

SOPHIANS' GUIDE

2020

HANDBOOK FOR INTERNATIONAL STUDENTS
ENGLISH VERSION



上智大学
SOPHIA UNIVERSITY

叡智が世界をつなぐ



INTRODUCTION

This brochure is designed to navigate new students with basic information essential in order to prepare for the new life on campus. For further information, please refer to official website of Sophia University.

Sophia University Official Website : <https://www.sophia.ac.jp/eng/index.html>

- Overview of Sophia
Sophia University official website → About Sophia
- Student Life
Sophia University official website → Campus Life



Sophia University official mascot "Sophian-kun"

Jochi Daigaku, also known as Sophia University worldwide is known for its diverse culture since its establishment. Its students and alumni are called Sophians and "Sophian-kun" is our school mascot, the eagle flying toward Lux Veritatis, the Light of Truth.

On the chest of Sophian-kun, our school emblem standing for Lux Veritatis is presented.



Welcome to Sophia University

The university's name, Sophia, comes from Sedes Sapientiae, or Seat of Wisdom, found in the traditional Catholic prayer the "Litany of the Blessed Virgin Mary". It is a title to celebrate the Virgin Mary as the lap on which Jesus, the eternal wisdom sat. The Latin word "sapientia" is a translation of the Greek word "ΣΟΦΙΑ".

The mission of Sophia University is to nurture in students a heart that can pursue and acquire supreme wisdom (sophia) and also sympathize with and devote themselves to others. This is the very meaning of "Men and Women for Others, with Others" : the common objective of Jesuit Schools worldwide.

The spirit of Sophia University is captured in its campus. In an increasingly globalized world, there is a greater call to embrace diversity. Sophia University is represented by students from all over the world, a melting pot of cultures, a vibrant part of campus life.

We hope your educational journey at Sophia University is fruitful.



"The Virgin and Child
with Two Music-Making Angels"
by Rogier Van Der Weyden

The Virgin Mary is elaborately depicted
as the Seat of Wisdom

Sophia University School Song

Words by Sadao Hemmi
Music by Naotada Yamamoto

Mi - yo to - ko shi - e ni ha - ru yo - mi - ga - e - ru Mi - do - rino ko - da - ma
 ta - ka - na - ru ho - to - ri ya - su - ra ni i - ko - u So - phi - a no wa - shi no
 ma - na - za - shi i - ru wa Lux Ve - ri - ta - tis O so - gon no
 ga - ku - fu So - phi - a u - ru wa - shi no
 Al - ma Ma - ter So - phi - a

1. Miyo tokoshie ni, haru yomigaeru, midori no kodama, takanaru hotori.
Yasura ni ikou, Sophia no washi no, manazashi iru wa, Lux Veritatis.
O, sogon no gakufu Sophia, uruwashi no Alma Mater Sophia.
2. Kike, shinonome no, ama kakeriyuku, washi no tsubasa no, sora utsu hibiki.
Hagai ni tsudou, Inochi no murenno, mezasu yukute wa, Lux Veritatis.
O, sogon no gakufu Sophia, uruwashi no Alma Mater Sophia.
3. Yuke, kondaku no, yami uchihiraki, Washi no michibiku, kagayaku kata he.
Moyuru kokoro ni, kataku musubi te, sakebe, todomo ni, Lux Veritatis.
O, sogon no gakufu Sophia, uruwashi no Alma Mater Sophia.

□The words of the school song

Suggestions were made to ask a famous poet to write the lyrics, but finally we decided to publicly solicit the words from our students to give the song a young spirit. Sadao Hemmi, a junior student of Department of Philosophy, Faculty of Humanities, was selected for the words of the school song. The school song was completed in 1932 and played for the first time at the inauguration of Building No.1. The lyric presents the enthusiastic spirit of a young man earnest in his pursuit of truth.

□The origin of the words in the school song

"Sophia" is taken from the Greek ΣΟΦΙΑ, meaning "the wisdom which is expressed in ethical activities that further the goals of human existence". The wisdom or "SOPHIA" is the ultimate treasure which Sophia aims to give to students.

"The Eagle": The School Insignia is modeled after the eagle which flies toward the Light of Truth, and its figure expresses the essence and the ideal of Sophia University.

"Lux Veritatis": Latin for "the Light of Truth", the motto of Sophia University. The characters described in the center of the school badge are the initials of the motto, "L" and "V".



◀ Sing of school song
by Sophia Glee Club

School song seminar
by Sophia University Cheerleading Squad ▶



CALENDER OF EVENTS

Entrance Ceremony

Undergraduate Students:
Wednesday, Apr. 1 and Tuesday, Sep. 22
Graduate Students:
Thursday, Apr. 2 and Tuesday, Sep. 22

Incoming Students Orientation Camp

Friday, Apr. 3 -Monday, Apr. 6
Thursday, Sep. 24 -Friday, Sep. 25

Freshman Week

Thursday, Apr. 9 -Saturday, Apr. 11

Early July at Yotsuya Campus (organized by nexnect) Many students, faculty, and staff members come to the university dressed in Yukata on this day.



Sophia Yukata Day

Early July



Sophia Open Campus 2020

Saturday, Jun.13 -Sunday, Jun.14

An opportunity for prospective students to enjoy trial classes and learn about admissions, school life, and the curriculum at a counseling booth of each academic department.

At outside venue (organized by Sophia Music Society). A concert held by about ten groups with individual features belonging to Sophia Music Society on a joint stage formed for this music festival.

Music Festival

Mid-October



Foundation Day

Sunday, Nov. 1

Memorial Mass for the first Founders

Monday, Nov. 2

A day to honor the memory of St. Francis Xavier, the founder of Sophia University; School holiday.

St. Xavier's Day

Thursday, Dec. 3

Sophia Marathon

December or January



At Imperial Palace area (Sakurada-mon, Inui-mon)(organized by Marathon Executive Committee)Held for groups and individuals; participation is open to the public. At the same time, marathon is held for ex-team-members of athletic groups. Higher rank winners are presented with gifts.

Foreign-Language Drama Festival by Sophia University Faculty of Foreign Studies

Mid-December



4

April

5

May

6

June

7

July

8

August

9

September

10

October

11

November

12

December

1

January

2

February

3

March

All Sophians' Festival (ASF)

Sunday, May 31

Organized by Sophia Alumni Association, a home-coming day at alma mater for alumni, current students, faculty and staff members, and their families.



Johann the Classic (Sophia-Nanzan Sports Festival)

Friday, July 3, Saturday, July 4, Sunday, July 5
at Nanzan University
(organized by Jonan-sen Committee)



Sophia Festival

Monday, Nov. 2, Tuesday, Nov. 3, Wednesday, Nov. 4

Monday, Nov. 2, Tuesday, Nov. 3, Wednesday, Nov. 4 at Yotsuya Campus (organized by Sophia Festival Committee) The university's festival with lively student performances attracts about 30 thousand participants each year.



Commencement Ceremony

Undergraduate and Graduate students:
Friday, Mar. 26

Commencement Ceremony for Autumn Semester will be held on Friday, Sep. 18

一部撮影協力: KEIGADO

Sophia University official social media

Following Sophia University social media accounts is the great way to keep connected to campus life as well as being informed of those time of emergency. Join us on our Facebook, Twitter, Instagram, and YouTube!

Sophia University official Facebook page

English:
<http://www.facebook.com/SophiaUniversityE>
※ It has a light gray verified badge.



Sophia University official Twitter account

English:https://twitter.com/SophiaUniv_ENG
※ It has a light blue verified badge.



Sophia University official Instagram account

<https://www.instagram.com/sophiauniversity>



Sophia University official YouTube channel

<https://www.youtube.com/c/SophiaAcJp>



Please take caution not to follow false accounts with similar names.

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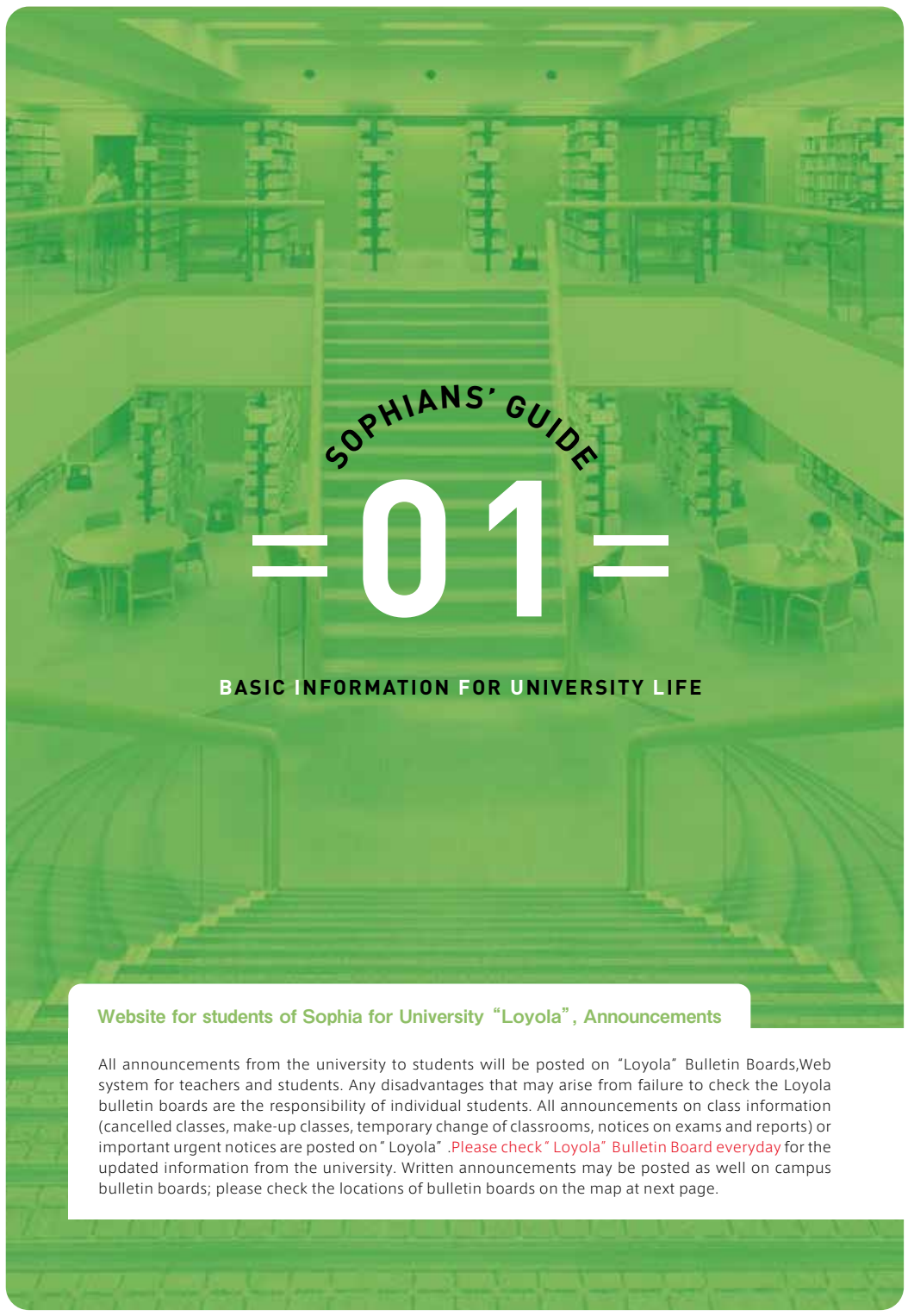
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BASIC INFORMATION FOR UNIVERSITY LIFE

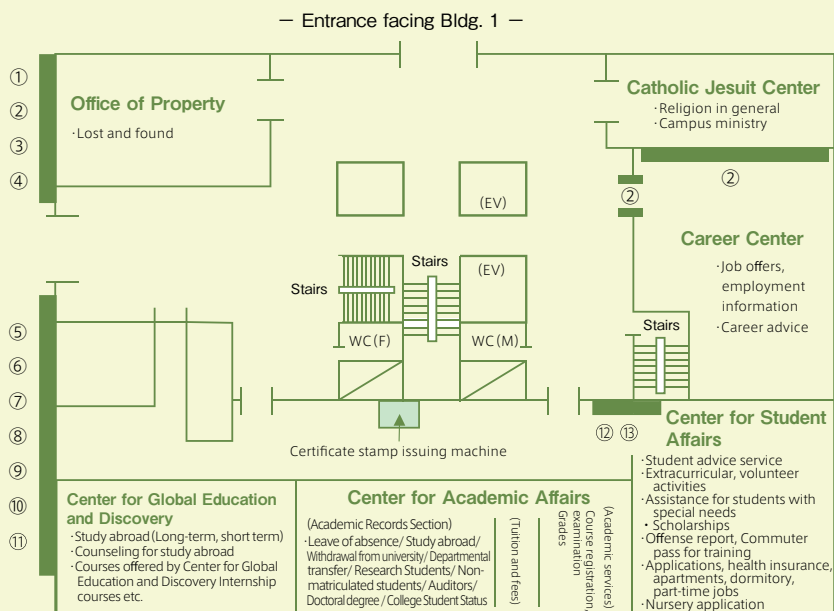
Website for students of Sophia for University "Loyola", Announcements

All announcements from the university to students will be posted on "Loyola" Bulletin Boards, Web system for teachers and students. Any disadvantages that may arise from failure to check the Loyola bulletin boards are the responsibility of individual students. All announcements on class information (cancelled classes, make-up classes, temporary change of classrooms, notices on exams and reports) or important urgent notices are posted on "Loyola". **Please check "Loyola" Bulletin Board everyday** for the updated information from the university. Written announcements may be posted as well on campus bulletin boards; please check the locations of bulletin boards on the map at next page.



Facilities

Offices and service counters (Building 2, 1st Floor)



Admissions Office : Building 12, 1st Floor
Center for Teaching and Curator
Credentials : Building 2, 2nd Floor

- Bulletin Board
- ①... Museum Information
- ②... Career Center
- ③... Center for Student Affairs (Student Life Support)
- ④... Center for Student Affairs (Scholarships)
- ⑤... Center for Academic Affairs
- ⑥... Center for Academic Affairs
- ⑦... Office for the Promotion of Diversity
- ⑧... Catholic Jesuit Center
- ⑨... Center for Global Education and Discovery
- ⑩... Center for Language Education and Research
- ⑪... Admissions Office
- ⑫... Center for Student Affairs (Part-time Jobs)
- ⑬... Center for Student Affairs (Volunteer Bureau)

Office hours

Mon - Fri	AM	PM
Class and exam period	10:00 - 11:30	12:30 - 15:30
Outside of class period		12:30 - 15:30

*Spring semester (Class and exam period) is Apr.13 to Aug.1, Autumn semester (class and exam period) is Sep.28 to Feb.1.

Library

Central library

The university library is a core facility for academic learning, education and research. It offers a multi-faceted collection of information and data from various database, books, periodicals, audio-visual material and major newspapers in and outside Japan. For information on its services, facilities, and functions, please refer to "Sophia University Central Library User's Guide" (available at Central Library)



Please check the open hours and other detailed information on the website.

* Central Library website: <http://lux.lib.sophia.ac.jp/HomePage/?lang=english>

* Open hours (during the term in session)

Mon - Fri	9:00 - 22:00 (Reading areas on B2F to 2F only opened from 8:00 - 9:00)
Sat	9:00 - 20:00 (18:00 - 20:00 for reading only)
Sun/Holidays	10:00 - 18:00

<For other open hours and service hours such as for circulation desk, please check the service hours schedule on Library website>

* Services available

- ① Circulation desk check-out, book return
- ② Reference service
- ③ Online data search/CD-ROM search
- ④ Use of AV (Audio-visual) materials
- ⑤ Use of Learning Commons
- ⑥ Newmaterials display
- ⑦ Use of Copying service

※ Learning Commons (refer to p.14)

Located on Basement 1F, this facility can be used for various purposes including group study, wired or wireless LAN connection, preparation for presentations, writing essays and reports. PCs for use inside the Library are available for borrowing.

Other libraries

Law School Library

Located on 2F, Bldg. 2, holds materials related to studies of law. Permission for use is required for users other than Law School faculty members/students, faculty members of Faculty of Law and students of Graduate Program of Law; use is limited to materials not held in Central Library collections.

Mejiro Seibo Campus Library

Located on B1F, Bldg. 1, Mejiro Seibo Campus, the library holds collections of materials focused on nursing science. PCs for use inside the Library rooms are available for borrowing.

<For open and service hours, please check the Library Hours on official website of Library.>

Learning Commons (Central Library, B1st Floor)

Learning Commons is a multipurpose study area. Books, magazines, databases and online journals are available for you to utilize at your needs.

Opening hours during term		Opening hours during break	
Mon - Fri	8:00 - 22:00	Mon - Fri	9:00 - 20:00
Sat	9:00 - 20:00	Sat	9:00 - 18:00
Sun	10:00 - 18:00	Sun	10:00 - 18:00

Learning Commons will be opened during weekends and holidays. However, equipments are not available.

Group Work Area (40 seats)

Students can work in groups using movable chairs and tables which allow changing of the layout based on the number of students.



PC Area (18 seats)

This area is prioritized for PC users. Internet including Wi-Fi service is provided.



Active Commons (Building 9, B1st Floor)

This space is not just a cafeteria but also can be used for student performances and events.

Opening hours during term		Opening hours during break	
Mon - Fri	8:00 - 21:00(Café 8:00-20:00)	Mon - Fri	10:00 - 19:00(Café 10:00 - 17:00)
Sat	10:00 - 19:00(Café 10:00-17:00)	sat - sun/ Holidays	10:00 - 17:00(Café Closed)
Sun/ Holidays	10:00 - 19:00(Café 10:00 - 15:00)		

Learning Commons Area

This area is equipped with movable furniture, whiteboard for students to work in groups. Students can also rent equipment such as projector needed for presentation rehearsal.

Private Study Space-Sofa Area

This area can be used for both studying alone or as groups: seats by the wall are set to consider your privacy and sofa seats are available for group of students. Electrical outlets are equipped at individual seating.

9 CAFÉ by PRONTO

This Café offers delicious menu such as pasta and sweets and also breakfast is available for 100 yen!



Presentation Area (40 seats)

This area can be used for academic presentation preparations and rehearsals. Please make a reservation at the service desk in the Learning Commons during open hours; 9:00-17:00 (Mon-Fri).



Learning support space (2 seats)

Open hours are 12:30-17:00 Monday to Friday, except during long school holidays. Inquiries are accepted until 16:30.

Sophia Student Integration Commons (Building 11, 1st Floor)

SSIC is a space for students with different majors, grades, nationalities to make exchanges. Opening hours depend on event schedules: it is announced on Twitter.



Student activities

SSIC often holds international events focusing on the various areas of the world as well as exhibitions of student club activities. Also once in few months SSIC offers student outing events for local exchanges outside the university. If you have interest, you are welcome to join!

Events in 2019: Let's Talk in Japanese にほんごではなそう, What's HAKKO?, Flower Arrangement Workshop, HIROSHIMA tour, Do you know Japanese Agriculture?, Kabuki&Brunch tour etc.



Language Learning Commons (Building 6, 1st Floor)

Language Learning Commons (LLC) is a place for self-disciplined learners of languages.

Opening hours during term		Opening hours during break	
Mon - Fri	10:00 - 17:30	Mon - Fri	10:00 - 17:00

Foreign Language Group Communication

A small group language lessons focusing on the conversation are offered. You can improve your speech and listening skills by communicating with instructors who are graduate and undergraduate senior students of Sophia.

Language Exchange

You may attend lunchtime event at LLC where Japanese speaking students studying foreign languages interact with foreign students who are studying Japanese.



ALC NetAcademy NEXT

It's a comprehensive English e-learning material for degree students. You can study English at your own pace using a smartphone or a personal computer.



Advising for Language Learning

We offer advises on how to improve your English skill to prepare for studying abroad or for career planning. Professionals are also here to teach effective method of studying English in order to improve your skill.



Japanese study support program

Japanese supplementary tutoring lessons and conversation lessons are available for international students.

Watching DVD

Watching popular movies is a great way to study foreign languages.

Opening and Closing hours of the gates (Yotsuya Campus)

	Mon - Fri	Sat	Sun/Holidays
Main Gate	8:00 - 22:00	8:00 - 22:00	8:00 - 20:00
East Gate	8:00 - 20:00	9:00 - 18:00	9:00 - 18:00
North Gate	8:00 - 19:30	closed all day	closed all day

For hours of extracurricular activities, please refer to p.34

Course hours

1st period	9:00 - 10:40	4th period	15:25 - 17:05
2nd period	10:55 - 12:35	5th period	17:20 - 19:00
3rd period	13:30 - 15:10	6th period	19:10 - 20:50

Classes/Final Exams when public transport service is shut down

When public transport service is shut down due to natural disasters such as typhoon, heavy rain falls, accidents or strikes, and it is difficult to hold classes or final exams, special measures will be taken to cancel classes or change exam schedules. Please check on Loyola for special arrangements such as class cancellations or change of exam days. Such information may be posted on university website or official social media depending on the circumstances.

Copying machine•Printing machine

You can buy copy cards on 1F, Central Library; Copying room 5F, Library; 2F, Bldg. 2; 4F, Bldg. 2, 3F Hoffmann Hall. In the Copying room on B1F and 5F, Library; 4F, Bldg. 2; B1F, Bldg. 9 and 4F, Bldg. 6, you may use USB.

* OA Rix (Copying room) 5F, Library; open hours: Mon to Fri 9:00 - 18:00

Location	Number of machines	--Remarks	Location	Number of machines	--Remarks
Central Library B2~9F	15	Card/coin operated (13); card operated (2) machine	Bldg. 6; 3F-4F	2	Card/ coin operated machine
Bldg. 2; B2F-B1F-4F	6	Card/ coin operated machine	Bldg. 11; 2F-3F	2	
Bldg. 9; B1F	1		Hoffmann Hall 3F	2	
Bldg. 3; 2F-3F	2				

* A photocopy machine on B2 Floor, Building 2 has been lowered so that it is accessible by wheelchair users.

Besides the copying machines, on 3F, Hoffmann Hall, there is a printing machine for large volume printing; Cost of plate making arises, but the printing unit price is lower than the copying machine.

Location	Number of machines	--Remarks
3F, Hoffmann Hall	2	No application required, may bring your own printing papers; Card operated machine (card vending machine installed in Hoffmann Hall and 5F, Library Copying Room)

※**Mejiro Seibo Campus** One copying machine installed in Student Lounge, B1F, Bldg. 1; one machine in Library; both locations with card/coin operated machine. In Student Lounge, B1F, Bldg. 1; you may use USB printing service.

※**Hadano Campus** One copy machine is installed in the library, and another on the B1st floor of Building 1. Both accept cash and prepaid cards.

Sophia Directly Managed Dormitories

Sophia University owns and directly manages three dormitories: Sophia Edagawa Dormitory (Male), Sophia Soshigaya International House (Co-ed), and Sophia-Arrupe International Residence (Co-ed).

The Center for Student Affairs accepts application and do the screening processes. Please visit Sophia University's website for more information.

<https://www.sophia.ac.jp/eng/studentlife/housinginfo/sophiadormitories/index.html>



Campus stores (Building 2, B1st Floor)

□ Store open hours

Mon - Fri	10:00 - 18:00
Sat *	10:00 - 14:00

* Closed on first and third Saturdays.
* Store open hours will be changed during Spring, Summer, and Winter recess.

Kinokuniya Sophia Square

□ Items available

- Textbooks, books, journals (12% discount)
- Stationery (22% discount, with some exceptions)
- Commodities, sundries (12% discount, with some exceptions)
- Sophia goods (22% discount, with some exceptions)

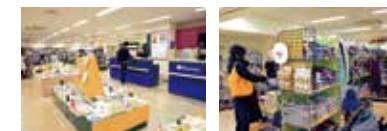
Patine Sports

□ Shop sells

- Sportswear (10 - 20% discount)
- Sports articles (10 - 20% discount)
- Sophia logo wear, goods

□ Services available

- Application for English Language Proficiency Tests
- Application for various qualification courses
- Application for International Student Identity Card (ISIC)
- Business cards



* For items not available in the store, you can place an order.

Convenience store 7-Eleven (Building 12, B1st Floor)

□ Store open hours:

Open 7 days a week *	Mon - Fri	8:00 - 22:00
	Sat	10:00 - 20:00
	Sun / Holidays	10:00 - 17:00

* Closed year-end and new-year holidays, and power outage days (twice a year)
Store open hours will be changed during Spring, Summer, and Winter recess.
* Communication Space is available for light meals etc.

Sophia Campus Support Co.,Ltd. (Building 13, 2nd Floor)

Business corporation 100%-owned by Sophia School Corporation
Services available

- Beverage vending machines management (shortage of change etc.)
- Information on student accommodations (rental apartment, dormitory)
- Information on Hakama, formal graduation attire for women
- Information on driving schools
- Photo BOX management (located in front of campus store)
- Information on photos for job search and graduation commemorative photo (taken on campus; rooms will be arranged)
- Information on recruit suit (appropriate for job interviews etc.)
- Information on moving companies and disposal of disused articles
- Information on rent-a-car
- Information on courses of qualification for career program

For more detailed information, please visit our Website.
<http://www.sophia-cs.co.jp>



Dining hall / Cafeterias

Campus dining hall and cafeterias are all self-service; return the dishes after meal to the dish counter.

Stores	Location
Bldg. 2 Student Dining Hall	Building 2, 5th Floor
Bldg. 2 Lounge (SUBWAY)	Building 2, 5th Floor
S-CAFÉ	Building 6, 1st Floor
9 CAFÉ	Building 9, B1st Floor
Bldg. 11 Lounge	Building 11, B1st Floor
TOKYO HALAL DELI & CAFE	Hoffman Hall, 4th Floor

- * Open hours will be announced at Loyola Bulletin Board.
- * On Mejiro Seibo Campus, once a week (day of week varies by semester), at Student Lounge, B1F, Bldg. 1, Swan Bakery sells breads for lunch time only.



Prayer Room (Building 11, 1st Floor)

Sophia University opened a Prayer Room on campus (Room 108 (11-108) 1F, Bldg. 11) for students, faculty and staff in an effort to serve the needs of increased diversity in cultures and religions. Students who wish to use the Prayer Room, must register at the Center for Student Affairs (Service Desks 9, 1F, Bldg. 2). For details of the use of the Prayer Room, please check the following website:

<http://www.sophia.ac.jp/eng/studentlife/support/prayerroom.html>

To support the diet of Muslim students, faculty and staff, we have a dining hall exclusive for Halal food "TOKYO HALAL DELI & CAFE" on 4F of Hoffmann Hall.



Exhibition Space Building 6, 1st Floor (Sophia Tower)

Exhibition Space Building 6, 1st Floor (Sophia Tower) has been designed with a footprint in mind, starting from Kojimachi Street, leading the visitor through the history of Sophia to its future. The Permanent Exhibition describes the establishment of Sophia University and its parent organization, the Society of Jesus. Two or three times a year, in the two exhibition places, one big, one small, special exhibitions are held to show developments initiated by Sophia University in academic, cultural and international fields. In addition, there are the large timeline of history dating back to pre-founding days, four monitor screens to show today's Sophia, and "Wisdom Tree (Chie no ki)". Academic activities by the faculty members, as well as students' activities, information of events held on campus and various other latest topics are presumed to be "fruits of wisdom" and introduced on "trees" which are constantly updated.



Health Center (Hoffmann Hall, 2nd Floor)

Health Center not only offers regular health checkups but also provides first-aid treatment, consultations on health issues, and referrals to hospitals. Although prescription of medication and treatment covered by health insurance are not available, students may see the school doctor for consultation on general medical concerns and smoking cessation, and a psychiatrist for mental health concerns. A cardiovascular specialist is also available for consultations. Please rest assured that all health records are maintained in a strictly confidential manner in accordance with the law.

Services	Office hours
Internal medicine consultations (*1)	【By appointment】 Tue, Fri 9:30 - 11:30, 13:00 - 16:00
Mental health consultations (*1)	【By appointment】 Tue, Wed, Thu, Fri 13:00 - 15:45
Consultation by specialists	【By appointment】 cardiovascular disease *For the schedule, please check on website https://www.sophia.ac.jp/jpn/studentlife/healthcare/index.html
First-aid (*2)	Mon to Fri 9:30 - 17:00 * emergency / first aid is also available 11:30 - 12:30
Health consultation • Referral to hospitals	Mon to Fri 9:30 - 11:30, 12:30 - 17:00
Medical checkup certificate (English version) (*3)	Mon to Fri 9:30 - 11:30, 12:30 - 17:00

- *1 Please note that the contents may be changed
- *2 Night-time first-aid station (Health-care room, Sophia School of Social Welfare, Building 1, 1st Floor) 17:00-21:00 For the night-time first-aid station schedule, please check on Bulletin Board or official website
- *3 To receive medical certificates in Japanese, please use the automated certificate issuing machine (Building 2, 4th Floor)
- *4 Not available at 9:30-10:00 / 16:00-17:00 in Aug, Feb & Mar.



Training Room (Hoffmann Hall, 1st Floor)

Open hours

Mon - Sat	8:00 - 21:00
Sun	9:00 - 19:00

- ※ Mon /Wed /Fri 12:00 - 13:30 : available for faculty / staff and female students only.
- ※ Announcements will be posted on Loyola Bulletin Board for hours closed during university holidays (Year-end and new-year holidays, all campus planned power outage etc.) or for maintenance etc.



For use of facility

- Prior to using the facility you must attend the guidance for the training room and obtain Permission for Use and carry it with you. (You must also carry your Student ID card at all times).
- The schedule for the guidance will be announced on Loyola Bulletin Board (Extracurricular Activities). Make sure to apply for attending the guidance.
- If you have any questions, please contact Service Desk 9, Center for Student Affairs, Building 2, 1st Floor

Swimming Pool (Gymnasium, B1st Floor)

At the basement of the Gymnasium, there is a heated pool open throughout the year. Please show your Student ID card at the service desk of the pool and pay the fee (200 yen per use).

Open hours

Mon - Fri	12:00 - 15:00, 17:00 - 18:50
Sat	12:00 - 14:00
Sun	closed

- ※ Changes may be made; be sure to check the bulletin board in front of the Gymnasium for updated information.
- ※ Please note that open hours may be changed due to class hours.



SOPHIANS' GUIDE



Student Support Services

University life is very different from life up to this point. You will be choosing your classes and learning with students from all over Japan and around the world. At Sophia University you have access to many academic disciplines and you have many opportunities to interact with people from different religious and cultural backgrounds. Navigating this new terrain may be overwhelming at times and we invite you to use the Student Support Services.



Counseling Center

Message from counselor

Student life requires a lot of self direction, and with more available options there may be more confusion. The counseling center works together to address the challenges you are facing, using a psychology-based approach. No concern is too big or small. In order to thrive in society it is also necessary to work with others to solve your problems. Please do not take it all upon yourself and do not hesitate to come and share your concerns. Are you feeling depressed or confused about changes in the living environment? Are you feeling uncomfortable in class and unsure of who you can approach to discuss your issues? Or do you have trouble in your academic life and personal relationships? We are happy to help you address all kinds of concerns. You can also use our services to develop self-understanding in preparation for future job hunts, or learn tools to cope with nervousness and anxiety. Your days at Sophia University may seem long but they will pass very quickly. It may be a nice time to reflect and work out personal issues while professional resources are available to you. When you face any sort of trouble, please remember the counseling center. We are here to help you.



Counseling center

Counseling, Workshops, and Seminars. Please consult us if you are unsure of which counseling service best fits your current needs.
 Location Building 10, 3rd Floor
 Office Hours Monday-Friday 9:30-11:30, 13:00-16:30
 *By appointment only

Health Center

Message from nurse

If you wish to discuss your physical and mental health concerns or would like to be referred to a hospital, please contact the Health Center. Although we do not prescribe drugs or provide other services covered by insurance, you can consult a nurse, physician, or psychiatrist at the Health Center. The doctor's interview is by appointment only, so please make an appointment by phone or by visiting the front desk.



Health Center

Medical counseling, psychiatric counseling, specialized health counseling, health consultation, hospital referrals
 Location Hoffmann Hall, 2nd Floor
 Office Hours Monday-Friday 9:00-11:30, 12:30-17:00
 Not available at 9:30-10:00 / 16:00-17:00 in Aug, Feb & Mar.
 *Medical counseling, psychiatric counseling, and specialized health counseling are available by appointment only

Career Center

Message from the Career Center

We welcome students to ask any kinds of questions regarding employment and their careers. The Career Center is not only open to junior and senior students, all students may come and speak with our advisors and use the Career Center services. If you already have clear career goals, or if you wish to explore the kind of career you would like to pursue, please feel free to come and have a consultation with us, you might find some new information and perspective to help clarify your career interests.



Career Center

For questions and consultations related to employment and career
 Location Building 2, 1st Floor
 Office Hours Monday-Friday 10:00-16:30
 *Front desk is closed from 11:30-12:30
 Informational material and computers are available
 *Office Hours are subject to change during vacations. Please be sure to check.

Center for Student Affairs

Message from scholarship staff

Beyond achieving academic success at Sophia University, we hope that you will have many experiences that will enrich your time here. Whether that's studying abroad, engaging in club activities, and volunteering—these are all experiences that make up a fruitful student life. However, unexpected changes in your family or social circumstances can prevent you from living your student life to the fullest. If you are struggling to pay tuition, the scholarship programs will support you. If you are in trouble, please do not hesitate to consult with the Center for Student Affairs.



Center for Student Affairs

For questions and consultations related to financial support, dormitories and housing, extracurricular activities
 Location Building 2, 1st Floor
 Office Hours Monday-Friday 10:00-11:30, 12:30-15:30
 *12:30-15:30 during vacations



Procedures/Notification/Issuance

Student ID Card

Your Student ID Card certifies that you are a student of Sophia University. Carry it with you all the time and show it whenever requested.

[You will need the Student ID Card in the following cases:]

1. to take exams
2. to use the certificate issuance machine and obtain a certificate or student travel fare discount certificate
3. to enter the university central library and borrow books
4. to buy your commuting pass
5. to show at the request of officials when you are on trains, etc. using a commuting pass or student discount ticket
6. to apply and inquire for scholarship, apply for student bank (interest-free emergency loan), reference for part-time job
7. to submit various application forms at the office
8. to show when requested by a faculty member or staff of Sophia University

[Enrollment sticker]

You will receive a new Enrollment Sticker at the beginning of every academic year. Please paste the newest sticker to your Student ID card.

[Changes in Personal Information]

If there are any errors on your Student ID Card or any changes necessary due to change of name etc., notify Center for Academic Affairs (Academic Records Section) as soon as possible.

[Returning Student ID Card]

If you withdraw from university, you must return your Student ID Card to Center for Academic Affairs (Academic Records Section).

[If Student ID Card is lost, damaged or stolen]

Your Student ID Card is an official form of identification; keep it with you all the time; if you lose it or it is stolen, it could be misused; report to nearest police station.

If you need to have your Student ID Card re-issued, fill out and submit "Request for re-issue of Student ID Card" to Center for Academic Affairs (Academic Records Section). (Reissue fee: 1,000 yen, on the same day)

※Mejiro Seibo Campus

Students of Department of Nursing and Course of Midwifery may apply and pick up "Request for re-issue of Student ID Card" at Office of Mejiro Seibo Campus. If request is applied at Mejiro Seibo Campus, Student ID Card will not be re-issued on the same day.

Certificates

Some certificates may be issued at the automated certificate issuing machine (for current students only); for other certificates, you will need to affix a fee payment stamp to the request form and submit it to the issuing office.

Automated certificate issuing machine

Certificate	Fees
Certificate of Attendance (Japanese/English)	200 yen
Transcript (Japanese/ English)	200 yen
Certificate of Prospective Graduation (Japanese/ English)	200 yen
Medical checkup report (Japanese)	300 yen
Student travel discount certificate	free

* Automated certificate issuing machine

location: 4F, Bldg. 2 / In Office of Mejiro Seibo Campus (1F, Bldg. 1)

Operating hours: Mon to Fri, 9:00 - 17:00

Application at service counters

Fill out the application form available at the issuing offices, buy the fee payment sticker from the vending machine, paste it on application form and submit it.

Certificate	Issuing offices	Fees	Number of days for issuing								
Certificate of prospective teaching license	Center for Academic Affairs (Academic Records Section)	400 yen	Three business days or later <table border="1"> <thead> <tr> <th>Date of application</th> <th>Date of issue</th> </tr> </thead> <tbody> <tr> <td>Mon/Tue</td> <td>Fri, same week</td> </tr> <tr> <td>Wed/Thu</td> <td>Mon, next week</td> </tr> <tr> <td>Fri</td> <td>Wed, next week</td> </tr> </tbody> </table>	Date of application	Date of issue	Mon/Tue	Fri, same week	Wed/Thu	Mon, next week	Fri	Wed, next week
Date of application		Date of issue									
Mon/Tue		Fri, same week									
Wed/Thu		Mon, next week									
Fri	Wed, next week										
Application for change of residence status and renewal of period of stay	200 yen										
Payment certificate of tuition and fees	300 yen										
Reissue of Student ID Card	1,000 yen	The same day									
Student commuter certificate	Center for Student Affairs (student support)	Each railway company 300 yen (NB1)	It may take about a month for issuing from date of application								
Student commuter certificate for practical training											
Scholarship nomination letter Scholarship certificate	Center for Student Affairs (financial support)	300 yen	4 to 7 days								
Medical checkup report (English) designated form of Sophia University	Health Center	500 yen	The same day (depending on the cases, not on the same day)								

* Payment sticker vending machine

location: Center for Academic Affairs (student registry/certificates)

Operating hours: same as office hours.

NB1 Student commuter certificate for compulsory subject is issued for free.

Student travel discount certificate

Student travel discount certificate can be used on JR trains for traveling 100km or more one way; you can get a 20% discount on basic fare.

[Student travel discount certificate will be issued]

- Basically as follows:
 - (1) Going home for vacation
 - (2) co-curricular program
 - (3) extracurricular activities
 - (4) job search/exam
 - (5) study tour
 - (6) accident/illness treatment
 - (7) trip accompanying guarantor
- Student discount certificate is issued at the automated certificate issuing machine (see p.23)
- Up to two tickets are issued at a time.
- Period of validity is three months from date of issue.
- With one student discount certificate you may buy besides "one-way" ticket, round-trip/connected train ride/excursion tickets.

[Points to note]

- Student travel discount certificate must be used in person.
- It is a crime to give over a student travel discount certificate to or receive it from another person. If you are found using a student travel discount certificate which has expired or which you received from another person, not only will you be charged a penalty but also the service of student travel discount may be terminated for the entire student body of Sophia. Your cheating could cause trouble for all Sophia students; please keep this in mind.

Request for group tour permission

A group of eight or more students led by a faculty member or staff are eligible to receive the railway student group discount (50% off the basic fare ticket). Submit the Request for Group Tour Permission, together with the Railway Group Tour Application, to the Center for Student Affairs or Office of Mejiro Seibo Campus.

Student commuter pass

Student commuter pass may be purchased for the most economical route between the nearest stations of your current address and that of the university limited for the purpose of commuting.

- * Fill out the application form at the nearest station office and submit it together with your Student ID Card to purchase the student commuter pass. Please note that the Enrollment Sticker for the Academic Year for which you wish to buy the commuter pass must be pasted on the back of the Student ID Card; your student ID number, name, current address and commuting route must be stated on the Enrollment Sticker. The commuting route should be a rational normal route; otherwise you may not be able to buy a pass.
- * For using a bus line, you may need another Student commuter certificate; apply for one at Center for Student Affairs.

Issuance of bills and payment deadline of tuition and fees (Academic Year 2020)

All tuition and fees must be paid in full by the deadline, failure to do so may result in withdrawal from university. Paid tuition will not be refunded.

Please visit Sophia University's website for more details.

Contact: Center for Academic Affairs (Building 2, 1st Floor)

<https://www.sophia.ac.jp/eng/studentlife/tuitions/index.html>



Disaster and Accident Insurance for Students

Sophia students must all buy the above insurance, paying fees at entering university. This insurance covers injury accidents occurring suddenly and accidentally while engaged in research and education activities, or those occurring during commuting or moving between facilities on campuses. For more information, please refer to "Handbook for Enrollment of Personal Accident Insurance for Students Pursuing Education and Research".





Academic Records

Academic records

Leave of absence

Leave of absence is taken when a student stays away from studies over a long period due to unavoidable reasons such as illness. Leave of absence may be requested per quarter and may not extend over two consecutive years or a total of 4 years. Plan carefully as you will not be able to graduate in 4 years, if you take a leave of absence. A student who is taking a leave of absence cannot graduate in that term. To take a leave of absence, consult with your Department Chairperson or course teacher, and submit the "Request for leave of absence" to Center for Academic Affairs (Academic Records Section). If the reason is illness, the request should be accompanied by a supporting doctor's certificate. If you have to take a leave of absence due to financial difficulties, consult with Center for Student Affairs. Be sure to check the deadline for submission of request for leave of absence. No request is accepted after the submission deadline. There will be a deduction of tuition and fees while you are on leave of absence. For information, contact the Center for Academic Affairs (Tuition and fees). Foreign students with a "College Student" status of residence who take a leave of absence may lose their status of residence in Japan.

Resuming studies

When the period for approved Leave of Absence is over, student status returns automatically to resume studies. However, if you were on leave of absence due to illness, submit an "Intent to resume studies" form accompanied by doctor's certificate to Center for Academic Affairs (Academic Records Section). The "Intent to resume studies" form must also be submitted if you wish to return to studies earlier than scheduled.

Suspension from university

If you commit violations such as misconduct in examination you shall be given severe penalties including suspension or dismissal from university. (Suspension from university will ruin your study plan; you cannot graduate in four years.)

Withdrawal and Dismissal from university

There are two types of withdrawal from university; voluntary withdrawal and dismissal.

* Voluntary withdrawal

If you wish to withdraw from university for personal reasons, you must consult the Department Chairperson or course teacher and submit a "Request for withdrawal from the university" to the Center for Academic Affairs (Academic Records Section) together with the Student ID Card. To withdraw from university you must have paid all tuition and fees for the period prior to the withdrawal.

* Dismissal from the university

The following students shall be dismissed from the university:

1. Students whose period of enrollment (excluding leave of absence period) exceeds 8 years (Article 38, University Regulations)
2. Students who fail to obtain 32 credits or more including subjects specified by undergraduate Faculties/Departments in two consecutive academic years (Article 40, University Regulations)
3. Students who fail to pay the tuition and fees before the set deadline (Article 64, University Regulations)
4. Students to whom Article 60 and 61 of University Regulations apply.

※ For Mejiro Seibo Campus:

For students of Department of Nursing and Course of Midwifery the following forms are available at and may be submitted to Mejiro Seibo Campus:

- "Request for leave of absence", "Intent to resume studies", "Request for withdrawal from the university", "Request for study abroad (general study abroad program)"
- "Name change sheet", "Guarantor change sheet"

Change of Faculty/Department

Students who satisfy the following requirements may apply for examination for Change of Faculty/Department:

1. Student has completed or is expected to complete at least four semesters (eight quarters) of study at the time of the requested change (Period of leave of absence is not included).
2. Student has a 2.6 GPA or higher for credits obtained in Foreign Language Courses (only required courses) and General Studies (Zengaku kyotsu). (Only General Studies for students who entered in 2013 or before)
3. Student satisfies all requirements set by the said Faculty/Department.
4. Transfer students and Re-admitted students are excluded.

Graduation

If you have satisfied the residence requirement (four years excluding leave of absence or suspension period) and successfully earned credits required for graduation, you will be given approval to graduate from the University by the President, after an examination conducted at the faculty meeting.

You cannot graduate in a semester in which you take a leave of absence, even if you have met all graduation requirements. Announcements of the graduating students will be made in mid-March for March graduation, mid-September for September graduation.

Repeating a year / semester

If you cannot earn credits required for graduation in four years, you will have to repeat a year / semester. Also, if you earned credits required for graduation but were away from university on a leave of absence or on suspension, you will not be able to graduate in four years. If you need to repeat a year, a Student ID Card with extended period of validity will be sent by postal mail to you at the end of the Semester.

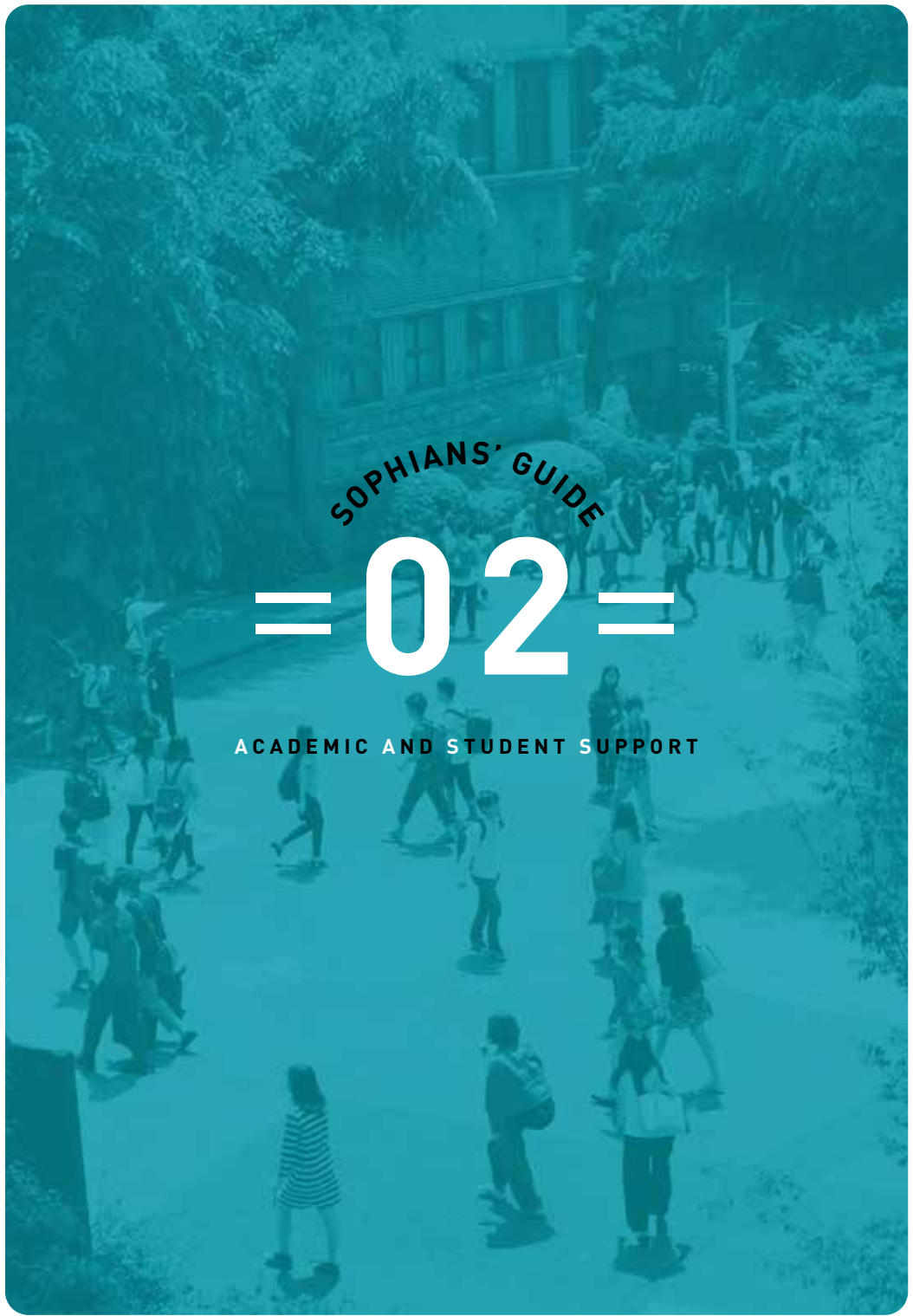
Re-admission

Re-admission is for students who have withdrawn from Sophia University and wish to enter again the Faculty/Department he/she has been previously enrolled in. However, the following students are not allowed to apply for re-admission:

1. Students who withdrew from university because the length of residence had reached the limit of 8 years.
2. Re-admitted Students withdraw a second time.

Change of address

If there are any changes in the address of the student or the guarantor, change the data on Loyola from menu "Change of student's address". If there is a change of address of the student, receive a new Enrollment Sticker (zaiseki-kakunin seal) issued at Center for Academic Affairs (Academic Records Section) and paste it on the back of the Student ID Card.



SOPHIANS' GUIDE

= 02 =

ACADEMIC AND STUDENT SUPPORT



Global Education • Study Abroad

Global Education • Study Abroad

Global education programs at Sophia University, designed around its specialized academic curricula, aims to help students acquire "global competencies", which include linguistic capacities and a wide range of relevant knowledge. With the competencies, students are expected to collaborate with people around the world toward common social issues and to develop their career in the globalized society.

Center for Global Education and Collaboration offers various opportunities for students to gain such competencies and multicultural understanding, such as study abroad programs, general education courses, and other support programs. Students are strongly advised to make the most use of the Center.

① Student Exchange Program

Students participating in the Student Exchange Program can study at one of the 300 exchange partner universities for one semester or an academic year by paying tuition and fees only to Sophia. Graduate students can also participate in the exchange program, and some programs focus on certain areas such as SAIMS for study in Southeast Asia, and LAP in Latin America.

There is an internal selection approximately 10 months prior to the start of the program. The grades and language skills are important in applying, and we recommend you to start planning early.

② Short-term Language Programs and Short-term Study Abroad Programs

These short-term programs are for students to attend short-term language courses and subject courses, offered at partner institutions and other prestigious universities during summer and spring recesses. While the language programs do not require minimum GPA or language proficiencies, most of the Short-term Study Abroad Programs do.

③ Social Engagement Programs

Social Engagement Programs constitute of a wide variety of short-term programs, in which participants may engage in such as field studies, service learning, and briefing at intergovernmental organizations. Participants must attend preparatory sessions to study the topics and the destination.

④ Internship Courses

Credit-based internship courses are available for students in their 2nd year and higher. Participants may learn through internship placement at a company, an international organization or a media agency, as well as pre- and post- sessions by academic staff with relevant background. Most placements take place during summer and spring recesses.

⑤ Special Admission Program for Overseas Graduate Schools

Based on the partnership with some graduate programs in overseas graduate schools (e.g., Columbia University, Georgetown University, Boston College etc.), students may apply with a recommendation from Sophia. The 5-year Concurrent Ba-MA Program is also available in partnership with the Graduate Institute in Switzerland (GI), where students chosen for this program may be eligible to study towards a BA degree from Sophia and MA from GI in 5 or 5.5 years.

*There are information sessions for each program at the beginning of a semester before the application periods. Please check information session schedule on the Loyola Bulletin Board (Center for Global Education and Discovery).

⑥ Study Abroad Counseling

Students can receive Individual counseling from a study abroad counselor who conduct about 1,000 consultations throughout the year for everything related to studying abroad. This service is free of charge to students. Please make an appointment first through the university website as consultations are by appointment only.

Questions and inquiries regarding the university's study abroad programs are also answered at the Center for Global Education and Discovery (Reservation not required). Please visit the office during the office hours.

⑦ Overseas travel insurance and crisis management services designated by the university

Apart from the study abroad programs sponsored by the university, students who submit a report to the university for overseas travel (e.g. general study abroad, study abroad with a leave of absence from the university, participation for academic conferences, research travel, extracurricular activities, etc.) are required to purchase overseas travel insurance designated by the university and subscribe to crisis management services. Details are provided at the Center for Global Education and Discovery.

⑧ Study abroad expenses and scholarships

The application period and requirements vary depending on scholarship. In addition to university-sponsored scholarships, information on scholarships provided by external organizations are available on the university's official website.

Homepage > Global Education • Study Abroad International Exchange/Study Abroad Study Abroad Expense/Financial Aid

⑨ Opportunities on Campus

Sophia University welcomes a large number of exchange students every semester and there are many opportunities to interact with international students at the campus.

"Sophia Exchange Supporter Program" is a volunteer program to support exchange students' life in Japan on and off campus. In addition, other activities such as "Airport Pick-Up Service" and "Global Network (GL-Net)", a volunteer organization that holds events for Japanese students and International students to interact, are provided. For more details, please visit the Center for Global Education and Discovery.

For details on programs and offerings, visit the following Website and Loyola download center.

* Website (global education / study abroad): <http://www.sophia.ac.jp/jpn/global> (Japanese)

* Loyola download center: Loyola > download center > Center for Global Education and Discovery

□ Official Twitter

Information on study abroad programs, events at the Center, and study abroad counsellors' useful tips for study abroad are available through the Center for Global Education and Discovery on Twitter.

For questions related to study abroad, please contact the Center for Global Education and Discovery, Building 2, 1st Floor.

*Center for Global Education and Discovery Twitter:

https://twitter.com/Sophia_Goglobal (Tweeted in Japanese)



Service Learning in India



Sophia student on exchange program



Counseling by study abroad counsellor



Financial Support Career / Job Search Support

Financial support (Scholarships)

The university offers financial support to students in need, as well as grants for students with academic excellence. Please see the university's website for details on the programs.

⇒ Home > Campus life > Scholarship information

All application requirements and procedures will be posted on the Loyola bulletin board (Scholarships). If you wish to apply, be sure to submit your completed application by the specified deadline. Please contact the Center for Student Affairs (03-3238-3523) for any questions and inquiries. Scholarship Information handbook is also available at the center.

Job Search and Career Support

Each and every one of you have unique talent and potential, and the Career Center is here to help you realize them by helping you live your student life to the fullest. The Career Center is here to help you explore your career options and the job hunting process.

Available support:

- Job search workshops
- Company recruitment talks
- Internship and employment information
- Access to newspapers, reference books and materials
- Career development seminars and lectures
- Individual consultation
- Job hunting experience reports

For details,

<https://www.sophia.ac.jp/eng/studentlife/career/index.html>

Please check our official Twitter and LINE account for up-to-date information of events.



@Sophia_Career

LINE 公式アカウント @sophia_line

If you wish to see an advisor for any career-related questions, please contact the Career Center, Building 2, 1st Floor. No appointment is necessary.



Disability Support

Support for students with special needs

Scope of support

Students enrolled at Sophia University who are experiencing significant constraints in their academic work as a result of their disabilities. In general, where the University acknowledges the need for assistance in classwork and laboratory work, exams and university events, students will be provided support within the scope of the University's capacities.

Examples of support

All disabilities: consideration in physical education courses, using designated breakroom, assistance in providing notes

Visual impairment: digitization and enlarged copies of class material

Hearing impairment: consideration in listening exams, adjustments in seating arrangement, information support for class materials

Physical disabilities: improvements in facilities and equipment, change of classrooms, lending a private locker for keeping class materials

Developmental and Mental disabilities: adjustments in the learning environment (ex. seating arrangement)

Note

- Special assistance is offered on the premise that students attend class.
- Students with disability can use the private breakroom in Building 11, for resting and cooling down. (Registration is needed. The availability may change every semester.)
- For students who have difficulty in accessing Building 6 classrooms, Elevator access card will be issued.

For details, please contact Center for Student Affairs.

Students who wish to be considered for disability support are required to submit the following documents.

Required documents	<ul style="list-style-type: none"> ·Doctor's certificate that specifically describes the name of the disease and the special accommodations necessary for your academic success ·For students with developmental disabilities, both psychological test results and medical reports are required
If you hold a Disability Certificate or equivalent	Copy of your Disability Certificate or equivalent certificates
Optional documents (at the time of university admission)	Document describing the support you have had up through high school. If you have sought advice from your school counselor, a written report from the counselor can be accepted as a supporting document

In addition to the above, if a student with a chronic illness that can be confirmed by medical certificates requires special attention, then we will consider providing special support as needed.

Goals

Of the many abilities required at university and in their post-graduate lives that are expected of all students, three abilities are spotlighted as the goals of providing support for students with special needs

①Ability to request help: students learn how to ask for the help needed when in trouble

②Ability to deepen self-understanding: students learn about what they excel at and what not in order to gain self-confidence and pursue a satisfactory life.

③Creativity: students change their perspective or take creative approaches to increase what they can do on their own

Contact

Center for Student Affairs (Coordinator for students with special needs) Building 2, 1st Floor

TEL: 03-3238-3525 E-mail: with_others@sophia.ac.jp

*Website: https://www.sophia.ac.jp/eng/studentlife/support/with_others.html

*See also the campus accessibility map at the end of the brochure.





Extracurricular Activities

The most essential part of student life is, needless to say, the academic studies. Extracurricular activities offer students a platform to meet fellow students who may become lifelong friends. It is through the group living experiences that you learn cooperation, independence, judgment, leadership that help you grow into a mature human being.

Various application procedures

To have official approval of the university for extracurricular activities, each group must attend the orientation and submit required application in April or October each year. Same procedure, if you wish to form a new extracurricular activities group. The details for the procedures will be announced on Loyola Bulletin Board; make sure to check. Announcements from the university to the extracurricular activities groups will be made on Loyola Bulletin Boards. Important information are also provided; please check the bulletin every day.

For further inquiries, contact Extracurricular activities Service Desk 9 (03-3238-3525), 1F, Bldg. 2.

Hours of extracurricular activities

The hours allowed for extracurricular activities on campus are as follows: includes the time for clearing up after the activities.

Mon-Sat: 8:00-21:00

Sun, holidays, university recess: 9:00 -19:00

*Open hours for each facilities will be announced on Loyola.



Volunteer activities

If students wish to take part in volunteer activities, please contact Volunteer Activities Support desk: Service Desk 8 (Volunteer Bureau) (03-3238-3525) of the Center for Student Affairs, Building 2, 1st Floor.



Volunteer Bureau provides opportunities for hands-on experience of social education activities based on the educational philosophy of Sophia University.

"Men and Women for Others, with Others".

Sophia University has extracurricular activities groups that conduct volunteer activities in and outside Japan. Many students and members of the faculty and staff are also working on individual volunteer projects. Sophia also serves as a forum to share information on volunteer and cooperative activities with local communities such as Chiyoda ward, where the university is located, and to exchange information with people and groups in search of volunteer support.

Please also check the Website, Loyola, Twitter and Mailing list (registered at Service Desk) for various information sent out.

*Website: <http://www.sophia.ac.jp/jpn/studentlife/svb/index.html> (Japanese)

*Twitter: <https://twitter.com/sophiavolante> (Tweeted in Japanese)



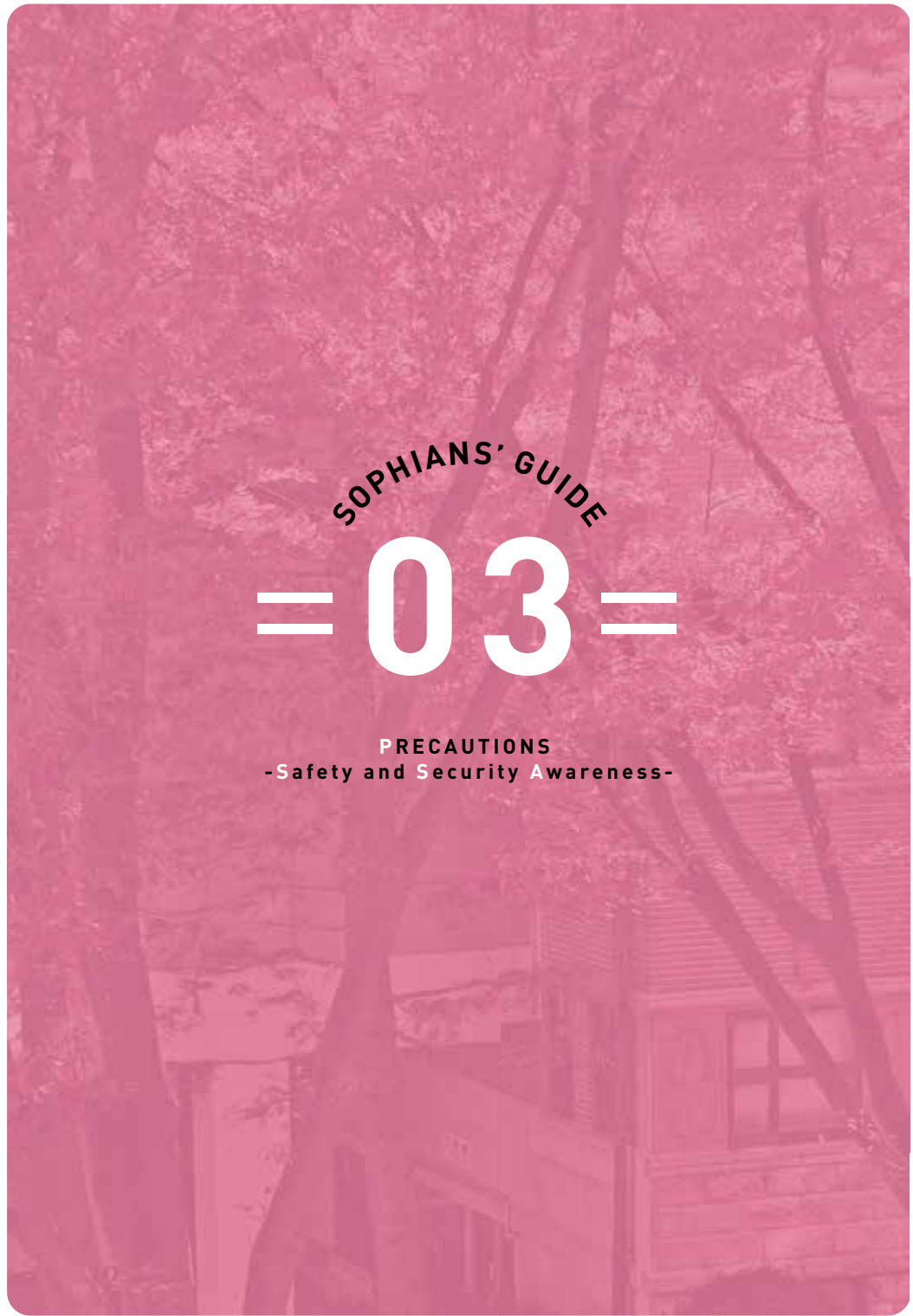
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SOPHIANS' GUIDE

= 03 =

PRECAUTIONS
-Safety and Security Awareness-





Campus Rules

Smoking

To prevent risks of passive smoking and outbreak of fire, smoking is prohibited except in designated areas on campus. (Total smoking ban on Mejiro Seibo Campus) In Chiyoda-ku, smoking is prohibited on all streets according to Living Environment Regulations.

Mobile phones

Please refrain from talking on mobile phones in classrooms, libraries and computer rooms to avoid causing inconveniences. Also it is prohibited to charge your mobile phones using on campus power outlet. Do not turn off the power of AV equipment in classrooms; it is strictly forbidden, it causes equipment trouble.

Commuting by vehicles is prohibited

Commuting by vehicles (cars, motorbikes, and bicycles) is prohibited at Sophia. It is also forbidden to drive your vehicle into the campus. On all the streets around the university parking of cars or bicycles is totally prohibited. Illegally parked vehicles block the traffic and cause inconveniences to the surrounding neighborhood.

Garbage sorting

There are four types of garbage containers on campus; combustible (paper), incombustible (plastics/bottles), PET bottles. Do not leave any garbage on campus; sort the garbage and help to protect the environment and keep the campus clean.

Posters and flyers

Posters, flyers and announcements over loudspeakers for giving information and advertising on campus are normally permitted only to extracurricular activities student bodies that have notified in advance. If you see any suspicious person or groups, apparently not any university members, engaged in the above activities, notify the Center for Student Affairs.

Paging / referral

University does not accept any requests by telephone for paging or leaving messages to students, unless in exceptional cases. For protection of personal information, we do not accept any inquiries for information on students' enrollment, address, telephone number etc. from outside university, unless in exceptional cases.

Protection of braille signage

You will find Braille blocks (campus streets etc.), Braille signage (elevators etc.) where necessary on campus. Help to protect the signs; do not place any obstacles on the Braille blocks or carelessly damage the Braille signs.



Crime Prevention

Beware of thefts

Reports on thefts in libraries and locker rooms on campus are increasing. To protect yourself against theft, make it a habit to be on your guard and prepared and always keep an eye on your personal belongings.

[Avoid becoming a victim]

1. Always keep your valuables with you.
2. Always keep an eye on your personal belongings. Do not leave them unattended even for a moment.
3. Avoid using simple combinations of numbers for your card PIN.
4. Make sure to lock the rooms. (Especially, the small meeting rooms for student clubs in Hoffmann Hall)

[Cases of thefts]

1. In the dining hall, a student took his purse out of his bag and left the bag on the chair to keep the seat; the bag was stolen while he was away.
2. In the classrooms or libraries, a student left bag and belongings on the desk unattended for two or three minutes; the purse was stolen from there.
3. In the reading area of library, a student dozed off; bag and belongings were gone.
4. In the locker room, a student left bag and belongings and went for exercises in the gym; cash was stolen from the purse.
5. In the classroom during student club activities, bag and belongings left in the corridor were stolen.
6. Students left the classroom or research room empty for a short while; purses were stolen.

[If you become a victim of theft]

Submit a "Theft Report" to the Center for Student Affairs or Office of Mejiro Seibo Campus. If cash or credit cards were stolen, immediately report to police and banks. The stolen items or part of them may be turned in as lost and found to the Office of Property (1F, Bldg. 2) or Office of Mejiro Seibo Campus.; please check. If you see suspicious persons on campus, notify the Main Gate Guard, Center for Student Affairs or Office and Gate Guard of Mejiro Seibo Campus.



Emergencies

□ If you are injured on campus

Health Center provides you with first-aid treatment or referral to hospitals. For more information, refer to p.19. The Disaster and Accident Insurance for Students may be applied; notify the Center for Student Affairs immediately.

Emergencies (injury, sudden illness)

[If injury/sudden illness occurs on campus]

[Procedure]

1 Call the Main Gate Guards (03-3238-3000)(NB1) or Health Center (03-3238-3394)

In emergency, call the ambulance immediately and then notify the Main Gate Guards.

(NB1: On Mejiro-Seibo Campus, the Gate Guards (03-3950-6139) or Office of Mejiro Seibo Campus (03-3950-6151))

2-1 If injury/sudden illness occurs during extracurricular activity, the group leader/supervisor should ride on the ambulance (or taxi) and accompany the ill/injured student. (※If a faculty or staff member is on the site he/she may accompany the patient)

2-2 The group leader/supervisor should notify the family or guardian of the ill/injured student about:

(1) the condition of the illness or injury (2) name and contact information of the hospital etc.

3 After the incident, the ill/injured person, if possible, (or the group leader/supervisor depending on the medical condition) is asked to visit the Center for Student Affairs to report the incident on form specified.

If you are not certain whether or not to call an ambulance

Tokyo Fire Department Emergency Advice Center (24-hour phone line)
#7119

You can get advice on first-aid treatment and information on hospitals.

If taking a taxi to the hospital

* Search a hospital available for treatment
Tokyo Metropolitan Medical Institution Information System known as "Himawari"
For Foreigners
03-5285-8181 (9:00-20:00)
On mobile: <http://www.himawari.metro.tokyo.jp/kt/>
On PC: <http://www.himawari.metro.tokyo.jp/>
※ They provide information only in Tokyo.

AED (Automatic external defibrillator)

[Role]

AED is a medical device that allows the heart to restore a normal rhythm by giving it an electric shock when the heart muscles spasm disrupting the heart's pumping function (ventricular fibrillation). Cases of lives saved by AED are reported at events such as citizen marathon etc. AED also uses voice prompts to tell you what to do and when, so anyone can use it following the instructions.

[Location]

AED is located at the following sites on Yotsuya campus, Mejiro Seibo campus:

Yotsuya campus: (1) Main Gate Guard (2) North Gate Guard (3) Disaster Prevention Center (Building 2, B1st Floor) (4) Disaster prevention center (Building 6, 1st Floor) (5) Gym control room on B1st Floor (6) Information desk, Library (7) Health Center (Hoffmann Hall, 2nd Floor) (8) Building Management Office of Sanadabori athletic field

Mejiro Seibo campus: (1) Gate Guard (2) Entrance hall in front of office center



Precautions

-Safety and Security Awareness

Here, we have listed several cases for precautions; also in many other situations, we hope that you will make good decisions based on sound judgment as students of Sophia University.

Use of alcohol

At events where drinking is involved, we have reports of cases where students are taken by ambulance to a hospital for acute alcohol poisoning resulting from binge drinking, too much alcohol in a short time. Symptoms of acute alcohol poisoning include nausea, difficulty of speaking and unconsciousness that may possibly end up in death. Alcohol has different effects on each individual, also depending on your condition; if people urge you to drink, be strong and say no when you do not want to. Take extra precautions at events like Freshman welcome party or club camp.

□ Underage drinking / Coercion

Underage drinking and urging underage to drink are both serious violation of the law, but overlooking such acts is also illegal. If a person urges another to drink, whether or not underage, this is harassment and should not be permitted. Sophia University will impose severe punishment on anyone involved in such action.

Use of drugs

Using drugs starts often by temptations downtown in entertainment districts or persuaded by friends. Never be tempted out of curiosity to take "just one sip" which may have irreversible consequences. Use of drugs carries high risks that may ruin your brain and mind by drug addiction, acute intoxication, physical and mental residual disability. The damage caused by drug abuse lasts almost permanently, and no treatment will cure. Recently newspapers frequently report cases in which users of "dangerous drugs" are taken away in an ambulance or found driving cars causing fatal accidents. Say no to temptation to protect your own life. Sophia University strongly demands that our students will not get involved in banned drugs and shall impose severe punishment on anyone involved in such illegal act.

Student loan / Credit Card

You may think you can easily borrow money from consumer loans or student loans, but borrow with caution because the interests may pile up your debt that may ruin your university life. Credit cards are extremely useful; you can purchase things even if you do not have any cash. But be aware that you are borrowing money; so when you use credit cards, carefully make a repayment plan.

Social Media (LINE, Instagram, Twitter, Facebook etc.)

With the progress of technology, Social Media has become a most convenient tool. On the other hand, failing to handle it properly may lead to unexpected results. Once posted on the web, texts or pictures cannot be deleted completely; the history will remain and may be used for unwanted purposes. Be sure about what you share on social media; think carefully how people would react to your post and always keep in mind that social media affects your future opportunities.

Do not be a victim

Using charged sites	To use a charged site, read the terms of service and check and understand the fee structure before using. When you receive an invoice, check whether you have obligation to pay.
Click fraud	On some websites, simply clicking on the link or pictures automatically registers you and you will be charged for using the site. If your IP address is registered, that does not mean your personal information such as name, contact numbers are released. If you receive an invoice from suspicious or unfamiliar sources, you should basically ignore it.
Phishing	Phishing is a type of deception to steal your identity and PIN by sending you email messages that appear to come from existing companies or banks. If you click on a fraudulent link in the message text, you are directed to a phishing site. Check by telephone or on official websites.
Troubles caused by disclosure of personal information	Disclosure of personal information can lead to unexpected trouble. Exercise caution to release your own information only when necessary. Extreme care should be taken on the Internet when disclosing information that may identify you such as your real name, age, and affiliation. Cases of intimidation and harassment have been reported.
Stalking victim	Do not release any information that may give hints to potential stalkers such as name of university, station you use, trip schedule and accommodation.

Do not become a perpetrator

VIOLATION OF THE RIGHTS OF OTHERS	Do not make any statement that would harm the reputation of someone else or disclose personal information of others. Always check before you disclose any information that it does not infringe on copyrights, portrait rights, or privacy of someone else. There have been cases that led to lawsuits.
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Unscrupulous part-time jobs

Increased numbers of cases are reported of unscrupulous part-time jobs that are considered as violation of Labor Standards Act. Students are required to work the same hours as full-time employees, posing problems for learning; students are not given any options for shift hours, making it difficult to attend classes or join extracurricular activities. If you have doubts about work environment or conditions, call free consultation service:

● Hotline for consultation of labor conditions: 0120-811-610

Deceptive business practices / Investment scam

Troubles are increasing of young people who get involved in deceptive trade practices. Recently new types of deceptive business practices are increasing with devious techniques. Do not make yourself an easy prey. The following are some typical cases:

“Catch sales”

A con artist “catches” you on the streets or in places like large bookstores, starts friendly talks and makes you buy memberships of movies etc. (e.g.: esthetic salons, cinemas, travel clubs, cosmetics etc.)

Fortune-telling fraud

On the street a fraud fortune-teller “tells your fortune”, makes you feel anxious that “evil spirit threatens you, keeping spirits of your ancestors restless, and a family member will be taken ill” and deceives you into buying overpriced products to remove the threat. (e.g.: China pot, a set of seal etc.)

Appointment sales / Telemarketing

Con artists call you on telephone, sends you a postcard, saying “you’ve won a big prize; come and pick it up”, “you are eligible for a reward; come and register”; when you come as told to, they make you sign up to buy English conversation text materials (e.g.: learning materials, certification courses, jewelry, membership etc.)

Multi-level marketing / Investment scam

Expectation of “easy money” is heightened by “introducing a friend to become a member” and “you will receive referral fees that would exceed your membership fees”; however, actually, the membership fee you will have to pay to purchase the products is much higher than the referral fee, and what is more, this whole thing harms your friendship. (e.g.: water purifier, bed linens, detergent, health food, cosmetics, FX, virtual currency etc.)

Self development seminars

Seminars to “succeed in life” and “to improve yourself”; you will be charged overpriced fees for participation and learning materials for success motivation. When you complete the seminar, you will be forced to solicit new participants.

How to prevent getting into troubles

- Do not respond to any invitation/soliciting from strangers or reply to questionnaires on the street.
- Do not give your name, telephone number, PC or mobile mail addresses unless when necessary.
- Just say No, when you do not want the product or service.
- Do not answer in ambiguous tone that may give a chance for the solicitors to have their way.
- Do not sign or stamp your seal unless it is necessary.
- Do not sign a contract on the spot; take time to think and talk it over with your family or friends.
- Before you sign any contract, have the contents explained until you fully understand.

Cooling-off system

Cooling-off system allows you to cancel a contract which you signed inadvertently taken in by smooth-talking of a salesman. You can cancel the contract by sending a contract cancellation notification to the other party through contents-certified mail or certified mail with return receipt (take copies of the record), within 8 days for contracts made by door-to-door sales (including “catch sales”, appointment sales) or telemarketing, within 20 days for multi-level marketing, both counting from the day of signing (must be sent postmarked by the deadline dates respectively).

Where to contact for claims on damages caused by deceptive business practices or on product accidents

- * Tokyo Metropolitan Comprehensive Consumer Center (Iidabashi) Tel. 03-3235-1155
- * Chiyoda City Consumer Affairs Center Tel. 03-5211-4314
- * National Consumer Affairs Center of Japan
Consumer advice Tel. 03-3446-0999
Official website of National Consumer Affairs Center of Japan
http://www.kokusen.go.jp/ncac_index_e.html

Solicitation by cult groups

Problems arising from cult groups are becoming major social issues; many similar cases have been reported on Sophia campus. Once you join a group, you will be brainwashed and forced to participate in activities, charged with enormous amount of donation; be cautious and do not let such groups ruin your student life. Sophia University prohibits all kinds of soliciting activities on campus. If you encounter or witness any soliciting, immediately inform the Main Gate Guards (03-3238-3000) or the Center for Student Affairs (03-3238-3525). Also, recently, cases of solicitation on Internet (SNS etc.) have been reported; be extra cautious.

□ Various methods of soliciting

Soliciting by fake sports or volunteer student circles	Keeping their religious elements hidden, the cult groups approach you as sports or volunteer student circles. When they start talking about religion, stay away from them.
Soliciting by fake seminars on peace or self development	Legitimate religious groups do not pretend to be something else under false names. These fake seminars pretend to discuss serious issues and try to brainwash you showing videos as study material. A hint to detect fake seminars is the duration; if they make you attend a seminar that goes on for hours, it is a sign to be on your alert.
Soliciting on the street	The solicitors ask you to "answer questionnaires" or to let them "practice fortune-telling" and then at the end make you buy overpriced products or join their group.
Other solicitation	<ol style="list-style-type: none"> Solicitors approach you asking questions such as "where is the student dining hall?" and other casual friendly questions to find out your personal information and then invite you to come to their "meetings". You will be asked to "join a seminar" on various themes and to write down your personal information (name, telephone number etc.) on questionnaires. You will be asked by fake sports (tennis etc.) groups to "join a sports event that is coming up soon" and to give your personal information (name, telephone number etc.) You will be asked to "help on a day job for a student" and to give your personal information (name, telephone number etc.) You will be invited to "come to a gathering of singing where you can make friends with many students" and asked to give your personal information (name, telephone number etc.) You will read messages on Internet (SNS etc.) of people who "have joined an exciting student circle" and if you become interested and react, you will be asked to join in the meeting of the group.

□ Characteristics of cult groups

- They hide their religious content, solicit by dishonest means like threatening.
- Cult leader and organization command absolute obedience and criticize the world outside their group to extremes.
- They deny the past lives of the believers and try to sever all ties with family and friends.
- They live according to extremely strict rules and individuality of believers is not respected.
- They control or even deny any information coming from the outside.
- They despise orthodox religion.

□ If you feel there is something strange

- Never give any personal information (name, telephone number, address, mail address, SNS account)
- Just say No. The solicitor may seem to be a very attractive, gentle and caring person; he/she is a convinced believer and invites you with good intentions. Still, you must say No.
- You should talk with someone about the whole thing. If the solicitor tells you "not to talk with friends or family", it is very probable that the group is a cult organization trying to sever your ties with society; never listen to them.
- If you are not certain whether the group is a cult or not but you have second thoughts, do not hesitate to talk with the staff of Center for Student Affairs.
- Also, if it is your friend who is acting strangely and you suspect a cult group is involved, do not hesitate to talk with the staff of Center for Student Affairs.

□ Solicitations from radical political groups (sects) outside university

Beware of solicitors who ask you to take part in radical political activities or join political groups (sects) engaged in illegal activities. If you accidentally give your contact address, they will keep sending political flyers and call you insistently to participate in their meetings. If you encounter or witness such solicitation on campus, immediately notify the Center for Student Affairs.

Harassment

Sophia University is committed to provide a fair and safe learning environment for students and will therefore not tolerate any kind of harassments, be it sexual, academic or power harassment.

If you become a victim

- You should seek advice at an early stage before things become serious.
- If possible, you should tell the harasser that the conduct is unwelcome. If it is difficult to say it directly, seek advice from a person you can rely on; you should not be facing it alone and suffering.
- Do not blame yourself for not having said "No" in the first place. Harassment occurs because it involves situations where saying No is most difficult.
- You are advised to keep a record of what happened and the time and place it occurred; the record will serve as objective information for solving cases of harassment. Keeping a record is strongly advised if there is repeated conduct of harassment.
- If you feel you are physically endangered, take immediate action. Contact the police without delay.

Avoid becoming a perpetrator

Always be aware of how much you can communicate with others and try to build a relationship of trust in which everyone can tell honestly what they are feeling. If it is difficult to maintain good communication, the reason may be that there is a power relationship which does not allow you to say "No". If you are a leader in the research lab or club activities, you should always keep this in mind.

Where to seek advice

You can seek advice for any type of harassment on telephone or on official website. For more information, please ask to center for student Affairs, or refer to official website of Sophia University and Harassment Prevention Brochure. Website for harassments: <https://www.sophia.ac.jp/eng/aboutsophia/harassment/index.html>

Stalking

Stalking seriously infringes on the rights of the victim and ruins the student life of the victim as well as the harasser.

If you are experiencing stalking, take protective measures before it escalates and serious harm is done. Without your realizing it, you may become a perpetrator; read the following and think back about your own behavior:

If you are experiencing stalking

- Talk with your family, friends, or the staff at Center for Student Affairs. If you feel you are in physical danger, immediately call the police.
- As evidence material for consulting the police or lawyer, you should keep a record of the e-mails or photos. Keeping a diary would also help.
- If you are living alone, take all possible security precautions. When you return from outside, you should look around for any suspicious persons before opening the door.

Avoid becoming a perpetrator

It is quite possible that your behavior could be misunderstood as stalking when you repeatedly send e-mails, make calls, or wait outside the classroom or school gate because you cannot get in touch with a specific person. Similar to various types of harassments, what matters most in stalking is what the other person feels. Give consideration to the feelings of the other person and if you feel that your behavior is causing repulsion and fear, stop immediately. On the other hand, there are increasing numbers of students who are suffering because they "want to quit but cannot stop stalking". If you have problems in romantic or close friendship, do not face it alone; do not hesitate to talk with the staff of Center for Student Affairs or the Counseling Center.

Characteristics of stalking

The following behaviors are characteristic of stalking: any behavior resembling those may be misunderstood as stalking.

- hang around, wait at or come uninvited to your home, school or work place
- anonymous/constant phone calls, facsimiles, e-mails
- tell that you are watching
- obscene behavior causing embarrassment or shame
- demand to meet privately or to date
- offensive, degrading remarks / verbal abuse
- send things covered with filth

Precautions for overseas travel

- Exercise caution against accidents, illnesses, injuries, and thefts while traveling overseas.
1. Before you travel abroad, leave your travel itinerary, overseas accommodation and contact information with your family / guarantor.
 2. Be aware that acts of terrorism can happen in any countries or territories. Avoid places where large crowds gather and places that are likely to be targets of terrorist attacks. Be prepared to leave the area when you sense danger.
 3. Check the Travel Advisory and Warning posted on the Ministry of Foreign Affairs Overseas Travel Safety Information and avoid traveling to countries and regions of political instability where security is poor. (University programs are operated in areas at Travel Advisory and Warning Level 1 or below only)
 4. Exercise caution and avoid getting involved in money troubles or losing passports. Find out before traveling what measures to take in case accidents occur (e.g., have passports reissued, credit cards canceled). Always keep an eye on your luggage, never leave it unattended.
 5. When you purchase overseas travel insurance, be sure to look into the coverage and services. (Some credit card travel insurance may not have enough coverage to compensate your losses in full)
 6. Understand and respect the customs of the country or region and act accordingly.
 7. Exercise caution and protect yourself from infectious diseases.
 8. If you choose to participate in a group tour, check the organizer before committing to take part in the tour.
 9. If you are traveling overseas for less than three months, for your own safety, register at the Ministry of Foreign Affairs "Tabi-regi", overseas travel registration.
 10. If your extracurricular activities group is traveling overseas, first notify the Center for Student Affairs at least a month before departure. The Center for Global Education and Discovery will then notify you to purchase the university-designated insurance and register for crisis management service, both of which are required for the trip. Lastly, you must attend the Crisis Management orientation held by the Center for Global Education and Discovery prior to departure.

Center for Global Education and Discovery (Building 2, 1st Floor) 03-3238-3521

Ministry of Foreign Affairs, Overseas Security Travel Safety Information

<http://www.anzen.mofa.go.jp/>

Ministry of Foreign Affairs, "Tabi-regi" <https://www.ezairyu.mofa.go.jp>

FORTH <http://www.forth.go.jp/index.html>



International Student Identity Card (ISIC card)

ISIC card is internationally valid in over 100 countries of the world and you can get discount for fees of museum, art gallery, cinema, concert etc.

For more information, please contact:

Kinokuniya Sophia Square B1F, Bldg. 2, Sophia University Tel. 03-3238-3092

ISIC International Student Identity Card <https://www.isicjapan.jp/home-en/>



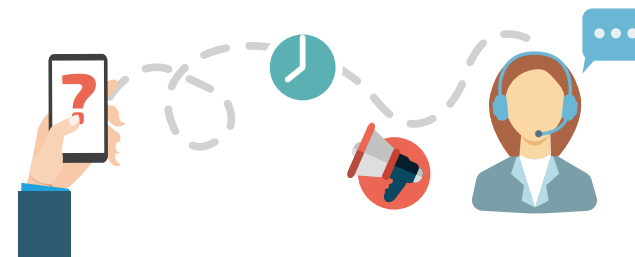
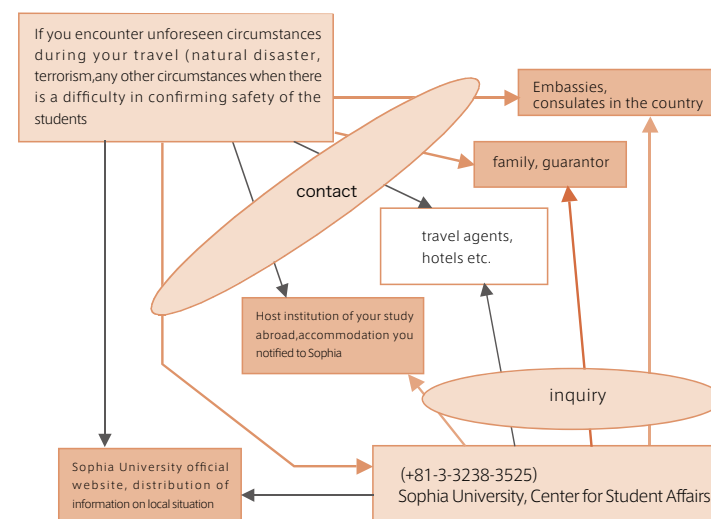
Confirming students' safety in event of overseas emergencies, disasters, terrorism

When you are traveling overseas, it is your responsibility to check and familiarize yourself with the safety status of the countries and take necessary precautions. Even with a good preparation it may be possible that you encounter unforeseen circumstances including natural disaster and terrorism. If you are met with such situations, Sophia University advises students to take the following measures to ensure their safety. All students should take all available steps to notify family, friends or public agencies (embassy or consulate of your home country) as soon as possible, directly or indirectly, to inform them of your whereabouts and situation. It's strongly recommended that you carry with you the phone number of several backup contacts as you may not be able to reach some during emergency situations.

Also, do not forget to check the official website of Sophia. We will post important information related to the situation.

The most important thing to do is to notify family and trusted friends around you about your whereabouts.

Take preventive measures where possible, and notify others at all time, about the situation when you require help or assistance.





Disaster Prevention

Guidelines for Action in case of an Earthquake

□ Please follow the guidelines below:

- First concern should be given to personal safety. Take cover under a desk or table until the tremors subside. Look out for things that might fall or topple over. Do not rush outside.
- If you are using any device that has an open flame, extinguish the device immediately. If a fire starts, first inform the people around you in a loud voice and check to be certain that you have an escape route. If you are not in danger, use the fire extinguisher nearby to extinguish the fire; please also press the fire alarm button.
- Stay calm and survey the situation. Aftershocks may set off secondary fires and other damage may appear in response to aftershocks. Make certain that the place where you are is safe, before you decide whether to stay there or move to another location.
- Cooperate with students and others who are nearby. If you or others near you are injured, do what you can to work together to take care of each other. Use the emergency telephone numbers below to request assistance.
- Please follow directions provided in university announcements. Those directions will be provided in several ways: first, through the public address system, and secondly in person from university staff members.
- If you need to evacuate, please move to the assembly areas designated by the university. Whether or not you go home should be decided carefully based on the availability of transportation etc.
- If you are willing and able, please volunteer assistance to those who need it.



Prevention of fire

Heed the following and avoid causing fire at any cost.

- Do not smoke at other than designated areas.
- Keep things organized and do not leave combustible materials around.
- Do not handle hazardous materials or open flame without permission.
- When using open flame, do not leave it unattended even for a short time.
- Exercise extra caution to keep chemicals safe and secure in laboratories.
- Do not use electric or gas appliances if you detect any failure.
- Do not put too many plugs in one outlet.
- When leaving the room, check and make sure there is no danger of fire.
- Make sure you know where to find and how to use fire extinguishers and fire hydrants. Do not leave things around them.

Safe fire evacuation

- Do not try to extinguish fire if the flames reach the ceiling; evacuate immediately.
- When evacuating, as you leave close all windows and doors to shut off smoke and air.
- If evacuating in smoke, crawl or keep low, cover your mouth and nose with wet towels or handkerchiefs to avoid inhaling smoke.
- Do not use elevators.
- Never re-enter the building once you are outside.
- It is best to know several different evacuation routes available.

Emergency Phone Numbers:

Guard station at the main gate 03-3238-3000 (24h)

Disaster Prevention Center 03-3238-3119 (24h)

Center for Student Affairs 03-3238-3525

Health Center 03-3238-3394

Guard station of Mejiro Seibo Campus 03-3950-6139



SOPHIANS' GUIDE

= 04 =

PROCEDURES FOR INTERNATIONAL STUDENTS



Status of Residence

Resident card

Obtaining a Resident Card

A Resident Card is issued to medium to long-term residents in Japan, in connection with permissions of landing, change of status of residence, and extension of period of stay. New students arriving in Japan for the first time will have landing permission stamp on their passports and obtain a Resident Card at Narita International Airport, Haneda Airport, Chubu International Airport or Kansai International Airport. If arriving at other ports of entry, the landing permission stamp will be placed and "Resident Card to be issued" will be noted. The Resident Card will be sent from the Regional Immigration Bureau to the residence address where you register at municipal offices.

Residence registration

Upon enrollment at the the university, submit a copy of your Residence Record issued by the municipal or ward office. If there is a change of residence status or period of stay, please bring your updated Resident Card to the Center for Academic Affairs (Academic Records Section).

In case of a change of address

If there is a change of current address, notify the ward or municipal office of the previous address before moving out and obtain a Moving-out Notice. Submit the Moving-out Notice and bring your Resident Card to the ward or municipal office of your new residence within 14 days from the day of moving in, and complete the necessary resident registration; Also, notify the post office of change of address. When you have completed all procedures, change your registered address on Loyola on "changes of student address" menu and then receive a new Enrollment Sticker at the Center for Academic Affairs (Academic Records Section) (Enrollment Sticker will not be issued to research, auditing or non-matriculated students.)

In case of changes in the Resident Card Information

If there are any changes in nationality, name etc., you must notify the Regional Immigration Bureau within 14 days. Bring your passport, photo and Resident Card with you. For more information, please check the official website of Immigration Bureau.

www.immi-moj.go.jp/english/tetuduki/index.html

If there are any changes in nationality, name etc., submit a notice of change of name and a copy of Residence Record to the Center for Academic Affairs (Academic Records Section).



Extension of period of stay

You must apply for extension of period of stay before it expires. If you have a visa which is valid for six months or more, you may start the application for extension at the Immigration Bureau three months prior to the date of expiry. You must complete the application no later than 14 days before to date of expiry. The number of days required for the extension is two weeks to one month, unless there is a problem. However, it may take longer in busy months of March or April. When the extension of period of stay is permitted, a new Resident Card will be issued.

Ministry of Justice: Application for Extension of Period of Stay (※ online application is not available)
www.immi-moj.go.jp/english/tetuduki/kanri/shyorui/03.html



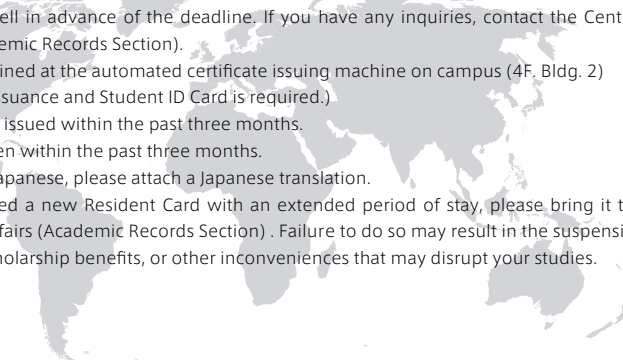
Papers required for extension of period of stay under the College Student residence status.

- ① Application for Extension of Period of Stay (use form for "College Student")
www.immi-moj.go.jp/english/tetuduki/kanri/shyorui/03-format.html
- ② Photo (paste on application form)
- ③ Passport
- ④ Resident Card
- ⑤ Student ID Card
- ⑥ Certificate of Enrollment
- ⑦ Transcript (not applicable to Research Students)
- ⑧ In case of a Research Student, Certificate of Enrollment and copy of Result of Course Registration
- ⑨ Handling fee 4,000 yen
- ⑩ Other papers (as required by Immigration Bureau; proof for financial support maybe required)



(Note)

- ★First complete the application for extension of period of stay "For applicant, part 1-3". The above document ① "For organization, part 1-2" must be completed by the Academic Records Section. The issuing fee is 200 yen and processing will take three working days. Submit your applications to the Immigration Bureau well in advance of the deadline. If you have any inquiries, contact the Center for Academic Affairs (Academic Records Section).
- ★Above ⑥⑦ can be obtained at the automated certificate issuing machine on campus (4F. Bldg. 2) (Fees are charged for issuance and Student ID Card is required.)
- ★All documents must be issued within the past three months.
- ★The photo must be taken within the past three months.
- ★For documents not in Japanese, please attach a Japanese translation.
- ★When you have received a new Resident Card with an extended period of stay, please bring it to the Center for Academic Affairs (Academic Records Section) . Failure to do so may result in the suspension of your Loyola ID card, scholarship benefits, or other inconveniences that may disrupt your studies.



Change of status of residence



If you are admitted to Sophia University as degree students, non-degree students, exchange students or research students, you are qualified to apply for the status of residence "College Student" at the Immigration Bureau. If you have the status of "Temporary Visitor" or "Designated Activities", you must change the status to "College Student". Strict criteria are set for the "College Students" (non-degree, exchange and research students); they must register for 10 hours or more of courses per week, one hour being 60 minutes. Please pay special attention to the total registration hours. For information on the application procedures and documents required, please refer to section for extension of period of stay.

Application form for change of status of residence (use form for "College Student")
www.immi-moj.go.jp/english/tetuduki/kanri/shyorui/02.html

Re-entry permit

Temporarily leaving Japan

If you leave Japan temporarily but will re-enter within a year (if the period of stay expires in less than a year after temporary exit, then re-enter before the expiry date), normally you do not need a re-entry permit. Please be sure to present your Resident Card at departure.

In case of leave of absence or withdraw from university

If you have a "College Student" status of residence and take a leave of absence or withdraw from the university, your status of residence will become invalid.

Office for the status of residence

Title Tokyo Regional Immigration Bureau
Address 5-5-30, Kounan, Minato-ku, Tokyo, 108-0075
Tel TEL.03-5796-7111
Open 9:00-12:00, 13:00-16:00 (Monday-Friday)
Services permission for extension of period of stay, change of status of residence, permission to engage in activity other than that permitted under the status of residence previously granted, change of information on Resident Card, re-issue of Resident Card, Information etc.
Access A. From JR Shinagawa station, Konan exit (East exit) take the "Shinagawa Futo Junkan" bus and get off at "Tokyo Nyukoku Kanrikyoku Mae".
B. 15 minutes walk from "Tennouzu Isle" station on the Tokyo Monorail/Tokyo Rinkai Kosoku Line. Please refrain from coming in cars.
<http://www.immi-moj.go.jp/english/soshiki/index.html>

Other link Tokyo Immigration Information Center
<http://www.immi-moj.go.jp/info/index.html>

SOPHIANS' GUIDE



Part-time Jobs

Part-time jobs

If you are holding a "College Student" status of residence and wish to engage in a part-time job, you must obtain, in advance, permission to engage in activity other than that permitted under the status of residence previously granted. "College Student" status students may be permitted to engage in jobs up to 28 hours per week (8 hours a day during a long vacation), excluding jobs which may affect the public morals.

To obtain the permission, the following documents must be submitted to the immigration office;

- ① Application form provided at the Immigration Bureau
www.immi-moj.go.jp/english/tetuduki/kanri/shyorui/09.html
- ② Passport
- ③ Resident Card
- ④ Student ID Card



When the permission is granted, you will receive a notice from the Immigration Bureau by post. Please go to the immigration office for the procedure before the designated date.

SOPHIANS' GUIDE



Medical Cost Subsidy for International Students

Medical cost subsidy for international students

National Health Insurance

International students staying in Japan for three months or more are required to affiliate with the Japanese National Health Insurance. The local ward office of your residence region will handle the procedures. The insurance fees are different depending on the ward or city; you may request to have a reduction if your income is below a certain amount. For more information, please inquire directly at ward/city offices. Those insured by the National Health Insurance system have only to bear 30% of the medical expenses for any treatment at clinics or hospitals (Expenses for medical treatment not covered by the insurance must be paid in full).

Tokyo Medical Institution Information Service • Tokyo Metropolitan Government Pharmacy Information System

* Medical institution information (in Japanese, English, Chinese, Korean)
<http://www.himawari.metro.tokyo.jp/qq13/qqport/tomintop/>
Tel. 03-5285-8181 (9:00 - 20:00)

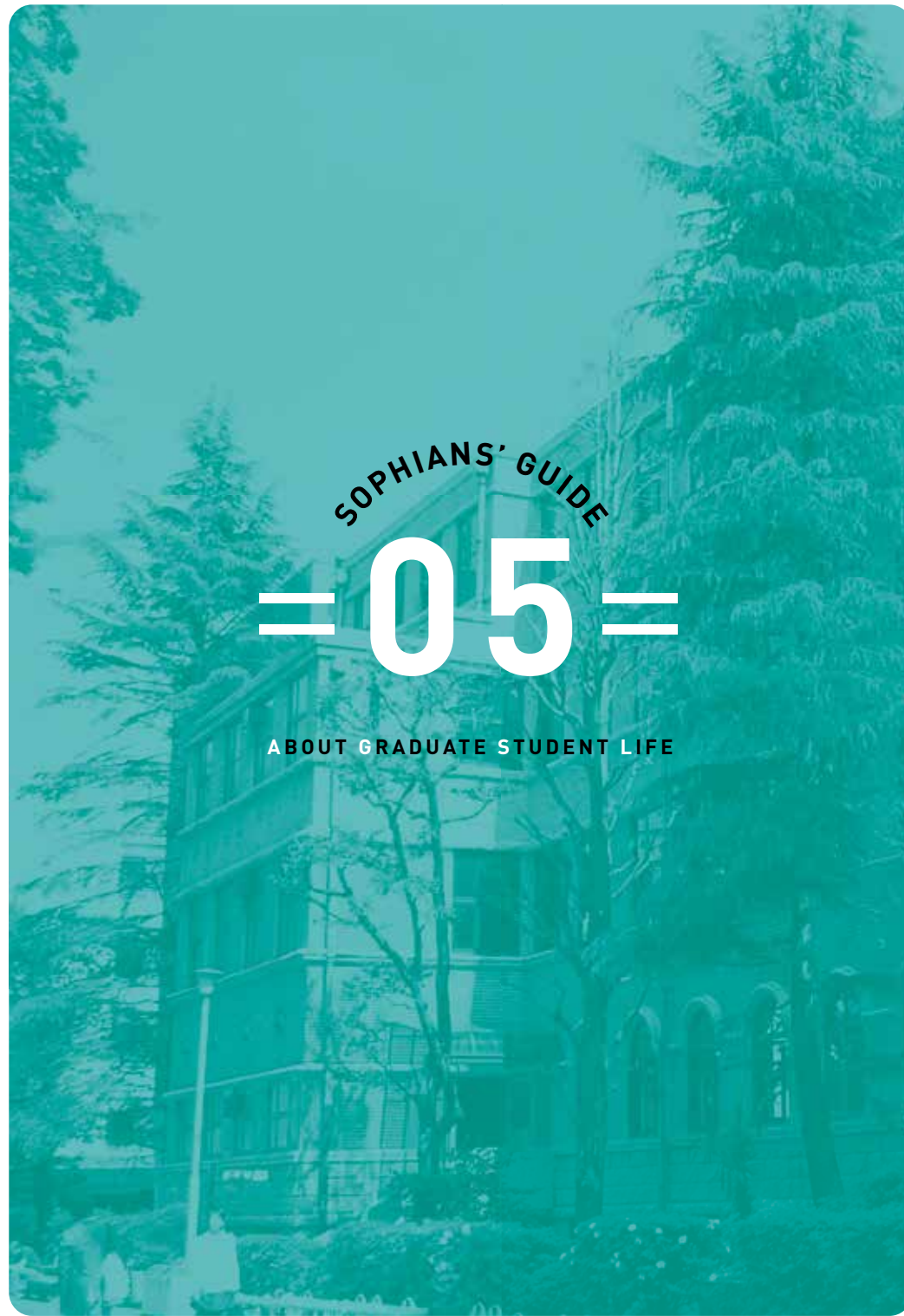




SOPHIANS' GUIDE

= 05 =

ABOUT GRADUATE STUDENT LIFE





About Graduate Student Life

Financial support (Scholarships)

The university offers financial support to students in need, as well as grants for students with academic excellence. Please see the university's website for details on the programs.

⇒ Home > Campus life > Scholarship information

All application requirements and procedures will be posted on the Loyola bulletin board (Scholarships). If you wish to apply, be sure to submit your completed application by the specified deadline. Please contact the Center for Student Affairs (03-3238-3523) for any questions and inquiries. Scholarship Information handbook is also available at the center.

Research activity support / Research grant

The government, government-affiliated firms, and private organizations offer various research incentive and grant systems for graduate students to fund their research study. If you would like to apply for one of their programs, please contact the Center for Research Promotion and Support (03-3238-3173).

- [Research Support Programs for Graduate School Students](#)

Sophia University has a number of programs and initiatives to support our graduate school students. For details on the latest program offerings, grant support amount, application procedure, etc., please check the bulletin board of the educational support system "Loyola" at the Center for Research Promotion and Support.

- [JSPS Research Fellowship for Young Scientists](#)

Awarded to excellent young researchers, these fellowships offer the fellows an opportunity to focus on a freely chosen research topic based on their own innovative ideas. Ultimately, the program works to foster and secure excellent researchers.

For details, please check the JSPS website (<https://www.jsp.go.jp/english/index.html>). Please check the schedule of the on campus JSPS seminar and candidate screening on the bulletin board of the educational support system "Loyola" at the Center for Research Promotion and Support.

- [Other research grants](#)

To apply for research grants offered by foundations, private companies, and some public institutions, please refer to "News on Research Activities" on the University's official website.



Fixtures and fitting management

- [Furniture and fixtures \(tables, chairs, etc.\)](#)

If you need to repair or replace any furniture and fixtures provided by the institute, such as desks and chairs, please contact the Office of Property (03-3238-3112).

- [Information equipment and network environment](#)

Please contact the ICT Office (03-3238-3101) for information on campus software operations and for troubleshooting network failures.

- [About handling goods purchased using university-funded money](#)

Items purchased with money provided by the university (including research expenses) belong to the institute. Applicable goods will be marked with an asset management label. When using and managing these items, please be careful to prevent loss or damage.

Safety and Crisis Management during Overseas Research Activities

①Check Safety Information and Plan Your Travel

- Check the Travel Advisories

It is essential to check safety status of your destination prior to your travel. Before planning your overseas research travel and educational activities such as participation in an internship, visit the website of Ministry of Foreign Affairs (MOFA) for overseas travel information (<https://www.anzen.mofa.go.jp/>) and Ministry of Health, Labor and Welfare (<https://www.forth.go.jp/index.html>). You will find updated information about travel safety and other issues related to overseas travel.



*Sophia use the MOFA guideline as a criterion for deciding to conduct university programs, and only conducts the programs in areas with warning level below level 1 (Exercise caution). The University do not recommend students to travel to the areas designated as above level 2 (Avoid non-essential travels).

As a member of the Sophia community, please keep this in mind, and refer to the websites for planning a travel.

Safety situation in other countries and the travel information may change without notice; therefore, please do not forget to check for updates even after you have made your travel plan.

- Consult with your Graduate Program Supervisor in Advance

Please consult with your graduate program director and your supervisor when planning a research trip overseas and make an alternative plan if your plan includes areas with level 2 or above.

For travel during your leave of absence, please write your destinations on the request for leave of absence, and also consult with your graduate program director/supervisor. (For questions on submission of a request for leave of absence, contact the Academic Records Section, Center for Academic Affairs).

②Preparations before Travel

- Register with the Ministry of Foreign Affairs

For a Japanese citizen staying overseas for over 3 months, registration at a local Japanese embassy/consulate is mandatory. Submit the form online as soon as you arrive on site. (<https://www.ezairyu.mofa.go.jp/RRnet>)

*International students are advised to check the websites of the travel advisory/alerts issued by your county for safety information, and complete the necessary procedures required by your country for traveling/staying abroad.



For short-term overseas travel of less than three months in length for research such as attending a conference or conducting a fieldwork, etc. register your travel information via the website of the Ministry of Foreign Affairs (MOFA), "Tabi-Reji" (Overseas Travel Registration website) and receive useful safety information of the travel destination.

- Purchase Travel Insurance (University-designated Overseas Travel Support Program)

For overseas travel, students are required to purchase International travel insurance before departure.

Sophia University requires all students traveling abroad by submitting request for study abroad or leave of absence to purchase a university-designated Overseas Travel Support Program (Sophia overseas travel insurance and crisis management service) available at discount price.

In addition, students participating in the short-term overseas travel for educational and research activities (e.g., participation in academic conferences, fieldwork and research approved by your graduate program) are also required to purchase the university-designated insurance and crisis management service.

Please contact the Center for Global Education and Discovery (Building 2, 1st floor) one month before your travel for details.

Please note that medical treatments and rescue fees abroad are costly, and students are strongly recommended to take up an insurance with sufficient coverage for your personal travel also.

③During your travel

In regions with poor telecommunication access such as rural towns and mountainous districts, it is important to secure reliable communication means, such as roaming mobile phones. Telecommunication may be restricted in some regions, so please check the available communication methods at your destination before leaving. In addition, there are risks of unexpected terrorism or accidents as well as outbreak of infectious diseases in this rapidly changing world. Make sure you attend the Crisis Management orientation for overseas travel held on campus during the semester and acquire necessary knowledge to formulate action plans and safety management plans keeping in mind that your safety is the highest priority.

Employment and career

① Career Center

Career Center provides support for students in their exploration of career options and in the job hunting process. If you wish to consult an advisor for any career-related questions, please contact Career Center, Building 2, 1st Floor.

② Career opportunities for Master's course graduates

The process of securing employment at private companies for master's students is not much different from that of undergraduate students. Please make use of the information provided by the Career Center in addition to the comprehensive employment guidance seminars that are available to students in their freshmen year and beyond. Individual consultations are also available, please feel free to visit us.

*See the Loyola "Employment and Career Support" menu for details.



SOPHIANS' GUIDE

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WHERE SHOULD I SEEK HELP?

SOPHIANS' GUIDE / Where Should I Seek Help?

Studies / Career

Question	Office	Location	Page
I wish to take leave of absence or withdraw from university.	Center for Academic Affairs(Academic Records Section)	Building 2, 1st Floor	p.26
I wish to transfer to other academic departments.	Center for Academic Affairs (Academic Records Section)	Building 2, 1st Floor	p.27
I wish to take a teacher training or curator certification course.	Center for Teaching and Curator Credentials	Building 2, 2nd Floor	—
I wish to study abroad. I wish to learn about travel insurance and safety management measures while abroad.	Center for Global Education and Discovery	Building 2, 1st Floor	p.30
I wish to pursue graduate studies at Sophia University.	Admissions Office	Building 2, 1st Floor	—
I wish to buy a student commuter pass to go to training sessions.	Center for Student Affairs Students of the Nursing Department are advised to go to the Office of Mejiro Seibo Campus (Building 1, 1st Floor)	Building 2, 1st Floor	—
I want to know about internship programs, job search activities and career programs that freshmen can also participate in.	Career Center	Building 2, 1st Floor	p.32
I want to use campus computers / email / WiFi / Moodle, etc.	ICT Office	Building 2, 3rd Floor	—
I wish to use accommodation facilities such as Hadano Seminar House, Kawaguchiko House, Lodges (Yatsugatake・Hodaigi) for study tours.	Sophia Campus Support Co., Ltd.	Building 13, 2nd Floor	p.17
I wish to seek advice for my studies.	Center for Academic Affairs, Center for Student Affairs, or Department faculty member	Building 2, 1st Floor	—

Student Life

Question	Office	Location	Page
I want to register or change address, guarantor, and other personal information	Center for Academic Affairs (Academic Records Section)	Building 2, 1st Floor	p.27
I would like to receive my certificate of attendance, my transcript, and various other certificates.	Automated certificate issuing machine	Building 2, 4th Floor Office of Mejiro Seibo Campus (Building 1, 1st Floor)	p.23
I want to know about tuition fee bills and payment deadlines.	Center for Academic Affairs (Tuition and Fees)	Building 2, 1st Floor	p.25
I want to know about scholarships	Center for Student Affairs	Building 2, 1st Floor	p.32
There is a sudden change in my financial circumstances.	Center for Student Affairs	Building 2, 1st Floor	p.32
I want to receive advice on medical checkups and health care.	Health Center	Hoffmann Hall, 2nd Floor	p.19
I was injured on campus (in class, at extracurricular activities).	Center for Student Affairs Health Center Students of the Nursing Department are advised to go to the Office of Mejiro Seibo Campus (Building 1, 1st Floor)	Building 2, 1st Floor Hoffmann Hall, 2nd Floor	p.19
I want to talk with someone about my problems.	Counseling Center	Building 10, 3rd Floor	p.20
I want to have a referral to hospitals or clinics.	Health Center	Hoffmann Hall, 2nd Floor	p.19
I want to call an ambulance to campus.	Guard Station at Main Gate (Office of Property) Health Center Center for Student Affairs	Main Gate Building 2, 1st Floor Hoffmann Hall, 2nd Floor	p.40
I want to make photocopies or send faxes on campus.	—	Central Library, Building 2, Hoffmann Hall etc...	p.16
I want to receive advice on dormitory housing.	Center for Student Affairs ※ Sophia University website > Campus Life > Housing Information	Building 2, 1st Floor	p.16
I want to receive advice on apartments and condominium.	Sophia Campus Support Co., Ltd.	Building 13, 2nd Floor	p.17
I want to take a part-time job.	Center for Student Affairs	Building 2, 1st Floor	p.12

Question	Office	Location	Page
I wish to use the nursery.	Center for Student Affairs	Building 2, 1st Floor	p.12
I want to learn about the Catholic Church, or participate in the Catholic Mass.	Catholic Jesuit Center	Building 2, 1st Floor	—
I want to use the illustration of Sophian-kun.	Center for Student Affairs	Building 2, 1st Floor	p.12
I have lost an item or picked up someone's misplaced belonging.	Office of Property, Office of Mejiro Seibo Campus (Open 9:00-17:00 on weekdays. Inquiries by phone are not accepted. Please bring your ID to claim lost items. Please also note that items kept for one month will be disposed of. If you have lost or found anything, please bring it to the Office of Property or the Guard Station at Main Gate)	Building 2, 1st Floor Guard Station at Main Gate	—
My belongings were stolen.	Center for Student Affairs Office of Mejiro Seibo Campus (Building 1, 1st Floor)	Building 2, 1st Floor	p.39

Extracurricular Activities

Question	Office	Location	Page
I want to know about campus student clubs and the ways to join.	Center for Student Affairs ※ Sophia University website > Campus Life > Student Support > Extracurricular Activities	Building 2, 1st Floor	p.34
I want to know student club activity rules and campus facilities available to student clubs.	Center for Student Affairs ※ Sophia University website > Campus Life > Student Support > Extracurricular Activities	Building 2, 1st Floor	p.12
I want to know about volunteer activities and the ways to participate.	Center for Student Affairs	Building 2, 1st Floor	p.34
I wish to go on a group tour. (A group of eight or more students led by a faculty member or staff are eligible for the railway student group discount (50% off the basic fare ticket).)	Center for Student Affairs Students of the Nursing Department are advised to go to the Office of Mejiro Seibo Campus (Building 1, 1st Floor)	Building 2, 1st Floor	p.24
I want to enter the museum at a discounted rate.	Office for Community & Alumni Relations For National Museum of Art, Tokyo National Museum, National Museum of Nature and Science, Ancient Orient Museum, Suzumoto Engeijo (Hall), and Kioi Hall you can get a discount with your Student ID card. Building 13, 6th Floor — I want to eat and drink at a discounted rate near the university. With your Student ID card	Building 13, 6th Floor	—
I want to eat and drink at a discounted rate near the university.	With your Student ID card, you can receive a 10% discount on your purchase at Saint Marc Café (Yotsuya Station, Mejiro Station)	—	—
I want to know about the Sophia Alumni Association.	Alumni Association Office Following the merger of Sophia School Corporation and Seibo College, alumni of Seibo College have also joined the alumni association of Sophia University Graduates as of May 2011 Official website: http://www.sophiakai.gr.jp/eng/index.html	Building 6, 6th Floor	—

About the Whistleblower Reporting at Sophia School Corporation

Sophia School Corporation shall establish "Whistleblower Protection Regulations at Sophia School Corporation" (hereinafter referred to as "Whistleblower Protection Regulations") to properly address the issues of whistleblowing according to the following procedures:

□ Purpose of the Whistleblower Protection Regulation

The purpose of this regulation is to maintain the social confidence of Sophia School Corporation and to ensure: fairness and equity in operational management through early discovery and correction of "illegal acts" pertaining to the operational management of the Corporation and the schools established by the Corporation; and gross injustice and improper conducts that violate the "School Regulation."

□ Scope of whistleblower report

The Whistleblower Protection Regulation targets all members of the teaching and administrative staffs (including workers dispatched under contract) employed at Sophia School Corporation and students in the schools established by the Corporation.

□ Content of whistleblower report

The content of a whistleblower report should be comprised of the fact of any illegal act and the like pertaining to the operational management of Sophia School Corporation and the schools established by the Corporation that has occurred or is about to occur. However, any content of a report should not intend to obtain unjust benefit, incur damage to or defame others, provide false information, or derive from any other unjust reasons.

□ Method of whistleblower reporting

The reporting office is to be located in "Internal Audit Office (KANSASHITSU)" (Room #13, 9th floor of Library Building. Ext: 4389). Whistleblower reports can be made through: (1) direct interview or phone call; (2) documentation (any style); and (3) an e-mail hotline (e-mail address koekitsuho110-co@sophia.ac.jp). Whistleblowers can choose to stay anonymous. The reporting office also accepts requests for consultations before and/or after reporting.

□ Protection of whistleblowers

Sophia School Corporation, following the Whistleblower Protection Act and any other relevant laws and regulations, promises that the Corporation shall not give a whistleblower who is a member of the teaching or administrative staff (including workers dispatched under contract) employed at the Corporation or a student of one of the schools established by the Corporation (Sophia University, Sophia Junior College, Sophia School of Social Welfare) disadvantageous treatment at the office or in the school.



Yotsuya Campus
四谷キヤンパス



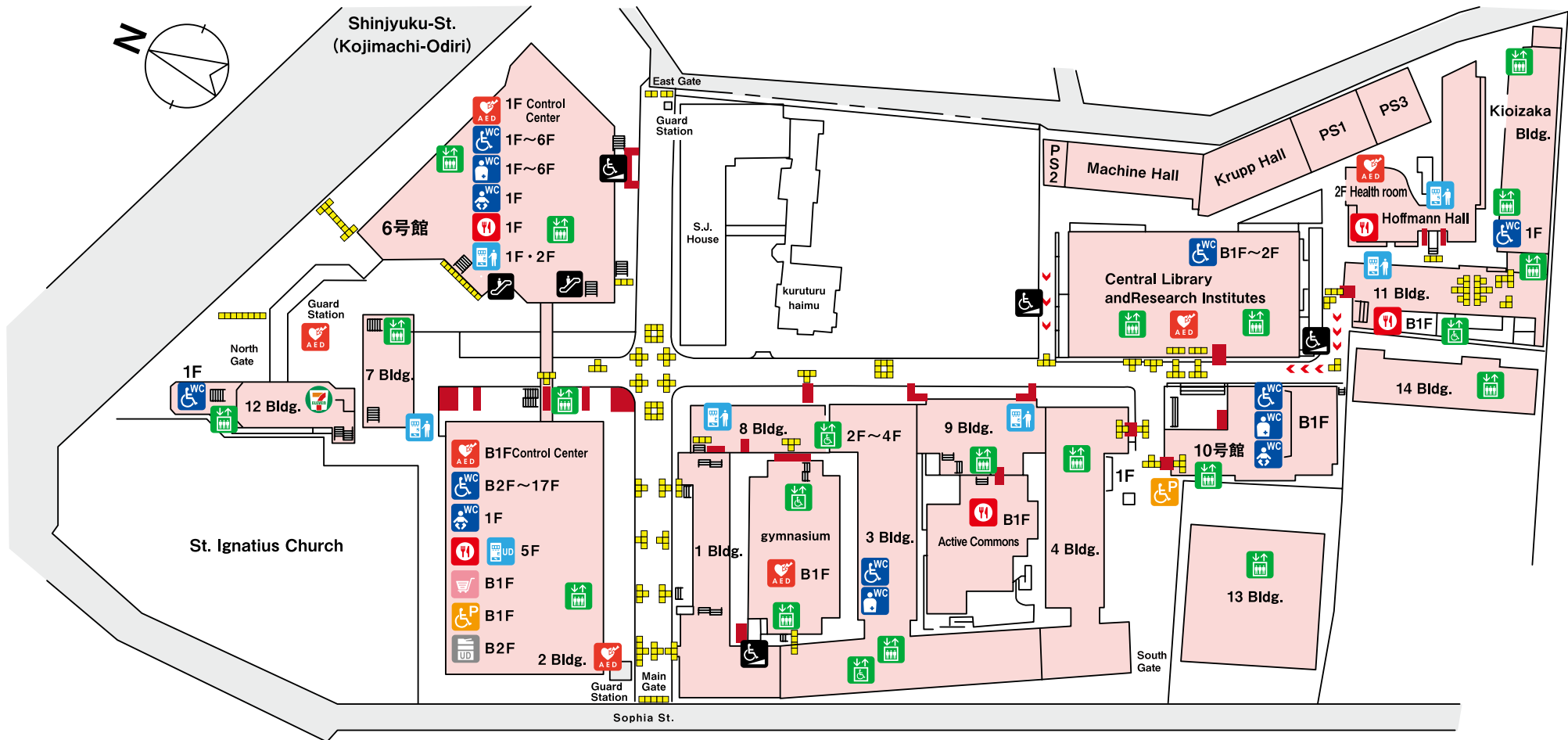
※13号館へのアクセス
ソフィア通りに面した
正面入口から入館して
ください。学生・教職
員は、4号館と13号館
の間の通用門からア
クセス可能です(学
生証または教職員証
が必要)。

真田堀運動場(上智大学グラウンド)
Sanadabori Field

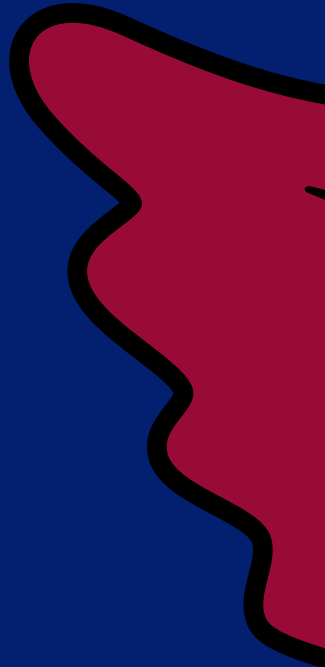
グラウンド管理室 7

- | | | | |
|------------------|---------------------|---------------------------------------|-----------------------------------|
| 1 1号館 Bldg. No.1 | 7 7号館 Bldg. No.7 | 14 14号館 Bldg. No.14 | 19 パワーステーションI Power Station I |
| 2 2号館 Bldg. No.2 | 8 8号館 Bldg. No.8 | 15 ホフマン・ホール Hoffmann Hall | 20 パワーステーションII Power Station II |
| 3 3号館 Bldg. No.3 | 9 9号館 Bldg. No.9 | 16 保健センター Health Center | 21 パワーステーションIII Power Station III |
| 4 4号館 Bldg. No.4 | 10 10号館 Bldg. No.10 | 17 中央図書館 Central Library | 22 上智紀尾井坂ビル Jochi Kioizaka Bldg. |
| 5 体育館 Gymnasium | 11 11号館 Bldg. No.11 | 18 総合研究棟(L号館) and Research Institutes | 23 S.J.ハウス S.J. House |
| 6 6号館 Bldg. No.6 | 12 12号館 Bldg. No.12 | 24 クルトゥルハイム Krupp Hall | 24 クルトゥルハイム Kulturheim |
| | | 25 マシン・ホール Machine Hall | 25 アクティブ・コムズ Active Commons |

- | | |
|------------------------------|--|
| 購買 紀伊屋書店 上智大学店 | 2 地下(basement) |
| 食堂 Restaurant | 2 5階(5F) 1 地下(basement) 15 4階(4F) |
| 喫茶 Cafe | 6 1階(1F) 25 地下(basement) |
| AED(自動体外式除細動器): 学内8カ所 | Automated External Defibrillator |
| 北門 North Gate | 2 6号館防災センター Bldg.6 Disaster Prevention Center |
| 保健センター The Health Center | 5 図書館受付 Library Entrance |
| 体育館プール(地下1階) | 6 体育館プール(地下1階) |
| 真田堀グラウンド | 7 真田堀グラウンドグラウンド管理室 Sports Field Maintenance Room |
| コンビニエンスストア Convenience Store | 12 地下(basement) |



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|--|-------------------------------------|--|---|--|-----------------------------|--|----------------------------------|--|------------------------------------|
| | Inclusive restroom(all genders) | | Wheelchair lift | | Escalator | | Automated External Defibrillator | | Copier (Universal design) |
| | Ostomate toilet | | Wheelchair-accessible elevator | | Wheelchair-accessible slope | | Restaurant · Cafeteria | | Vending machine |
| | Toilet with diaper changing seat | | Sloping Road
(Wheelchair needs assistance) | | Steps | | Shop | | Vending machine (Universal design) |
| | Wheelchair-accessible parking space | | Tactile tiles | | | | Convenience Store | | |



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