

## 4. Information for Students

### 1) Contact and Notification

Notifications and other information are posted on university bulletin boards or the Science Tokyo website (Click on the tab for “Current Students” or “Schools/Graduate Schools”.)

When emergency measures for natural or weather-related disasters such as typhoons are taken, causing the full suspension of public transportation services, lectures and examinations may be canceled or rescheduled. Notifications of such will be announced on the Science Tokyo website (Click on the tab for “Schools / Graduate Schools-News & Events”). Bulletin boards are located in front of Bldg. 6, in front of the Educational Planning Section on the 1<sup>st</sup> floor of Bldg. 1 and in front of the Student Support Office on the 3<sup>rd</sup> floor of Bldg.5. Please check these boards regularly.

When necessary, students will be contacted individually on the phone, via email or by mail. If your address or phone number changes, please update your contact information with the Educational Planning Section.

### 2) Student ID Card

Your student ID card serves as proof of student status and as a nametag. It is also an IC card and will enable you to unlock some school entrances and register your attendance for classes. Please be careful not to damage or lose it.

Additionally, please carry your student ID card with you at all times. You may also be asked to show it when you buy a commuter pass.

#### (1) Reissuance

Students should promptly notify the Educational Planning Section if their ID card has been lost or damaged, and complete the procedures to have the card reissued. Please note that a fee will be charged for reissuance.

#### (2) Return of card

Students should promptly return their ID card to the Educational Planning Section upon graduation, withdrawal or expulsion, or when the card expires. Please note that if the card has been lost and cannot be returned, a fee will be charged equal to that of reissuance.

#### (3) Updating the period of validity

If your enrollment period has been extended and your student ID card has expired, please visit the Educational Planning Section to update your card.

(TEL: 03-5803-5074)

### 3) Certificates

Some certificates and other official documents are issued by JD & MPH Group, International Exchange Section, while others may be obtained from automatic document issuing machines.

Place	Items	Service hours	Office
Document vending machine Bldg. 5, 4 <sup>th</sup> floor Student Lounge	Certificate of Enrollment (Japanese)  Student Discount Card for JR	8:30-21:00 (Student ID card is required.)	Thesis and Dissertation Team, Educational Planning Section TEL : 5803-5074
JD & MPH Group, International Exchange Section* Bldg. 1, 4 <sup>th</sup> floor	Certificate of Enrollment (English)  Transcript (Japanese/English)  Certificate of Expected Graduation <Master's Program> (Japanese/English)  Other certificates (Japanese/English)	8:30-17:15	JD & MPH Group, International Exchange Section TEL : 5803-4678
Educational Planning Section* Bldg. 1, 1 <sup>st</sup> floor Educational Planning Section* Bldg. 1, 1 <sup>st</sup> floor	Certificate of Expected Graduation <Doctoral Program> (Japanese/English)	8:30-17:15	Thesis and Dissertation Team, Educational Planning Section TEL : 5803-5074

\*Certificates issued by the JD & MPH Group, International Exchange Section

Please visit the JD & MPH Group, International Exchange Section and submit the relevant application form. It may take a few days to issue a Japanese certificate and about a week for an English certificate.

\*Certificates for those who have already completed a course are also issued by JD & MPH Group, International Exchange Section.

Available certificates are: Certificate of Awarded Diploma, Transcript, Certificate of Past Enrollment, and Certificate of Degree.

### **How to apply for a certificate by mail**

If you need to apply for a certificate that is not available from the document vending machines, you can send the application form by mail to the following address. Please send the application form along with a self-addressed envelope with a 120-yen stamp affixed. The envelope should be at least 240×332 mm in size so that an A4 size document can be inserted without folding.

### **Address**

JD & MPH Group, International Exchange Section, Institute of Science Tokyo  
1-5-45 Yushima, Bunkyo-Ku, Tokyo  
Postal code: 113-8510

#### **4) Student Discount Card for JR**

- (1) Students can get a 20% discount on JR Line tickets for travel that exceeds 100 kilometers one way. The purpose of this service is to help ease students' financial burden and promote school education. You can use the Student Discount Card at JR for a maximum of 10 tickets per person per year, and the card is valid for 3 months.
- (2) Caution: Please do not use this service in an inappropriate or illegal manner.  
Do not:
  1. Buy a discounted ticket by using the student ID card of another person.
  2. Give someone a ticket that you bought.
  3. Use an expired ticket.

If you commit any of these actions, you may be required to pay a penalty of twice the regular fare. Furthermore, this service for all students at Science Tokyo may be suspended as a result.

- (3) The Student Discount Card for JR is available from the document vending machines in the Student Lounge in Bldg. 5, 4<sup>th</sup> floor.

Service hours: 8:30 a.m. to 9:00 p.m. on weekdays  
Office: Educational Planning Section (TEL: 03-5803-5074)

#### **5) Change of address/surname/ legal domicile/telephone number**

A student who changes his/her address, legal domicile, surname or telephone number must promptly notify Graduate Education Team 1 or 2 in the Educational Planning Section and follow the necessary procedures. A student who has a change in their guarantor's information must also do the same.

If you fail to inform the Educational Planning Section of any changes, the university may not be able to contact you in case of an emergency.

### **Office**

JD & MPH Group, International Exchange Section (Bldg. 1, 4<sup>th</sup> floor)

**Notification form**

	Form	Necessary documents
Change of surname	Change of name form	Proof of name change
Change of address or legal domicile	Change of address or legal domicile form	Proof of change of address or legal domicile
Change of guarantor	Change of guarantor form	N/A

**6) Request for permission to attend external practical training**

If you would like to attend an external practical training course, you must submit the request form to JD & MPH Group, International Exchange Section two weeks before the start date. (If you would like to attend training abroad, you must submit your request two months before the start date.)

**7) Lost and found property**

Lost property found on the university campus is handled by the following offices.

- (1) Lost property found inside the building of the Faculty of Medicine:  
General Affairs Section, Administration Division, Faculty of Medicine  
(Bldg. 3, 6<sup>th</sup> floor, TEL: 5803-5096)
- (2) Lost property found inside the building of the Faculty of Dentistry:  
General Affairs Section, Administration Division, Faculty of Dentistry and  
Dental Hospital (Dental Bldg. South, 2<sup>nd</sup> floor, TEL: 03-5803-5406)
- (3) Lost property found in other places: Campus security and building safety offices.

**8) Health Service Center**

(Health Service Center: TEL 03-5803 - 5081, <http://www.tmd.ac.jp/hsc/index.html>)

The Health Service Center aims to help students and faculty members stay healthy so that they can pursue their activities effectively. Science Tokyo staff and students visit the center to get counseling for physical or mental issues, physical examinations, and letters of introduction necessary to visit specialists.

- (1) Health consultation and counseling for mental health
  1. Health consultation is available from 10 a.m. to 12:30 p.m. and 1:30 p.m. to 3:30 p.m. on weekdays.
  2. For information concerning which doctors are available, please check the Health Administration Center website.
  3. You may consult with doctors or health consultants even after official consultation hours if they are still in the center.
  4. You may also freely use the center's scales to measure your height and weight, or the blood pressure machine.

## (2) Health checkup

All students are obliged to complete a health checkup. It is the student's responsibility to check the Health Administration Center website for the detailed schedule of examinations.

1. Annual Health Checkup	May
2. Detection of HBs Antigen	April
3. Health Checkup for Radiation Workers	April and October
4. Others: Immunization for Hepatitis B or Influenza bacilli	

## (3) Health certificate issuance

Health certificates can be issued when needed for taking a qualifying examination, applying for clinical training at a hospital, job hunting or entering a different school. Note that the certificate can only be issued to students who have taken the annual health checkup.

## 9) Student support

Support Center for Students and Female Staff:

([http://www.tmd.ac.jp/cmn/stdc/index\\_en.html](http://www.tmd.ac.jp/cmn/stdc/index_en.html))

The Support Center for Students and Female Staff assists students with managing their daily life such as schoolwork and career planning, provides counseling for mental health issues and harassment, and promotes other student support activities. The center also implements plans for supporting research activities and work-life balance for both female and male researchers and graduate students.

If you have problems in your daily life as a student, you can talk to a counselor. Based upon your needs, choose the appropriate contact number below.

<For matters related to student life>

TEL : 03-5803-4959

([http://www.tmd.ac.jp/cgi-bin/stdc/cms\\_reserv.cgi?lang=en](http://www.tmd.ac.jp/cgi-bin/stdc/cms_reserv.cgi?lang=en))

- Personal life: family, financial circumstances, relationship problems, etc.
- Schoolwork: progress in school, continued education, relationships with students or faculty
- Career planning: post-graduation decisions, job hunting
- Mental health: stress, unstable mental condition, interpersonal relationships

- Harassment: Academic dishonesty, power harassment, sexual harassment, etc.

<For matters related to student life or career support and work-life balance>

TEL: 03-5803-4921

(<http://www.tmd.ac.jp/ang/counsel/index.html>)

- Future career decisions and lifestyle
- Work-life balance and events such as pregnancy, childbirth and parenting
- Concerns about nursery schools or nursing care

☆Individual counseling: 10:30 a.m. to 5:00 p.m. on weekdays

Typically, you need to make a reservation for an individual counseling session. However, a counselor will try to respond to your request even when you do not have a reservation.

## 10) Graduate student lounge

Any graduate student can use the lounges located in M&D Tower on the 22<sup>nd</sup> and 14th floors.

<Available hours> 8:00 a.m. to 9:00 p.m.

<Notes>

1. Please keep the lounge tidy.
2. Please dispose of your garbage in your laboratory. Do not dispose of it in nearby classroom trashcans.
3. Please do not bother others. For example, avoid talking loudly, sleeping for too long, or bringing outside playthings to the lounge.
4. Please do not leave your belongings in the lounge.

## 11) Others

(1) If you plan to receive personal mail, please tell the sender to include the name of your department in the address field.

Science Tokyo imposes traffic restrictions on campus and commuting by car is prohibited. However, an exception may be made for students who have difficulty commuting to campus by train or bus.

(2) Relevant Offices

1. Academic affairs:

JD & MPH Group, International Exchange Section  
(Bldg. 1, 4<sup>th</sup> floor, TEL 5803-4678)

2. Payment of tuition:

Financial Planning Section (Bldg. 1, 3<sup>rd</sup> floor, TEL 5803-5048)

3. Scholarships and tuition exemption:

Student Support Office (Bldg. 5, 3<sup>rd</sup> floor, TEL 5803-5077)