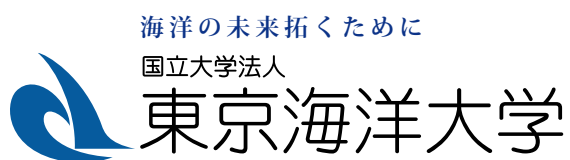


外国人留学生ガイドブック

Guidebook for International Students



重要文化財明治丸(越中島キャンパス)
Meiji-maru (Etchujima Campus), Important Cultural Property



Tokyo University of Marine Science and Technology

東京海洋大学校歌

星野哲郎 詞
鈴木 淳 曲

Anthem of the Tokyo University of Marine Science and Technology

一、 海を拓（ひら）き 海から学ぶ
自由の心と 我慢の二文字
海から世界へ はばたこう
若者よ 集まれ 海洋大学へ
好きなことを 好きなだけ
学べることは 幸せ者だよ
それが出来るのは 現在（いま）
現在は すぐに過去

Setting out to sea we learn
The meaning of liberty and endurance
Across the sea we set out for the world
We come to Tokyo Kaiyo Daigaku
To pursue our interests as much as we want
For that is happiness indeed
Now is the time to do it
For the present quickly turns to past

二、 海を信じ 命あずけて
汲めどもつきせぬ ロマンを求め
時代（とき）は正（まき）に 若者の
鉄の腕（かいな）と 英智に宿る
好きなことを 好きなだけ
学べることは 幸せ者だよ
それが出来るのは 現在
現在は すぐに過去

We trust the sea with our lives
On a never-ending journey
The future lies in our
Strong arms and our wisdom
To pursue our interests as much as we want
For that is happiness indeed
Now is the time to do it
For the present quickly turns to past

三、 海を興（おこ）し 海から学ぶ
不屈の闘魂 久遠（くおん）の平和
海から世界へ はばたこう
若者よ 集まれ 海洋大学へ
好きなことを 好きなだけ
学べることは 幸せ者だよ
それが出来るのは 現在
現在は すぐに過去

From the sea we benefit and learn
Our indomitable spirit and everlasting peace
Across the sea we set out for the world
Young people come to Tokyo Kaiyo Daigaku
To pursue our interests as much as we want
For that is happiness indeed
Now is the time to do it
For the present quickly turns to past
(English translation for reference purpose only)

外国人留学生ガイドブック

Guidebook for International Students



中部講堂 (品川キャンパス)
Nakabe auditorium (Shinagawa campus)

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Student Life

1-1 Academic calendar

The academic year begins on April 1st and ends on March 31st. It is divided into two semesters.

- First semester: April 1st to September 30th
- Second semester: October 1st to March 31st

List of academic events (subject to change)

| | |
|--------------------|--|
| April | Entrance ceremony |
| | Orientation for new students |
| | Medical examination |
| May – June | Neptune Festival (Etchujima Campus) |
| July – August | Summer holidays / supplementary lectures |
| September | First semester exams |
| | Degree ceremony |
| October | Entrance ceremony |
| | Orientation for new students |
| November | Umitaka Festival (Shinagawa Campus) |
| December – January | Meeting of international students |
| | Winter holidays / supplementary lectures |
| February | Second semester exams / supplementary lectures |
| March | Degree ceremony |
| | Spring holidays |

- Class periods

| Period | First | Second | Third | Fourth | Fifth |
|--------|--------------|---------------|---------------|---------------|---------------|
| Time | 8:50 – 10:20 | 10:30 – 12:00 | 13:00 – 14:30 | 14:40 – 16:10 | 16:20 – 17:50 |

1-2 Student affairs administration

1 Student-related divisions and sections

| | Name | Role |
|---|--|---|
| Academic Affairs Division | General Affairs Section Tel: 03-5463-4232 Mail: k-soumu@o.kaiyodai.ac.jp | <ul style="list-style-type: none"> • Student ID cards, certificates, etc. • Leave of absence, interruption of studies, exclusions |
| | Academic Affairs Section Tel: 03-5463-4233,4245,0394 Mail: k-kyomu1@o.kaiyodai.ac.jp | <ul style="list-style-type: none"> • Undergraduate education • Practical training • Examinations, supplementary classes, lecture rooms • Vessel Crew Training Course • Teaching license, curator |
| | Graduate School Section Tel: 03-5463-0395 Mail: k-dai@o.kaiyodai.ac.jp | <ul style="list-style-type: none"> • Graduate education • Research students |
| Student Support Division | Student Support Section Tel: 03-5463-0429,0433 Mail: g-gaku@o.kaiyodai.ac.jp | <ul style="list-style-type: none"> • Extracurricular activities and related facilities • Rewards and punishments • Management of student dormitories • Issuance of certificates for student discount tickets • Supervision of student health • University Health Centers • Private insurance for students and researchers • General inquiries • University cooperative (Seikyo) |
| | Scholarships Section Tel: 03-5463-0434,0435 Mail: g-syou@o.kaiyodai.ac.jp | <ul style="list-style-type: none"> • Exemption/postponement of tuition fees • Administration of scholarships • Introduction of housing and part-time jobs for students |
| | Career Support Section Tel: 03-5463-0406 Mail: g-sinro@o.kaiyodai.ac.jp | <ul style="list-style-type: none"> • Career consultation and placement services • Compilation and distribution of information on career opportunities |
| Academic Support and International Division | International Student Section Tel: 03-5463-0436 Mail: ks-ryuu@o.kaiyodai.ac.jp | <ul style="list-style-type: none"> • International Student • Student exchange program, study abroad program • Activities for promoting international exchange • International student accommodation |
| Admissions Division | Undergraduate Section Tel: 03-5463-0510 Mail: n-nyusi1@o.kaiyodai.ac.jp | <ul style="list-style-type: none"> • Selection of undergraduate candidates • Implementation of entrance examinations • Information on undergraduate admissions • Surveys to improve admissions process |
| | Graduate Section Tel: 03-5463-4265 Mail: n-nyusi2@o.kaiyodai.ac.jp | <ul style="list-style-type: none"> • Selection of graduate and specialized course candidates • Information on graduate and specialized course |
| Etchujima Campus Administration Division | Academic Affairs Section Tel: 03-5245-7320,7312,7314 Mail: e-kyomu@o.kaiyodai.ac.jp | <ul style="list-style-type: none"> • Undergraduate education • Practical training • Transfers, examinations, lecture rooms • Vessel Crew Training Course • Instructor Training Course • Academic and external internships • Graduate affairs |
| | Student Support Section Tel: 03-5245-7316,7317,7318 Mail: e-gaku@o.kaiyodai.ac.jp | <ul style="list-style-type: none"> • Extracurricular activities • Management of facilities for extracurricular activities • Student dormitory and Memorial Hall of the 85th Anniversary • Exemption/postponement of tuition fees • Introduction of housing and part-time jobs for students • International exchange for Japanese students • Support for international students • Issuance of certificates for student discount tickets • Student inquiries • Career consultation and placement services • Other student support activities on Etchujima Campus |

1-3 Certificates and registration procedures

1 Certificates issued by the university

| Type | Summary |
|---|---|
| Student ID card | <ul style="list-style-type: none"> The Student ID card is an important document that will serve until your graduation. In case your card is lost or damaged, please apply for a new one. <p>The card must be carried at all times, and returned if you lose your status as a student.</p> <p>Issued by: Shinagawa Campus: Academic Affairs Division, General Affairs Section Etchujima Campus: Etchujima Campus Administration Division, Academic Affairs Section</p> |
| Certificate of attendance* | <p>Issued by: Shinagawa Campus: Academic Affairs Division, General Affairs Section Etchujima Campus: Etchujima Campus Administration Division, Academic Affairs Section</p> |
| Grade transcript* | <p>Issued by: Shinagawa Campus: Academic Affairs Division, General Affairs Section Etchujima Campus: Etchujima Campus Administration Division, Academic Affairs Section</p> |
| Certificate of expected graduation* (irregular students excepted) | <p>Issued by: Shinagawa Campus: Academic Affairs Division, General Affairs Section Etchujima Campus: Etchujima Campus Administration Division, Academic Affairs Section</p> |
| Certificate for student discount tickets* (irregular students excepted) | <ul style="list-style-type: none"> On JR lines, tickets for one-way journeys over 100 km can be purchased with a 20% discount One certificate is needed per ticket (but a single certificate can be used for a return ticket) Certificates can only be used for the following purposes: return home, regular study trips, extracurricular activities endorsed by the university, examinations for academic or employment purposes, participation in events endorsed by the university, medical treatment or resolution of study-related issues, accompanying parents on travel Certificates are valid for 3 months from the date of issue <p>Issued by: Shinagawa Campus: Student Support Division, Student Affairs Section Etchujima Campus: Etchujima Campus Administration Division, Student Support Section</p> |
| Certificate for the acquisition of a student commuter's pass* (irregular students excepted) | <p>Issued by: Shinagawa Campus: Student Support Division, Student Affairs Section Etchujima Campus: Etchujima Campus Administration Division, Student Support Section</p> |
| Certificate of medical examination* | <p>Issued by: Shinagawa Campus: Health Center Etchujima Campus: Health Center</p> |
| Recommendation letter for employers | <p>Apply at the relevant counter (certificate issued within one to two days)</p> <p>Issued by: Shinagawa Campus: Career Support Center, Career Support Section Etchujima Campus: Etchujima Campus Administration Division, Student Support Section</p> |
| Government scholarship certificate | <p>This certificate proves that you are the recipient of a government scholarship (3 working days required to obtain the certificate).</p> <p>Issued by: Shinagawa Campus: Academic Support and International Division, International Students Section Etchujima Campus: Etchujima Campus Administration Division, Student Support Section</p> |

Note: Certificates marked with an asterisk (*) can be obtained immediately using one of the automated certificate issuing machines. Please note that the machines can be unavailable at times.

Location: Shinagawa Campus: entrance of Academic Affairs office
Etchujima Campus: Etchujima Campus Administration Division

Hours: weekdays 8:30 to 18:00 (except national holidays)

During spring, summer and winter holidays, weekdays 9:00 to 17:00 (except national holidays)

2 Documents submitted by the students

| Type | Where to submit | Summary |
|---|--|---|
| Leave of absence | Shinagawa Campus: Academic Affairs Division, General Affairs Section Etchujima Campus: Academic Affairs Section | You must submit this document if you are unable to attend classes for a period of two months or more due to illness or other compelling reasons. A leave of absence is valid for up to one year, and may be extended for an additional year (the limit for a continuous leave of absence is two years). Note: Students are automatically readmitted after the leave of absence expires (but see “Request for readmission” below). Leave of absence period (total) • Undergraduate students and doctoral course students: Three years • Master’s course students: Two years If you wish to take a leave of absence (or apply for an extension for one year), you must submit a leave of absence application (designated format) to the designated section one month before the desired starting date. Please come to the service window as soon as possible. If you are unable to submit the form by the deadline due to unavoidable circumstances, consult at the service window as soon as possible. |
| Request for readmission | | You will be automatically readmitted after your leave of absence expires. If you wish to return before the ending date, however, you must submit a request for readmission. Note: Students returning to university in the middle of the semester must pay tuition fees in proportion to the remainder of the semester as soon as possible. |
| Withdrawal from university | | If you are forced to abandon your studies due to family issues or other unavoidable reasons and have to withdraw from the university, you must submit a withdrawal form (designated format) to the designated section one month before your desired withdrawal date. Please come to the service window as soon as possible. If you are unable to submit the form by the deadline due to unavoidable circumstances, please consult at the service window as soon as possible. |
| Change of address | | Access Live Campus and follow the steps listed below to change your address: Portal page → School Affairs System (system cooperation link) → Student information → Update student information → Student contact information |
| Change of name, guarantor, or guarantor address Application for use of maiden name | | • Contact the service window in charge about the information change as soon as possible. Note: If your name changes (first and/or last name), you must submit an official document to confirm it. (This includes documents that list both your old and new name, such as a family register individual record or a residence certificate.) |
| Notice of absence | Shinagawa Campus: Academic Affairs Division, General Affairs Section Etchujima Campus: Academic Affairs Section | A notice of absence is accepted for the following reasons: • When you are absent for seven days or more due to illness (a medical certificate must be attached) • When you are absent due to influenza or other infectious diseases (a medical certificate must be attached) • Other unavoidable reasons (such as bereavement; a document to certify the reason must be attached) For reasons other than the above, consult your teacher. |
| Returning to your home country or traveling abroad | Shinagawa Campus: Academic Support and International Division, International Student Section Etchujima Campus: Student Support Section | • You must submit a notification about returning to your home country or traveling abroad if you will be going outside of Japan. While traveling abroad, you must be enrolled in overseas traveler’s accident insurance regardless of whether your reason for the trip is studying abroad, training, research activities or personal. Additionally, you may need to submit overseas traveler’s accident insurance documents if you are traveling abroad for university activities, so please confirm this with the section in charge. |
| Career advancement | Shinagawa Campus: Student Support Division, Career Support Section Etchujima Campus: Student Support Section | • Once you have secured employment or know the path of your academic advancement, you must use the University Employment Posting and Management System to clarify your situation. |

1-4 Main facilities

This section introduces frequently used university facilities as well as the main residence halls for international students.

1 University Libraries (<https://lib.s.kaiyodai.ac.jp/>)

Students have access to the libraries on both Shinagawa and Etchujima campuses. Besides books, journals and newspapers, they provide audiovisual materials such as DVDs and CDs. Many journals can be viewed in electronic version on campus computers.

For more information, please consult the library website.

2 Health Service Centers (https://www.kaiyodai.ac.jp/Japanese/hoken/hoken_top.html)

Health centers are located on each campus to promote the physical and psychological health of university students.

1. Medical examinations

The following rounds of medical examinations are held throughout the year: regular medical examination (April); examination for participants to the Freshman Seminar (June); examination for users of radio isotope measuring equipment (June and December); examination for participants in long-term sea training (October to December); examination for sea training course students (October); examination for international students (October to December).

2. Emergencies

Doctors and nurses are available to treat light wounds and cold symptoms on campus.

Patients are referred to other medical institutions if their condition cannot be treated on campus (don't forget to take your health insurance card when going to a hospital).

A resting room is also available to lie down when feeling sick.

Opening hours: Monday to Friday, 9:45 - 13:00 and 14:00 - 18:00 (except national holidays)

Note: During spring, summer and winter holidays 9:00 - 12:00, 13:00 - 16:30

3. Consultations

The Health Centers' doctors and nurses are also available for medical consultations and advice.

3 Information and Network Center (<https://www.ipc.kaiyodai.ac.jp/>)

The Information and Network Center is in charge of providing IT backup to administrative, educational and research activities. The Shinagawa and Etchujima campuses are linked through a dedicated optic fiber network that provides a seamless and ubiquitous connection to all IT services. The center also provides electronic connections with institutions located outside the university through the SINET academic information network.

Computer rooms on both campuses provide access to the Internet, email, registration services and software applications. The terminals are used by inserting your IC student card into a card reader and logging in with your PIN (Personal Identification Number). Changing your password on this system applies to all other accounts, including your email and wireless connection accounts.

1. Shinagawa campus facilities and opening hours

Location: Rooms A, B, C, D (Information and Network Center, 1st and 2nd floor)

Hours: 8:30 to 18:00 on weekdays

9:30 to 17:00 during summer and winter holidays

Closed on Saturdays, Sundays, public holidays and other specific dates (see notice board)

Information and Network Center website (Shinagawa campus): <https://www.ipc.kaiyodai.ac.jp/ipcs/>

2. Etchujima Campus facilities and opening hours

Location: Rooms A (2nd floor, Number 2 bldg.) and B (1st floor, Number 1 bldg.)

Hours: 8:30 to 22:00 on weekdays (except when the rooms are used for class purposes)

Closed on Saturdays, Sundays, public holidays and other specific dates (see notice board)

Information and Network Center website (Etchujima Campus): <https://www.ipc.kaiyodai.ac.jp/ipce/>

4 University Hall (Shinagawa Campus)

Opening hours: Monday to Friday, 9:00 to 21:00

Closed on Saturdays, Sundays, and public holidays (it may be closed on other days due to special circumstances)

| Facility | Details | Contact |
|-------------------------------|---|---|
| Cafeteria | Operated by a cooperative (Seikyo), the cafeteria offers a wide range of dishes including ramen, curry and rice bowls at very affordable prices. Opening hours: weekdays 11:00 to 14:00 | Seikyo Shinagawa Campus Tel: 03-3471-7441 |
| Shop | Operated by the cooperative, the shop is divided into two sections: one for food and drinks, and the other for books, magazines, stationery and other useful items. Counter services include train ticket reservations and information on driving schools, moving companies, car rental agencies, and apartment rentals. Most textbooks and specialized literature are offered with a 10 percent discount on regular prices. Opening hours: weekdays 10:00 to 18:00 | |
| Student Counseling Office | Specialized counselors offer student counseling services. If you have concerns about schoolwork, relationships or any other issues, please feel free to come in for advice from a counselor. The session times available for students at both campuses are posted on the Health Service Center website. If possible, please make a reservation via email and then come to the Student Counseling Office. | Shinagawa Campus Student Support Section |
| Meeting and Multipurpose Hall | These halls are reserved for student discussions and meetings. | Shinagawa Campus Student Support Section |
| Employment information Corner | This corner provides information on job openings, companies and graduate courses at other universities. | Career Support Section |

5 Etchujima Hall (Etchujima Campus)

Opening hours: Monday to Friday, 8:30 to 22:00

Closed on Saturdays, Sundays, and public holidays (it may be closed on other days due to special circumstances)

| Facility | Details | Contact |
|--|--|--|
| Cafeteria (World Marine Cafe) | Operated by a cooperative (Seikyo), the cafeteria offers a wide range of dishes including ramen, curry and rice bowls at very affordable prices. Opening hours: weekdays 11:00 to 14:00 | Seikyo Etchujima Campus Tel: 03-3643-9521 |
| Shop | Operated by the cooperative, the shop is divided into two sections: one for food and drinks, and the other for books, stationery and other useful items. Counter services include information on driving schools and so on. Most textbooks and specialized literature are offered with a 10 percent discount on regular prices. Opening hours: weekdays 10:00 to 17:00 | |
| Lounge | Located across from the shop, the lounge chairs and tables can be used as a rest area. | Etchujima Campus Student Support Section |
| Meeting rooms | Two rooms are available for student meetings. Opening hours: 9:00 to 22:00 | |
| Employment information corner | Information on different employment opportunities. Opening hours: 8:30 to 22:00 | |
| Employment Information and Consultation Room | In addition to various employment materials such as job opportunities and list of places of employment, you can gather information through manuals. Opening hours: 8:30 a.m. to 10:00 p.m. | Etchujima Campus Student Support Section |
| Student Counseling Office | Specialized counselors offer student counseling services. If you have concerns about schoolwork, relationships or any other issues, please feel free to come in for advice from a counselor. The session times available for students at both campuses are posted on the Health Service Center website. If possible, please make a reservation via email and then come to the Student Counseling Office. | |
| Study room | This room was set up to provide a convenient place for study and to complement the space available at the library. It is furnished with individual study desks. | Etchujima Campus No. 2 Information Service Section, Academic Information Division |

1-5 Scholarships for regular students

The following scholarships are available for international students (Japanese government scholarship students and students dispatched by foreign governments are excepted).

1 Scholarships awarded upon recommendation by the university

Candidates to this type of scholarships are required to take an interview between April and May. Candidates undergo a first round (applications) and second round (interviews) of selection, after which they are ranked by the International Students Committee. Outstanding students are then recommended in this order for a scholarship.

Please note that every student recommended does not necessarily receive such scholarships.

Self-financed international students who did not take the interview even though they were offered the chance to do so will be ineligible to apply for scholarships awarded upon the university's recommendation until the next academic year.

Please refer to the university's website for details.

https://www.kaiyodai.ac.jp/english/student/foreignstudents/post_16.html

2 Private scholarships awarded through direct application

Information about this type of scholarships is announced on the university's website. Please check it regularly.

1-6 Tuition fees

1 Payment method / amounts

Students are required to pay entrance examination, admission and tuition fees. These fees are exempted for Japanese government scholarship students and short-term exchange students admitted on the basis of exchange agreements between universities or departments.

- Entrance examination fees are paid upon application
- Admission fees are paid during the application process
- Tuition fees are paid for each semester, in May and in November (in March and September for research students).

Any revision of the fees applies immediately. Payment is done through bank transfer or direct deposit.

The following is a list of fees for 2020

| Category | Entrance examination | Admission | Tuition |
|------------------------|----------------------|-------------|---------------------|
| Undergraduate students | 17,000 yen | 282,000 yen | 535,800 yen / year |
| Graduate students | 30,000 yen | 282,000 yen | 535,800 yen / year |
| Research students | 9,800 yen | 84,600 yen | 29,700 yen / month |
| Credited auditors | 9,800 yen | 28,200 yen | 14,800 yen / credit |

2 Fee exemption

Self-financed international students (at the undergraduate or graduate level only) with outstanding grades may apply for a fee exemption when facing economic difficulties.

In general, applications must be submitted by mid-April for the first semester, and by mid-October for the second semester. Applicants must gather and submit the necessary documents before a specific deadline, after which their applications can no longer be accepted.

The decision to exempt a student is taken after a thorough examination of the application and the candidate's academic performance. Exemption may apply to either the full amount or half the amount of tuition fees. Results are sent by mail to the candidate and his guarantor at the end of June (first semester) and in mid-December (second semester).

Specific information about the necessary documents, application deadlines and other details is posted on the notice boards and online. Please note that the procedure may change from one academic year to another. For more details, please contact the Scholarships Section at the Student Support Division.

1-7 Japanese language education

The following courses on the Japanese language and other subjects related to Japan are conducted for foreign students enrolled in our university, in addition to extracurricular classes. Please see the notice boards for more information.

1 Japanese language

Integrated (comprehensive) Japanese I – IV

Practical Japanese I – II (Shinagawa Campus)

These courses focus on Japanese needed at the university level.

Dissertation writing I – II

These courses focus on grammatical and structural rules needed to write a graduation thesis in Japanese.

2 Presentation of Japan

Japanese affairs I - IV

These courses focus on basic subjects (Japanese history, culture, politics, economy, technology and the environment) needed at the undergraduate level.

3 Introduction to marine industries in Japan

Fishing industries in Japan (Shinagawa Campus)

This course provides basic knowledge about the Japanese fishing industry, including marine life, fishing equipment and methods, fishing boats, fishery equipment, fish farming and resource management.

Ocean industries in Japan (Shinagawa Campus)

This course provides basic knowledge about ocean industries in Japan, including ocean energy, maritime transport, the impact of maritime transport on the earth and technologies to prevent it.

1-8 Tutor system

The tutor system was established to help newly-enrolled international students to familiarize themselves quickly with the university's environment. Tutors help international students with their academic and research activities, in principle during the first year following admission. Each student is asked to submit a monthly report on tutor-related activities to the International Students Section or Student Support Section. The report includes an evaluation of the tutor's support, and must be signed by the academic supervisor.

Every year, new students are invited to attend an orientation course together with their tutor. The information is displayed on notice boards.

Living in Japan

2-1 Various procedures related to personal identification for international students

According to the laws of Japan, foreigners who wish to live in Japan must complete various procedures related to residence at the Immigration Bureau and at their local municipal office service counter. For more information on these procedures, please check the Immigration Bureau's website below.

http://www.immi-moj.go.jp/newimmiact_1/

(Definition of the “International Student”)

The definition of the “international students” is the foreign students enrolled in Japanese universities under the resident status of “student” as defined by the Immigration Control Act.

Foreign nationals with another status, such as “dependent”, “spouse or child of Japanese national” or “long-term resident” may enroll and study at a Japanese university within the limits of activities permitted under the Immigration Control Act, but such persons are not designated as “international students.” They are also excluded from scholarships designated for the students who have “students” resident status.

1 Residence management system

● Residence card

Foreign residents living in Japan for more than three months (mid- or long-term stay) are issued residence cards, while special permanent residents are issued special permanent resident certificates. You will be issued a residence card if there are any changes in your landing permit or visa status, or when you renew your visa. If there is any change in the information written on your residence card—such as (1) your name, date of birth, sex, nationality/region; and (2) renewal of the period of validity—or if your card is stolen or lost, please complete the designated procedures at the Immigration Bureau within 14 days. However, procedures related to a change of address or to your special permanent resident certificate should be completed at the municipal office. Please note that your residence card is valid until the expiration date of your visa.

● Residence records

Residence records list and certify such information as your address, the constitution of your household (not only the people who live together, but all those the household supports financially) and the head of your household (the person who represents the household, or the person who financially supports the household).

Records are kept for foreign residents (such as special permanent residents and those issued residence cards) as well. If your address or the constitution of your household changes, you or a representative of the household should complete the designated notification procedures. If you need a copy of your residence record or a certificate of items registered in that record, please bring some form of personal identification—such as your residence card or special permanent resident certificate—and file a request at your local municipal office.

2 Visa renewal

The visa period of stay and renewal period for international student visas depend on the years of your course of training, as follows: 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; and three months. This visa period can be extended upon completing the designated procedures. Please complete these procedures sometime between three months before the expiration date and the expiration date at the Tokyo Regional Immigration Bureau (see Appendix E). After completing the renewal procedures, please bring your residence card and passport together with copies to the International Students Section. Chart 2.1 shows the documents you need to renew your visa.

Chart 2.1: Documents Required When Renewing Your Visa

| Applicant | Status | (a) | (b)+(c) | (d) | (e) | (f) | (g) |
|-----------|-----------------------------------|-----|---------|-----|-----|-----|-----|
| Student | Undergraduate or graduate student | Yes | Yes | Yes | Yes | No | Yes |
| | Research student | Yes | Yes | Yes | No | Yes | Yes |

(a) Passport and residence card

(b) Application for extension of period of stay (for applicant, parts 1-2-3)

The form can be downloaded from the Immigration Bureau website, at <http://www.moj.go.jp/ONLINE/IMMIGRATION/16-3-1.html>

(c) Application for extension of period of stay (for an organization, parts 1-2): Please apply in advance at the International Students Section.

(d) Student registration certificate

(e) Grade transcript

(f) Certificate documenting research activities

(g) Revenue stamp (administrative fee)

Note: In any of the above-mentioned cases, if it becomes clear that further screening is necessary for reasons such as poor study results or practices, additional documents certifying financial support, a resume, or certification of final academic background may be required.

3 Leaving Japan temporarily and re-entry permits

International students who leave Japan temporarily—such as for a summer vacation, to return to their home country, travel to neighboring countries, or participate in a study tour or conference overseas—must submit a notification of return to home country and travel abroad signed by academic supervisor to the International Students Section. Notification of return to home country and travel abroad forms are available at the International Students Section. You can also download the form from the website.

As a rule, as long as you have a valid passport and residence card, a re-entry permit is not required if you return to Japan within one year after leaving (or within two years in the case of special permanent residents). However, if your visa expires in less than one year after leaving Japan, please return to Japan before the expiration date.

If you will be returning to Japan more than a year after leaving but within your visa period of stay, you must apply for a re-entry permit before you leave Japan. The maximum valid period for a re-entry permit is five years within the valid period of your visa period of stay (or six years in the case of special permanent residents).

4 Changing your type of visa (status of residence)

If you wish to engage in different activities from those stated in the visa you are currently holding, you must apply for Change of Status of Residence at the Immigration Bureau. Please confirm with the Immigration Bureau about the procedure.

5 Visa implications of a leave of absence

According to Article 22-4 of the Immigration Control and Refugee Recognition Act, if a foreign citizen residing in Japan with a specified status of residence (in this case, a College Student status) has failed to continue to engage in the activities described in the status of residence for three months or more (excluding cases where the person has justifiable reason for not engaging in the activities while residing in Japan), the status of residence is subject to being revoked.

International students who take a leave of absence must return to their home country or acquire a different type of visa during their leave of absence. For international students with a College Student visa, a leave of absence for financial reasons is not a justifiable reason (in other words, international students taking a leave of absence for financial reasons are not allowed to stay in Japan to engage in part-time work or other non-academic activities). If you plan to take a leave of absence, please contact the International Students Section immediately.

2-2 Health insurance and other types of insurance

1 National Health Insurance

Japan has a National Health Insurance program to limit the individual cost of medical expenses. All international students residing in Japan for one year or longer are required to enroll in the National Health Insurance. If you have not yet enrolled, please complete the enrollment procedures detailed here immediately. Please note that since April 2010, those applying for a change or extension of their status of residence at the Immigration Bureau are required to show proof of their enrollment in the National Health Insurance scheme by presenting a valid health insurance card.

Enrollment Procedures

To enroll in the National Health Insurance scheme, you must take documents showing the length of your status of residence (one year or longer) and your residence card to your local municipal office and complete the designated procedures. You will then be issued a National Health Insurance card.

If you did not pay any Japanese taxes in the fiscal year prior to your enrollment for the reason that you did not reside in Japan, you will be asked to pay lower premiums and should complete the necessary forms (“Gengaku Kan-i Shinsei”) to receive this discount. If an application for the reduced rate for non-taxpayers is not filed, the basic insurance premiums will be about ¥30,000. To complete these procedures, you will need your student ID card and student registration certificate.

In addition, if your address, name, or head of household change due to reasons such as relocation or marriage, please notify the National Health Insurance section of your local municipal office within 14 days. To complete notification procedures, you must have your health insurance card and your residence card.

Insurance Premiums

Insurance premiums vary slightly depending on the municipality of residence. Annual premiums for those who have not paid Japanese taxes the previous year and who applied for the “Gengaku Kan-i Shinsei” are around ¥10,000 and can be paid in monthly installments or in a lump-sum.

Medical Benefits

If you receive basic medical treatment for an illness, injury or dental treatment and are enrolled in the National Health Insurance scheme, your municipality covers 70% of your medical expenses, leaving 30% to be paid by yourself. Please note that certain specialized treatments may not be covered by the national health insurance.

High Medical Expenses Coverage

If treatment costs borne by the insured member at a given medical institution exceed ¥35,400 in a given month, the excess is in principle reimbursed by the municipality.

Lump-Sum Childbirth Benefit

When a National Health Insurance member or the spouse of a member gives birth, a lump sum childbirth benefit is provided. In addition, low-income households can apply for other pregnancy and childbirth-related subsidy programs. Please consult the National Health Insurance section at your local municipal office.

2 Private insurance

Personal Accident Insurance for Students Pursuing Education and Research / Liability Insurance

This insurance plan covers injuries incurred during classes/research at the university, in extracurricular activities, or while commuting. The student education/research accident insurance plan is referred to as *gakken-sai* in Japanese. Supplementary insurance coverage is also offered as part of *gakken-sai*, including liability insurance for on-campus incidents. Enrollment procedures can be completed together with entrance procedures for newly entering students, and on an ongoing basis for students in the second year of study and higher. Reference documents and application forms are available at the Student Affairs Department (Student Support Division).

Personal Accident Insurance for Students (*gakken-sai*) and Liability Insurance

| Insurance name | Type of insurance | Insurance premiums* |
|--|---|---|
| Personal Accident Insurance for Students | Only injuries incurred on campus, during academic activities, or while commuting to/from the university | ¥1,000 (1 year) ¥1,750 (2 years) ¥2,600 (3 years) ¥3,300 (4 years) |
| Liability Insurance for Students | For damages caused on campus, during academic activities, or while commuting to/from the university | ¥340 (1 year) ¥680 (2 years) ¥1,020 (3 years) ¥1,360 (4 years) |

Note: The enrollment period is until the student's earliest year of graduation (students who repeat a year must re-enroll)

In recent years, a growing number of international students have faced hospitalization due to illness or injury, damage to personal property due to fire and water leaks, and compensation claims by landlords. Such problems force the student to bear unanticipated expenses and create a distraction from study. Therefore, the university highly recommends that all international students enroll in a comprehensive individual insurance scheme (*inbound futai-gakuso*). If you would like to enroll, please consult with the International Students Section about the enrollment procedure.

3 Hospitals and medical institutions near the university

In addition to the university health centers, a number of medical institutions are located near the university.

List of medical institutions near Shinagawa Campus:

http://www.kaiyodai.ac.jp/Japanese/hoken/riyo-kikan_sinagawa.html

List of medical institutions near Etchujima Campus:

http://www.kaiyodai.ac.jp/Japanese/hoken/riyo-kikan_ecchu-jima.html

Table 2.4: Medical Information Telephone and Online Services

The following services may be able to help you find appropriate medical care.

| |
|---|
| <ul style="list-style-type: none">● Tokyo Metropolitan Medical Information Center (Himawari) Tel: 03-5285-8181 http://www.himawari.metro.tokyo.jp/qq/qq13tomnlt.asp Information in English, Chinese, Korean, Thai, Spanish available daily between 9:00am and 8:00pm Emergency translation service (English, Chinese, Korean, Thai, Spanish): weekdays 5:00pm to 8:00pm |
| <ul style="list-style-type: none">● AMDA International Medical Information Center Tel: 03-5285-8088 http://amda-imic.com/ English, Chinese, Korean, Spanish, Thai: weekdays 9:00am to 5:00pm Portuguese: Mondays, Wednesdays and Fridays 9:00am to 5:00pm Tagalog: Wednesdays 1:00pm to 5:00pm |
| <ul style="list-style-type: none">● Tokyo Fire Department Telephone Service Tel: 042-521-2323 http://www.tfd.metro.tokyo.jp/ English available 24 hrs a day |



保健管理センター（越中島）
Health Center in Etchujima Campus



1 Housing

Housing is an important part of a satisfying and comfortable university experience for international students. Some international students at TUMSAT live in student dormitories on campus, while others choose to rent a private apartment.

When moving into a private apartment, it is very common in the Tokyo area to pay the equivalent of up to two months' rent as a security deposit (part of which is returned to the tenant when moving out), a similar amount in "key money," and the equivalent of at least one month's rent to the real estate agent as a service charge (when renewing the lease, which normally takes place every two years, it is common to impose a service charge equivalent to one month's rent). Please note that apartments in Japan usually come unfurnished.

● Housing Guarantee Program for International Students

(<http://www.jees.or.jp/crifs/index.htm>)

When renting a private apartment, a guarantor is usually required. If you intend to ask your academic supervisor to be your guarantor, please use this program. By enrolling in this program, you are automatically covered by a tenant's liability insurance in case of accidents such as fire or water leakage. Since this liability insurance does not cover compensation for personal belongings damaged in a fire or in a case of water leakage, it is recommended that you also enroll in a separate fire insurance plan. The insurance premiums of this guarantee program are ¥4,000 for a one-year contract, or ¥8,000 for a two-year contract. When renewing your rental lease, please renew your Housing Guarantee Program for International Students as well. Moving to a different apartment requires re-enrollment in the program. When canceling a rental contract, you should notify the International Students Section as soon as possible.

The procedure for renting a private apartment is as follows:

1. Select an apartment through a real estate agency.
2. Pick up an insurance-premium payment slip at the International Students Section and pay the premium at a post office.
3. Bring your receipt to the Student Support Division and ask for a membership certificate.
4. Ask your academic supervisor to complete the "cosigning guarantor" section of the rental contract.
5. Submit the contract to the real estate agency.
6. Upon finalization of the contract, bring a copy to the International Students Section.

2 Dormitories for international students

● TUMSAT International House (Shinagawa Campus)

The International House located on Shinagawa Campus provides accommodation for International Students enrolled at TUMSAT. The 7-story building offers 48 single rooms, 6 rooms for married couples, and 6 rooms for families. All of them are equipped with kitchen, toilet and bathroom facilities. In principle, residents are allowed to stay for a maximum of 2 years (1 year for Japanese government scholarship students and foreign government scholarship students).

Rooms are attributed according to the following order of priority:

Accommodation fees for international students:

| Room type | Monthly rent | Common facilities fee | Total (Monthly) |
|-----------|--------------|-----------------------|-----------------|
| Single | 5,900 yen | 3,700 yen | 9,600 yen |
| Couple | 11,900 yen | 7,300 yen | 19,200 yen |
| Family | 14,200 yen | 11,000 yen | 25,200 yen |

Residents are required to attend an orientation session organized every year in May.

● Other dormitories for international students

Vacancies are advertised on the bulletin board for international students.

3 Formalities for moving in/out

There are several points to keep in mind when looking for or changing rental accommodation in Japan; below are a number of things we recommend that you take into account.

Before You Move Out of Your Accommodation

- When you have decided to move out, read the lease contract carefully so that you clearly understand the cancellation conditions and follow the proper steps in cancelling your contract.
- Cancel all services contracted at your current residence for electricity, gas, fixed telephone, and Internet, and pay the fees for the month of your move. Carefully confirm the payment procedures for the final month and make sure to pay in full.
- Before you move out, clean the accommodation. Remember to dispose of your garbage.
- Important: Remember that in Japan the deposit is not always necessarily returned in full. Clear your account when you cancel your rental contract.

Before You Move In to Your New Accommodation

- Before you move in, inspect the interior carefully and report any problems concerning the interior or fixtures that might become an issue when you move out, such as scrapes on the floor or on the walls.

Important: What to Do on the Moving Day or Immediately After

Not completing the following procedures properly will cause problems within and outside the university. Please be sure to complete these procedures when moving.

1. Please bring your residence card to the municipal office at your new address and complete the designated change-of-address procedures within 14 days of moving to your new address. Inform the International Students Section of your change of address.
2. Return your current National Health Insurance card to the municipal office of your former address (sending the card by mail is acceptable). Complete new enrollment procedures for National Health Insurance at the municipal office of your new address. If you maintain health insurance membership in two locations, you will be billed twice. If you move within the same city, simply change the address.
3. Obtain a request form for forwarding your mail at the post office and file notification of your change of address.
4. Complete change-of-address procedures for your bank account, mobile phone (if you have one), and credit cards (if you have any).
5. Change your address by the university academic system “Live Campus.”

4 Permission to engage in part-time work

If you work part time, you must apply for Permission to Engage in Activity Other Than That Permitted at the Tokyo Regional Immigration Bureau. Part-time work by international students is permitted in cases that meet the conditions listed below. Note, however, that international students will only be given permission if it is thought that the part-time work in which they plan to engage will not obstruct their original objective as international students.

- Working hours: 28 hours or less per week (during long-term holidays, eight hours or less per day).
- Part-time work in the adult entertainment industry is not permitted.
- Tax-exemption programs are available if an Application Form For Income Tax Convention is submitted at the tax office. For more information, please ask your local tax office.

(**note:** After you receive the permit to engage in part-time work, please file a Report of activities other than those specified under visa status, as well as a copy of your permit, to the International Students Section.)

5 Student discounts, commuter passes and coupon tickets

Student Discounts (regular students only)

If undergraduate or graduate students travel over 100 kilometers, they are eligible for a student discount boarding pass (called *gakuwari* – student discount – in Japanese), which allows for discounts of as much as 20% of the regular fare. Non-regular students are not eligible for this program. You can obtain a student discount certificate from the automated certificate issuing machine located on campus.

Commuter Passes (regular students only)

Undergraduate and graduate students can purchase student commuter passes for use on trains and buses upon presenting a student commuter pass certificate, which can be obtained from the automated certificate issuing machine. Please note that only one certificate is issued per year.

Student commuter passes can be bought at the station where you usually board or any ticket vending location between your boarding station and the university; you will need to show your student ID card and the relevant certificate (please be sure to write the necessary information on the back of your student ID card). If there is a change in your address or the route you use to get to the university, please notify the Student Support Section.

Non-regular students are not eligible for student commuter passes. They should purchase a general commuter pass or frequent user coupon tickets. Please note that it is punishable by law to purchase commuter passes illegally or to lend your pass to another person.

Coupon Tickets

Railway lines usually offer frequent user coupon tickets, which, in most cases, give you eleven tickets for the price of ten. In addition, city bus companies offer discount services for IC card users. Please check with their ticket vending locations or websites.

2-4 Disaster prevention (on/off campus)

1 Earthquakes

Because of its location at the juncture of several tectonic plates, Japan is often subject to earthquakes. On March 11th, 2011, a massive earthquake and tsunami hit the Pacific coast of Northeastern Japan. Other recent disasters include the Great Hanshin Earthquake of 1995 (Kobe and Osaka region), and the Niigata earthquake of 2004. People who live in Japan should be prepared to deal calmly with natural disasters, for example by keeping themselves informed of the latest evacuation routes. In case of a disaster, Japan's national broadcaster NHK relays information and advice in English and other languages through television, radio and the internet.

Preparing for earthquakes

To keep damage from earthquakes to a minimum, it is important to be prepared.

- Secure furniture that may topple over easily, such as drawers and bookshelves, with braces. Do not leave items in high places.
- Keep a fire extinguisher at hand, or make sure you know where the nearest one is located.
- Prepare an emergency backpack (with items such as first-aid equipment, daily items and valuables). In particular, be prepared to take your passport, residence card, and health insurance card with you in case of an evacuation.
- Participate actively in disaster-prevention drills conducted by your local community or university.
- If you live with family, make sure to know each other's contact information and decide in advance where you should meet in the event of a major disaster.

When an earthquake strikes

Violent tremors can last for several minutes, and may be followed by powerful aftershocks. When an earthquake strikes, remember the following points to minimize potential consequences, such as fires and serious injuries.

1. Turn off all sources of fire or heat (gas equipment and related appliances).
2. Open a door or window to secure an exit. If you decide to go outside, proceed with caution and beware of falling objects.
3. Protect yourself by crawling under a table or any other type of sturdy furniture.
4. Get accurate information from official sources such as TV or radio.
5. Check on the safety of your neighbors and assist them if you can.
6. If you are outdoors, stay away from objects or structures that may collapse (walls, gate posts, etc.).

The evacuation sites on campus are as follows:

- Shinagawa Campus: main ground (soccer pitch)
- Etchujima Campus: Meiji-Marui Square

Please be sure to check the location of the nearest evacuation site in the neighborhood where you live.

Example of items to prepare in case of disaster

Mineral water, preserved foods, flashlight, undergarments, medicine, sturdy gloves, pocket handwarmers, medical masks, towels, tissues, matches, candles, paper cups, paper plates, and a portable radio.

2 Fire prevention

Japanese houses are traditionally made of materials that burn easily. Please be particularly careful about extinguishing items that may cause fire, such as heating equipment, cigarettes and gas appliances, when you leave your home or go to sleep.

What to do if a fire breaks out

- Dial 119 for the fire department; alert your neighbors and ask for help in extinguishing the fire.
- If it is possible to extinguish the fire within the first few minutes, you should attempt to do so. If the fire has spread over a wide area or has reached the ceiling, focus your attention on escaping rather than working to put out the fire.
- If a pan with oil in it catches fire, do not pour water on the flames. Use a fire extinguisher, or cover the flames with a wet towel or piece of cloth.
- To avoid inhaling toxic fumes, cover your mouth with a wet towel and crouch low while making your escape.

3 Everyday precautions

While Japan is generally considered a safe country, it can be dangerous to walk alone at night or to let someone you do not know in your home. You should avoid walking alone in areas where there are few other people present and it is best to avoid using a phone booth in empty locations late at night. In addition, please beware of the following points, since breaking Japanese law may result in arrest or deportation:

- Non-Japanese citizens must carry their residence card at all times.
- It is forbidden to work part-time without permission or to do work that is not allowed under the terms of your visa.
- Riding a bicycle: do not carry another person on your bicycle, ride at night without a light, or with an open umbrella. Never ride a bicycle that doesn't belong to you (see section below).
- Carrying a knife for self-defense purposes is forbidden.
- Do not lend or borrow a residence card, student ID card, or National Health Insurance card.

Riding a bicycle in Japan

In Japan, every bicycle must be registered to a specific owner to prevent theft. It is particularly recommended to follow these rules:

- Register your bicycle at the shop where you bought it.
- Clearly mark your name and address on the bicycle.
- Make sure you never leave your bicycle unlocked.
- When you receive a bicycle from a friend, classmate, etc., ask them to write a certification of transfer (free format), and then register your bicycle at a shop.
- Never ride an abandoned bicycle, since you could be suspected of stealing it.

Drugs and narcotics

Japan has a zero-tolerance policy on the use of drugs and stimulants such as marijuana, cocaine, heroin and LSD. Drugs have adverse consequences on physical and mental health, and lead to addictions that may require long periods of rehabilitation and medical treatment. Drug-related offences usually result in incarceration and/or deportation.

Dial 110 (police department) to report a crime, theft, traffic accident or other emergencies

Calls are answered around the clock.

To call from a public phone:

- pick up the receiver, push the emergency button if available, or dial 110
- explain the emergency
- state your name and exact location

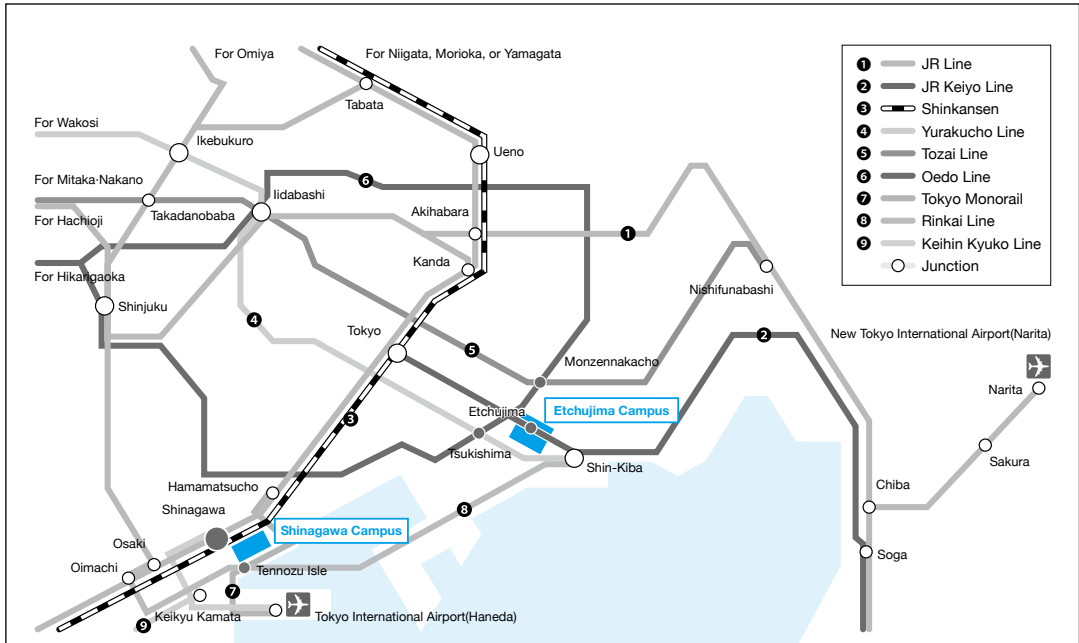


Harassment

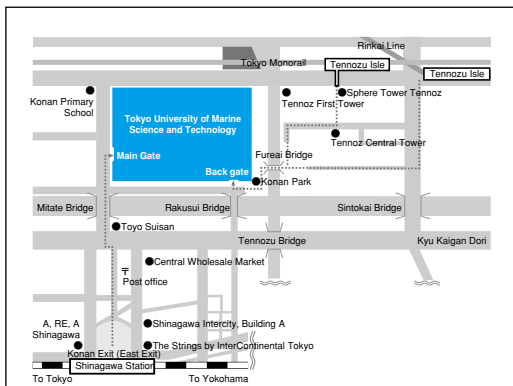
Counselors designated by the university are available for confidential advice on harassment matters. Their names and contact information are available on the following page:
<https://www.kaiyodai.ac.jp/english/student/inquirycounter/Harassment.html>

University access map

Campus locations

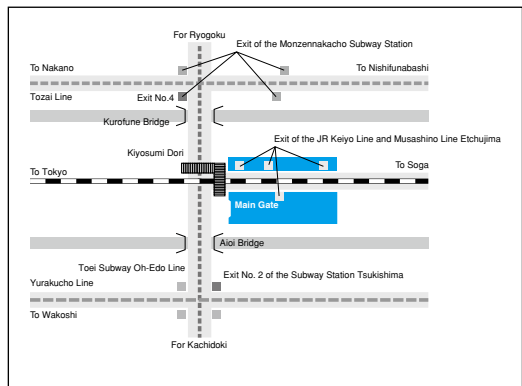


Shinagawa Campus (Headquarters, Faculty of Marine Science)



- 10 minutes' walk from Konan Exit (or East Exit) "Shinagawa Station" on the JR Line, Tokaido Shinkansen and Keihin Express Line to the main gate of the Campus
- 15 minutes' walk from "Tennozu Isle Station" on the Tokyo Monorail to the main gate of the Campus via Fureai Bridge
- 20 minutes' walk from "Tennozu Isle Station" on Rinkai Line to the main gate of the Campus via Fureai Bridge

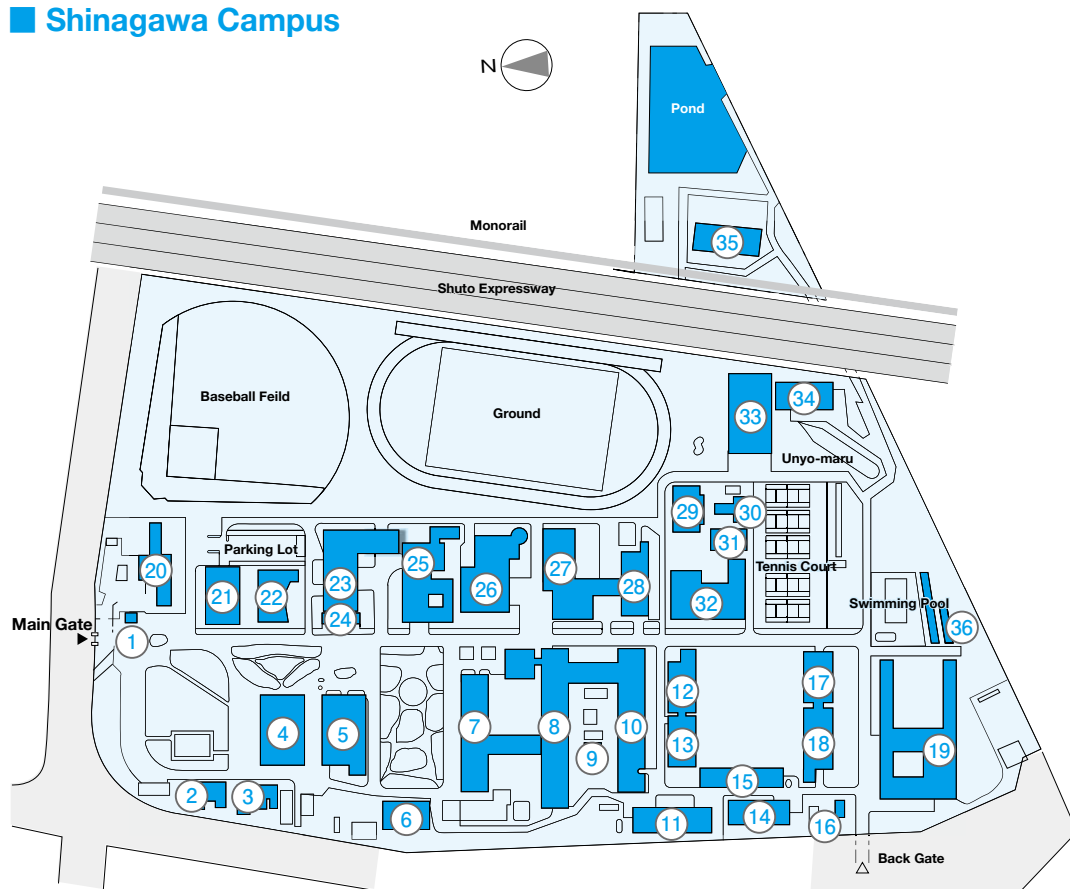
Etchujima Campus (Faculty of Marine Technology)



- 2 minutes' walk from Exit No. 2, "Etchujima Station" on the JR Keiyo Line and Musashino Line (only by local trains) to the Campus
- 10 minutes' walk from Exit No. 4, "Monzennakacho Station" on the subway Tozai Line and Oh-Edo Line to the Campus
- 10 minutes' walk from Exit No. 2, "Tsukishima Station" on the subway Yurakucho Line and Oh-Edo Line to the Campus

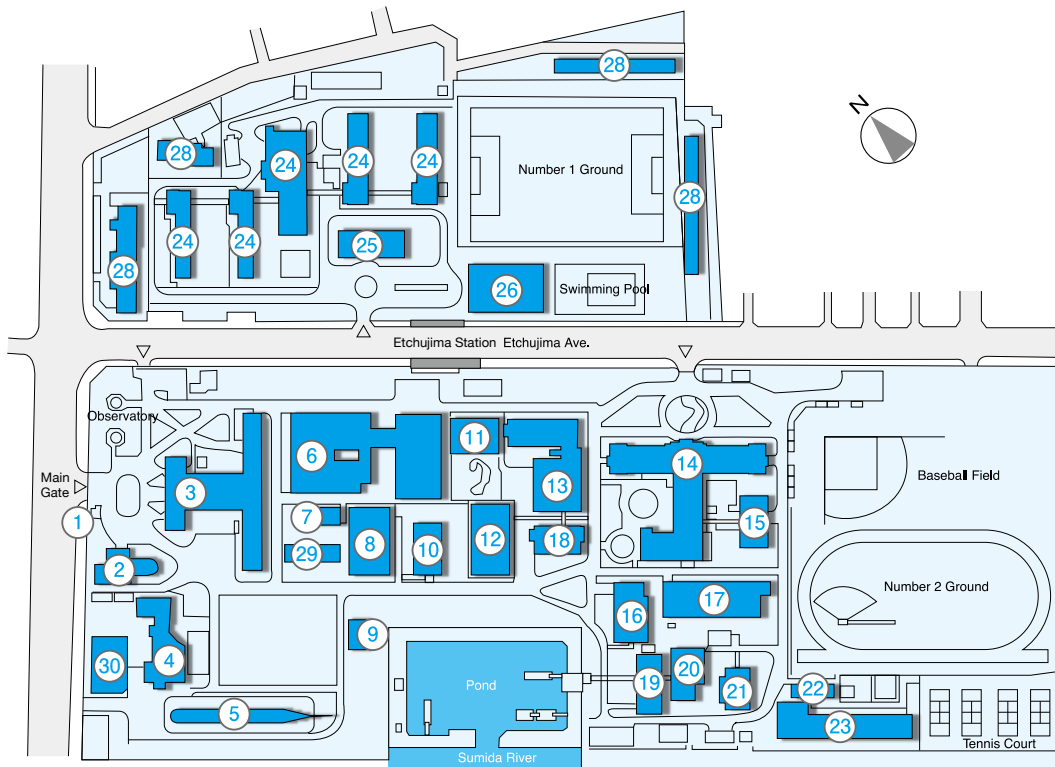
Campus maps

Shinagawa Campus



| | | |
|-----------------------------|--|---|
| ① Guard House | ⑬ Number 7 Building / Office of Liaison and Cooperative Research | ⑲ University Library |
| ② Health Service Center | ⑭ Radioisotope Laboratory | ⑳ University Hall |
| ③ Employee Guesthouse | ⑮ Hydraulic Test Laboratory | ㉑ Lecture Room Building |
| ④ Administration Building | ⑯ Waste Water Treatment Plant | ㉒ Number 5 Building |
| ⑤ Nakabe Auditorium | ⑰ Number 8 Building | ㉓ Japanese Martial Arts Gymnasium |
| ⑥ Circulating Water Channel | ⑱ Number 9 Building | ㉔ Facilities for Management of Physical Education |
| ⑦ Number 1 Building | ⑳ Student Dormitory | ㉕ Clubhouse |
| ⑧ Number 2 Building | ㉑ International House | ㉖ Special Research Facilities / Information Processing Center |
| ⑨ Fish Laboratory | ㉒ Hakuyo-Hall | ㉗ Gymnasium |
| ⑩ Number 3 Building | ㉓ Rakusui Hall | ㉘ Experiment and Practice of Fishery Mechanics |
| ⑪ Number 4 Building | ㉔ Museum of Marine Sciences | ㉙ Boathouse |
| ⑫ Number 6 Building | ㉕ Whale Exhibition Gallery | ㉚ Clubhouse |

Etchujima Campus



| | | |
|---|--|--|
| ① Guard House | ⑪ Office of Liaison and Cooperative Research | ⑳ Clubhouse |
| ② Research Center for Advanced Science and Technology | ⑫ University Library | ㉑ Physical Education Administration Building |
| ③ Number 1 Building | ⑬ Number 2 Building | ㉒ Ship Maneuvering Research Basin |
| ④ Centennial Museum | ⑭ Etchujima Hall/Health Service Center | ㉓ Student Dormitory |
| ⑤ Meiji Maru | ⑮ World Marine Cafe | ㉔ Memorial Hall of the 85th Anniversary |
| ⑥ Number 1 Research Building | ⑯ Number 4 Research Building | ㉕ Gymnasium |
| ⑦ Turbo-power Engineering Laboratory | ⑰ Number 5 Research Building | ㉖ International House |
| ⑧ Number 2 Research Building | ⑱ Number 3 Building | ㉗ Employee Apartment House |
| ⑨ Employee Guesthouse | ㉑ 1st Boathouse | ㉘ Ship Engine-Room Simulator Center |
| ⑩ Number 3 Research Building | ㉒ 2nd Boathouse | ㉙ Meiji-maru Museum |

Quick reference guide

The following table provides a list of situations and corresponding points of contact that will help you address them.

| Situation / information needed | Point of contact |
|---|---|
| Problems related to everyday life | International Students Section |
| Difficulties involving relations with other people | Student Consultation Room |
| Harassment | Academic supervisor, International Students Section, Student Consultation Room, harassment counselors |
| Information and consultation regarding career opportunities | Career Support Section |
| Information about course registration and classrooms | Academic Affairs Section (Shinagawa and Etchujima) |
| Impossible to attend an exam, train service interruption | |
| Using the library | Library information counter |
| Acquiring a student commuter pass (regular students only) | Student Support Section (Shinagawa) Student Support Section (Etchujima) |
| Student discount tickets for train journeys exceeding 100km (regular students only) | |
| Lost property / accident | |
| Questions regarding student dormitories | International Students Section |
| Questions regarding the payment of tuition fees | Finance Division, Fund Management Section |
| Application for tuition fee exemption | Scholarships Section |
| Information on scholarships for international students | International Students Section |
| Illness / injury | Health Center |
| Injury sustained on campus, during extracurricular activities or while commuting to/ from university (personal accident insurance) | Student Support Section (Shinagawa) Student Support Section (Etchujima) |
| Causing an injury to a third party on campus, during extracurricular activities or while commuting to/from university; damage caused to equipment (liability insurance) | |
| Information on university circles and student associations | |
| Borrowing university equipment | |
| Using university facilities for sports and extracurricular activities | |
| Information on student camps, events and other activities | |
| Permission to set up a poster, a signboard or to engage in other public information activities | |
| Information on studies abroad, questions related to the International House | International Students Section |
| Information on class cancellations and other important matters | University notice boards |
| Information on apartment rentals and part-time jobs for students | Scholarships Section, University Coop (Seikyo) |

Appendix D

List of nearby facilities (Minato-ku)

| Type | Name | Address | Phone number |
|---|---|--|--------------|
| Municipal office | Minato City Hall | Minato-ku, Shiba-koen 1-5-25 | 03-3578-2111 |
| Fire Dept., ambulance (see notes 1 and 2 below) | Shiba Fire Station | Minato-ku, Shinbashi 6-18-15 | 03-3431-0119 |
| | Azabu Fire Station | Minato-ku, Moto-azabu 3-4-42 | 03-3470-0119 |
| | Akasaka Fire Station | Minato-ku, Minami-aoyama 2-16-9 | 03-3478-0119 |
| | Takanawa Fire Station | Minatoku, Shirokane 2-4-12 | 03-3446-0119 |
| Waterworks Bureau | Tokyo Waterworks Bureau Customer Center | Change of address / contract: 03-5326-1100 Fees, leak repairs and other inquiries: 03-5326-1101 | |
| Telephone | NTT-East (new contract, change of address, other inquiries) | | Dial 116 |
| Post Office | Shiba Post Office | Minato-ku, Nishi-shinbashi 3-22-5 | 03-3431-9903 |
| | Akasaka Post Office | Minato-ku, Akasaka 8-4-17 | 03-3423-4890 |
| | Takanawa Post Office | Minato-ku, Mita 3-8-6 | 03-3456-5847 |
| Electricity | Tepco Ginza Office (for area outside Daiba) | Chuo-ku, Ginza 3-3-18 | 0120-995-006 |
| | Tepco Koto Office (Daiba area) | Koto-ku, Ojima 3-4-5 | 0120-995-002 |
| Gas | Tokyo Gas Customer Center | | 0570-002211 |
| Health Insurance | Minato Life and Hygiene Center | Minato-ku, Roppongi 5-16-45 | 03-3408-6146 |
| | Minato Public Health Service Center | Minato-ku, Akasaka 4-1-26 | 03-3455-4701 |

List of nearby facilities (Koto-ku)

| Type | Name | Address | Phone number |
|---|---|--|--------------|
| Municipal office | Koto City Hall | Koto-ku Toyo 4-11-28 | 03-3647-9111 |
| Fire Dept., ambulance (see notes 1 and 2 below) | Fukagawa Fire Station | Koto-ku, Kiba 3-18-10 | 03-3642-0119 |
| | Joto Fire Station | Koto-ku, Kameido 6-42-9 | 03-3637-0119 |
| Waterworks Bureau | Tokyo Waterworks Bureau Customer Center | Change of address / contract: 03-5326-1100 Fees, leak repairs and other inquiries: 03-5326-1101 | |
| Telephone | NTT-East (new contract, change of address, other inquiries) | | Dial 116 |
| Post Office | Fukagawa Post Office | Koto-ku Toyo 4-4-2 | 03-5683-3171 |
| | Joto Post Office | Koto-ku Ojima 3-15-2 | 03-3681-9586 |
| Electricity | Tepco Koto Office | Koto-ku, Ojima 3-4-5 | 0120-995-002 |
| Gas | Tokyo Gas Customer Center | | 0570-002211 |
| Health Insurance | Koto Life and Hygiene Center | Koto-ku, Toyo 2-1-1 | 03-3647-5855 |

Notes:

If you are sick or injured but still able to walk, please take a taxi to the hospital. Do not call an ambulance except for an emergency.

For an emergency (fire dept. or ambulance), dial 119.

出入国在留管理局 Immigration Bureau

●東京出入国在留管理局

住所：〒108-8255 東京都港区港南 5-5-30

電話：0570-034259 (IP 電話・海外から：03-5796-7234)

受付時間：9 時～16 時 (土日曜日、休日を除く)

ただし、

1. 総合受理窓口 (B・黄)・認定申請窓口 (C・青)・再入国許可申請窓口 (D・緑)・証印窓口 (A・赤) については 9 時～16 時 (土日曜日、休日を除く)
 2. 被收容者への面会・物品授与については 9 時～11 時、13 時～15 時 (土日曜日、休日を除く)
- 交通：① JR 品川駅港南口 (東口) から都バス「品川埠頭循環」又は「東京入国管理局折返し」で「東京入局管理局前」下車②東京モノレール「天王洲アイル」南口又はりんかい線 (埼京線乗入)「天王洲アイル」(A 出口) から徒歩 15 分

●Tokyo Regional Immigration Bureau

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

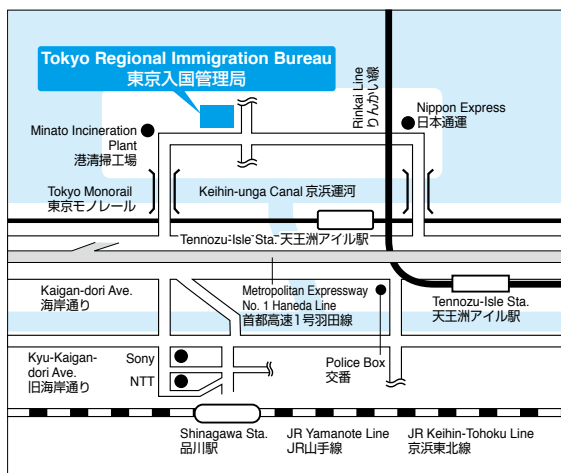
Tel: 0570-034259 (From IP phone or abroad: 03-5796-7234)

Hours: 9:00 a.m. to 4:00 p.m. (excluding Saturdays, Sundays, and national holidays)

You should note, however, the following.

1. The hours for the comprehensive inquiries counter (indicated by the letter B and the color yellow), the authorization application counter (C/Blue), the re-entry permit application counter (D/Green), and the visa stamp counter (A/Red) are 9:00 a.m. to 4:00 p.m. (except Saturdays, Sundays, and national holidays).
2. The hours for visitation/gifts for detainees are 9:00 a.m. to 11:00 a.m. and 1:00 p.m. to 3:00 p.m. (except Saturdays, Sundays, and national holidays)

How to Get There: From the Konan Exit (East Exit) of JR's Shinagawa Station, take the city bus bound for Shinagawa Futo Junkan or Tokyo Nyukoku Kanrikyoku Orikaeshi and get off at the Tokyo Nyukoku Kanrikyoku-mae bus stop. It is a 15-minute walk from the South Exit of Tennozu Isle Station on the Tokyo Monorail or the A Exit of Tennozu Isle Station on the Rinkai Line (connecting from the Saikyo Line).



交通標識 Traffic signs and public signs

主な交通標識と日頃目に触れる公共標識を図示します。

The main traffic signs and public signs that you will see as you go about your daily life are shown below.



追越し禁止
No overtaking



通行止め
Road closed



車両進入禁止
No entry for vehicles



徐行
Reduce speed



駐停車禁止
No parking or stopping



駐車禁止
No parking



最低速度
Minimum speed 30 km/h



一時停止
Stop



最高速度
Speed limit 50 km/h



転回禁止
No U-turn



二輪の自動車以外の
自動車通行止め
Closed to all vehicles
except motorcycles



警笛鳴らせ
Sound horn



自転車通行止め
No bicycles



車両通行止め
Closed to all vehicles



歩行者横断禁止
Crossing by pedestrians
prohibited



指定方向外進行禁止
Proceed only to
designated directions



すべりやすい
Slippery



道路工事
Under construction



学校、幼稚園、
保育所などあり
School zone



一方通行
One way only



自転車および歩行者専用
Bicycles and pedestrians
only



歩行者専用
Pedestrians only



駐車可
Parking



横断歩道
Pedestrians crossing

Checklist of procedures before leaving Japan

| | Item | Notes |
|--|-----------------------------------|--|
| If a tutor has been assigned to you, please ask him/her to assist you with the procedures. | | |
| 1. All international students | | |
| | Return of student ID card | Return the card to the Academic Affairs Section. |
| | Return of Health Insurance card | Complete administrative procedures at the municipal office. |
| | Return of residence card | Return the card to the immigration officer at the airport. |
| | Final survey | Students are asked to complete a questionnaire regarding their career orientation and contact information. The questionnaire is forwarded through your academic supervisor. |
| 2. Japanese government scholarship students | | |
| | Closure of postal account | Close your postal account after receiving the last scholarship transfer. |
| 3. Shinagawa International House residents | | |
| | Pre-departure form | Submit a pre-departure form to the International Students Section. |
| | Rent, utilities and rental goods | Ensure that all your bills have been paid before leaving. |
| | Pre-departure room check | A pre-departure check is conducted one week before you move out. Contact the International Students Section to set a time and date. Any repair or additional cleaning charges will be billed separately. |
| | Cancellation of utility contracts | Cancel all your utility contracts (electricity, water, gas, telephone, mobile, internet, etc.) and present a copy of your payment receipts to the International Students Section. |
| | Change of postal address | Submit the relevant form to your local post office. |
| | Closure of bank account | Close your account at the Dai-Tokyo Shinyo Kumiai bank after checking that you don't have any outstanding payments. |
| | Curtains | Return the room curtains and their tassels to the office of the International House. |
| | Lease items | Return any items on lease (futon, sheets, etc.) to the office of the International House before leaving. |
| | Oversize trash | If you have any items measuring more than 30cm on either side, contact the local waste management office and purchase the according oversize trash stamps for their evacuation. The items must be placed outside by 8am on the day of retrieval. |
| | Disposal of home appliances | Contact the local home appliance recycling center for any electric/ electronic appliances (air conditioner, TV, fridge, freezer, washing machine, drier, etc.). |
| | Disposal of computers | Contact the computer manufacturer. |
| | Final room check | A final room check is conducted on the day of departure (contact the office of the International House to set an appointment). Make sure that you don't leave any belongings behind. |

| | | |
|--|--|--|
| | Return of room key and document file | Return your key and the file with room-related documents to the office of the International House. |
| | Turn off the circuit breaker | |
| 4. Student dormitory residents (Shinagawa and Etchujima campus) | | |
| | Pre-departure room check | A pre-departure room check is conducted on a pre-determined date. If you are absent, a staff member will enter the room using a master key. Any repair or additional cleaning charges will be deducted from the balance of your utility fees account (additional charges will be billed separately). |
| | Submit contact information | Submit a contact information form to the Student Support Section of your campus. |
| | Oversize trash | If you have any items measuring more than 30cm on either side, contact the local waste management office and purchase the according oversize trash stamps for their evacuation. The items must be placed outside by 8am on the day of retrieval. |
| | Disposal of home appliances | Contact the local home appliance recycling center for any electric/electronic appliances (air conditioner, TV, fridge, freezer, washing machine, drier, etc.). |
| | Disposal of computers | Contact the computer manufacturer. |
| | Dai-Tokyo Shinyo Kumiai bank account for residents of the Shinagawa campus dormitory | Do not close your account before the end of July. The balance of your utility fees account is transferred back to your account. |
| | Change of postal address | Submit the relevant form to your local post office. |
| | Lease items | Return any items on lease (futon, sheets, etc.) to the office of the International House before leaving. |
| | Final room check | A final room check is conducted in the presence of the resident. The room must be completely empty. All keys and documents received when you moved in must be returned on the day of departure. |
| 5. Apartment residents | | |
| | Contact the landlord or administrator | Depending on your contract, you must inform the landlord or administrator 1 to 2 months prior to your departure. |
| | Cancellation of utility contracts | Cancel all your utility contracts (electricity, water, gas, telephone, mobile, internet, etc.) and present a copy of your payment receipts to the International Students Section. |
| | Change of postal address | Submit the relevant form to your local post office. |
| | Oversize trash | If you have any items measuring more than 30cm on either side, contact the local waste management office and purchase the according oversize trash stamps for their evacuation. The items must be placed outside by 8am on the day of retrieval. |
| | Disposal of home appliances | Contact the local home appliance recycling center for any electric/electronic appliances (air conditioner, TV, fridge, freezer, washing machine, drier, etc.). |
| | Disposal of computers | Contact the computer manufacturer. |

東京海洋大学外国人留学生ガイドブック
Guidebook for International Students
Tokyo University of Marine Science and Technology (TUMSAT)

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Marine Science and Technology**