

Checklist

This list sums up necessary procedures in various situations from admission to graduation; we hope it is helpful.

① When you come to Japan to enter Kansai University	
☐ After entering Japan, apply for Permission to Engage in Activity Other Than That Permitted under the Status of Residence Previously Granted.	Page 21
☐ 1. Decide where to live.	Page 47
☐ 2. Follow the procedures below at the municipal office.	
☐ • Resident registration	Page 6
☐ • National Health Insurance enrollment	Page 7
☐ • Procedure for National Pension	Page 8
☐ 3. Report your address to the Center for Academic Affairs.	
☐ 4. Register your residence card on the website.	Page 5
☐ 5. Apply for scholarships.	Page 65
☐ 6. Open bank account(s).	
☐ 7. Conclude mobile phone and internet service contracts.	
② If you enter Kansai University after graduating from / completing a degree or courses at / leaving an educational institution in Japan	
☐ 1. Submit a "Notification on Activity Period (withdrawal/transfer)" to the Regional Immigration Bureau.	Page 16
☐ 2. Decide where to move.	Page 47
☐ 3. Submit a notification of moving out at the municipal office of your previous residence.	Page 6
☐ 4. Submit a notification of change of address at the post office.	
☐ 5. Submit a notification of moving in at the municipal office of the destination you are moving to.	Page 6
☐ 6. Report your address to the Center for Academic Affairs.	
☐ 7. Register your residence card on the website.	Page 5
☐ 8. Apply for scholarships.	Page 65
☐ 9. Report your address change to your financial institution, mobile phone company, credit card company, etc.	

③ When graduating / completing your degree / courses and returning home After graduating from the university, your status of residence, “Student,” will be invalidated even if time in your period of residence remains, since you are not enrolled at an educational institution. You are not allowed to engage in a part-time job after graduating. Prepare to return home promptly and leave Japan.		
☐	1. Contact your housing management company.	Page 49
☐	2. Do paperwork at the municipal office.	
☐	• Notification of moving out	Page 6
☐	• Withdrawal from National Health Insurance	Page 8
☐	• Procedure for National Pension	Page 8
☐	• Procedure for returning your My Number card	Page 10
☐	3. Report your withdrawal from the organization you belong to the Regional Immigration Bureau.	Page 16
☐	4. Apply for the collection of large waste items and home appliances.	Page 52
☐	5. Follow the procedures for cancellation/settlement for electricity, gas, water, telephone, and internet.	Page 49
☐	6. Close bank account(s). Required documents: Residence card or passport, seal (if any) used when opening account, passbook, and cash card Important! It is forbidden to hand over your bank account to others. Never give your bank account to another person as it may be handed over to criminal organizations and used as an account to manage money earned by criminals.	
☐	7. Return your residence card to the immigration officer at the airport when you leave Japan.	Page 31
☐	8. Contact the Alumni & Alumnae Association and register your new address.	
④ If you continue to stay in Japan for further education or work after graduation/completion of your degree/courses:		
☐	1. In the case of starting work, consult with your employer about three months before graduation or completion of your degree/courses (starting work) about a residence status change application for working.	
☐	2. Decide where to move.	Page 47
☐	3. Apply for the collection of large waste items and home appliances.	Page 52
☐	4. Follow the procedures for cancellation/settlement for electricity, gas, water, telephone, and internet.	Page 49
☐	5. Submit a notification of moving out at the municipal office of your current residence.	Page 6
☐	6. Submit a notification of change of address at the post office.	
☐	7. Submit a notification of moving in at the municipal office of the destination you are moving to.	Page 6
☐	8. Report your withdrawal from the organization you belong to and your transfer to the Regional Immigration Bureau.	Page 16
☐	9. Apply for a renewal of your period of stay at the new school.	
☐	10. Contact the alumni association and register your new address.	
⑤ If you continue to stay in Japan for job seeking after graduation/completion of your degree/courses:		
☐	Refer to the section “If continuing job-seeking activities in Japan after graduation.”	Page 20

⑥ If you are taking a leave of absence from / are expelled from / are leaving the university If you are taking a leave of absence from / are expelled from / are leaving the university, you are considered not to be receiving education at an educational institution, and therefore, you are not allowed to continue staying with the status of residence “Student.” You are not allowed to engage in a part-time job either after you have taken a leave of absence from / been expelled from / left the university. It is also against the law to do a part-time job once you are no longer receiving education. Prepare to return home promptly and leave Japan.		
☐	1. Contact your housing management company.	Page 49
☐	2. Do paperwork at the municipal office.	
☐	• Notification of moving out	Page 6
☐	• National Health Insurance withdrawal	Page 8
☐	• Procedure for National Pension	Page 8
☐	• Procedure for returning your My Number card (only for those who are expelled from or leaving the university)	Page 10
☐	3. Report your withdrawal from the organization you belong to and your transfer to the Regional Immigration Bureau. (Only for those who are expelled from or leaving the university)	Page 16
☐	4. Apply for the collection of large waste items and home appliances.	Page 52
☐	5. Follow the procedures for cancellation/settlement for electricity, gas, water, telephone, and internet.	Page 49
☐	6. Close bank account(s). Required documents: Residence card or passport, seal (if any) used when opening account, passbook, and cash card Important! It is forbidden to hand over your bank account to others. Never give your bank account to another person as it may be handed over to criminal organizations and used as an account to manage money earned by criminals.	
☐	7. Return your residence card to the immigration officer at the airport when you leave Japan.	Page 31

⑦ **When returning/re-entering the university:**

You need to newly acquire Certificate of Eligibility and apply for a visa.

As it takes one month or two to review Certificate of Eligibility, we recommend you contact the Division of International Affairs ahead of time.

☐ About three months before planned return to the university

☐ 1. Consult the Center for Academic Affairs.

2. Report to the Division of International Affairs.

3. Prepare materials necessary to apply for Certificate of Eligibility.

<Required materials>

☐ Application form for Certificate of Eligibility

☐ Photocopy of passport (the page with your photo and all pages with entry and exit stamps)

☐ One photo (40mm × 30mm, taken within two months of application submission date)

Materials proving the ability of the applicant to pay all of his/her expenses

☐ • Bank certificate (to prove the balance exceeding the amount of money for one year of tuition)

☐ • Supporter's certificate of employment

☐ • Supporter's certificate of earnings

☐ • If the supporter is someone other than you, a document that proves the relationship between you and the supporter (such as a census register certificate)

☐ • Application for returning to the university (the one which was submitted to the Center for Academic Affairs and was stamped with the Center's acceptance)

☐ • Certificate of Enrollment

☐ • Official Transcript for the period until you were absent (expelled) from the university

☐ 4. Request an agent for Certificate of Eligibility application

The Division of International Affairs introduces you to a contractor.

Or, you can look for an agency by yourself.

When you receive Certificate of Eligibility:

☐ Apply for a visa at the embassy or consulate of Japan with jurisdiction in your home country.

☐ Arrange an air ticket after a visa is issued.

Entering Japan

☐ Same as entering Kansai University

Academic Calendar

AY2020 Academic Calendar

Undergraduate/graduate schools		Professional graduate schools	
1st	Beginning of academic year (AY), spring term starts	1st	Beginning of academic year (AY), spring term starts
1st	Entrance ceremony (Undergraduate) [Orientation (until 4th)]	2nd	Entrance ceremony [Orientation (until 4th)]
2nd	Entrance ceremony (Graduate) [Orientation (until 4th)]	6th	Spring term courses start
6th	Spring term courses start	29th	Showa Day (class day)
14th	Deadline for master's thesis plan (to graduate in September) (Excluding Graduate School of Science and Engineering)		
29th	Showa Day (class day)		
3rd	Constitution Memorial Day (national holiday)	2nd	Class day, Monday schedule <Law>
4th	Green Day (national holiday)	3rd	Constitution Memorial Day (national holiday)
5th	Children's Day (national holiday)	4th	Green Day (national holiday)
6th	Substitute holiday	5th	Children's Day (national holiday)
		6th	Substitute holiday
		9th	Class day, Tuesday schedule <Law>
		16th	Class day, Wednesday schedule <Law>
5th	University Designation Anniversary (class day)	5th	University Designation Anniversary (class day)
14th	Deadline for master's thesis (to graduate in September)	20th	Make-up class day, spring term courses end <Law>
<u>Fifteenth week of spring term (16th to 22nd)</u>		21st	Spring term exams (until 29th) <Law>
22nd	Spring term courses end	22nd	Spring term courses end <Accountancy / Clinical Psychology>
23rd	Marine Day (day for make-up classes)	23rd	Marine Day (exam day) <Law>
24th	Sports Day (regular exam day)		(Make-up class day) <Accountancy / Clinical Psychology>
24th	Spring term exams [Undergraduate] (until 31st)	24th	Sports Day (exam day) <Law>
24th	Intensive courses / make-up classes [Graduate] (until 31st)		(Make-up class day) <Accountancy / Clinical Psychology>
30th	Spring term exams [Graduate]	25th	Make-up classes (until 31st) <Accountancy>
Accepting thesis exams as alternative to regular exams [Undergraduate] (late in the month)		25th	Make-up classes (until 29th and 31st) <Clinical Psychology>
		30th	Spring term exams <Clinical Psychology>
3rd	Occasional day	1st	Summer holiday (until September 20th) <Law, Accountancy>
4th	Summer holiday (until September 20th)	3rd	Occasional day <Clinical Psychology>
7th/8th	Make-up exams [except science/engineering faculties]	4th	Summer holiday (until September 20th) <Clinical Psychology>
10th	Mountain Day (national holiday)	10th	Mountain Day (national holiday)
21/22/24	Make-up exams [science/engineering faculties]	Make-up exams <<TBD>> <Law / Clinical Psychology> Session for receiving corrected exam papers <<TBD>> <Law>	
Spring term grade announcements <<TBD>> Acceptance of course registrations for autumn term <<TBD>>		Spring term grade announcements <<TBD>> Enrolled students' course registration <<TBD>>	
18th	Spring term commencement Degree awarding ceremony (September term masters/doctors) [Graduate school] Autumn term entrance ceremony (Faculty of Informatics, Faculties of Letters / Science and Engineering / Foreign Language Education and Research, Graduate School of East Asian Cultures) [Guidance events for first years]	18th	Degree awarding ceremony (September term Juris Doctors, September term masters of accountancy, September term masters of clinical psychology)
20th	Spring term ends	20th	Spring term ends
21st	Autumn term starts	21st	Autumn term starts
21st	Autumn term courses start	21st	Autumn term courses start
21st	Respect for the Aged Day (class day)	21st	Respect for the Aged Day (class day)
22nd	Autumnal Equinox Day (class day)	22nd	Autumnal Equinox Day (class day)

Undergraduate/graduate schools		Professional graduate schools	
15th	Deadline for master's thesis plan (to graduate in March) (Excluding Graduate School of Science and Engineering)		
[Campus festival planned (early in the month)] [Undergraduate]		2nd	Make-up day <Accountancy>
3rd	Culture Day (national holiday)	3rd	Culture Day (national holiday)
4th	Anniversary of University Foundation (holiday)	4th	Anniversary of University Foundation (holiday)
		7th	Class day, Tuesday schedule <Law>
		14th	Class day, Wednesday schedule <Law>
23rd	Labour Thanksgiving Day (class day)	23rd	Labour Thanksgiving Day (class day)
27th	Winter holiday (until January 6)	24th to 26th	Make-up class days <Accountancy>
		27th	Winter holiday (until January 6) <Law / Accountancy / Clinical Psychology>
1st	New Year's Day (national holiday)	1st	New Year's Day (national holiday)
7th/8th	Make-up class days	7th	Courses resume <Law>
9th	Courses resume	7th/8th	Make-up class days <Accountancy / Clinical Psychology>
11th	Coming of Age Day (national holiday)	9th	Courses resume <Accountancy / Clinical Psychology>
Fifteenth week of autumn term (9th, 14th, 15th, 18th to 20th)		9th	Class day, Monday schedule <Law>
15th	Deadline for master's thesis plan (to graduate in March) (Excluding Intelligent Informatics at the Graduate School of Informatics, Graduate School of Societal Safety Sciences, Graduate School of Science and Engineering)	11th	Coming of Age Day (national holiday)
[January 16th and 17th: Entrance examinations given by the National Center for University Entrance Examinations]		14th/15th	Make-up class days <Law>
20th	Autumn term courses end	15th	Autumn term courses end <Law>
21st	Make-up class day	18th	Autumn term exams (until 28th) <Law>
22nd	Autumn term exams [Undergraduate] (until 29th)	20th	Autumn term courses end <Clinical Psychology>
22nd	Intensive courses / make-up classes [Graduate] (until 29th)	25th	Autumn term courses end <Accountancy>
28th	Autumn term exams [Graduate]	26th	Make-up class days (until 29th) <Accountancy>
30th	Occasional day	21st	Make-up class days (until 27th and 29th) <Clinical Psychology>
Accepting thesis exams as alternative to regular exams (late in the month)		28th	Autumn term exams <Clinical Psychology>
		30th	Occasional day <Clinical Psychology>
[Entrance examination (1st to 7th) planned]		Make-up exams <<TBD>> <Law / Clinical Psychology>	
11th	National Foundation Day (national holiday)	Session for receiving corrected exam papers <<TBD>> <Law>	
12th/13th/15th	Make-up exams [Undergraduate]	11th	National Foundation Day (national holiday)
12th	Deadline for master's thesis plan (to graduate in March) (Intelligent Informatics at the Graduate School of Informatics, Graduate School of Societal Safety Sciences, Graduate School of Science and Engineering)		
15th to 17th	Master's thesis oral exams / public hearings	23rd	Emperor's Birthday (national holiday)
23rd	Emperor's Birthday (national holiday)		
Graduates' grade announcements <<TBD>>		Announcement of professional degree graduates <<TBD>>	
Enrolled students' grade announcements <<TBD>>		Enrolled students' grade announcements <<TBD>>	
Accepting course registrations from students <<TBD>>		Accepting course registrations from graduate students <<TBD>>	
19th	Commencement ceremony	20th	Vernal Equinox Day (national holiday)
20th	Vernal Equinox Day (national holiday)	22nd	Degree awarding ceremony (Juris Doctors, masters of accountancy, masters of clinical psychology)
21st	Spring holiday [Undergraduate] (until 31st)		
22nd	Degree awarding ceremony (masters/doctors)	24th	Spring holiday (until 31st)
24th	Spring holiday [Graduate] (until 31st)	31st	End of AY, autumn term ends
31st	End of AY, autumn term ends		

International Student Guide 2020

Kansai University

Contents

- Introduction
- Division of International Affairs
- Notifications from Division of International Affairs

Procedures during Your Stay in Japan

- Status of Residence
- Notifications related to your place of residence
- National Health Insurance
- National Pension
- My Number System
- Access to the closest City Office to each Campus
- Procedures for residence
- In order to avoid any disadvantage in procedures for obtaining/maintaining status of residence
- Re-entry Procedure
- Access to the Regional Immigration Bureau
- Q & A Regarding Status of Residence

Student Life

- Basic Knowledge for Student Life
- Part-time jobs
- Taxes
- Maintaining Health
- Personal Accident Insurance for Students Pursuing
- Housing
- Disposing of Garbage
- Counseling
- Japanese Language Support Program
- Job Seeking Support Program for International Students “SUCCESS-Osaka”
- International Exchange
- Organizations that support the campus life of international students
- Other points to note

Scholarships/Exemption

- Scholarships

Responding to Emergencies

- What to do in case of a traffic accident
- What to do in case of an earthquake or fire
- Disaster management information

Campus Map

Introduction

Congratulations on your admission. This International Student Guide 2020 is a booklet which is delivered to international students in order for you to spend your lives as international students in Japan with peace of mind. Each page provides necessary information for various situations from entering to graduation. First of all, please go through all the pages, and then, refer to necessary pages as required in your student life.

* Please note that the contents in this guide are subject to change.

Division of International Affairs

The Division of International Affairs is a support counter where international students can consult us about various problems and questions they face. If you don't know where to consult, feel free to visit the Division of International Affairs.

The Division of International Affairs holds various international exchange events (activities) for international students. Please pay attention to information from the Division of International Affairs and make your university life more comfortable and fulfilling.

Location: 2F, Bldg. 1, Faculty Complex 2. See the Campus Map on Pages 98-105.

Hours: Monday to Saturday, 9:00 AM to 5:00 PM
(excluding Saturdays during summer vacation, university holidays, etc.)

Major Services:

- Procedures for obtaining/maintaining status of residence
- Procedures concerning financial support such as scholarships for international students
- Procedures concerning student dormitories (Student House Shurei-ryo, Dormitory Tsukigaoka, Minami-Senri International Plaza International Students Dormitory, Kansai University International Dormitory, and KU I-House), KU Sharehouse, and accommodations outside the university (such as company dormitories)
- Operation of Mi-Room (including conducting sessions)
- Holding of activities, such as international exchange events
- Provision of office hours set aside by the teaching staff of the Division of International Affairs for students
- Support for classes in global subjects
- Procedures concerning study abroad

Division of International Affairs website: <http://www.kansai-u.ac.jp/Kokusai/english/>

Notifications from Division of International Affairs

The Division of International Affairs provides notifications to international students by sending them in individual messages through the information system, sending them to registered e-mail addresses, and using social media such as Facebook and LINE. You will receive important notifications through the individual messages, for example, messages with regard to procedures for obtaining/maintaining status of residence and scholarships, but always make sure to check each of these contact tools.

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.

(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
 住居地 東京都千代田区霞が関1丁目1番1号霞が関ハイツ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 法務大臣印
 PERIOD OF VALIDITY OF THIS CARD

(Back of residence card)

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

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

Report your status of residence to the university

Kansai University manages international students' status of residence 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 submit the following documents over the Internet when enrolling in a university and carrying out additional procedures related to their status of residence.

Required documents (JPEG or PNG)

[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

URL of dedicated website for submission of documents: <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

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 Card” (hereinafter referred to as an “Insurance Card”) shall be issued. By presenting your Insurance Card 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 Card 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 detail, 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 Card shall be sent to you. Please return your old Insurance Card to the municipal office immediately after receiving the new Insurance Card.

(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 Card. A new Insurance Card shall be delivered to the address to which you are to move. Please return your old Insurance Card 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 Card 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 Card in some municipalities.) You also need to settle any premium payments. The required documents for withdrawal are as follows:

- Residence Card
- Passport
- Insurance Card

* 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.

Special Payment System for Students

The Special Payment System for Students allows students who have enrolled in Japanese universities to postpone the payment of their contributions. Carry out the necessary procedures at the municipal office.

The required documents for applying are as follows:

- Residence Card (with a registered address)
- Passport
- Student identification (ID) card or certificate of registration

* Additional documents may be required.

Cases where foreign nationals go back to their home countries due to graduation or employment there after having made contributions

Foreign nationals leaving Japan who have made contributions to the National Pension system for six months or longer may be eligible to claim Lump-sum Withdrawal Payments, which are calculated depending on the number of months they have contributed, within two years after leaving Japan.

Please contact your local municipal office for further details.

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 notification card will be delivered to your address (you must sign to receive it). Because the registration for My Number is completed once you register as a resident, there is no extra necessary procedure.

There is no expiration date for the notification card. Please maintain the card and do not throw it away. Furthermore, for people who were registered as a resident previously, the notification card will have already been sent.

Although the notification card contains your My Number, name, address, birthday and sex, there is no picture and therefore cannot be used as an ID.

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

Where to use My Number

As a student, your 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
- (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.

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.
- (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. 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

- English, Chinese, Korean, Spanish, Portuguese language operators

0120-0178-26 My Number System Information

0120-0178-27 Notification Card, Personal Number Card Information

Weekdays 9:30 AM to 8:00 PM; Weekends and Holidays: 9:30 AM to 5:30 PM (excluding year-end)

*In the case of cancellation due to theft or loss of the personal number card, please call 0120-0178-27 for year-round 24 hour service.

*To speak in Japanese, call 0120-95-0178 (free call)

- More information about My Number here

CAS URL: <https://www.cas.go.jp/jp/seisaku/bangoseido/>

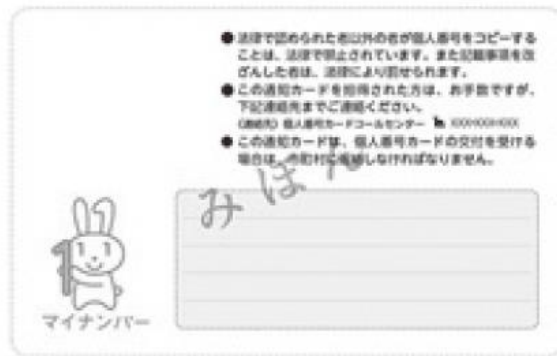
J—LIS URL: <https://www.kojinbango-card.go.jp>

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 to each Campus

[Senriyama Campus]

Suita City Office – Main Office

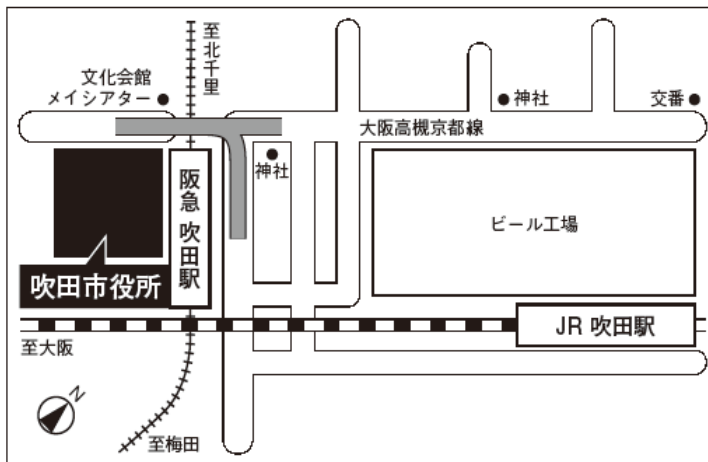
Location: 1-3-40 Izumicho, Suita City, Osaka

Phone: 06-6384-1231 (Front Desk)

Hours: 9:00 AM to 5:30 PM

*From 12:00 PM to 12:45 PM 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)



文化会館 メイシアター	Suita City Cultural Hall May Theater
吹田市役所	Suita City Hall
至大阪	To Osaka
至北千里	To Kita-senri
阪急 吹田駅	Hankyu Suita Station
至梅田	To Umeda
神社	Shrine
大阪高槻京都線	Osaka Takatsuki Kyoto Line
神社	Shrine
交番	Koban (Police box)
ビール工場	Brewery
JR 吹田駅	JR Suita Station

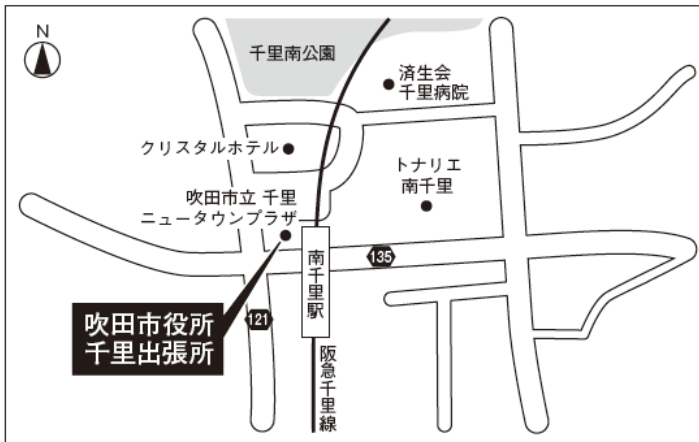
Senri Branch Office

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

Phone: 06-6871-0227

Hours: 9:00 AM to 5:30 PM

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



吹田市役所 千里出張所	Suita City Hall Senri Branch Office
千里南公園	Senriminami Park
クリスタルホテル	Crystal Hotel
吹田市立 千里ニュータウンプラザ	Suita City Senri New Town Plaza
南千里駅	Minami-senri Station
阪急千里線	Hankyu Senri Line
済生会千里病院	Saiseikai Senri Hospital
トナリエ南千里	Tonarie Minami Senri

[Takatsuki Campus, Takatsuki Muse Campus]

Takatsuki City Office – Main Building, Comprehensive Center

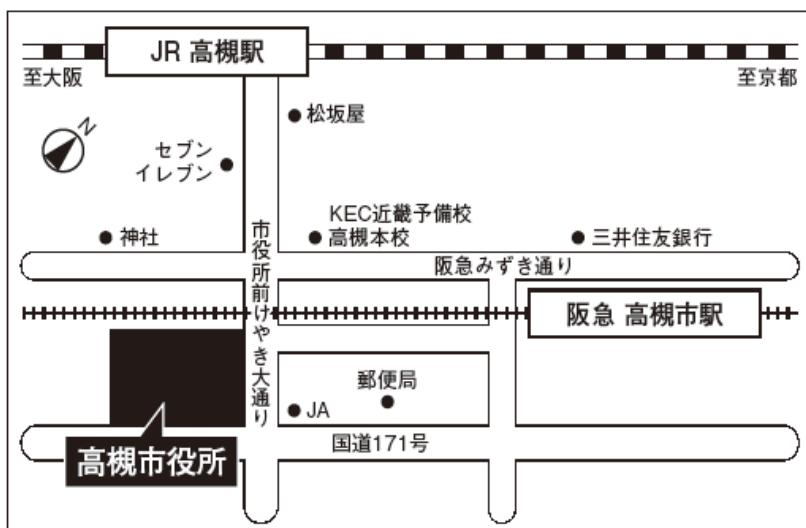
Location: 2-1 Toencho, Takatsuki City, Osaka

Phone: 072-674-7111

Hours: 8:45 AM to 5:15 PM

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

Nighttime Reception Hours: B1F Guard Room (Phone: 072-674-7000)



至大阪	To Osaka
JR 高槻駅	JR Takatsuki Station
松坂屋	Matsuzakaya
至京都	To Kyoto
セブンイレブン	7-Eleven
神社	Shrine
KEC 近畿予備校	KEC Kinki Preparatory School
高槻本校	Takatsuki Main Campus
三井住友銀行	Sumitomo Mitsui Banking Corporation
市役所前けやき大通り	Shiyakusho-mae Keyaki Boulevard
阪急みずき通り	Hankyu Mizuki street
阪急 高槻市駅	Hankyu Takatsuki-shi Station
郵便局	Post Office
高槻市役所	Takatsuki City Hall
国道 171 号	National Route 171

[Sakai Campus]

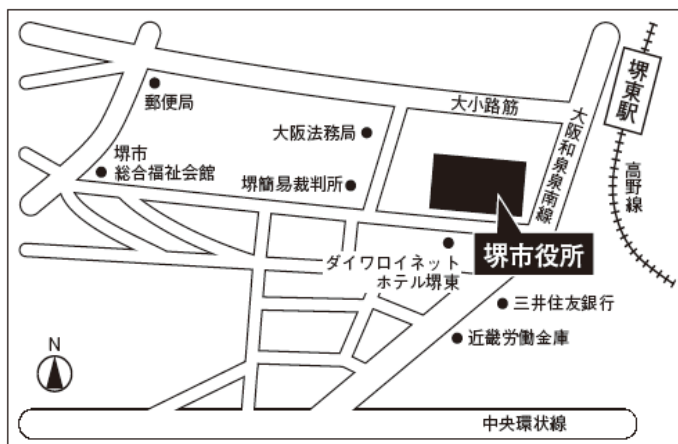
Sakai City Office – Main Building, High Rise Building

Location: 3-1 Minami-kawaramachi, Sakai City, Osaka

Phone: 072-233-1101 (Front Desk)

Hours: 9:00 AM to 5:30 PM

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



郵便局	Post Office
堺市	Sakai City
総合福祉会館	(Sakai City General Welfare Hall)
大阪法務局	Osaka Legal Affairs Bureau
堺簡易裁判所	Sakai Summary Court
大小路筋	Oshojisuji
ダイワロイネット	Daiwa Roynet Hotel
ホテル堺東	Sakai Higashi
大阪和泉泉南線	Osaka Izumi Sennan Line
堺市役所	Sakai City Hall
三井住友銀行	Sumitomo Mitsui Banking Corporation
近畿労働金庫	Kinki Labour Bank
中央環状線	Central Loop Line
堺東駅	Sakaihigashi Station
高野線	Koya Line

Procedures for residence

Procedures related to one's status of residence including applications for a change in status of residence, extension of period of stay, and permission for reentry can be carried out at the competent Regional Immigration Bureau, District Immigration Office, or Immigration Branch Office. As the procedures for residence are legally necessary for international students to stay in Japan, make every effort to meet the application deadlines and do not forget the procedures.

After completing the procedures for residence, please report your status of resident to the university.
(See Page 5)

Notification regarding Accepting Organization

When an accepting organization (University, Japanese language school, etc.) to which an international student belongs changes its name and/or location, or ceases to exist, or an international student leaves or transfers from the accepting organization, he/she must notify the Regional Immigration Bureau to that effect within 14 days after such date.

- When “leaving” an accepting organization, for example, graduating, being expelled, withdrawing, etc.

(1) Required documents:

- i Notification form: Reference Form 1/2 (leaving)

*The notification form can be obtained from the Regional Immigration Bureau or can be downloaded from the website of the Ministry of Justice.

- ii Residence card

- When transferring from one organization to another, for example, graduating from a Japanese language school to enter a university.

(1) Required documents:

- i Notification form: Reference Form 1/3 (leaving) or Reference Form 1/6 (Multiple Notifications: “Leaving” and “Transferring”)

*The notification form can be obtained from the Regional Immigration Bureau or can be downloaded from the website of the Ministry of Justice.

*When providing notice of both leaving and transferring from an accepting organization at the same time, Reference Form 1/6 allows you to provide notice of these two actions with a single form.

- ii Residence card

- Place of submission

Visit a nearby Regional Immigration Bureau to submit the form, or mail the form to the address below.

When mailing, enclose a photocopy of your residence card.

Mailing address:

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

Tokyo Immigration Bureau, Department of Residency Management, Reception Office of Notification

Extension of period of stay

When foreign nationals desire to stay in Japan beyond their period of stay, they must receive an extension of their period of stay.

Staying in Japan beyond the expiration date for the period of stay without acquiring an extension of period of stay constitutes a crime and may result in the imposition of criminal penalties or compulsory deportation. Foreign nationals can apply for an extension of period of stay up to three months before the expiration date for the period of stay. Therefore, make preparations as early as possible so as to prevent your stay in Japan from becoming illegal.

Also, even if foreign nationals receive an extension of their period of stay, any permission granted to them to engage in activities other than those permitted under their original status of residence is not automatically renewed. Therefore, foreign nationals who need to receive such permission must file an application for it simultaneously with the application for the extension of period of stay.

(1) Required documents (if status of residence is Student)

- i Application for Change of Status of Residence (for applicant)
 - * The application form can be obtained from the Regional Immigration Bureau or can be downloaded from the website of the Ministry of Justice.
- ii Application for Change of Status of Residence (for organization or other entity that the applicant belongs to)
 - * Ask the Division of International Affairs to prepare the document. Issuance of the application form on the same day is not available.
- iii Identification photo (4 cm high × 3 cm wide) * A photo taken within the last three months
- iv School identification
- v Transcripts (for undergraduate and graduate students) and certificate of research contents (for international researchers)
- vi Copy of the insured's National Health Insurance certificate

- vii Application for Permission to Engage in Activity Other Than That Permitted under the Status of Residence Previously Granted (if you desire to receive such permission)
- viii Passport
- ix Residence card

* The Regional Immigration Bureau may ask you for additional documents.

(2) Application review period

The standard review period shall be two weeks to a month. However, depending on the contents to be reviewed, it may take longer than a month.

Therefore, it is recommended that you apply as early as possible.

(3) Results of application review

A notification letter about the review results will be sent to your home address.

Be sure to bring the following documents and receive a new residence card at the Immigration Bureau, District Immigration Office, or Immigration Branch Office where you applied, by the date mentioned in the notification letter.

- i Passport
- ii Residence card
- iii Certificate for Payment of Fee
- iv Revenue stamps worth 4,000 yen (affix them to the Certificate for Payment of Fee)
- v Application acceptance slip
- vi Notification letter

(4) In the event of refusal of your application

If your application for change of status of residence is refused, immediately notify the Division of International Affairs

Change of status of residence

Change of status of residence refers to a change in residence status granted when a foreign national with a certain status of residence applies for permission to change his/her original status of residence to another in order to carry out activities that require a different kind of residence status.

When receiving education from Kansai University, in principle, you are to stay in Japan with the status of Student. In addition, anyone with the status of Spouse or Child of Japanese National, Spouse or Child of Permanent Resident, Long-Term Resident, Permanent Resident, or Dependent is also eligible to receive education from Kansai University.

● If changing your status of residence to Student

(1) Required documents

- i Application for Change of Status of Residence (for applicant)
 - * The application form can be obtained from the Regional Immigration Bureau or can be downloaded from the website of the Ministry of Justice.
- ii Application for Change of Status of Residence (for organization or other entity that the applicant belongs to)
 - * Ask the Division of International Affairs to prepare the document. Issuance of the application form on the same day is not available.
- iii Identification photo (4 cm high × 3 cm wide) * A photo taken within the last three months
- iv School identification (If applying before entering the university, you need the university permission form)
- v Copy of the insured's National Health Insurance certificate
- vi Application for Permission to Engage in Activity Other Than That Permitted under the Status of Residence Previously Granted (Only if you wish to have this permission)
- vii Passport
- viii Residence card
 - * The Regional Immigration Bureau may ask you for additional documents.

(2) Application review period

The standard review period shall be two weeks to a month. However, depending on the contents to be reviewed, it may take longer than a month.

Therefore, it is recommended that you apply as early as possible.

(3) Results of application review

A notification letter about the review results will be sent to your home address.

Be sure to bring the following documents and receive a new residence card at the Regional Immigration Bureau, District Immigration Office, or Immigration Branch Office where you applied, by the date mentioned in the notification letter.

- i Passport
- ii Residence Card
- iii Certificate for Payment of Fee
- iv Revenue stamps worth 4,000 yen (affix them to the Certificate for Payment of Fee)
- v Application acceptance slip

(4) In the event of refusal of your application

If your application for change of status of residence is refused, immediately notify the Division of International Affairs.

● If continuing job-seeking activities in Japan after graduation

If a student seeks work while studying, but fails to find employment by the date of graduation or course completion, she/he may continue job-seeking activities in Japan after her/his graduation or course completion by applying for a change in status of residence to that of Designated Activities. The period of stay granted for the status of residence of Designated Activities is six months, or a maximum of one year, because one may extend the period of stay only once, during which she/he can continue job-seeking activities.

As changing status of residence is necessary at the time of graduation, even if the period of stay granted for the status of residence of Student has time remaining at that time, carry out the procedures before you graduate or complete the course.

In addition, regarding the issuance of a letter of recommendation from the university, apply for it at one of the Career Center Offices located on each campus at least one month before graduation or the completion of your course.

Kansai University will never give permission for any activity (such as part-time jobs) other than that permitted under the status of residence of Designated Activities. Devote yourself to job-seeking activities during the period of stay for Designated Activities.

(1) Required documents

i Application for Change of Status of Residence

* The application form can be obtained from the Regional Immigration Bureau or downloaded from the website of the Ministry of Justice.

ii Identification photo (4 cm high × 3 cm wide) * Taken within the last 3 months

iii Letter of recommendation from university

* Make sure to inquire with the Career Center Office for further details. There is a certain set of requirements for issuing the letter of recommendation.

iv Documents proving methods of support to defray all expenses during job-seeking activities

* Supporter's certificate of employment, certificate of earnings, and bank certificate, proof of remittance from parents, scholarship certificate, part-time job payment slip, etc.

v Diploma

vi Materials clarifying your continuing job-seeking activities

* Including e-mails exchanged with company personnel and a list of companies to which you have sent your resume

vii Copy of the insured's National Health Insurance certificate

viii Passport

ix Residence card

* The Regional Immigration Bureau may ask you for additional documents.

(2) Application review period

The standard review period shall be two weeks to a month. However, depending on the contents to be reviewed, it may take longer than a month.

Therefore, it is recommended that you apply as early as possible.

(3) Results of application review

A notification letter about the review results will be sent to your home address.

Be sure to bring the following documents and receive a new residence card at the Regional Immigration Bureau, District Immigration Office, or Immigration Branch Office where you applied, by the date mentioned in the notification letter.

i Passport

ii Residence card

iii Certificate for Payment of Fee

iv Revenue stamps worth 4,000 yen (affix them to the Certificate for Payment of Fee)

v Application acceptance slip

vi Notification letter

(4) In the event of refusal of your application

If your application for change of status of residence is refused, immediately notify the Career Center Office.

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.
- Even if international students receive an extension of period of stay, permission to engage in activity other than that permitted under their original status of residence is not automatically renewed. International students who plan to continue to engage in part-time jobs after an extension of period of stay must file applications for such permission along with the applications for extension of period of stay.
- Applicants may be required to submit copies of pay statements from their part-time jobs in some cases when filing applications for extension of period of stay, so retain such statements.

In order to avoid any disadvantage in procedures for obtaining/maintaining status of residence

The status of residence of “Student” is the status of residence for the purpose of receiving education at a university or other educational institutions. Therefore, if your activities are deemed to be inappropriate as a Student, you may be subject to the revocation of your status of residence, or an extension of your period of stay may not be permitted. In order to prevent such a situation in which you are unable to continue your studies in Japan due to the revocation of your status of residence, please pay careful attention to the following matters.

(1) Don't do too much part-time work (See Page 21)

If you work long hours in part-time work (or your income from part-time work is unreasonably high), you are deemed not to be devoted to your studies and your status of residence may be revoked, or an extension of your period of stay may not be permitted. After acquiring permission to engage in an activity other than that permitted under your status of residence, do your part-time work while observing the predetermined conditions (such as limited work hours).

(2) Attend classes and obtain credits

If you do not obtain credits corresponding to the period of enrollment at the university, you are deemed not to be devoted to your studies, and an extension of your period of stay may not be permitted.

(3) Avoid involvement in crime

It goes without saying that you may be punished and ordered to leave the country if you commit a crime, but it could also happen even if you are unknowingly involved in a crime.

(Examples)

- Transferring your unused bank account
→ There is a possibility that it will be used for wire fraud.
- Receiving a package from a stranger at home and forwarding it to a specified address
→ There is a possibility that it may be part of the illegal drug trade, etc.

If you undertake any part-time work without paying attention just because it is highly paid, it becomes something irreversible. Please be careful.

(4) Do not submit any falsified documents to the Regional Immigration Bureau.

If you submit falsified documents in the procedures for obtaining/maintaining status of residence, your application will not be accepted. Please submit genuine documents without concealing any information even if the information is disadvantageous for you such as poor academic performance.

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. Acquire an extension of your period of stay before departing from Japan if the expiration date for your period of stay is coming close.

(1) Required documents

- ED Card for Special Re-entry Permit
- Residence card
- Passport

(2) Fees: None

Re-entry permission (cases where the period of stay in foreign countries is more than one year)

Acquire re-entry permission at the Immigration Bureau in advance in cases where you are to leave Japan for more than one year.

Note that there are two kinds of re-entry permits: single re-entry permits and multiple re-entry permits. The former permit the holder to depart from and re-enter Japan only once, while the latter permit the

holder to depart from and reenter Japan as many times as the holder likes until its expiration.

(1) Required documents

- Application for Re-entry Permission

* The application form can be obtained from the Regional Immigration Bureau or can be downloaded from the website of the Ministry of Justice.

- Residence card
- Passport

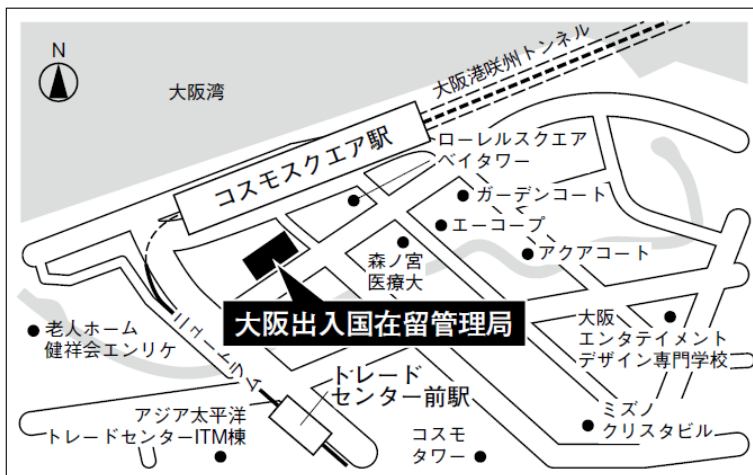
(2) Fees: 3,000 yen (single re-entry) or 6,000 yen (multiple re-entry)

Access to the Regional Immigration Bureau

Procedures related to one's status of residence can be carried out at the competent Regional Immigration Bureau, District Immigration Office, or Immigration Branch Office.

Osaka Regional Immigration Bureau

Area of jurisdiction	Osaka, Hyogo, Kyoto, Shiga, Nara, and Wakayama Prefectures
Location	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	06-4703-2100
Office hours	9:00 AM to 4:00 PM (Except Saturdays, Sundays, and national holidays)



大阪湾	Osaka Bay
コスモスクエア駅	Cosmosquare Station
大阪港咲洲トンネル	Osaka Port Sakishima Tunnel
老人ホーム健祥会エンリケ	Special Elderly Nursing Home Kensyokai Enrique
アジア太平洋トレードセンターITM棟	ITM Building, Asia and Pacific Trade Center
ニュートラム	New Tram
大阪出入国在留管理局	Osaka Regional Immigration Bureau
森ノ宮医療大	Morinomiya University of Medical Sciences
トレードセンター前駅	Trade Center-mae Station
コスモタワー	Cosmo tower
ローレルスクエアベイタワー	Laurel Square Osaka Bay Tower
ガーデンコート	Garden Court
エーコープ	A-COOP

アクアコート	Aqua Court
大阪エンタテインメントデザイン専門学校	Osaka Academy of Entertainment Design
ミズノクリスタビル	Mizuno Crystal Building

Kyoto Branch Office

Area of jurisdiction	Kyoto and Shiga Prefectures
Location	Kyoto Second Local Joint Government Bldg., 34-12 Higashi Maruta-cho, Maruta-cho-Kawabata-Higashi-iru, Sakyo-ku, Kyoto City, Kyoto, 606-8395 * About one minute's walk from Jingu Marutamachi Station on the Keihan Electric Railways' Oto Line
Tel	075-752-5997
Office hours	9:00 AM to 12:00 PM and 1:00 PM to 4:00 PM (except for Saturdays, Sundays, and national holidays)

Kobe District Immigration Office

Area of jurisdiction	Hyogo Prefecture
Location	Kobe Local Joint Government Bldg., 29 Kaigan-dori, Chuo-ku, Kobe City, Hyogo, 650-0024 * About ten minutes' walk from Sannomiya Station on the JR Kobe Line
Tel	078-391-6378
Office hours	9:00 AM to 4:00 PM (except for Saturdays, Sundays, and national holidays)

Q & A Regarding Status of Residence

- **Extension of period of stay and change of status of residence**

Q: I received a Notification Requiring Submission of Materials from the Regional Immigration Bureau. What should I do?

A: Make sure to consult with the Division of International Affairs as soon as possible. Your application may be refused if you fail to submit the documents that the Regional Immigration Bureau requires by the deadline described in the notification.

Therefore, make every effort to be on time for the deadline.

Q: Is there a limit to the issuance dates of documents to be submitted to the Regional Immigration Bureau?

A: With regard to documents issued in Japan, submit those that were issued within the last three months. However, in regard to your university ID, please use the most recent version.

Q: I feel anxious about the extension of my period of stay. Who can I meet with?

A: The Division of International Affairs will provide consultation services regarding applications to the Regional Immigration Bureau at any time. Therefore, if you feel anxious, consult with the Division of International Affairs as soon as possible.

Q: I haven't yet received the results of the review for the extension of my period of stay from the Regional Immigration Bureau, though the expiration date of my period of stay has arrived. Will my stay in Japan become illegal?

A: If you have already applied for an extension of period of stay or change of status of residence by the expiration date of your period of stay, you can legally stay in Japan until either: (i) the date of the announcement of the review results or (ii) the date on which two months will have elapsed since the expiration date of your period of stay.

* While your application is being reviewed, any permission to engage in activities other than those permitted under your status of residence granted to you during your period of stay remains valid. You can also receive a single re-entry permit.

**Q: How long is the period of stay granted to the status of residence of Student?
Also, how is the length of this period determined?**

A: The period of stay granted to the status of residence of Student is either four years and three months, four years, three years and three months, three years, two years and three months, two years, one

year and three months, one year, six months, or three months. The Regional Immigration Bureau determines which of the aforementioned periods to grant to an international student, by comprehensively taking the following into consideration: how many years it will take for the international student to graduate from a university, academic performance, engagement in part-time jobs, and whether or not the international student has ever committed unlawful acts.

Q: Am I allowed to apply for an extension of my period of stay from overseas if the expiration date of my period of stay arrives during my absence from Japan?

A: You are not allowed to apply for an extension of period of stay or a change of status of residence from overseas. Make sure to return to Japan and file your application by the expiration date of your period of stay. Consult with the Division of International Affairs in advance if the expiration date of your period of stay arrives during your absence from Japan due to unavoidable circumstances.

Q: I forgot to apply for an extension of my period of stay by the expiration date of my period of stay. What should I do?

A: Consult with the Division of International Affairs immediately.

● **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.

- i Engagement in part-time jobs should not adversely affect students' studies.
- ii 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.
- iii 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.
- iv 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).
- v 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 (http://www.mofa.go.jp/j_info/visit/visa/index.html) for more information.

Q: I'm thinking of bringing my spouse to Japan. What should I do?

A: To live in Japan together with your spouse for the long term, you need to file an application for the issuance of a Certificate of Eligibility to be granted for the status of residence of Dependent with the Regional Immigration Bureau. See the website of the Ministry of Justice (http://www.moj.go.jp/ONLINE/IMMIGRATION/ZAIRYU_NINTEI/zairyu_nintei10_19.html) (in Japanese) for more information.

Alternatively, if your spouse is going to stay in Japan temporarily, you are allowed to bring him or her to Japan under a short-term stay visa.

Q: I'd like to know about cases where I need to submit notifications to the Regional Immigration Bureau.

A: In cases where your name, date of birth, gender, or nationality/region has changed, cases where you begin the process of transferring to another university, and cases where you are expelled from or leave Kansai University, you need to submit notifications to the Regional Immigration Bureau within 14 days after such changes occur.

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.

Student Life

Basic Knowledge for Student Life

Issuance of various certificates

- Issuing support counters

Certificate	Certificate Issuance fee etc.	Service support counter			
		Senriyama Campus	Takatsuki Campus	Takatsuki Muse Campus	Sakai Campus
*Certificate of Enrollment	100 yen	Center for Educational Affairs Support	Faculty of Informatics Office	Muse Office	Sakai Campus Office
*Official Transcript	100 yen				
*Certificate of Expected Date of Graduation	100 yen				
Transcript of Credits	100 yen				
*Certificate of Expected Receipt of Teacher's License	100 yen				
School Report	300 yen				
Other foreign language certificates	300 yen				
* Student Discount Certificate Issued on request	Free (Limited number of cards issued)				
Student ID Card (Re-issuance)	Student ID card: 700 yen Enrollment verification slip: 200 yen	Center for Academic Affairs			
Student Commuter Status Certificate	Issued on request at support counter				
Group Travel Certificate	Visit a counter for details.	Center for Educational Affairs Support Support Group for Student Life Sports Promotion Group	Faculty of Informatics Office Takatsuki Campus Office		
Cap badge	60 yen	Support Group for Student Life	Takatsuki Campus Office		
Lapel badge	40 yen				
Health Examination Certificate	*Health Examination Certificate on	Medical Center	Takatsuki Campus Infirmary	Muse Medical Center	Sakai Campus Infirmary

	University-designated form: 200 yen Certificate in other forms: 500 yen Foreign language certificate: 1,000 yen				
--	---	--	--	--	--

Note:

- *(1) Only the certificates and documents marked with “ * ” on the above list are available on the same day from certificate-issuing machines.

Note that your student ID card and password are required to have certificates issued from certificate-issuing machines.

You shall be notified of your password at a guidance session at your faculty during orientation events for new students.

If you forget your password, inquire at an issuing support counter on any campus.

- *(2) Health Examination Certificates are only available for students who are expected to graduate through a certificate-issuing machine.

● Certificate-issuing machines

Campus	Location		Service hours
Senriyama Campus	Faculty Complex 2, Bldg. 1, 1F Hall	Hall	Mon. to Fri. 9:00 AM to 6:30 PM Sat. 9:00 AM to 5:00 PM
Takatsuki Campus	Bldg. A, 1F	Next to Faculty of Informatics Office	Mon. to Fri. 9:00 AM to 8:00 PM Sat. 9:00 AM to 5:00 PM
Takatsuki Muse Campus	West Bldg., 2F (Faculty/Graduate School Bldg.)	Next to Muse Office	Mon. to Fri. 9:00 AM to 8:00 PM Sat. 9:00 AM to 5:00 PM
Sakai Campus	Bldg. A, 1F	Next to Sakai Campus Office	Mon. to Fri. 9:00 AM to 6:30 PM Sat. 9:00 AM to 5:00 PM
Umeda Campus	5F	Career Center Umeda Office	Mon. to Fri. 10:00 AM to 6:00 PM * Sometimes opens on Saturdays.

- * Please check for service hours on the Information System as the time during which the certificate-issuing machines are available is to be changed during university holidays.

Student Identification (ID) Card / Enrollment Verification Slip

Your student ID card / enrollment verification slip 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/slip are also required when you use libraries. Thus, the card/slip are important for student life, so handle them with care. Be sure to carry both your student ID card and enrollment verification slip 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 and Student Discount 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 / enrollment verification slip must be neither lent nor transferred to others.

[Dealing with loss/damage]

In case of loss of / damage to your student ID card / enrollment verification slip, immediately submit an application for re-issuance to a counter (the application form is available at the counter) on any campus with a handling fee.

Purchase of a student commuter pass

When purchasing a student commuter pass for JR / other railway companies / buses, fill in the application form provided at the sales counter at a station (commuter pass sales office) and present your student ID card and an enrollment verification with a commuter pass issuance record (equivalent to a student commuter status certificate).

* 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 a service support counter on any campus.

- 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.

Student Discount Certificates

(Student Passenger Fare Discount Certificates)

- Discounts for individual students

Students are eligible for a discount on their fare when traveling a one-way distance of 101 kilometers or more by JR or other transportation to receive practical training or return home. The discount is 20% off the regular fare.

- How to obtain

Student Discount Certificates are issued on the same day from certificate issuing machines.

- Points to note

- i A Student Discount Certificate is valid for three months from the date of issue.
- ii The number of Student Discount Certificates issued each academic year is limited to twenty per person, and the number of certificates issued at one time is limited to three per week in principle.
- iii Without a student ID card, students are able to neither use Student Discount Certificates nor purchase discounted tickets.
- iv Never illegally use Student Discount Certificates; for example, never allow any person other than yourself to use your certificates.
- v In addition, students should strictly observe the points to note written on the back of each certificate.

- Group student discount (Group travel certificate)

If a group of 8 or more students and guiding faculty members use JR to conduct extracurricular activities such as training camps / expeditions or seminar trips with the same members and the same route and departure/arrival stations, you can get a group student discount on regular fares by following the prescribed procedure. The discount rate is 30% for faculty members and 50% for students.

- How to obtain

Please fill out the application form for proof of group travel prescribed by the university, attach the form prescribed by the JR window or the travel agent, and present it to the procedure window on each campus for proof. Please note that the procedure for group trips is to be done from 9 months to 14 days before the boarding date.

Class Time Table

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

- 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/index.html>). 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

The measures for classes (including class cancellations, class time reduction, and postponement of regular exams) in the event of a natural disaster are 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 the Mayor of Osaka, Mayor of Suita, Mayor of Takatsuki, or Mayor of Sakai recommends or directs evacuation for residents in the area where each campus is located.

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.

Notification of cancellations and resumption of classes shall be promptly made via the Kansai University website. In addition, if any of the following applies, we will inform you of the cancellation or the like on the day before.

- (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 22:00 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 22:00 the day before.

4. Regardless of the above, we will inform you separately about the cancellation of classes and the like in appropriate ways such as the Kansai University website and the like.

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 International Students Dormitory	• 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	• 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	• JR Tokaido Main Line (Kyoto - Kobe) • Hankyu Kyoto Line (Juso – Kyoto-kawaramachi), Kobe Line (Osaka-umeda – Kobe-sannomiya)
Sakai Campus	• Nankai Koya Line (Namba – Sakai-higashi) • Osaka Metro Sakaisuji Line (Tenjimbashisuji 6-chome – Tengachaya) • Hankyu Senri Line (Tenjimbashisuji 6-chome – Kandai-mae)
Umeda Campus	• 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), Midotsuji Line (Shin-Osaka – Tennoji)

Dealing with lost and found property

If you lose or find property on the University campus, immediately follow procedures at the nearest service support counter in each campus in accordance with the “Lost and found guidelines” (included in the HANDBOOK).

● Service support counters

Senriyama Campus	Takatsuki Campus	Takatsuki Muse Campus	Sakai Campus
Class Support Station	Takatsuki Campus Office	Muse Office	Sakai Campus Office
General Library			
Central Gym Office			
Student Support Group			
Sports Promotion Group			
IT Center			
Career Center			

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:
 - ⇒ Visit the appropriate counter on each campus for re-issuance (see Page 34).
- 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” (Pages 98 to 105). 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 have 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 submit an application for re-issuance of a Student ID Card to the service support counter (the application form is available at the counter, and your personal seal or signature is required) at any campus with a handling fee (700 yen).

- 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

- 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 or motorcycle/moped is completely prohibited.

Kansai University prohibits students from commuting by car or motorcycle/moped.

- 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 46)

- 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.

Part-time jobs

You are requested to register at the “Arubaito (Part-time job) Information Network for Kansai University Students” (<https://www.aines.net/kansai-u/>) which is a service for providing information on recruitment of part-time job seekers. You can browse information on recruitment of part-time job seekers on the website after registration.

* You must obtain Permission to Engage in Activity Other Than That Permitted under the Status of Residence Previously Granted before engaging in a part-time job. There are limitations on the time and types of part-time jobs you are allowed to engage in and you must comply with them.

(See Page 21 for further details.)

Taxes

All residents in Japan are required to pay taxes regardless of nationality.

Major taxes that international students need to pay:

- Income tax: A tax imposed on individual income. Your wages from your part-time job and other earnings are subject to income tax, which is, in many cases, deducted from your wages. If your country of nationality and Japan have concluded a tax treaty, you may be exempted from the deduction of income tax from your wages, depending on the content of the treaty.
Regarding the procedure, contact your employer.
- Residence tax: A tax that you pay to your municipality of residence. The amount of tax is calculated based on your income in the previous year and is deducted from your

wages from your part-time job or paid in response to the payment notice sent by your municipality.

- Consumption tax: Imposed at the rate of 10% (8% for specific items such as food) on the purchase of any goods and receipt of services.

Maintaining Health

Health Management Center

At the Senriyama Campus Health Management 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	Takatsuki Campus	Takatsuki Muse Campus	Sakai Campus
Window	Health Management Kansai University Medical Center	Takatsuki Campus Infirmary	Muse Health Center	Sakai Campus Infirmary
Open Hours	[Health Management Center] Mon-Fri 9:00 AM to 7:00 PM Sat 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	Mon, Tue, Thu and Fri 9:00 AM to 6:00 PM Wed 9:00 AM to 5:00 PM	Mon-Fri 9:00 AM to 5:00 PM	Mon-Fri 9:00 AM to 5:00 PM
Location	SHIN-KANSAIDAIGAKU-KAIKAN North Bldg. 4F	K Bldg. North 1F	West Bldg. 9F	A Bldg. 1F
Contact	06-6368-1175	072-690-2170	072-684-4120	072-229-5090

*Days and times open may change due to spring, summer and winter vacations.

- Regular Checkups

There are regular checkups offered for all students in April. As for the time schedules, information will be provided through our information system and other means, so please take note of available times and make sure to get a checkup on the designated day. Those who do not get the necessary checkup will not be able to receive a certificate of health.

- Health Management and Health Consulting

In the event that, through a regular checkup, it is found that you may be sick or you are suspected to be sick, a notice will be sent in your name to your address. Following the chart above, please receive another checkup or a more thorough test. Depending on the new result, we will provide a

recommendation for follow-up procedures or introduce a hospital.

Also, if there are any troubles in your personal life, eating habits and or sickness, please do not try to solve the issue by yourself. Also, remember that physicians, public health nurses, and nurses are available to listen to /answer your questions/worries/concerns about matters such as sickness or eating habits.

- **Printing of Certificate of Health**

Students who are registered for graduation can print a certificate at one of the respective certificate machines. Students who are not yet registered to graduate can get a certificate printed at any of the health centers in the table on Page 32. Also, in the event that you need a certificate of health for your job seeking or study abroad, you may obtain a certificate at the centers in the table on Page 32.

- **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.

- * **About “Insurance Card for Students” and “Remote Locations Insurance Card”**

In order to receive medical treatment, an insurance card is necessary. Students living in boarding houses or in the dorms will be provided with an Insurance Card (Card) or a Remote Locations Insurance Card. For details, call the health insurance society concerned or a municipal office in the area where you live.

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.

InHos <http://inhos.net>

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.

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 of 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 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	Education Center (General Affairs Window)	Student Lifestyle Support Group	Sports Promotion Group
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

Type of benefit Applicable case	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
	(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)

- **Kansai University Mutual Aid Insurance System (Comprehensive Insurance) Kansai**

University Mutual Aid Association, Phone: 06-6368-1964

This system complements Personal Accident Insurance for Students Pursuing Education and Research. Please consider enrolling just in case.

- **Inbound Study Abroad Student Incidental Accident Affairs (Only for international students)**

Kandai Pensee (Phone: 06-6368-0011)

- **Gakken Accident Indemnity Liability Insurance (Liability Insurance)**

Internship and Teaching Practice Handling Offices

- **Sports Safety Insurance (Accident Insurance, Liability Insurance)**

Sports Safety Association (URL: <http://www.sportsanzen.org/>)

- **TS Mark Accident Affairs (Bicycle Insurance)**

Japan Traffic Management Technology Association (URL: <http://www.tmt.or.jp/>)

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.

Furthermore, all Kansai University students who are enrolled in the recommended Kansai University Mutual Aid Security System can apply their Liability Insurance Mutual Aid to bicycle insurance.

Housing

International Student Dormitories

We have international student dormitories and a shared house as well as one affiliated international student dormitory operated by Kyoritsu Maintenance Co., Ltd. through a business alliance of Kansai

University and Kandai Pensee Co., Ltd.

In the dormitories, international students and local students experience cross-cultural communication through living together, and foster a global mindset. A Resident Assistant lives in each dormitory to support students' everyday lives as well as leading students' interactions in the dormitory.

Check our website for details on the international student dormitories.

[Operated by Kansai University]

- Student House Shurei-ryo (capacity 181 male students)
Five minutes' walk from Senriyama Campus. Most of the rooms are for two students with shared facilities such as a dining hall, library, bathrooms, lounges, pantries, shower rooms, and laundry rooms.
- Dormitory Tsukigaoka (capacity 102 female students)
Fifteen minutes' walk from Senriyama Campus. All the rooms are for two students with shared facilities such as a dining hall, library, bathrooms, pantries, shower rooms, and laundry rooms.
- Minami-Senri International Plaza International Students Dormitory (capacity 169 male/female students)
Fifteen minutes by bicycle from Senriyama Campus or five minutes' walk from Minami-senri Station on the Senri Line of the Hankyu Railway. The dormitory is structured in units, each of which has six or seven dormitory rooms (single occupancy, equipped with a toilet and modular bath) sharing a lounge and kitchen, which allows the residents to naturally communicate with each other. In addition, dormitory residents are given opportunities to experience cross-cultural exchange through activities with the local community.
- Kansai University International Dormitory (capacity 144 male/female students)
Twenty minutes by bicycle from Senriyama Campus or ten minutes' walk from Minami-senri Station on the Senri Line of the Hankyu Railway. Most of the dormitory rooms are single occupancy with shared facilities such as a kitchen, shower, and washrooms installed on each floor. In addition, various events are held in collaboration with the local community.

[Affiliated international student dormitories]

- KU I-House (capacity 77 male/female students)
Five minutes by bicycle from Senriyama Campus. The dormitory consists of two buildings, and three types of dormitory rooms (single occupancy, equipped with a toilet and modular bath) are

available.

Shared House

- KU Share House (exclusively for women) — Available for only a few students

One minute's walk from Senriyama Campus. International students and Japanese students live and help each other here. Social gatherings and events to understand Japanese culture and society are held a few times every two months using the living space. Each room is for two students, and the shared house is furnished with a kitchen, living room, toilets, baths, washrooms, and more.

If you would like to move in, contact the Division of International Affairs.

<http://www.kansai-u.ac.jp/CARES-Osaka/news/detail.php?seq=77>

Private accommodations, apartments, etc.

Adequately learn the rules in Japan in advance before concluding a contract and moving into a private apartment or accommodations.

The Student Single Life Support Group Section of Kansai University CO-OP also offers a lodging search service. If you wish, call them yourself.

Student Single Life Support Group Section	Kansai University Senriyama Campus Kansai University Co-op Rinpukan, 3F Service hours: 10:00 AM to 5:00 PM (excluding Sundays and holidays) Phone: 06-6368-7533 URL: http://kandai-heya.jp/ (in Japanese)
---	---

- Expenses for a contract

Upon signing a contract and moving into a property in Japan, the following payments are needed in many cases.

You are advised to figure out how much you can afford for housing in advance.

Earnest money	This is a deposit initially needed when a contract is signed, which generally amounts to approximately one month's rent.
Deposit money	This is a security deposit to be kept by the landlord. The amount is generally equivalent to a rent for one month or two. When the contract expires, the remaining amount from the deposit, if any, will be refunded after unpaid rent and costs for repairs, cleaning etc. are deducted.
Key money	This is a monetary gift paid to the landlord, which is not refundable even when the contract expires.
Commission	This is a commission charge to be paid to the real estate agency, which is generally equivalent to approximately one month's rent.

Note:

*(1) Rooms are generally not furnished.

*(2) The initial contract period is generally one to two years. In order to further extend the contract, a renewal procedure may be required.

● Expenses while renting

While renting a room or a house, in general, you have to pay the following expenses as part of the rental fees for your accommodations. Usually the next month's payment must be made in advance by the end of the previous month.

Rent in principle	An advance payment for the next month should be made by the end of the previous month.
Common service fee	The common service fee includes charges for electricity, water, and cleaning for shared facilities such as stairs and passageways. It is generally paid with the rent.
Utility fee etc.	The utility fee includes utility charges for water, gas, electricity, etc.

Note: Rent must be paid by the rent due date.

● General matters to note

[When moving in]

- You must not merely make a verbal agreement but exchange written documents when making a contract. In fact, this is a good idea to prevent any trouble.
- Thoroughly read the contract until you fully understand.
- Always be careful when signing the contract, because the paid money is in principle not refundable once you conclude the contract (including verbal agreements).
- No person other than the renter(s) is allowed to share the accommodations.

[When moving out]

- When moving out of your accommodations due to relocation, graduation, the completion of courses, or other causes, the first thing to do is to read the contract and check the procedures necessary for moving out.
Check the contents of the contract carefully, and ask the administrator in advance if you have any questions.
- Inform the landlord or real estate company in advance that you are to leave by the date stated in the contract. You may be billed for the next month's rent if you are late informing them.
- When leaving, you need to bring the room back to the same state as it was when you moved in. If you leave the room with damages or dirt in it, the cleaning and repair costs will be deducted from the deposit money.
If the deposit is not enough, you may be charged additional charges.
- You must dispose of all unnecessary items in the specified manner and empty the room. (See Page 53)

- Inform the power company, gas company, and water department of the cancellation of your contracts at least one week before leaving, and do not forget to settle the last month's utility fees.
- Cancel other services such as telephone and internet.

- **Joint surety and Comprehensive Renters' Insurance for Foreign Students Studying in Japan**
In Japan, when signing a contract for renting accommodations such as rooms in privately run dormitories, a joint guarantor is required. However, it is sometimes difficult for international students to find a joint guarantor in Japan.

Kansai University has a joint surety system, in cooperation with Kansai University Co-op (hereinafter referred as Kandai Co-op), where Kandai Co-op serves as a joint guarantor for international students who have difficulty finding a joint guarantor on the condition that the international students sign a lease contract through Kandai Co-op.

In this case, international students need to enroll in Comprehensive Renters' Insurance for Foreign Students Studying in Japan, but Kandai Co-op shall bear the costs including an insurance premium (4,000 yen per year). Note that only international students whose status of residence is Student (who have obtained the status of Student or are applying for a change to that status) are eligible for this insurance.

As for the details of Comprehensive Renters' Insurance for Foreign Students Studying in Japan, you should receive an explanation when signing the contract at Kandai Co-op to fully understand the details.

Student housing and company dormitories

The Division of International Affairs sometimes accepts applications to live in student housing and company dormitories for international students operated by other organizations. Information on the acceptance of applications shall be provided through personal messages over the Information System

- **El Sereno Kobaicho**

Operator	Osaka International House Foundation
Address	6-6 Kobai-cho, Kita-ku, Osaka City
Rental fee	Single-type (for singles): 18,100 yen to 30,000 yen (based on monthly income) Family-type (for households): 28,500 yen to 47,200 yen (based on monthly income)
Specified time limit	The minimum period of time required to complete the course that the student

Application period December

Operator	Osaka Foundation of International Exchange
Address	2-226 Higashiuenoshiba-cho, Kita-ku, Sakai City
Rental fee	26,000 yen
Specified time limit	Two years in principle
Application period	January and August

Operator	Japan Student Services Organization
Address	1-2-8 Wakinohama-cho, Chuo-ku, Kobe City
Rental fee	For singles: 35,000 yen
Specified time limit	The minimum period of time required to complete courses and up to three years' time
Application period	At any time

This is one of the support programs conducted by the Foundation of Corporate Friendship Network for Foreign Students, where Japanese companies provide international students with some of their dormitory rooms. The rent is between 6,000 yen and 12,000 yen. Some dormitories offer paid meals.

As waste sorting criteria and rules on how to put out garbage differ by municipality, ask the municipal office and neighborhood people.

- Burnable waste
- Non-burnable waste

- Plastics from containers and packaging
- Old newspapers, old magazines, empty cans (bottles), plastic bottles, etc.
- Oversized waste (waste whose longest edge or diameter exceeds 30 cm or rod-shaped waste whose length exceeds 1 m)

As for large-sized waste items such as furniture and home appliances that are no longer needed, ask for collections on other specified days or individually ask the municipal office to take them. Some municipalities charge you to collect them.

Under the Home Appliance Recycling Act, for the home appliances listed below, you must contact the shop/retailer where you purchased such appliances to ask them to take the appliances away and pay certain fees. Be careful that such appliances are not collected as household appliance waste.

- Air conditioners, TVs, refrigerators, washing machines, clothes dryers

Counseling

<On-campus consultation desks>

In recent years, more and more students are burdened with anxiety and worry and more and more students are making use of the campus wide counseling rooms.

At this university, we provide counseling for a range of topics. According to the needs to the students, we are providing the following locations for counseling. Feel free to use our counseling services to alleviate any worries you may have.

If you find yourself saying, “I don’t know where to go for counseling,” please visit the Student Counseling and Support Center (Senriyama Campus SHINKANSAI-DAIGAKU-KAIKAN North Bldg 1F, 06-6368-1373). Counseling services offered at each of the locations are as follows. All counseling services are private and confidential.

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

*The days of operation follow the University Calendar.

● Counseling about Overall Student Life Worries

Counseling is provided for issues relating to student life such as interpersonal relationships, family, finance, afterschool activities and more, as well as worries about personality and thoughts.

Counseling is offered for students concerned about their future; for students worried about something but unsure of with whom to discuss their worries.

(We also provide introductions for other counseling)

Campus	Senriyama Campus	Takatsuki Campus	Takatsuki Muse Campus	Sakai Campus
Window	Student Life Support Group	Takatsuki Campus Office	Muse Office	Sakai Campus Office
Phone	06-6368-0157	072-690-2161	072-684-4000	072-229-5022
Hours	Mon-Fri 9:00 AM - 7:00 PM Wed 9:00 AM - 8:00 PM Sat 9:00 AM - 5:00 PM	Mon-Sat 9:00 AM - 5:00 PM	Mon-Sat 9:00 AM - 5:00 PM	Mon-Fri 9:00 AM - 6:00 PM Sat 9:00 AM - 5:00 PM
Window	University Student Counseling			
Phone	06-6368-1307			
Hours	Mon-Fri 10:00 AM - 5:00 PM			

- **Counseling about Post-Graduate Worries**

Counseling is provided for worries about class and credits.

(Depending on the content, we will coordinate with experienced school counselors and teachers from various departments.)

Campus	Senriyama Campus	Takatsuki Campus	Takatsuki Muse Campus	Sakai Campus
Window	Education Center	Informatics Office	Muse Office	Sakai Campus Office
Phone	06-6368-1148	072-690-2151	072-684-4000	072-229-5022
Hours	Mon-Fri 9:00 AM - 6:30 PM Sat 9:00 AM - 5:00 PM	Mon-Sat 9:00 AM - 5:00 PM	Mon-Sat 9:00 AM - 5:00 PM	Mon-Fri 9:00 AM - 6:00 PM Sat 9:00 AM - 5:00 PM
Window	Undergraduate Counseling	Undergraduate Counseling	Undergraduate Counseling	Undergraduate Counseling

* For a student counselling office, visit the General Affairs window at the Education Center. On campuses other than Senriyama Campus, visit a faculty office.

Post-graduate support for students with disabilities

(The University Support Coordinator for Students with Disabilities will provide counseling services for students with disabilities who request support.)

Campus	Senriyama Campus	Takatsuki Campus	Takatsuki Muse Campus	Sakai Campus
Window	Student Counseling Support Center	Faculty of Informatics Office Takatsuki Campus Office	Muse Office	Sakai Campus Office
Phone	06-6368-1373	072-690-2151 072-690-2161	072-684-4000	072-229-5022
Hours	Mon-Fri 9:00 AM to 5:00 PM	*There is no designated counselor for these offices but they can coordinate with the Student Counseling Support Center.		

● Counseling about Health

Counseling is provided for worries about class and credits.

Campus	Senriyama Campus	Takatsuki Campus	Takatsuki Muse Campus	Sakai Campus
Window	Health Management Center	Takatsuki Campus Infirmary	Muse Health Center	Sakai Campus Infirmary
Phone	06-6368-1175	072-690-2170	072-684-4120	072-229-5090
Hours	Mon-Fri 9:00 AM to 7:00 PM Sat 9:00 AM to 5:00 PM	Mon, Tue, Thurs, Fri 9:00 AM to 6:00 PM Wed 9:00 AM to 5:00 PM	Mon-Fri 9:00 AM to 5:00 PM	Mon-Fri 9:00 AM to 5:00 PM

● Counseling about Mental Worries

Counseling is provided if you can't sleep or have lost motivation, feel depressed or have worries about friends or family.

<Psychological consultation for all students>

Campus	Senriyama Campus	Takatsuki Campus	Takatsuki Muse Campus	Sakai Campus
Window	Psychological Counseling Office	Psychological Counseling Office	Psychological Counseling Office	Psychological Counseling Office
Phone	06-6368-0278	072-690-2432	072-684-4105	072-229-5174
Hours	Mon-Sat 9:00 AM to 5:00 PM	Mon-Fri 10:00 AM to 4:00 PM	Mon-Fri 10:00 AM to 4:00 PM	Mon-Fri 10:00 AM to 4:00 PM

<Psychological consultation for international students only>

Psychological counseling (reservation required, 50 minutes each time)

Specialized counselors provide individual counseling to international students about twice a month in Japanese or English.

Details such as the reservation procedure and available dates and times will be posted in the information system, Oshirase (Notice).

● Counseling about Courses, Job Seeking

Counseling is provided for those worried about the next step in their lives or general job-seeking issues.

Campus	Senriyama Campus	Takatsuki Campus	Takatsuki Muse Campus	Sakai Campus
Window	Career Center Office	Career Center Takatsuki Campus Office	Career Center Muse Office	Career Center Sakai Campus Office
Phone	06-6368-0162	072-690-2164	072-684-4038	072-229-5124
Hours	Mon-Fri 9:00 AM to 7:00 PM * Sometimes closes at 5:00PM. Sat 9:00 AM to 5:00 PM	Mon-Fri 9:00 AM to 5:00 PM	Mon-Fri 9:00 AM to 5:00 PM	Mon-Fri 9:00 AM to 5:00 PM
Window	Career Center Science and Engineering Office	* On campuses other than Senriyama, the functions of the Career Design Room and the Job Information Room are integrated in the Branch Room. * If you want to call the Job Information Room on Senriyama Campus on Saturday, call the Career Center office instead.		
Phone	06-6368-0253			
Hours	Mon-Fri 9:00 AM to 7:00 PM * Sometimes closes at 5:00 PM. Sat 9:00 AM to 5:00 PM			
Window	Career Design Room			
Phone	06-6368-0202			
Hours	Mon-Fri 10:00 AM to 4:30 PM			
Window	Job Information Room			
Phone	06-6368-0202			
Hours	Mon-Fri 9:30 AM to 6:50 PM Sat 9:30 AM to 4:50 PM			

Apart from the above, there is also a career center located in our Umeda Campus, the Career Center Umeda Office.

Window	Career Center Umeda Office (Kansai University Umeda Campus 5F)
Phone	06-4256-6504
Hours	Mon-Fri 10:00 AM to 6:00 PM * Sometimes opens on Saturdays.

<Off-campus consultation desks>

Local governments and industry associations that are located where the campuses are, including Osaka Prefecture, have established consultation desks for foreigners. As you may receive specialized consultation, proactively use such services.

- Information/consultation related to daily life

Osaka Information Service for Foreign Residents

<http://www.pref.osaka.lg.jp/kokusai/soudan/index.html>

Location: 5th Floor, MyDome Osaka, 2-5 Hommachibashi, Chuo-ku, Osaka

Nearest station: Sakaisuji-Hommachi Station on the Osaka Metro's Chuo Line and Sakaisuji Line

Phone: 06-6941-2297

Hours: Monday to Friday

9:00 AM to 5:30 PM

Supported languages: English, Chinese, Korean, Portuguese, Spanish, Thai, Vietnamese, Filipino, and Japanese

- Labor consultation

You can ask for consultation about labor issues such as not receiving wages or overtime payments from an employer for a part-time job.

Osaka Labour Bureau, Ministry of Health, Labour and Welfare

https://jsite.mhlw.go.jp/osaka-roudoukyoku/hourei_seido_tetsuzuki/advisor_foreign_workers.html

Location: 9F Osaka Godochosha Building No.2, 4-1-67, Otemae, Chuo-ku, Osaka

Nearest station: Tanimachi 4-chome Station on the Osaka Metro's Tanimachi Line and Chuo Line

<Japanese language consultation desks>

- Consultation counter for general labor matters (8th floor of Osaka Labour Bureau)

Monday to Friday

9:00 AM to 5:00 PM (9:00 AM to 6:00 PM on Tuesday)

- Hotline for general labor matters

Phone: 0120-939-009

Monday to Friday

9:00 AM to 5:00 PM (9:00 AM to 6:00 PM on Tuesday)

<Foreign language consultation desks>

- Consultation counter for foreigners (9th floor of Osaka Labour Bureau) 9:30 AM to 5:00 PM

Supported languages: English (Mon./Wed.), Portuguese (Wed./Thu.), Chinese (Wed.)

- Hotline for foreign workers 10:00 AM to 3:00 PM

English Mon. through Fri. Phone: 0570-001701

Chinese	Mon. through Fri.	Phone: 0570-001702
Portuguese	Mon. through Fri.	Phone: 0570-001703
Spanish	Tue./Thu./Fri.	Phone: 0570-001704
Tagalog	Tue./Wed.	Phone: 0570-001705

- Legal consultation

Osaka Bar Association Legal Consultation Center

<https://soudan.osakaben.or.jp/field/foreign/> (In Japanese)

Japan Legal Support Center Houterasu Osaka

<https://www.houterasu.or.jp/chihoujimusho/osaka/index.html>

Japan Legal Support Center Houterasu Multilingual information service

Office hours: 9:00 AM to 5:00 PM, Mon. through Fri.

Phone: 0570-078377

- Health consultation

AMDA International Medical Information Center

<http://amda-imic.com/>

- Local international offices

Osaka Foundation of International Exchange

<http://www.ofix.or.jp/>

Location: 5th Floor, MyDome Osaka, 2-5 Hommachibashi, Chuo-ku, Osaka

Nearest station: Sakaisuji-Hommachi Station on the Osaka Metro's Chuo Line and Sakaisuji Line

Phone: 06-6966-2400

Osaka International House Foundation

<http://www.ih-osaka.or.jp/>

Location: 8-2-6 Uehommachi, Tennoji-ku, Osaka

Nearest station: Tanimachi 9-chome Station on the Osaka Metro's Tanimachi Line and Sennichimae Line

Phone: 06-6773-8989

Suita International Friendship Association

<https://suita-sifa.org/>

Location: Senri Newtown Plaza 6F, 1-2-1 Tsukumodai, Suita City

Nearest station: Minami-senri Station on the Hankyu Senri Line

Phone: 06-6835-1192

Takatsuki International Association

<http://www.takatsuki-intl-assn.or.jp/>

Location: Takatsuki City Comprehensive Center 4F, 2-1 Toencho, Takatsuki City, Osaka

Nearest station: Takatsuki-shi Station on the Hankyu Kyoto Line

Phone: 072-674-7396

Sakai International Plaza

<http://www.city.sakai.lg.jp/shisei/kokusai/koryuplaza/index.html>

Location: 1-4-24, Nakakawara-machi, Sakai-ku, Sakai City

Nearest station: Sakaihigashi Station on the Nankai Koya Line

Phone: 072-340-1090

Japanese Language Support Program

The Division of International Affairs provides a variety of Japanese Language Support Programs to ensure that international students will be able to enjoy a fulfilling student life. Please make use of the provided programs to enhance your studies of the Japanese language.

Program	Details	Level	Type	Eligibility	Maximum
Academic Literacy Supplemental Course	Provides practical training to acquire academic literacy in the Japanese language as required to write a thesis at the university or to conduct research activities at a graduate-school level.	Advanced	Seminar (90 min. per week x 10 weeks)	3rd & 4th year undergraduate students, graduates students, international research students	15 students
Conversational Japanese Brush-up Seminar	Provides practical training in Japanese conversational skills that are needed in daily life to adapt to the Japanese society.	Intermediate-Advanced	Seminar (30 min. per week x 10 weeks)	Degree-seeking international students, incoming international exchange students (N3 level or above)	15 students
Japanese Language Academic Writing Lecture, Online Video	Uses videos to inform students about sentence expressions, methods for searching and writing reference materials, thesis structure, etc.	Advanced	Online video (May to Mar. of following year)	Degree-seeking international students, international research students	None
Japanese Language Tutor/Tutee System	Tutor (Japanese student) gives advice and support to the tutee (international student) with their studies (mainly Japanese) and daily life.	Beginner-Advanced	Individual support (May to Jul.) (Oct. to Jan. of following year)	Degree-seeking international students, international research students, incoming international exchange students	None
Individual Consultations on Japanese Writing	Gives advice on Japanese language, such as sentence expressions and structures, using thesis, reports and other writings brought in by the international student.	Advanced	Individual consultation (2 days a week, 2 hours each)	Degree-seeking international students, international research students	4 students per day

*The details of the programs and days offered may change.

When the details and application procedures for each course are decided, they will be posted on the Information System.

Job Seeking Support Program for International Students **“SUCCESS-Osaka”** **(MEXT commissioned project)**

The SUCCESS-Osaka project provides programs centered on business Japanese, career education, and internships and various kinds of support for international students studying at Kansai University, with the aim of developing the top-level international talents required by Japanese society and companies.

Visit the website below for details.

<http://www.kansai-u.ac.jp/Kokusai/SUCCESS-Osaka/>

Those who wish to participate in the program and work in Japan after graduation are recommended to register as a “SUCCESS Fellow.” Consult the Division of International Affairs for further information.

SUCCESS-Osaka



International Exchange

Activities

Throughout the year the Division of International Affairs offers a variety of activities where Japanese native students and international students can exchange culture. The activities are diversified and include: Japanese cultural experiences, sporting events, and social parties, all of which you can easily join on campus, in addition to home visits for you to visit local families away from campus and field trips to museums and cultural properties. Implementation details and how to participate in activities will be provided through the information system “Notice,” individual messages, etc.

Visit the SNS pages of the Division of International Affairs below for the implementation details of the activities and how to participate. Proactively use these sources so as to make life at Kansai University more fulfilling.

Division of International Affairs
Facebook



Division of International Affairs
Line



Division of International
Affairs
Instagram



Division of International
Affairs
Twitter



Mi-Room (Multilingual Immersion Room)

Place: Faculty Complex 2, Bldg. 1, 1F Hall (on the same floor as the Division of International Affairs)

Office hours: Mon-Sat 9:00 AM to 5:00 PM during the semester.

* Students can freely enter the building, but must carry student cards.

Mi-Room is divided into the Main Space, Session Room, and Class Room, which can be used in the following manner, respectively.

Main Space: Used as a place for exchange with other international students or Japanese students during free time between classes (eating and drinking are allowed.)

Session Room: A variety of sessions aimed at allowing students to acquire foreign languages or Japanese language and culture. The session programs are announced through the Facebook account of Mi-Room

Class Room: Mainly used for giving classes.

Mi - Room Facebook



SANKUS



The recruitment of Global Teaching Assistant (GTA)

A GTA is an international student that performs support work for the operation of sessions and activities hosted by the Division of International Affairs. Being a teacher of the Multilingual Program conducted in Mi-Room is also part of a GTA's work.

The recruitment for the GTA position will be listed in the "Notice" in the information system.

Those who wish to apply for the position are advised to consult with the Division of International Affairs. Incidentally, since the GTA work is paid, you must obtain Permission to Engage in Activity Other Than That Permitted under the Status of Residence Previously Granted.

Organizations that support the campus life of international students

There are two organizations that support international students endorsed by the Division of International Affairs. Improve your student life using events and connections of the support organizations.

Association of International Students

A community for international students by international students. The association broadens your network and creates opportunities for mutual support. A variety of events will be implemented to enable you to get used to student life in Japan. In addition, members of the Association of International Students can receive information about international exchange activities available for international students directly in individual messages through the information system.

Participate in the association of international students and broaden your horizons of student life through encounters with other international students. If you are interested, check the Facebook page.

[Facebook Page of the](#)
[Association of](#)
[International Students](#)



KU Bridge

The KU Bridge is a community conducting international exchange activities to serve as a bridge between international students and Japanese. Since the KU Bridge plans and operates a variety of international exchange events, please check its activities through the Facebook page.

The KU Bridge supports international students from the same perspective as theirs to enable them to lead an enhanced life as an international student studying in Kansai University.

[Facebook page of KU](#)
[Bridge](#)



Other points to note

Drinking and smoking

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.

No smoking and separation of smoking areas on campus

On campus, smoking is prohibited except in “designated smoking areas.”

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.

Scholarships

Scholarships System

The Division of International Affairs handles scholarships system.

In order for you to be recommended for a scholarship, you must submit an application to the Division of International Affairs through the website during the prescribed period in April every academic year (in September only for new students in the autumn term and those who return and are readmitted to the University).

When and how to apply will be notified through individual messages in the information system.

Web application URL: <https://dia.jm.kansai-u.ac.jp/rgstr/>

[Overview of Scholarships]

< Types of Scholarships >

1. Internal scholarships

Kansai University provides two kinds of scholarship that are only for privately-financed international students. Each grant duration is one year. Eligible students are those who are enrolled in Kansai University, hold the status of residence of Student, show excellent academic performance, and have financial difficulties. Benefits and selection conditions vary depending on the faculty. All doctoral-course students will be granted scholarships for the entire standard period for the completion of their degree.

i Privately-financed International Student Scholarship Reserved before Admission (for new students)

This is a scholarship for those who enter Kansai University. We will select based on the results of the entrance examination and other factors and notify eligible students before admission.

ii Privately-financed International Student Scholarship (for second years and above)

This is a scholarship for second years and above. We call for applications every year and select eligible students based on their academic performance.

Visit the website of the Division of International Affairs (<http://www.kansai-u.ac.jp/Kokusai/english/from/support.php?id=scholarship>) for stipends and selection criteria.

2. External scholarships (available through university recommendation)

Scholarships offered by external foundations and available through recommendation by Kansai

University. Requirements are enrollment in the University by passing the entrance examination for international students and status of residence of Student.

○ Determination of candidates for recommendations

The recommendation ranking of students who have applied to the Division of International Affairs will be determined based on their academic performance, and highly-ranked students who satisfy the recommendation conditions of each scholarship will be recommended.

Some conditions for recommendations for scholarships may include conditions other than academic performance. There are scholarships which are decided based on Incidentally, an internal interview of candidates may be conducted for recommendations in some scholarships.

○ Notices to candidates for recommendations

Notices of selection results are given to candidates for recommendations via private messages sent through the Information System. In cases where candidates do not respond within a certain period after the Division of International Affairs has given notice, such candidates will be considered to have declined their recommendations. Make sure to periodically check the Information System.

[Reference]

*See the list of Scholarships from Page 68 onwards for which recommendations were made in AY2019.

However, the conditions for recommendations and the stipend may vary depending on the year.

3. External scholarships (through public offering)

Scholarships offered by external foundations to which students shall apply individually. For scholarships of which the Division of International Affairs has been notified, details on how to apply are posted in the information system. In addition, students themselves can collect scholarship information and apply. If you apply to a scholarship by yourself, report it to the Division of International Affairs.

* For the scholarships that called for applications in AY2019, see the list starting on Page 68.

However, the conditions for recommendations and the stipend may vary depending on the year.

4. Other

Some scholarships are for all students of Kansai University including privately-financed

international students. Visit the Scholarship Support Group website (<http://www.kansai-u.ac.jp/scholarship/system.html>).

○ Overall Process from Application for External Scholarships (Recommended by University) to Receipt of Such Financial Aid

Application paperwork needs to be done in April every school year!

(Application paperwork needs to be done in September in the first year for students newly enrolled in the autumn term)

4月上旬在留 (秋学期入学者、復学者、復籍者は初年度のみ9月下旬) カードのWeb登録	Register your Residence Card on the website in early April (late September in the first year for students newly enrolled in the autumn term and those who return and are readmitted to the University in the autumn term).
4月中旬まで (秋学期入学者、復学者、復籍者は初年度のみ9月下旬) 奨学金出願Web 登録	Apply for scholarships by registering through the website by mid-April (late September in the first year for students newly enrolled in the autumn term and those who return and are readmitted to the University in the autumn term).
奨学金	Scholarships
随時	Any time
推薦候補者を国際部にて選出 (個人伝言で連絡)	The Division of International Affairs selects candidates. (Notification by individual message)
出願する奨学金に関する説明会	Briefing sessions on the scholarships you are applying for
出願書類作成・提出	Prepare and submit application forms.
面接練習 (面接選考がある場合)	Interview practice (if an interview is planned for selection)
結果発表 (個人伝言で連絡)	Result announcement (notification by individual message)
受給手続き (口座登録、御礼状提出など)	Paperwork to receive scholarships (bank account registration, writing thank-you letters, etc.)
受給開始	Start receiving scholarship money
受給中	While receiving scholarship money

在籍確認サイン その他、奨学金の種類により、財団行事への参加か 学習報告書の提出が求められるものがあります。	Sign to confirm enrollment. In addition, depending on the type of scholarship, you may be required to attend foundation events or submit study reports.
受給終了後	After finishing receiving scholarship money
受給終了手続き (御礼状、報告書の提出など)	Paperwork after end of scholarships (writing thank-you letters, report submission, etc.)
※奨学金は、募集案内が届いた時点で登録が済ん でいる学生を推薦の対象としますので、奨学金を 希望する方は早めに登録してください。	Only students who have already registered when the application guidance arrives are eligible to be scholarship candidates, so those who wish to receive scholarships should register early.

[Reference] List of Academic Year 2019 Scholarships

Here is a list of the scholarships for which recommendations and calls for applications were issued.

Matters such as eligibility requirements for recommendations and stipends from scholarships may vary depending on the academic year.

(i) Nationality/region
(ii) Course, school year, and age (during academic year in which students receive scholarships)
(iii) Faculty, graduate school department, major, etc.
(iv) Requirements regarding whether or not combination with other scholarships is allowed
(v) Other

(1) Internal scholarships

関西大学国際交流助成基金 第3種奨学金

Kansai University International Exchange Fund Type III Scholarship

応募・採用条件	Eligibility requirements for application and selection
①日本以外の国籍を有するもの	(i) Students who have nationalities other than Japanese nationality
②指定なし	(ii) No specified requirements
③指定なし	(iii) No specified requirements
④他の奨学金が本奨学金より同額以上の場合は 併給不可。	(iv) Cannot be combined with other scholarships

他の奨学金が本奨学金より少額の場合は、その差額分を給付。 ⑤関西大学「国際交流助成基金による助成規程」に基づき、奨学生を決定する。	in cases where the total of other scholarships is equal to or more than the stipend from this Scholarship. In cases where the total of other scholarships is less than this Scholarship, the difference is paid. (v) Selection of scholarship recipients is based on the Rules on Financial Support Provided by the Kansai University International Exchange Fund
受給金額	Stipend
3 万円/月	30,000 yen per month
受給期間	Grant duration
1 年間	1 year
学内採用人数	Number of recipients from Kansai University
20名	20 students

(2) External scholarships (available through university recommendation)

(公財) SGH奨学財団

SGH International Scholarship Foundation

推薦条件	Recommended conditions
①ASEAN（東南アジア諸国連合）加盟国 ②学 部（3年次） 27歳未満 博士前期（1年次） 35歳未満 博士後期（2年次） 35歳未満 ※年齢は支給年度の4月1日時点 ③指定なし ④併給不可 ⑤春期入学のみ対象	(i) ASEAN (Association of Southeast Asian Nations) countries (ii) Undergraduate (third year): under 27 years of age Master's course (first year): under 35 years of age Doctoral course (second year): under 35 years of age * Age shall be as of April 1 of the academic year in which this Scholarship is to be granted. (iii) No specified requirements (iv) Cannot be combined with other scholarships (v) Only for students who enter universities in the spring term
受給金額	Stipend
12万円/月	120,000 yen per month

受給期間	Grant duration
2 年間	2 years
学内募集人数	Number of recipients from Kansai University
学 部 1 名	1 undergraduate student
大学院 1 名	1 graduate student

公益信託 滝崎記念アジア留学生奨学基金

Takizaki Memoria Trust

推薦条件	Recommended conditions
①アジア諸国 ②学部・大学院（1 年次） ③理工系の学部または大学院 ④併給不可	(i) Asian countries (ii) Undergraduate and graduate students (first year) (iii) Undergraduate or graduate students who major in science and technology (iv) Cannot be combined with other scholarships
受給金額	Stipend
5 万円/月	50,000 yen per month
受給期間	Grant duration
最短修業年限内	Within minimum period for completion of degree
学内採用人数	Number of recipients from Kansai University
2 名	2 students

（公財）ナインティナイン・アジア留学生奨学基金

Ninety-nine Asian Student Scholarships Foundation

推薦条件	Recommended conditions
①アジア諸国 ②指定なし ③理工系の学部または大学院 ④選考基準により可能な場合あり ⑤仕送り月額9万円以下	(i) Asian countries (ii) No specified requirements (iii) Undergraduate or graduate students who major in science and technology (iv) Can be combined with other scholarships in some cases according to selection criteria (v) School expenses provided: less than 90,000 yen per month
受給金額	Stipend
5 万円/月	50,000 yen per month

受給期間	Grant duration
最短修業年限内 学 部 最長 4 年間 博士前期 最長 2 年間 博士後期 最長 3 年間	Within minimum period for completion of degree Undergraduate: maximum 4 years Master's course: maximum 2 years Doctoral course: maximum 3 years
学内募集人数	Number of recipients from Kansai University
春採用 学部 1 名 秋採用 大学院 1 名	Recipients selected in the spring term: 1 undergraduate student Recipients selected in the autumn term: 1 graduate student

(独) 日本学生支援機構 文部科学省外国人留学生学習奨励費

Monbukagakusho Honors Scholarship for Privately Financed International Students, offered by the Japan Student Services Organization (JASSO)

推薦条件	Recommended conditions
①日本以外の国籍を有するもの ②指定なし ③指定なし ④併給可 ⑤追加採用あり	(i) Students who have nationalities other than Japanese nationality (ii) No specified requirements (iii) No specified requirements (iv) Can be combined with other scholarships (v) Selection of additional recipients is planned
受給金額	Stipend
4.8 万円/月	48,000 yen per month
受給期間	Grant duration
1 年間 6 ヶ月間 (追加採用)	1 year 6 months (for additionally selected recipients)
学内募集人数	Number of recipients from Kansai University
学 部 1 名 (0 名) 大学院 1 名 (0 名) ※ () 内は追加採用	Undergraduate students: 1 (0) Graduate students: 1 (0) * The numbers in parentheses are those of students to be additionally selected.

(独) 日本学生支援機構 文部科学省外国人留学生学習奨励費 (入学前予約)

Monbukagakusho Honors Scholarship for Privately Financed International Students, offered by the Japan Student Services Organization (JASSO) (to be reserved before admission)

推薦条件	Recommended conditions
①日本以外の国籍を有するもの ②学部 1 年次 博士前期 1 年次 博士後期 1 年次 ③指定なし ④併給可	(i) Students who have nationalities other than Japanese nationality (ii) Undergraduate students (first year) Master's course (first year) Doctoral course (first year) (iii) No specified requirements (iv) Can be combined with other scholarships
受給金額	Stipend
4.8万円/月	48,000 yen per month
受給期間	Grant duration
1 年間 (一部例外あり)	1 year (There are some exceptions.)
2019年度実績	Number of students who received this scholarship in AY2019
学 部 18名	Undergraduate students: 18

(独) 日本学生支援機構 文部科学省外国人留学生学習奨励費 (渡日前)

Monbukagakusho Honors Scholarship for Privately Financed International Students, offered by the Japan Student Services Organization (JASSO) (to be reserved before coming to Japan)

推薦条件	Recommended conditions
①日本以外の国籍を有するもの ②学部 1 年次 博士前期 1 年次 博士後期 1 年次 ③指定なし ④併給可	(i) Students who have nationalities other than Japanese nationality (ii) Undergraduate students (first year) Master's course (first year) Doctoral course (first year) (iii) No specified requirements (iv) Can be combined with other scholarships
受給金額	Stipend
4.8万円/月	48,000 yen per month
受給期間	Grant duration
1 年間 (一部例外あり)	1 year (There are some exceptions.)
2018年度実績	Number of students who received this scholarship in AY2018

学 部 12名	Undergraduate students: 12
大学院 6名	Graduate students: 6

(独) 日本学生支援機構 文部科学省外国人留学生学習奨励費 (就職促進)

Monbukagakusho Honors Scholarship for Privately Financed International Students, offered by the Japan Student Services Organization (Employment Promotion)

推薦条件	Recommended conditions
①日本以外の国籍を有するもの ②学部 1 ～ 3 年次 ③指定なし ④併給可 ⑤留学生就職促進プログラム参加者	(i) Students who have nationalities other than Japanese nationality (ii) Undergraduate students in the first to third years (iii) No specified requirements (iv) Can be combined with other scholarships (v) International student participants in the Job Seeking Promotion Program.
受給金額	Stipend
4.8万円/月	48,000 yen per month
受給期間	Grant duration
1 年間 (一部例外あり)	1 year (There are some exceptions.)
学内募集人数	Number of recipients from Kansai University
学 部 8名	Undergraduate students: 8
大学院 4名	Graduate students: 4

(公財) 朝鮮奨学会

The Korean Scholarship Foundation

推薦条件	Recommended conditions
(公財) 朝鮮奨学会	The Korean Scholarship Foundation
①韓国・朝鮮 ②学 部 30歳未満 大学院 40歳未満 (法科大学院の未修コース (3 年制) は、2 年次以上) ※年齢は支給年度の 4 月 1 日時点 ③指定なし ④併給不可 (貸与奨学金、本奨学金と同額未満)	(i) The Republic of Korea and North Korea (ii) Undergraduate students: under 30 years of age Graduate students: under 40 years of age (second year or above for students enrolled in the standard course (3 years) at law school) * Age shall be as of April 1 of the academic year

の給付奨学金、学内奨学金は併給可能)	in which this Scholarship is to be granted (iii) No specified requirements (iv) Cannot be combined with other scholarships (except for educational loans, scholarships whose stipends are less than the stipend from this Scholarship, and internal scholarships)
受給金額	Stipend
学 部 2.5万円/月 博士前期 4万円/月 専 門 職 4万円/月 博士後期 7万円/月	Undergraduate: 25,000 yen per month Master's course: 40,000 yen per month Professional degree program: 40,000 yen per month Doctoral course: 70,000 yen per month
受給期間	Grant duration
1 年間（博士後期は最長 2 年間） ※継続応募者は個人応募可能	1 year (maximum 2 years for students enrolled in doctoral courses) * Recipients of this Scholarship who apply for the renewal of this Scholarship are allowed to individually submit applications.
学内募集人数	Number of recipients from Kansai University
学 部 2 名 大学院 1 名	Undergraduate students: 2 Graduate student: 1

（公財）日本国際教育支援協会 JEES留学生奨学金（修学）

JEES International Student Scholarships offered by Japan Educational Exchanges and Services (JEES) (Study Support)

推薦条件	Recommended conditions
①日本以外の国籍を有するもの ②学 部（2年次以上） 大学院生 ③指定なし ④他から受ける奨学金等受給月額合計が48,000円以下の場合併給可能。	(i) Students who have nationalities other than Japanese nationality (ii) Undergraduate students (second year or above) Graduate students (iii) No specified requirements (iv) Can be combined with other scholarships in cases where the total amount of other scholarships is 48,000 yen or less per month

受給金額	Stipend
3 万円/月	30,000 yen per month
受給期間	Grant duration
最長 2 年間	Maximum 2 years
学内募集人数	Number of recipients from Kansai University
1 名	1 student

(公財) 日本国際教育支援協会 JEES留学生奨学金 (就職促進)

JEES International Student Scholarships offered by Japan Educational Exchanges and Services
(JEES) (Employment Promotion)

推薦条件	Recommended conditions
①日本以外の国籍を有するもの ②学部 1 ～ 3 年次 ③指定なし ④他から受ける奨学金等受給月額合計が48,000 円以下の場合には併給可能。 ⑤留学生就職促進プログラム参加者 日本語能力試験N1取得者	(i) Students who have nationalities other than Japanese nationality (ii) Undergraduate students (first to third years) (iii) No specified requirements (iv) Can be combined with other scholarships in cases where the total amount of other scholarships is 48,000 yen or less per month (v) International student participants in the Job Seeking Promotion Program International students in possession of the qualification of the Japanese Language Proficiency Test N1
受給金額	Stipend
3 万円/月	30,000 yen per month
受給期間	Grant duration
1 年間	1 year
学内募集人数	Number of recipients from Kansai University
学 部 3 名	Undergraduate students: 3

(公財) 日本国際教育支援協会 ドコモ留学生奨学金

Docomo International Student Scholarship, offered by Japan Educational Exchanges and Services
(JEES)

推薦条件	Recommended conditions
①アジア諸国	(i) Asian countries

②博士前期（１年次） ③通信技術、情報処理技術及びこれに関連する分野を専攻する者。 人文・社会科学等の部門を専攻する者で、研究に「通信や情報処理」が活用されると大学が認める者。 ④併給不可（貸与型奨学金、一時金は除く） ⑤春期入学のみ対象	(ii) Masters course (first year) (iii) Students majoring in communication technology and information processing technology, or related fields Students majoring in academic fields including humanities and social science whom universities consider to be utilizing communication and information processing for their research (iv) Cannot be combined with other scholarships (except for educational loans and lump-sum scholarships) (v) Only for students who enter universities in the spring term
受給金額	Stipend
12万円/月	120,000 yen per month
受給期間	Grant duration
２年間	2 years
学内募集人数	Number of recipients from Kansai University
２名	2 students

北大阪振興（株）

Kitaosaka Shinko Co., Ltd.

応募・採用条件	Eligibility requirements for application and selection
①台湾	(i) Taiwan
②指定なし	(ii) No specified requirements
③指定なし	(iii) No specified requirements
④併給可	(iv) Can be combined with other scholarships
受給金額	Stipend
３万円/月	30,000 yen per month
受給期間	Grant duration
１年間	1 year
学内募集人数	Number of recipients from Kansai University
３名	3 students

(公財) ロータリー米山記念奨学会

Rotary Yoneyama Memorial Foundation

推薦条件	Recommended conditions
①日本以外の国籍を有するもの ②学 部 (3年次、4年次) 博士前期 (1年次、2年次) 博士後期 (2年次、3年次) ※応募時に45歳未満のもの ③指定なし ④併給不可	(i) Students who have nationalities other than Japanese nationality (ii) Undergraduate (third and fourth years) Master's course (first and second years) Doctoral course (second and third years) * Students under 45 years of age at the time of application (iii) No specified requirements (iv) Cannot be combined with other scholarships
受給金額	Stipend
学 部 10万円/月 大学院生 14万円/月	Undergraduate students: 100,000 yen per month Graduate students: 140,000 yen per month
受給期間	Grant duration
最短就業年限内	Within minimum period for completion of degree
学内募集人数	Number of recipients from Kansai University
10名	10 students

(公財) 平和中島財団

Heiwa Nakajima Foundation

推薦条件	Recommended conditions
①日本以外の国籍を有するもの ②指定なし ※但し、応募時及び受給開始時に同一大学の正規課程に在籍する者 ③指定なし ④併給不可 (月額3万円以下は可)	(i) Students who have nationalities other than Japanese nationality (ii) No specified requirements * When a student makes an application or starts to receive the Scholarship, the student must still be enrolled in the regular course of the same university. (iii) No specified requirements (iv) Cannot be combined with other scholarships (except for cases where the total of other scholarships is 30,000 yen or less per month)
受給金額	Stipend

10万円/月	100,000 yen per month
受給期間	Grant duration
1 年間	1 year
学内募集人数	Number of recipients from Kansai University
学 部 1 名 大学院 1 名	Undergraduate student: 1 Graduate student: 1

(公財) 西村奨学財団

Nishimura International Scholarship Foundation

推薦条件	Recommended conditions
①南西アジア、東南アジア、東アジア諸国及び地域 ②学 部 (3 年次) 博士前期 (1 年次) 博士後期 (1 年次) ③指定なし ⑤大阪府内に住所を有するもの	(i) Countries and regions in Southwest Asia, Southeast Asia and East Asia (ii) Undergraduate (third year) Master's course (first year) Doctoral course (first year) (iii) No specified requirements (v) Students whose addresses are in Osaka Prefecture
受給金額	Stipend
12万円/月	120,000 yen per month
受給期間	Grant duration
学 部 : 最短就業年限内 (最長 2 年間) 博士前期 : 最短就業年限内 (最長 2 年間) 博士後期 : 最短就業年限内 (最長 3 年間)	Undergraduate: within minimum period for completion of degree (maximum 2 years) Master's course: within minimum period for completion of degree (maximum 2 years) Doctoral course: within minimum period for completion of degree (maximum 3 years)
学内募集人数	Number of recipients from Kansai University
春採用 3 名 秋採用 3 名	Recipients selected in the spring term: 3 Recipients selected in the autumn term: 3

(一財) 共立国際交流奨学財団奨学金

Kyoritsu International Foundation Scholarship

推薦条件	Recommended conditions
①アジア諸国	(i) Asian countries

②大学院（在籍算残期間が最低２年以上の者） ③指定なし ④併給不可	(ii) Graduate students (whose remaining enrollment period is at least two years) (iii) No specified requirements (iv) Cannot be combined with other scholarships
受給金額	Stipend
10万円/月	100,000 yen per month
受給期間	Grant duration
２年間	2 years
学内募集人数	Number of recipients from Kansai University
１名	1 student

（株）共立メンテナンス奨学基金奨学金

Kyoritsu Maintenance Scholarship

推薦条件	Recommended conditions
①アジア諸国 ②学 部（在籍算残期間が最低２年以上の者） ③指定なし ④他奨学金が月額５万円以下なら可 ⑤財団の判断で（一財）共立国際交流奨学財団 奨学金が割り当てられることがある	(i) Asian countries (ii) Undergraduate students (whose remaining enrollment period is at least two years) (iii) No specified requirements (iv) Can be combined with other scholarships in cases where the total of other scholarships is 50,000 yen or less per month (v) The Kyoritsu International Foundation Scholarship is granted in some cases depending on decisions made by the Kyoritsu International Foundation
受給金額	Stipend
６万円/月	60,000 yen per month
受給期間	Grant duration
１年間	1 year
学内募集人数	Number of recipients from Kansai University
１名	1 student

（公財）大遊協国際交流・援助・研究協会

Daiyu-kyo Foundation of International Exchange, Assistance & Research

推薦条件	Recommended conditions
------	------------------------

①日本以外の国籍を有するもの ②学 部（1年次） ③指定なし ④併給不可	(i) Students who have nationalities other than Japanese nationality (ii) Undergraduate (first year) (iii) No specified requirements (iv) Cannot be combined with other scholarships
受給金額	Stipend
学 部 5万円/月	Undergraduate students: 50,000 yen per month
受給期間	Grant duration
1年間 （2年目以降は継続推薦書提出後、面談の上決定）	1 year (Renewal will be decided based on an interview after submitting a renewal recommendation form)
学内募集人数	Number of recipients from Kansai University
学 部 2名	Undergraduate student: 2

（公財）市川国際奨学財団

Ichikawa International Scholarship Foundation

推薦条件	Recommended conditions
①アジア諸国 ②春：大学院生（35歳未満） 秋：学部生（30歳未満） ③指定なし ④併給不可	(i) Asian countries (ii) Spring term: Graduate students under 35 years of age Autumn term: Undergraduate students under 30 years of age (iii) No specified requirements (iv) Cannot be combined with other scholarships
受給金額	Stipend
学 部 10万円/月 大学院生 7万円/月	Undergraduate students: 100,000 yen per month Graduate students: 70,000 yen per month
受給期間	Grant duration
春採用 2年間 秋採用 1年間	Recipients selected in the spring term: 2 years Recipients selected in the autumn term: 1 year
学内募集人数	Number of recipients from Kansai University
春採用 大学院 4名 秋採用 学部 3名	Graduate students selected in the spring term: 4 Undergraduate students selected in the autumn term: 3

(公財) 日本国際教育支援協会 豊田通商留学生奨学金

Toyota Tsusho Scholarship, offered by Japan Educational Exchanges and Services (JEES)

推薦条件	Recommended conditions
①日本以外の国籍を有するもの（アフリカ出身者を優先） ②学 部（３年次） 博士前期 博士後期 ③経済・法律等の社会科学、人文科学及び理学、工学を専攻するもの ④併給不可	(i) Students who have nationalities other than Japanese nationality (Priority for students from African countries) (ii) Undergraduate students (third year) Master's course Doctoral course (iii) Students majoring in social sciences including economics and law, humanities, science, and engineering (iv) Cannot be combined with other scholarships
受給金額	Stipend
10万円/月	100,000 yen per month
受給期間	Grant duration
在籍期間中最長２年間	Maximum 2 years during enrollment period
学内募集人数	Number of recipients from Kansai University
２名	2 students

Fukuwaraku Scholarship, offered by Japan Educational Exchanges and Services (JEES)

推薦条件	Recommended conditions
①中国国籍 ②指定なし ③指定なし ④併給不可	(i) Chinese nationality (ii) No specified requirements (iii) No specified requirements (iv) Cannot be combined with other scholarships
受給金額	Stipend
3万円/月	30,000 yen per month
受給期間	Grant duration
最短修業年限内	Within minimum period for completion of degree
学内募集人数	Number of recipients from Kansai University
１名	1 student

(公財) 日本国際教育支援協会 三菱商事留学生奨学金

Mitsubishi Corporation International Student Scholarship, offered by Japan Educational Exchanges and Services (JEES)

推薦条件	Recommended conditions
①日本以外の国籍を有するもの（南アジア、東南アジア、中南米、アフリカ出身者を優先） ②学 部（３年次、４年次） 博士前期（１年次、２年次） 博士後期（１年次～３年次） ③指定なし ④併給不可（貸与型奨学金、一時金は除く）	(i) Students who have nationalities other than Japanese nationality (Priority for students from South Asian, Southeast Asian, Latin American and African countries) (ii) Undergraduate (third and fourth years) Master's course (first and second years) Doctoral course (first to third years) (iii) No specified requirements (iv) Cannot be combined with other scholarships (except for educational loans and lump-sum scholarships)
受給金額	Stipend
学 部 12万円/月 大学院生 15万円/月	Undergraduate students: 120,000 yen per month Graduate students: 150,000 yen per month
受給期間	Grant duration
学 部：最短修業年限内で最長２年間 博士前期：最短修業年限内で最長２年間 博士後期：最短修業年限内で最長３年間	Undergraduate: maximum 2 years, within minimum period for completion of degree Master's course: maximum 2 years, within minimum period for completion of degree Doctoral course: maximum 3 years, within minimum period for completion of degree
学内募集人数	Number of recipients from Kansai University
３名	3 students

（公財）日本国際教育支援協会 石橋財団奨学金

Ishibashi Foundation Scholarship, offered by Japan Educational Exchanges and Services (JEES)

推薦条件	Recommended conditions
①日本以外の国籍を有するもの ②日本国内の大学院に入学するため、海外から出願する私費外国人留学生 ③美術史を専攻 ⑤10月募集あり	(i) Students who have nationalities other than Japanese nationality (ii) Privately financed international students who submit applications from overseas in order to enter graduate schools at universities in Japan

	(iii) Students majoring in art history (v) Calls for applications also conducted in October
受給金額	Stipend
15万円/月	150,000 yen per month
受給期間	Grant duration
在籍期間中最長 2 年間	Maximum 2 years during enrollment period
学内募集人数	Number of recipients from Kansai University
1 名	1 student

(公財) 大塚敏美育英奨学財団

Otsuka Toshimi Scholarship Foundation

推薦条件	Recommended conditions
①日本以外の国籍を有するもの ②大学院生 満38歳以下 ※年齢は支給年度の4月1日時点 ③経営学、工学（ただし医学・薬学に関連の深い分野に限る） ④併給不可	(i) Students who have nationalities other than Japanese nationality (ii) Students who are 38 years of age or younger as of April 1 of the academic year in which this Scholarship is to be granted (iii) Medical science, pharmaceutical science, nutritional science, physical education, and business administration (iv) Cannot be combined with other scholarships
受給金額	Stipend
200万円/年 150万円/年 100万円/年 （財団選考委員会による評価に応じて決定）	2,000,000 yen per year 1,500,000 yen per year 1,000,000 yen per year (Determined according to an assessment made by the Foundation's screening committee)
受給期間	Grant duration
1 年間 ただし継続申請を認める（最長 3 年まで）	1 year However, recipients are allowed to apply for a renewal of their scholarships (for a total grant duration of a maximum of three years).
学内募集人数	Number of recipients from Kansai University
大学院 3 名	Graduate students: 3

(公財) 寺浦さよ子記念奨学会

Teraura-Sayoko Memorial Scholarship Foundation

推薦条件	Recommended conditions
①日本以外の国籍を有するもの ②指定なし ③指定なし ④併給可	(i) Students who have nationalities other than Japanese nationality (ii) No specified requirements (iii) No specified requirements (iv) Can be combined with other scholarships
受給金額	Stipend
10万円/月	100,000 yen per month
受給期間	Grant duration
1 年間	1 year
学内募集人数	Number of recipients from Kansai University
3 名	3 students

学外奨学金 (公募によるもの)

External scholarships (available through public offering)

(公財) 日本国際教育支援協会 JEES日本語教育普及奨学会 (検定)

JEES Scholarship for the Promotion of Japanese Language Learning (Japanese Language Proficiency Test), offered by Japan Educational Exchanges and Services (certificate examination)

対象	Eligibility requirements
①指定なし ②受給期間が1年以上見込める者 ③指定なし ④併給不可 ⑤協会指定年度に日本語教育能力検定試験に合格した者	(i) No specified requirements (ii) Students who are expected to continue to receive this scholarship for at least one year (iii) No specified requirements (iv) Cannot be combined with other scholarships (v) Those who passed the Japanese Language Proficiency Test in the academic year designated by JEES
金額	Amount
5 万円/月	50,000 yen per month
受給期間	Grant duration

推薦を受ける大学での在籍期間中最長 2 年間	Maximum 2 years during the period of enrollment at universities that recommend applicants
------------------------	---

(公財) 日本国際教育支援協会 JEES日本語教育普及奨学金 (日能)

JEES Scholarship for the Promotion of Japanese Language Learning (Japanese Language Proficiency Test), offered by Japan Educational Exchanges and Services (JEES)

対象	Eligibility requirements
①日本以外の国籍を有する者 ②受給期間が 1 年以上見込める者 ③指定なし ④本協会が実施する他の奨学金を受給しない者 ⑤協会指定年度に日本国内で実施した日本語能力試験N1を受験し、170点以上（中国語・韓国語以外を母語とするものは100点以上）の成績を収めた者、日本語指導者を目指す者	(i) Students who have nationalities other than Japanese nationality (ii) Students who are expected to continue to receive this scholarship for at least one year (iii) No specified requirements (iv) Those who do not receive other scholarships implemented by JEES (v) Those who took the Japanese Language Proficiency Test N1 implemented in Japan in the academic year designated by JEES and scored 170 or more (100 or more for those whose native language is other than Chinese and Korean), and those who aim to become a Japanese language teacher.
金額	Amount
5 万円/月	50,000 yen per month
受給期間	Grant duration
推薦を受ける大学での在籍期間中最長 2 年間	Maximum 2 years during the period of enrollment at universities that recommend applicants

(公財) 日本国際教育支援協会 JEES留学生奨学金 (少数受入国)

JEES International Student Scholarships offered by Japan Educational Exchanges and Services (JEES) (A few host countries)

対象	Eligibility requirements
①財団が指定する国籍（少数受入国） ②受給期間が 1 年以上見込める者 ③指定無し ④他から受ける奨学金等受給月額合計が48,000	(i) Students of nationalities specified by the JEES (countries that send small numbers of students to Japan) (ii) Students who are expected to continue to

円以上の場合は併給不可。	receive this scholarship for at least one year (iii) No specified requirements (iv) Cannot be combined with other scholarships in cases where the total of other scholarships is 48,000 yen or more per month
金額	Amount
5 万円/月	50,000 yen per month
受給期間	Grant duration
推薦を受ける大学での在籍期間中最長 2 年間	Maximum 2 years during the period of enrollment at universities that recommend applicants

(公財) 大塚敏美育英奨学財団

Otsuka Toshimi Scholarship Foundation

対象	Eligibility requirements
①日本以外の国籍を有する者 ②支給年度の 4 月 1 日時点で満38歳以下 ③医学・薬学・生物学・栄養学・体育学・工学および経営学 ④併給可能。ただし、併給の場合は50万円/年。	(i) Students who have nationalities other than Japanese nationality (ii) Students who are 38 years of age or younger as of April 1 of the academic year in which this Scholarship is to be granted (iii) Medicine, pharmacology, biology, nutrition, physical education, engineering and business administration (iv) Can be combined with other scholarships. However, the amount is 500,000 yen per year when you combine with other scholarships.
金額	Amount
200万円/年、150万円/年もしくは100万円/年 (財団選考委員会による評価に応じて決定)	2,000,000 yen per year, 1,500,000 yen per year, or 1,000,000 yen per year (Determined according to an assessment made by the Foundation's screening committee)
受給期間	Grant duration
1 年間 ただし継続申請を認める (最長 3 年まで)	1 year However, recipients are allowed to apply for a renewal of their scholarships (for a total grant duration of a maximum of three years).

(公社) 日本中国友好協会 丹羽宇一郎奨学金

Niwa Uichiro Scholarship, offered by the Japan-China Friendship Association

対象	Eligibility requirements
①中国（日本国永住許可保持者は不可） ②大学院生 30歳未満 ※年齢は応募年度の4月2日時点 ※オーバードクターは不可 ③社会科学系（法学・政治学関係・商学・経済学関係） ④他の団体から月額10万円以下ならば、併給可。	(i) China (Students who have acquired permission for permanent residence in Japan are not eligible.) (ii) Graduate students under 30 years of age * Age shall be as of April 2 of the academic year in which students submit applications. * Unemployed graduates of doctoral programs are not eligible. (iii) Social science and other related fields (fields related to law, politics, commerce, and economics) (iv) Can be combined with other scholarships in cases where the total of the stipends per month from other scholarships does not exceed 100,000 yen
金額	Amount
7万円/月	70,000 yen per month
受給期間	Grant duration
1年間	1 year

(公財) 日本台湾交流協会

Japan - Taiwan Exchange Association

対象	Eligibility requirements
①台湾 ②博士前期課程、専門職学位課程、博士後期課程 35歳未満 ③指定無し ④併給不可	(i) Taiwan (ii) Master's courses, professional degree programs, and doctoral courses: under 35 years of age (iii) No specified requirements (iv) Cannot be combined with other scholarships
金額	Amount
博士前期・専門職：14.4万円/月	Master's courses, professional degree programs:

博士後期：14.5万円/月 基本月額に加え、特定の地域で修学・研究する者に対して月額2千円又は3千円支給	144,000 yen per month Doctoral courses: 145,000 yen per month Grant of 2,000 yen or 3,000 yen per month to students who pursue study and research in certain areas in addition to basic monthly stipend
受給期間	Grant duration
最短修業年限	Minimum period for completion of degree

(一財) アジア国際交流奨学財団 川口静記念奨学金

Kawaguchi Shizu Memorial Scholarship, offered by the Asian Foundation for International Scholarship Interchange

対象	Eligibility requirements
①アジア諸国 ②学 部 30歳未満 (※応募時の年齢) 大学院生 35歳未満 (※応募時の年齢) ③特になし ④併給不可 ⑤TOPJ上級Cレベル以上もしくは、日本語能力試験N1レベルのもの	(i) Asian countries (ii) Undergraduate students: Under 30 years of age (* Age at the time of application) Graduate students: Under 35 years of age (* Age at the time of application) (iii) No specified requirements (iv) Cannot be combined with other scholarships (v) Students who have attained the advanced C or higher levels on the Practical Japanese Proficiency Test (TOPJ) or the N1 on the Japanese Language Proficiency Test (JLPT)
金額	Amount
学 部 6万円/月 博士前期 6万円/月 博士後期 7万円/月	Undergraduate students: 60,000 yen per month Students in master's courses: 60,000 yen per month Students in doctoral courses: 70,000 yen per month
受給期間	Grant duration
1年間	1 year

(公財) 佐藤陽国際奨学財団

Sato Yo International Scholarship Foundation

対象	Eligibility requirements
----	--------------------------

①ASEAN（東南アジア諸国連合）加盟国・南西アジア諸国、東ティモール ②学 部（新編入生） 博士前期（1年次） 博士後期（1年次） ③特になし ④併給不可（貸与奨学金は除く）	(i) ASEAN (Association of Southeast Asian Nations) countries and Southwest Asian countries, Democratic Republic of Timor-Leste (ii) Undergraduate (newly admitted students) Master's course (first year) Doctoral course (first year) (iii) No specified requirements (iv) Cannot be combined with other scholarships (except for educational loans)
金額	Amount
学 部 15万円/月 大学院生 18万円/月	Undergraduate students: 150,000 yen per month Graduate students: 180,000 yen per month
受給期間	Grant duration
2年間	2 years

（公財）似鳥国際奨学財団

Nitori International Scholarship Foundation

対象	Eligibility requirements
①日本以外の国籍を有するもの ②学 部 博士前期 ③特になし ④併給不可	(i) Students who have nationalities other than Japanese nationality (ii) Undergraduate Master's course (iii) No specified requirements (iv) Cannot be combined with other scholarships
金額	Amount
8万円/月	80,000 yen per month
受給期間	Grant duration
1年間	1 year

（公財）岩谷直治記念財団 岩谷国際留学生奨学助成

Iwatani International Scholarship, offered by the Iwatani Naoji Foundation

対象	Eligibility requirements
①中国・韓国・モンゴル・台湾・カンボジア・インドネシア・ラオス・マレーシア・ミャンマー・フィリピン・シンガポール・タイ・ベトナム	(i) China, the Republic of Korea, Mongolia, Taiwan, Cambodia, Indonesia, the Lao PDR, Malaysia, Myanmar, the Philippines, Singapore,

ナム ②博士課程前期課程30歳未満 博士課程後期課程35歳未満 オーバードクター ③自然科学系及び関連する学際分野（工学、理 学および農学の全般） ④併給不可	Thailand, and Viet Nam (ii) Master's course, under 30 years of age Doctoral course, under 35 years of age Unemployed graduates of doctoral programs (iii) Natural sciences and related academic fields (engineering, science, and agricultural science in general) (iv) Cannot be combined with other scholarships
金額	Amount
15万円/月	150,000 yen per month
受給期間	Grant duration
最長 2 年間	Maximum 2 years

（一社）兵庫県台湾同郷会

Hyogo Prefecture Taiwan Association

対象	Eligibility requirements
①大学・大学院に在籍する台湾出身の学生（国 籍を問わない） ②指定なし ③指定なし	(i) Registered undergraduate and graduate students from Taiwan (regardless of nationality) (ii) No specific requirements (iii) No specific requirements
金額	Amount
12万円/年	120,000 yen per year
受給期間	Grant duration
1 年間	1 year

（公財）イノアック国際教育振興財団

INOAC International Education and Scholarship Foundation

推薦条件	Recommended conditions
①日本以外の国籍を有するもの ②指定なし ③指定なし	(i) Students who have nationalities other than Japanese nationality (ii) No specific requirements (iii) No specific requirements
受給金額	Stipend
5 万円/月	50,000 yen per month
受給期間	Grant duration

最長 2 年間	Maximum 2 years
---------	-----------------

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 eyewitnesses, 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 important material in determining who is responsible for the accident.

(3) Call for an ambulance

If someone is injured, immediately call for 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 (<http://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 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 rush outdoors.
 - Promptly check power outlets and gas taps to prevent fires.
 - To prevent broken glass from being scattered, close any 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 teachers, 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 any large bags, which could become obstacles during evacuation. (See Pages 98 – 105 for information on evacuation shelters.)
- Take stairs to evacuate. Do not use elevators or escalators.

(3) Confirm the safety of your surroundings and gather information after evacuation.

- Let teachers or staff members know about 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 SNSs such as Twitter and Facebook.
Be careful not to be misled by such false and wrong information!!
- Provide first aid treatment for others' injuries until a doctor arrives. (See Pages 98 – 105 for AED locations.)
- 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, the Emergency Communication E-mail System,* or the Information System.
 - * The Emergency Communication E-mail System is a system that sends information to and collects information for e-mail registrants in the event of a large-scale disaster. If your e-mail address is not registered or updated in the Information System, register or update your e-mail address in the System so that you can receive emergency e-mails. In addition, designate the following e-mail address as a safe sender (not spam) so that emergency communication e-mails will not be identified as junk mail.
E-mail address: info-itcku@ml.kandai.jp

If you're outdoors 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 when the train stops between stations.

Follow the instructions given by the train conductors and act calmly.

[When driving an automobile]

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

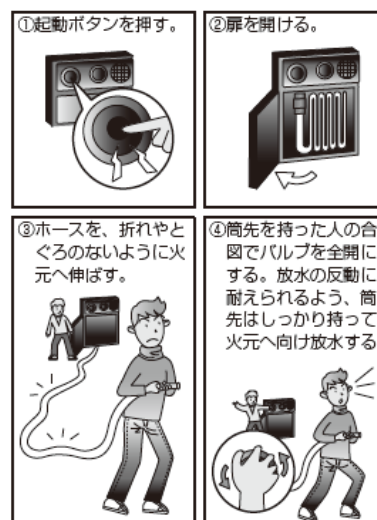
(2) Make initial efforts to extinguish the fire

- Extinguish the fire while it is still small.

消火器の使い方



消火栓の使い方



消火器の使い方	How to use a fire extinguisher
①安全ピンに指をかけ、上へ引き抜き	(1) Put a finger through the safety pin and pull up to remove it.
②ホースをはずして火元へ向け	(2) Unclip the hose and point it at the fire.
③ホースを持ったままレバーを強く握って火元へ吹きかける。	(3) Grip the lever firmly as you are holding the hose and spray toward the fire.
消火栓の使い方	How to use a fire hydrant
①起動ボタンを押す。	(1) Push the start button.
②扉を開ける。	(2) Open the door.
③ホースを、折れやとぐろのないように火元へ伸ばす。	(3) Extend the hose toward the fire while preventing the hose from coiling or folding.
④筒先を持った人の合図でバルブを全開にする。放水の反動に耐えられるよう、筒先はしっかり持って、火元へ向け放水する。	(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 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 the 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 Disaster management information

<http://www.bousai.go.jp/>

Japan Meteorological Agency Disaster management information

<https://www.jma.go.jp/jma/menu/menuflash.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>

Osaka Convention & Tourism Bureau Osaka Info

<https://osaka-info.jp/en/page/emergency-top>

Campus Map

千里山キャンパス	
凜風館 1 F ・ 学生生活支援グループ ・ 奨学支援グループ ・ ボランティア活動支援グループ	RINPUKAN, 1F - Student Support Group - Scholarships and Financial Assistance Group - Volunteer Activities Support Group
誠之館 2 号館 1 F ・ ボランティアステーション	SEISHIKAN 2, 1F - Volunteer station

・ 落し物コーナー	- Lost and found
新凱風館 1 F ・ スポーツ振興グループ	SHIN-GAIFUKAN, 1F - Sports Promotion Group
第4 学舎 1 号館 2 F ・ キャリアセンター理工系事務室	Faculty Complex 4, Bldg. 1, 2F - Career Center for Science and Engineering
円神館 ・ I Tセンター	ENSHINKAN - Information Technology Center
第2 学舎 1 号館 A 棟 1 F ・ 教務センター ・ 教職支援センター 2 F ・ 国際部	Faculty Complex 2, Bldg. 1, Wing A, 1F - Center for Academic Affairs - Center for Educational Affairs Support 2F - Division of International Affairs
総合図書館	General Library
新関西大学会館 北棟 1 F ・ 学生相談・支援センター 3 F ・ キャリアセンター事務室 ・ キャリアデザインルーム（進路支援室） ・ 就職情報資料室 4 F ・ 保健管理センター ・ 心理相談室	SHIN-KANSAIDAIGAKU-KAIKAN, North Bldg. 1F - Student Counseling and Support Center 3F - Career Center Office - Career Design Room (Career Support Office) - Employment Information Library 4F - Medical Center - Psychological Consultation Office
第3 学舎 3 号館 2 F ・ エクステンション・ リードセンター事務室	Faculty Complex 3, Bldg. 3, 2F - Extension Reed Center Office
指定駐輪場	Designated parking area for bicycles
避難場所	Evacuation shelter
指定喫煙所	Designated smoking area
AED 設置場所	AED location
第1 学舎 1 号館 1 階 授業支援ステーション前 第1 学舎 5 号館 1 階 エレベーターホール内	Faculty Complex 1, Bldg. 1, 1F: In front of class support station Faculty Complex 1, Bldg. 5, 1F: In elevator hall

第2学舎1号館1階	エントランスホール内	Faculty Complex 2, Bldg. 1, 1F: In entrance hall
第2学舎2号館1階	エントランスホール内	Faculty Complex 2, Bldg. 2, 1F: In entrance hall
第3学舎1号館1階	講師控室前	Faculty Complex 3, Bldg. 1, 2F: In front of instructors' lounge Faculty Complex 3, Bldg. 3, 2F: Next to Reed Center
第3学舎3号館2階	リードセンター横	Faculty Complex 4, Bldg. 1, 1F: In front of ladies restroom
第4学舎1号館1階	女子トイレ前	Faculty Complex 4, Bldg. 2, Research Wing, 1F: In front of elevator
第4学舎2号館研究棟1階	エレベーター前	
第4学舎3号館1階	エントランスホール内	Faculty Complex 4, Bldg. 3, 1F: In entrance hall
第4学舎第1実験棟1階	入口横	Faculty Complex 4, Lab Bldg. 1, 1F: Next to entrance
第4学舎第5実験棟1階	入口	Faculty Complex 4, Lab Bldg. 5, 1F: Entrance
以文館1階	法科大学院オフィス横	IBUNKAN, 1F: Next to the Law School Office
尚文館3階	教育開発支援センター入口横	SHOBUNKAN, 3F: Next to the entrance to the Education Development Support Center
総合研究室棟1階	エントランス内	Inter-Departmental Research and Development Building, 1F: In entrance Central grounds: Next to entrance
中央グラウンド	入口横	
新凱風館1階	エレベーター横	SHIN-GAIFUKAN, 1F: Next to elevator
KAISERS BASEBALL FIELD	トイレ入口横	KAISERS BASEBALL FIELD: Next to the entrance to the restrooms
千里山中央体育館1階	事務室入口横	Senriyama Central GYM, 1F: Next to the office entrance
千里山東体育館2階	アリーナ入口横	Senriyama Central GYM, 2F: Next to the entrance to the arena
凜風館1階	エレベーター前	RINPUKAN, 1F: Next to elevator
総合図書館1階	入口横	General Library, 1F: Next to entrance
ITセンター4階	受付横	Information Technology Center, 4F: Next to reception
新関西大学会館北棟4階	保健管理センター内	

新関西大学会館南棟 1 階	インフォメーション内	SHIN-KANSAIDAIGAKU-KAIKAN, North Bldg. 4F: In Medical Center
関西大学会館 1 階	受付横	SHIN-KANSAIDAIGAKU-KAIKAN, South Bldg., 1F: In Information Desk KANSAIDAIGAKU-KAIKAN, 1F: Next to reception
100周年記念会館 1 階	プール入口	Centenary Memorial Hall, 1F: Pool entrance
100周年記念会館 2 階	ホール入口	Centenary Memorial Hall, 2F: Hall entrance
第一中学校	プール入口	Dai-ichi Junior High School: Pool entrance
秀麗館（体育館）	エントランス入口外	SHUREIKAN (GYM): Outside of the entrance
第一高等学校・第一中学校	景風館 保健室入口横	Dai-ichi Junior High and Senior High School, KEIFUKAN: Next to the infirmary entrance
第一高等学校校舎 1 号館西側	入口	West side of Building #1 of Dai-ichi Senior High School: Entrance
幼稚園	給湯室横	Kindergarten, next to the hot water supply room
秀麗寮	入口	Shurei-ryo: Entrance

千里山キャンパス窓口一覧	List of support counters on Senriyama Campus
教務センター [履修・成績・学籍関係窓口] TEL : 06-6368-1148 •カリキュラム •試験・成績 •休学や復学などの相談及び 手続 •学生相談	Center for Academic Affairs [Support counter for course registration, transcripts, and school registration] Phone: 06-6368-1148 - Curriculum - Exams and transcripts - Counseling and procedures for taking leave from and returning to the university - Student counseling
[庶務関係窓口] TEL : 06-6368-1151 •学生証・在籍確認票再発行 •住所変更等	[Support counter for general affairs] Phone: 06-6368-1151 - Student IDs / reissuance of enrollment confirmation slips - Changes of address
教職支援センター [教職・証明書関係窓口] TEL : 06-6368-0889 •教職等資格取得課程 •証明書	Center for Educational Affairs Support [Counter for matters related to educational affairs and certificates] Phone: 06-6368-0889

	- Teaching courses and other qualification courses - Certificates
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	Student Counseling and Support Center Phone: 06-6368-1373 - Support counter for comprehensive counseling - Support counter for academic support for students with physical challenges
心理相談室 TEL : 06-6368-0278 •心理相談	Psychological Counseling Office Phone: 06-6368-0278 - Psychological counseling
国際部 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}	Division of International Affairs Phone: 06-6368-1174^{*1}, 06-6368-0178^{*2} Provision of information on studying abroad and associated consultation^{*1}, international student support^{*2}
キャリアセンター事務室（全学生対象） TEL : 06-6368-0162 キャリアセンター理工系事務室（理工系学生対象） TEL : 06-6368-0253 •進路や就職、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、会社情報の閲覧 等	Career Center Office (for all students) Phone: 06-6368-0162 Career Center Office for Science and Engineering (for science and engineering students) Phone: 06-6368-0253 - Counseling on careers, job seeking, internships, and career planning - Access to information on job offers, companies etc.
総合図書館 [メインカウンター] TEL : 06-6368-0266 •図書館利用	General Library [Main Counter] Phone: 06-6368-0266 - Use of library
エクステンション・リードセンター TEL : 06-6368-0721 •各種資格受験対策講座 •国家試験受験対策講座 •就職関連講座 等	Extension Reed Center Phone: 06-6368-0721 - Courses for various qualification exams - Courses for national examinations - Courses for job seeking
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	Student Support Group Phone: 06-6368-0157 - Club activities

•その他学生の福利厚生	- Student counseling - Other affairs including students' welfare
奨学支援グループ TEL : 06-6368-0255 •奨学金	Scholarships and Financial Assistance Group Phone: 06-6368-0255 - Scholarships
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	Volunteer Activities Support Group Phone: 06-6368-1229 - Volunteer activities - Peer support activities
スポーツ振興グループ TEL : 06-6368-0254 •体育会のクラブ活動	Sports Promotion Group Phone: 06-6368-0254 - Athletic association club activities
I Tセンター TEL : 06-6368-1172 •パソコン、情報ネットワーク利用	Information Technology Center Phone: 06-6368-1172 - Use of PCs and information networks
保健管理センター TEL : 06-6368-1175 •診療 •健康相談	Medical Center Phone: 06-6368-1175 - Medical exams - Health counseling

高槻キャンパス	
高槻キャンパス窓口一覧	List of support counters on Takatsuki Campus
総合情報学部オフィス TEL : 072-690-2151 •履修・成績・学籍等	Faculty of Informatics Office Phone: 072-690-2151 - Course registration, transcripts, and school registration
高槻キャンパスオフィス TEL : 072-690-2161 •学生生活 •奨学金 •出納	Takatsuki Campus Administration Office Phone: 072-690-2161 - Student life - Scholarships - Cashier
A 棟 1 F • 総合情報学部オフィス • 高槻キャンパスオフィス	Bldg. A, 1F - Faculty of Informatics Office - Takatsuki Campus Administration Office
K 棟 1 F • 保健室	Bldg. K, 1F - Infirmary

・心理相談室 ・キャリアセンター高槻キャンパス分室	- Psychological consultation office - Takatsuki Campus Branch Office of Career Center
指定駐輪場	Designated parking area for bicycles
避難場所	Evacuation shelter
指定喫煙所	Designated smoking area
AED 設置場所	AED location
高槻キャンパス A棟 1 階 高槻キャンパスオフィス入口横 K棟 1 階 高槻キャンパス保健室横 G棟 体育館 1 階通路 アイスアリーナ管理棟1階 受付入口 高岳館 1 階ホール	Takatsuki Campus Bldg. A, 1F: Next to entrance to Takatsuki Campus Administration Office Bldg. K, 1F: Next to Takatsuki Campus infirmary Bldg. G: Walkway on 1F of GYM Ice Arena Office Building, 1F: Entrance to reception KOUGAKUKAN, 1F: Hall
堺キャンパス A棟 1 階 保健室横 1 階通路入口 プール準備室（プール期間中のみ） 体育館 2 階アリーナ入口 B棟 2 階図書館前 体験学習エリア南側	Sakai Campus Bldg. A, 1F: Next to infirmary Entrance to 1F walkway Locker rooms for pool (only while the pool is open) GYM, 2F entrance to the arena Bldg. B, 2F: In front of library South side of Experiential Learning Area
高槻ミューズキャンパス 西館 2 階 インフォメーションセンター 西館 9 階 ミューズ保健センター 西館12階 共同研究室 東館 1 階 エントランス前 東館 1 階 初等部保健室 東館 9 階 中等部・高等部保健室 東館12階 地学・安全科学教室	Takatsuki Muse Campus West Bldg., 2F: Information Desk Center West Bldg., 9F: Muse Medical Center West Bldg., 12F: Common lab East Bldg., 1F: In front of entrance East Bldg., 1F: Elementary school infirmary East Bldg., 9F: Junior high and senior high school infirmary East Bldg., 12F: Classroom for geoscience and safety science

北館 2 階 武道場	North Bldg., 2F: Martial arts GYM
北館 3 階 プール監視室	North Bldg., 3F: Monitoring room for pool
北館 4 階 アリーナ	North Bldg., 4F: Arena
北門守衛所	North gate guardhouse
西門守衛所	West gate guardhouse

高槻ミュージ CAMPUS	
西館 9 F ・ミュージ CAMPUS保健センター ・心理相談室	West Bldg., 9F - Muse Medical Center - Psychological consultation office
西館 3 F ・キャリアセンター 高槻ミュージ CAMPUS分室 ・エクステンション・リードセンター 高槻ミュージ CAMPUS分室	West Bldg., 3F - Takatsuki Muse Campus Branch Office of Career Center - Takatsuki Muse Campus Branch Office of Extension Reed Center
西館 2 F ・ミュージ CAMPUSオフィス	West Bldg., 2F - Muse Office
高槻ミュージ CAMPUS窓口一覧	List of support counters on Takatsuki Muse Campus
ミュージ CAMPUSオフィス TEL : 072-684-4000 ・履修・成績・学籍等 ・学生生活 ・奨学金 ・出納	Muse Office Phone: 072-684-4000 - Course registration, transcripts, and school registration - Student life - Scholarships - Cashier

堺 CAMPUS	
A 棟 2 F ・キャリアセンター堺 CAMPUS分室	Bldg. A, 2F - Sakai Campus Branch Office of Career Center
A 棟 1 F ・保健室 ・心理相談室 ・堺 CAMPUS事務室	Bldg. A, 1F - Infirmary - Psychological consultation office - Sakai Campus Administration Office
堺 CAMPUS窓口一覧	List of support counters on Sakai Campus
堺 CAMPUS事務室 TEL : 072-229-5022 ・履修・成績・学籍等 ・学生生活 ・奨学金 ・出納	Sakai Campus Office Phone: 072-229-5022 - Course registration, transcripts, and school registration -

	Student life - Scholarships - Cashier
--	---

背表紙	
International Student Guide 2020 外国人留学生ガイド 2020	International Student Guide 2020
発行日 2020 年 4 月 1 日 編集・発行 関西大学国際部 Kansai University Division of International Affairs 〒564-8680 大阪府吹田市山手町 3-3-35 TEL : 06-6368-0178 URL : http://www.kansai-u.ac.jp/Kokusai/	Published on April 1, 2020 by Kansai University Division of International Affairs 3-3-35 Yamate-cho, Suita-shi, OSAKA 564-8680 Phone: 06-6368-0178 URL: http://www.kansai-u.ac.jp/Kokusai/ (Japanese) http://www.kansai-u.ac.jp/Kokusai/english/ (English)
法律監修 行政書士法人第一総合事務所 〒530-0045 大阪市北区天神西町 5 番 17 号アクティ南森町ビル 9 階 TEL : 06-6360-6363	Legally supervised by DAIICHI SOGO GROUP 9F, Acty Minami-morimachi Bldg. 5-17, Tenjinnishi-machi, Kita-ku, OSAKA 530-0045 Phone: 06-6360-6363
印刷 (株)NPC コーポレーション	Printed by NPC corporation