

**2017 HANDBOOK
FOR
INTERNATIONAL/EXCHANGE STUDENTS
- CAMPUS LIFE -**

KYOTO UNIVERSITY OF FOREIGN STUDIES

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CAMPUS LIFE

I OFFICE SERVICE

1. Office Hours

Division of International Affairs is in charge of administrative affairs of the Course in Japanese Studies. It is in charge of various matters as listed below. Students are welcome to drop in whenever they are in need of assistance or advice.

- (1) Guidance and advice to international students
- (2) Courses, Class attendance, academic records, preparation for faculty meetings, etc.
- (3) Identification of the student, school register, collection of tuition fees
- (4) Housing assistance
- (5) Issuance of certificates
- (6) Other matters related to the student's life

Office hours for other sections at KUFU related to the international students are as follows:

OFFICE	Monday ~ Friday	Saturday
Division of International Affairs	9 : 00~21 : 30	9 : 00~17 : 00
Office of Educational Affairs	9 : 00~21 : 30	9 : 00~17 : 00
Office of Student Affairs	9 : 00~21 : 30	9 : 00~17 : 00
Student Counseling Room	9 : 30~21 : 30	9 : 00~17 : 00
Main Library (Main building)	9 : 00~21 : 30	9 : 00~17 : 00
Asian Library (Annex)	9 : 00~21 : 30	9 : 00~17 : 00
Accounting Section	9 : 00~21 : 30	9 : 00~17 : 00
School Doctor's Office	9 : 00~21 : 30	9 : 00~17 : 00
ICT Education Promotion Section, The University Library	9 : 00~21 : 30	9 : 00~17 : 00

Notes:

- ※ All offices listed above are closed on Sundays, holidays, entrance examination days.
- ※ Students are requested to observe the opening hours of each office.
- ※ Opening hours of the offices during the summer and winter vacations may change occasionally, please check the announcement on the bulletin board.
- ※ Closing dates during the summer and winter vacations will be notified each time.

2. Certificates, Applications, Notifications and Others

(1) Application for Certificates

- ① When a student needs a certificate listed below, submit a completed application form with the required certificate stamps on it to Division of International Affairs.
- ② The certificate stamps required for issuance of certificates can be obtained from the vending machines placed in the lobby of Bldg. No.1 in front of Office of Student Affairs.
- ③ A certificate in Japanese will be issued on the day following the application and it takes 2 days in English. (Issuance of Certificate of Japanese Language Proficiency and Letter of Recommendation, however, **will require 2 or more days** following the application.)

【CERTIFICATES】

CERTIFICATE	Japanese	English
Certificate of Enrollment	¥250	¥250
Transcript	¥250	¥250
Certificate of Expected Completion	¥100	¥100
Certificate of Completion	¥250	¥250
Certificate of Attendance	¥250	-
Certificate of Japanese Language Proficiency	¥250	¥250
Letter of Recommendation	¥250	¥250
Health Certificate (School Doctor's Office)	¥100	¥100

(2) Notifications

The university's prescribed forms should be used when a student submits various notifications or applications such as listed below to the offices in charge.

【APPLICATIONS AND NOTIFICATIONS】

NOTIFICATIONS	DEADLINE・REMARKS	OFFICE IN CHARGE
Long Absence Slip	Within 3 weeks after the day s/he is absent	Division of International Affairs
Withdrawal		
Change of Guarantor	Within 7 days after Change of Guarantor	
Change of Name & Family Register	Within 7 days after Change of Name	
Change of Address (Parents and Guarantor)	Within 7 days after Change of Address	
Deferred Payment of Tuition Fees	Until October 20	
Re-issuance of the Student I.D. Card	Issue on the following day	
Temporary Return to Home Country & Temporary Leaving from Japan	Within 1 week before the day of departure	
Student Commutation Ticket (<i>Teiki-ken</i>)	Issue on the same day	
Student Fare-Reduction Certificate	Issue on the same day	

【SAMPLE: APPLICATION FORM FOR CERTIFICATE】

しょうめいしょこうふねがい

証明書交付願

申請年月日	2017年9月20日	
大学(英・西・仏・独・伯・中・日・伊)・短期大学 大学院(英・西・仏・独・伯) 留学生別科・交換留学生	2017年 4月 1日 入学 2017年 9月 20日 (在学)・修了・退学	
学籍番号	2017UR0111	氏名 日本 一太郎 (西暦) 1986年 7月 18日生
現住所	〒 615-1234 Phone: 075 - 111 - 1234 京都市右京区西院笠目町123番地	
提出先 使用目的	○△大学受験のため	

証明書 Certificate			発行番号 割 印	発行番号 割 印	発行番号 割 印
1	在学証明書 Certificate of Enrollment	邦文 250円	1 通		
		英文 250円	通		
2	修了証明書 Certificate of Completion	邦文 250円	通		
		英文 250円	通		
3	修了見込証明書 Certificate of Expected Completion	邦文 100円	通		
		英文 100円	通		
4	成績証明書 Academic Record	邦文 250円	1 通		
		英文 250円	通		
5	推薦状 Letter of Recommendation	邦文 250円	通		
		英文 250円	通		
6	留学証明書	邦文 250円	通		
		英文 250円	通		
7	_____証明書 Certificate of _____	邦文 250円	通		
		英文 250円	通		
合 計		500 円	2 通		

証明書手数料 証紙貼付欄
証紙を自動販売機で求め、貼り付けて提出すること
※ 証紙自動販売機は、1号館1階にあります。
国際部

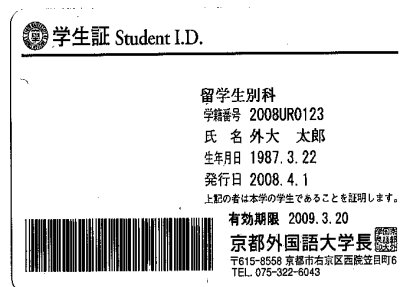
証明書引換証
学籍番号 <u>2017UR0111</u>
氏 名 <u>日本 一太郎</u>
1.在学証明書(1通) 2.修了証明書(通)
3.修了見込証明書(通) 4.成績証明書(1通)
5.推薦状(通) 6.留学証明書(通)
7.()証明書(通)
国際部

3. Student I.D. Card

The Student I.D. Card is the certificate that verifies student status at Kyoto University of Foreign Studies. Each student **is required to carry it all times** and present it upon request.

(1) The Situation Student Needs to Show Student I.D. Card

- ① When a student registers for subjects
- ② When a student takes examinations
- ③ When a student applies for and receives certificates
- ④ When a student purchases student commutation tickets
- ⑤ When a student submits various notifications
- ⑥ When a student takes a medical check
- ⑦ When a student claims a lost article



(2) Issuance of Student I.D. Card

Students will receive a Student I.D. Card during the orientation program. Student I.D. Card is valid until the day of the graduation ceremony.

(3) Changes in matters listed on Student I.D. Card

Students should report to The Division of International Affairs when there is any change on the Student I.D. Card. Necessary corrections on the Student I.D. Card should be made by The Division of International Affairs, not by the students themselves.

(4) Re-issuance of Student I.D. Card

In case a student lost, damaged or stained his/her Student I.D. Card, the student can apply for re-issuance at The Division of International Affairs by filling in the prescribed form for re-issuance of Student I.D. Card with a 2,000 yen certificate stamp on it. Student I. D. Card will be issued on the day following the application.

When the Student I.D. Card get lost (being stolen), it's necessary to report to the police in order to prevent misuse by others.

4. Student Commutation Ticket

A student commutation ticket is only valid for use on the means of transportation to commute between his/her place of living and the school. The ways to purchase commutation tickets vary depending on which means of transportation one uses. The information for obtaining a commutation ticket is given below.

(1) Application Method

- ① JR, KYOTO CITY TRAFFIC OFFICE, OSAKA CITY TRAFFIC OFFICE, KOBE CITY TRAFFIC OFFICE, KINTETSU RAIL-WAY (INCLUDING BUS), HANKYU RAILWAY (INCLUDING BUS), NANKAI RAILWAY(INCLUDING BUS), HANSHIN RAILWAY (INCLUDING BUS), KEIHAN RAILWAY(INCLUDING BUS), KEIFUKU RAILWAY, KYOTO BUS, KYOTO KOTSU BUS

Students can purchase the 'Student commutation Ticket' at the ticket counter by filling in the prescribed 'Application for student commutation ticket' form at the traffic office and present the 'Certificate of purchasing a commutation ticket' together with your Student I.D. Card.

'Certificate of purchasing a commutation ticket' can be issued at Division of International Affairs.

- ② TRANSPORTATION FACILITIES OTHER THAN MENTIONED ABOVE

Requirements for purchasing a student commutation ticket may vary; so each student should check it at the ticket window of the means of transportation s/he uses.

(2) Caution

If a dishonest act is discovered in the use or purchase of the commutation ticket, a penalty of three times the regular fare will be imposed on the person who committed the dishonest act.

5. Student Fare Reduction Certificate (Gakuwarisho)

Student Fare Reduction Certificate can be used when a student travels over 100 kilometers one way by using JR, private railways or ships and you can receive 20 percent discount on the fare.

The student who wishes to use Student Fare Reduction Certificate should apply on their own by going to the Division of International Affairs and complete the application form for Student Fare Reduction Certificate (学割申込書) **showing the Student I.D. Card**. You also require **showing the Student I.D. Card** when you receive the Student Fare Reduction Certificate.

(1) Notes:

- ① The student should carry the Student I.D. Card all times when s/he uses *gakuwarisho*.
- ② Up to 10 certificates can be issued per student for one academic year. The number of certificate issued at a time is limited to 4.
- ③ It is valid for 3 months from the date of issuance.
- ④ A round trip ticket is valid twice as long as a one-way ticket.
- ⑤ If a dishonest act is discovered in the use of it, a penalty of three times the regular fare will be imposed and no more certificates will be issued for the person thereafter.

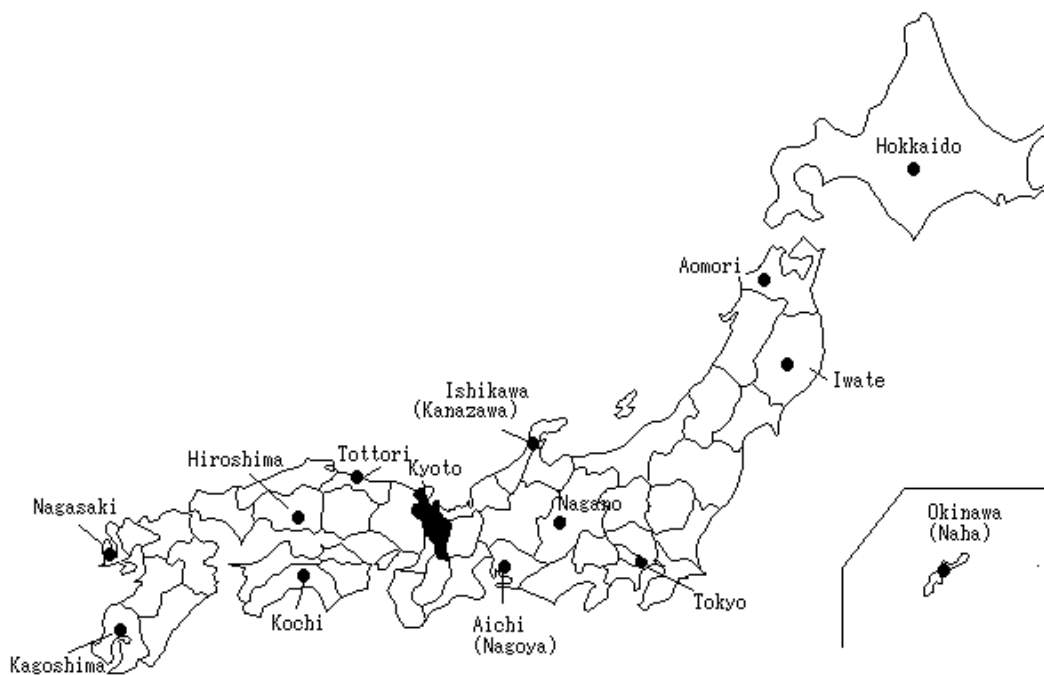
See the map on the page 6.

6. Notification of Temporary Leaving Japan (Ichiji Kikoku Todoke)

The student who wishes to leave Japan temporary (e.g. holiday) should notify Division of International Affairs by filling the 一次帰国届 form.

【THE VALID PERIOD OF ONE WAY TICKET AND ITS AREA】

DISTANCE	VALID PERIOD	AREA
Within 200km	2 days	MAIBARA, GIFU, NAGOYA, MATSUSAKA, HIMEJI, TOYOOKA, FUKUI, WAKAYAMA
Within 400km	3 days	TOYOHASHI, HAMAMATSU, SHIZUOKA, OKAYAMA, HIROSHIMA, TOTTORI, MATSUE, TAKAYAMA, MATSUMOTO, NAGANO, KANAZAWA, TOYAMA, TAKAMATSU, TOKUSHIMA, NIIHAMA
Within 600km	4 days	ATAMI, TOKYO, TOKUYAMA, SHIMONOSEKI, KOKURA, HAMADA, NIIGATA, IMABARI, MATSUYAMA, UWAJIMA, KOCHI
Within 800km	5 days	CHOSHI, MITO, OITA, HAKATA, KUMAMOTO, AKITA
Within 1,000km	6 days	SENDAI, NAGASAKI, MIYAZAKI, KAGOSHIMA
Within 1,200km	7 days	MORIOKA
Within 1,400km	8 days	AOMORI, HOKKAIDO(SAPPORO), OKINAWA(NAHA)



II STARTING CAMPUS LIFE

1. Residence Registration and Eligibility

(1) Residence Registration

Just the same as with all Japanese, a foreign national who has an address in Japan must register at a city/ward office of his/her residence. A student has to go to the city/ward office with his/her Resident Card within 14 days from the day of his/her landing.

WHERE TO APPLY	The ward/city office in one's residential area
WHAT TO SUBMIT	① Moving-in Notification (available at the ward/city office) ② Resident Card ③ Passport

(2) Change of Status of Residence

The international student who is enrolled into this Course in Japanese Studies is usually a holder of a college student visa. If s/he wishes to be employed or concentrate on a new activity after completing this course, s/he should apply for and obtain a change of status of residence.

2. Health Insurance

(1) National Health Insurance

National Health Insurance is administered by the city/town/village (local government) where one lives and all foreign nationals are required to enroll in this program. It costs foreign nationals who hold College Student Visa approximately 18,000 yen per year to enroll in this program.

This insurance covers 70% of the total medical cost, which means that the patient pays only the remaining 30% at a hospital or at a dental practice.

In order to use this insurance, you need to show the insurance card when you receive a medical treatment. If you receive a medical treatment without possession of your insurance card, you will be required to pay the entire amount of the cost. You, however, can file for reimbursement by taking your receipt and statement to the ward office or branch ward office. After examining your case, the office will reimburse 70% of the total cost.

Application Procedure	Apply at the Insurance and Pension Section of the Ward Office in your residence area. Bring along your Residence Card.
Method of Payment	The fees are paid in ten monthly installments, from June until March the following year.

(2) National Health Insurance Subsidy for International Students

Kyoto City International Foundation is providing the National Health Insurance Subsidy System to international students of the universities and junior colleges in Kyoto City more than.

It is supported 4200 yen, which means the cost of the National Health Insurance (18,000 yen) will be about 14,000 yen.

To be eligible, the student must be a resident of Kyoto City and holding a College Student Visa and be required to enroll in and pay the National Health Insurance for the last six months or more prior to enrolling this system.

3. Personal Accident Insurance for Students Pursuing Education and Research

This insurance covers medical costs incurred from injuries sustained in class or during extracurricular activities. Student doesn't need to apply for this individually as you automatically join when you enter Kyoto University of Foreign Studies.

The words 'while engaged in education and research' shall mean:

- (1) During regular curricular activities
- (2) During school events
- (3) On school premises for reasons other than (1) and (2) above
- (4) While being engaged in extracurricular activities (club activities) off school facilities with notice to the school.

4. Alumni Scholarship (For Privately Financed Students Only)

- Number of grantee : 1 for each semester
- Eligibility : Privately financed student who is enrolled in the Course in Japanese Studies for Overseas Students
- Amount of Award : ¥150,000 (per year)
- Details of the application and selection process will be presented on the orientation session.

5. My Number (Individual Number)

Each resident will be notified of own 12-digit Individual Number (My Number). Individual Number will be used for administrative procedures related to social security taxations. If you receive a notification card, please keep it and do not issue a My Number Card. You need the number when you start doing par-time jobs. When you go home, please return the card to the ward office.

【Sample: Notification Card】

My Number

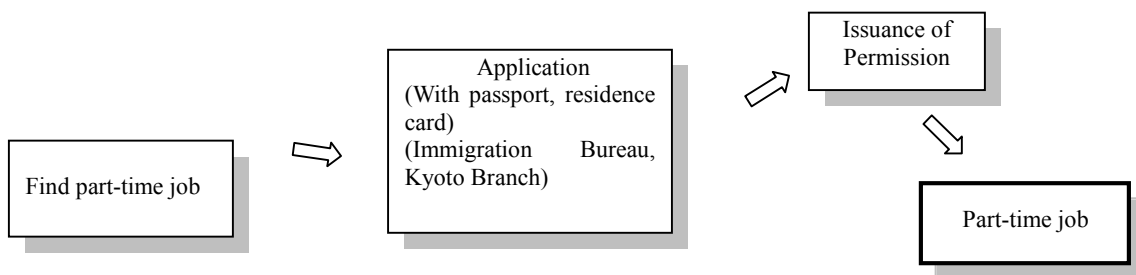
The notification card is a green document with white text and a QR code. It is divided into several sections. The top left section contains the My Number (1234 5678 9012) and the recipient's name (氏名 片岡花子). The top right section contains a QR code and a small illustration of a rabbit. The middle section contains personal information such as date of birth (平成31年3月31日), gender (女), and address (東京都世田谷区). The bottom left section contains a QR code and the My Number (1234 5678 9012). The bottom right section contains a table for 'My Number' (My Number) and 'My Number Card' (My Number Card) with columns for 'My Number' and 'My Number Card'.

6. Part-time Job

- (1) The student staying in Japan with a college student visa is not permitted to work, however, student can engage in any part-time job after obtaining the **permission** at the regional immigration bureau and under the circumstances that it will not affect the study. Permission is usually not granted for working at a bar, nightclub, pachinko parlor and any businesses which may affect public morals. By any chance the student works in such places or engages in any part-time job without the permission, **student may receive punishments or deportation proceedings. So you have to be very careful about this.**
- (2) Generally student is permitted to engage in any part-time job no more than 28 hours in a week.
In addition, during the vacation (summer, winter and spring), student is permitted to engage in a part-time job within 8 hours a day.
- (3) When deciding on a part-time job, first carefully check the content of the work, length of working hours, period of employment, wages, and conditions of employment. It is important to sign a contract with the employer if the period of employment extends to a long term.
- (4) The student engaged in a part-time job should be aware of his/her status as a student of this university and should inform the employer if s/he is unable to come to work or being late due to some unavoidable circumstances.

In order to obtain permission, you have to follow the procedures shown below.

【PROCEDURES TO OBTAIN PERMISSION OF PART-TIME JOB】



- ① Please take these application documents to the immigration bureau.

- | |
|---|
| <ul style="list-style-type: none">○ Where to Apply: Osaka Regional Immigration Bureau, Kyoto Branch Office○ What to Submit: Application Form, Passport, Residence Card |
|---|

- ② Then, you will receive a “permission to engage in activity other than that permitted under the status of residence previously granted” and you can start the part-time job.

【SAMPLE: APPLICATION FORM FOR PERMISSION TO ENGAGE IN ACTIVITY OTHER THAN THAT PERMITTED UNDER THE STATUS OF RESIDENCE PREVIOUSLY GRANTED】

別記第二十九の四号様式(第十九条の二関係)

日本国政府法務省
Ministry of Justice, Government of Japan

資 格 外 活 動 許 可 申 請 書

APPLICATION FOR PERMISSION TO ENGAGE IN ACTIVITY OTHER THAN THAT PERMITTED UNDER THE STATUS OF RESIDENCE PREVIOUSLY GRANTED

大阪 入国管理局長 殿

To the Director General Regional Immigration Bureau

出入国管理及び難民認定法第19条第2項の規定に基づき、次のとおり資格外活動の許可を申請します。

Pursuant to the provisions of Paragraph 2 of Article 19 of the Immigration Control and Refugee Recognition Act, I hereby apply for permission to engage in activities other than those permitted under the status of residence previously granted.

※ 上陸許可に引き続き資格外活動許可申請を行うことができるのは、上陸の許可により「留学」の在留資格を決定された場合(3月の在留期間を決定された場合を除く。)に限られます。

Persons, who are able to file for this application following acquisition of landing permission, are limited to those who have been granted the status of residence of "Student" based on the landing permission (excluding those who have been granted a period of stay of three (3) months).

- 1 国籍・地域
Nationality / Region 1947
- 2 生年月日
Date of Birth 19XX 年 X 月 X 日
Year Month Day
- 3 氏名
Name (in English) TARO GAIDAI
- 4 性別
Sex 男 / 女
Male / Female

申請人の署名 / 申請書作成年月日
Signature of the applicant / Date of filling in this form

Taro Gaidai 2013 年 6 月 1 日
Year Month Day

7. How to commute to KUFS

(1) Commuting to KUFS by car is prohibited.

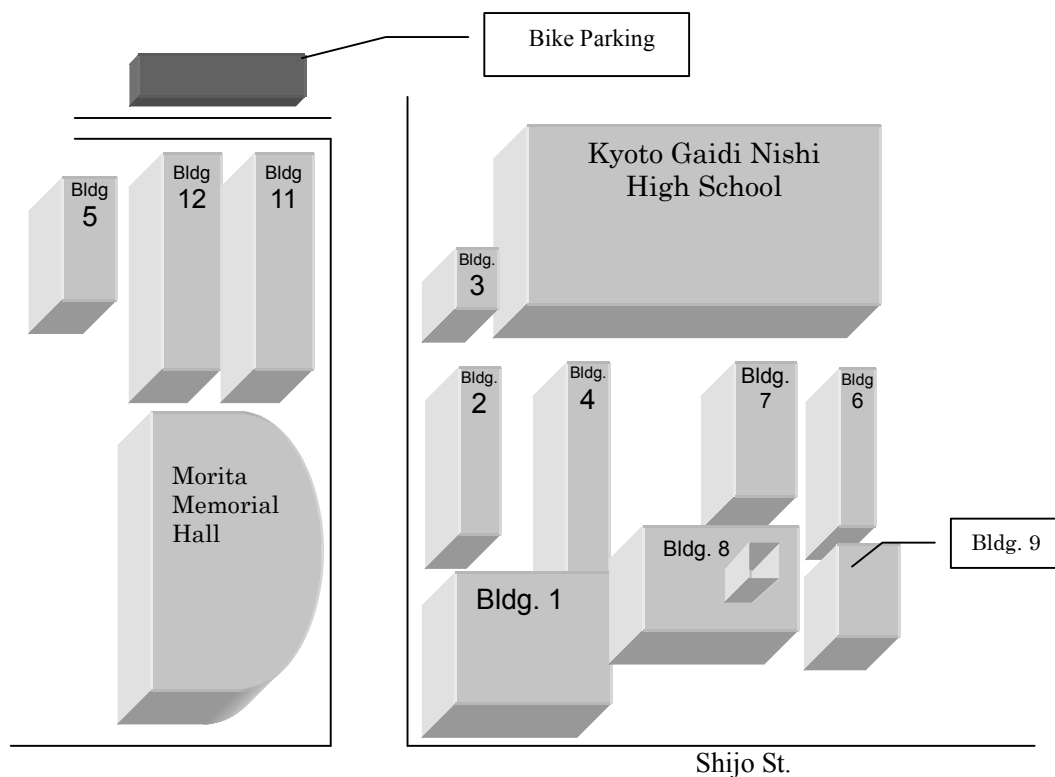
It is strictly prohibited to commute to KUFS by car.

(2) Bike Parking Lot

The bike parking lot for students is specified the spaces in the map described below.

Please note that it is strictly prohibited to park around the university because it causes neighbors trouble.

If you park your bike other than the specified areas, the University will remove your bike.



8. Bike Regulations

Bikes are especially convenient in traffic-congested Kyoto.

Lock your bike when not in use. (Use more than 2 locks, if possible)

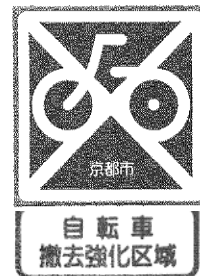
Bikes, as a rule, are treated as vehicles, and therefore are not allowed to be parked in prohibited areas. These areas are designated by the Kyoto City Government.

They are clearly marked and strictly controlled. Your bike will be removed if you parked in prohibited areas, therefore, pay close attention to where you park your bike.

【To reclaim a removed bikes】

Removed bikes are kept at the bike pound shown on the board where you parked your bike. To reclaim your bike, the following items are required:

the key(s) of your bike, identification, and ¥2,300 handling fee. Bikes should be claimed as soon as possible, because after 4 weeks they will be disposed.



9. Housing (For Privately Financed Students Only)

Finding good housing to suit a student's wish is a difficult task. The Division of International Affairs in cooperation with the Office of Student Affairs always tries very hard to locate good housing for the students.

【THINGS TO KEEP IN MIND IN RENTING A ROOM】

- ① When you move to another place without notifying your landlord, you may be required to pay the rest of the room rent for the remaining period of the contract.
- ② You should pay your room rent and maintenance fees punctually each month by a designated date.
- ③ You can pay for utilities at any convenience store.
- ④ The places for common use (kitchen, bathroom and toilet, etc.) should be kept clean.
- ⑤ Precautionary measures against fire should be taken. Usually the use of an oil heater is prohibited. Utmost care should be taken in smoking in the room.
- ⑥ When you travel or go home temporarily, always notify your landlord.
- ⑦ Refrain from making noise early in the morning and late in the evening and do not talk for a long time on the phone on a shared telephone which would disturb other people living in the same house.
- ⑧ Someone not specified in the contract cannot stay in your room.
- ⑨ Try to follow a well-balanced diet.
- ⑩ Please consult your landlord when you are not familiar with some rules of your rooming house.
- ⑪ When you have trouble with your landlord, you should make efforts to solve it in all sincerity. When you fail to find a solution, you should consult the Division of International Affairs

III SCHOOL REGISTER

1. Procedures for School Register (For Privately Financed Students Only)

When a student is unable to continue his/her study due to illness or for other reasons, the student must follow the required procedure.

The student needs to obtain concurrence from his/her guarantor as the papers to be submitted must be signed and sealed by the guarantor.

(1) Withdrawal

When a student must leave school for unavoidable circumstances, written notice should be given to the Division of International Affairs. The notice must be signed by both the student and his/her guarantor and must have the seal of the Head of the Course in Japanese Studies affixed to the notice. The student should return his/her Student I.D. Card to The Division of International Affairs at this time.

(2) Removal of name from register

This is not applied to the first semester since all students have paid the tuition fees. If a student fails to pay the tuition fees for the second semester by the deadline for the payment, October 20 (April 20), his/her name will be removed from the register as of September 19 (March 31).

If the name of a student is removed from the register, all the academic records of the students will also be removed, accordingly no certificates concerning the student will be issued by the university.

(3) Tuition fees

Tuition fees for second semester should be paid by October 20 (April 20 for September enrollment). Information on payment will be given to students at the orientation. If any student fails to pay the tuition fees, s/he will be automatically expelled from the university in accordance with school regulations.

① In case that a student has difficulty in paying tuition fees by October 20 (April 20), s/he can apply for a deferred payment. The student should go to the Division of International Affairs to submit a completed application form for deferred payment by October 20 (April 20). If the application is accepted, the deadline for the payment of the tuition fees will be extended until December 20 (June 20 for September enrollment) .

② If the deadline date falls on National Holidays or on a day when banks are closed, the deadline for the payment will be extended until the following day or until two days later accordingly.

Semester Item	1 st Semester (Least payment on the enrollment)	2nd Semester	Total	Remarks
Admission Fee	¥ 120,000	¥ 0	¥ 120,000	On the Enrollment only
Tuition Fee	¥ 290,000	¥ 290,000	¥ 580,000	
Total	¥ 410,000	¥ 290,000	¥ 700,000	

2. Changes in School Register

If there is any change in address, name of the student or his/her guarantor, it should be reported to The Division of International Affairs immediately.

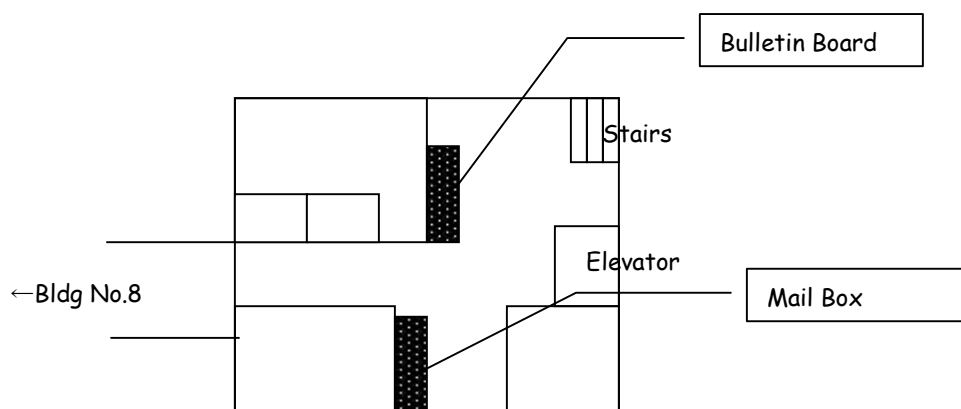
Failure in this will cause the students delay in receiving notices and documents from the university.

IV GENERAL INFORMATION ON CAMPUS

1. Announcement and Notice

Except for special occasions, **all announcements and notices to the students will be posted on the bulletin boards and Web Campus.** Notices about classes will be on the bulletin board on the 3F and Web Campus and the other information will be on the bulletin board in the information room on the 5F and Web Campus. Personal messages will be in your mailbox or your KUFS Gmail account. Be sure to take a look at the bulletin boards, your mailbox as well as Web Campus and your KUFS Gmail every day for any message waiting for you. Being unaware of the messages may lead to unnecessary difficulties to your campus life.

【Location of the Bulletin Board and Mail Box for International Students】



3F Bldg. No.9 (Institute for International Exchange)

2. Telephone Call and Message

The Division of International Affairs sometimes is asked to call a student or leave a message to the student in the case of a phone call for a student from his/her parents, guarantor, friends, etc., however, this will interfere with routine work, moreover, The Division of International Affairs is hardly figure out where the students are. We can only notice the student through the bulletin board, mailbox, Web Campus or KUFS Gmail even though it's an emergency case. So, do please inform your parents, guarantor and friends about the way of contact. In addition, The Division of International Affairs will not answer any inquiry by telephone about the address, grades and other matters concerning the students.

3. Postal Matter

Students are requested not to use the university address as a forwarding address as that is trouble to arrange and keep the parcel and contact the students. The Division of International Affairs will not receive any individual mail addressed to the students therefore make sure you informed your parents and guarantor about this.

4. Lost and Found

Fairly large amount of lost articles that couldn't return to the holder deliver to Office of Student Affairs everyday, it is because most of them don't have name and Student No. on it. **Please take care of your belongings and remember to write your name and Student No. on it.** Lost and found articles on the university campus will be placed on the display rack at the Office of Student Affairs for a certain period (3 months). To claim an article of value at the Office of Student Affairs, the student is required to show

his/her Student I.D. Card and affix his/her seal to the receipt.

5. Theft

It is the students' own responsibility to take care their belongings.

The victim of a theft should go to the Office of Student Affairs immediately to report the case.

6. Use of Mobile Phone in Class

Students are prohibited to use mobile phones in the classroom. **Please turn the power off in the classroom.** Besides classroom, students should also turn the power off in the library and dispensary. Students are expected to be well mannered and to follow the public rules, and have to be careful not to disturb others.

7. Smoking on Campus

Smoking is prohibited inside any building on campus including classrooms and corridors. Smoke only in the open-air areas where there is an ashtray.

V CAMPUS FACILITIES

1. The University Library

Kyoto University of Foreign Studies Library consists of a central Library known as the Main Library, and Asia Library known as the Branch. The books held in this library span a wide range of languages offered as subjects for specialist study within the university – including English, Spanish, French, German, Brazilian-Portuguese, Chinese and Japanese – as well as Russian, Italian, Dutch, Arabic and others. The structure of the collection is designed to reflect the academic curriculum as closely as possible, including literature, history, the arts and social sciences. There are more than 500,000 books in this library and it contains about 4,000 kinds of Scholarly Journals.

The library consists of two types of books. One is the open-stack system in the reading room. The other one is closed stack system that the students can search by catalog card or by online-system and use by asking the librarian.

《Opening days and hours》

Main Library : 1F & 2F Bldg No.7
From Monday to Friday (Saturday) 9:00 - 21:30 (9:00 - 17:00)
Asia Library : 2F Bldg No.9
From Monday to Friday (Saturday) 9:00 - 21:30 (9:00 - 17:00)

《Entering the library》

You will need your Student I.D. card when entering the library.

《Checking out books》

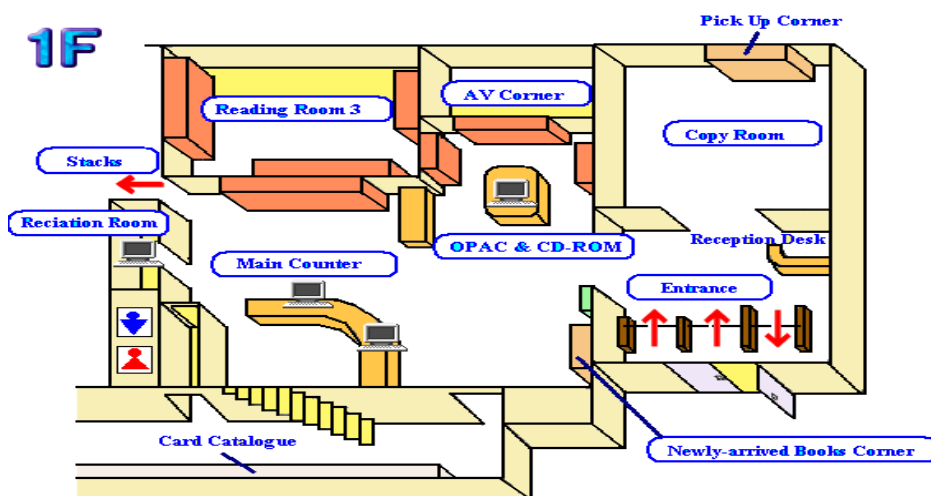
Show your Student I.D. card to the librarian when you borrow the books in the reading room. Student can search for the books in the book storeroom by catalog card or by online-system, and borrow them by filling in the lending form to the librarian. Students can check out three books at one time for two weeks. And please return your books punctually. Anyone who keeps books out over time will be suspended from taking out books for a certain period of time.

Books from reference rooms (dictionaries, almanacs, magazines, audio-visual materials, bibliographies and the like) cannot be taken out from the library. Please use it in the library.

《Searching books on the library's homepage》

This service can be access 24 hours.

Online Public Access Catalogue: <http://www.kufs.ac.jp/toshokan/eng/eindex.htm>



2. ICT Education Promotion Section, The University Library

(1) Room MAICO (6F Bldg No.6)

This Room is equipped with 48 computer booths. Students can use not only programs such as Word, Excel and PowerPoint, but also editing software for DV visual images and digital picture images. Also, video, cassette and MD players, as well as overseas satellite broadcast are installed in 15 of the booths. Students can freely use those educational materials to study Japanese.

< Hours of Operation > Monday~Friday 9 : 00~21 : 00 (Saturday 9 : 00~17 : 00)

(2) Computer Room

All computers in Study Room are connected to the Internet and open to KUFS students.

< Hours of Operation > Monday~Friday 9 : 00~21 : 00 (only during the terms)

R641、R642 4F Bldg No.6

R651、R652 5F Bldg No.6

3. Cafeteria, Stationery Store, Bookstore, Cash Corner (ATM)

(1) Cafeteria

There are three cafeterias on campus that offer a variety of food including set lunch, donburi (a bowl) meals, noodles and dishes a la carte at a reasonable price. These are self-service cafeterias and each student is expected to clear away the table after eating for the students coming later.

(2) Stationery store

Stationery, daily necessities, electric appliances, bus coupon tickets and amusement tickets for program events and movie theaters are available.

(3) Bookstore (Maruzen)

The bookstore gives a 10% discount on all books except textbooks.

Students may place an order for books he/she cannot find in the bookstore.

(4) ATM Corner

Automatic tellers machines (Bank of Mitsui-Sumitomo., Kyoto Chuo Shinyo Bank) are available on the lobby at the Bldg No. 2.

◎These ATMs can be used for depositing and withdrawing money with a card issued by the above-mentioned banks without service charge.

◎These ATMs can be used for drawing out money from the user's accounts of other banks. In that case ¥105 will be charged to the user's account each time.

【OPENING DAYS & HOURS】

Institution's Name	Opening Hours		PLACE
	MON~FRI	SATURDAY	
Student Cafeteria <LIBRE>	8 : 30~19 : 30	11 : 00~14 : 00	1F. Bldg No.12
Student Cafeteria <Café Taro>	9 : 00~18 : 00	9 : 00~14 : 00	1F. Bldg No.9
Café Lounge <Compagno>	8 : 00~20 : 00	8 : 00~19 : 00	B1. Bldg No.1
Bookstore	9 : 00~19 : 00	10 : 00~15 : 00	1F. Bldg No.11
Stationery store	9 : 00~19 : 00	10 : 00~15 : 00	1F. Bldg No.11
ATM (Mitsui-Sumitomo Bank)	9 : 00~20 : 00	9 : 00~14 : 00	1F. Bldg No.2
ATM (Kyoto Chuo Shinyo Bank)	9 : 00~20 : 00	9 : 00~14 : 00	1F. Bldg No.2

* During the vacation (summer, winter and spring), it may not be in case.

4. Booth for Fast Photo

A booth for fast photo stands at the east side of the Bldg. No.11 that can be used for taking photos to be used for the following purposes.

【Usable for Listed Below】

Student I.D. Card, Driving License, Application Form and Membership Card

【Charge】

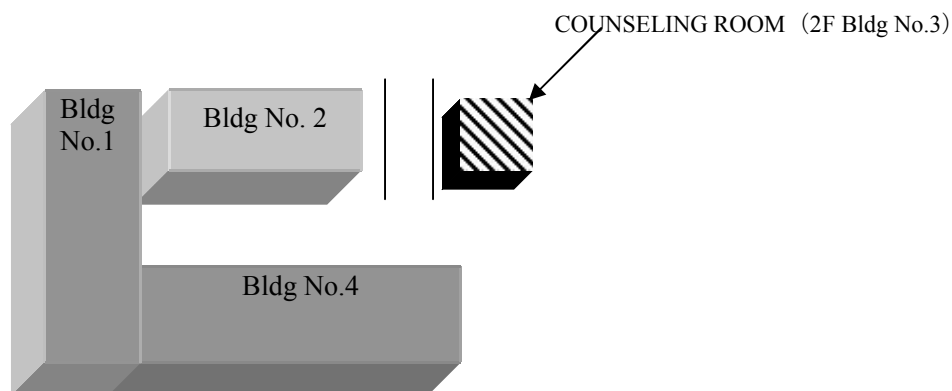
- ① Student I.D. Card, Driving License (1 set - 4 photographs)
 - 5 X 5.3 cm 2 photos ¥500
 - 3 X 4.3 cm 2 photos ¥500
- ② Others (1 set - 4 photographs)
 - 4 X 5.3 cm 4 photos ¥500

5. Counseling Services

Counseling services are available at the Student Counseling Office to assist students with personal and academic problems and to help the students to orient themselves to college life, to aid in their emotional and academic adjustment. Faculty members of the Course in Japanese Studies and the staff of The Division of International Affairs are also available for consultation at any time. But when a student wishes to receive professional counseling, s/he should feel free to call at the Student Counseling Office which provides a wide range of individual services including advice for a traffic accident and psychotherapy. The contents of counseling are totally confidential. (Tel: 075-322-6025)

【COUNSELING ROOM OPEN HOURS】

	MON	TUE	WED	THU	FRI
10 : 30~18 : 30	○	○	○	○	○



6. Sexual Harassment

It is this university's responsibility to take action to maintain an environment that is free of sexual harassment and where the human rights of students and staff are respected. Questions or problems you have concerning sexual harassment will be dealt with any time. The protection of your privacy is our utmost concern. Together, we can resolve problems.

Don't suffer alone. Please use this guide and consult with someone soon.

(1)What is Sexual harassment?

The words and attitudes that you do not desire to have, both physically and mentally.

(2)Cases of sexual harassment...

①Sexually harassed by words.

②Sexually harassed by actions.

(3)Please do not suffer on your own...

①Take notes of what happened between you and perpetrator.

Write dates, places and circumstances down on the note and also you need to write memo about how you reached and felt against the incidents. Also leave the comments in the form of a letter or email.

②Consult with your friends or co-workers. We wish that those who are consulted by the person who are sexually harassed will take full responsibility and help her/him as possible as you can.

③Talk to a professional consultant about your situation that you are facing. And if your friends are facing same kinds of situations, please recommend her/him to visit to the consultant.

Counseling counter : Human Rights Education Room (7F Building 9)

Monday-Friday 9:00-18:30, Saturday 9:00-17:00

Tel:075-322-6045 E-mail: jinken@kufs.ac.jp

Professional Counselor : Ms Yumiko SUTO

Friday 14:00- 18:00

VI Welfare Services

1. Seminar House

The university operates the following "seminar houses" for use by faculty and students for various educational and social activities.

All users of these facilities are expected to observe the established rules.

For further information, inquire at the Office of Student Affairs.

(1) SHIKANO-SO

Address : 541-1 Shikano-cho, Tottori city, Tottori 689-0425

Transportation : Get off at JR. Hamamura Station, then take a bus bound for Onsen Byoin-mae or Shikano and get off at "Yubana Danchi-mae".

Facilities : Seventeen rooms which can accommodate 54 people, meeting rooms, tennis courts, amusement hall, bathroom, canteen etc.

Room Rate : ¥500 a day

Meal Price : Breakfast ¥350, Lunch ¥600, Dinner ¥1,000

(2) KANZAKI KENSHU KAIKAN

Address : 391 Donomae, Higashikanzaki, Maizuru-shi, Kyoto 624-0962

Transportation : Get off at Tango kanzaki Station on Kitakinki Tango Line and walk for 15 mins.

Facilities : Six rooms which can accommodate 24 people

Room Rate : ¥500 a day

Meal Price : Breakfast ¥350, Lunch ¥600, Dinner ¥1,000

2. Extracurricular Activities

All students are encouraged to participate in extracurricular activities which would help students lead a useful student life, promote friendship, and feelings of cooperation. Those students who are in "Bekka" are supposed to finish their course in a year. However, if s/he joins the activities with other students, s/he could enhance and train his/her social ability and perseverance.

A student who wishes to join a club should first go to the Office of Student Affairs to check carefully what kinds of activities are going on before making up his/her mind.

《Use of Universities Facilities for Sports Activities》

For sports activities there are athletic fields, gymnasiums, training rooms, and outdoor volleyball court. Sports equipments for soccer, golf, badminton and other sports are also available.

《Procedure》

Any student who wishes to use these facilities or borrow sports equipments should go to the Office of Student Affairs two days before to complete and turn in an application form for the use of facilities and borrowing goods. For further information, inquire at the Office of Student Affairs.

3. Health Service

Things keep in mind to enjoy good health

- (1) Do moderate exercises on daily basis.
- (2) Sleep well and take balanced meals.
- (3) Have time to spare for things you are interested in.
- (4) Develop your own ways to be in good shape.

All students are expected to undergo physical examinations that are provided by University.

Any student who feels ill or gets hurt should go to the School Nurse's Office on campus for first-aid treatment. Physicians are available on designated days and nurses are available at all times at the School Nurse's Office.

Regular dispensary hours are from **9:00 a.m. to 9:30 p.m.** on Monday through Friday.

(But, it is from **9:00 a.m. to 5:00 p.m.** on Saturday.)

VII OTHERS

1. Banks and Other Financial Institutions

Banks and post offices offer such services as automatic transferring of deposits, remittances, payment of utilities, loans, and credit card payments. In order to take advantage of such services, it is necessary first to open an account with one of the two mentioned establishments.

【BANK & POST OFFICE HOURS】

	Monday~Friday	Saturday, Sunday
Bank	9 : 00~15 : 00	holiday
Post Office	9 : 00~16 : 00	holiday

(1) Open an account

To open a savings account with any bank or post office, fill in an application form available at the particular bank or post office, and put your stamp (hanko) on it. Open an account is free of charge, although a minimum of ¥1 will be required as an initial deposit into your account.

※ Please note that you need your Regident Card.

※ If you do not have a stamp you can use your signature instead.

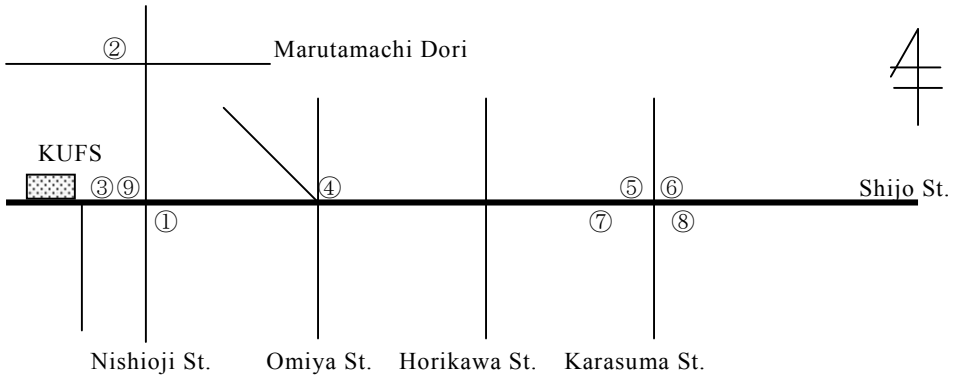
(2) The use of cash cards

When you open a savings account at any bank or post office, you will be issued a cash card (delivered by post at a later date). Both deposits and withdrawal can be made with such cards. Machines which accept such cards are equipped to make your transfers. They can be found within banks or post offices, as well as train stations and department stores. Cash card machines can be used after banking or post office hours but the operating times vary depending on the banking facility.

Furthermore, depending upon the time, service charges may be required.

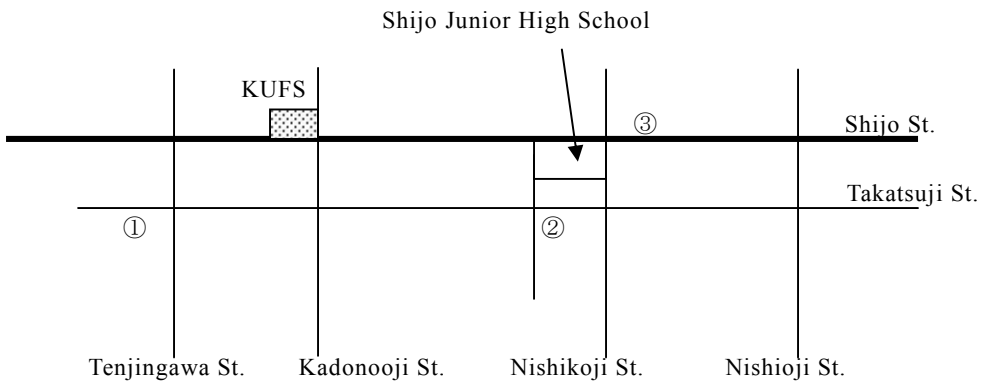
(3) Places of Main banks and Post offices

【Banks】



- ① Bank of Mitsubishi-Tokyo-UFJ (三菱東京 UFJ 銀行) ② Bank of Mitsui-Sumitomo (三井住友銀行) ③ Bank of Kyoto (京都銀行) ④ Risona Bank (りそな銀行) ⑤ Bank of Mitsubishi-Tokyo-UFJ (三菱東京 UFJ 銀行) ⑥ Bank of Mitsui-Sumitomo (三井住友銀行) ⑦ City Bank (シティバンク) ⑧ Mizuho Bank (みずほ銀行) ⑨ Kyoto Chuo Shinyo Bank (京都中央信用金庫)

【Post Offices】



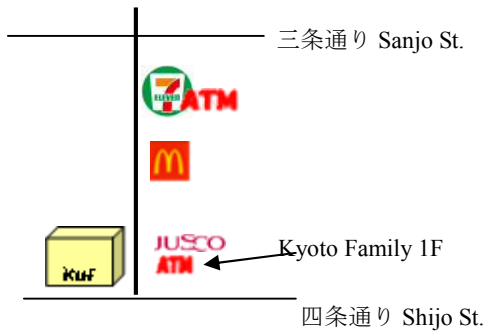
- ① Kyoto Kadono Post Office ② Ukyo Post Office ③ Kyoto Saiin Tatsumi Post Office

【ATM】 (Withdrawals for cards issued abroad)

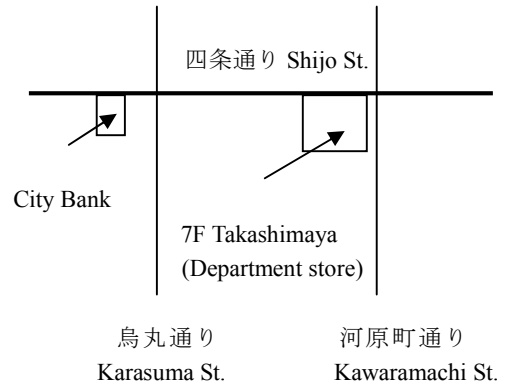
- Post Offices
See p24
- 1F Kyoto Family, AEON Bank ATM
On the east side of KUFS
- Seven Eleven (Kyoto Kadonooji Sanjo Shop), Seven Bank ATM
(See the map below)
- 7F Takashimaya
At the southwest corner of the intersection of Shijo St. and Kawaramachi St.

< KUFS Area >

葛野大路通り Kadonooji St.



< 河原町 Kawaramachi Area >



2. Telephone

Mobile phones are very common in Japan. You are required to provide your passport, Resident Card or National Insurance Card and bank book or credit card and signature of guarantor for application. There are several types of mobile and prepaid mobile phones which have some options for international call, email, internet, and so on.



3. Public Phone

【How to call overseas】 100 yen coins or telephone cards with more than 10 points are needed.

001 – 010 – Country Code – Phone Number (usually delete the first 0)

4. Osaka Regional Immigration Bureau, Kyoto Branch Office

For international students who live in Kyoto, and would like to apply for a special permission in order to carry out activities (part-time job) not permitted under your present visa classification, can be completed at the Osaka Regional Immigration Bureau, Kyoto Branch Office.

34-12 Higashi-Marutamachi, Marutamachi Kawabata Higashiiru, Sakyo-ku, Kyoto 606-8395
4F Kyoto-shi Dai-ni Chiho Godo Chosha

※ Access: Kyoto City Bus No. 202: (Get on the bus from Nishioji-Shijo 西大路四条, Saiin Station)
Get on the bus No202, direction to ‘Nishinokyoenmachi・Kumanojinja’ (西ノ京円町・熊野神社) and get off at Kumanojinja-mae (熊野神社前) bus stop.

Kyoto City Bus No.3: (Get on the bus from Kyoto Gaidai Mae or Kyoto Family)
Get on the bus No.3, direction to “Kitashirakawa Shibuse cho”(北白川仕伏町) or
“Kamihate-cho Kyoto Zoukei Geidai Mae” (上終町京都造形芸大前) and get off at
“Kawaramachi Marutamachi” (河原町丸太町) bus stop. You walk about 10 minutes to
the east on Marutamachi Street and you will find it on the left hand side.

※ Open Hours: 9:00-12:00, 13:00-16:00 (closed on Saturdays, Sundays and national holidays)

