

Soka University

Enrollment Procedure Guidelines

Congratulations on your acceptance to Soka University!

Please complete the Enrollment Procedure by reading these guidelines carefully and submitting the required paperwork by the informed deadlines.

* All deadlines are based on Japan Standard Time (JST).

Please note that if you miss any deadlines, your admission offer may be revoked.

For inquiries regarding the enrollment procedures, please contact:

International Affairs Office

Soka University

Tel: +81-42-691-8200

Fax: +81-42-691-9456

E-mail: welcome@soka.ac.jp

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1. ENROLLMENT PROCEDURE FLOW

The Enrollment Procedure will be based on the flow below.

Please carefully check all contents in the following pages, observe the deadlines and continue with the procedures.

Documents to be submitted

	Deadline	Documents details	Page
1 st step	Friday, December 21, 2018	① Dormitory Application (Google Forms)	p.4
2 nd step	Friday, February 15, 2019	② Arrival information (Google Forms)	p.10
		③ Immunization Questionnaire	p.11
		④ Medical Interview Sheet	p.11
After arrival	Submission at the Student Life Orientation session	⑤ Agreement on Handling Personal Information	p.14
		⑥ Dormitory Terms of Agreement*	p.14

Please submit the documents for each step by the deadline.

* For students entering dormitories only

2. IMMIGRATION PROCEDURE

Those with a foreign citizenship must obtain a **Student Visa**. Soka University will apply for the **Certificate of Eligibility for Resident Status** (hereinafter "COE") from the Ministry of Justice of Japan on your behalf, based on the information sent by the time of the application.

The COE is expected to be emitted by the Immigration Bureau at the end of February, and it will be sent together with other important documents to your home university.

In order to apply for the student visa, you must check the Japanese embassy or consulate webpage to find the necessary documents. As the process in requesting a visa varies from country to country, please ensure that all necessary steps are taken in accordance with your country's procedure.

3. INTERNATIONAL DORMITORIES

3.1 International Dormitories

Soka University has dormitories for international students. These facilities focus on creating a proper environment for students to develop cooperation and autonomy skills while living together with students from all parts of Japan and the world. By the time of arrival, it might be difficult to adapt into an environment with diverse cultures, habits and opinions, but it is possible to overcome everything through cooperation and create deep bonds of friendship by the time of dormitory graduation.

Please access the webpage below to find the information on each dormitory. **Exchange students must live in a dormitory.**

※Dormitory fees may be charged upon the cooperation agreement with your home university.

URL: <https://www.soka.ac.jp/en/admissions/enrollment/dormitories>

Please access the URL below and fill in the form. Please note that due to the amount of applications,

we may not be able to fit all students in the desired dormitories, thus we would like to ask for your comprehension.

Dormitory Application:

Japanese/English: <https://goo.gl/forms/6oMI0DrAMDH5snwx1>

[Deadline: Friday, December 21, 2018](#)



3.2 Points to note on International Dormitories

- Each dormitory has its own rules on curfew, shower time, cleaning time, etc.
- As a shared space, please respect the rules

○ Rules on dormitory lifestyle

- Students already living in any dormitory are not allowed to move into another one.
- Dormitories have curfews. Curfew for male dormitories is 00:00, and 23:00 for female dormitories.
- Students themselves are in charge for the cleaning of the dormitories.
- As a rule, only those living in the dormitory can enter in the building. However, the dormitories have a space to welcome visitors (please check the details after entering in the dormitory).

○ On the facilities of each dormitory

- Each dormitory has its own specific time for using the shower room and the bath room.
- Coin laundries and dryers are available.
- It is not possible to purchase a landline phone. We recommend you to bring your own mobile phone or purchase one after arriving in Japan (you must make the contract by yourself).
- Dormitories have the University's Wi-Fi network installed. However, due to security reasons some pages may not be accessible.

○ About alcohol and tobacco

In Japan, no one younger than 20 years old is allowed to smoke or drink alcohol. Given that most of the Japanese students living in the dormitories are younger than 20 years old, smoking and drinking in the dormitories is prohibited. In international dormitories, however, drinking and smoking are allowed under the following rules:

- Smoking is only allowed outside the dormitory building in the "smoking area". (Soshun dormitory does not have a smoking area, therefore smoking is prohibited)
- Alcohol is only allowed in the bedrooms, and only in the following dormitories: Hoyu, Takiyama International and Manyo International.

4. ARRIVAL IN JAPAN

4.1 Regarding the arrival in Japan

About the arrival day

Please arrive in Japan by March 26 (Tue). The Orientation Session (please refer to page 16) is scheduled to be held in the morning of March 27 (Wed), therefore please arrive in Japan before this day.

About entering the dormitory

Entrance in the dormitory will be on March 25 (Mon) and 26 (Tue). If you are arriving prior to this date, you must provide accommodation (hotel, hostel, etc.) by yourself.

About the flight ticket booking

In case your Japanese student visa is delayed, your arrival to Japan will have to be postponed. Before booking a flight ticket, please check carefully any fares related to change of day, etc. Furthermore, in case you have a connecting flight in a different country, a transit visa might be necessary, therefore, please check all the requirements beforehand.

About the “Permission to other activities” at the Immigration Inspection

Those holding a “Student” visa willing to engage in part-time job or volunteer and other activities must apply for obtaining a permission called “**Permission to Engage in an Activity Other Than That Permitted by the Status of Residence Previously Granted**”. We recommend that you apply for the permit during your immigration inspection upon arriving at the airport since you can receive the permit on site. If the permission is granted, your Residence Card will be stamped as below:



Front



Back

4.2 Airport pick-up service

Newly admitted students requesting pick-up service within the dates displayed below must arrive either in the Narita or Haneda airport on the dates written below. Soka University will provide direct buses (free) leaving from both airports to the campus, therefore **please try to arrange a flight that arrives early enough to take the bus.**

Airport pick-up days: March 25 (Mon) and 26 (Tue)

Furthermore, when submitting your Arrival Information, please check the bus departure time table and indicate which bus you would like to take. It takes about 1.5 to 2 hours from the airport arrival to the meeting point, including immigration procedure and luggage claim lines. Thus, please choose a bus that departs at least 2 hours after your arrival in Japan. Please note that in case your flight is delayed, you may not be able to take the desired bus.

About direct buses

The direct bus timetable and meeting point are available below. Please gather at the meeting point at least 15 minutes prior to the bus departure. Soka University staff will be there to conduct you to the direct bus. Please note that the bus time may vary according to traffic conditions.

※ **Only newly admitted students are allowed to take the direct bus. Relatives and others must provide their own transportation from the airport.**

Direct bus departure timetable

Narita Airport ⇒ Soka University

Terminal 2 Departure time	<u>1 2 : 0 0</u>	<u>1 6 : 0 0</u>	<u>1 9 : 0 0</u>
Terminal 1 Departure time	<u>1 2 : 1 5</u>	<u>1 6 : 1 5</u>	<u>1 9 : 1 5</u>
Soka University Expected arrival time	1 5 : 0 0	1 9 : 0 0	2 2 : 0 0

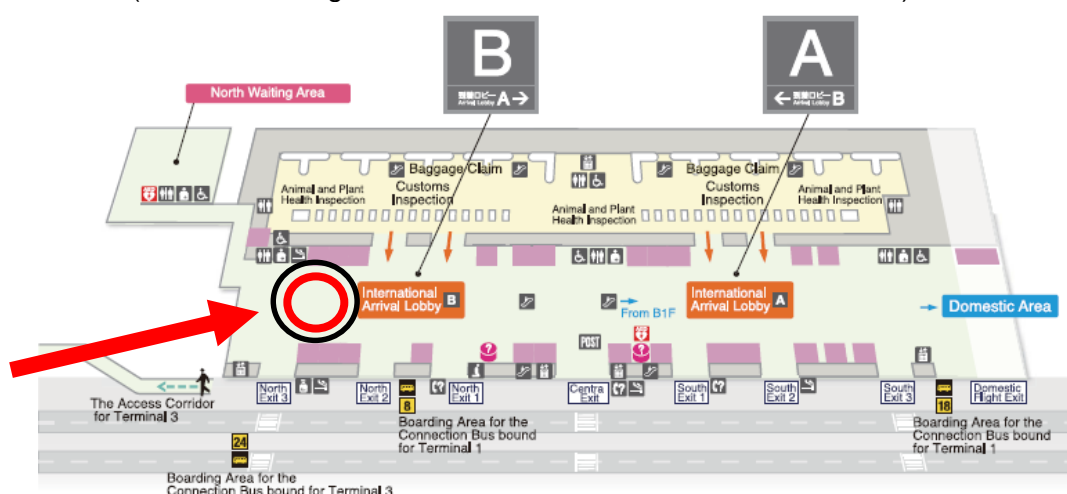
Haneda Airport ⇒ Soka University

International Terminal Departure time	<u>1 2 : 0 0</u>	<u>1 8 : 3 0</u>
Soka University Expected arrival time	1 4 : 3 0	2 1 : 0 0



Narita Airport meeting point

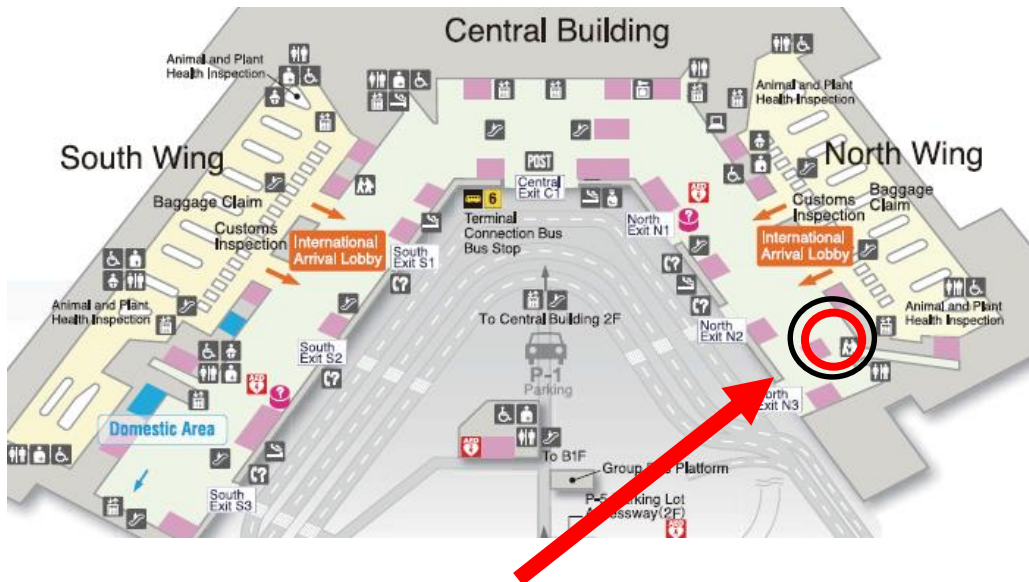
- **Terminal 2**
Terminal 3 (Those arriving at Terminal 3 must move to Terminal 2)



Terminal 2:

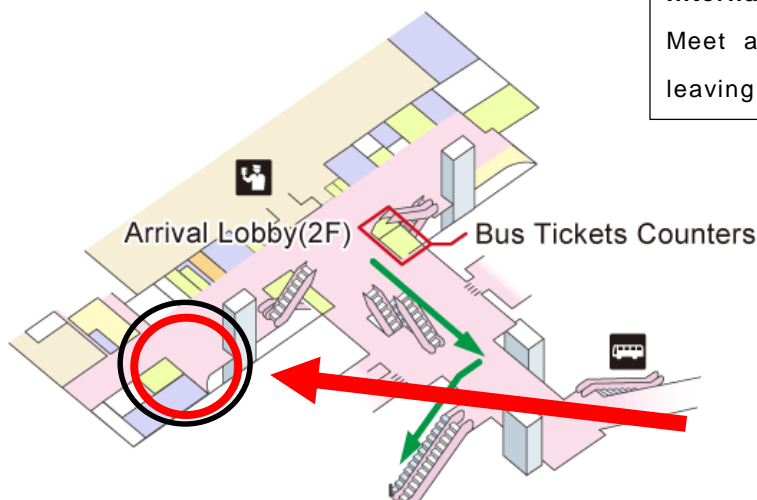
Meet at the area near the chairs on your right-hand side after coming out from the International Arrival Lobby B (circled in red).

- Terminal 1



Terminal 1
 Meet at the area near the chairs on your left-hand side after coming out from the North Wing International Arrival Lobby (circled in red).

Haneda Airport meeting point (International Terminal)



International Terminal Arrival Lobby:
 Meet at the elevator in the right side after leaving the Arrival Lobby (circled area).

4.3 Coming to Soka University by yourself

If you do not wish to use the pick-up service at the airport and will come to Soka University by yourself, you must fill-in the “Arrival Information” questionnaire (Google Forms) and inform the expected day and time of arrival at the dormitory. Please note that the dormitory admission will be on March 25 or 26, 2019.

Please arrive in the dormitory by no later than 19:00
You will be responsible for all transportation fees.

4.4 Methods of arrival in Hachioji Station from airport

By Limousine Bus: Bus timetable (in Japanese): <https://bit.ly/2ArNTUy>

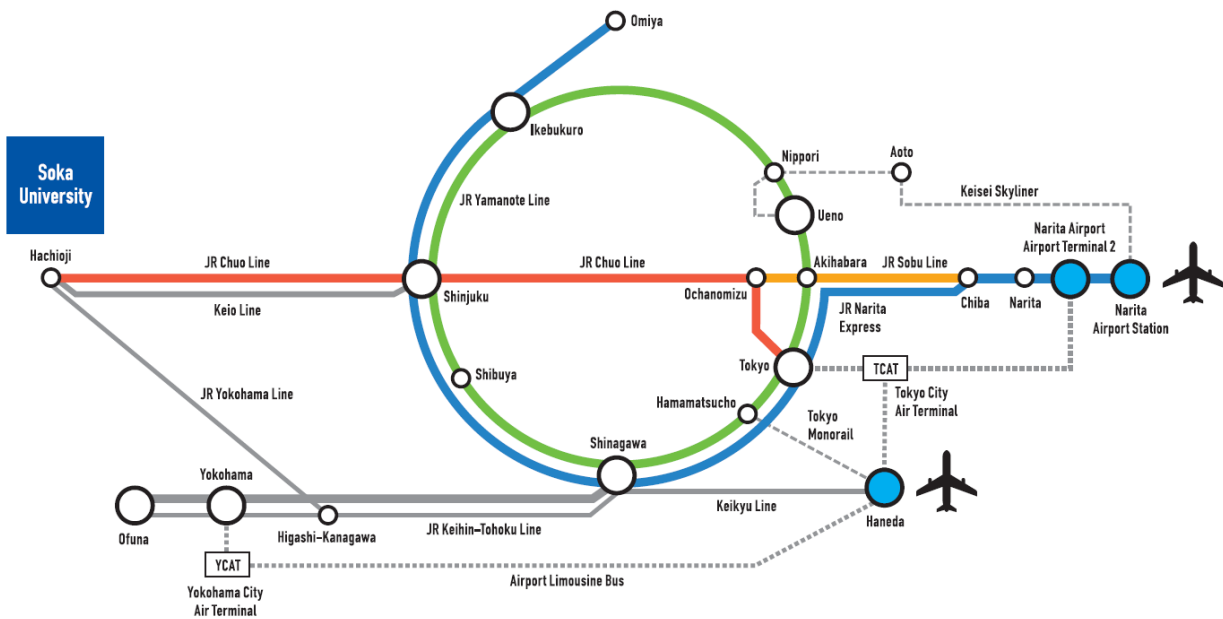
Embarking place	Bus fare		Approximated duration	
	JR Hachioji station	Keio Hachioji station	JR Hachioji station	Keio Hachioji station
Narita Airport (T1~3)	3,800 JPY		3 hours	
Haneda Airport	1,750 JPY		2 hours	

By train: <https://bit.ly/2DVSa73>

Train transfers: 2-3 times

Price: 3,500~4,000 JPY

Duration: approximately 2 hours



4.5 Reaching the dormitory from Hachioji station

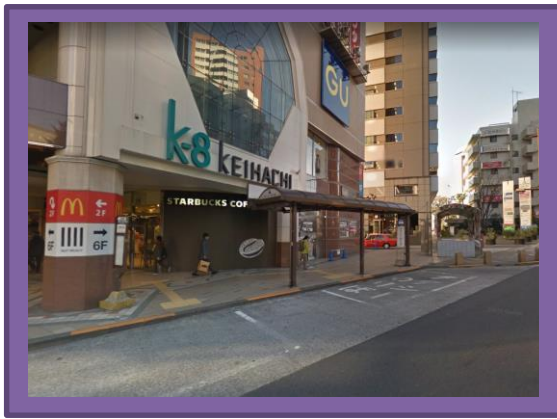
It is recommended to go from Keio Hachioji or JR Hachioji stations to the dormitory by taxi. The taxi fare may be between 2,000 to 2,500 JPY.

By taxi

JR Hachioji station



Keio Hachioji station



By bus

In case you are planning to arrive at the dormitory by bus, please carefully check the departing platform and arriving bus stop beforehand.

Dormitory	Bus platform		Destination	Bus stop to get off	From bus stop to the dormitory (walking time)
	Keio Hachioji	JR Hachioji			
Hoyu	4	12	Soka University Circulation (via Hiyodori Tunnel)	Tenjinmae	7 minutes
Takiyama International	4	12	Soka University Circulation (via Hiyodori Tunnel)	Soka University Eikomon	5 minutes
Cosmos	4	11	Mitsuidai, Tobuki	Babayato	6 minutes
Sunflower Hall	4	12	Soka University Circulation (via Hiyodori Tunnel)	Zentarosaka-shita	3 minutes
Manyo International	4	12	Soka University Circulation (via Hiyodori Tunnel)	Soka University Sodaimon	7 minutes
Soshun	4	12	Soka University Circulation (via Hiyodori Tunnel)	Soka University Eikomon	2 minutes

Hachioji Station ⇒ Soka University:

From “Keio Hachioji” Bus stop, Platform ④

From “Hachioji Station North Exit” Bus stop, Platforms ⑫ or ⑭

To Soka University Seimon (Main Gate): 16号06, ㇀02

To Soka University Sodaimon: 16号06, ㇀04

To Soka University Eikomon: 16号06, ㇀04

*The bus fare from Hachioji station (both JR and Keio) to Soka University is of 310 JPY.

4.6 About the Arrival Information

Please inform us your flight information after booking it. Please access the URL below and fill in the flight information in the Google Form. In the questionnaire, you will have to inform your arriving airport, as well as if you are willing to have the pick-up service or not (if so, please indicate the desired time). Please fill in the form even if you do not wish to use the pick-up service.

“Arrival Information” questionnaire:

Japanese/English: <https://goo.gl/forms/bYf8br88uybFrWk1>



Deadline: Friday, February 15, 2019

4.7 Emergency Contact

Address	1-236 Tangi-machi, Hachioji-shi, Tokyo
International Affairs Office	Soka University Global Square bldg. 6 th floor
Telephone	From overseas: +81-426-91-8230 From Japan: 042-691-8230
Email	intloff@soka.ac.jp
Working hours:	Weekdays: 9:30 to 17:00 Saturdays: 9:30 to 12:00 Sundays/Holidays: closed

5. DOCUMENTS TO BE SUBMITTED BEFORE ARRIVAL

Please check the information below and submit all documents by the respective deadline.

5.1 Immunization Questionnaire on Measles

In 2007, measles were rampant among High School and College students in Japan. In order to prevent group contagion, students are required to gain sufficient immunity before entering college. Questionnaire submission is compulsory.

It is mandatory to submit this document prior to admission, therefore, please do so before entering in Japan.

- Step 1: Access the website and download the questionnaire
<https://www.soka.ac.jp/en/admissions/enrollment/enrollment-documents>
- Step 2: After checking the information, fill in the questionnaire
- Step 3: Print the questionnaire and sign it
- Step 4: Scan the questionnaire and send to the International Affairs Office Admissions Section via email by the deadline

5.2 Medical Interview Sheet

From now, you will live in a completely different environment for a long period. Even healthy people can feel sick considering these abrupt changes. In order to provide the best support possible, please cooperate by filling in this questionnaire.

- Step 1: Access the website, download and fill in the questionnaire
<https://www.soka.ac.jp/en/admissions/enrollment/enrollment-documents>
- Step 2: Submit the questionnaire saved into a PDF file and send via email by the deadline

Document: Immunization Questionnaire on Measles

Medical Interview Sheet

Submission Deadline: Friday, February 15, 2019

Submit to: welcome@soka.ac.jp

Immunization for Measles and Rubella

For incoming international students,

In 2007, measles were rampant among high school and college students in Japan. In order to prevent group infection, students are required to gain sufficient immunity before entering college.

You are required to meet at least one of the following conditions before enrollment:

1. In the past, I received vaccination for measles and rubella twice or more each.
2. My antibody tests for measles and rubella were both positive, before the move-in.
3. In 2007 or after, I received vaccination for measles and rubella.
4. In 2007 or after, I was diagnosed with measles and rubella.

Frequently Asked Questions:

Q1. What if I cannot receive vaccination because of allergies?

- Please take antibody tests for measles and rubella.

Q2. If I were to take antibody tests for measles and rubella, what should I do next?

- If the test result is “negative”, “plus and minus”, or “positive and negative”, vaccination is required for each.

Q3. If I were to receive vaccinations at a medical institution (hospital, clinic, etc.), what should I do?

- Ask the medical institution before going whether the vaccinations are available. There are vaccines for “Measles”, “Rubella”, “MR vaccine (Measles and Rubella)”, “MMR vaccine (Measles, Mumps, and Rubella)”. If you take the MR vaccine or MMR vaccine, the vaccination can be done in one session.
- Depending on the medical institution, you may be recommended to take the antibody tests first. In that case, please take the antibody tests, and then please receive necessary vaccinations based on the results. The antibody tests refer to testing of whether you have immunity against the diseases. It can take several weeks or longer to get the results, so please consult the medical institution as soon as possible.
- If you keep a record of the medical checkups, it would be helpful for you.

Please submit this questionnaire by Friday, February 15, 2019

E-mail address: welcome@soka.ac.jp

6. DOCUMENTS TO BE SUBMITTED AFTER ARRIVAL

6.1 Agreement on Handling Personal Information

The submission of this form during the Orientation Sessions after you arrive is mandatory. Please access the website below to find the information regarding the “Agreement on Handling Personal Information” before your arrival to Japan.

URL: <https://www.soka.ac.jp/en/admissions/enrollment/enrollment-documents>

Please sign and submit the documents after your arrival at the Orientation Sessions.

6.2 Dormitory Agreement

Those entering the dormitories must fill-in and sign the “Dormitory Terms of Agreement”. Further information is on page 16. Please check and submit the documents during the Orientation Sessions after arrival in Japan.

6.3 Passport and Residence Card copies

In order to verify the enrollment information of all international students, it is mandatory to submit a copy of the following documents. Please copy the required documents and submit them during the Orientation Sessions.

- ① Passport (photo page)
- ② Page containing the entrance visa
- ③ Page containing the Landing Permission seal
- ④ Residence Card (you will receive it during the immigration process at either Narita or Haneda airports)

Dormitory Terms of Agreement for International Students

Soka University President Yoshihisa Baba

Upon entering the dormitory in Soka University, I hereby agree to abide by the following terms:

1. I will follow all dormitory rules and regulations in order to engage in and contribute to a healthy dormitory life.
2. I understand and comply with the following rules:
 - Prohibited items
 - Items hazardous to health (drugs, chemicals, etc.), animals
 - Items that can cause fire (electric stoves, candles, etc.)
 - TVs, refrigerators, microwaves and other items already provided in the lounges
 - Vehicles
 - Four-wheeled vehicles and motorcycles are not permitted
 - If you were to possess a bicycle, it must be registered for theft prevention under your name
 - Visitors and smoking
 - Overnight guests, including family members, relatives, and friends, are not permitted
 - Visitors are permitted only until the dormitory curfew in the permitted areas
 - Smoking is prohibited inside the buildings.
3. If my actions as a resident are deemed inappropriate by the University and ordered to move-out, I will vacate within 2 weeks.
4. If I intentionally or inadvertently damage university or dormitory property, I will promptly pay the reimbursement fees.
5. I will cooperate and follow instructions necessary for dormitory management and operation, including those for fire and disaster prevention, health and sanitation, and others.
6. I will not use the lounges or rooms for anything other than their intended purpose and not make any modifications to them without proper consent. I will not let any non-residents stay overnight.
7. I will vacate the dormitory by the designated move-out date.

I, the undersigned, hereby agree to abide by these terms.

Year 2018 Month 03 Day 28

Dormitory: Hoyu Dormitory Student ID: 18XXXXXX

Name: JOHN SOKA

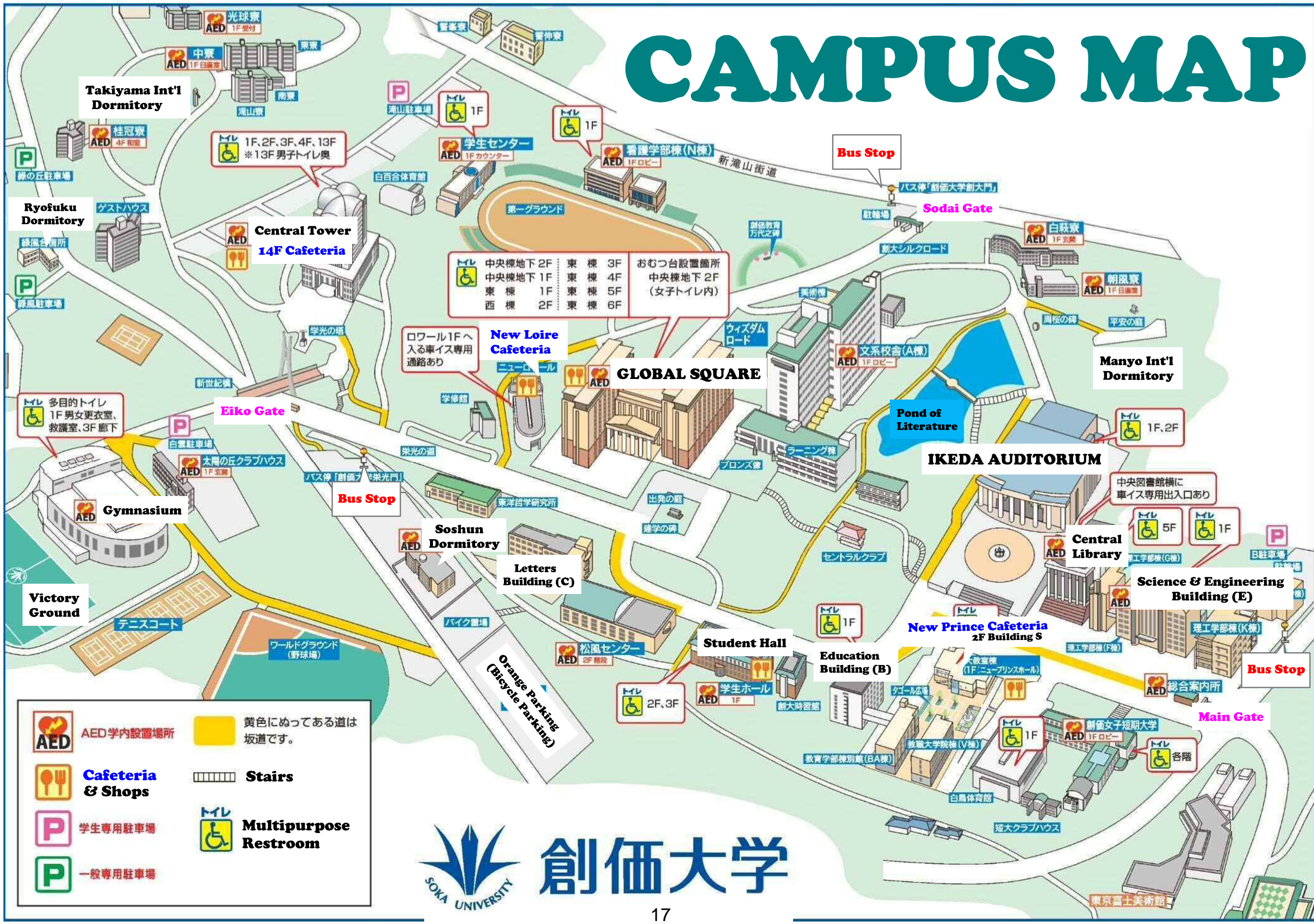
Signature: _____

2019年春学期ガイダンススケジュール
Orientation Schedule for Spring Semester, 2019

		学部生 Undergraduate Students	別科日本語研修生 Preparatory Japanese Language Students	特別履修生 Non-Degree Students	交換留学生 Exchange Students	大学院生 Graduate Students
3/25 Mon, 3/26 Tue	来日 Residence Hall Move In	○	○	○	○	○
3/27 Wed	生活ガイダンス Student Life Orientation ※持ち物:パスポートと在留カード ※Please bring your passport and resident card	○	○	○	○	○
	キャンパスツアー 中央教育棟1階ロビー集合 Campus Tour @ Global Square 1st Floor Lobby	○	○	○	○	○
	別科日本語研修生ガイダンス Orientation for Preparatory Japanese Language Students		○			
	各種書類回収 Turn-in paperworks (passport copy, resident card copy, etc) パスポートのコピー、在留カードのコピー、その他	○	○	○	○	○
3/28 Thu	留学生寮の入寮式 Dormitory Welcome Meeting ※国際学生寮はそれぞれの日程で行われます。 *Welcome Meeting will be held separately for the International Dormitories. (excludes Manyo International and Takiyama Internatoinal)	○	○	○	○	
	別科日本語研修生日本語クラス分けテスト Japanese Language Class Placement Test for Preparatory Japanese Language Students		○			
3/29 Fri	市役所手続き City Hall registry procedure ※持ち物:学生証、パスポート、在留カード ※Please bring: Student card, Passport, Residence Card					
	4/4 Thu	<p>●市役所手続きはグループを分けて行います。グループは別途お伝えます。 We will create small groups for City Hall Registration. We will inform you the groups after arrival.</p> <p>この他、銀行口座の開設や、携帯電話の契約等、日本での生活に必要な手続きを行って頂く期間になります。奨学金を受給する場合は、銀行口座の開設が必要になります。 Furthermore, in this period, you will be able to open a bank account, set a mobile phone contract and do other procedures that may help your life in Japan. In case you are a scholarship recipient, you must open a bank account.</p>				
4/2 Tue	入学式 Entrance Ceremony	○	○	○	○	○
4/3 Wed	履修ガイダンス Class Registration Orientation			○	○	
	特別履修生面接 Interview for Non-Degree Students			○		
	奨学金ガイダンス Scholarship Orientation for Exchange students ※奨学金を受給する交換留学生は参加して下さい。 ※This is for Exchange Students who receive scholarship from SOKA University.				○ (奨学金受給者のみ) (Only for students who are receiving scholarship)	
	学部・大学院生留学生奨学金申請ガイダンス Scholarship Orientation for Undergraduate school students and Graduate school students	○				○
4/4 Thu	授業開始 Classes start					
4/5 Fri	歓迎パーティー 場所:ニュープリンスホール Welcome Dinner @New Prince Hall	○	○	○	○	○
4/7 Sun	健康診断(女子のみ) Health check (female students only)	○	○	○	○	○
4/13 Sat	健康診断(男子のみ) Health check (male students only)	○	○	○	○	○

●これは留学生ガイダンスの一覧です。学部と大学院の手続きのためのガイダンスも別にありますので、今後の案内をよく確認し参加してください。
This orientation schedule is for international students.
For undergraduate/graduate school students, please see their schedule for additional orientations.

CAMPUS MAP



中央棟地下2F	東棟 3F	おむつ台設置箇所
中央棟地下1F	東棟 4F	中央棟地下2F
東棟 1F	東棟 5F	(女子トイレ内)
西棟 2F	東棟 6F	

Legend:

- AED学内設置場所
- Cafeteria & Shops
- 学生専用駐車場
- 一般専用駐車場
- 黄色にぬってある道は坂道です。
- Stairs
- Multipurpose Restroom