



Soka University Pre-departure Guidebook

《for Exchange Students
Spring semester 2020》



Your application to the Student Exchange Program has been successful !

Please read this book carefully and start procedures by due date.

※If you miss the deadline, your acceptance is canceled.

※Every deadline is in JST (Japan Standard Time).

【Contact us】

Soka University, International Affairs Office (IAO)

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Index

TO DO List	2
1. Flaw to apply for a visa and arrival in Japan	3
2. STEP 1 Submit the questionnaire for your resident in Japan and Apply for the dormitory	4
Choose your housing	5
Type of dormitory and dormitory address	6
Bedding in your dorm room	7
Rule and Guideline for the dormitory	8
3. STEP 2 Submit the arrival date questionnaire	9
Flaw till you arrive on campus	10
Arrival date questionnaire and Airport pickup service	11
If you do not use the airport pickup service	15
How to get to Hachioji-city from the airport	15
How to get to the dormitory from Hachioji station	16
4. STEP 3 Check documents you should submit after arrival	18
Submission 1: Personal Information Consent Agreement Form	19
Submission 2: Dormitory Terms of Agreement for International Students	19
Submission 3: Passport copy	19
Sample of the Personal Information Consent Agreement Form	20
Sample of the Dormitory Terms of Agreement for International Students	21
5. Guidance Schedule	22
6. FAQ	23
7. Campus map	27
8. Contact us	28



To Do リスト

No.	To Do	Deadline	✓
1	Read this book carefully	NOW!	
2	Submit the questionnaire for your resident in Japan and Apply for the dormitory (Web)	Wednesday, December 25	
3	Book your flight		
4	Submit the arrival date questionnaire (Web)	Friday, Feb 7	
5	Receive your Certificate of Eligibility (CoE), Offer of Acceptance, and Orientation schedule by mail ※Soka University will inform you if your CoE is not issued.	※Soka University will mail them in the beginning of March	
6	Apply and obtain your visa Visit the nearest Japanese Embassy with necessary documents such as CoE and passport, and apply for a visa ※Type of visa is “Study Abroad.”	Middle of March	
7	Read the “Student life booklet” https://www.soka.ac.jp/files/ja/20190531_111345.pdf	Before you come to Japan	
8	Receive your resident card	Airport (upon arrival)	
9	Receive your “Permission to Engage in Activity Other Than That Permitted under the Status of Residence Previously Granted”	Airport (upon arrival)	
10	Submit the “Personal Information Consent Agreement Form”	Orientation	
11	Submit the “Dormitory Terms of Agreement for International Students” (dormitory student only)	Orientation	
12	Submit your passport copy	Orientation	
13	Submit your residence card copy	Orientation	

Every procedures above should be done by students!



Flaw to apply for a visa and arrival in Japan

① **IAO** Beginning of March

IAO will mail the CoE and acceptance letter to the host university.

② You will receive the CoE and acceptance letter by express mail.

By Friday, Feb 7

【Arrival Date Questionnaire】

You need to answer your arrival information online *see page 11

③ 【Apply for your visa】

Visit the nearest Japanese Embassy
Bring your CoE and Passport
※Type of visa is 「study abroad」

④ Monday, March 23
Tuesday, March 24

Arrive in Japan !

【Obtain your residence card】
(upon arrival)

- Show your passport
- Show your visa
- Submit your CoE

※Your residence card is issued in customs when you show/submit the above documents. You need to fill out and submit the simple form of "Permission to Engage in Activity other than that permitted by the status of residence previously granted" there.

➡You'll get the stamp in your resident card *see the picture below



Go to Soka University!
*see page 10-17



STEP 1

Submit the questionnaire for your resident in Japan and Apply for the dormitory !

**Deadline is
Wednesday, December 25, 2019.**



● Apply for the dormitory (Japanese / English)

<https://forms.gle/sfcpxnxJJMiWyyYW9>

● Apply for the dormitory (Chinese)

<https://www.wjx.cn/jq/49179060.aspx>

About the Dormitory

Read page 6 - 8 about the dormitory



Choose the dormitory



Submit the questionnaire above



【Move-in day】

March 23 and 24, 2020

※Please arrive in your dorm BEFORE 7:00 PM

We will email you
which dorm you are
placed in the **end of**
January!



Types of Dorm

Soka University has six dormitories for international students. These dormitories 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. Although it might be difficult to adapt into an environment with diverse cultures, habits and opinions, 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>



Dorm Address

Male	Hoyu dormitory	1-483. Takiyama-cho, Hachioji, Tokyo
	Takiyama Intl dormitory	1-236 Tangi-cho, Hachioji-shi, Tokyo
Female	Cosmos dormitory	582-1, Takiyama-cho 1, Hachioji, Tokyo

Bedding in your dorm room

Soka University provides the bedding (mattress, blanket, and pillow) with all incoming exchange students for free of charge.

Bedding sets	Comforters, Japanese mattress, and Pillows ※Bed sheets and covers should be purchased by yourselves.
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A bed & desk are furnished.



Length of stay

Program	Move out day
Exchange student	Spring semester : August 10, 2020
	Fall semester : February 10, 2021

[Important points on International Dormitories]

○ Offer of Residence emails are sent to students in the end of January, 2020.

○ **Dormitory rules**

- You are not allowed to move to another dormitory.
- Curfew: Male dormitories: 00:00 / Female dormitories: 23:00
- Students are in charge for cleaning the dormitory.
- Only those living in the dormitory can enter in the building. However, the dormitories have an area to welcome visitors (please check the details after entering in the dormitory).

○ **Dormitory facilities**

“Information on dormitories” URL:

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



○ **Sending packages to dormitories**

- If you plan to send luggage to the dormitory, make sure to have them arriving on the day of your dormitory entrance (March 23 or 24). You can check the dormitory address in pg. 6
- You cannot send packages to the dormitory prior to the moving date (March 23).

○ **About alcohol and tobacco**

It is possible to smoke and drink alcohol in international dormitories under the following rules:

~~※In Japan, people younger than 20 years old are prohibited by law to smoke and drink alcohol.~~

- Smoking is only allowed outside the dormitory building in the “smoking area”. (Soshun Dormitory does not have a smoking area, therefore smoking is prohibited)
- Please check your dormitory rules regarding drinking alcohol.



STEP 2

Fill out the Arrival Questionnaire!

The due date is
Friday, February 7th
Please submit your answers early!





到着までの流れ

Answer 【Arrival Questionnaire】 by February 7.

Arrive in Japan on March 23 or 24
※Refer to page 3 about entering to Japan.
※If you arrive before March 23, see FAQ pages.

Go to your dormitory by Soka University' s direct bus
(ONLY March 23 and 24)
※See page 11 for more details
※If you go to the dormitory by public transportation, make sure:
①You need to inform us how to get to the dormitory and expected arrival time through the arrival questionnaire.
②You need to arrive at the dormitory before 09:30 PM.

Move-in the dormitory
(ONLY on March 23 and 24)

Attend an orientation from March 25
※See page 22 for details.

① **【Arrival Questionnaire】** ※All students must fill in this form.

Japanese/English : <https://forms.gle/viNx87uXLGTVs4daA>



Chinese : <https://www.wix.top/jq/49204870.aspx>



Deadline: Friday, February 7, 2020

Direct bus information



Soka University staff will pick you up at the airport.

Please choose one bus below.

Days and timetable: March 23 (Mon) and 24 (Tue), 2020.

Airports: Narita Airport (Terminals 1 and 2), Haneda Airport

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

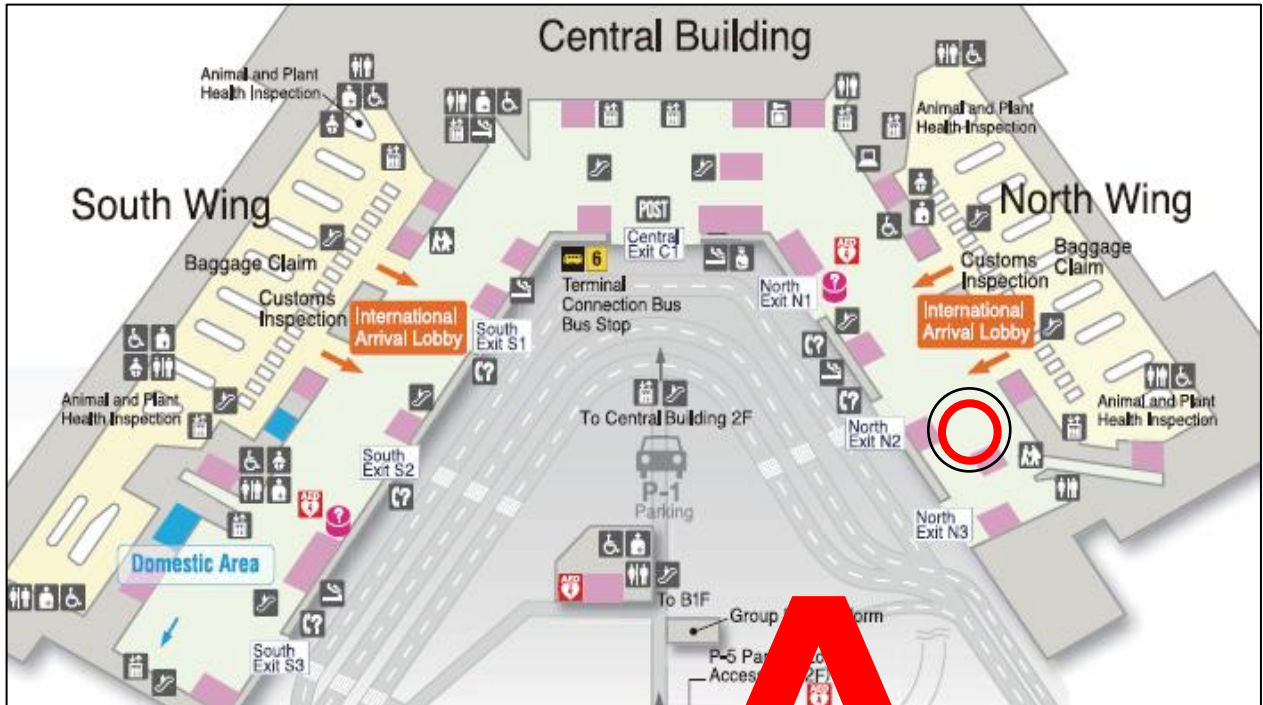


※Considering the time it takes from the plane landing to the meeting point, please choose a bus that departs at least 1.5 hour from your arrival time.

※Only approved students can take this bus. Relatives and other people cannot take the bus with you.

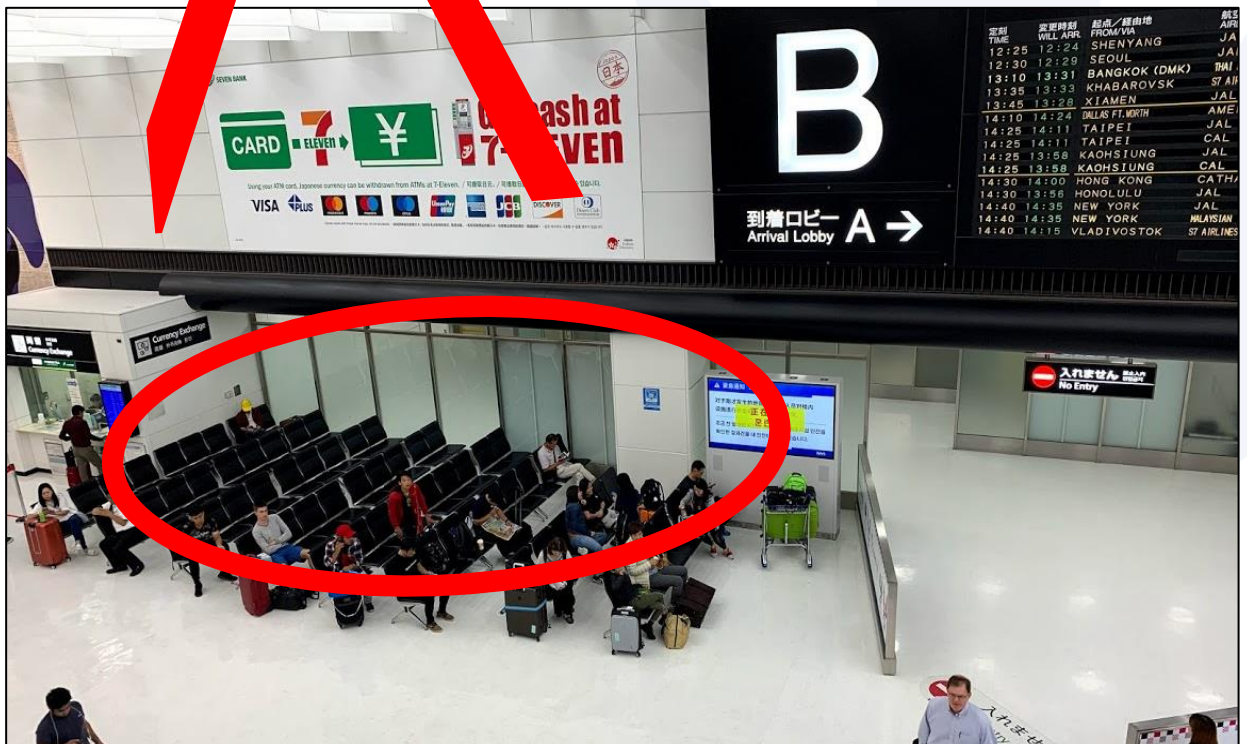
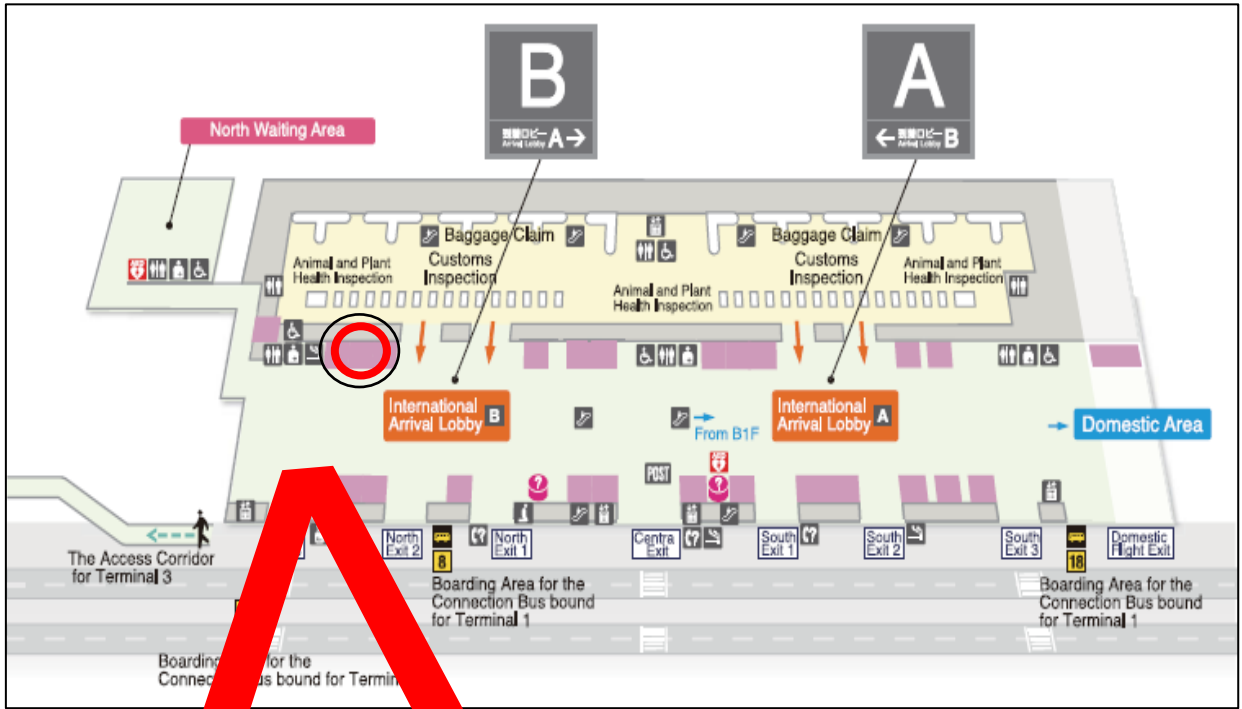
Narita Airport meeting point

- Terminal 1

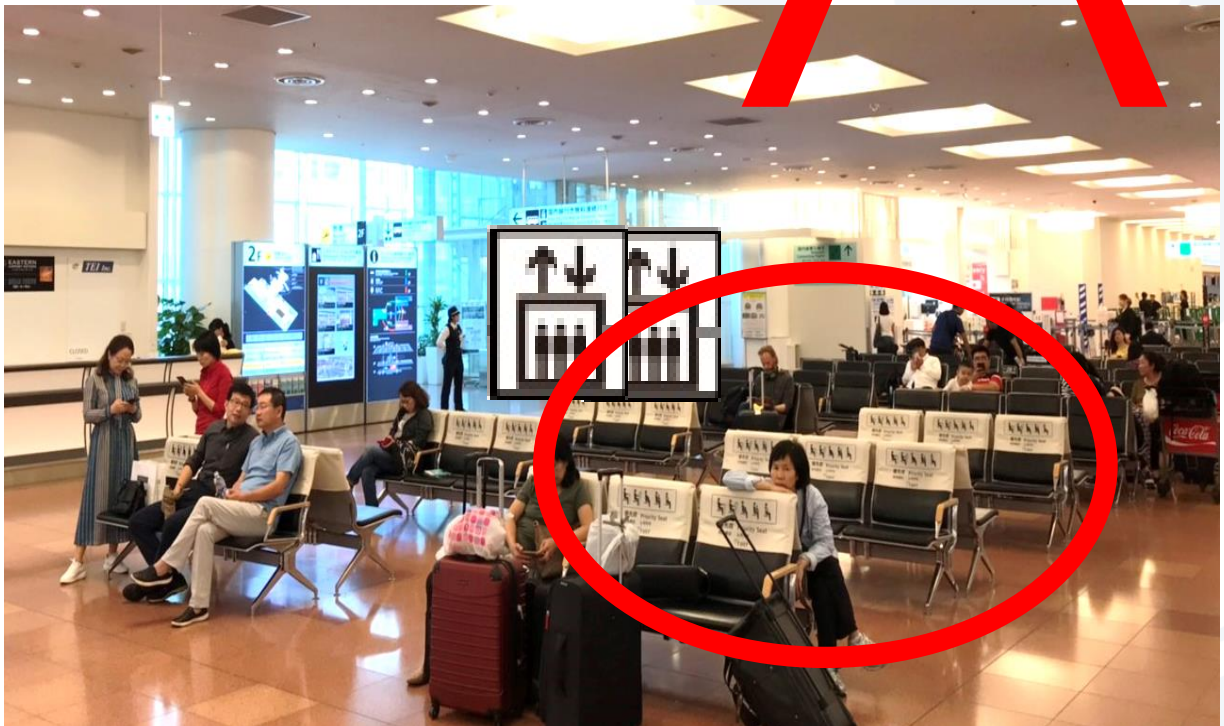
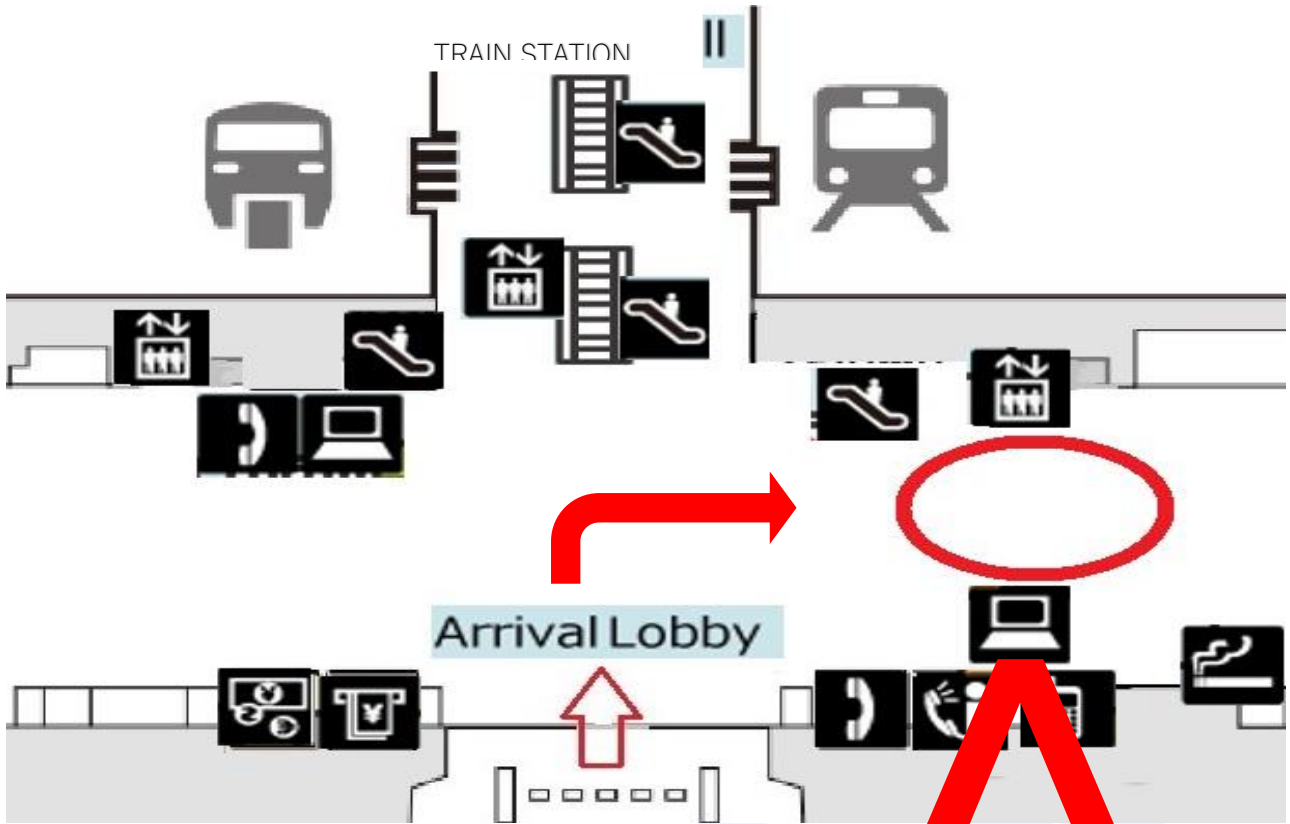


●Terminal 2

※Those arriving at Terminal 3 must move to Terminal 2.



Haneda Airport meeting point (International Terminal 2F)



Going to Soka University / dormitory by yourself



Please arrive before 09 : 30PM! Do not forget to inform us your expected arrival time!

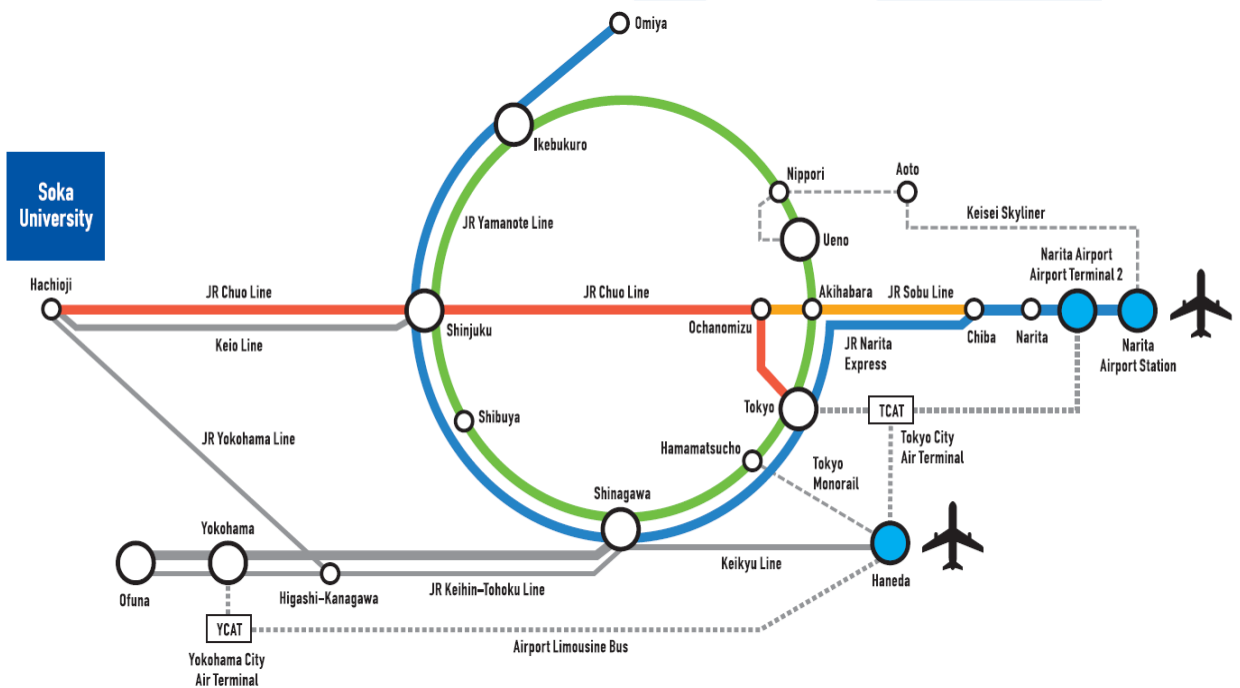
Airport → Hachioji

A. By Limousine Bus: (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)	3,900 JPY		3 hours	
Haneda Airport	1,780 JPY		2 hours	

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

Train transfers: 3-4 times
 Price: 3,500~4,000 JPY
 Duration: approximately 2 hours



From Hachioji Station to Soka University / Dormitory

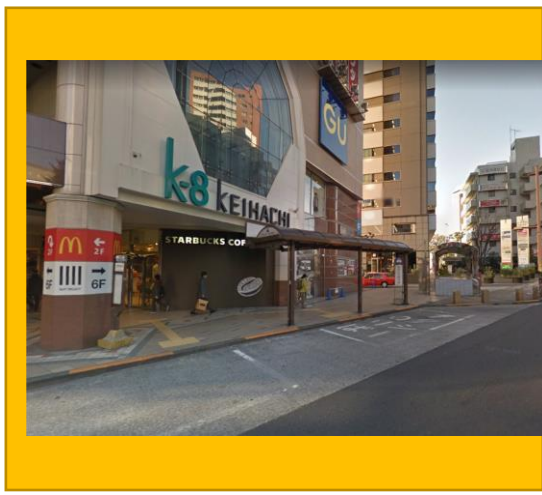
A. By taxi:

- Taxi fare: between 2,500 to 3,000 JPY
- Length: approximately 20 minutes

○ Taxi stand:
JR Hachioji Station



Keio Hachioji Station



B. By bus:

- Please check carefully the bus line that goes to your dormitory.
- JR Hachioji Station and Keio Hachioji Station are approximately 400m far away from each other (5 minutes walk)
- Platform information: <https://bit.ly/2Kx3DKM>

Please check the video below for instructions on how to take a bus!
<https://youtu.be/DE0BwFx9W5M>



Hachioji → Soka University

To	Bus line
Soka University or Tokyo Fuji Art Museum	16号06, ㊦02, and ㊦04

Hachioji → Each dormitory

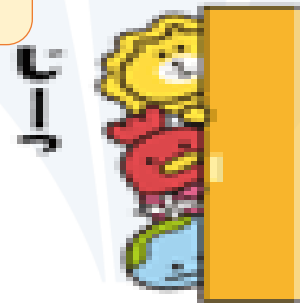
Dormitory	Bus platform		Destination	Bus stop to get off	From bus stop to the dormitory (walking time)
	Keio Hachioji	JR Hachioji			
Hoyu	4	12	Soka University Circulation (via Hiyodori Tunnel)	Tenjinmae	7 minutes
Takiyama International	4	12	Soka University Circulation (via Hiyodori Tunnel)	Soka University 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



STEP 5

Check the documents to be submitted after arrival in Japan!

Read all instructions prior to your departure to Japan!



Submit after arrival in Japan!
Do not forget it!



- ① **【Agreement on Handling Personal Information】**
- ② **【Dormitory Agreement】 (dormitory applicants only)**

Access the information here: <https://bit.ly/35Xydcq>



Read carefully both the "Agreement on Handling Personal Information" and the "Dormitory Agreement" before departure



Receive the forms in the Orientation Session and turn them in after signing the papers

③ **【Copy of passport】**

Please submit a copy of the following sections:

- Photo page
- Visa page
- Landing permission sticker page



見本

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: 2020 Month: 03 Day: 26

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 2020 Month 03 Day 26

Dormitory: Hoyu Dormitory Student ID: 20XXXXXX

Name: JOHN SOKA

Signature: _____

2020年春学期・交換留学生ガイダンススケジュール
Orientation Schedule for Exchange Students in Spring Semester, 2020

3/23 Mon, 3/24 Tue	来日 Dormitory Move In
3/24 Tue	買い物ツアー(23日入寮者のうち希望者) Shopping for amenities (optional for those who arrived on March 23) ※公共のバスで八王子駅前にいきますので、小銭があると便利です。 ※Coins are useful as we will take a public bus to go to Hachioji station
3/25 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 residence card
	キャンパスツアー Campus Tour
	各種書類回収 Turn-in documents
	留学生寮の入寮式 Dormitory Welcome Gathering ※国際学生寮はそれぞれの日程で行われます。 ※Welcome Gathering will be held separately for the International Dormitories. (excludes Manyo International and Takiyama International)
3/26 Thu	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
	交換留学生・別科特別履修生日本語クラス分けテスト Japanese Language Class Placement Test for Exchange & Non-Degree students
	買い物ツアー(自由参加) Shopping for amenities (optional) ※公共のバスで八王子駅前にいきますので、小銭があると便利です。 ※Coins are useful as we will take a public bus to go to Hachioji station
3/27 Fri	銀行口座の開設 Bank account opening procedures
3/28 Sat 3/29 Sun	休日 Day off
3/30 Mon	履修ガイダンス Class Registration Orientation
	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。 ※ONLY for exchange students who receive a scholarship from Soka University. Please read your acceptance letter to see if you are recipient of the scholarship.
3/31 Tue	自由 Free
4/1 Wed	入学式 Entrance Ceremony
4/2 Thu	授業開始 Classes start
4/3 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
TBA	学内 TOEIC 試験(10時~12時半) TOEIC IP Test 10:00 ~ 12:30
TBA	健康診断(女子のみ) Medical check-up (female students only)
TBA	健康診断(男子のみ) Medical check-up (male students only)



FAQ

Q1. I have not taken vaccines for measles or rubella. Do I need to take them?

Yes. In recent years, measles and rubella went rampant in Japan. Please take these vaccines before coming to Japan.

Q2. Is my dormitory room equipped with bedding?

Yes. Soka University provides the bedding including comforters, Japanese mattress and pillows with all incoming exchange students for free of charge. Note that you need to return these bedding when you move out the dormitory. Also, you are also able to purchase a furniture at the store on campus or in any furniture store nearby.

Q3. I want to take the free direct bus. Can my relatives take the bus too?

No, they cannot. The free direct bus is available for students only. Relatives and other people must move by themselves, either by train or limousine bus, which are available in the airport.

Q4. If I take the direct bus, how long does it take to the university?

From Narita Airport: approximately 3 hours

From Haneda Airport: approximately 1,5 hour

※Depends on traffic conditions.

Q5. If I take the direct bus, how can I reach the dormitory?

Our staff will take students who come in the direct bus to each dormitory by car.

Q6. I wish to arrive in Japan before the move-in day, March 23. Can I use the free direct bus?

If you arrive in Japan before March 23, you need to secure your stay such as hotel. Note that you are not allowed to move-in the dormitory before March 23. You can use the free direct bus which is available on March 23 and 24 as long as checking the bus available time and airport meeting point and answering the arrival questionnaire by the due date (see page 11-14).

Q7. Will dinner be provided on the arrival day?

The university will provide a light sandwich, but we recommend you to buy something

to eat and drink at the airport.

Q8. What are the dormitory facilities?

Please check the URL below:

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

There will be a shop tour on March 24th for those willing to buy amenities.

Q9. Can I smoke or drink alcohol on campus?

In Japan, people under 20 years old are prohibited of smoking and drinking alcohol. Further, Soka University has a smoke-free policy. Some dormitories have a smoking area, therefore ask the dormitory staff for more information.

Alcohol is not available on campus. However, you may drink inside your room in the dormitory.

Q10. What is the cost of living in Japan?

Although it depends on the person, there is an estimate of 40.000 to 70.000 JPY per month. However, trips and eating outside may increase these expenses.

Q11. What is the attire for the Entrance Ceremony?

Please wear formal clothes. You can an idea on how was the 2018 Entrance Ceremony in the video below:

<https://www.youtube.com/watch?v=Xz79kYtUdHw>

Q12. Is Wi-Fi available on campus?

Yes. Once you enter the dormitory you will receive your ID and password. If you are not entering a dormitory, you will receive your information at the Student Life Orientation on March 25th.

Q13. Is Wi-Fi and landline phone available in the dormitory?

Although Wi-Fi is available, dormitories do not have landline phones. After your arrival you can purchase a SIM card to use with your mobile phone.

Q14. Where can I purchase a SIM card?

During the Orientation Sessions week, a mobile phone carrier will come to campus, and you can purchase a SIM card with them. Besides this option, you can also try going to electronic stores (such as Yodobashi Camera or BIC Camera) and purchase a SIM card.



Q15. My parents want to send me money by wire transfer. How can I open a bank account?

During the Orientation Sessions week, staff from the JP Bank will come to campus, and you will be able to open a bank account.

Q16. Are there praying rooms available on campus?

Please come to the International Affairs Office for more information.

Q17. Are there water servers available on campus?

Yes, you can find them on campus.

Q18. Do the cafeterias offer Halal or vegetarian menu?

There are not too many options. However, the Student Hall has a Halal food and Vegetarian food corner.

Q19. I have a chronic disease. Can I purchase my medicine in Japan?

We cannot ensure your medicine is available in Japan. Before departing, please contact your physician to obtain information about your medicine.

Q20. I already have an international health insurance. Do I still need to apply for the Japanese National Health Insurance?

Everyone living in Japan for more than three months must apply for the National Health Insurance. In case of sickness, injuries, and other treatments, this insurance will cover 70% of the medical expenses.

キャンパスマップ



創価大学

- | | |
|--|---|
|  AED学内設置場所 |  黄色にぬってある道は坂道です。 |
|  食堂・売店 |  階段 |
|  学生専用駐車場 |  バリアフリートイレ |
|  一般専用駐車場 | |



Contact	
Soka University Address	1-236, Tangi-cho, Hachioji, Tokyo
International Affairs Office	6 th floor, East-side, Global Square
Phone	From abroad: +81-426-91-8230 From Japan : 042-691-8230
Email	intloff@soka.ac.jp
Office hours	Mon - Fri : 9:30 AM-5:00 PM Sat: 9:30 AM-12:00 PM Sunday and holidays : Closed

