | Office | Location | Page |
|--|---|--------------|------|
| I want to know about campus student clubs and the ways to join | Center for Student Affairs Sophia University website > Campus Life > Student Support > Extracurricular Activities | Bldg. 2, 1F | p.38 |
| I want to know student club activity rules and campus facilities available to student clubs | Center for Student Affairs Sophia University website > Campus Life > Student Support > Extracurricular Activities | Bldg. 2, 1F | p.38 |
| I want to know about volunteer activities and the ways to participate | Center for Student Affairs | Bldg. 2, 1F | p.38 |
| I wish to go on a group tour. (A group of eight or more students led by a faculty member or staff are eligible for the railway student group discount at 50% off the basic fare ticket) | Center for Student Affairs *Students of the Nursing Department are advised to go to the Office of Mejiro Seibo Campus (Bldg. 1, 1F) | Bldg. 2, 1F | p.24 |
| I want to visit exhibitions in a museum at a free or discounted rate | Office for Community & Alumni Relations Sophia students who show their University IDs or apply through the dedicated website can use the following museums at a free or discounted rate: The National Museum of Art, Tokyo National Museum, National Museum of Nature and Science, Ancient Orient Museum, Suzumoto Engeijo (Hall), Kioi Hall (Classical music, Japanese traditional music), National Theatre, National Engei Hall and National Noh Theatre | Bldg. 13, 6F | - |

| Concerns | Office | Location | Page |
|---|---|-------------|------|
| I want to eat and drink at a discounted rate near the University | With your Student ID card, you can receive a 10% discount on your purchase at Saint Marc Café (Yotsuya Station) | - | - |
| I want to know about the Sophia Alumni Association | Alumni Association Office | Bldg. 6, 6F | - |

About Whistleblower Protection at Sophia School Corporation

Sophia School Corporation has established “Sophia School Corporation Whistleblowing Regulations” to properly address the issues of whistleblowing according to the following procedures.

The Purpose of the Whistleblowing System

The purpose of the System is to maintain the social confidence of Sophia School Corporation and to ensure fairness and equity in operational management through early discovery and correction of illegal acts pertaining to the operational management of the Corporation and the schools established by the Corporation. Injustice and improper conducts that violate the school regulations are also included.

The Scope of Whistleblowers

Not only the faculty and staff members at Sophia School Corporation, but also Sophia University students can blow the whistle on illegal acts.

Protection of Whistleblowers

Sophia School Corporation, following the Whistleblower Protection Act and any other relevant laws and regulations, promises that the Corporation shall not give a whistleblower who

is a Sophia University student disadvantageous treatment in the school.

Contents of Whistleblowing Reports

The contents of a whistleblowing report should be about any illegal act and the like pertaining to the operational management of Sophia School Corporation and the schools established by the Corporation that have occurred or is about to occur. However, the contents of a report should not be for any fraudulent purpose, such as obtaining fraudulent profits, causing damage to others, making false information, or slandering others.

Method of Whistleblowing Reports

The reporting office is located in the Audit Office (Kansa-shitsu) (Room #L-913, 9th floor of Central Library Building. 03-3238-4389). Whistleblowing reports can be made through: (1) direct interview or phone call; (2) documentation (any style); and (3) an email hotline (email address: koekitsuho110-co@sophia.ac.jp). Whistleblowers may choose to stay anonymous. The reporting office also accepts requests for consultations before and/or after reporting.

四谷キャンパス アクセシビリティマップ Yotsuya Campus Accessibility Map

2024年1月1日現在
As January 1st, 2024



- 守衛所
Guard Station
- ウェルネスセンター(健康支援)
Health and Wellbeing Center (Health Services)
- 購買
Campus Store
- 食堂
Restaurant
- カフェ
Cafeteria

- 祈りの部屋
Prayer Room
- 託児室
Nursery
- 自動販売機
Vending Machine(Universal Design)
- コピー機
Copier(Universal Design)

- AED(自動対外式除動器)
Automated External Defibrillator
- みんなのトイレ
Restroom for Everyone
- オムツ替え対応トイレ
Restroom with diaper changing table
- オストメイト対応トイレ
Ostomate Restroom

- 優先駐車場
Reserved Parking
- エスカレーター
Escalator
- エレベーター
Elevator
- 段差解消機
Wheelchair Lift

坂路 Hill スロープ Slope

※1号館、マシン・ホールにはエレベーターがございません。
※クラブ・ホール、パワーステーションⅢのエレベーターご利用の際は正門守衛所までお問い合わせください。
※段差解消機利用の際は守衛所までお問い合わせください(03-3238-3000)

みんなのトイレ
Restroom for Everyone

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03-3238-3525