

Tokyo Medical and Dental University
International Exchange Center

Guidebook for International Students

April 2010

Contents

INTRODUCTION.....	1
A. CAMPUS LIFE	2
A-1 Tokyo Medical and Dental University	2
1. Organization of Tokyo Medical and Dental University.....	2
2. Number of Directors, Academic and Other Staff (as of May, 2008).....	3
3. Number of Students Enrolled (As of May, 2008)	3
4. Number of International Students (As of Feb., 2009)	4
5. Student Status.....	4
Symbol of Tokyo Medical and Dental University	5
Logo mark of Tokyo Medical and Dental University	5
A-2 First Steps and Procedures	6
1. Procedures at the Municipal (or Ward) Office	6
2. Procedures at the University.....	6
A-3 Offices for International Students	8
A-4 Study and Research	10
1. Graduate Research Students.....	10
2. Admission to the Graduate School	10
3. Tutor System.....	10
A-5 Studying Japanese and English.....	11
1. Japanese language education at Liberal Arts & Sciences (LAS) in Konodai Campus	10
2. Japanese language education at the IEC in Kanda-Surugadai.....	11
3. Language teaching staff.....	12
A-6 Tuition and Other Fees	13
1. Payment of Tuition and Other Fees	13
2. Exemption from Tuition and Admission Fees (For Self-supported students).....	13
A-7 Scholarships	13
1. Japanese Government (Monbu-Kagakusho) Scholarships.....	13
2. Scholarships for Self-supported Students.....	14
A-8 Advice and Counseling for International Students.....	14
1. Counseling Room, International Exchange Center	14
2. Student Center	15
3. Health Consultation.....	15

4. Tokyo Metropolitan Government Foreign Residents' Advisory Center.....	15
5. Foreign Residents Information Center	15
A-9 Campus Facilities	16
1. University Libraries.....	16
2. Co-op Facilities on Campus	16
3. Banks-ATMs.....	16
B. EVERY DAY LIFE	17
B-1 Housing	17
1. International House, Tokyo Medical and Dental University.....	17
2. International Student House, Tokyo Medical and Dental University.....	17
3. Student Dormitories (undergraduate male students only).....	18
4. Japan Student Services Organization (JASSO)	18
5. Private Companies' Dormitories	19
6. Public Accommodation.....	19
7. Apartment Houses	19
8. Comprehensive Renter's Insurance [http://www.jees.or.jp/crifs/].....	20
B-2 Medical and Health Care.....	20
1. Health Care.....	20
2. National Health Insurance (NHI)	21
B-3 Residence and Registration Procedures.....	21
1. Alien Registration [@ Municipal Office].....	21
2. Extension of Stay [@ Immigration Bureau]	21
3. Part-time Job Permit [@ International Student Section].....	22
4. Temporary Leave and Re-entry [@ Immigration Bureau]	22
5. Procedures for Inviting a Family [@ Immigration Bureau]	22
6. If a baby was born in Japan [@ Municipal Office/Immigration Bureau].....	23
B-4 Handy Information	24
1. Transportation	24
2. Mail.....	24
3. Banks.....	25
4. Telephones.....	26
5. Shopping.....	27
6. In Preparation for Earthquakes.....	28
B-5 Checklist before Leaving Japan	29

INTRODUCTION

To international students, welcome to Tokyo Medical and Dental University.

This is a guidebook for those who have come to Japan to pursue their studies and research at Tokyo Medical and Dental University.

We hope you will enjoy a pleasant international student life, making good use of the information in this guidebook.

International Exchange Center, International Affairs Section

Tokyo Medical and Dental University

If you have any questions, please ask us

.

1) Advising Room, IEC (Associate Professor. M. Izutani @ 5283-5857)

2) Japanese Education, IEC (Associate Professor. Y. Okita, @ 5283-5859)

3) (ISU) (ISU staff @ 4076,4077)

[<http://www.tmd.ac.jp/TMDU-e/isc/index.html>]

A. CAMPUS LIFE

A-1 Tokyo Medical and Dental University

Tokyo Medical and Dental University is the most unique of the National University Corporations, consisting of three graduate schools(Graduate School of Medical and Dental Sciences, Graduate School of Health Care Sciences Biomedical Science PhD program), the Faculty of Medicine, the Faculty of Dentistry, the College of Liberal Arts and Sciences, and two Research Institutes.

Our university is regarded as one of the top universities in the medical and dental fields and has thus accepted top class students not only from within Japan but also from foreign countries.

In 1928 Tokyo Higher Dental School was admitted as the only governmental dental educational institution in Japan. The School was reorganized into Tokyo Medical and Dental College, joining the School of Medicine, in 1946.

1. Organization of Tokyo Medical and Dental University

1) Undergraduate Faculties

Faculty of Medicine

- 1) School of Medicine (6 years)
- 2) School of Allied Health Sciences – Nursing Science (4 years)
School of Allied Health Sciences – Medical Technology (4 years)

Faculty of Dentistry

- 1) School of Dentistry (6 years)
- 2) School of Oral Health Care Sciences (4 years)

School for Dental Technologists

2) Graduate Faculties

Graduate School of Medicine and Dentistry

- 1) Master's Program (2 years)
- 2) Doctoral Program (4 years)

Graduate School of Allied Health Sciences

- 1) Master's Program (2 years)
- 2) Doctoral Program (4 years)

Graduate School of Biomedical Science

- 1) Master's Program (2 years)
- 2) Doctoral Program (3 years)

3) College of Liberal Arts and Sciences

4) Research Institutes

Institute of Biomaterials and Bioengineering
Medical Research Institute

5) University Hospitals

6) Facilities

Institute for Library and Media Information Technology
 Center for Education Research in Medicine and Dentistry
 Research Center for Medical and Dental Sciences
 Center for Experimental Animal
 International Exchange Center
 Life Science and Bioethics Research Center
 Support Center for Integrated Education of Medicine and Dentistry
 Health Service Center
 Hard Tissue Genome Research Center
 Intellectual Property Division
 Center for Brain Integration Research
 Global Center of Excellence for Tooth and Bone Research
 The Support Office for Female Reasearcher

2. Number of Directors, Academic and Other Staff (as of May,2008)

Director		Academic Staff		Other Staff	
President	1	Professors	143	Clerks	288
Trustee	5	Associate Professors	118	Paramedical Staff	165
Auditor	2	Lecturers (full time)	96	Nurses	710
		Research Associates	317		
Sub Total	8	Sub Total	674	Sub Total	1,163

3. Number of Students Enrolled (As of April,2010)

			Male	Female	Total	
Undergraduate Students	Medicine	Medicine	356	149	505	
		Allied Health Sciences	44	302	346	
	Dentistry	Dentistry	211	161	372	
		Oral Health Care Sciences	6	110	116	
Graduate Students	Medicine/Dentistry		MS	33	80	113
			PhD	595	357	952
	Health Care Sciences		1 st	10	62	72
			2 nd	6	62	68
	Biomedical Sciences		1 st	54	40	94
			2 nd	33	26	59
Research Students			161	125	286	
Total			1,509	1,474	2,983	

4. Number of International Students (As of May, 2009)

Undergraduate	Graduate	Research	Kenshu	Total
7 (6)	156 (71)	17 (9)	5 (5)	185 (91)

Note: The numbers in parenthesis are female.

5. Student Status

There are two classifications of international student status.

1) Classification 1 (University status)

- (1) Undergraduate students
- (2) Graduate students (MS / Ph.D.) (MS (1st semester), MS (2nd semester))
- (3) Research students
- (4) Undergraduate • Graduate credited students / Special Students
- (5) Graduate special students / Special Research students
- (6) School for dental technologists students

2) Classification 2 (Expense source)

- (1) Japanese Government Scholars (Embassy recommendation, University recommendation, Monbu Kagakusho)
- (2) Self-supported students
- (3) Other Government Scholars

Symbol of Tokyo Medical and Dental University



This is the symbol of Tokyo Ikashika Daigaku (Tokyo Medical and Dental University), and has the following meaning.

1. This symbol which is based on a plum blossom is designed to show the history of development of Tokyo Medical and Dental University. The plum blossom is the symbol of Yushima Tenjin (Yushima Shrine) which exists in the same location as the University. Tenjin is the God of Knowledge.
2. The center circle of this symbol, the core of the flower, was the emblem of the former Tokyo Koto Shikaigakko (Tokyo National School of Dentistry), the five petals around the core show the present University which has developed from that school.
3. Each of the five petals symbolize the Faculty of Medicine, the Faculty of Dentistry, the College of Liberal Arts and Sciences, the Institute of Biomaterials and the Bioengineering and Medical Research Institute. The five petals join together to make the flower bloom, representing the activity of the University.
4. The bold outline of the five petals indicate our desire for further development and progress.

Logo mark of Tokyo Medical and Dental University



Our university logo mark was designed based on TMDU which are the initial letters of Tokyo Medical and Dental University. It has following meanings;

1. By connecting the letters M and D, the logo mark implies fusion of Medicine and Dentistry.
2. Bold lines expresses confidence and strength which are the heritage of our university.

A-2 First Steps and Procedures

To start your student activities at Tokyo Medical and Dental University, the steps and procedures are largely divided into those handled at the municipal (or ward) office and those handled at the university. Please take all the necessary steps and procedures, using the check list.

1. Procedures at the Municipal (or Ward) Office

1) Alien Registration

According to the "Alien Registration Law", all foreigners must register within 90 days after arrival in Japan at the municipal (or ward) office in the district where they live. For this registration, you fill in an "Application for Alien Registration" (the form is available at the office) and submit two recent photos (4.5 ×3.5 cm) along with your passport.

You will be given a paper that indicates when you should return to pick up your card. You have to carry this registration card with you at all times.

If there is any change in the information (for example, if you move out and have a new address), you must report it to the district office (in case of a change of address, to the office in your new neighborhood) within 14 days from the time of the change.

The certificate is valid for 5 years. If you are going to stay in Japan for more than 5 years, you are required to renew your registration and submit 2 recent photos (4.5×3.5 cm) with your passport, 30 days prior to the date of expiration.

When you leave Japan, you have to return your alien registration card to an immigration officer, unless you have a re-entry permit.

2) National Health Insurance (NHI)

All foreigners who stay in Japan longer than 1 year have to join the NHI plan, by submitting the "Application to join NHI" to the municipal (or ward) office where they live and paying the insurance fee. Please bring your alien registration card as well. NHI-accepting hospitals/clinics charge only 30% of the medical expense to patients, i.e., 70% of the expense is covered by the insurance.

When you leave Japan, you have to return your National Health Insurance Card and settle your accounts at the municipal (or ward) office.

2. Procedures at the University

Procedures for admission to Tokyo Medical and Dental University should be completed at the following offices:

- 1) Undergraduate students: College of Liberal Arts and Sciences, College of Liberal Arts and Sciences – general Affairs Unit (called Kyo.yo Bu, Kyo.yo kyo.mu Kakari)
- 2) Graduate students: International Student Unit or School Affairs Division, Educational Affairs Section
- 3) Graduate research students: International Student Unit or School Affairs Division, Educational Affairs Section, Each research office

We hold "an Orientation for Newcomers" in April and October. You are highly advised to take

part in it.

Please start your student life smoothly by taking care of the above promptly.

<First Steps and Procedures: Checklist>

Check	Items
	1. Housing You need to do the following to find accommodation <ul style="list-style-type: none"> ● a surety jointly and severally liable for rent ● make a contract ● pay of rent
	2. Procedures at the Municipal (or Ward) Office 1) Alien Registration ----- 2) National Health Insurance
	3. Procedures at the University 1) Procedures for admission <ul style="list-style-type: none"> ● Undergraduate students: College of Liberal Arts and Sciences – general Affairs Unit (Kyo.yo kyo.mu Kakari) ● Graduate students: International Student Unit or School Affairs Division, Educational Affairs Section ● Graduate research students: International Student Unit or School Affairs Division, Educational Affairs Section, Each research office ----- 2) Payment of Tuition and Other Fees ----- 3) ID Card for Library: Library Office (with Student ID Card) ----- 4) Student Insurance: Gakusei shien-ka ----- 5) Other documents required at General Office of each Faculty
	4. Others 1) Opening a saving account in a bank

A-3 Offices for International Students

Office	Items	Place
<p>International student Unit International Affairs Section Science and International Affairs Division TEL: (5803)4076,4077</p>	<ol style="list-style-type: none"> 1) Admission Procedure for Research Students 2) Monbu-Kagakusho Scholarship (Extending your study period, Return ticket) 3) Gakushu-shoreihi, Private Organization Scholarships 4) Housing 5) Apply for Temporary Leave 6) Residence and Registration Procedures 7) Tutorial System 8) Short Term Exchange Program 9) Annual Events (Orientation for New comers, Trip, Annual Party for International Students and Staff) 	<p>2F, International Exchange Center (Kanda-Surugadai)</p>
<p>Student Support Section (Gakusei Shien-ka) Scgiik Affairs Division TEL: ext.5077,5078,5079</p>	<ol style="list-style-type: none"> 1) Exemption from Tuition and Admission Fees 2) Health Check and Consultation at Health Service Center 3) Student Insurance 4) University Villa 5) Kohashi Shoichi Scholarship 	<p>3F, Medical-Dental Research Building</p>
<p>Faculty of Medicine, Medicine : Undergraduate and Graduate (Gakumu-bu Kyomu-ka Igaku-kyomu) TEL: ex.5120</p>	<ol style="list-style-type: none"> 1) Procedures for Research Students (Admission, Extension) 2) Class Registration 3) Temporary Absence or Withdrawal from School 	<p>3F, Medical-Dental Research Building</p>

Faculty of Medicine, Allied Health Sciences (Undergraduate and Graduate) (Gakumu-bu Kyomu-ka Hoken eisei- kyomu) TEL: ext.5119,5916	1) Class Registration 2) Temporary Absence or Withdrawal from School	3F, Medical-Dental Research Building
Faculty of Dentistry/ Oral Health Care Graduate: Faculty of Dentistry/ School for Dental Technologists (Gakumu-bu Kyomu-ka Shigakukei- kyomu) TEL: ext.5411	1) procedures for Research Students (Admission, Extension) 2) Class Registration 3) Temporary Absence or Withdrawal from School	3F, Medical-Dental Research Building Faculty of Dentistry Building #1, 1F
Faculty of Biomedical Education Gakumu-bu Kyomu-ka TEL: ext.4534	1) Class Registration 2) Temporary Absence or Withdrawal from School	3F, Medical-Dental Research Building
General Affairs Section General Affairs Division Gakumu-bu Kyomu-Ka, Kyo yo-Kyomu-kakari TEL: 047-300-7105	For college of Liberal Arts and Sciences student	3F (Konodai-Campus)
Educational Planning Section School Affairs Division Gakumu-bu Gakumu-Kikaku -ka Kikaku Chosa-kakari TEL: ext. 5074, 5075	1) Student ID Card 2) Certificates (Enrollment, Academic Records, degree) 3) Application of a thesis	3F, Medical-Dental Research Building
Admission Section School Affairs Division Gakumu-bu Nyushi-ka Senmon Nyushi kakari TEL: ext. 4924	1) Graduate school entrance exam 2) Graduate school admission procedure	1F Building #1
Account Section, Finance Division Tel: ext. 5042, 5048	1) Payment of Dormitory Fee 2) tuition	1F, Building #1

* There are also general offices at the Institute of Biomaterials and Bioengineering and Medical Research Institute. Some procedures (admission procedure, ID card, certificate of enrollment etc.) for research students are handled at those offices.

* All procedures for undergraduate students are handled at the offices of the College of Liberal Arts and Sciences (Konodai Campus).

A-4 Study and Research

1. Graduate Research Students

The program of "Graduate Research Student (Senkosei)" is for a student to study a specific subject at the postgraduate level. It should be noted that Senkosei students are not entitled to any degree or qualification even upon completion of the study program. The possession of the Residence Status of "college student" at the time of admission is required to study at Tokyo Medical and Dental University under this program.

Senkosei students are not eligible for tuition/admission fee exemption which is usually offered to regular course students.

《Extension of Research Period》

The research period for Senkosei students is limited to 1 year. However, if students wish to extend their period of registration, they can apply for an extension. Each Faculty office will handle all necessary procedures.

2. Admission to the Graduate School

1) Exam of Master's and Doctoral Program for International Students

This is the exam for SenGakusei Shien to enter the Master's or Doctoral program. Please contact "Kyomu -kakari" for more detailed information.

(1) Application Request / Submission: "Nyushi -ka" [Tel: 5803-4924]

(2) Application Period: The beginning of June (for Master's Program)

(2) Application Period: August and December (for Doctoral Program)

3. Tutor System

In this system, Japanese students help international students to adapt themselves to living in Japan, and thus to effectively advance in their studies and research at the university.

To receive this service, the supervisory professor's recommendation is necessary, and the period is limited to 1 year after the foreign student's arrival in Japan. The students who are taking the 6 month Intensive Japanese Language Course should apply after completion of the Course.

A-5 Studying Japanese and English

The IEC offers various Japanese and English supplemental courses to support overseas students.

1. Japanese language education at Liberal Arts & Sciences (LAS) in Konodai Campus

Japanese language and courses on Japanese matters are offered for credit for overseas 1st year and 2nd year students. The purpose of Japanese courses at LAS is to teach overseas students an advanced level of Japanese so that they will be able to learn new information, state their own ideas and opinions, listen to lectures and write papers in their professional fields, and exchange ideas with other people with a knowledge of Japanese culture.

2. Japanese language education at the IEC in Kanda-Surugadai

There are two tracks, Special Preparatory Intensive Japanese Course (KENSHU) and Supplemental Japanese courses (HOKO).

1. Special Preparatory Intensive Japanese Courses (KENSHU)

KENSHU courses in Japanese Language and Culture are offered to students who were placed by the Ministry of Education and Sciences, and to research or graduate students at TMDU who wish to study Japanese intensively. The goal of the KENSHU courses is to help students acquire basic communicative skills, including writing and reading basic Japanese, so that they can live and study in Japan. KENSHU course students will visit a local primary school, museums and other cultural spots in Tokyo to deepen their understanding of Japanese culture.

2. Supplemental Japanese Language and Culture Courses (HOKO courses)

HOKO courses, including both Japanese and English courses, are offered to graduate and research students in Yushima campus, and are provided in various levels. The students can be enrolled in a course based upon their needs. In the supplementary courses, students learn the Japanese language that they need for day-to-day usage and for their academic career. The courses are designed to support the ability of students to study in graduate school. The courses are divided into four sections: 1) General Courses, 2) Conversation Courses, 3) Special Purpose Courses, and 4) Medical Courses.

*Note: the level of each student will be determined by a placement test, which is offered in April.

Summary Table of the Japanese Courses Offered

General Japanese			Conversation	Special Purpose	Medical Courses
Basic 1	Intensive	B1 (15-Wk)			

Basic 2	(Kenshu) Course (15 Weeks)	B2 (15-Wk)			
Intermediate -Low	General Intermediate-Low		Intermediate - Low	Kanji	Medical Terminology
Intermediate	General Intermediate		Intermediate	JLPT	Medical Systems
Advanced	General Advanced				

- ① **General Japanese Courses:** In these courses, students learn the four skills: Listening, Speaking, Reading, and Writing in five levels:
- ② **Conversation Courses:** These courses focus on listening and speaking, in two levels.
- ③ **Special Purpose Courses:** These courses include Kanji and JLPT (preparing for Japanese Language Proficiency Test—Level 1 and 2)
- ④ **Medical Courses:** Medical-related language study is available in two classes.

3. English Courses

There are two types of English courses; one is Beginning English and the other is English for specific purposes, such as presenting papers in English and basic academic writing. Many TMDU graduate students have opportunities to present a research paper in English at international conferences. The IEC offers a supplemental course for training overseas and Japanese graduate students how to present papers effectively in English at an international conference and how to be ready to answer questions from the floor.

3. Language teaching staff

1) Full time staff:

Associate Professor: Masuda, Koji.

Associate Professor: Izutani, Matazo, Ph.D.

Associate Professor: Okita, Yoko, Ph.D. (Coordinator)

Associate Professor: Cleary, Kevin, JD (English)

2) Part time Instructors:

Mr. Arima, Kanji, MA

Ms. Tsurumi, Chizuko, Ph.D.

Mr. Nakagawa, Kenji, MA

Ms. Hirakata, Yukiko, MA

Ms. Miwa, Mitsuko, MA

A-6 Tuition and Other Fees

1. Payment of Tuition and Other Fees

1) Undergraduate Students

At the time of admission, incoming self-supported students should pay their admission fee by bank transfer. Tuition is automatically withdrawn from your bank account in April (for Spring Semester) and October (for Fall Semester).

2) Graduate Research Students (Senkosei)

At the time of admission, incoming self-supported students should pay their admission fee by bank transfer. Tuition is automatically withdrawn from your bank account in April or October

3) Regular Course Graduate Students (Master & Doctoral Program)

International students are requested to visit "Kyomu-kakari", which will handle all necessary procedures for admission. The payment procedure for tuition and other fees is the same as above.

《List of Tuition and Other Fees》 (As of 2010)

Status	Application Fee	Admission Fee	Tuition Fee (One semester)
Research Student (Senkosei)	¥9, 800	¥84, 600	¥178, 200
Graduate Student	¥30, 000	¥282, 000	¥267, 900

2. Exemption from Tuition and Admission Fees (For Self-supported students)

Regular Course Graduate students who are excellent at their studies but facing financial difficulties may be exempted from such fees in full or by half.

Students can apply for the exemption around March and September. Please pay attention and refer to the Welfare Section (Gakusei Shien-ka), for details.

<Application for April>

Enrolled Students on April— Enrollment Fee and Tuition

Senior Student – Tuition only

<Application for September>

Enrolled Students on October— Enrollment Fee and Tuition

Senior Student – Tuition only

A-7 Scholarships

1. Japanese Government (Monbu-Kagakusho) Scholarships

1) Procedures for Receiving Scholarship (Monbu-Kagakusho scholarship students)

Monbu-Kagakusho scholarship students should come to the International Student Unit (2F, International Exchange Center, ext. 98-5856) in the early part of each month for registration confirmation and to sign an application form for their scholarship. After that, the scholarship

will be transferred to the student's bank account around 25th of the month. It should be noted, however, that the monthly scholarship will not be paid to students who are either out of Japan for a full month or taking a temporary absence from school.

2) Extension of Scholarship Tenure

When Monbu-Kagakusho Research Students are to enter a Doctoral course, they can apply for an extension of scholarship tenure. The International Student Unit will inform all the qualified students of the application procedure.

2. Scholarships for Self-supported Students

For self-supported students, the following scholarships are available and the detailed information is posted at the entrance of the International Exchange Center or Graduate Office (called "Gakusei-shien-ka"). However, please note that private scholarships for Research Students are rare.

1) Applying for a Japanese Government (Monbu-Kagakusho) Scholarship

There is a system where self-supported students in Doctoral courses can apply for a Monbu-Kagakusho Scholarship. Please note that the competition for these scholarships is very high. Around every October, detailed information is posted at the entrance of the International Exchange Center or Daigakuin-sitsu.

2) "Gakushu-Shoreihi" [Scholarship by Japan Student Services Organization: JASSO]

The following scholarship is available. The application period for this scholarship is in April. Eligibility: Regular students (undergraduate/graduate) and graduate research students with excellent academic records who are in need of financial assistance.

Stipend: ¥ 48,000 per month for undergraduate students

Stipend: ¥ 65,000 per month for graduate regular/research students (2010)

Period of provision: 1 year

3) Scholarships from Private Organizations

Some private organizations offer various types of scholarships through the University. There are two ways students can apply for these scholarships; ① apply through the University, or ② apply directly to the organization. In either case, the students can get information from the bulletin boards at the International Exchange Center or the Kyomu-ka.

A-8 Advice and Counseling for International Students

While you are a student in Japan, you may sometimes encounter some difficulties in your research, studies or in your daily life.

.

In those cases, we would like to advise you to contact the advice offices at the earliest opportunity.

1. Counseling Room, International Exchange Center

Advice for your studies and daily life is completely confidential and available in English or Japanese.

Place: 1F, International Exchange Center (Consultation Room)

Hours: Monday (13:30-16:30) & Tuesday (13:00-14:30, 16:30-18:00) , or Friday (by prior appointment)

TEL: 5283-5857

2. Student Center

It has been established with the dual aims of supporting students' campus life like daily life, school works, job hunting, mental health and harassment, and enhancing the student support activity.

Place: The second floor of No.5 building on Yushima Campus

Email: scenter.stc@tmd.ac.jp TEL: 03-5803-4959

URL: http://www.tmd.ac.jp/cmnn/stdc/index_en.html

3. Health Consultation

If you have a medical problem, please visit the Health Service Center. If necessary, the doctor will refer you to a medical specialist of the University Hospital.

Place: Health Service Center (Yushima Campus and Konodai Campus)

Hours:

1) Yushima Campus (2F, Building #5, Tel: 5803-5081)

Monday-Friday (10:00-12:00, 13:00-15:00)

2) Konodai Campus, College of Liberal Arts and Science (Tel: 047-300-7108)

Monday and Friday (13:00-15:00): first & third Wednesday (13:00-15:00)

4. Tokyo Metropolitan Government Foreign Residents' Advisory Center

[<http://www.tokyo-icc.jp/map/>]

Place: Tokyo Metropolitan Government Office, 3F, Building #1

(2-8-1 Nishi-shinju, Shinjuku-ku, Tokyo 163-8001)

Hours:

1) English: Monday-Friday (9:30-12:00, 13:00-16:00, Tel: 5320-7744)

2) Chinese: Tuesday & Friday (9:30-12:00, 13:00-16:00, Tel: 5320-7766)

3) Korean: Wednesday (9:30-12:00, 13:00-16:00, Tel: 5320-7700)

4) French: Thursday (9:30-12:00, 13:00-16:00, Tel: 5320-7755)

5) Spanish: Thursday (9:30-12:00, 13:00-16:00, Tel: 5320-7730)

Tokyo International Communication Committee: Information For Foreign Residents

[<http://www.tokyo-icc.jp/map/index.html>]

5. Foreign Residents Information Center

If you have any inquiries about your period of stay or change of status, please contact this Center.

Place: Tokyo Regional Immigration Bureau (Tel: 3213-8523-7)

Hours: Monday-Friday (9:30-12:00, 13:00-16:00)

Languages: English, Chinese, Korean, Spanish, Portuguese

A-9 Campus Facilities

1. University Libraries

Books, periodicals, and reference materials can be found at our campus libraries.

Tokyo Medical and Dental University contains over 324,000 volumes (as of 1998) in its collection housed in the University Main Library (Yushima Campus) and the Kounodai Branch Library (Konodai Campus.)

For more information (e.g. opening/closing date and time, about the Library Card and so on), please visit the library's website (<http://lib.tmd.ac.jp/index.html>) or call 03-5803-5596 (Main Library) / 047-300-7110 (Kounodai Branch). Brochures in Japanese and English are available at the front desk of each library.

2. Co-op Facilities on Campus

We have the National Federation of University Co-operative Associations (Seikyo, or Co-op) running a bookstore, stores, and cafeterias on Yushima and Konodai campuses. When you join the Co-op, you can get a discount price on items such as books (10% off), computers, medical goods, development-printing-enlargement services (for film), and so on. To join the Co-op, go to the Co-op office (located on the first floor of Building 5 on Yushima campus) with the membership fee (10,000 Yen, which will be refunded when you leave school) and your student ID.

《Yushima campus》	《Konodai campus》
Store : ext.7860 [B1, Bldg.#5]	Store : ext.3112 [1F, Welfare Bldg.]
Bookstore : ext.7862 [B1, Bldg.#5]	Bookstore : ext.3112 [2F, Welfare Bldg.]
Cafeteria : ext.7861 [1F, Bldg.#5]	
Dial-Ins:	Dial-Ins:
Tel : 03-3818-5231	Tel : 047-374-1871
Fax:03-3816-4120	Fax : 047-374-1871

3. Banks-ATMs

ATMs are located on the first floor of Building A in the University Hospital of the Medical Department (Yushima Campus).

- Sumitomo-Mitsui Bank: Medical Hospital 1F, Building A,
- Bank branches near Yushima Campus are as follows:
-

- ◇ am/pm convenience store near JR Ochanomizu Station (Across from the International Exchange Center)
- ◇ Tokyo-Mitsubishi UFJ Bank: Hongo Branch (Tokyo Metro Marunouchi Line, Hongo-Sanchome Exit) in Mitsubishi UFJ Nicos Building)
- ◇ Mizuho Bank: Kanda Station Branch (JR Kanda Sta., East Exit)
- ◇ Resona Group: Kanda Branch (TEL:03-3251-7231)
- ◇ Citibank <http://www.citibank.co.jp/>

※Note: A service fee may be charged after certain hours or if you use an ATM of the bank which is different from your bank.

B. EVERY DAY LIFE

B-1 Housing

Unfortunately, the housing situation in Japan is not very good, and it is very difficult to find accommodation, especially in the Tokyo area. There are several types of University residences available to international students. The accommodations, however, at present, are limited and cannot be offered to all students.

1. International House, Tokyo Medical and Dental University

The house is located in the Konodai Campus, College of Liberal Arts and Sciences.

It takes about 1 hour to Yushima Campus by bus and JR train.

Address: 2-8-1 Konodai, Ichikawa-shi, Chiba (20 min. by bus from Ichikawa Station) TEL: 047-371-7936

Facilities and expense:

Types of Room	No. of Rooms (Size)	Expense/Month
Single Room	33 (15m ²)	5,900 Yen
Twin Room	10 (40 m ²)	11,900 Yen
Family Room	05 (58m ²)	14,200 Yen

Other Facilities: Office, Lounge, Laundry Room, Storage Room, Post box

Equipment & Fixtures: bed, desk, chair, bookshelf, wardrobe, mini-kitchen, refrigerator, TV, shower/lavatory, air conditioner, hot water, telephone

Residence Period: Less than 1 year

Application Period: January (for April enrollment), July (for October enrollment)

Office for Application: International Student Unit

2. International Student House, Tokyo Medical and Dental University

This house is also located in the Konodai Campus, College of Liberal Arts and Sciences. There are 50 single rooms reserved for Japanese and international undergraduate female students. Graduate student and research students are not accepted here. Please ask at the Welfare

Section (called Gakusei Shien-ka).

Address: 2-8-1 Kounodai Ichikawa-city Chiba-prefecture (JR Chuou Line/ Soumu Line exit at Ichikawa St. 5 minutes by bus.)

3. Student Dormitories (undergraduate male students only)

A dormitory is also located in the Konodai Campus, College of Liberal Arts and Sciences. There are 70 single rooms, reserved for Japanese and international undergraduate male students. Please ask at the Welfare Section (called Gakusei Shien-ka) for details.

4. Japan Student Services Organization (JASSO)

1) Tokyo International Exchange Center, Tokyo Academic Park

[<http://www.tiec.jasso.go.jp/index1.asp>]

The Center is located in Odaiba, a famous place in Tokyo Bay area. It takes about 1 hour to Yushima Campus by Yurikamome-line and JR train.

Address: 2-79 Aomi, Koto-ku, Tokyo (20 min. by Yurikamome-line from JR Shinbashi Station)

Tel: 5520-6000

Facilities and expense:

	No of Rooms * (size)	Expense/Month
Single Room (A Bldg.)	13(020 m ²)	35,000 Yen
Single Room (B Bldg.)	15 (030 m ²)	45,000 Yen
Twin Room (C Bldg.)	06 (080 m ²)	65,000 Yen
Family Room (D Bldg.)	02 (100 m ²)	75,000 Yen

*: This number is reserved for Tokyo Medical and Dental University students.

Other Facilities: Office, Lounge, Study Room, Japanese Language Room, Advice

Office, Tea Ceremony Room, Kitchen, Post box

Equipment & Fixtures: bed, desk, chair, bookshelf, wardrobe, mini-kitchen,

refrigerator, shower/ lavatory, air conditioner, hot water, telephone

[Notice: There are some differences between buildings.]

Application Qualification: Graduate Students and Graduate Research Students who have already admitted to school.

Residence Period: Less than 2 years

Application Period: January (for April enrollment), July (for October enrollment)

Office for Application: International Student Unit

2) International Student Houses

JASSO has two International Student Houses, at Komaba and Soshigaya.

Komaba International Student House:

Address: 4-4-29 Komaba Meguro-ku Tokyo-to (5 min. on foot from Komaba-todai mae, Inogashira-line station) Tel: 03-5454-5222

Soshigaya International Student House:

Address: 4-24-1 Kamisoshigaya, Setagaya-ku, Tokyo (20 min. on foot from Seijogakuen-mae Odakyu-line station) Tel: 5284-1201 (9:00-17:00)

Please make inquiries directly.

5. Private Companies' Dormitories

(Monbukagakusho Scholarship students are not eligible to apply)

Some private companies offer their dormitories for university's foreign students (either single or family use). Adequate Japanese language proficiency is required to reside in these dormitories. The information on these dormitories is posted at the International Exchange Center.

6. Public Accommodation

The Urban Renaissance Agency and Tokyo Metropolitan Housing Supply Cooperation have a supply of public accommodations. International students who receive a scholarship or regular income from temporary jobs (monthly income of approximately ¥150,000) can apply. Please make inquiries directly.

1) The Urban Renaissance Agency: [<http://www.ur-net.go.jp/>]

*Shinjuku Branch [Tel: 3347-4330]

*Ikebukuro Branch [Tel 3989-8171]

*Shibuya Branch [Tel: 3780-7811]

2) Tokyo Metropolitan Housing Supply Cooperation [Tel: 5321-1111]

[<http://www.to-kousya.or.jp/>]

7. Apartment Houses

Many Japanese and international students live in private apartment houses. The monthly rent for a room with kitchen, bath and toilet will be approximately ¥70,000 in the middle of Tokyo. Japanese apartments are usually unfurnished. When you try to find an apartment for the first time, you had better be accompanied by either a Japanese student or an international student who has lived in Japan for a long time.

1) Information about Apartment Houses

You can get some information about apartment houses at the following website:

(1)<http://dir.u-tokyo.ac.jp/topics/0804housing/>

2) How to make a contract

When you find a suitable room, you have to make a provisional agreement with the landlord by paying some money called "Tetsukekin" or an advance. It will form a part of the expenses to be paid when you conclude a formal agreement. And you need to have someone act as a guarantor.

At the formal agreement, you are required to pay a deposit (called "Shikikin", an amount

equivalent to one or two months rent), key money (called "Reikin", an amount equivalent to one or two months rent), brokerage fee (an amount equivalent to one month's rent) and rent for the first month. For lease of some apartments, you need not pay key money. A deposit is required for repairs to the room, the balance will be refunded to you. The key money and brokerage fees will normally not be returned.

Finally, when you leave the room to return home or to move to another place, please notify the landlord 2 months in advance. If you are late in making this notification, you will have to pay the rent for the next month.

8. Comprehensive Renter's Insurance [<http://www.jees.or.jp/crifs/>]

Please ask at the International Student Unit for detailed information about this insurance.

B-2 Medical and Health Care

Some international students have health problems during their stay in Japan, mainly because of environmental changes. Being in good health is very important for you to achieve success in your research and studies. Please take care of your health and make full use of the following services offered by the Health Service Center, Tokyo Medical and Dental University.

1. Health Care

1) Health Service Center (Yushima Campus and Konodai Campus)

The aim of the center is to advise and assist the students and staff at the University to live a mentally and physically healthy life in order to accomplish their goals. The activity of the center is as follows.

(1) Health Check (Free)

All students are required to have a periodic health check conducted annually in May. The check includes physical measurement, internal examination, ophthalmological examination, chest X-ray, and urine test. The health certificate, necessary for the applications of various scholarships, will be issued based on the results of this periodic health check. Students enrolled in October can have a health check.

(2) Consultation about Health

Consultation hours are indicated below. If necessary, the doctor will refer you to a medical specialist of the University Hospital.

Health Consultation Hours:

*Yushima Campus (2F, Building #5, Tel: 5803-5081)

Monday-Friday (10:00-12:00, 13:00-15:00)

*Konodai Campus, College of Liberal Arts and Science (Tel: 047-300-7108)

Monday and Friday (13:00-15:00); first & third Wednesday (13:00-15:00)

2) The University Hospitals (Faculty of Medicine & Faculty of Dentistry)

On the Yushima Campus, there is a polyclinic hospital attached to Tokyo Medical and Dental University.

2. National Health Insurance (NHI)

All foreigners who stay in Japan longer than 1 year have to join the NHI, by submitting the "Application to Join the NHI" to the ward office where they live and paying the insurance fee. Please bring your alien registration card as well. NHI-accepting hospitals/clinics charge only 30% of the medical expense to patients, i.e., 70% of the expense is covered by the insurance.

B-3 Residence and Registration Procedures

In order to stay in Japan and pursue research and studies, you must comply with various formalities, including acquisition of a status of resident in accordance with the "Immigration and Refugee Act" and other relevant laws of Japan. Please be responsible so as not to forget to comply with every required procedure.

[<http://www.moj.go.jp/ENGLISH/IB/ib-18.html>]

1. Alien Registration [@ Municipal Office]

According to the "Alien Registration Law", all foreigners must register within 90 days after arrival in Japan at the ward or municipal office in the district where they live. For this registration, you fill in an "Application for Alien Registration" (the form is available at the office) and submit 2 recent photos with your passport. You have to carry this registration card with you at all times.

2. Extension of Stay [@ Immigration Bureau]

International students are permitted to stay in Japan for a period of 1 or 2 years, however, extensions are possible if they follow the prescribed procedures. You should apply for an extension at your local Immigration Bureau between 2 months and one day prior to the date of expiration.

《Required Documents for Application》

- 1) Application for Extension of Stay [available at the Advice Office, International Student Center]
- 2) Passport
- 3) Certificate of Enrollment
- 4) Transcript
- 5) Certificate explaining the content of your research [required for Research Students only]
- 6) Documentary evidence showing ability to pay for tuition and living expenses. (Certificate of Scholarship, Certificate of remittance, etc)
- 7) ¥4,000 revenue stamp, called "Shunyu-inshi" (as a service charge; needed when you get the Permit from the Immigration Bureau after a postcard of "Permission for Extension of Stay" is sent to you)

You can buy revenue stamps at a post office or the Immigration Bureau.

Notice: All documents in foreign languages should be translated into Japanese.

3. Part-time Job Permit [@ International Student Section]

Legally, students with the residence status of "college student" are not allowed to work. Therefore, if you want to work, you must get permission from the Immigration Bureau. If the Bureau decides a part-time job will not interfere with a student's studies and research, an undergraduate or graduate student is allowed to work for 28 hours, and a research student, for 14 hours per week. Working at an entertainment service, such as a bar or a gambling place, is strictly prohibited. If you work without permission, you may have legal difficulties. Without this permit, you will be punished, and in some cases, you may be deported. The Tokyo Medical and Dental University will act as the foreign student's proxy to apply for "Permission to Engage in an Activity Other Than That Permitted by the Status of Residence Previously Granted" (for both Monbu-Kagakusho Scholarship Students and Self-supported Students). Students who wish to apply for this service have to submit the required documents to the International Student Unit.

《Required Documents for Application》

- 1) Application form [available at the International Student Section]
- 2) Copy of Alien Registration Card

4. Temporary Leave and Re-entry [@ Immigration Bureau]

International students who wish to leave Japan temporarily to return to their home country or to visit another country must apply for a permit for re-entry at the Immigration Bureau before leaving Japan. If you leave Japan without getting this permit, it will take more than one month to complete formalities for your re-entry.

《Required Documents for Application》

- 1) Application for Re-entry Permit [available at the Advice Office, International Exchange Center]
- 2) Passport
- 3) Alien Registration Certificate
- 4) Student ID card
- 5) ¥3,000 revenue stamp for a single re-entry permit, or a ¥6,000 revenue stamp for a multiple re-entry permit

You can buy revenue stamps (Shunyu-insi) at a post office or the Immigration Bureau.

5. Procedures for Inviting a Family [@ Immigration Bureau]

When foreign students want to invite their family (only spouse and children are eligible) to live in Japan, they have to apply for the Certificate of Eligibility with a Residence Status of "dependent" at the Immigration Bureau. With this Certificate, their family can obtain a visa at the Japanese diplomatic mission in their country.

When you invite your family, please consider living expenses.

《Required Documents for Application》

- 1) Application for Certificate of Eligibility [available at the Advice Office, International Exchange Center]
- 2) One photo (4 x 3 cm) taken within 6 months, without a hat or background
- 3) Return envelope with 380 yen stamp
- 4) Document certifying the relationship between the applicant and the supporter (you are requested one or two documents listed below, depend on the situation)
 - ① Copy of family register,
 - ② Birth Certificate,
 - ③ Copy of the Registration of a Marriage[In case of China, please submit officially certified document]
- 5) Document certifying the status of supporter (one or two documents listed below)
 - ① Copy of Certificate of Matriculation or Certificate of Enrollment
 - ② Copy of rental contract of apartment or certificate of admission into dormitory
 - ③ Alien Registration Certificate or Copy of Alien Registration Card or Copy of Passport
- 6) Document certifying the supporter's financial ability (one or two documents listed below)
 - ① Certificate of scholarship (with the amount and the period)
 - ② Other document certifying the supporter's financial ability

Notice: All documents in foreign languages should be translated into Japanese.

6. If a baby was born in Japan [@ Municipal Office/Immigration Bureau]

You must register the birth at the ward or municipal office and apply for permission to "Acquire Status of Residence" at the Immigration Bureau within 30 days after the birth with the following documents.

《Required Documents for Application》

- 1) Application for permission to "Acquire Status of Residence"
- 2) Birth Certificate (issued by ward or municipal office)
- 3) Passport*
- 4) Documents certifying the status of supporter
 - ① Certificate of Enrollment (issued by University)
 - ② Certificate of Alien Registration* (issued by ward or municipal office)
- 5) Document certifying the supporter's financial ability (one or two documents listed below)
 - ① Certificate of Scholarship (with the amount and the period)
 - ② Other document certifying the supporter's financial ability

*: Those of the parents and their new-born baby are required.

B-4 Handy Information

1. Transportation

The Metropolitan City of Tokyo has a well-developed network of railways (JR and other private railways), subways and buses running in all directions. They are so convenient that you can reliably arrive at your destination on time any time, any day except for the 'rush hour' in the morning and evening. Students are allowed/granted a student discount when purchasing a monthly commuter pass. A prepaid card (such as JR's SUICA, and the subway's PASMO) is a convenient way to get on the train because you do not have to go to the ticket machine to get a ticket for your destination on each ride. The prepaid cards come in three different denominations: ¥1000, ¥2000, and ¥3000.

SUICA : <http://www.jreast.co.jp/suica/>

PASMO : <http://www.pasmo.co.jp/en/index.html> <http://www.pasmo.co.jp/cn/index.html>

Subway Subways in Tokyo are divided into two with a total of 13 lines: Tokyo Metro and Toei subway.

Tokyo Metro: Ginza Line, Marunouchi Line, Hibiya Line, Tozai Line, Chiyoda Line, Yurakucho Line, Hanzo Line, Namboku Line, and Yurakucho Line.

<http://www.tokyometro.jp/index.html>

<http://www.tokyometro.jp/e/index.html>

Toei Subway: Asakusa Line, Mita Line, Shinjuku Line, and Edo Line.

<http://www.kotsu.metro.tokyo.jp/>

<http://www.kotsu.metro.tokyo.jp/english/index.html>

Bus: The Toei (green-colored) buses run in the Metropolitan City of Tokyo and the fare is a flat rate of 200 Yen. There are coupon tickets in addition to a monthly commuter passes.

URL: <http://www.kotsu.metro.tokyo.jp/bus/index.html>

Railways: JR Higashi-Nihon <http://www.jreast.co.jp/>

2. Mail

The domestic postage rate is 50 Yen for postcards and 80 Yen for letters. The post offices nearest to Yushima campus are 'Ochanomizu' Post Office (located in the entrance to the campus) and 'Kanda-Surugadai' Post Office (next to the International Exchange Center) and the business hours are as follows:

	Weekdays	Saturdays	Sunday/Holidays
Mail	9:00-18:00	---	---
Deposit	9:00-16:00	---	---
Cashing Service (ATM)	9:00-21:00	9:00-17:00	9:00-17:00

About the postage for foreign mail, inquire at the post office. Parcels can be mailed from a post office or by private courier services (at a convenient store).

In addition, you can open an account at the post office and make a remittance and

automatic payments of utilities such as gas, water and electricity (see 3. banks below). You are advised to open an account at the post office because deposit and withdrawal can be made at any post office or ATM throughout Japan.

Postal Service <http://www.post.japanpost.jp/index.html>

Japan Post Group <http://www.japanpost.jp/>

Postal Service

1) Domestic

- ① Letter / Postcard
- ② Express mail (Sokutatsu)
- ③ Registered mail
 - ① Regular
 - ② Cash
 - ③ Delivery recorded
- ④ Parcel (Yuu pack)

2) International

- ① Letter (Air mail, surface mail) / Postcard
- ② Express mail (EMS)
http://www.post.japanpost.jp/int/ems/index_en.html
- ③ Small packet
- ④ Parcel (Surface, Air, SAL- economic air)

Other delivery services

- Yamato Transport <http://www.kuronekoyamato.co.jp/english/index.html>
- Nittsu(Nippon Express) <http://www.nittsu.co.jp/pelican/>
- Sagawa Express <http://www.sagawa-exp.co.jp/>
- Seino <http://www.seino.co.jp/seino/service/ktakuhai.htm>
- UPS JAPAN <http://www.uspj.co.jp/>

3. Banks

Opening a saving account in a bank makes it easy to receive salary and scholarship money and pay utilities (such as gas, water and electricity) automatically. Depositing and withdrawing money can usually be accomplished before 18:00 for free at an ATM. Banks are open from 9:00 to 15:00 Monday through Friday.

The following things are necessary to open an account at a bank (or post office):

1) Passport, 2) Alien Registration Card, 3) Hanko (if you have one)

《Cashing Corner》

ATM of Mitsui-Sumitomo Bank is located on the first floor in Building A of the University Hospital of the Medical Department on Yushima campus. The ATM of Mitsubishi Tokyo UFJ

Bank is located across from the International Exchange Center.

- Bank of Tokyo-Mitsubishi UFJ <http://www.bk.mufg.jp/>
- Mitsui-Sumitomo Bank <http://www.smbc.co.jp/global/index.html/>
- Mizuho Bank <http://www.mizuhobank.co.jp/english/>
- Resona Group <http://www.resona-gr.co.jp/index.htm>
- Citibank <http://www.citibank.co.jp/>
-

4. Telephones

When you want to have a telephone installed at your home, you should visit the offices of the NTT East-Japan or other private telephone dealers. In the case of NTT, the following fees are required: 1) Contract fee (¥800), 2) Subscription fee (¥72,000), 3) Tax (¥3,640) [Total: ¥76440].

You need a document (such as passport, Alien Registration Card, etc.) that verifies your address and a contractor. In addition to the fees above, a rental fee for a phone line or purchasing a phone line is necessary. For details, visit the following sites:

NTT http://www.ntt.co.jp/index_e.html

NTT East-Japan <http://www.ntt-east.co.jp/>

http://www.ntt-east.co.jp/index_e.html

A cellular phone is convenient for students who just stay for a short period of time in Japan because the fees mentioned above are not required. Cellular phones are available at a cellular phone shop.

Cellular Phones

- NTT DoCoMo <http://www.nttdocomo.co.jp/english/>
- au (by KDDI) <http://www.au.kddi.com/english/index.html>
- Softbank <http://mb.softbank.jp/mb/en/>

Overseas calls can be made on NTT telephone services and cellular phones, but it can also be made at a pay phone with a prepaid telephone card. For details of discount prepaid cards and phone services, refer to the International Exchange Center.

Handy Phone Numbers

- Police 110
- Fire 119
- Ambulance 119
- Phone Number Services 104
- Collect Call 106
- Trouble (Out of order) 113
- Other 3-digit Services <http://www.ntt-east.co.jp/phone/telephone/index.html>
- Emergency Calls
 - Emergency Room <http://www.mnet.ne.jp/~hospital/>
 - Tokyo Emergency Association <http://www.teate.jp/>

Tokyo Health Care Information Center

<http://www.himawari.metro.tokyo.jp/qq/qq13enmnl.asp>

5. Shopping

Daily commodities, clothes, and food can be purchased at a supermarket or a convenience store. Supermarkets offer daily bargain items, while convenience stores don't. However, they are convenient when you need things immediately at midnight or in the early morning since they are usually open 24 hours. They deal in newspapers, magazines, copier and facsimile machine services, and courier services as well.

Stationery, school supplies, books, and snacks are available at Seikyo (Co-op) stores on campus. We have the following stores and restaurants on campus:

Electric appliances are available in Akihabara. High-quality clothes, brand articles, and gift items are dealt with in department stores in such places as Ginza, Nihonbashi, and Shinjuku.

< Yushima Campus >

Seven-Eleven 1F, Bldg. A, University Medical Hospital

Restaurant Medico 16F, Bldg. B, University Medical Hospital

Wadokai shop 1F, University Dental Hospital

Wadokai Restaurant Grill Mine

Coffee Shop Arumeida

Co-op Cafeteria 1F, Bldg.#5

Co-op shop B1, Bldg.#5

< Konodai Campus >

Cafeteria 'Champ de Causerie' 2F, Welfare Bldg.

Co-op shop 1F, Welfare Bldg.

< Convenience stores >

am/pm <http://www.ampm.co.jp/home.html>

Circle K <http://www.circleksunkus.jp/english/index.html>

7 Eleven <http://www.sej.co.jp/index.html>

Family Mart <http://www.family.co.jp/english/index.html>

Mini Stop <http://www.ministop.co.jp/>

Lawson <http://www.lawson.co.jp/company/e/index.html>

< Electric appliances shops in Akihabara >

Shopping Guide <http://www.akiba.or.jp/>

< Department Stores >

- Takashimaya
 - (Nihonbashi) <http://www.takashimaya.co.jp/tokyo/>
 - (Shinjuku) <http://www.takashimaya.co.jp/shinjuku/index.html>
- Mitsukoshi <http://www.mitsukoshi.co.jp/index.html>
- Daimaru (Marunouchi, Tokyo Station)
 - <http://www.daimaru.co.jp/english/index.html>
- Keio (Shinjuku) <http://info.keionet.com/foreign/index.html>
- Odakyu (Shinjuku) <http://www.odakyu-dept.co.jp/foreign/en/index.html>
- Isetan Dept. Store <http://www.wjr-isetan.co.jp/Kyoto/>

6. In Preparation For Earthquakes

Earthquakes occur frequently in Japan. Let us be always well prepared so as not to get panicked in case a quake hits Tokyo. You are advised to observe the following:

- 1) Check the emergency evacuation area in the vicinity.
- 2) Furniture should be secured with metal braces so that they do not topple over.

Anti-quake goods are available at Tokyu Hands shops.

<http://www.tokyu-hands.co.jp/>

- 3) Keep the following things in a knapsack that you can carry out at any time: valuables such as cash, passport, bank cards; water, food (for two or three days), medicine (band aid, bandage, disinfectant, etc.), towels, portable radio, flashlight, and so on.

- 4) When evacuating:

- Turn off the gas.
- Turn off the lights.
- Open the front door or the windows of the house and secure the way out.
- Protect your head with a cushion or helmet.
- Do not use the elevator; Use emergency stairs.
- Crouch yourself under a desk or table if you are staying indoors.
- Do not rush outdoors.
- Check to see if the outside area is safe and move to a safer place.

- 5) After the quake is over, be sure to contact the university.

B-5 Checklist before Leaving Japan

Before you leave Japan, you have to complete some procedures at the University, the municipal (or ward) office and other offices. Please take all the necessary procedures, using the checklist.

Check Items

1	At the University		
	1	Confirm the necessary procedures	<input type="checkbox"/>
	2	Apply for an official transcript, certificate of degree, etc	<input type="checkbox"/>
2	Ward Office	Return your National Health Insurance card and settle your accounts. If you fail to do so, bills will be sent to you even after your departure.	<input type="checkbox"/>
3	Housing		
	1	Inform the dormitory office or the landlord of your moving date as soon as possible.	<input type="checkbox"/>
	2	Pay outstanding utility charges	<input type="checkbox"/>
	3	Cancel your contract with NTT. (you may request NTT to sent the final bill to a friend's address.)	<input type="checkbox"/>
	4	Clean your living quarters and dispose of any garbage in the specified area.	<input type="checkbox"/>
4	At the Post Office	Inform the change of your address	<input type="checkbox"/>
5	At a bank	Close your bank account	<input type="checkbox"/>
6	At the Airport	Return your alien registration card to the Immigration Officer as you depart Japan.	<input type="checkbox"/>

Students awaiting a money transfer should fill out a Request form for Cancellation of Account, which is available at your bank. Before you leave, give the form to a friend and ask him/her to cancel the account once the final reimbursement is paid into the account.