

Soka University Enrollment Procedure Guidelines for Fall 2019

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.

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

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

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.

1.1 Documents to be submitted

	Deadline	Documents details	Page
1 st step	Thursday, June 6, 2019	① Passport copy	p.4
		② Information for Visa Application (sample)	p.5
		③ Housing questionnaire and dormitory application (online questionnaire)	p.6
2 nd step	Sunday, June 30, 2019	④ Arrival information (online questionnaire)	p.9
		⑤ Immunization Questionnaire	p.16
		⑥ Medical Interview Sheet	p.16
After arrival	Submission at the Student Life Orientation session	⑦ Agreement on Handling Personal Information	p.19
		⑧ Dormitory Terms of Agreement**	p.19
		⑨ Headshot photo (3x4cm)	p.19

Please submit the documents for each step by the deadline.

* For applicable students only

** For students entering dormitories only

1.2 About Payment of Fees

Fees and invoices	Announcement	Deadline
Admission and Tuition fees invoices	Late June, 2019	July 31, 2019
Dormitory fees invoice		

* Please submit the payment for the requested fees via **credit card** by Wednesday, July 31, 2019.

- 1) As a rule, we request successful applicants to submit the payments via credit card. In case you cannot submit the payment via credit card, please pay via overseas remittance (please note that all fees are on the applicant's responsibility). For inquiries regarding overseas remittance, please contact the Soka University International Affairs Office (welcome@soka.ac.jp) and inform your **Application Number** and **Name**, and ask for the information on the overseas remittance.
- 2) The Acceptance Letter and the Certificate of Eligibility (COE) will be sent only after the payment confirmations of the Admission Fee and Tuition Fee.

2. IMMIGRATION PROCEDURE

2.1 Applying for the “Certificate of Eligibility for Resident Status”

Information for Visa Application

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. Therefore, please follow the flow below.

Step 1: Download the “**Information for Visa Application**” excel file, fill-in the form;

Step 2: Submit it by email together with a copy of your passport (photo page).

Submission documents:	1) Information for Visa Application: https://www.soka.ac.jp/files/en/20190524_162341.xls 2) Passport copy
Submission deadline:	Thursday, June 6, 2019
Submit to:	welcome@soka.ac.jp

- Those who have not yet applied for a passport, please do so as soon as possible, and submit a copy of your passport by the end of June 2019. If your name written in the “Information for Visa Application” form differs from how it is written in your passport, your visa issuance will be delayed and your arrival in Japan will be affected.
- Those with a Japanese citizenship do not need to apply for a visa. Please submit a copy of your passport.
- Within those who already have a Student Visa, if there is a need to renew the period of validity or to change the visa status, you must apply for the visa yourself. In this case, please contact us before applying, as it is necessary to include the official seal of the University and its representative on the form.
- **The COE is expected to be emitted by the Immigration Bureau in early August, and it will be sent together with other important documents to this address. Thus, please state your address in which you will be residing in August in the “Correspondence Address” section in the form.**

2.2 After applying for the COE

Step 1: The Immigration Bureau will approve or not your COE application

Step 2: If approved ⇒ we will send the COE and Approval Letter for the visa application once the submission of necessary documents and fees is confirmed.

If rejected ⇒ we will contact you and inform your situation. However, since the Immigration Bureau does not inform the rejection reasons, we will not be able to answer your inquiries. We would like to count on your comprehension.

Step 3: Apply for the student visa in the Japanese consulate office (using the COE, Approval Letter and other required documents). ⇒ if approved, you will receive the “Student” visa.

○ 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.

見本 (Sample)

※Deadline: Thursday, June 6, 2019

Address: welcome@soka.ac.jp

受験番号 Application number

査証申請情報 Information Required by Soka University for Visa Application Form

名前 <input type="checkbox"/> パスポート通り) Name (as written in the passport)	SOKA JOHN	Please write in roman alphabet, exactly as is on your passport.
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出生地 Place of Birth	STATE, CITY	生年月日 Date of Birth	19XX 年 1 月 2 日 Year Month Day
-----------------------	-------------	-----------------------	----------------------------------

旅券 PASSPORT	(1) 番号 Number	AA12345	(2) 有効期限 Date of expiration	2027 年 4 月 2 日 Year Month Day
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現住所(ローマ字) ※郵便コードも記入下さい Home address in alphabet	(ZIP code: _____)	Please write your address using roman alphabet
---	-------------------	--

重要書類送付先住所(ローマ字) ※郵便コードも記入下さい Correspondence address in alphabet	(ZIP code: _____)	Please inform the address in which the documents should be sent (expected to be sent between July and August)
---	-------------------	---

過去の出入国歴 Past entry into / departure from Japan	<input checked="" type="radio"/> 有 / <input type="radio"/> 無 Yes / No	(If "Yes", how many times?)	回数 1 回 time(s)
---	--	-----------------------------	-------------------

直近の出入国歴 (The latest entry record)	2017 年 4 月 1 日 から 2017 年 4 月 15 日 Year Month Day to Year Month Day
--------------------------------------	---

犯罪を理由とする処分を受けたことの有無 (日本国外におけるものを含む。) 有 (具体的内容) / 無 Yes (Details) / No	Criminal record (in Japan / overseas)
---	---------------------------------------

退去強制又は出国命令による出国の有無 Departure by deportation / departure order	<input type="radio"/> 有 / <input checked="" type="radio"/> 無 Yes / No
--	--

(上記で『有』を選択した場合) 回数 回 (If "Yes," how many times?)	直近の送還歴 年 月 日 The latest departure by deportation Year Month Day
---	--

修学年数 (小学校～最終学歴) Total number of years of education (from elementary school to _____)	年 Total Years
---	------------------

母国での査証取得予定地 Intended city to apply for visa (in your home country)	有・無	Marital Status
---	-----	----------------

在日親族(父・母・配偶者・子・兄弟姉妹など)及び同居者
Any family in Japan (Father, Mother, Spouse, Son, Daughter, Brother, Sister or others) or co-residents? Please list. (if more, list them in a separated page)

続柄 Relationship	氏名 Name	生年月日 Date of birth	国籍 Nationality	同居予定 Will you reside with him/her? Yes / No	勤務先・通学先 Place of employment/school	外国人登録 証明書番号 Alien registration certificate number
	N/A			はい/いいえ Yes / No		
				はい/いいえ Yes / No		

滞在費の支弁方法等 Method of financial support to meet you	Please write the Financial Supporter's address	
(1) 主な経費支弁者 About your main financial supporter	①氏名 Name	Relationship with applicant
	SOKA MANABU	FATHER
	②住所 Address	電話番号 Telephone No.
		+81-123-456-7890
	③職業 Occupation	年収 Annual income
	SYSTEM ENGINEER (ABC COMPANY)	5,000,000 円 Yen
(2) 支弁方法及び月平均支弁額 Method of support and an amount of support per month (average). Please check all that apply.		
<input type="checkbox"/> 本人負担 Self	50,000 円 Yen	<input type="checkbox"/> 外国からの送金 Remittance from abroad
<input type="checkbox"/> 外国からの携行 Cash from abroad	0 円 Yen	<input type="checkbox"/> 在日経費支弁者負担 Financial supporter in Japan
<input type="checkbox"/> 本学以外から受給する奨学金 Scholarship provided by another institution	30,000 円 Yen	奨学金支給機関 Scholarship provider
		XYZ Institution

在留資格認定証明書が不交付になったことの有無 (日本国外におけるものを含む。) Have you ever had a visa application to Japan or other country rejected?	有 (不交付になった年月: 年 月 / 不交付理由:) / 無 Yes (Year and month of rejection) Reason:) / No
---	--

3. DORMITORIES FOR INTERNATIONAL STUDENTS

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.

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

3.1 Questionnaire on Housing and Application for 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. **You must fill in this form even if you do not wish to enter a dormitory.**

Dormitory Application

Japanese/English: <https://forms.gle/1VGnucnh5drqndFq8>

Chinese: <https://www.wjx.cn/jq/39971164.aspx>



Deadline: Thursday, June 6, 2019

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
- Please make sure to pay the Dormitory Fee by the deadline.

○ 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, people younger than 20 years old are prohibited by law 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.

3.3 Purchasing bedding

Although dormitories have bed in each room, students must purchase bedding by themselves (dormitories do not have extra bedding).

***Soka University will lend bedding (mattress, blanket and pillow) for Non-degree Program students only. Please return bedding when you leave the dormitory.**

【Purchasing bedding through Soka University (only for those staying in the dormitories, except for Undergraduate Non-degree students)】

Bedding set offer (3 pieces)



In case you are willing to purchase bedding, you can make a request through the university. Please check the information below and submit the application by the deadline. In case you miss the deadline, you will have to purchase the bedding by yourself.

Bedding 3 pieces set (mattress, blanket, pillow)
* sheets and covers are not available

Amount 8,800 JPY

Application method:

Step 1: Answer the “Dormitory Application” questionnaire;

English: <https://forms.gle/1VGnucnh5drqndFq8>

Chinese: <https://www.wjx.cn/jq/39971164.aspx>

Step 2: International Affairs Office will send you an email with further information (late June)

Step 3: Access the website provided and submit payment referred to the bedding via credit card.

* In case your payment cannot be confirmed, your request will be cancelled

In case you wish to purchase bedding by yourself:

- It is also possible to purchase bedding at the university after arrival
- You may send your luggage to the dormitory via courier, but it is only acceptable to receive it within the dormitory moving-in days, on September 3 or 4.

3.4 Paying the dormitory fee

Those who submit the “Dormitory Application Form” will receive the results announcement by the end of June.

In case dormitory admission is confirmed, the dormitory payment instructions will be sent together with the dormitory notification of the approval. **As a rule, the dormitory fee must be paid via credit card.** Please check carefully the payment instructions and submit the payment by the deadline.

[Dormitory Fee / bedding fee payment deadline] : Wednesday, July 31, 2019

The URL containing the payment form will be sent together with the dormitory results announcement.

3.5 Dormitory length of stay

Length for staying in a dormitory vary according to each program. Please check the length for your program.

Exchange students

Enrollment length	Moving-out date
One semester	Until February 10, 2020
Two semesters	Until August 10, 2020

Non-degree students

Enrollment length	Moving-out date
One semester	Until February 10, 2020
Two semesters	Until August 10, 2020

Undergraduate students (English Medium Programs) – Freshmen year

Enrollment length	Moving-out date
Freshmen year only	Until August 10, 2020

3.6 Inquiries regarding dormitory life

Dormitory	Department	Location
Hoyu Dormitory, Cosmos Dormitory, Sunflower Hall	International Affairs Office	Global Square 6F
Takiyama International Dormitory, Manyo International Dormitory, Soshun Dormitory	Student Affairs Office	Global Square 1F

4. ARRIVAL IN JAPAN

4.1 Regarding the arrival in Japan

About the arrival day

Please arrive in Japan by September 4 (Wed). The Orientation Session (please refer to page 23) is scheduled to be held in the morning of September 5 (Thu), therefore please arrive in Japan before this day.

About entering the dormitory

Entrance in the dormitory will be on September 3 (Tue) and 4 (Wed). 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 Free shuttle bus (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: September 3 (Tue) and 4 (Wed)

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 plane landing to the meeting point inside the airport, 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 gathering time to take the direct bus and meeting point location are available below. Please do not be late. 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 Gathering time	<u>1 2 : 0 0</u>	<u>1 6 : 0 0</u>	<u>1 9 : 0 0</u>
Terminal 1 Gathering 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

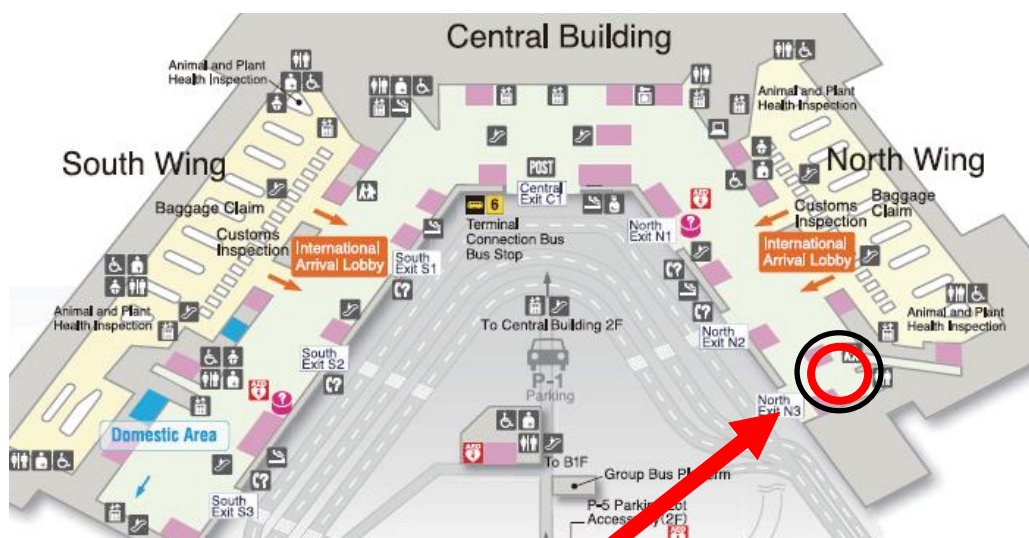
Haneda Airport ⇒ Soka University

International Terminal Gathering 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

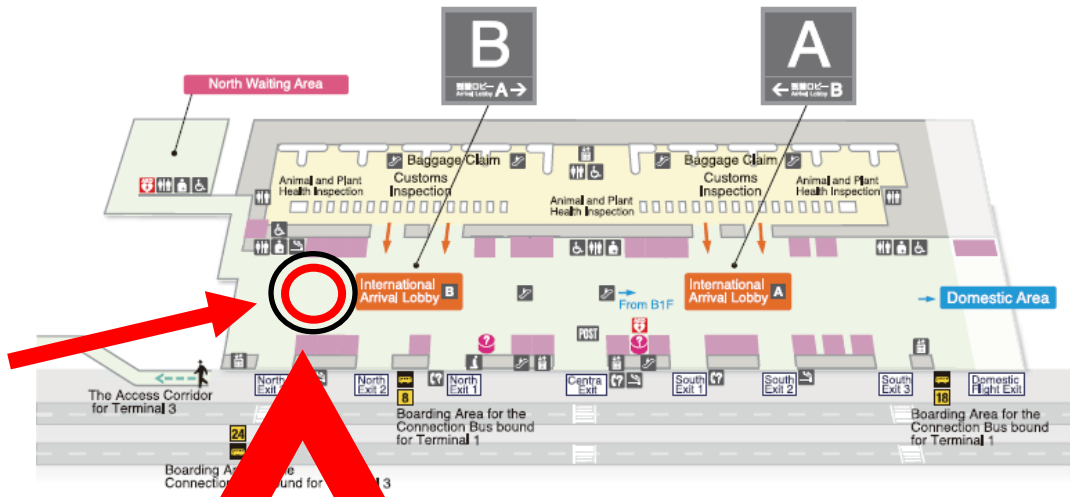
- Terminal 1



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).

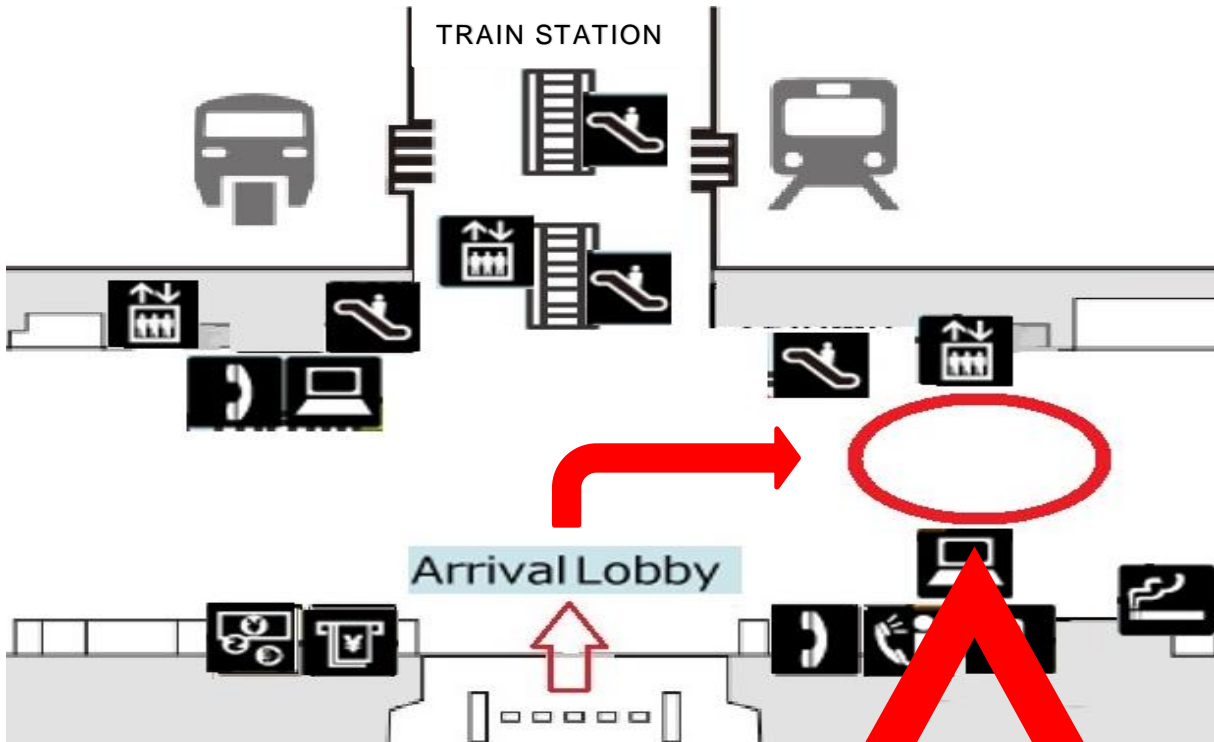
- Terminal 2
Terminal 3 (Those arriving at Terminal 3 must move to Terminal 2)



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 (please refer to page 15) and inform the expected day and time of arrival at the dormitory. Please note that the dormitory admission will be on September 3 or 4.

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>

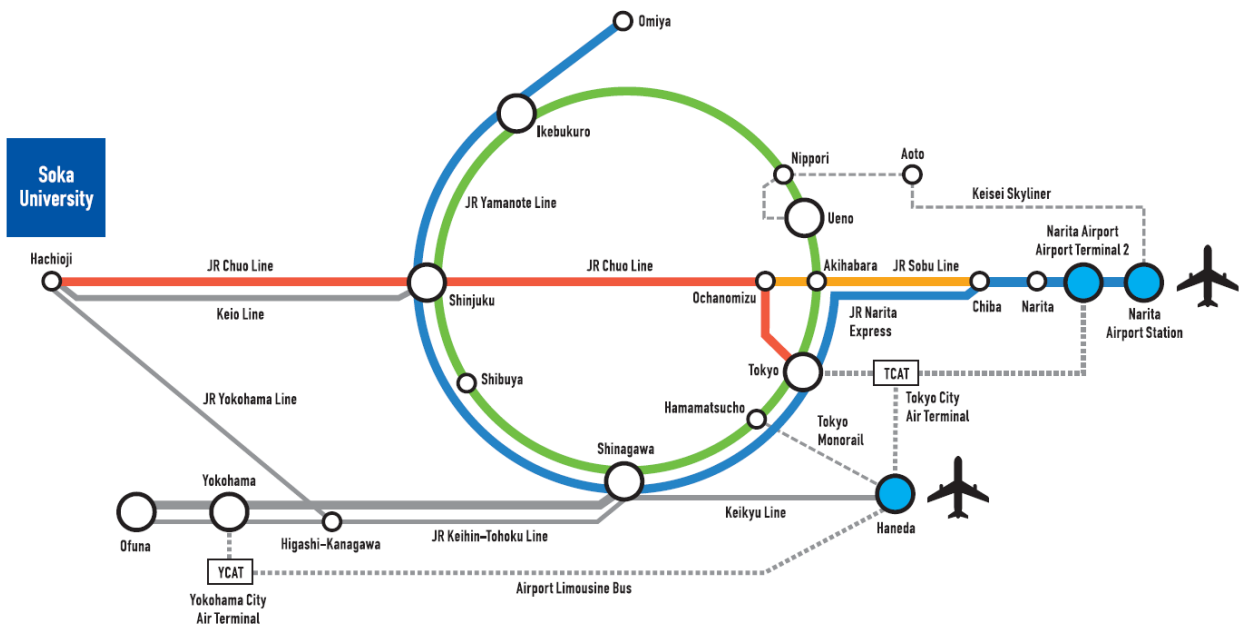
Embarking place	Bus fare		Approximated duration	
	JR Hachioji station	Keio Hachioji station	JR Hachioji station	Keio Hachioji station
Narita Airport (T1~3)	3,800 JPY		3 hours	
Haneda Airport	1,750 JPY		2 hours	

By train (in Japanese): <https://bit.ly/2DVSa73>

Train transfers: 3-4 times

Price: 3,500~4,000 JPY

Duration: approximately 2 hours



4.5 Reaching the dormitory from Hachioji station

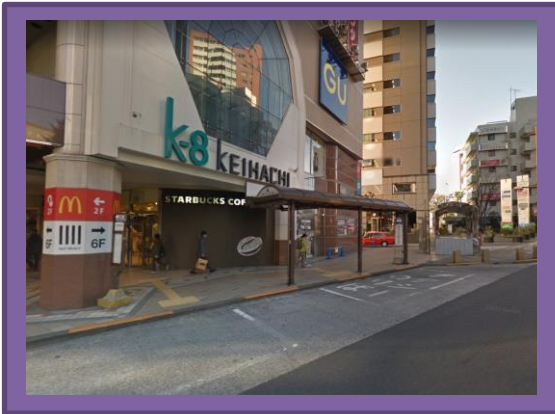
It is recommended to go from Keio Hachioji or JR Hachioji stations to the dormitory by taxi. The taxi fare may be between 2,500 to 3,000 JPY.

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.

Please check how to use a bus in Japan in the video below (in English)

<https://youtu.be/DE0BwFx9W5M>

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	7 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 Eikomom: 16 号 06, ㊦ 04

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

Timetable for Nishi Tokyo buses: <https://bit.ly/2MinpOK>

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://forms.gle/52fRfx86nViRuznz7>



Chinese: <https://www.wjx.top/jq/40076066.aspx>



Deadline: Sunday, June 30, 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 deadline. The documents to be submitted can be found in the following website:

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

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 above mentioned and download the questionnaire

Step 2: After checking the information, fill in the questionnaire

Step 3: Print the questionnaire and sign it

Step 4: Scan the questionnaire and submit to the email address below

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 above mentioned, download and fill in the questionnaire

Step 2: Scan the questionnaire and submit to the email address below

Documents:	1) Immunization Questionnaire on Measles 2) Medical Interview Sheet
Submission deadline:	Sunday, June 30, 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 Sunday, June 30, 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 document at the Student Life Orientation session scheduled to be held on September 5. A sample is available on page 20.

6.2 Dormitory Agreement

Those entering the dormitories must fill-in and sign the “Dormitory Terms of Agreement”. Please sign and submit the document at the Student Life Orientation session scheduled to be held on September 5. A sample is available on page 21.

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)
- ⑤ Headshot photo (3x4cm)

Agreement

Addressed to Yasunori Tashiro,

Chairperson of the Board of Trustees, Soka University:

On being enrolled at Soka University and understanding the distributed

“I. How We Use the Personal Information of Students et al.” I hereby agree to matters discussed in the attached “II. Sharing Personal Information of Students et al. with Third Parties.”

Year: 2019 Month: 09 Day: 05

Student ID:

19XXXXXX

Student Name:

JOHN SOKA

(seal)

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.
- 8. I acknowledge there will be no refund of dormitory fees, except in extraordinary situations.

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

Year 2019 Month 09 Day 05








Dormitory: Hoyu Dormitory Student ID: 19XXXXXX

Name: JOHN SOKA

Signature: _____

7. PROCEDURES CHECKLIST (PRIOR TO ARRIVAL)

Please check the list below while completing the necessary forms.

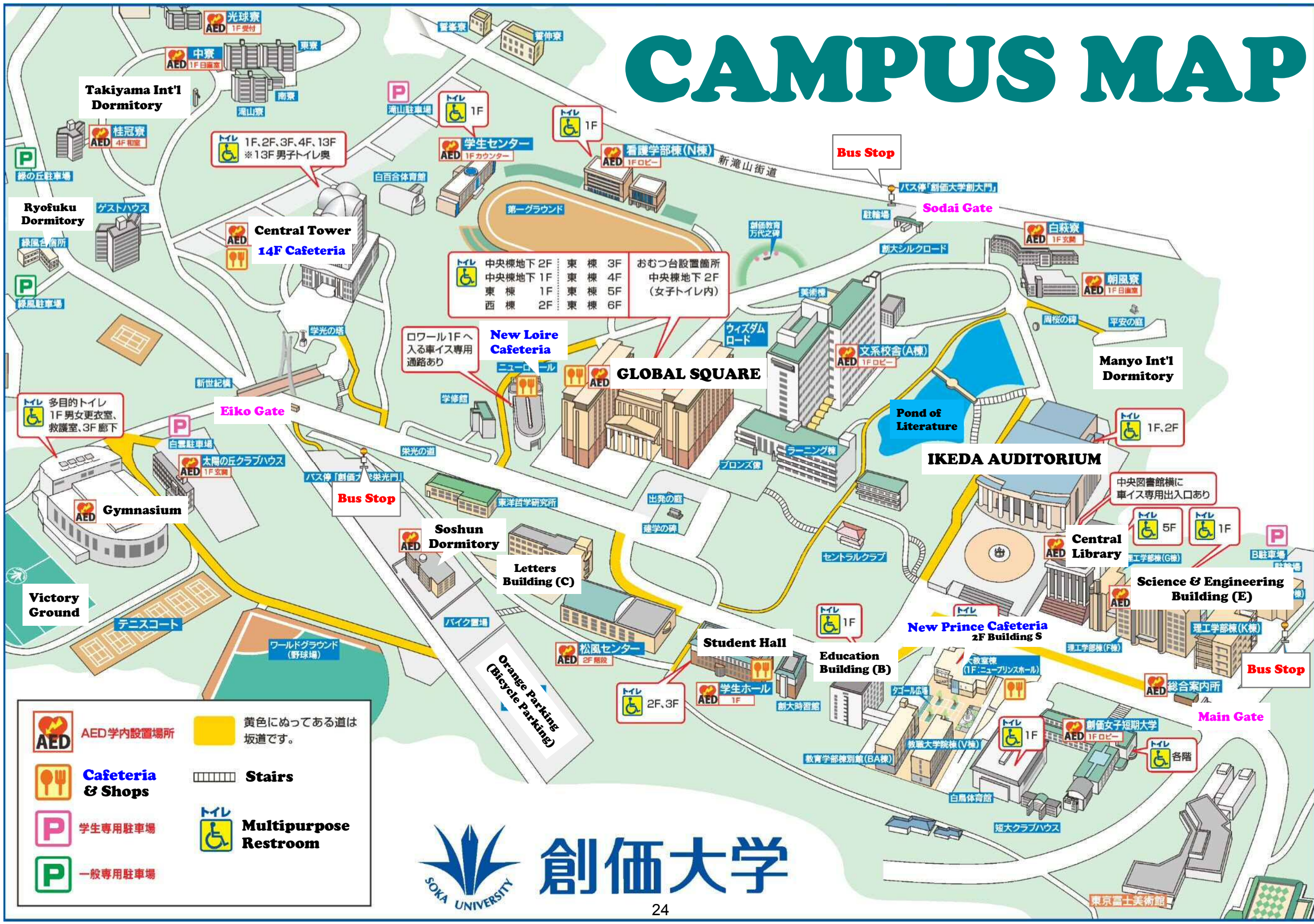
Date	Procedure	✓
May 31 (Fri)	Announcement of results Successful candidates will receive the Enrollment Procedure Guidelines by e-mail.	
		
June 6 (Thu)	Submission of 1st step documents deadline	
	<input type="checkbox"/> Information for Visa Application: fill in the XLS file and submit by e-mail.	
	<input type="checkbox"/> Passport copy: submit a scanned file of your passport (photo and name page only) and submit by e-mail	
	<input type="checkbox"/> Housing questionnaire and dormitory application: fill in the online questionnaire	
		
June 30 (Sun)	Submission of 2nd step documents deadline	
	<input type="checkbox"/> Arrival Information: fill in the Google Form	
	<input type="checkbox"/> Immunization Questionnaire: send by e-mail	
	<input type="checkbox"/> Medical Interview Sheet: send by e-mail	
		
Late June	Payment of fees: All invoices will be sent by e-mail (Admission Fee, Tuition Fee, Dormitory Fee – if applicable, and Bedding Fee – if applicable)	
		
July 31 (Wed)	Payment deadline (for Admission Fee, Tuition Fee, Dormitory Fee – if applicable, and Bedding Fee – if applicable) In case payment cannot be verified, it may be considered as a withdraw.	
		
Early August	“Certificate of Eligibility (COE)”, “Letter of Approval” and “Enrollment Schedule” will be sent via courier * In case the Certificate of Eligibility is denied, the university will contact the approved candidate.	
		
Late August	Successful candidates should go to the Japanese Embassy or the nearest Japanese consulate bearing both the COE, passport and other necessary documents and apply for the visa. * Visa type is “Student”	
		
September 3 (Tue)	Arrival in Japan	
September 4 (Wed)		

2019年秋学期ガイダンススケジュール
Orientation Schedule for Fall Semester, 2019

		学部生 Undergraduate Students	指定校推薦生 Recommended Students from Partner School	別科特別履修生 Non-Degree Students	編入学生 Transfer Students	交換留学生 Exchange Students	大学院生 Graduate Students
9/3 Tue 9/4 Wed	来日 Residence Hall Move In	○	○	○	○	○	○
9/5 Thu	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 residence card	○	○	○	○	○	○
	キャンパスツアー Campus Tour	○	○	○	○	○	○
	各種書類回収 (パスポートのコピー、在留カードのコピー、その他) Turn-in documents (passport copy, residence card copy, etc.)	○	○	○	○	○	○
	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 Meetings will be held separately for each International Dormitories (this excludes Manyo International and Takiyama International)	○	○	○	○	○	
9/6 Fri	日本語クラス分けテスト Japanese Language Class Placement Test		○	○	○	○	
	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と指定校推薦生は参加して下さい。 ※This is for Exchange Students & Partner School Recommended Students who receive scholarship from SOKA University.		○			○ (奨学金受給者のみ) (Only for students who are receiving scholarship)	
	編入学生・指定校生キャリアガイダンス Transfer Students & Partner School Recommended Students Career Orientation		○	○			
9/7 Sat 9/8 Sun	休日 Day off						
9/9 Mon 9/11 Wed	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。 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.						
9/10 or 9/11	履修ガイダンス Class Registration Orientation			○		○	
	特別履修生面接 Interview for Non-Degree Students			○			
9/12 Thu	授業開始 Classes start						
9/13 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	○	○	○	○	○	○
9/14 Sat 9/15 Sun	休日 Day off						
9/18 Wed	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	○					○
TBA	健康診断(女子のみ) Health check (female students only)						
TBA	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 check the specific schedule for your program 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

- 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