

SOPHIANS' GUIDE 2021

SOPHIA UNIVERSITY
STUDENT GUIDEBOOK

SOPHIANS' GUIDE 2021

Sophia University | Student Guidebook

INTRODUCTION

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

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

Overview of Sophia

Sophia University Official Website > About Sophia

Student Life

Sophia University Official Website > Campus Life

Meet Sophia University's Official Mascot, "Sophian-kun"

Sophia University is known for its diverse culture since its establishment. Students and alumni are called Sophians, while "Sophian-kun" is the school mascot, the eagle flying toward Lux Veritatis, the Light of Truth. The Greek letters standing for Lux Veritatis are displayed on Sophian-kun's chest.



Welcome to Sophia University

The University's name, Sophia, originates 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 whose 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 pursues and acquires supreme wisdom (sophia) and also sympathizes with and devotes themselves to others.

This is the very meaning of "Men and Women for Others, with Others", which is the common objective of Jesuit Schools worldwide. The spirit of Sophia University is captured in the campus atmosphere.

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

SCHOOL ANTHEM

Words by Sadao Henmi
Music by Naotada Yamamoto



Mi - yo to- ko shi - e ni ha - ruyo-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. Miyoto-koshie 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 mureno, 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 Lyrics of the School Anthem

Suggestions were made to ask a famous poet to write the lyrics, but finally it was decided to publicly solicit the words from the students to give the song a young spirit. Sadao Henmi, a junior student of the Department of Philosophy in the Faculty of Humanities, was selected for his version of the school song. The school anthem was completed in 1932 and sung for the first time at the inauguration of Building 1. The lyrics represent the enthusiastic spirit of a young man earnest in his pursuit of truth.



The Origin of the Words in the School Anthem

“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 inscribed in the center of the school badge are the initials of the motto, “L” and “V”.



CALENDAR OF EVENTS

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Entrance Ceremony

Undergraduate and Graduate Students:
Thursday, Apr. 1 and Tuesday, Sep. 21

Incoming Students Orientation Camp Early April

Thursday, Sep. 23–Friday, Sep. 24

Freshman Week

Thursday, Apr. 9–Saturday, Apr. 11

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Sophia Yukata Day

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

Johann the Classic (Sophia-Nanzan Sports Festival)

Friday, July 3, Saturday, July 4, Sunday, July 5 at Nanzan University (organized by Johann the Classic Committee)

10



Music Festival

Mid-October
At an 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.

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St. Xavier's Day

Friday, Dec. 3
A day to honor the memory of St. Francis Xavier, the founder of Sophia University; School holiday.

Foreign Language Drama Festival by Sophia University Faculty of Foreign Studies

Mid-December

Sophia Marathon

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

April

May

June

July

August

September

October

November

December

January

February

March

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All Sophians' Festival (ASF)

Sunday, May 30
Organized by Sophia Alumni Association, ASF is a home-coming day at alma mater for alumni, current students, faculty and staff members, as well as their families.



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Foundation Day Memorial Mass for the first Founders

Monday, Nov. 1



Sophia Festival

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.

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Commencement Ceremony

Undergraduate and Graduate students:
Friday, Sep. 17 and Monday, Mar. 28

Partial Photo Credit: KEIGADO

Sophia University Official Social Media Accounts

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

Sophia University Official Facebook Page

www.facebook.com/SophiaUniversityE

Sophia University Official Twitter Account

twitter.com/SophiaUniv_ENG

*Check for the light blue verified badge

Sophia University Official Instagram Account

www.instagram.com/sophiauniversity

Sophia University Official YouTube Channel

www.youtube.com/c/SophiaAcJp

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

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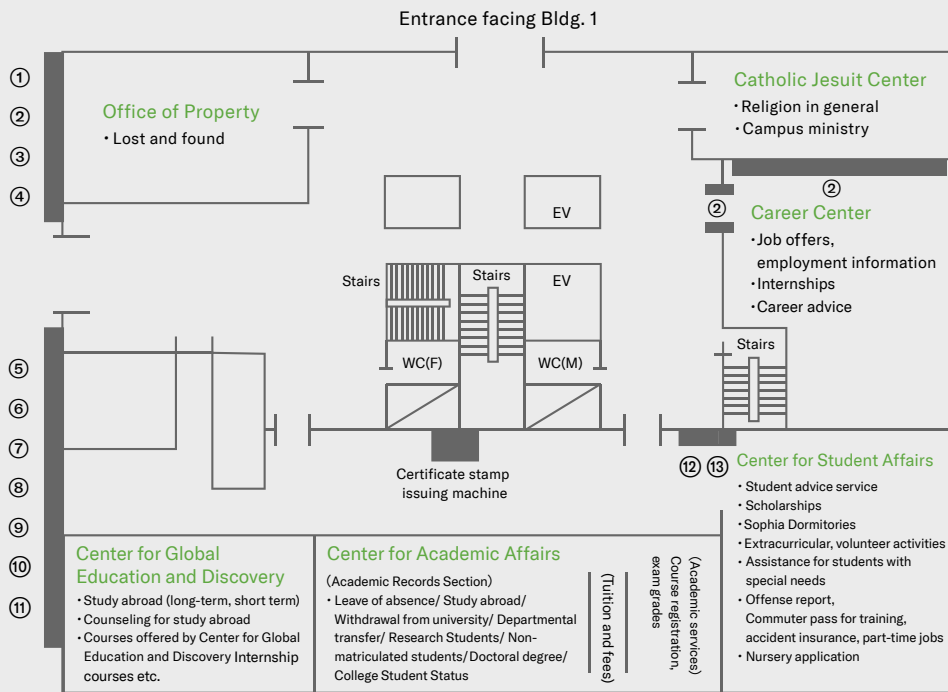


1 BASIC INFORMATION FOR UNIVERSITY LIFE

Loyola, a Website that Provides Students of Sophia Access to University Announcements

All announcements from the University to students will be posted on Loyola under the Bulletin Board tab. Any disadvantages that may arise from failure to check the Loyola Bulletin Board is the responsibility of each individual student. 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 the Loyola Bulletin Board every day** for updated information from the University. Written announcements may be posted as well on campus Bulletin Boards; please check for the locations of bulletin boards on the map on the next page.

Offices and Service Counters (Building 2, 1st Floor)



Admissions Office: Bldg 12, 1F,
Center for Teaching and Curator Credentials: Bldg 2, 2F

Bulletin Board

- ① Office for Community & Alumni Relations (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 from Apr. 12 to July 31, Autumn semester (class and exam period) is from Sep. 27 to Jan. 31
*This may change due to the influence of COVID-19. Please check Sophia University's official website or the Bulletin Board tab on Loyola for the latest information

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 databases, books, periodicals, audio-visual material and major newspapers in and outside of Japan. For information on its services, facilities, and functions, please refer to *Sophia University Central Library User's Guide* (available at the Central Library). Please check the open hours and other detailed information on the Central Library's website.
Central Library website: <http://lux.lib.sophia.ac.jp/HomePage/?lang=english>

Open Hours (During Class and Exam Periods)

Mon-Fri	9:00 - 22:00*1	*1 (Reading areas on B2-2nd floor are open from 8:00) *2 (18:00-20:00 for reading only)
Sat	9:00 - 20:00*2	Any changes in the open hours will be posted on the library website. For other open hours and service hours such as for the circulation desk, please check the service hours schedule on the library website.
Sun/ Holidays	10:00 - 18:00	

Services Available

- ① Circulation Counter check out, book return
- ② Reference service
- ③ Online data search/CD-ROM search
- ④ Use of audio-visual materials
- ⑤ Use of Learning Commons*
- ⑥ New Arrival Books display
- ⑦ Use of copying service

*Learning Commons (refer to p.14)

Located on B1, this facility can be used for various purposes including group study, wired or wireless LAN connection, preparation for presentations, writing essays and reports, etc. PCs are available in the library for student use.

Other Libraries

Law School Library

Located in Building 2, 2nd floor: 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 the Graduate Program of Law; use is limited to materials not held in Central Library collections.

Mejiro Seibo Campus Library

Located in Building 1, B1: Mejiro Seibo Campus library holds collections of materials focused on nursing science. PCs are available in the library for student use. For open and service hours, please check the Library Hours on the official website of the specific Library.

Sophia Commons

Sophia University offers 4 Common areas with a variety of different features.

Learning Commons (Central Library, B1)

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

Open Hours During Term		Open 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

The Learning Commons are open during weekends and holidays. However, please note that presentation equipment and laptops are not available for rent during these times.

Group Work Area (40 seats)

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

PC Area (18 seats)

This area is prioritized for PC users. Wi-Fi as well as LAN cables are provided.

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)

This space provides support for undergrad through the guidance of graduate student staff. Feel free to ask about anything from how to write a thesis to how to do a presentation. Open hours are from 12:30-17:00, Monday to Friday, except during long school holidays. Inquiries are accepted until 16:30.

Active Commons (Building 9, B1)

This space is not only a cafeteria, but also a space used for student performances and events.

www.sophia.ac.jp/jpn/studentlife/support/shisetsu/gakunai/gakunai_shokudo.html (Japanese)

Learning Commons Area

This area is equipped with movable furniture and a whiteboard for students to work in groups. Students can also rent equipment such as projectors needed for presentation rehearsals.

Private Study Space: Sofa Area

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

9 CAFÉ by PRONTO

This Café offers delicious menus such as pasta and sweets. Also, breakfast is available for 100 yen!

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

SSIC is a space for students with different majors, grades, and nationalities to make cultural exchanges. Opening hours depend on event schedules. Check Loyola and Twitter for this information.

<https://twitter.com/commonssophia>

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 every few months, SSIC offers student outing events for local exchanges outside the University. Those who are interested are welcome to join in the fun!

Past Events: 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 facility to provide language-learning support programs to Sophia students.

Open Hours	
Mon-Fri	10:00-15:30 (Closed 11:30-12:30)

www.sophia-cler.jp/llc/japanese.html

Language Exchange

Feel free to participate in this lunchtime event at LLC where Japanese speaking students studying foreign languages interact with foreign students who are studying Japanese.

Watching DVDs

Watching popular movies in target languages is a great way to study foreign languages

Japanese Language Learning Support Session

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

These programs might be offered online. Latest information will be posted on Loyola's University Bulletin Board > Language Courses-LLC

Opening and Closing Hours of the Gates (Yotsuya Campus)

	Mon-Fri	Sat	Sun/Holidays
Main Gate	open 24 hours	open 24 hours	open 24 hours
East Gate	8:00-20:00	9:00-18:00	9:00-18:00
North Gate	8:00-19:30	8:00-19:30	9:00-18:00

For hours of extracurricular activities, please refer to p.38

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

Classes/Final Exams When Public Transport Service is Shut Down
When public transport services are shut down due to natural disasters such as typhoons, heavy rain falls, accidents, or strikes, and it is proved difficult to hold classes or final exams, special measures will be taken to cancel classes or change exam schedules. Please check Loyola for these special arrangements. Such information may also be posted on the University website or official social media depending on the circumstances.

Copy Machine/Printer

Copy cards can be purchased on the 1st floor (or 5th floor copy room) of Central Library, 2nd and 4th floors of Building 2, as well as the 3rd floor of Hoffmann Hall. Copy machines are located on B1 and 5th floor of Central Library, the 4th floor of Building 2, B1 in Building 9, and the 4th floor of Building 6. Copy machines are compatible with USB devices.

*OA Rix Copy Room: Library, 5th floor; Open Hours: Mon to Fri 9:00-18:00

Location	No of Machines	Remarks
Central Library B2-9F	15	Card/coin operated (13); card operated (2)
Bldg. 2, B2/B1/4F	6	Card/coin operated
Bldg. 9, B1	1	
Bldg. 3, 2/3F	2	
Bldg. 6, 3/4F	2	
Bldg. 11, 2/3F	2	
Hoffmann Hall, 3F	2	

*A photocopy machine on B2 of Building 2 has been lowered so that it is wheelchair accessible

Mejuro Seibo Campus: One copy machine installed in Building 1, B1 (Student Lounge); one machine in Library; both locations with card/coin operated machines. The Student Lounge copy machine is USB compatible.

Hadano Campus: One copy machine installed in Library, and another in Building 1, B1. Both accept cash and prepaid cards.

Besides the copy machines, there is a printer for large volume printing located in Hoffmann Hall, on the 3rd floor; Cost of printing is high due to the plate making fee, but the printing unit price is lower than the copy machine.

Location	No of Machines	Remarks
Hoffmann Hall, 3F	2	No application required, may bring your own printer paper; Card operated machine (card vending machine installed in Hoffmann Hall and the 5th floor Library Copy Room)

Sophia Dormitories

Sophia University owns and 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 the applications and holds the screening processes. Please visit Sophia University's website for more information.

www.sophia.ac.jp/eng/studentlife/housinginfo/sophiadormitories/index.html

Campus Stores (Building 2, B1)

Store Hours

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

*Closed on first and third Saturdays (Store hours will differ during Spring, Summer, and Winter breaks)

Kinokuniya Sophia Square

Items Available

- Textbooks, books, journals (12% discount)
- Stationery (22% discount)*
- Commodities, miscellaneous items (12% discount)*
- Sophia goods (22% discount)*
- *With some exceptions

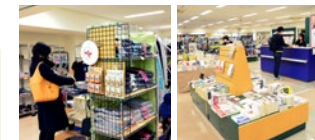
Services Available

- Applications for English Language Proficiency Tests
- Applications for various qualification courses (Student discount available)
- Business card services
- *For items not available in the store, orders can be placed

Patine Sports

Items Available

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



7-Eleven Convenience Store (Building 12, B1)

Store Hours

Mon-Fri	8:00-22:00
Sat	10:00-20:00
Sun/Holidays	10:00-17:00

Open 7 days a week*

*Closed year-end and New Year holidays, and power outage days (twice a year). Store open hours will differ during Spring, Summer, and Winter breaks. Please keep in mind that this information may change due to the influence of COVID-19. Please check Loyola's Bulletin Board tab for the latest updates (An eating area 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 machine management (shortage of change, etc.)
- Photo BOX management (located in front of campus store)
- Information on:
 - Student accommodations (rental apartment, dormitory)
 - Hakama, formal graduation attire for women
 - Driving schools
 - Photos for job search and graduation commemorative photo (taken on campus; rooms will be arranged)

- Recruit suit (appropriate for job interviews, etc.)
- Moving companies and disposal of unwanted articles
- Rent-a-car
- Courses of qualification for career program
- Accommodations for seminar or extracurricular activities
- Overseas travel insurance for private travel and various types of non-life insurance

For more details, please visit Sophia Campus Support's official website. www.sophia-cs.co.jp (Japanese)

Dining Hall/Cafeterias

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

Stores	Location
Bldg. 2 Student Dining Hall	Bldg. 2, 5F
Bldg. 2 Lounge (SUBWAY)	Bldg. 2, 5F
S-CAFÉ	Bldg. 6, 1F
9-CAFÉ	Bldg. 9, B1
Bldg. 11 Lounge	Bldg. 11, B1
TOKYO HALAL DELI & CAFE	Hoffmann Hall, 4F

*Check Loyola for open hours
 *On Mejiro Seibo Campus, Swan Bakery sells bread during lunch once a week (day of week varies by semester), in Building 1, B1, Student Lounge

Prayer Room

(Building 11, 1st Floor)

Sophia University has provided a Prayer Room on campus (Room 108, Building 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 Desk 9, Building 2, 1st floor). For details of the use of the Prayer Room, please check the following website: www.sophia.ac.jp/eng/studentlife/support/prayerroom.html

To support the diet of Muslim students as well as faculty and staff, Sophia University has provided a dining hall exclusive for Halal food TOKYO HALAL DELI & CAFE on the 4th floor of Hoffmann Hall.



Exhibition Space

(Building 6, 1st Floor; Sophia Tower)

Exhibition Space in Sophia Tower has been designed to be a walk through time. Starting from Kojimachi Street, visitors are led 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, special exhibitions are showcased in two separate locations demonstrating the developments initiated by Sophia University in academic, cultural, and international fields. A large timeline of history beginning in the pre-founding days is also displayed. Four monitors display today's Sophia and the "Wisdom Tree (Chie no ki)". The faculty's recent academic work, student activity, as well as information of events held on campus including various other recent topics will be presented on the trees as fruits of wisdom, and will be constantly updated.

Health Center

(Hoffmann Hall, 2nd Floor)

The 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 treatments covered by health insurance are not available, students may see the school doctor for consultation on general medical concerns and smoking cessation, as well as 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.

*1 Please note that this information is subject to change

*2 To receive medical certificates in Japanese, please use the automated certificate issuing machine (Building 2, 4th floor)

*3 In August, February, and March, window hours are from 10:00-11:30 and from 12:30-17:00

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 12:30-16:30
Consultation by specialists	[By appointment] cardiovascular disease For the schedule, please check Sophia's website (Japanese) www.sophia.ac.jp/jpn/studentlife/healthcare/index.html
First-aid	Mon to Fri 9:30-17:00 Emergency/first-aid is also available during lunch (11:30-12:30)
Health consultation/Hospital referrals	Mon to Fri 9:30-11:30, 12:30-17:00
Medical checkup certificate (English version) (*2)	Mon to Fri 9:30-11:30, 12:30-17:00

Training Room

(Hoffmann Hall, 1st Floor)



Mon - Sat	8:00 - 21:00	*Mon/Wed/Fri 12:00-13:30: exclusively available for faculty/staff and female students only
Sun	9:00 - 19:00	*Announcements will be posted under the Loyola Bulletin Board tab for hours closed during University holidays (Year-end and New Year holidays, power outage days, etc.) or for maintenance, etc.

For Use of Facilities

- Prior to using the facilities, you must attend the information session 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 information session will be announced on the Loyola Bulletin Board tab (Extracurricular Activities). Make sure to apply to attend the information session.
- If you have any questions, please contact Service Desk 9 in the Center for Student Affairs (Building 2, 1st floor)

Swimming Pool

(Gymnasium, B1)



In 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).

Mon - Fri	12:00-15:00, 17:00-18:50	*Changes may be made; be sure to check the Bulletin Board in front of the Gymnasium for updated information
Sat	12:00-14:00	*Please note that open hours may change due to class hours
Sun	closed	

Student Support Services

University life is very different from what you may have experienced in 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 as well as many opportunities to interact with people from different religious and cultural backgrounds. Navigating this new terrain may be overwhelming at times, so we invite you to use the Student Support Services.

Counseling Center

Location: Building 10, 3rd floor
Office Hours: Monday-Friday
9:30-11:30, 13:00-16:30
*By appointment only
*Japanese, English and Chinese language support available



Counseling Center Services:
Counseling, Workshops, and Seminars.
Please contact us if you are unsure of which service best fits your current needs.

Health Center

Location Hoffmann Hall, 2nd floor
Office Hours: Monday-Friday 9:00-11:30,
12:30-17:00 (In August, February and
March, window hours are from 10:00-11:30
and from 12:30-17:00)
*Medical counseling, psychiatric counseling,
and specialized health counseling are
available by appointment only

Message From the Counselor

Student life requires a lot of self direction, and with so many available options, you may feel overwhelmed. The Counseling Center works together to address the challenges you are facing, using a psychology-based approach. No concern is too big or too small. In order to thrive in society, it is also necessary to learn how to consult with others to address your worries and concerns. Please do not carry those burdens by yourself. Do not hesitate to talk to us. Are you feeling depressed or confused about changes in your living environment? Are you feeling uncomfortable in class and unsure of who you can approach to discuss your struggles? 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 at times, but they will pass very quickly. It is a nice chance to reflect and work out personal struggles while professional resources are available. When you face any sort of trouble, please remember the Counseling Center. We are here to help.

Message From the 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. Consultation with a doctor is by appointment only, so please make a reservation by phone or by visiting the front desk.

Career Center

Location: Building 2, 1st floor
Office Hours: Monday-Friday
10:00-16:30

*Front desk is closed from
11:30-12:30
Individual Consultation is available
by appointment through the Career
Center System
www.sophia.ac.jp/jpn/studentlife/career/riyou/soudan.html
*Office Hours are subject to
change during vacations. Please
be sure to check before contacting
or visiting the Career Center.

Center for Student Affairs

Location: Building 2, 1st floor
Office Hours: Monday-Friday
10:00-11:30, 12:30-15:30
*12:30-15:30 during
University breaks



Message From the Career Center

We welcome students to ask any questions regarding employment and careers. You do not have to be a Junior or Senior to speak with our advisors and make use of our services at the Career Center. Whether you already have clear career goals, or you wish to discover the type of career you would like to pursue, please feel free to come and have a consultation with us. Find new information and gain new perspectives to help clarify your career interests and goals.



Health Center

Services: Medical counseling,
psychiatric counseling, specialized
health counseling, health
consultation, hospital referrals

Career Center

Services: Answering questions and
providing consultations related to
employment and careers

Message From the 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, or volunteering—all of these experiences make student life fruitful. However, sometimes 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 help support you. If you find yourself in trouble, please do not hesitate to consult with the Center for Student Affairs.



Center for Student Affairs

Services: Answering questions and
providing consultations related to
financial support, dormitories and
housing, as well as extracurricular
activities

Student ID Card

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

Cases Where Student ID Card is Required:

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 commuting passes
5. to show at the request of officials when on trains, etc. upon using a commuting pass or student discount ticket
6. to apply and inquire for scholarship, apply for Gakusei Kinko loan (interest-free emergency student loan)
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 the Center for Academic Affairs (Academic Records Section) as soon as possible.

Returning Student ID Card

If withdrawing from the University, return your Student ID Card to the 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 at all times.

If you lose it or it is stolen, it may be misused; report to the 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 the Center for Academic Affairs (Academic Records Section). (Reissue fee: 1,000 yen. ID reissued on the same day)

Mejiro Seibo Campus Students of the Department of Nursing and Course of Midwifery may apply and pick up the Request for Re-issue of Student ID Card at the Office of Mejiro Seibo Campus. If a request is submitted at Mejiro Seibo Campus, the Student ID Card will not be reissued 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

Location: Building 2, 4th Floor
In the Office of Mejiro Seibo Campus (Building 1, 1st floor)
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 the application form and submit it.

Certificate	Issuing office	Fees	Number of Days for Issuing								
Certificate of Prospective Teaching License	Center for Academic Affairs (Academic Records Section)	400 yen	Three business days or more								
Application for Change of Residence Status and Renewal of Period of Stay		200 yen	<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										
Payment Certificate of Tuition and Fees	300 yen										
Reissuance of Student ID Card		1,000 yen	The same day								
Student Commuter Certificate	Center for Student Affairs (student support)	*Each separate railway company costs 300 yen	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) Limited to the designated form of Sophia University	Health Center	500 yen	The same day (not guaranteed)								

Payment sticker vending machine

Location: Center for Academic Affairs (Student Registry/Certificates)
Operating hours: same as office hours.

* Student Commuter Certificates for compulsory courses are issued for free

Student Travel Discount Certificate

The 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

Situations when issued:

1. Traveling to hometown
2. Co-curricular program
3. Extracurricular activities
4. Job search/exam
5. Study tour
6. Accident/ illness treatment
7. Trip accompanying guardian or guarantor

- Student Travel Discount Certificate is issued at the automated certificate issuing machine (see p.23)
- Up to two tickets issued at a time.
- Period of validity is three months from date of issue.
- One-way tickets, round-trip tickets, and connected train ride/excursion tickets can be covered with one Student Travel Discount Certificate.

Points to Note

- Student Travel Discount Certificates must be used in person.
- It is a crime to give away 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 moral choices affect all Sophia students; please keep this in mind.

Request for Group Tour Permission

A group of eight or more students led by a member of faculty 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

The student commuter pass may be purchased for the most economical route between the closest station to your home 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 direct and economical route; otherwise the request may be denied.

*For use of bus lines, another Student Commuter Certificate may be required; apply for one at Center for Student Affairs or Office of Mejiro Seibo Campus.

Issuance of Bills and Payment Deadline of Tuition and Fees (Academic Year 2021)

All tuition and fees must be paid in full by the deadline. Failure to do so may result in forced 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

All Sophia students are required to purchase the above insurance, paying all fees upon entering University. This insurance covers accidents that cause injury while engaged in research and education activities, or those occurring during commuting or moving between facilities on campuses. For more information, please refer to the *Handbook for Enrollment of Personal Accident Insurance for Students Pursuing Education and Research*.



Academic Records**Leave of Absence**

A leave of absence can be taken when a student is unable to focus on their studies for a long duration of time due to unavoidable reasons such as illness or financial difficulties. A leave of absence may be requested per quarter and may not extend over two consecutive years or a total of 4 years. Please note that a leave of absence will delay graduation, making it impossible to graduate within 4 years. A student who is taking a leave of absence cannot graduate in the quarter. To take a leave of absence, consult with your Department Chairperson or course teacher, and submit the Request for Leave of Absence to the 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 the Center for Student Affairs. Be sure to check the deadline for submission of the 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 more 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

As soon as the period for approved leave of absence is over, student status is reinstated automatically to resume studies. However, if the leave of absence was due to illness, submit an Intent to Resume Studies form accompanied by a medical certificate to the Center for Academic Affairs (Academic Records Section). The Intent to Resume Studies form must also be submitted if returning to studies earlier than scheduled.

Suspension From University

If violations are committed (e.g., misconduct during examinations), severe penalties shall be served including suspension or dismissal from University. (Suspension from University delays graduation.)

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, 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 your Student ID Card. All tuition and fees must be paid in full for the period of study prior to the withdrawal.

Dismissal by 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 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 the 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

Department Transfer

Students who wish to change departments and who satisfy the following requirements may do so by submitting a request. After submitting the request, the student will take an exam given by each department:

1. Student has completed or is expected to complete at least four semesters 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 compulsory courses) and General Studies (Zengaku Kyotsu). (Only General Studies for students who entered before 2014).
3. Student satisfies all requirements set by the Department they wish to change to.
4. There is adequate reason for the change.

Graduation

If you have satisfied the study requirement (four years full time, 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 the faculty examines each graduating student. You cannot graduate in the same quarter that a leave of absence is taken, even if all graduation requirements have been met. Announcements of the graduating students will be made in mid-March for March graduation, and mid-September for September graduation.

Repeating a Year/Semester

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

Re-admission

Re-admission is for students who have withdrawn from Sophia University and wish to re-enter the Faculty/Department they were previously enrolled in. Please note however, that the following students are not eligible to apply for re-admission:

1. Students who withdrew from University because the length of attendance 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 the menu option. "Change of student's address". If there is a change of address of the student, receive a new Enrollment Sticker (Zaiseki-kakunin sticker) issued at the Center for Academic Affairs (Academic Records Section) and paste it to the back of your Student ID Card.

2 ACADEMIC AND STUDENT SUPPORT



- Contents
- 1 Basic Information for University Life
- 2 Academic and Student Support**
- 3 Precautions
- 4 Procedures for International Students
- 5 About Graduate Student Life
- 6 Where Should I Seek Help?

Global Education/ Study Abroad

Global education programs at Sophia University are designed around its specialized academic curriculum and aims to help students acquire “global communication skills”, which include linguistic abilities and a wide range of relevant knowledge. With these sets of skills, students are expected to collaborate with people around the world, address common social issues, and to develop their career in a globalized society.

The Center for Global Education and Discovery offers various opportunities for students to gain global communication abilities and multicultural understanding. Some of these include study abroad programs, general education courses, as well as other various support programs. Students are strongly advised to take advantage of the resources offered by the Center.

① Student Exchange Program

Students participating in the Student Exchange Program can choose to study at one of the 330 exchange partner universities for one semester or an academic year by simply paying tuition and fees to Sophia. There is no need to pay tuition to another partner university. Some programs focus on certain areas such as SAIMS for study in Southeast Asia, and LAP in Latin America. An internal selection of students is made approximately 10 months prior to the start of the program. As grades and language skills are important in applying, it is recommended that planning begins early. Graduate students can also participate in the exchange programs.

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 breaks. While the language programs do not require a minimum GPA or specific 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 field studies, service learning, and briefings at intergovernmental organizations. Participants must attend preparatory sessions.

④ Internship Courses

Credit-based internship courses are available for Sophomore

students and above. 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 backgrounds. Most placements take place during summer and spring breaks.

⑤ Special Admission Program for Overseas Graduate Schools

Students have the option to apply for graduate programs overseas that have partnerships with Sophia (e.g., Columbia University, Georgetown University, Boston College, etc.) with a recommendation from Sophia. A 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 within 5 to 5.5 years.

*There are information sessions for each program at the beginning of each semester before the application periods. Please check the information session schedule on Loyola’s Bulletin Board (Center for Global Education and Discovery). To access, click “Advanced Search”, and select “Study Abroad” under Category 1.

⑥ Study Abroad Counseling

Students can receive individual counseling from a highly experienced study abroad counselor who conducts around 1,000 consultations throughout the year. 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 can be directed to the Center for Global Education and Discovery (Reservation not required). Please visit during office hours.

⑦ Overseas Travel Insurance and Crisis Management Services Designated by the University

Apart from 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 in 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 the type of 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

◎ Opportunities on Campus

Sophia University welcomes a large number of exchange students every semester. Here are some of the many opportunities to interact with international students on campus:

“Sophia Exchange Supporter Program” is a volunteer program to support exchange students’ life in Japan on and off campus. In addition, other opportunities 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 available. For more details, please visit the Center for Global Education and Discovery.

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

Website (global education/study abroad): www.sophia.ac.jp/jpn/global (Japanese)
Loyola download center: Loyola > download center > Center for Global Education and Discovery

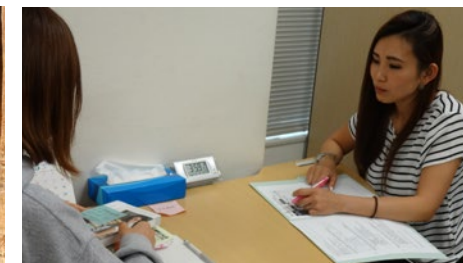
Official Twitter

Information on study abroad programs, events at the Center for Global Education and Discovery, and useful tips from study abroad counselors 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.

Center for Global Education and Discovery

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



2-02

Financial Support Career/ Job Search Support

Financial Support (Scholarships)

Sophia offers financial support to students in need, as well as grants for students with academic excellence. Please see the University's website for more details.

⇒ Home > Campus life > Scholarship information

All application requirements and procedures will be posted on Loyola's Bulletin Board (Advanced Search > University bulletin board > Student life > Scholarship). 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 individual student has unique talent and potential, and the Career Center is here to help you realize yours by helping you live your student life to the fullest. Explore your career options with us as we help you in the job hunting process.

Available Support:

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

For More Information

Loyola > Career Center > Web Career Center

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

@Sophia_Career

@sophia_line

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

TEL: 03-3238-3581

Email: career-co@sophia.ac.jp

2-03

Disability Support

Support for Students with Special Needs

Target of Support

Students of Sophia University whose disability significantly restricts their studies. The basic range of support includes help in classes, practical training, university events, etc.

Details of Support

Support is provided to students depending on each one's specific condition of disability and reasonability of request. For details of the flow of procedure and support available, please check Sophia's website or consult with the Center for Student Affairs. Contact information is on the bottom of this page.

The Center for Student Affairs requests the following documents to apply for student disability support:

Required Documents	Target Students	Precautions, etc.
Academic Support Application for Students with Disabilities	All applicants	The form is available in the Center for Student Affairs.
Medical certificate issued by a medical institution (original) *Must be within the first 12 months of acquisition *Name of diagnosis, support and consideration necessary for study	All applicants	There is no decided format for medical certificates. More information is required in addition to the diagnosis name. Students must submit a statement specifying in detail what kind of support and consideration is necessary for life at the University.
Psychological test results/data and findings (copy) *Must be the most recent data *Must be within the first 36 months of acquisition	Students with Developmental Disabilities	-
Disability Certificate (copy)	Students who have a Disability Certificate	Disability Certificate must be currently applicable and within the expiration/recertification date.

Contact

Center for Student Affairs
(Coordinator for students With Special Needs)
Building 2, 1st Floor (Service Desk 8)

TEL: 03-3238-3525
Email: with_others-co@sophia.ac.jp

*Website:
www.sophia.ac.jp/eng/studentlife/support/with_others/with_others.html
*See also the campus accessibility map on the last page of this guidebook

The Aim of Support

Disability Support aims to help students with disabilities succeed in university life and beyond by keeping these three goals* a priority:

- ① Ability to request help: students learn how to ask for the help needed when in trouble
 - ② Ability to deepen self-understanding: students learn about what they excel at and what they struggle with in order to gain self-confidence and pursue a satisfactory life
 - ③ Creativity: students change their perspective or take creative approaches to increase what they can do on their own
- *These are necessary skills required for all students at Sophia University

Extracurricular Activities

While academic studies are the most essential part of student life, extracurricular activities offer students a platform to meet fellow students who may become lifelong friends. It is through daily life in these groups that you learn cooperation, independence, judgment, and leadership that help you grow into a mature, well-rounded human being.

Various Application Procedures

To receive official approval from the University for extracurricular activities, each group must attend an orientation and submit the required application in April or October each year. If you wish to form a new extracurricular activity group, the procedure is the same. The details for the procedures will be announced under the Loyola Bulletin Board tab; make sure to check. Announcements from the University to the extracurricular activity groups will be made on Loyola's Bulletin Board as well. It is important to check the board every day for updated information. For further inquiries, contact Extracurricular Activities Service Desk 9 (03-3238-3525), Building 2, 1st floor.

Hours of Extracurricular Activities

The hours allotted for extracurricular activities on campus are as follows (includes clean up time after activities):
 Mon–Sat: 8:00–21:00
 Sun, holidays, University breaks: 9:00–19:00
 *Open hours for each facility will be announced on Loyola

Volunteer Activities

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.

The 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 activity groups that conduct volunteer activities within as well as outside of 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 Loyola, Twitter and the Mailing list (registered at Service Desk) for information on these activities.
 Website: www.sophia.ac.jp/jpn/studentlife/svb/index.html (Japanese)
 Twitter: <https://twitter.com/sophiavolante> (Tweeted in Japanese)





3 PRECAUTIONS

Safety and Security Awareness

3-01

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 ward, smoking is prohibited on all streets according to Living Environment Regulations.

Mobile Phones

Please refrain from talking on cellular devices in classrooms, libraries, and computer rooms to avoid causing disturbances. Also, it is prohibited to charge mobile phones using campus power outlets. It is strictly forbidden to turn off the power to AV equipment in classrooms as that is known to cause technical difficulties.

Commuting by Vehicles is Prohibited

Commuting by vehicles (cars, motorbikes, and bicycles) is prohibited at Sophia. Please do not drive your vehicle into campus. Please note that parking of cars or bicycles is prohibited on all streets surrounding the University.

Recycling

There are four types of garbage containers on campus; combustible for paper products, incombustible for plastic and glass bottles, plastic bottles, and cans. Do not litter on campus; sort the garbage and help to protect the environment as well as keep the campus clean.

Posters and Flyers

Posters, flyers, and loudspeaker announcements sharing information and advertising on campus are normally only permitted to extracurricular activity groups that have received permission in advance. If any suspicious activity is spotted, please notify the Center for Student Affairs.

Relaying of Messages

The University cannot accept any requests by telephone to relay messages to students, except in the case of emergency situations. For the protection of personal confidentiality, we do not accept any inquiries for information on any student's enrollment, address, telephone number, etc. from outside of the University, unless it is an exceptional case.

Protection of Braille Signage

You will find Braille blocks (campus streets etc.) and 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.

3-02

Crime Prevention

Beware of Thefts

Reports on thefts in libraries and locker rooms on campus are increasing. To protect yourself against theft, make sure to never leave your personal belongings unattended and to always be on guard.

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 brief moment.
3. Avoid using simple combinations for your card PIN number.
4. Make sure to lock room doors. (Especially the small meeting rooms for student clubs in Hoffmann Hall)

Cases of Theft

1. In the dining hall, a student took their wallet out of their bag and left the bag on the chair to reserve a spot; the bag was stolen while they were away.
2. In the classrooms or libraries, there were cases where students left their belongings on desks unattended for two or three minutes; the items were stolen.
3. In the reading area of the library, a student dozed off; when they woke up, their belongings were gone.
4. A student left their belongings in the locker room and went to exercise in the gym; cash was stolen from their wallet.
5. While students were participating in club activities in a classroom, the 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 the police and credit card companies. Some stolen items may be turned in as lost and found to the Office of Property (Building 2, 1st floor) or Office of Mejiro Seibo Campus; please make sure to check.

If you see anyone suspicious on campus, notify the Main Gate Guard, Center for Student Affairs, or Office and Gate Guard of Mejiro Seibo Campus.

3-03

Emergencies

If You are Injured on Campus

The Health Center provides first-aid treatment or referrals 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 upon injury.

Emergencies (Injury/Sudden Illness)

If Injury/ Sudden Illness Occurs on Campus

[Procedure]

- 1 Call the Main Gate Guard (03-3238-3000)* or Health Center (03-3238-3394) In an emergency, call an ambulance immediately before notifying the Main Gate Guard. This allows the ambulance crew to arrive on scene quickly.
*On Mejiro Seibo Campus, contact the Gate Guard (03-3950-6139) or Office of Mejiro Seibo Campus (03-3950-6151)
- 2-1 If injury/sudden illness occurs during extracurricular activities, the group leader/supervisor should accompany the ill/injured student in the ambulance (or taxi). (If a faculty or staff member is on the site, he/she may accompany the patient)
- 2-2 The group leader/supervisor must 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 (or the group leader/supervisor if medical condition prohibits or makes it difficult) is asked to visit the Center for Student Affairs to report the incident on form specified.

Should I Call an Ambulance?

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

Advice on first-aid treatment and information from hospitals will be provided.

If Taking a Taxi to the Hospital

Search for hospitals available to provide treatment through the Tokyo Metropolitan Medical Institution Information System, also known as "Himawari" for Foreigners. 03-5285-8181 (9:00-20:00)

On mobile:
www.himawari.metro.tokyo.jp/kt/
On PC: www.himawari.metro.tokyo.jp/
*Information provided by Himawari is limited to Tokyo

AED (Automatic External Defibrillator)

Role

AED is a medical device that allows the heart to restore a normal rhythm by delivering 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 explain what to do and when, so anyone can use it.

Location

AED is located at the following sites on Yotsuya and Mejiro Seibo campuses: Yotsuya campus: (1) Main Gate Guard (2) North Gate Guard (3) Disaster Prevention Center (Building 2, B1) (4) Disaster prevention center (Building 6, 1st floor) (5) Gym control room located on B1 (6) Library Information desk (1st floor) (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 the Office Center (Building 1)

3-04

Precautions Safety and Security Awareness

As students of Sophia University, we hope you will make good decisions based on sound judgment. To help make good decisions, a list of precautions are listed below.

Use of Alcohol

Many reports of cases of students taken to the hospital by ambulance for acute alcohol poisoning caused by binge drinking are reported at events where drinking is involved. Symptoms of acute alcohol poisoning include nausea, slurred speech, and loss of consciousness which may result in death. Alcohol affects each individual differently. If you are peer-pressured to drink when you are uncomfortable, stay resolved and find the courage to say no. Take extra precautions when attending events such as Freshman welcome parties or club camps.

Underage Drinking/Coercion

Just as underage drinking or peer-pressuring underage individuals to drink are both serious violations of the law, so is overlooking it. If a person is peer-pressuring another to drink, whether underage or not, it is harassment and is not permitted. Sophia University will impose severe punishment on anyone involved in such a case.

Use of Drugs

Drug addictions often begin by temptation in downtown entertainment districts or by influence of friends. Never give in to curiosity, as "just once" may have irreversible consequences. Use of drugs carries high risk of brain damage, addiction, as well as physical and mental residual disabilities. The damage caused by drug abuse can be permanent with no treatment to cure. Recently, newspaper articles frequently report cases in which users of illegal drugs are taken away in an ambulance or are found driving cars that caused fatal accidents. Do not give in to temptation to protect your own life as well as others around you. Sophia strongly condemns the use of drugs and will impose severe punishment on anyone involved in this illegal act.

Student Loan/ Credit Card

Credit cards and student loans may feel like an easy way to live life, but remember to borrow with caution as interest piles up, creating debts that may impose on your university life. Credit cards conveniently allow individuals to purchase things even if they don't have cash. However, please remember that it is only borrowed money, so make sure you have a repayment plan established.

Social Media

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

The advancement of technology has brought about the convenience of Social Media. While there are many good sides to Social Media, it is very important to think about what you post as once it is online, it cannot be completely deleted. The history will remain, and may be used for unwanted purposes. Think carefully about how people perceive your posts and always keep in mind that social media affects your future opportunities.

Do Not Become a Victim

Using Charged Sites	Before using a site that charges money, read the terms of service and check to understand the fee structure before using. When you receive an invoice, check whether you have an obligation to pay.
Click Fraud	Simply clicking on a link or pictures on some websites automatically register you and charge you for using the site. If your IP address is registered, your personal information (i.e. name, contact numbers, etc.) will not be released. If you receive an invoice from suspicious or unfamiliar sources, ignore it.
Phishing	Phishing is a type of deception to attempt 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. Double check on its authenticity by telephone or checking official websites.
Troubles Caused by Disclosure of Personal Information	Disclosure of personal information can lead to unexpected trouble. Exercise caution and only release your information when necessary. Extreme care is advised 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 the name of university, home station, trip schedules, 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 to make sure it does not infringe on copyrights, portrait rights, or privacy of others. There have been cases that have led to lawsuits.
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Unscrupulous Part-Time Jobs

Increased numbers of part-time job conditions are considered as violations of the Labor Standards Act. Some of these conditions include expectations of full time students to work a full time schedule (causing trouble for learning), and not offering choices for shift hours, making it difficult to attend classes or join extra-curricular activities. If you have any doubts about your work environment or conditions, call this free consultation service: Hotline for consultation of labor conditions: 0120-531-401 (Service in English)

Deceptive Business Practices/ Investment Scam

More and more young people are being deceived by deceptive trade practices. Recently, new types of deceptive business practices are increasing. Do not make yourself an easy prey. Below are a few examples of typical cases:

Catch Sales

Con-artists "catch" you in the streets or in places like large bookstores and start friendly conversations with you. They convince you to purchase memberships to movie theaters, esthetic salons, travel clubs, cosmetic lines, etc.

Fortune Telling Fraud

A fraudulent fortune teller will give you a bad fortune; they will make you feel anxious that an evil spirit threatens you, keeps the spirits of your ancestors restless, or that a family member will become ill. They will convince you to purchase an overpriced product to remove the threat (i.e. china pot, seal set, etc.).

Appointment Sales/Telemarketing

Con-artists will call you on the telephone or send you a postcard to tell you that you have won a big prize and to come and pick it up, or to register for a reward. When you do as you are asked, they will have you sign up to buy English conversation text materials, certification courses, jewelry, memberships, etc.

Multi-level Marketing/ Investment Scam

Multi-level marketing can seem like easy money. Pay a membership fee upon purchase of an item, but also receive money for referring friends, which they claim will more than make up the membership fee amount. However, the truth is, the referral money you receive is much less than the membership fee, therefore a rip off. You may also lose the friendships of those that you refer to (Some examples of Multi-level Marketing products include water purifiers, 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 strongly urged to solicit new participants.

How to Prevent Getting Scammed

- 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 email addresses except when necessary.
- Say no when you do not want the product or service.
- Do not answer in an ambiguous tone that gives the solicitors a chance to win you over.
- 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

The cooling-off system is a period of time following a purchase that allows the purchaser to cancel a transaction and return goods they may have received for any reason and receive a full refund. If pressured into signing a contract by a highly persuasive salesperson, the cooling-off system protects you with the ability to cancel the contract by sending a contract cancellation notification to the other party. This is done through contents-certified mail or certified mail with the return receipt (make copies of the record). This must be taken care of within 8 days for door-to-door sales (including “catch sales”, appointment sales) or telemarketing, within 20 days for Multi-level Marketings, 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 Damages or Mishaps

- *Tokyo Metropolitan Comprehensive Consumer Center (Iidabashi):
Tel. 03-3235-1155
- *Chiyoda ward 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:
www.kokusen.go.jp/ncac_index_e.html

Solicitation by Cult Groups

Cults have been causing problems and are becoming major social issues; some cases have been reported on Sophia University's campus. Once you've joined a group, you will be brainwashed and forced to participate in activities as well as donate a large amount of money to the group. Be cautious and do not let cults affect your student life. Sophia University prohibits any kind of soliciting on campus. If you encounter or witness such activity, immediately inform the Main Gate Guard (03-3238-3000) or the Center for Student Affairs (03-3238-3525). Cases on the internet (SNS, etc.) have recently been reported; please be extremely 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, do not interact with 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 of meetings; if they make you attend a seminar that goes on for hours, it is a sign to be on guard.
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 Solicitations	<ol style="list-style-type: none">1. 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 gatherings.2. You will be asked to “join a seminar” on various themes and to write down your personal information (name, telephone number etc.) on questionnaires.3. 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.)4. You will be asked to “help on a day job for a student” and to give your personal information (name, telephone number etc.)5. You will be invited to “come to a singing gathering where you can make friends with many students” and will be asked for your personal information (name, telephone number etc.)6. You will read messages on the 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.

Characteristics of Cult Groups

- They hide their religious content and solicit by dishonest means such as threatening.
- Cult leaders and organizations 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 out personal information (name, telephone number, address, email address, SNS accounts)
- 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.
- Discuss the situation with someone you trust. 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; do not listen to them.
- Do not hesitate to consult with the staff of the Center for Student Affairs if you are not certain whether a group is a cult or not.
- Please contact the staff of the Center for Student Affairs if a friend is acting strangely and you suspect a cult group is involved.

Solicitations From Radical Political Groups (sects) Outside the 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 continuously send political flyers to you as well as call you constantly, strongly insisting you 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 all students and will therefore not tolerate any kind of harassment, be it sexual, academic, or power.

If You Become a Victim

- Seek advice early before the situation gets worse.
- If possible, tell the harasser that their behavior is unacceptable and inappropriate. If it is difficult to be direct, seek advice from a person you can trust; no one should suffer and face harassment alone.
- Do not blame yourself for being unable to stand your ground. Harassment occurs most when saying no is most difficult.
- 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 your abilities to communicate and build relationships and trust with others; create an environment where everyone feels free to share how they are feeling. In instances that communication is difficult, it could be that there is a power relationship that doesn't allow others to say no. Leaders of research labs and club activities should always keep this in mind.

Where to Seek Advice

Advice for all types of harassment is available through telephone or Sophia's official website. For more information, please ask the Center for Student Affairs, or refer to Sophia University's official website and Harassment Prevention Brochure.

Page on harassment: www.sophia.ac.jp/eng/aboutsophia/harassment/index.html

Stalking

Stalking seriously infringes on the rights of the victim and de-triments the student life of both the victim and harasser. If you are experiencing stalking, take protective measures before it escalates and serious harm is committed. Without realizing it, you could become a perpetrator; read the following and carefully examine your own behavior:

If You are Being Stalked

- Talk with family, friends, or the staff at the Center for Student Affairs. If you feel you are in physical danger, call the police immediately.
- As evidence material for police or lawyers, keep a record of emails or photos. Keeping a diary would also be beneficial.
- If you are living alone, take all possible security precautions. When you reach home, check for any suspicious persons before opening the door.

Avoid Becoming a Perpetrator

It is quite possible that your behavior could be misunderstood as stalking if you repeatedly send emails, 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 harassment, what matters most in stalking is how the other person feels. Give consideration to the feelings of the other person. If you feel that your behavior is causing repulsion and fear, stop immediately. There are increasing numbers of students who are struggling because although they want to stop, they cannot help but to stalk. If you have problems in over-attaching in romantic or friendship based relationships, please do not try to handle it on your own; do not hesitate to talk with the staff of the Center for Student Affairs or the Counseling Center.

Characteristics of Stalking

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

- Loitering, waiting at or going uninvited to the home, school, or work place
- Anonymous/ constant phone calls, faxes, emails
- Announcing that you are watching
- Obscene behavior causing embarrassment or shame
- Demanding to meet privately or to date
- Offensive, degrading remarks/ verbal abuse
- Sending things covered with filth

Precautions for Overseas Travel

As of April 2021, the University is currently suspending study abroad and activities that require overseas travel. Check the latest university policy at Sophia website; www.sophia.ac.jp/eng/news/covid19.html

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 country or territory. 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 Warnings 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 and never leave it unattended.
5. When purchasing overseas travel insurance, be sure to look into the coverage and services. (Some credit card travel insurances 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 legitimacy of the travel agency before committing to take part.
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 trips abroad. 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

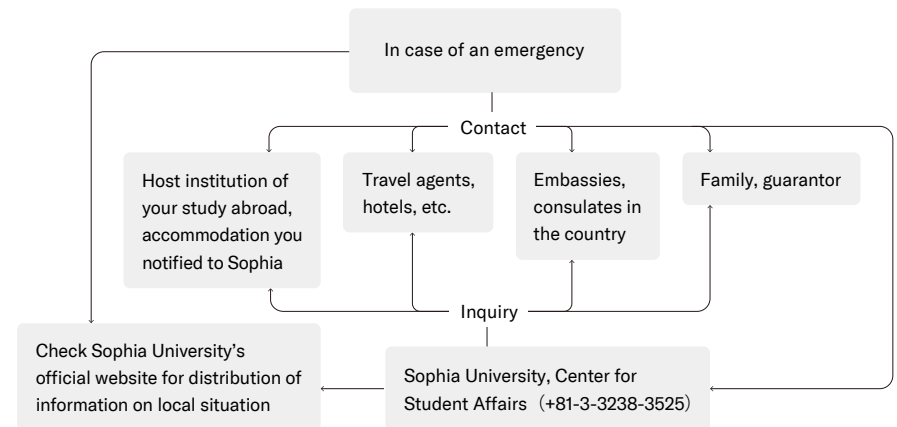
Ministry of Foreign Affairs, Overseas Security Travel Safety Information
www.anzen.mofa.go.jp/

Ministry of Foreign Affairs, "Tabi-regi"
www.ezairyu.mofa.go.jp

FORTH (Quarantine Station, Ministry of Health, Labor and Welfare)
www.forth.go.jp/index.html

Confirming Students' Safety in Event of Overseas Emergencies, Disasters, and Terrorism

When traveling overseas, it is your responsibility to check and familiarize yourself with the safety status of the inbound countries and take necessary precautions. Even with good preparation, it is possible that unforeseen circumstances may be encountered, if such situations occur, 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 have the phone number of several backup contacts on hand as you may not be able to reach some contacts during emergency situations. Also, do not forget to check the official website of Sophia. We will post important information related to the emergency at hand. The most important priority is to notify family and trusted friends around you about your whereabouts. Take preventive measures where possible, and notify others at all times, about the situation when you require help or assistance.



Guidelines for Action in Case of an Earthquake

Please Follow the Guidelines Below:

- Personal safety is the first concern. 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 on the next page to request assistance.
- Follow directions provided in University announcements. Those directions will be provided in several ways: first through the public address system, and then 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 fires at any cost:

- Do not smoke in places other than the designated areas.
- Keep things organized and do not leave combustible materials around.
- Do not handle hazardous materials or open flames without permission.
- When using open flames, 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 block access to fire extinguishers with belongings.

Safe Fire Evacuation

- Do not try to extinguish fire if the flames reach the ceiling; evacuate immediately.
- When evacuating, close all accessible windows and doors to shut off smoke and air.
- If evacuating in smoke, crawl or keep low, and 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.
- Be familiar with the several different evacuation routes available.

Safety Confirmation System

The Safety Confirmation System is a new system at Sophia University that helps to confirm and ensure each student's safety, communicate information, and to provide quick instructions in the event of a large-scale disaster such as an earthquake.

Overview of the System

1. If an earthquake has a scale of a 6 or higher in your area, the system will automatically send a safety confirmation email to the contact information of the subject located where the earthquake has occurred.
2. Headquarters for disaster control at Sophia or offices in charge may send messages to specific users (e.g., only students with the ability to commute) manually through this system.
3. Safety confirmation of family members-You can exchange messages among family members in the system if you register them (No involvement by Sophia).

*1 Initial settings by users are necessary. Please refer to the University Bulletin Board on Loyola and check the post from July 16, 2020)

*2 A drill on safety confirmation will be conducted periodically. Details will be announced on Loyola's University Bulletin Board

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

4 PROCEDURES FOR INTERNATIONAL STUDENTS



Residence Card**Obtaining a Residence Card**

A residence 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 receive landing permission stamps on their passports and obtain a Residence 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 applied and "Residence Card to be issued" will be noted. The Residence Card will be sent from the Regional Immigration Bureau to the residence address after you register at the nearest ward or municipal office.

Residence Registration

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

In Case of a Change of Address

If you are moving out, notify the ward or municipal office near your home and complete the move out procedure of your old address to receive a move-out certificate. Submit the move-out certificate and bring your Residence 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 from the Changes of Student Address tab 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 Residence Card Information

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

www.isa.go.jp/en/applications/procedures/nyuukokukanri10_00009.html

Please also submit a Notice of Change of Name and a copy of the Residence Record to the Center for Academic Affairs (Academic Records Section).

Extension of Period of Stay

You must apply for the Extension of Period of Stay before the expiration date. 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 expiration, and no later than 14 days before. The number of days required for the extension is two weeks to one month, unless there is a complication. Please keep in mind that it may take longer in the busier months of March or April. When the extension of period of stay is permitted, a new Residence Card will be issued.

Ministry of Justice: Application for Extension of Period of Stay (online application is not available)

www.isa.go.jp/en/applications/procedures/16-3.html

Documents 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.isa.go.jp/en/applications/procedures/16-3-1.html
2. Photo (paste on application form)
3. Passport
4. Residence 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 documents (as required by Immigration Bureau; proof for financial support may be required)

Note

*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; processing will take three business 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). *6 and 7 listed above can be obtained through the automated certificate issuing machine on campus (Building 2, 4th floor). (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 Residence 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 accepted to Sophia University as a degree student, non-degree student, exchange student or research student, 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 Student Visa (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 of registration hours.

For more information on the application procedures and documents required, please refer to the section for extension of period of stay.

Application form for Change of Status of Residence
(use form for College Student)

www.isa.go.jp/en/applications/procedures/16-2-1.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 expiration date), you will most likely not need a re-entry permit. Please be sure to present your Residence 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 be revoked.

Office for the Status of Residence Tokyo Regional Immigration Bureau

Address 5-5-30, Konan, Minato-ku, Tokyo, 108-0075

Tel 0570-034259

Hours 9:00-16:00 (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 Residence Card, reissuance of Residence Card, General Information, etc.

Access A) From JR Shinagawa station, Konan exit (East exit), and take the “Shinagawa Futo Junkan” bus. Get off at “Tokyo Nyukoku Kanrikyoku Mae”.

B) 15 minutes walk from “Tennozu Isle” station on the Tokyo Monorail/ Tokyo Rinkai Kosoku Tetsudo Rinkai Line. Please refrain from going by car.

www.isa.go.jp/en/about/region/tokyo/index.html

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

4-02 Part-time Jobs

Part-time Jobs

If you have a College Student status of residence and wish to engage in a part-time job, you must obtain permission to engage in activity other than that permitted under the status of residence previously granted in advance. 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 one’s dignity and morals.

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

1. Application form provided at the Immigration Bureau
2. Passport
3. Residence Card
4. Student ID Card

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

4-03 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 or municipal 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 or municipal offices. Those insured by the National Health Insurance system only have 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, and Korean) :
www.himawari.metro.tokyo.jp/qq13/qqport/tomintop/
TEL | 03-5285-8181 (9:00-20:00)



5 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 these programs.
Home > Campus life > Scholarship information

All application requirements and procedures will be posted on the Loyola Bulletin Board (Student life> 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. A *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 incentives and grant systems to fund graduate students in their research studies. If you would like to apply for one of these 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 graduate school students. For details on the latest program offerings, grant support amount, application procedure, etc., check the Research Promotion Bulletin Board on Loyola.

JSPS Research Fellowship for Young Scientists

Awarded to outstanding young researchers, these fellowships offer awarded students an opportunity to focus on a freely chosen research topic based on their own innovative ideas in order to foster and secure excellent researchers.

For details, please check the JSPS website (www.jspso.go.jp/english/index.html). Please check the schedule of the on-campus JSPS seminar and candidate screening on the Research Promotion Bulletin Board on Loyola.

Other Research Grants

To apply for research grants offered by foundations, private companies, and public institutions, please refer to the University Bulletin Board under Research Promotion on Loyola.

Safety and Crisis Management During Overseas Research Activities

1. Check Safety Information and Plan Your Travel

Check the Travel Advisories

It is essential to check the safety status of your destination prior to your travel. Before planning your overseas research travel and educational activities (e.g., participation in an internship), visit the Ministry of Foreign Affairs (MOFA) website for overseas travel information (www.anzen.mofa.go.jp/) and the Ministry of Health, Labor, and Welfare website (www.forth.go.jp/index.html). Updated information about travel safety and other issues related to overseas travel is provided.

*Sophia uses the MOFA guidelines as a criterion for deciding where to conduct University programs, and only conducts the programs in areas with warning level below level 1 (Exercise caution). The University does not recommend students to travel to the areas designated level 2 or above (Avoid non-essential travels). As a member of the Sophia community, please keep this in mind, and refer to the websites when planning to travel. Safety situations in other countries and travel advisory information may change without notice; please do not forget to check for updates throughout your travel planning.

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 in the case that your plan includes a level 2 destination. For travel during a leave of absence, please write your destinations on the Request for Leave of Absence form, and also consult with your graduate program director/supervisor. (For questions on the submission of a Request for Leave of Absence, contact the Academic Records Section of the Center for Academic Affairs).

2. Preparations Before Travel

Register with the Ministry of Foreign Affairs

For Japanese citizens 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. (www.ezairyu.mofa.go.jp/RRnet)

*International students are advised to check the travel advisory/alerts issued by your country 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 (e.g., for research such as attending a conference or conducting 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 for your specific 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 who submit a Request to Study Abroad on a Leave of Absence to purchase the University-designated Overseas Travel Support Program (Sophia Overseas Travel Insurance and Crisis Management Service) available at a discount price.

In addition, students participating in 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 one month before travel for details. Please note that medical treatments and rescue fees abroad are costly, so students are strongly recommended to invest in insurance that has sufficient coverage for personal travel too.

3. During Your Travel

In regions with poor telecommunication access (e.g., rural towns and mountainous terrain), 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 going. In addition, there are risks of unexpected terrorism or accidents as well as outbreaks 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 and safety management plans while keeping your safety the highest priority.

Employment and Career

1. Career Center

The 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 or visit the Career Center (Building 2, 1st floor).

TEL | 03-3238-3581

Email | career-co@sophia.ac.jp

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 contact or visit us.

*See Loyola's "Career Center" menu for details



6 WHERE SHOULD I SEEK HELP?

Where Should I Seek Help?

Studies and Careers

Concerns	Office	Location	Page
I wish to take leave of absence or withdraw from university	Center for Academic Affairs (Academic Records Section)	Bldg. 2, 1F	p.26
I wish to transfer to other academic departments	Center for Academic Affairs (Academic Records Section)	Bldg. 2, 1F	p.27
I wish to take a teacher training or curator certification course	Center for Teaching and Curator Credentials	Bldg. 2, 2F	-
I want to study abroad. I wish to learn about travel insurance and safety management measures while abroad	Center for Global Education and Discovery	Bldg. 2, 1F	p.32
I wish to pursue graduate studies at Sophia University	Admissions Office	Bldg. 12, 1F	-
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 (Bldg. 1, 1F)	Bldg. 2, 1F	p.24
I want to know about internship programs, job search activities and career programs that freshmen can also participate in	Career Center	Bldg. 2, 1F	p.36
I wish to use accommodation facilities such as Hadano Seminar House, Kawaguchiko Heim, Lodges (Yatsugatake · Hodaigi) for seminars	Sophia Campus Support Co., Ltd.	Bldg. 13, 7F	p.17
I wish to seek advice for my studies	Center for Academic Affairs, Center for Student Affairs, or Department faculty member	Bldg. 2, 1F	p.12
I want to learn more about the use of campus computers/email/Wi-fi/Moodle, etc. as well as ICT services (e.g., Zoom, etc.)	ICT Office	Bldg. 2, 3F	-
I am having problems with the University's network, software, etc. and would like someone to help me	ICT Office *Check the "User Guide" of the ICT Office website for more information on network failures and troubleshooting https://ccweb.cc.sophia.ac.jp/	Bldg. 2, 3F	-

Student Life

Concerns	Office	Location	Page
I want to register or change my address, guarantor, or other personal information	Center for Academic Affairs (Academic Records Section)	Bldg. 2, 1F	p.27
I would like to receive my Certificate of Attendance, my transcript, and various other certificates	Automated certificate issuing machine	Bldg. 2, 4F Office of Mejiro Seibo Campus (Bldg. 1, 1F)	p.23
I want to know about tuition fee bills and payment deadlines	Center for Academic Affairs (Tuition and Fees)	Bldg. 2, 1F	p.25
I want to know about scholarships	Center for Student Affairs	Bldg. 2, 1F	p.36
There was a sudden change in my financial circumstances	Center for Student Affairs	Bldg. 2, 1F	p.36
I want to receive advice on medical checkups and health care	Health Center	Hoffmann Hall, 2F	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 (Bldg. 1, 1F)	Bldg. 2, 1F Hoffmann Hall, 2F Office of Mejiro Seibo Campus (Bldg. 1, 1F)	p.19
I want to talk with someone about my struggles	Counseling Center	Bldg. 10, 3F	p.20
I want a referral to a hospital or clinic	Health Center	Hoffmann Hall, 2F	p.19
I want to call an ambulance on campus	Guard Station at Main Gate (Office of Property) Health Center Center for Student Affairs	Main Gate Bldg. 2, 1F Hoffmann Hall, 2F	p.44
I want to make photocopies or send faxes on campus	-	Central Library, Bldg. 2, Hoffmann Hall, etc.	p.16
I want information on Sophia Dormitories	Center for Student Affairs Sophia University website > Campus Life > Housing Information	Bldg. 2, 1F	p.17
I want to receive advice on apartments and condominiums	Sophia Campus Support Co., Ltd.	Bldg. 13, 2F	p.17
I want to take on a part-time job	Center for Student Affairs	Bldg. 2, 1F	p.12
I wish to use the nursery	Center for Student Affairs	Bldg. 2, 1F	p.12
I want to learn about the Catholic Church, or participate in the Catholic Mass	Catholic Jesuit Center	Bldg. 2, 1F	p.12

Concerns	Office	Location	Page
I want to use the illustration of Sophian-kun	Center for Student Affairs	Bldg. 2, 1F	p.12
I have lost an item or picked up someone's misplaced belongings	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 discarded. If you have discovered lost items, please bring them to the Office of Property or the Guard Station at Main Gate)	Bldg. 2, 1F Guard Station at the Main Gate	p.12
My belongings were stolen	Center for Student Affairs Office of Mejiro Seibo Campus (Bldg. 1, 1F)	Bldg. 2, 1F	p.43

Extracurricular Activities

Concerns	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	Bldg. 2, 1F	p.38
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	Bldg. 2, 1F	p.38
I want to know about volunteer activities and the ways to participate	Center for Student Affairs	Bldg. 2, 1F	p.38
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 at 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 (Bldg. 1, 1F)	Bldg. 2, 1F	p.24
I want to visit exhibitions in a museum at a free or discounted rate	Office for Community & Alumni Relations Sophia students who show their University IDs can use the following museums at a free or discounted rate: The National Museum of Art, Tokyo National Museum, National Museum of Nature and Science, Ancient Orient Museum, Suzumoto Engeijo (Hall), and Kioi Hall (Classical music, Japanese traditional music)	Bldg. 13, 6F	-

Concerns	Office	Location	Page
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: www.sophiakai.gr.jp/eng/index.html	Bldg. 6, 6F	-

About Whistleblower Reporting at Sophia School Corporation

Sophia School Corporation has established "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

The Purpose of the Whistleblower Protection Regulation

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; gross injustice and improper conducts that violate the school regulations are also included.

The Scope of Whistleblower Reports

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

Content of Whistleblower Reports

The content of a whistleblower report should be comprised of reports of any illegal act and the like pertaining to the operational management of Sophia School Corporation and the schools established by the Corporation that have occurred or is about to occur. However, the contents 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.

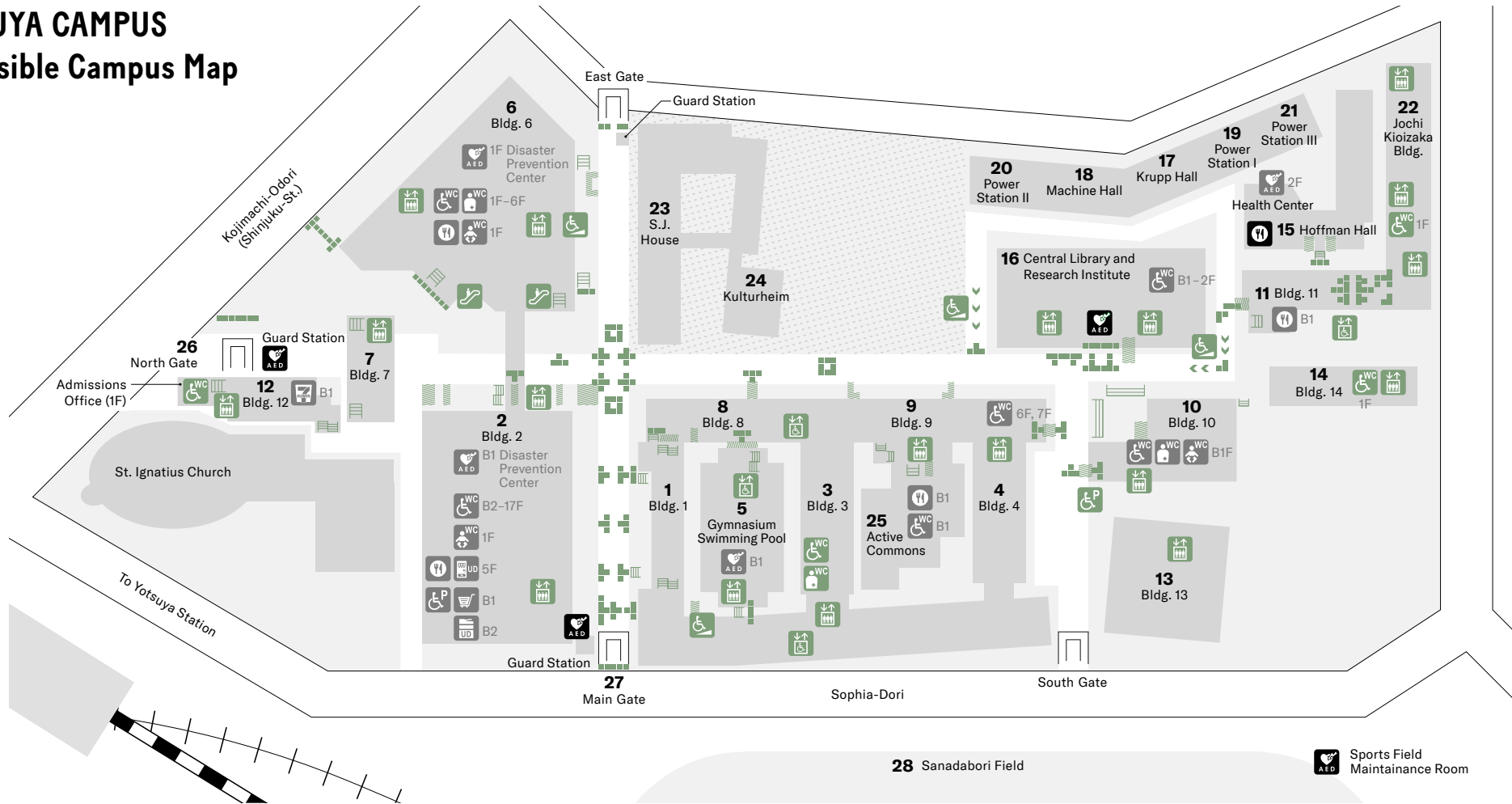
Method of Whistleblower Reporting

The reporting office is located in the Internal Audit Office (Kansa-shitsu) (Room #13, 9th floor of Library Building. 03-3238-4389). Whistleblower reports can be made through: (1) direct interview or phone call; (2) documentation (any style); and (3) an email hotline (email 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 will honor the Whistleblower Protection Act and any other relevant laws and regulations, and promises that they will not treat faculty and staff (including workers dispatched under contract) as well as students who take advantage of the Whistleblower Protection Act unfairly.

YOTSUYA CAMPUS Accessible Campus Map



- | | | |
|------------------------------|--|----------------------------|
| 1 Building 1 | 11 Building 11 | 20 Power Station II |
| 2 Building 2 | 12 Building 12 | 21 Power Station III |
| 3 Building 3 | 13 Building 13 | 22 Jochi Kioizaka Building |
| 4 Building 4 | 14 Building 14 | 23 S. J. House |
| 5 Gymnasium
Swimming Pool | 15 Hoffman Hall
Health Center | 24 Kulturheim |
| 6 Building 6 | 16 Central Library and
Research Institute | 25 Active Commons |
| 7 Building 7 | 17 Krupp Hall | 26 North Gate |
| 8 Building 8 | 18 Machine Hall | 27 Main Gate |
| 9 Building 9 | 19 Power Station I | 28 Sanadabori Field |
| 10 Building 10 | | |

Services	
Automated External Defibrillator	2, 5, 6, 15, 16, 26, 27, 28
Restaurant or Cafeteria	2, 6, 11, 15, 25
Convenience Store	12
Shop	2

Accessibility	
Copy machine (Universal design)	2
Escalator	6
Wheelchair-accessible elevator	2-7, 9-14, 16, 22
Wheelchair lift	3, 5, 8, 11
Wheelchair-accessible parking space	2, 4
Sloping road (Wheelchair needs assistance)	

Inclusive restroom (all genders)	2-4, 6, 10, 12, 14, 16, 22, 25
Ostomate toilet	3, 6, 10
Toilet with diaper changing table	2, 6, 10
Vending machine (Universal design)	2

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Sophia University Center for Student Affairs

7-1 Kioicho, Chiyoda-ku, Tokyo 102-8554

03-3238-3525