

International Student Guide

Academic Calendar 2025

Spring Semester

April, 2025						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Apr. 1 (Tue) Start of spring semester
Apr. 5 (Sat) Start of spring semester classes

May, 2025						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

May. 5 (Mon) Children's Day (No classes)
May. 6 (Tue) Substitute Holiday (No classes)

June, 2025						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

July, 2025						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

July. 22 (Tue) End of spring semester classes
July.23 (Wed) - July.30 (Wed) spring semester examinations
July.31 (Thu) - Spare Day
«TBD» Completion ceremony
Supplementary class day

August, 2025						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Aug.1(Fri)-Sep .20(Sat) Summer vacation

	Course day
	No class
	Examinations
	Supplementary class day
	Spare day

Fall Semester

September, 2025						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

«TBD» spring semester grade announcement
«TBD» Welcome party
Sep.20(Sat) End of spring semester classes
Sep.21(Sun) Start of fall semester
Sep.21(Sun) Start of fall semester classes

October, 2025						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

November, 2025						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

«TBD» School festival
Nov.4 (Tue) - University Foundation Anniversary (No classes)

December, 2025						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Dec.24(Wed) - Substitute Class for Saturday
Dec.25(Thu) - Substitute Class for Monday
Dec. 26 (Fri) - Jan. 6 (Sun) Winter vacation

January, 2026						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Jan.7 (Wed) Restart of classes
Jan.12(Mon) Coming of Age Day (No classes)
Jan.20(Mon) End of fall semester classes
Jan.21(Tue) Supplementary class day
Jan.22(Thu) - Jan.29 (Thu) fall semester examinations
Jan.30 (Sat) Spare day
«TBD» Completion ceremony / Farewell party

※No classes will be held in February and March.
※Please be careful that in case you take graduate courses, academic calendar may differ from the above.

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Procedures during Your Stay in Japan

Status of Residence

Status of Residence

One's status of residence is a condition of stay categorized according to the activities that foreign nationals who enter and reside in Japan are allowed to engage in, which are set forth in laws and regulations. Foreign nationals must undergo immigration reviews in which their eligibility for certain categories of status of residence is determined. In principle, foreign nationals residing in Japan shall have a specific status of residence.

Most international students who have enrolled at Kansai University have been granted the status of residence of Student, which is the status of residence for those who engage in activities to receive an education at educational institutions such as universities in Japan.

Some types of status of residence prohibit activities related to the management of business involving income or activities for which one receives remuneration, in particular, work activities such as part-time jobs. The status of residence of Student falls into this category. However, if you obtain Permission to Engage in Activity Other Than That Permitted under the Status of Residence Previously Granted, you may engage in work activities under specified restrictions.

Period of Stay

One's period of stay is an authorized period during which foreign nationals who have been granted a status of residence may reside in Japan. In other words, until the expiration date of the period of stay for your status of residence, you may legally stay in Japan. In cases where a foreign national remains in Japan after the expiration date of his/her period of stay, such a stay constitutes illegal immigration, and in the worst case, he/she may be ordered to be deported from Japan.

The period of stay for the status of residence of Student is determined taking various factors including the number of years required to complete the relevant course of study, academic performance, and behavior of the students into consideration. If your academic performance or behavior is poor, the period of stay may be shortened, or an extension of your period of stay may be refused. You should focus on your studies in your student life, and careful consideration should be given to each of your other activities.

Residence Card

Residence cards shall be issued to foreign nationals who are granted permission to stay for a period of more than three months.

On the front of the residence card, the holder's status of residence, the period of stay, the date of expiration for the period of stay, and other information are noted in addition to the holder's name, date of birth, gender, nationality/region, and address. As mentioned above, if foreign nationals remain in Japan after the expiration date of the period of stay, they are considered illegal immigrants. Therefore, pay special attention to the expiration date of the period of stay.

In addition, Even if there is remaining duration on the residence card, exchange students and JLC students must return to their home country by the end of the semester in which they complete their studies. (Spring semester: September 20th, Autumn semester: March 31st)

(Front of residence card)



日本国政府 在留カード 番号 AB12345678CD
GOVERNMENT OF JAPAN RESIDENCE CARD No.
氏名 TURNER ELIZABETH
NAME
生年月日 1985年12月31日 性別 女 F. 国籍・地域 米国
DATE OF BIRTH Y M D SEX NATIONALITY/REGION
住所地 東京都千代田区霞が関1丁目1番1号霞が関 Heights 202号
ADDRESS
在留資格 留学
STATUS College Student
就労制限の有無 就労不可
在留期間(満了日) 4年3月(2018年10月20日)
PERIOD OF STAY (DATE OF EXPIRATION) Y M D
許可の種類 在留期間更新許可(東京入国管理局長) MOJ
許可年月日 2014年06月10日 交付年月日 2014年06月10日
このカードは 2018年10月20日まで有効 です。 法務大臣

(Back of residence card)



居住地記載欄		
届出年月日	居住地	記載者印
2014年12月1日	東京都港区港南5丁目5番30号	東京都港区長

資格外活動許可欄	在留期間更新等許可申請欄
許可: 原則週28時間以内・風俗営業等の従事を除く	在留資格変更許可申請中

* Quoted from the Immigration Bureau's website

The back of the residence card includes a record of address changes in the event you change your place of residence, a section to be stamped when you acquire permission to engage in activities other than those permitted under the status of residence originally granted, and a section to be stamped to indicate that an application for the extension of period of stay is under examination.

It should be noted that foreign nationals for whom residence cards have been issued are legally obliged to carry the cards with them. You could be punished for failure to always carry your residence card.

Procedures Regarding Residence Status at the University

Kansai University manages international students' status of residence, registration at the university and activities other than those permitted under their residence status, pursuant to Article 19 (17) of the Immigration Control and Refugee Recognition Act and the Notice on Appropriate Acceptance and Registration Management of International Students from the Ministry of Education, Culture, Sports, Science and Technology.

International students must go through the following procedures (1) ~ (2).

(1) Report on residence status (residence card registration)

Please submit the following documents (JPEG or PNG) via the university website (see P3) upon enrolling in university or after completing procedures for residence.

[Upon enrolling in university]

1. Front of residence card
2. Back of residence card
3. Passport * Page with head shot

[After completing procedures for residence]

1. Front of residence card
2. Back of residence card

(2) Report on activities other than those permitted under the residence status (part-time jobs, etc.)

Please submit detailed information regarding part-time jobs, such as the place of work and total working hours per week via the university website (see P3).

You must submit a report via the university website (see P3) whenever you start a part-time job or when there is a change in your part-time job information.

Website URL for document submission: <https://dia.jm.kansai-u.ac.jp/rgstr/>

* User ID and password issued by the IT Center are required.

* Can also be accessed from the Division of International Affairs website.





Notifications related to your place of residence

Upon entry into the country

Foreign nationals must establish a place of residence within 90 days of their entry into Japan and notify the municipal office of their address within 14 days of deciding on a place to settle down (excluding those granted permission to stay for three months or less and those granted Temporary Visitor status).

Required documents:

- Transference notification (available at municipal offices)
- Residence card, or passport with a written statement that a residence card is to be issued later

Upon moving out of the municipality (including the case of returning to your country after graduation, or for any other reason)

Please submit a moving-out notification to the municipal office of the municipality of your residence. In case you move to another municipality in Japan, we recommend that you obtain a certificate of moving out at the same time.

Upon changing addresses

When foreign nationals move and change their place of residence, they must submit a notification to the municipal office for their new address within 14 days of moving into the new residence. The

procedures vary depending on whether you move within the same municipality or out of the municipality.

The required documents for notification are as follows:

(1) Relocation within the same municipality

Required documents:

- Notification of Change of Address (available at municipal offices)
- Residence card

(2) Relocation to another municipality

Required documents:

- Transference notification (available at the municipal office of the municipality you move in)
- Certificate of Moving-out
- Residence card

National Health Insurance

The National Health Insurance system allows insured persons to access medical treatment by paying a portion of any medical fees (co-payment) in case they should get sick or injured while they reside in Japan. Foreign nationals who are granted permission to stay for a period of more than three months are obliged to enroll in the National Health Insurance system. After enrollment procedures are completed, a “National Health Insurance Eligibility Verification Certificate” (hereinafter referred to as an “Insurance Certificate”) shall be issued. By presenting your Insurance Certificate at the reception counter at a medical institution, you are eligible to receive medical treatment with 30 percent of the total medical costs as your patient copayment. Please be sure to carry your Insurance Certificate as well as your residence card with you at all times.

How to enroll in National Health Insurance

Go through the procedures for enrolling in the National Health Insurance system at the city office that is located in the municipality where you live. The required documents for enrollment are as follows:

- Residence Card (with a registered address)
- Passport
- * Additional documents may be required.

Insurance Premiums

It is absolutely required to pay your insurance premiums. Using the bill that is delivered to your residence, please pay your premium at a convenience store, bank or post office. The premium is determined from your income for the previous year. For more details, please ask at the city office of your municipality.

Procedures when relocating

(1) Relocation within the same municipality

After you notify the municipal office that is located in the municipality where you live of your change of address, a new Insurance Certificate shall be sent to you. Please return your old Insurance Certificate to the municipal office immediately after receiving the new Insurance Certificate.

(2) Relocation to another municipality

When you provide notification of your scheduled date for moving out at the counter dealing with insurance at the municipal office to which you are submitting notification of relocation, an expiry date shall be stamped on the back of your Insurance Certificate. A new Insurance Certificate shall be delivered to the address to which you are to move. Please return your old Insurance Certificate to the local municipal office immediately after receiving the new card.

Withdrawal procedures

Please complete withdrawal procedures at the municipal office before you return to your home country due to graduation or employment there. You can use your Insurance Certificate until the date of departure, because the expiration date is set for the date of departure during the withdrawal procedure. (You may be required to return your Insurance Certificate in some municipalities.) You also need to settle any premium payments. The required documents for withdrawal are as follows:

- Residence Card
- Passport
- Insurance Certificate
- * Additional documents may be required.

National Pension

The National Pension system is a public pension system that all registered residents in Japan who are aged between 20 and 59 have to participate in, and from which they will be able to receive their pensions in the future. Upon providing the notification of a place of residence, it is compulsory to join the National Pension system. By enrolling in the National Pension system, you can receive disability pension benefits if you become ill or are involved in an accident while in Japan and are left with a certain degree of disability. As a general rule, when you join the National Pension, you are required to pay insurance premiums. However, by completing the necessary procedures, you may be exempt from paying these premiums. Information about the procedures for enrolling in the National Pension, as well as the procedures for exemption from insurance premiums or deferment of payment, will be provided by the university at a later date.

My Number System

About the My Number System

The My Number System is a 12 digit number that is given to all residents of Japan and it is used for insurance, tax etc. The My Number System is a fundamental system that increases transparency and convenience for a fair and open society.

Foreigners with medium to long residential status will also be supplied with a My Number.

My Number Notification

A short while after registering as a resident, a Personal Number (My Number) notification document will be delivered to your registered address via registered mail. Since the registration for the Personal number (My Number) is completed once you register as a resident, there are no extra procedures necessary.

There is no expiration date for the notification document. Please keep it in a safe place and do not throw it away. For people who were given a Personal number (My Number) on May 24, 2022 or earlier, notification cards have already been sent.

Although Personal number (My Number) notification documents and cards contain your Personal number (My Number), name, birthday, etc., there is no photograph and therefore it cannot be used as ID.

*The issuance of notification cards was abolished on May 25, 2020.

About the Personal Number Card (My Number Card)

The My Number Card is a plastic card with a facial picture that can be received if you apply (the application is optional).

Along with using the My Number Card as an ID, the IC chip located on the card can also be used to access various governmental services (vary by municipality).

Please be warned that even after getting a My Number Card, you must continue to keep your Resident Card on your person at all times.

Where to use the My Number

As a student, My Number can be used in the following situations:

- (1) When Moving
- (2) Doing a part-time job
- (3) Using the bank or post office
- (4) For insurance forms *When applying and using My Number Health Insurance Card
- (5) For tax forms

There are other instances where your My Number can be used so take care to maintain your notification card and personal number card.

The Personal number (My Number) notification document cannot be used as proof of your Personal number (My Number) or as ID. When you need a document to prove your Personal number (My Number), you must show your Personal number (My Number) Card, a copy of your Residence Certificate or a Certificate of Items Stated in Resident Register.

Points of Caution Relating to My Number

- (1) In the event that the information listed on your notification card and personal number card change, please notify the city office. (There is no need to register the Personal number (My Number) notification document.)
- (2) My Number is extremely important personal information. In the event that the information leaks to another party, there may be illicit use of your number. Please be cautious of unknown calls and also be cautious of people asking to see your My Number card.
- (3) Taking or utilizing another person's My Number is punishable by law, even between friends, so be cautious about exchange of this information.

Procedure upon Return to Your Home Country

When your registration as a resident in Japan comes to an end, it is necessary to return your notification card and personal number card to the city office. (There is no need to return the Personal number (My Number) notification document.) The card will be stamped with a seal that indicates its expiry but, even after returning to your country, you may need to use the information on the card to clarify certain information (tax etc.) so please take care of the card.

Information about My Number

- About the Personal number (My Number) system

0120-0178-26 (toll-free number)

Languages: English, Chinese, Korean, Spanish, Portuguese, Vietnamese, Thai, Indonesian, Tagalog, Nepali

Weekdays: 9:30am ~ 8:00pm

Sat., Sun. and National holidays: 9:30am ~ 5:30pm (excl. year-end / New Year Holidays)

- About the Personal number (My Number) Card, Personal number (My Number) notification document and notification card

Suspension of use of the Personal number (My Number) Card due to loss or theft:

0120-0178-27 (toll-free number)

Languages: English, Chinese, Korean, Spanish, Portuguese (8:00am~8:00pm)

Thai, Nepali, Indonesia, Vietnamese, Tagalog (9:00am ~ 6:00pm)

*In the event of loss or theft of a My Number Card or a smartphone equipped with an electronic certificate, a temporary suspension of use can be requested 24 hours a day, 365 days a year.

*Japanese toll-free number: 0120-95-0178

●More information about My Number here

Digital Agency URL: HP : <https://www.digital.go.jp/policies/mynumber/>

J-LIS URL: <https://www.kojinbango-card.go.jp>

Personal number (My Number) notification document

個人番号通知書
個人番号 0123 4567 8901
氏名 番号 花子
生年月日 令和 2年 6月 1日

○ 本通知書はあなたの個人番号(マイナンバー)をお知らせするためのものです。
○ 本通知書は「マイナンバー」を証明する書類や「身分証明書」としては利用できません。「マイナンバー」を証明する書類は、別途発行されます。マイナンバーカードもご用意いただくか、マイナンバー入りの印(貼紙)または住民票記載事項証明書をご提出ください。
○ 本通知書の再発行は行いません。

マイナンバーの申請について

○ マイナンバーカードの申請は、マイナンバーカードの申請書とマイナンバーカードの申請用写真(顔写真)を提出する必要があります。申請用写真の提出は、マイナンバーカードの申請と同時に、マイナンバーカードの申請用写真の提出が必要です。
○ 申請用写真の提出は、マイナンバーカードの申請と同時に、マイナンバーカードの申請用写真の提出が必要です。
○ マイナンバーカードの受け取りには本人確認が必要です。申請時に本人確認を行う場合には、本通知書を提出することで、本人確認が完了する場合があります。マイナンバーカードの申請に関する詳細については、関係のパンフレットまたはマイナンバーカードの申請書をご覧ください。 (<https://www.kojinbango-card.go.jp/>) をご覧ください。

お問い合わせ先: 0120-95-0178
(マイナンバー総合フリーダイヤル)
受付時間: 9時～19時
(土曜・日曜・祝日も受付)

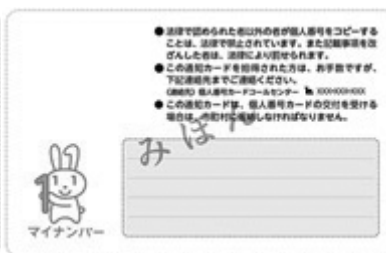
マイナンバーカードの申請用写真の提出は、マイナンバーカードの申請と同時に、マイナンバーカードの申請用写真の提出が必要です。

Notification Card

(Front of card)



(Back of card)



Personal Number Card (My Number Card)

(Front of card)



(Back of card)



Access to the closest City Office from each Campus

【Senriyama Campus】

Suita City Office – Main Office

Address: 1-3-40 Izumicho, Suita City, Osaka

Phone: 06-6384-1231 (Front Desk)

Office Hours: 9:00AM to 5:30PM

*From 12:00PM to 12:45PM is lunchtime, but certain departments maintain operations during this time. Please ask the respective staff for more information.

Closed: Saturdays, Sundays, Holidays, End of Year Period (December 29 to January 3)

*There are some service counters that also accept inquiries on weekends. However, the available services are limited. Contact the office directly for details.

Senri Branch Office

Address: Senri New Town Plaza 1F, 1-2-1 Tsukumodai, Suita City, Osaka

Phone: 06-6871-0227

Office Hours: 9:00AM to 5:30PM

Closed: Saturdays, Sundays, Holidays, End of Year Period (December 29 to January 3)

Procedures for residence

Permission to Engage in Activity Other Than That Permitted under the Status of Residence Previously Granted

The status of residence of Student must be acquired for the purpose of engaging in learning and research activities, and in principle, international students are not allowed to engage in activities for which they receive remuneration or work related to the management of a business involving income. However, international students who have acquired permission to engage in activities other than those permitted under their status of residence in advance are allowed to engage in the work and activities mentioned above.

In cases where international students engage in work including part-time jobs without acquiring such permission or in cases where international students engage in work including part-time jobs exceeding the scope of their permission, this constitutes a violation of the law, and such international students are likely to become unable to receive an extension of period of stay and to suffer disadvantages such as compulsory deportation.

International students can apply for such permission at any time, but it is necessary to acquire permission before engaging in work including part-time jobs.

* It is not necessary to receive such permission in some cases, in the event that international students engage in some activities in which, based on contracts with Kansai University, they assist

in education or research while receiving remuneration, such as serving as teaching assistants (TAs). Contact the Division of International Affairs for further information.

(1) Required documents

- i Application for Permission to Engage in Activity Other Than That Permitted Under the Status of Residence Previously Granted
 - * The application form can be obtained from the Regional Immigration Bureau or can be downloaded from the website of the Ministry of Justice.
- ii Passport
- iii Residence card

(2) Application review period

The standard review period shall be two weeks to two months. Applicants who are to engage in work including part-time jobs must file applications as early as possible.

(3) Results of application review

Bring your passport and residence card to the Immigration Bureau, District Immigration Office, or Immigration Branch Office where you applied by the date designated when you applied. In addition, no fees need to be paid.

(4) Points to note

- When international students receive permission to engage in activities other than those permitted under their status of residence, they can engage in part-time jobs for up to 28 hours a week. However, they can engage in part-time jobs for up to eight hours a day (up to 40 hours a week) during the vacations that Kansai University specifies in its university regulations. See academic calendar year for information on vacations.
- The limitation to 28 hours for part-time jobs must be satisfied regardless of which day the hour count starts.
- There are some part-time jobs that international students are not allowed to engage in under the Permission to Engage in Activity Other Than That Permitted under the Status of Residence Previously Granted. For example, they are not allowed to engage in part-time jobs in the entertainment and amusement businesses, or at establishments engaged in entertainment and amusement related businesses. International students are not allowed to engage in cleaning or dishwashing at such establishments because such establishments themselves are places inappropriate for them.

Re-entry procedure

Special re-entry permission (cases where the period of stay in foreign countries is one year or less)

In cases where you temporarily leave Japan (for one year or less), make sure to acquire special re-entry permission. You can acquire such special re-entry permission by checking “I am leaving Japan temporarily and will return.” on the Embarkation Card for Reentrant (ED Card for Special Re-entry Permit), and by presenting this card to an inspector at a departure inspection counter in the airport when departing from Japan.

If you depart from Japan without receiving the special re-entry permission, you will lose your status of residence and will become unable to re-enter Japan.

The period of validity for special re-entry permits is one year from the date of departure from Japan. Therefore, unless you return to Japan within one year, you will become unable to re-enter Japan. Also, in cases where the expiration date for your period of stay is within one year from the date of departure from Japan, the period of validity for special re-entry permits shall be until the expiration date for your period of stay.

- (1) Required documents
 - ED Card for Special Re-entry Permit
 - Residence card
 - Passport
- (2) Fees: None

Access to the Regional Immigration Bureau

Procedures related to one's status of residence can be carried out at the competent Regional Immigration Bureaus, District Immigration Offices, and Immigration Branch Offices.

Osaka Regional Immigration Bureau

Area of jurisdiction	Osaka, Hyogo, Kyoto, Shiga, Nara, and Wakayama Prefectures
Address	1-29-53 Nanko Kita, Suminoe-ku, Osaka City, Osaka 559-0034 * One minute's walk from Cosmosquare Station on the Osaka Metro's Chuo Line
Tel	0570-064259
Office hours	9:00AM to 4:00PM (Except Saturdays, Sundays, and national holidays)

Q&A Regarding Status of Residence

● Part-time jobs

Q: Are there any requirements that I should meet in order to acquire permission to engage in activities other than those permitted under my status of residence?

A: To acquire permission to engage in activities other than those permitted under your status of residence, international students must meet the following requirements.

- 1 Engagement in part-time jobs should not adversely affect students' studies.
- 2 Students are to engage in part-time jobs for the purpose of defraying necessary expenses including school expenses, rather than for the purpose of saving money or sending money to students' family members.
- 3 Students are to engage in part-time jobs at establishments other than those engaged in the amusement business or those engaged in amusement related businesses.
- 4 Students are to engage in part-time jobs for no more than 28 hours a week (up to eight hours a day during the vacations specified in university regulations).
- 5 Students are to engage in part-time jobs only while they are enrolled at Kansai University.

Q: What will happen if I engage in part-time jobs without acquiring permission to engage in activities other than those permitted under my status of residence?

A: You may be subject to punishment or deportation from Japan. When you engage in part-time jobs, make sure to acquire permission to engage in activities other than those permitted under your status of residence in advance.

● Inviting family members to Japan

Q: I'm thinking of bringing my family members to Japan during summer vacation. What should I do?

A: In cases where your family members do not live in a country for which Japan has arranged the exemption of short-term stay visas, they need to apply for the issuance of short-term stay visas at a Japanese diplomatic mission abroad even if they are going to stay temporarily in Japan. In this case, you need to prepare the documents necessary for applications for the issuance of visas and send them to your family members in your home country.

Visit the website of the Ministry of Foreign Affairs

(<https://www.mofa.go.jp/mofaj/toko/visa/>) for more information.

● Others

Q: As my period of study in Japan has ended, I'm going to return to my home country. What should I do with my residence card?


A: If your period of study in Japan ends and you are going to return to your home country, return

your residence card at the time of departure inspection at an airport. When returning the card, a hole will be punched on the residence card, and the invalidated residence card will be returned to the individual.

Student Life

Basic Knowledge of Student Life

Issuance of various certificates

Certificate	Service Support Counter
Certificate of Enrollment	Website for exchange students 
Certificate of Academic Record	
Certificate of Completion	
Certificate of Scholarship	
Student ID Card (in case of reissuance)	Division of International Affairs

Student Identification (ID) Card / Certificate of Enrollment

Your student ID card / Certificate of Enrollment certify your status as a student at Kansai University as well as serving as certificates of student commuter status for major transportation services in the surrounding areas. The card/certificate are also required when you use libraries. Thus, the card/certificate are important for student life, so handle them with care. Be sure to carry both your student ID card and Certificate of Enrollment at all times and show them in the following cases.

1. When taking regular examinations and achievement level checks (written checks of academic ability)
 2. When requested by a staff member at Kansai University (including security personnel at night)
 3. When applying for the issuance of various certificates
 4. When purchasing a student commuter pass or a student discount ticket and when requested by a staff member when on trains or other transportation with the pass or ticket you have bought.
- * Your student ID card / Certificate of Enrollment must be neither lent nor transferred to others.

[Dealing with loss / damage]

In case of loss / damage to your student ID card / Certificate of Enrollment, immediately apply for a reissuance from the following link.

<https://www.kansai-u.ac.jp/Kokusai/current/form/index.php>

Purchase of a Student Commuter Pass

When purchasing a student commuter pass, fill out the required information on the application form provided at the commuter pass sales office and present your “student ID” and “Certificate of Enrollment (double as memorandum of student commuter pass issuance),” which is an equivalent to a certificates of student commuter status.

* When renewing commuter passes within the same academic year, you may purchase a new pass from a commuter pass-issuing machine.

- Points to note when purchasing a student commuter pass

- i You may purchase a student commuter pass only for your commuting route.
Your “commuting route” is the shortest route between your current registered address and the University campus. If you want to change your commuting route, notify Division of International Affairs office.
- ii You are not allowed to purchase a commuter pass to travel for such purposes as participating in club activities or a part-time job.
- iii Students must not illegally purchase a student commuter pass by providing false information to the University or misuse, or by transferring it to others.

Class Time Table

Period	Class time	Period	Class time
1st period	9:00AM - 10:30AM	5th period	4:20PM - 5:50PM
2nd period	10:40AM - 12:10PM	6th period	6:00PM - 7:30PM
3rd period	1:00PM - 2:30PM	7th period	7:40PM - 9:10PM
4th period	2:40PM - 4:10PM		

- University holidays / class cancellations

As for university events and other scheduled matters including summer and winter holidays, do not fail to refer to the annual event schedule for each academic year (academic year calendar) which is created annually and posted on the Information System and the university website (<http://www.kansai-u.ac.jp/>). Information on the cancellation of classes due to personal reasons pertaining to the teachers in charge shall be posted on the Information System.

Measures regarding classes in case of a natural disaster

In the event of a natural disaster, the handling of class cancellations— the cancellation of classes (including remote classes. Same as below), prohibition of entrance into campuses, reduction of class times and postponement of regular examinations— shall be as follows.

If a natural disaster occurs during class time, classes will be discontinued and class hours will be shortened. * “Natural disaster” means a disaster caused by an earthquake, a tsunami, a storm, heavy rain, a flood, heavy snow, or the like that causes serious damage to the areas where campuses are located.

1. The criteria for class cancellations are as follows.

(1) Earthquake, tsunami, etc.

- a. When an earthquake with a seismic intensity of 5 or higher occurs in the Osaka metropolitan area and there is concern that serious damage will occur.
- b. When a large tsunami warning is announced in the Osaka metropolitan area, and there is concern about damage caused by the tsunami.
- c. When there is other damage to the facilities on campus that makes it difficult to continue classes due to earthquakes or tsunamis.

(2) Heavy rain, storm, etc.

- a. When an emergency warning for heavy rain, a storm, a snowstorm, or heavy snow is announced in Osaka Prefecture.
- b. When a storm warning is announced to any of the municipalities in Osaka Prefecture.
- c. When a large-scale typhoon or heavy rain is expected to hit Osaka Prefecture between the early morning and the evening of the next day according to the forecast of the Japan Meteorological Agency.

(3) Other

- a. When a railway company announces the suspension of operations or planned suspension of operations due to a natural disaster on any of the railway lines (sections) listed in Appended Table 1 for each campus, due to a natural disaster.
- b. When any of the mayors of Osaka City, Suita City, Takatsuki City or Sakai City has instructed the residents of an area that includes the location of a campus to evacuate.

2. Measures such as class cancellations are as follows.

The table below shows the necessary measures related to the issuance of warnings and the suspension or planned suspension of railway lines (sections).

Warning issuance and public transportation status	Measure
Lifted and resumed by 6:00 AM	Start as usual.
Lifted and resumed by 10:00 AM	Start from 3rd period.
Lifted and resumed by 1:00 PM	Start from 6th period.
Lifted and resumed after 1:00 PM	No classes to be held.

- In cases where any transportation service is temporarily canceled due to accidents or other causes within the designated transportation service areas, the University shall not be closed.
- Classes on Umeda Campus may be canceled due to special circumstances.

3. Notification of cancellation of classes and the like is as follows.

Information on the cancellation, etc., of classes and on the restarting of classes will be promptly issued via the Kansai University website and the information system. In addition, if any of the following applies, then the notification of the cancellation of classes, etc. will be issued during the previous day.

- (1) If a large-scale typhoon or heavy rain is expected to hit Osaka Prefecture between the early morning and the evening of the next day according to forecasts by the Japan Meteorological Agency or the like, we will make sure to inform you, aiming to do so by 10:00 PM the day before.
- (2) If a railway company announces that the planned suspension of operation of any railway lines (sections) specified in Appended Table 1 will be implemented from the next day, we will make sure to inform you, aiming to do so by 10:00 PM the day before.

4. Regardless of the above, notification of the handling of the cancellation of classes, etc., will be provided separately on the Kansai University website and information system.

5. If you are unable to attend classes due to the suspension of public transportation on your commuting route or the occurrence of a natural disaster at your place of residence when no measures such as cancellation of classes due to natural disasters are taken, it is possible to ask for an absence report issuance by notifying an absence report issuance counter of this fact with a certificate issued by a transportation company, the announcement of an emergency warning, or the like.

Appended Table 1: Railway lines (sections) and associated information

Senriyama Campus ※Including Minami-Senri International Plaza	<ul style="list-style-type: none"> • JR Tokaido Main Line (Kyoto - Kobe) • Hankyu Senri Line (Tenjimbashisuji 6-chome – Kita-senri), Kyoto Line (Juso – Kyoto-kawaramachi), Kobe Line (Osaka-umeda – Kobe-sannomiya)
Takatsuki Campus	<ul style="list-style-type: none"> • Takatsuki City Bus (JR Takatsuki North – Kansai Univ., JR Tonda – Kansai Univ.) • JR Tokaido Main Line (Kyoto – Kobe) • Hankyu Kyoto Line (Juso – Kyoto-kawaramachi), Kobe Line (Osaka-umeda – Kobe-sannomiya)
Takatsuki Muse Campus	<ul style="list-style-type: none"> • JR Tokaido Main Line (Kyoto - Kobe) • Hankyu Kyoto Line (Juso – Kyoto-kawaramachi), Kobe Line (Osaka-umeda – Kobe-sannomiya)
Sakai Campus	<ul style="list-style-type: none"> • Nankai Koya Line (Namba – Sakai-higashi) • Osaka Metro Sakaisuji Line (Tenjimbashisuji 6-chome – Tengachaya) • Hankyu Senri Line (Tenjimbashisuji 6-chome – Kandai-mae)
Umeda Campus	<ul style="list-style-type: none"> • JR Tokaido Main Line (Kyoto - Kobe) • Hankyu Senri Line (Tenjimbashisuji 6-chome - Kita-senri), Kyoto Line (Juso – Kyoto-kawaramachi), Kobe Line (Osaka-umeda – Kobe-sannomiya) • Osaka Metro Sakaisuji Line (Tenjimbashisuji 6-chome – Tengachaya), Midosuji Line (Shin-Osaka – Tennoji)

Dealing with lost and found property

If you lose or find property on the university campus, immediately follow the procedures at the nearest service support counter in each campus.

●Service support counters

Senriyama Campus	Suita Mirai Campus	Takatsuki Campus	Takatsuki Muse Campus	Sakai Campus
Class Support Station University Library Central Gym Office Student Support Division Sports Promotion Division IT Center Career Center	Suita Mirai Campus Office	Takatsuki Campus Office	Muse Office	Sakai Campus Office

Note:

*(1)Bring your student ID card or documents that identify you to claim your lost property.

*(2) Found property shall be kept for three months from the date it is delivered to a service support counter.

- Lost property

Submit a “Lost Property Report” to a service support counter. This report will be valid for three months from the date of submission.

- If you lose your student ID

→ Go through reissuance procedures at the Division of International Affairs.

- If you lose your cash card, credit card, etc.

→ Contact the bank, credit card company, or other financial institution to perform procedures such as suspension of use.

- Found property

If you find property including goods or cash, please take it to a service support counter. Note that property is stored for three months pursuant to the Lost Property Act, and stored property shall be disposed of after that storage period.

- Lost and found

On the Senriyama Campus, found property is kept for a period of two weeks at the service support counter to which the property is brought. If no one claims the found items during that period, they are gathered in a place called the “lost and found”. Be sure to visit that place when looking for lost items. However, as for found property clearly bearing the owner’s name and registration number, the University shall contact the corresponding owner.

[Service hours] Mon, Tue, Thu and Fri. 1:00 PM to 7:00 PM

Wed 1:00 PM to 6:00 PM Sat 1:00 PM to 5:00 PM

(During hours other than those specified above, please contact the Student Support Group.)

- Be careful not to leave behind your belongings or have them stolen

Thefts frequently occur on campus. Be sure to carry your cash and valuables with you.

- Never leave your bag in the library, gymnasium, dining room, restroom, or the like.
- When using club rooms for extracurricular activities, meeting rooms, and changing room lockers, be sure to lock them securely, and be careful when handling valuables.
- Use two or more locks on your bicycle, or use a U-shaped lock or a thick cable lock to take theft prevention measures

- Reporting theft

Notify a service support counter on any campus if you had your belongings stolen on the University campus.

- Procedures for re-issuance of various documents due to loss/theft

- Damage/loss/theft of your Student ID Card

Immediately come to the Division of International Affairs and go through procedures of reissuance.

- Loss/theft of your ATM cards / credit cards, etc.

Contact your bank, credit card company or other financial institution to suspend your card and follow the procedure for the re-issuance of the card and related procedures.

- Loss/theft of your passport or residence card

Submit a lost property report or a theft report to the police and receive a certificate of loss/theft issued by the police. After that, in the case of a passport, bring the certificate of loss/theft to the embassy or consulate of your country and follow the procedure for re-issuance. In the case of a residence card, within 14 days of the date that you become aware of the loss/theft, bring the certificate of loss/theft, your passport, and photographs of your face to the Regional Immigration Bureau, and follow the procedure for re-issuance. Report your status of residence to the Division of International Affairs on its website as soon as the residence card is re-issued. (See Page 3)

- Loss/theft of your National Health Insurance Card

Submit a lost property report or a theft report to the police and receive a certificate of loss/theft issued by the police.

After that, apply for the re-issuance of your card at the municipal office. You need identifying documents that can verify your Individual Number and identity such as your residence card, and your personal seal (if you have one).

Commuting to campus

- Commuting by car, motorcycle/moped and motorized bicycle (including electric kickboard) is completely prohibited.

Kansai University prohibits students from commuting by car or motorcycle/moped and motorized bicycle (including electric kickboard).

- Park your bicycle in a designated parking lot

In order to maintain and improve the educational environment of the campuses, parking lots designated for bicycles have been built on each campus.

When you commute to the University by bicycle, always use a designated parking lot.

- Purchase of bicycles

You have to register for crime prevention for bicycles when purchasing a bicycle. According to the Osaka Prefecture Bicycle Regulations, those who use bicycles in Osaka Prefecture are obliged to enroll in bicycle insurance. In bicycle accidents, you may not just get injured, but also you may injure others and you may be required to pay hefty compensation for damages. Be sure to enroll in insurance. (See Page 23-24)

- Theft of bicycles

Recently on campus, bicycle theft has been frequently occurring. In order to avoid bicycle theft, make sure to lock your bicycle at a designated parking lot. If your bicycle is stolen, notify a nearby police station. If your stolen bicycle is found, you will be contacted by the police. Put your name and address on your bicycle.

If someone steals a bicycle, she/he shall be punished for the crime of theft (punishable by imprisonment with work for not more than ten years) or the crime of embezzlement of lost property (punishable by imprisonment with work for not more than one year or a fine of not more than 100,000 yen).

If there is a bicycle left out, it might have been stolen and abandoned by someone. In case a theft report was filed, you may be involved in trouble if you ride the bicycle. You should not, therefore, pick up any abandoned bicycle.

- Stop illegal and nuisance bicycle parking around the University campuses!!

In the areas surrounding the University, illegal and nuisance bicycle parking continues to annoy people, from whom we have received many complaints every day. Illegally parked bicycles and motorcycles/mopeds can be very dangerous as they may block traffic or even cause accidents. Never engage in illegal or nuisance bicycle parking, in order for all of us live without accidents or discomfort.

Maintaining Health

Medical Center

At the Senriyama Campus Medical Center, in continued good health of students and teachers, consulting, health management and first aid are offered. Furthermore, each campus has its own infirmary.

● Hours of Operation

Campus	Senriyama Campus	Suita Mirai Campus	Takatsuki Campus	Takatsuki MuseCampus	Sakai Campus
Service Counter	Medical Center(Office)	Health Room	Health Room	Muse Health Center	Health Room
	Kansai University Medical Center				
Business Hours	[Medical Center(Office)] Mon-Fri 9:00 AM to 7:00 PM Sat 9:00 AM to 5:00 PM	Mon-Fri 9:00 AM to 5:00 PM			
	[Kansai University Medical Center] Mon-Fri 9:30 AM to 12:00 PM and 1:30 PM to 3:30 PM				
Location	SHIN-KANSAIDAIGAKU-KAIKAN North Bldg. 4F	South Wing 2F	K Bldg. North 1F	West Bldg. 9F	A Bldg. 1F
Contact	06-6368-1175	06-6155-5348	072-690-2170	072-684-4120	072-229-5090

*Business hours may change due to spring, summer and winter vacations.

First Aid

We offer first aid for sudden injury or certain onset sicknesses.

Clinical Practice

Limited to Kansai University Medical Center (Senriyama Campus), daily sicknesses like common cold or stomachaches can also be treated. Also, at the Medical Center, because it is a hospital branch, health checkups are also available, so please present your insurance card when you receive services.

Hospital Information in multiple languages

When looking for a hospital or dentist that can provide services in English or other languages, please use the following website.

Osaka Medical Net for Foreigners

<https://www.mfis.pref.osaka.jp/omfo>

Multi-language Medical Diagnosis System

For students unsure if they can explain their physical situation in Japanese, the following website provides multi-language self-diagnosis tools.

We recommend that you print out the interview results to bring to the hospital.

Multilingual Medical Questionnaire <http://www.kifjp.org/medical/>

Personal Accident Insurance for Students Pursuing Education and Research

Kansai University is collectively enrolled in Personal Accident Insurance for Students Pursuing Education and Research for all students to be eligible for an insurance scheme in cases where students suffer injuries caused by unexpected disasters and accidents while pursuing education and research activities.

Description of “While Pursuing Education and Research Activities”

During class	During lectures, experiments, labs, exercise or practical skill education; also, any time while under instruction by a faculty member.
During School Activities	During events held by the university, orientation, entrance ceremony, graduation ceremony and other events that are part of the school education.
Extracurricular activities	During activities that have permission from the university including club activities, circles and group meetings that purport sport or culture.
On campus for reasons other than the above	During times when you are on the campus or in a facility that the campus maintains. Primarily during recess or time out of class.

Handling Office (Where to fill out insurance forms)

Situation at the time of Accident	During class (during lecture etc.) During school activities (Entrance ceremony, graduation ceremony etc.) Recess on Campus	During extracurricular activities (School sponsored group events other than sport events) During school activities (School festival etc.)	During extracurricular activities (Sport events)
Campus			
Senriyama Campus	Center for Academic Affairs (General Affairs Reception)	Student Support Division	Sports Promotion Division
Suita Mirai Campus	Suita Mirai Campus Office		
Takatsuki Campus	Takatsuki Campus Office		
Takatsuki Muse Campus	Muse Office		
Sakai Campus	Sakai Campus Office		

*In the event of an accident outside of the abovementioned chart, please contact a separate insurance office.

Description of the Insurance

Applicable case Type of benefit	During regular curriculum activities and school events	During recess on campus and extracurricular activities
Death benefits	12,000,000 yen	6,000,000 yen
Disability benefits	720,000 yen to 18,000,000 yen depending on the severity	360,000 yen to 9,000,000 yen depending on the severity
Medical benefits	3,000 yen to 300,000 yen Applicable from the first day of treatment and depending on the number of days required for the treatment	• 6,000 to 300,000 yen Applicable from the fourth day of treatment and depending on the number of days required for the treatment (during a break on campus) • 30,000 yen to 300,000 yen Applicable from the 14th day of treatment and depending on the number of days required for the treatment (During extracurricular activities)
	(Additional hospitalization coverage) 4,000 yen per day hospitalized. *Up to 180 days.	

Procedures in case of accidents (When an accident happens, follow the procedures below)

1. Speedily contact the handling office of the campus where the accident occurred.
2. Fill out an accident report and get a witness to verify your account; afterwards, please submit the form to the Handling Office of the campus where the accident occurred (within 20 days of the accident)
3. If you receive treatment, please get an Insurance Reimbursement form from the campus Handling Office.
4. After filling out the necessary details on the Insurance Reimbursement form, please submit the form back to the campus handling office.

*In principle, the money for reimbursement will be wired to the specified bank of the victim (only

said person)

Other Insurance Plans (Optional)

- Comprehensive Insurance for Students Lives Coupled with “Gakkensai” (Only for international students)

Kandai Pensee (Tel: 06-6368-0011)

About Compulsory Bicycle Insurance Registration

According to the Osaka Prefecture Bicycle Ordinance, all people who make use of a bicycle are required to enroll in bicycle insurance (To support the victims of bicycle accidents {Personal Liability Insurance})

For students who commute to class or afterschool activities by bicycle, it is necessary to register for bicycle insurance. Please check whether you are registered for insurance and, if not, make sure to register as soon as possible.

Counseling

<On-campus consultation desks>

In recent years, the number of students who have anxiety and worry, and students are making use of the campus wide counseling rooms are increasing.

At Kansai University, we provide counseling for a range of topics. According to the needs of students, we are providing the following locations for counseling. Feel free to use our counseling services to alleviate any worries you may have. In any consultations, secrets of individuals are protected.

*In Spring, Summer and Winter Vacations, opening times may be changed.

*The days of operation follow the University’s academic calendar.

Counseling about Health

Counseling is provided when you want to know something about health or when you've gotten injured, as well as if you have questions about health examinations.

Campus	Senriyama Campus	Suita Mirai Campus	Takatsuki Campus	Takatsuki Muse Campus	Sakai Campus
Service Counter	Medical Center	Health Room	Health Room	Muse Health Center	Health Room
Phone	06-6368-1175	06-6155-5248	072-690-2170	072-684-4120	072-229-5090
Business Hours	Mon - Fri 9 : 00~19 : 00 Sat 9 : 00~17 : 00	Mon – Fri 9 : 00~17 : 00			

Counseling about Mental Worries

Division of International Affairs provides counseling for international students. In case you are stressed out or have worries being away from home, you can consult with a counselor. Counseling is free of charge and available both in Japanese and in English.

Please check the notification on Information System for more detail regarding appointments, date and time etc.

Others

Drinking, smoking and riding a bicycle

In Japan, people under the age of 20 are prohibited from drinking and smoking by law. Some municipalities prohibit smoking on the street in specific areas, and smoking in such areas is punishable. In addition, driving a car/motorcycle/bicycle after drinking is a violation of the law and is to be severely punished. Especially regarding bicycle operation, starting from November 2024 (Reiwa 6), the penalties for "distracted riding" (such as using a smartphone while riding a bicycle, commonly known as "NAGARA-Smartphone") will be strengthened. Additionally, "riding a bicycle under the influence of alcohol" will also be subject to new penalties. Dangerous actions like those mentioned above can result in accidents that may cause the death of the other party involved. Please take the time to review the rules once again and use bicycles and other vehicles safely.

No smoking and separation of smoking areas on campus

Smoking is prohibited on campus except for "Designated Smoking Areas."

In order to create a comfortable campus, please abide by the smoking rules on and around campus.

* Smoking is prohibited in the building and while walking, littering of cigarette butts is strictly forbidden.

Drug abuse

Be extremely careful about drugs such as cocaine, marijuana, stimulants, and dangerous drugs when you live in Japan. Acts including the possession, use, trafficking, and manufacturing of such drugs are serious criminal acts involving punishment such as imprisonment. Some drugs that are legally permitted overseas, for example in your home country, are prohibited by law in Japan. It is not permitted to bring drugs purchased or obtained overseas to Japan.

Even using such drugs only once will destroy your life and your family and friends forever. In Osaka Prefecture, drugs are prevalent, especially among young people of the same age as you, and the contamination of society with drugs has become a serious social problem.

Be extremely careful not to accept the temptations from unscrupulous persons to end up being a criminal.

Responding to Emergencies

What to do in case of a traffic accident

Follow traffic rules when using automobiles, motorcycles, or bicycles.

Any of you could be a victim or perpetrator of a traffic accident at any time.

If you face a traffic accident, thoroughly fulfill your responsibilities.

Procedure in case of a traffic accident

(1) Exchange contact information

Victims and perpetrators should exchange names, addresses, contact information, and car registration numbers and write them down.

* If there are witnesses, ask for their cooperation, get their names, addresses, and contact information, and write them down.

(2) Call the police

Call the police by phone (just dial 110; no area code is necessary). The police will come and conduct an on-the-spot inspection. The investigation report provided by the police proves the occurrence of the accident and will be the important document in determining who is responsible for the accident.

(3) Call an ambulance

If someone is injured, immediately call an ambulance by phone (just dial 119; no area code is necessary). Even if it does not seem like a serious injury at first, the pain could get worse as time passes or there could be after-effects.

Even if there are no apparent injuries, victims must go to the hospital to have a checkup and treatment.

* It is the perpetrator's responsibility to perform rescue activities.

(4) Issuance of a Traffic Accident Certificate

Receive a Traffic Accident Certificate after reporting the accident at a police station. It will

prove that you were in an accident. You can apply for a Certificate at facilities including Japan Safe Driving Center (<https://www.jsdc.or.jp>), and non-life insurance companies (mutual benefit associations).

(5) Notify insurance companies

In order to handle the accident smoothly, call your insurance company as soon as possible if you have purchased any insurance. Then explain the details of the accident.

Negotiation for compensation for damages

Once first aid, including medical treatment, has been completed, the victim(s) and perpetrator(s) are to negotiate about treatment costs and compensation for damages within a few days. Since these negotiations are very complex for both parties, it is recommended that you consult with Nichibenren Traffic Accident Consultation Center (<https://www.n-tacc.or.jp>).

What to do in case of an earthquake or fire

In case of an earthquake

(1) First of all, keep yourself safe until the tremors end!

- Move away from dangerous objects (glass etc.), and objects such as lockers and vending machines etc. that might fall down, and hide beneath a desk or other similar piece of furniture, and hold onto its legs. Protect your head in particular.
 - * If it is difficult to hide beneath a desk, crouch down lower than a desk and protect your head.
 - * If you can find no place to hide, move to a place where you see that there is a smaller risk of falling objects and wait until the tremors stop, while protecting your head using an item such as a bag.
 - Stay indoors until the tremors stop. Never go outside in haste.
 - * If there is no threat of building collapse or fire, the general rule is to remain in the building.
 - Promptly check power outlets and gas taps to prevent fires.
 - To prevent broken glass from being scattered, close curtains if possible.
 - If you are in an elevator, stay inside until the tremors stop.
 - * Even if the elevator makes an emergency stop when an earthquake occurs, eventually the doors will open on the nearest floor using auxiliary power.
- So stay calm and evacuate. If it does not work, call for help with the emergency button or intercom.

- (2) Ensure that the tremors have ended, act calmly, and evacuate.
- Open doors and windows to secure an evacuation (escape) path.
 - Follow instructions given by Professors, staff members, and emergency public announcements. Act calmly while watching out for aftershocks.
 - * Panicking might cause unpredictable secondary disasters. Keep in mind: “No pushing, no running, no talking, and no returning,” and act calmly.
 - If a fire breaks out, stay calm and extinguish the fire. If it is difficult to extinguish, however, immediately leave the area.
 - Take only absolutely necessary items such as your wallet when you evacuate. You must leave behind large bags, which could become obstacles during evacuation.
 - Take stairs to evacuate. Do not use elevators or escalators.
- (3) Confirm the safety of your surroundings and gather information after evacuation.
- Let Professors or staff members know about the people who have failed to escape or are missing.
 - Use Disaster Emergency Message Dial and the Disaster Message Board to confirm the safety of your family members and relatives.
 - Gather information through TV, radio, and your mobile phone.
 - * There occasionally is false information on social media such as X (Twitter) and Facebook. Be careful not to be misled by such false and wrong information!!
 - Provide first aid treatment for the injured until the doctor arrives.
 - Do not try too hard to go home. Stay at the university or shelter.
- (4) Notify the university of your safety.
- Notify the university of your safety by using a Safety Confirmation Slip or the Information System.

If you're outside when an earthquake occurs

[On athletic fields or in a gym]

- Gather in the center of the field/gym while watching out for falling objects.
Cover your head with an item such as a bag and crouch down.
- Move away from objects such as buildings and vending machines that may collapse or fall down.

[At the seaside]

- Immediately evacuate to a hill and check for tsunami warnings and other warnings.

- Stay on the hill until the warnings are lifted. Keep away from the seaside.

[On a train]

- Firmly hold onto the assist straps or handrails with both hands.
 - Do not arbitrarily get off the train, even if the train stops between stations.
- Follow the instructions given by the train conductors and act calmly.

[When driving a car]

- Take the wheel firmly and gradually slow down.
- Pull the car off to the left side of the road and stop the engine.
- Check the situation of your surroundings and gather information through the radio.
- Leave the car unlocked and evacuate on foot. (Try not to use the car for transportation.)

In case of a fire

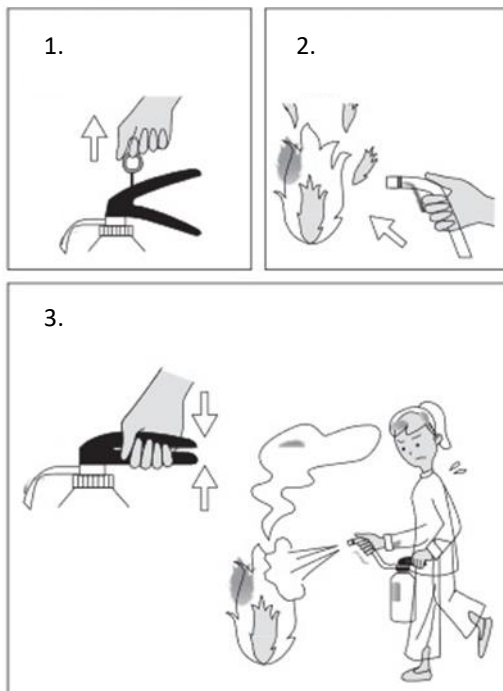
(1) Notify others of the fire

- Do not try to extinguish the fire by yourself even if it is small. Notify others of the fire in a loud voice, saying, “KAJI DA” (“Fire!”) and ask for help.
- If it is difficult to make your voice loud, let others know about the emergency by hitting an object such as a bucket very hard.
- Set off a fire alarm or an emergency bell if one is available.

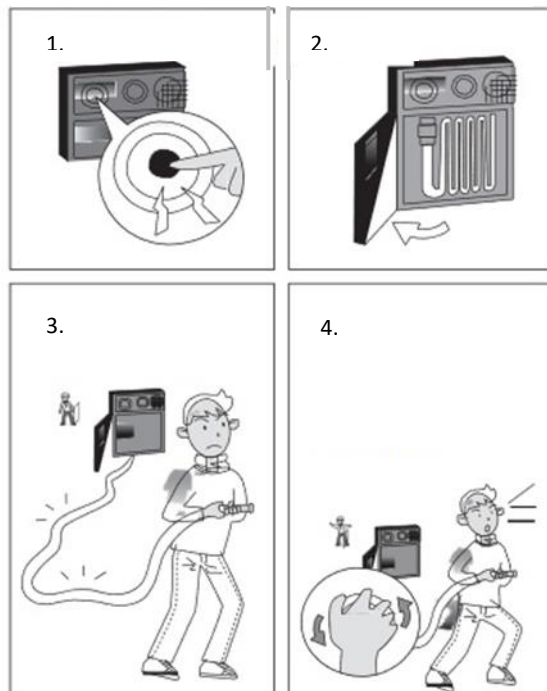
(2) Make initial efforts to extinguish the fire

- Extinguish the fire while it is still small.

(How to use a fire extinguisher)



(How to use a fire hydrant)



(How to use a fire extinguisher)

1. Put a finger through the safety pin and pull up to remove it.
2. Unclip the hose and point it at the fire.
3. Grip the lever firmly as you hold on to the hose and spray toward the fire.

(How to use a fire hydrant)

1. Push the start button.
2. Open the door.
3. Extend the hose toward the fire while preventing the hose from coiling up or folding.
4. After receiving a signal from the person who is holding the nozzle, fully open the valve. That person should hold the nozzle firmly to withstand the recoil and discharge water onto the fire.

* If you cannot find a fire extinguisher or water...

Fire ignites when three conditions are met: "air (oxygen)," "combustibles," and "high temperature." Covering the fire with incombustible material to block the air and removing combustible material from the fire can prevent the fire from growing.

- Your initial efforts to extinguish the fire should be finished in three minutes. If the fire is not extinguished in three minutes or it becomes high enough to reach the ceiling, evacuate immediately.

(3) On evacuation

- Just run quickly. Do not worry about your clothes and personal belongings.
- In fact, smoke is more dangerous than fire during evacuation. Keep your head as low as possible and cover your mouth with an item such as a handkerchief or towel, so that you won't breathe in smoke.

Disaster Management Information

In the event of a disaster, it is important to act calmly based on accurate information.

Pay attention to information on disaster management on a daily basis, as well as when disasters are imminent.

Cabinet Office, Government of Japan Helpful Apps and Websites in the Event of Disaster
(Multilingual)

<http://www.bousai.go.jp/kokusai/web/index.html>

Japan Meteorological Agency Multilingual Information on Disaster Mitigation

<https://www.jma.go.jp/jma/kokusai/multi.html>

Multilingual disaster information app “Safety tips” under the supervision of the Japan Tourism Agency

http://www.mlit.go.jp/kankocho/news03_000111.html

Osaka Prefecture Osaka Disaster Prevention Net

<http://www.osaka-bousai.net/pref/index.html>

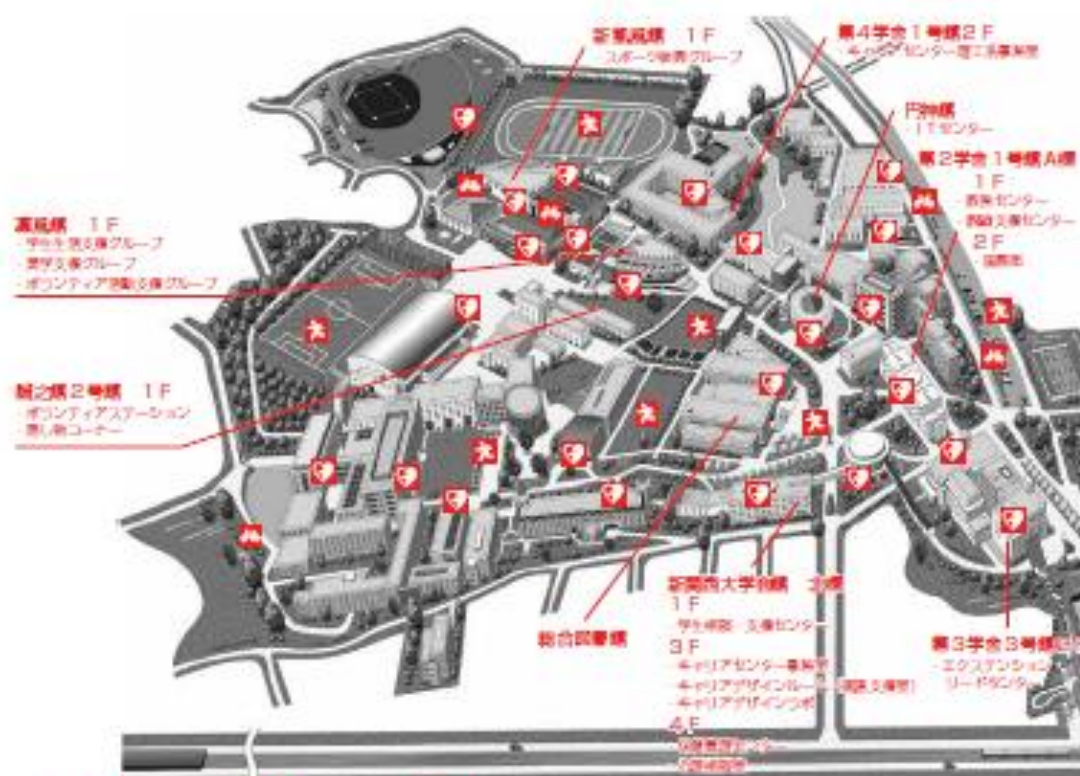


MEMO

[illegible]

📍 キャンパスマップ

◎千里山キャンパス



🚲 指定駐輪場 🚶 避難場所 ❤️ AED 設置場所

● AED 設置場所

第1学舎1号館1階	授業支援ステーション前	第4学舎3号館1階	エントランスホール内
第1学舎5号館1階	エレベーターホール内	第4学舎第1号館1階	入口横
第2学舎1号館1階	エントランスホール内	第4学舎第5号館1階	入口
第2学舎2号館1階	エントランスホール内	以文館1階	ラウンジ横
第3学舎1号館1階	講義教室前	以文館3階	エントランスホール内
第3学舎3号館2階	リードセンター横	総合図書棟1階	エントランス内
第4学舎1号館1階	女子トイレ前	中央グラウンド	入口横
第4学舎2号館研究棟B1階	エレベーター前	新築風情1階	エレベーター横

千歳山キャンパス窓口一覧

教務センター

〔履修・成績・学籍管理窓口〕 TEL: 06-6368-1148
 ・カリキュラム ・試験・成績 ・休学・復学などの申請及び手続 ・学生記録
 〔教育関係窓口〕 TEL: 06-6368-1151
 ・学生証・在籍証明発行 ・住所変更等

教養支援センター

〔教養・証明書発行窓口〕 TEL: 06-6368-0889
 ・教養指導員相談窓口 ・証明書

学生相談・支援センター TEL: 06-6368-1373

・総合相談窓口 ・障がいのある学生に対する修学支援窓口

心理相談室 TEL: 06-6368-0278

・心理相談

国際課 TEL: 06-6368-1174^{※1} ・06-6368-0178^{※2}

・留学情報の提供・相談^{※1} ・外国人留学生の支援^{※2}

キャリアセンター事務局（全学生対象） TEL: 06-6368-0162

キャリアセンター理工系事務局（理工系学生対象） TEL: 06-6368-0253

・進路相談、インターンシップ、キャリアプランニングに関する相談
 ・求人情報、企業情報の提供 等

総合図書館【メインカウンター】 TEL: 06-6368-0266

・図書利用

エクステンション・リードセンター TEL: 06-6368-0721

・自費資格試験対策講座 ・国家試験対策講座 ・英語関連講座 等

学生生活支援グループ TEL: 06-6368-0157

・クラブ・サークル活動 ・学生相談 ・その他学生の福利厚生

奨学支援グループ TEL: 06-6368-0255

・奨学会

ボランティア活動支援グループ TEL: 06-6368-1229

・ボランティア活動 ・ピア・サポート活動

スポーツ施設グループ TEL: 06-6368-0254

・体育会のクラブ活動

ITセンター TEL: 06-6368-1172

・パソコン、プリンタ、各種システムの利用・相談

保健管理センター TEL: 06-6368-1175

・診療 ・健康相談



KAISERS BASEBALL FIELD

千歳山中央体育館1階

千歳山中央体育館2階

高層館1階

総合図書館1階

ITセンター4階

新関西大学会館北棟4階

新関西大学会館南棟1階

関西大学会館1階

トイレ入口横

事務室入口横

アリーナ入口横

エレベーター前

入口横

受付横

保健管理センター内

インフォメーション内

受付横

配会館1階

配会館2階

第一中学校

秀徳館（体育館）

第一高等学校校舎1号館2階

第一高等学校校舎1号館講義棟

幼稚園

秀徳寮

プール入口

ホール入口

プール入口

エントランス入口外

図書室前

入口

給湯室横

入口