

**Soka University
Enrollment Procedure Guidelines
for Fall 2020 ②
【Undergraduate students】**



Congratulations on your acceptance to Soka University!

Please complete the Enrollment Procedure ② by reading these guidelines carefully and submitting the required paperwork by the informed deadlines.

* 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



Firstly, we apologize for the inconvenience on sending this announcement late.

Please find below information regarding the schedule for international students coming to Soka University in fall semester. Read all instructions carefully and complete the procedures.

Regarding classes for fall semester

Due to the COVID-19 pandemic, classes in fall semester will mainly be held online, with a number of in-person classes being held on campus. Furthermore, we plan to offer “hybrid” type classes which will be held both online and in-person depending on the course.

These in-person classes will be held upon enforcement of preventative measures to avoid the 3Cs (Closed spaces, Crowded places, and Close-contact settings). To prevent the spread of COVID-19, we ask that students who will be attending in-person classes follow the “Guideline for the In-Person Classes on Campus”¹.

The list of classes that will be conducted in-person is available in the [PLAS student portal](#).

As much as possible, Soka University will provide support to students who cannot enter Japan due to immigration measures or cannot commute due to specific circumstances in order to attend classes that were supposed to be conducted in-person only (e.g., providing in-person classes through video data or using real-time streaming, etc.).

Depending on how the pandemic escalates, Soka University may need to switch back to online classes only during the fall semester.

Please find below the class schedule for the fall semester.

	Undergraduate students	Non-degree students	Transferred and recommended students from partner institutions (programs in Japanese)
Sep. 7 (Mon)	Orientation session	—	—
Sep. 8 (Tue)	—	—	Orientation session
Sep. 10 to 18	Class registration period		
Sep. 12 (Fri)	Deadline for submitting the Housing Questionnaire		
Sep. 14 (Mon)	Classes start		
Sep. 20 to 26	Class revision period		
Oct. 26 to Nov. 13	Class withdraw period		

¹ Access the PLAS Portal Site, click on the “Important Announcements” button and check the “(Faculty) Classes on fall semester, 2020)” message. The guidelines are available on “Attachment 3”.

Soka University will continue to give maximum priority to protecting the safety and health of our students, providing an environment for their continued learning, and enhancing students' opportunities. Thank you for your cooperation and kind understanding.

Regarding arrival in Japan

Due to the pandemic control measures, all people entering in Japan must be self-quarantined for 14 days, and are forbidden to use public transportation (train, bus and taxi included) from the airport to the place of living.

Based on this, once immigration restrictions from your country are lifted and you are able to enter Japan, a Soka University staff will pick you at the airport. Further information can be found on [page 23](#).

Regarding body temperature check

In order to avoid the spread of the COVID-19, Soka University is asking all students to check their body temperature daily and inform whether they have any of the symptoms. Access the temperature check form available on PLAS, and from two weeks prior to departure inform your body temperature and any symptoms you may have. Further information can be found on [page 18](#).

Students will be asked to continue reporting their temperature and eventual symptoms daily after arrival in Japan, therefore please bring your personal thermometer, masks and sanitizing solutions.

Soka University will ensure each student's health and safety, and therefore we will keep taking the necessary measures for it. We would like to count on your cooperation to provide a safe student life for everyone on campus. We are very grateful for your cooperation.

Let's use this list while doing the procedures!
The applicant is expected to complete the procedures by him/herself.



No	Procedure	Due Date	✓
1	Read the Enrollment Procedure Guidelines for Spring 2020	NOW	
2	Apply for the student visa in the nearest Japanese consulate office. * Bring the COE, Approval Letter, and passport. Other documents may be requested, therefore check the consulate website beforehand. * Visa type: Student * Check beforehand if the consulate is currently issuing visas.	When available	
3	<u>Orientation session for undergraduate students (EMP students only)</u> <u>Group A</u> September 7 (Mon), from 9:00 (Japan time) Countries: Brazil (-12h); China, Malaysia and Mongolia (-1h) <u>Group B</u> September 7 (Mon), from 17:00 (Japan time) Countries: Ghana (-9h); Nigeria and Cameroon (-8h); Italy (-7h); India (-3.5h) * Sessions will be conducted via Zoom (further information will be provided by the Academic Affairs Office)	Sep. 7 (Mon)	
4	<u>Orientation session for transferred and recommended students from partner universities from China (those who will take Japanese programs only)</u> September 8 (Tue), 13:00 (Japan time) Country: China (-1h) * Sessions will be conducted via Zoom (further information will be provided in a near future)	Sep. 8 (Tue)	
5	Submit the housing questionnaire and dormitory application (online questionnaire)	Sep. 12 (Sat)	
6	Schedule your flight ticket	When available	
7	Submit the Arrival Information (online questionnaire) * Submit it at least one week prior to departure.	When available	
8	Submit the Immunization Questionnaire on Measles and Rubella		
9	Submit the Medical Interview Sheet		
10	Check and register your temperature daily. * Start checking your temperature two weeks prior to departure.		
11	Receive the "Residence Card"	Immigration booth at the airport	
12	Apply for the "Permission to other activities"	Immigration booth at the airport	
13	Submit the Agreement on Handling Personal Information	PLAS Portal Site	
14	Submit Dormitory Terms of Agreement (for students entering dormitories only)	When entering the dormitory	
15	Submit a copy of your passport	PLAS Portal Site	
16	Pay dormitory fees and bedding fees (only those who are applying for)	After arrival	

STEP 1

Fill in the Questionnaire on Housing!

The due date is
Saturday, September 12th, 2020
Do not miss the deadline!

Although entrance in Japan is still not allowed, read the information below and answer the housing questionnaire by the deadline in order to ensure a smooth arrival procedure.



● Housing options

After deciding where you want to live, please fill in the questionnaire below.

Apartment

Dormitory

Someone else's house

Questionnaire on housing application for dormitory

Japanese/English: <https://forms.gle/zytVXVZvRrq4HzgB9>

Mandarin: <https://www.wjx.cn/jq/89288753.aspx>



Types of dormitories



Soka University has seven 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 different opinions, the students will be able to cooperate and create deep bonds of friendship by the time of dormitory graduation!

Due to the COVID-19 pandemic, Soka University decided to reduce the number of dormitories available. Access the webpage below to find the information on each dormitory. Students willing to enter a dormitory must read all instructions available in the following page. <https://www.soka.ac.jp/en/admissions/enrollment/dormitories>



Dormitory available	
Male dormitories	Takiyama International
Female dormitories	Cosmos
	Yuko

Dormitory rules

1) Health management

- ① Check your body temperature every morning and night, and fill in the form every time. Whenever going out, take note on the places you went.
- ② Always wear a mask whenever leaving your room. Make sure to wash your hands using soap every time you return to the dormitory, before cooking or eating, after using toilet, and after coughing or sneezing.
- ③ In case your body temperature goes above 37.3°C or you have any symptoms related to a cold, contact the Soka University Health Center and International Affairs Office, and refrain from attending classes and leaving the dormitory for two weeks. In case fever or other symptoms persist, follow the instructions from the Health Center and move to the quarantine room at the dormitory or, depending on the situation, return home (in case necessary your guardian may be requested to come and pick you up).

2) Avoid the 3Cs (Closed spaces, crowded places, and close-contact settings)

- ① Cafeteria in male dormitories will have time and seat restrictions to avoid clusters. Lounges in female dormitories will be closed and students will be requested to eat in their own rooms. Refrain from sharing kitchen utensils, towels, etc.
- ② When using common spaces, make sure to keep a minimum distance of 2 meters from other people and avoid talking in front of them. Apart from using toilet, shower, etc., avoid leaving your bedroom. Gatherings should be conducted online.
- ③ Avoid going out for unnecessary reasons, and avoid doing part-time jobs if possible.
- ④ All dormitories will have curfew implemented.

3) Policies on dormitory cleaning, disinfection and ventilation

- ① Open your windows for ventilation often (e.g. 5-10 minutes every 1-2 hours).
- ② Students will be designated to be in charge of disinfecting public spaces (cafeteria, lounge, multi-purpose rooms, meeting rooms, toilets, etc.) based on daily shifts.
- ③ Whenever you have a runny nose or phlegm, make sure to dispose tissues and other garbage in a plastic bag, and to tie the bag before throwing away. Make sure to wash your hands thoroughly using soap, and to use disinfecting alcohol solution after taking off your mask and gloves.

【Dormitories rules】

○ Dormitory rules

- It is not possible to move between dormitories.
- 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 the building. However, the dormitories have an area to welcome visitors (please check the details after entering the dormitory)

○ Sending packages to dormitories

- If you plan to send luggage to the dormitory, please contact the International Affairs Office.

○ About alcohol and tobacco

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

- Smoking is only allowed outside the dormitory building in the “smoking area”.
- Please check your dormitory rules regarding drinking alcohol.
- ※ In Japan, people younger than 20 years old are prohibited by law to smoke and drink alcohol.



Dormitories addresses

Male dormitories	Takiyama International	zip/postal code: 192-0003 1-236 Tangi-machi, Hachioji-shi, Tokyo
Female dormitories	Cosmos	zip/postal code: 192-0011 1-582-1 Takiyama-machi, Hachioji-shi, Tokyo
	Yuko	zip/postal code: 192-0011 1-481 Takiyama-machi, Hachioji-shi, Tokyo

Purchasing bedding

You can order bedding (thin mattress, blanket, and pillow) in advance.

Bedding	3 pieces (thin mattress, blanket, and pillow) ※Please purchase sheets and covers by yourself after your arrival.
Price	8,900 JPY

Bedding sample



Dormitories have beds included!



Please apply for bedding in the Housing Questionnaire.



Dormitory fees

Dormitory		Entrance fee	Housing fee (Fall semester)	Bedding fee (Applicants only)
Male	Takiyama International	50,000 JPY	189,000 JPY	8,900 JPY
Female	Cosmos		173,000 JPY	
	Yuko		159,000 JPY	

※ Entrance and housing fees will be charged after arrival in Japan.

※ In case you cannot arrive in Japan by the beginning of the semester, the amount of days you did not live in the dormitory will be deducted from the fees above mentioned.

STEP 2

Let's use the PLAS Portal Site!

Information on student mail, announcements from the university, class registration, grades verification and temperature check system

Student number and PIN number

- Each student will receive a student number and PIN number.
 - With your student number and PIN numbers, you can use:
 - PCs in computer labs
 - Wireless LAN
 - PLAS (Portal)
 - G Suite (including Gmail and Google Drive)
- On campus
- Always available while enrolled

How to login

- Username
e + student number
- Password
Soka + 4 digit PIN numbers

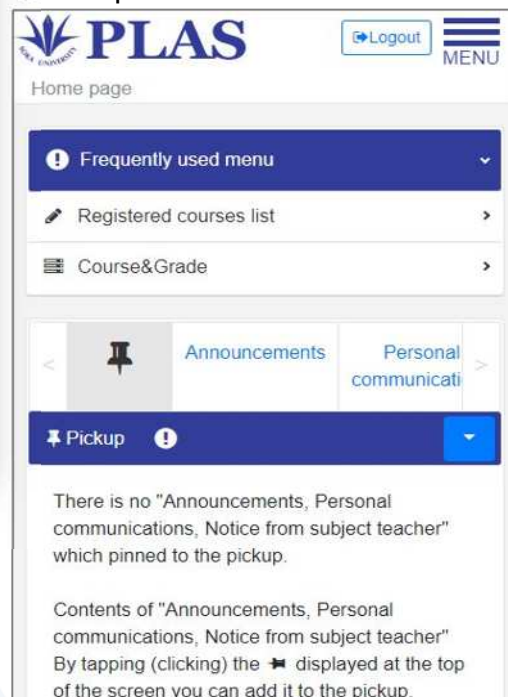


Information for Portal for Learning Assisted Service **PLAS**

PC version



Smartphone version



Information for PLAS

SOKA University provides the PLAS Portal Site to support student life and learning activities for current students. You can use this portal site after enrollment. Important announcements and information are sent via portal site in the future, therefore make sure to check this site frequently.

Main functions

Contact

**Course/
Grade**

**Study
support**

**Application
for service**

Guidance

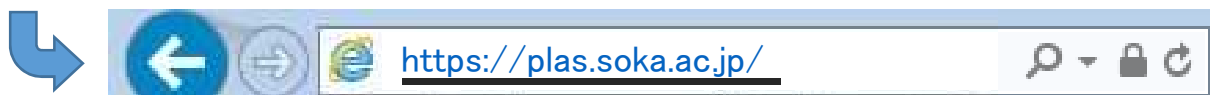
Providing guidance information necessary for student life

How to use

Step.1 How to access portal site

● From PC

Access your internet browser (e.g. Google Chrome, Internet Explorer) and enter the following URL.



● From smartphone or tablet

Please access using the QR code on the right.

※You can enter the above URL directly into the browser.
Your smartphone may direct you to the mobile version.

PLAS



Step.2 Enter username and password and log in

Enter your username and password as below, and click on "Login".

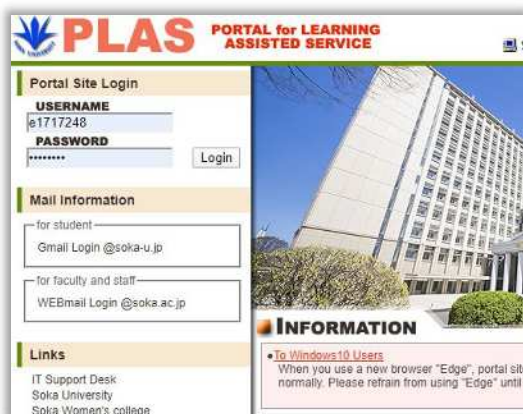
Username

e + student number (7digit numbers)

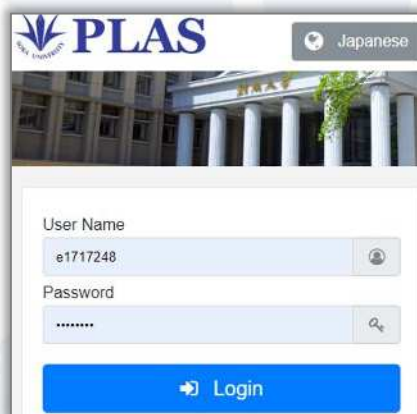
Ex.) e2001904

Password

Soka + Password sent to you (4digit numbers)



Login screen (PC)



Login screen (smartphone)



Check your email

Check the below information and email frequently as all important information will be sent using this tool.

Information for you: Announcements and notifications from the International Affairs Office

Gmail account: Click on "WEB Mail"

PLAS PORTAL for LEARNING ASSISTED SERVICE

Account Information

- Name
- Login ID

Online exam list

Today's Online Classes

Important Announcements

User Menu

- Home Page
- Logout
- Contact/Inquiry form

Personal Menu

- Announcements
- Personal Communications
- Class Cancellations / Makeup Classes Information
- Notice
- Shuttle Bus Seat Reservation Service
- Links
- Personal Environment Setup
- Information Link**
 - WEB Mail
 - The links for each instructor/Faculty e-mail address list
 - The Founding Spirit of Soka University

Application Forms

Learning Support menu

Home page

News

- 09/01 本学の「活動制限方針」の改訂および、【レベル1.5】への変更について
- 08/12 新型コロナウイルス感染症の影響によって家計が急変した在学生に対する特別措置に...
- 07/31 The list of in-person classes for this coming fall semester

Announcements - Class / Learning / Study Abroad -

- ▶ 【9月20日(日)】学内TOEIC(R) (09/03)
- ▶ 2020年度 法律教育センター登録... (09/02)
- ▶ 【9/10 & 9/11 We are HIRING! P... (09/02)
- ▶ 2020 年度 秋学期教科書販売のご... (09/02)
- ▶ 秋学期 WEB時間割の更新につい... (08/31)

▼Display all

Announcements - Student life / Others -

- ▶ 学内無線LAN利用にあたっての注... (09/02)
- ▶ 【奨学金】ギオン芸術スポーツ振... (09/02)
- ▶ ボランティアのお知らせ (09/02)
- ▶ 学生相談室 秋学期からの開室に... (09/02)
- ▶ 2020年度 学生健康診断のお知ら... (09/01)

▼Display all

Announcements - Career, teacher license, qualification, etc. -

- ▶ 【外文課程】9/12国家試験研究室... (09/02)
- ▶ 【キャリアゼン】福島UJターンの件 (09/01)
- ▶ 【インターンシップ】日本生命... (08/31)
- ▶ 【インターンシップ】大学紹介... (08/31)
- ▶ 【インターンシップ】ハッカソン... (08/31)

▼Display all

Information for you

No contents

▼Display all

Class cancellations & Makeup classes information

No contents.

▼Display all

Notice from subject teacher

No contents

▼Display all

library usage

No contents.

▼My Library

[Opening hours of facilities]

- ▶ Learning Commons "SPACE"
- ▶ Cafeteria
(New Loire, Central Tower Cafeteria 13F, SUBWAY, New Prince Hall, Soka Women's College Princess Cafeteria)
- ▶ PC room schedule (Faculty of Literature)
- ▶ PC room schedule (Faculty of Science and engineering)

Click on “Important Announcements”!

Read the “(Faculty) Classes on Fall semester, 2020” notice.

PLAS

PORTAL for LEARNING ASSISTED SERVICE

Account Information

Name

Login ID

Online exam list

Today's Online classes

Important Announcements

User Menu

Home Page

Logout

Contact/Inquiry form

Personal Menu

Announcements

Personal

Home page

News

08/12 新型コロナウイルス感染症の影響によって家計が急変した在学生に対する特別措置に...

07/31 The list of in-person classes for this coming fall semester

07/31 秋学期の対面授業対象科目一覧について

Announcements - Class / Learning / Study

Abroad -

緊急募集！タイのオンライン型... (08/24)

★2020年度春学期の成績公開につ... (08/21)

9/9GEOC主催 第2回森里川海ト... (08/21)

(金) 秋学期オンライン... (08/19)

(Fri)【Online】Orientat... (08/19)

▼Display all

Announcements - Student life / Others -

2020年7月豪雨で被災された在学... (08/27)

創大生を狙うマルチ商法に要注意！ (08/25)

【再掲】メンタル・ヘルスセミ... (08/25)

学生相談室だより(9月号) (08/25)

第360回 全学協議会報告(議事... (08/22)

▼Display all

Information for you

No contents

▼Display all

PLAS

PORTAL for LEARNING ASSISTED SERVICE

Account Information

Name

Login ID

Online exam list

Today's Online classes

Important Announcements

User Menu

Home Page

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Contact/Inquiry form

Personal Menu

Announcements

Personal Communications

Class Cancellations

Previous Classes

Home Page

List of Important announcements

List of Important announcements

This bulletin board picks up the most important notices from the regular notice list and posts them for a limited time. Please be careful not to overlook it.

Keyword search:

Search

List all

【 List all 】

Title	Notice period	Information provider
新型コロナウイルス感染症の影響によって家...	20/08/12～20/12/31	Student Affairs ...
The list of in-person classes for this c...	20/07/31～20/09/30	Academic Affairs...
秋学期の対面授業対象科目一覧について	20/07/31～20/09/30	Academic Affairs...
秋学期の授業について Information regardi...	20/07/21～20/09/30	Student Affairs ...
新型コロナウイルス接触確認アプリ(COCOA...	20/06/25～20/08/31	Student Affairs ...
【活動制限指針レベル2への変更】構内立ち...	20/06/22～20/08/31	Student Affairs ...
国の特別定額給付金 未申請の学生(住民票...	20/06/11～20/08/31	Student Affairs ...
★重要★【学生・保護者各位】新型コロナウ...	20/05/01～20/08/31	Student Affairs ...
国による特別定額給付金(仮称)の給付に...	20/04/24～20/10/31	Student Affairs ...
重要★春学期の授業についてー全面オンライ...	20/04/22～20/08/31	Student Affairs ...
Transition to Full-scale Online Classes ...	20/04/22～20/08/31	Student Affairs ...

Return to the home page

Click on “Course & Grade”

PLAS

PORTAL for LEARNING
ASSISTED SERVICE

Account Information

- Name
- Login ID

User Menu

- Home Page
- Logout
- Contact/Inquiry form

Personal Menu

- Announcements
- Personal Communications
- Class Cancellations /Makeup Classes Information
- Notice
- Shuttle Bus Seat Reservation Service
- Links
- Personal Environment Setup

Information Link

- WEB Mail
- The links for each instructor/Faculty e-mail address list

Application Forms

Learning Support menu

- Registered Courses List
- Assignment List
- Class Forum
- Online Syllabus Search (Undergraduate)
- Academic Affairs schedule 2019
- Academic Affairs schedule 2020
- Class Schedule
- Course&Grade ★**
- Examination Information
- Attendance Confirmation
- Search office hours

Home page

News

Announcements

- データサイエンス副専攻 開講の... (03/30)
- 【延期のお知らせ】オリンピック... (03/30)
- ★重要★3月28日(土)・29日(日) (03/27)
- 【キャリアセン】山梨UIターンイ... (03/27)
- 学生相談室の開室 (03/26)

▼Display all

Information for you

No contents

Class cancellations & Makeup classes information

No contents

▼Display all

Notice from subject teacher

No contents

▼Display all

library usage

No contents

▼My Library

[Opening hours of facilities]

- Learning Commons “SPACE”
- Cafeteria
(New Loire,Central Tower Cafeteria 13F,SUBWAY,New Prince Hall,Soka Women's College Princess Cafeteria)
- PC room schedule(Faculty of Literature)
- PC room schedule(Faculty of Science and engineering)
- Library Schedule
- Training Room Opening Hours (February,2019)
- Training Room Opening Hours (March,2020)
- Soka University Service Center

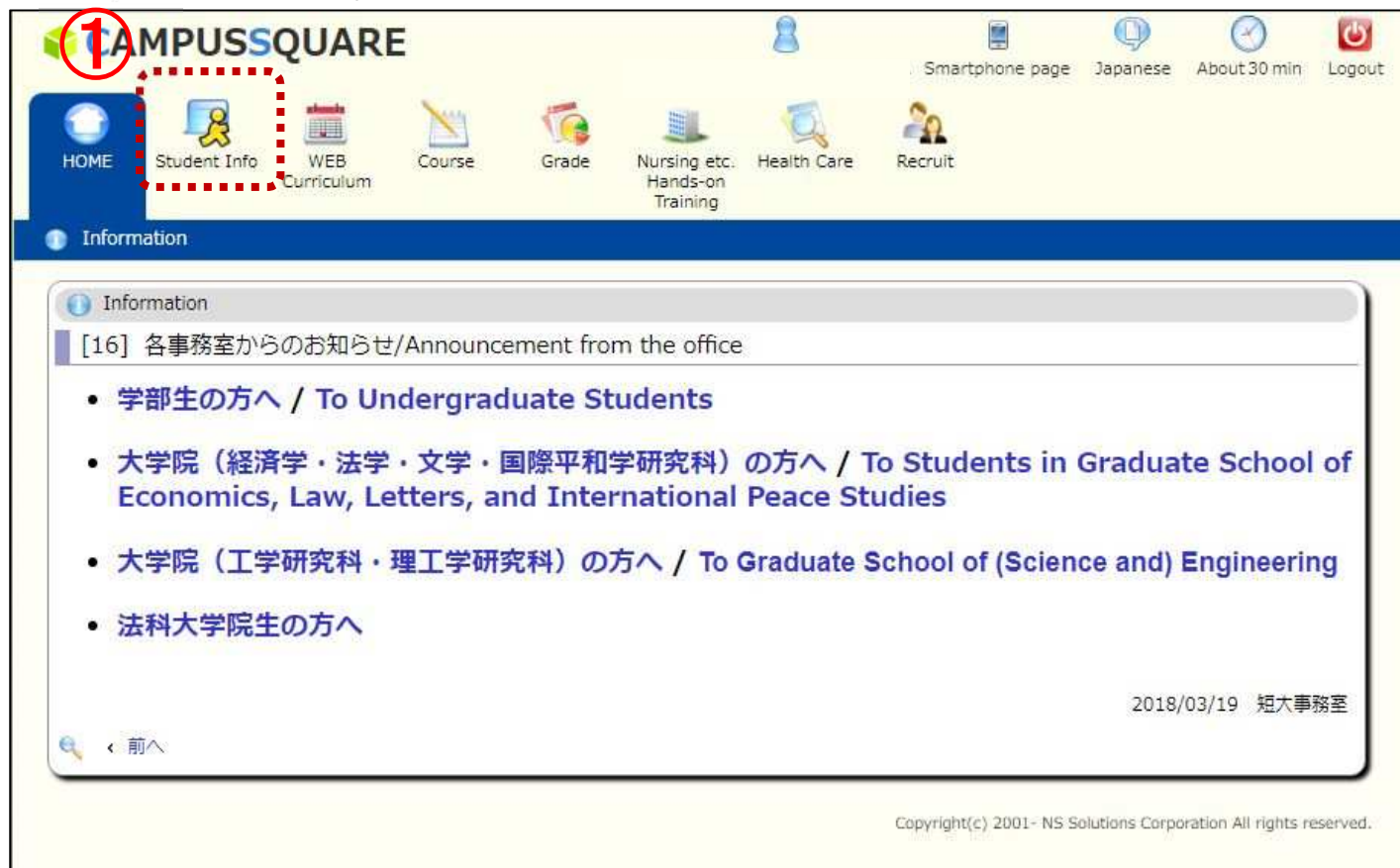
Click on “Course & Grade”

① Review your student information

② Click on “Change Student Address”.

Please fill in your current address in the “Personal Contact Information” and “Financial Supporter Contact Information” fields.

※You need to review this information by the beginning of every semester. This screen will be shown in your first access every semester, therefore please update your information.



CAMPUSSQUARE

HOME Student Info WEB Curriculum Course Grade Nursing etc. Hands-on Training Health Care Recruit

Information

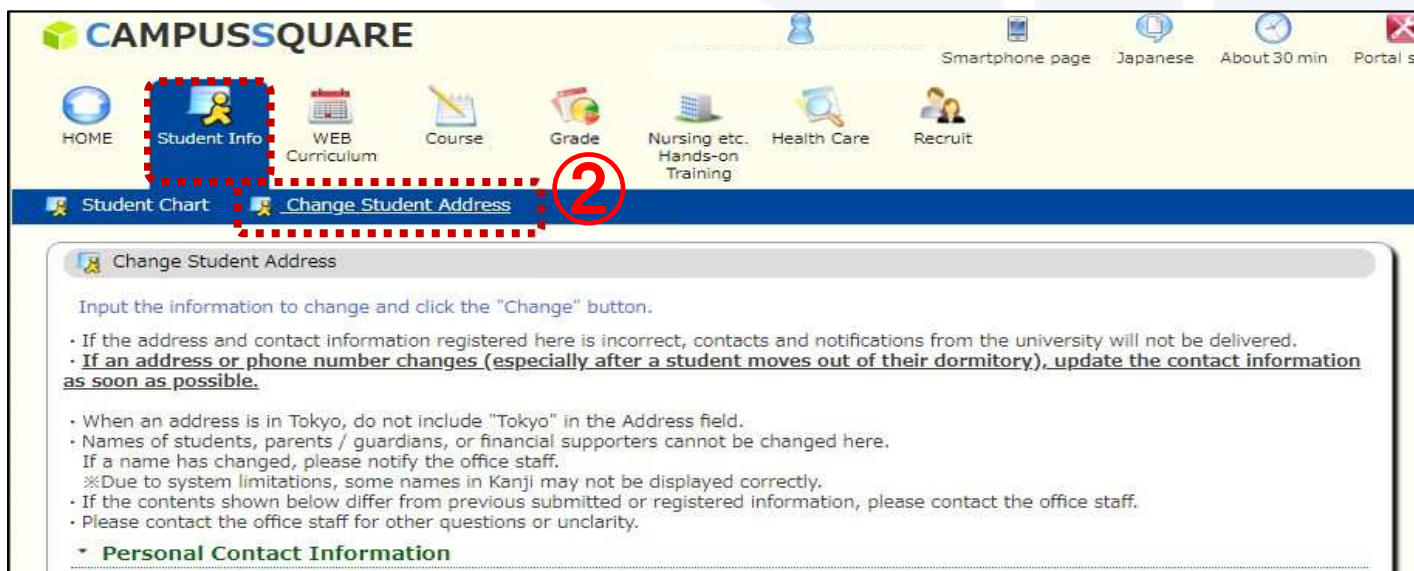
Information

[16] 各事務室からのお知らせ/Announcement from the office

- 学部生の方へ / To Undergraduate Students
- 大学院（経済学・法学・文学・国際平和学研究科）の方へ / To Students in Graduate School of Economics, Law, Letters, and International Peace Studies
- 大学院（工学研究科・理工学研究科）の方へ / To Graduate School of (Science and) Engineering
- 法科大学院生の方へ

2018/03/19 短大事務室

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CAMPUSSQUARE

HOME Student Info WEB Curriculum Course Grade Nursing etc. Hands-on Training Health Care Recruit

Student Chart Change Student Address


Change Student Address









Input the information to change and click the "Change" button.

- If the address and contact information registered here is incorrect, contacts and notifications from the university will not be delivered.
- If an address or phone number changes (especially after a student moves out of their dormitory), update the contact information as soon as possible.**
- When an address is in Tokyo, do not include "Tokyo" in the Address field.
- Names of students, parents / guardians, or financial supporters cannot be changed here. If a name has changed, please notify the office staff.
- ※Due to system limitations, some names in Kanji may not be displayed correctly.
- If the contents shown below differ from previous submitted or registered information, please contact the office staff.
- Please contact the office staff for other questions or unclarity.

Personal Contact Information

Once you are done, click on “Change”. The following screen will appear.



 HOME
  Student Info
  WEB Curriculum
  Course
  Grade
  Nursing etc. Hands-on Training
  Health Care
  Recruit

[Smartphone page](#)
[Japanese](#)
[About 30 min](#)
[Portal se](#)

[Student Chart](#)
[Change Student Address](#)

Change Student Address

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※Due to system limitations, some names in Kanji may not be displayed correctly.
- If the contents shown below differ from previous submitted or registered information, please contact the office staff.
- Please contact the office staff for other questions or unclarity.

Personal Contact Information

Student ID No.	
Faculty / Department	
Name	
Year	1
Semesters Enrolled	1
Months Enrolled	1

<Notes>

Regarding the Names in Kanji
Kanji names of students, parents / guardians, or financial supporters cannot be changed. If a change needs to be made, please go to the Academic Affairs Office
Due to system limitations, some names in Kanji may be displayed in a simplified form or not displayed correctly.

Regarding the Names in Alphabet
The names in alphabet displayed in the corresponding field will be used as-is on English version certificates and on diploma. Please make sure that it is correct.
Input the first name followed by the last name, with spaces in between to separate the names. Ex.) Taro Suzuki

Regarding the Type of Residence
Dormitory refers to housing managed by the university.
Even when staying at a private residence with a building name that uses the word “dormitory,” please register the type of residence as “Student Housing.”

<Handling of Personal Information>
The university will use the personal information registered on this website such as contact information, name in alphabet, and course and grade information for the following purposes.
[For sending course information to parents / guardians.](#)
[For sending grade information to parents / guardians.](#)
[For university faculty and staff to contact or notify students, their parents / guardians or financial supporters.](#)
[For counseling with parents / guardians and students on matters related to course, grades, and tuitions.](#)
[For university record-keeping, degrees, and certificates.](#)
[For other matters required for university operations.](#)
 If you cannot consent to these terms, please notify the Academic Affairs Office

Change

Clear

③ Once you complete, do not forget to logout.



※ Class registration: from September 10 (Tue)

<Inquiries regarding class registration>

Soka University – Academic Affairs Office

Telephone: 042-691-2203

E-mail: kyoumu@soka.ac.jp

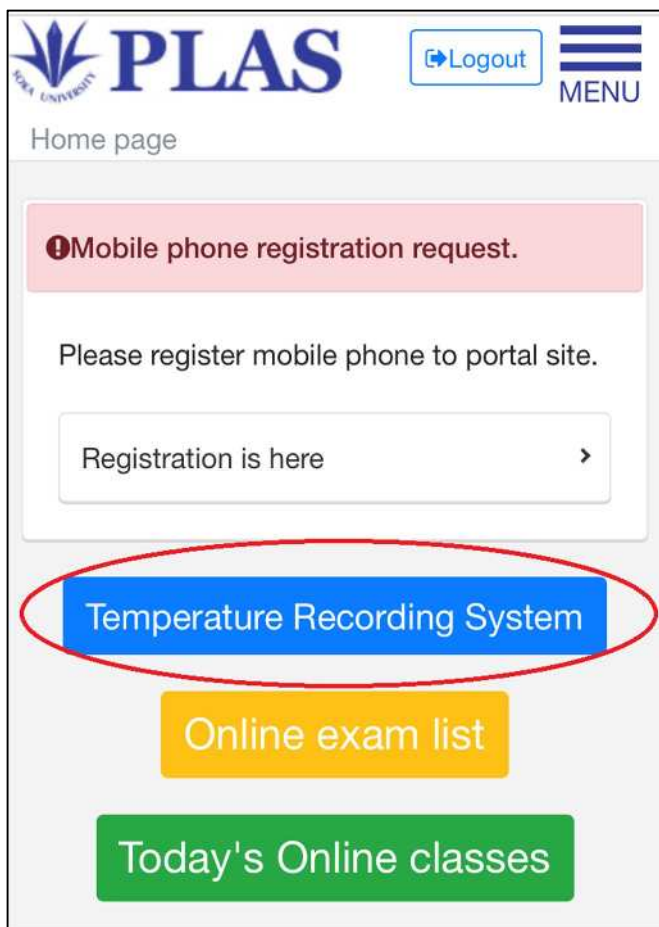
Provide the following information:

- ① Student number:
- ② Name:
- ③ Subject:

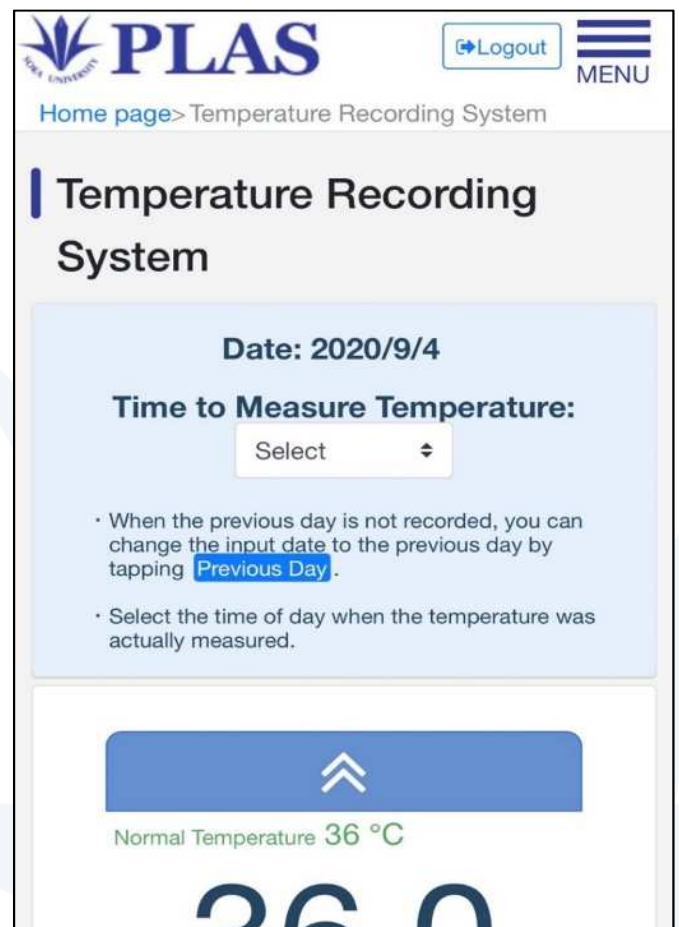
Temperature Recording System

In order to avoid the spread of the COVID-19, Soka University is asking all students to check their body temperature daily and inform whether they have any of the symptoms. Access the temperature check form available on PLAS, and from two weeks prior to departure inform your body temperature and any symptoms you may have.

- 1) Access the PLAS Portal Site (mobile version) at <https://plas.soka.ac.jp/csp/eplassm/login.csp>. 2) First, register your normal temperature and then follow the instructions.

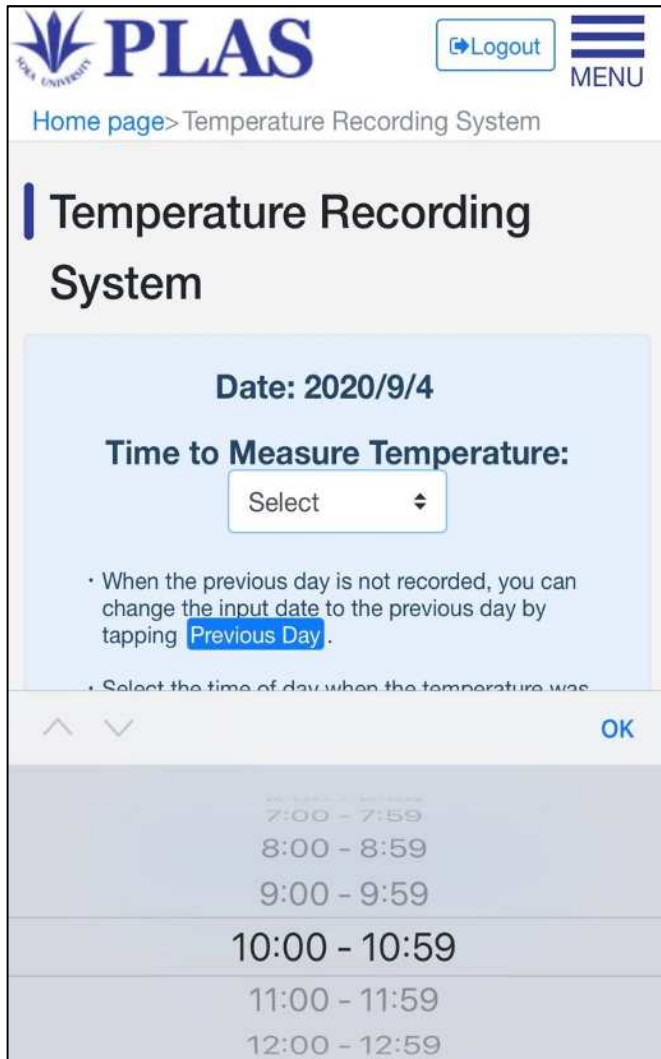


The screenshot shows the PLAS Home page. At the top, there is a header with the Soka University logo, the text 'PLAS', a 'Logout' button, and a 'MENU' icon. Below the header, the text 'Home page' is displayed. A pink notification box contains the text 'Mobile phone registration request.' and 'Please register mobile phone to portal site.' Below this is a button labeled 'Registration is here' with a right arrow. A blue button labeled 'Temperature Recording System' is circled in red. Below this are two more buttons: 'Online exam list' (yellow) and 'Today's Online classes' (green).



The screenshot shows the 'Temperature Recording System' page. At the top, there is a header with the Soka University logo, the text 'PLAS', a 'Logout' button, and a 'MENU' icon. Below the header, the text 'Home page > Temperature Recording System' is displayed. The main title 'Temperature Recording System' is shown. Below the title, there is a section with the date 'Date: 2020/9/4' and the text 'Time to Measure Temperature:'. Below this is a dropdown menu labeled 'Select' with a downward arrow. Two bullet points are listed: 'When the previous day is not recorded, you can change the input date to the previous day by tapping Previous Day.' and 'Select the time of day when the temperature was actually measured.' Below this is a blue button with a double upward arrow. At the bottom, the text 'Normal Temperature 36 °C' is displayed, followed by the large number '36.0'.

3) Insert the time of record




PLAS [Logout](#) **MENU**

Home page > Temperature Recording System

Temperature Recording System

Date: 2020/9/4

Time to Measure Temperature:

Select 

- When the previous day is not recorded, you can change the input date to the previous day by tapping [Previous Day](#).
- Select the time of day when the temperature was

OK

7:00 - 7:59

8:00 - 8:59

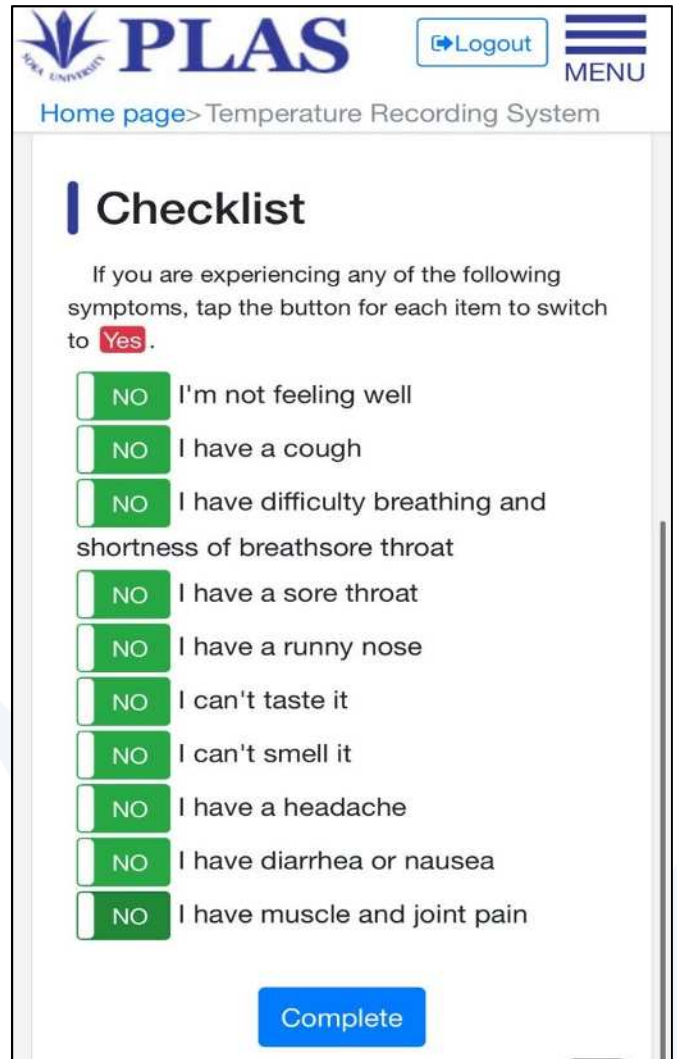
9:00 - 9:59

10:00 - 10:59

11:00 - 11:59

12:00 - 12:59

4) In case you have any symptoms, check them in the list below.



PLAS [Logout](#) **MENU**

Home page > Temperature Recording System

Checklist

If you are experiencing any of the following symptoms, tap the button for each item to switch to **Yes**.

- ☐ NO I'm not feeling well
- ☐ NO I have a cough
- ☐ NO I have difficulty breathing and shortness of breath/sore throat
- ☐ NO I have a sore throat
- ☐ NO I have a runny nose
- ☐ NO I can't taste it
- ☐ NO I can't smell it
- ☐ NO I have a headache
- ☐ NO I have diarrhea or nausea
- ☐ NO I have muscle and joint pain

[Complete](#)

5) After checking the symptoms, click on “complete” to conclude this procedure.



The screenshot shows the PLAS (Patient Learning and Assessment System) interface for the Temperature Recording System. At the top, there is a SOKA University logo, the text "PLAS", a "Logout" button, and a "MENU" button. Below this is a breadcrumb trail: "Home page > Temperature Recording System". The main section is titled "Checklist". It contains a paragraph: "If you are experiencing any of the following symptoms, tap the button for each item to switch to **Yes**." Below this are ten items, each with a toggle switch and a text description:

- ☐ NO I'm not feeling well
- ☒ YES I have a cough
- ☐ NO I have difficulty breathing and shortness of breath
- ☒ YES I have a sore throat
- ☒ YES I have a runny nose
- ☐ NO I can't taste it
- ☐ NO I can't smell it
- ☒ YES I have a headache
- ☐ NO I have diarrhea or nausea
- ☐ NO I have muscle and joint pain

At the bottom of the checklist, there is a blue button labeled "Complete", which is circled in red.



G Suite

G Suite



G Suite is a web-based service where you can use various programs!

<Pros>

- Available while you are a Soka University student (Your data will be deleted after graduation)
- Unlimited storage



Available services in Soka University

- | | |
|-------------------|-------------------|
| ▪ Gmail | ▪ Google Group |
| ▪ Google Drive | ▪ Google Sites |
| ▪ Google Calendar | ▪ Google Hangouts |

How to use G Suite

- ① Let's begin with logging in
 - A link to the login page is available on PLAS



← → ↻ 🛡️ plas.soka.ac.jp/csp/plas/login.csp

PLAS PORTAL for LEARNING ASSISTED SERVICE

🖨️ 動作環境 📧 お問い合わせ 🗣️ Language ▾

ポータルログイン

USERNAME
student

PASSWORD
***** ログイン

ツール

教職員メールアドレス一覧
WEB メール (office365)
旧WEB メール
駅すぱあと
Google Apps Click
業務システム

マニユアル

プリンタ設定マニユアル

(1)Publicフォルダが見える方
(2)Publicフォルダが見えない方

INFORMATION

- Microsoft Edgeをご利用の方へ
Windows 10 では初期ブラウザが Microsoft Edge に設定されております。
Microsoft Edgeで PLASが正常に動作しない場合、他ブラウザ (Internet ExplorerやChrome、Firefoxなど) をご利用いただきますようお願いいたします。
- 利用上の注意
ポータルサイトは、複数ウィンドウや複数タブで同時にログインし操作すると、一方の操作によって生成されるブラウザ内部の保持情報の影響により、他方が誤動作する可能性があります。
上記の理由により、複数のウィンドウや複数のタブによる**二重ログイン**はしないで下さい。
- ポータルサイト利用停止時間のお知らせ
ポータルサイトでは、毎日午前1時～午前4時にかけてデータ更新処理を行っているため、その時間帯は利用できません。ご了承ください。

- ② Access to the email address for G Suite
 - Username: (e + student number) @soka-u.jp
 - Password: Soka + 4 digit PIN numbers

- ◆With Google Drive, you can:
 - Save data easily by drag & drop
 - Save even folders if you use Google Chrome



STEP 3

Fill in the questionnaires below!

- ① Arrival Questionnaire
- ② Immunization Questionnaire on Measles and Rubella
- ③ Medical Interview Sheet

After arrival, all students must self-quarantine for 14 days, and are forbidden to use public transportation (train, bus and taxi included) from the airport to the place of living. For this matter, Soka University staff will pick you at the airport.

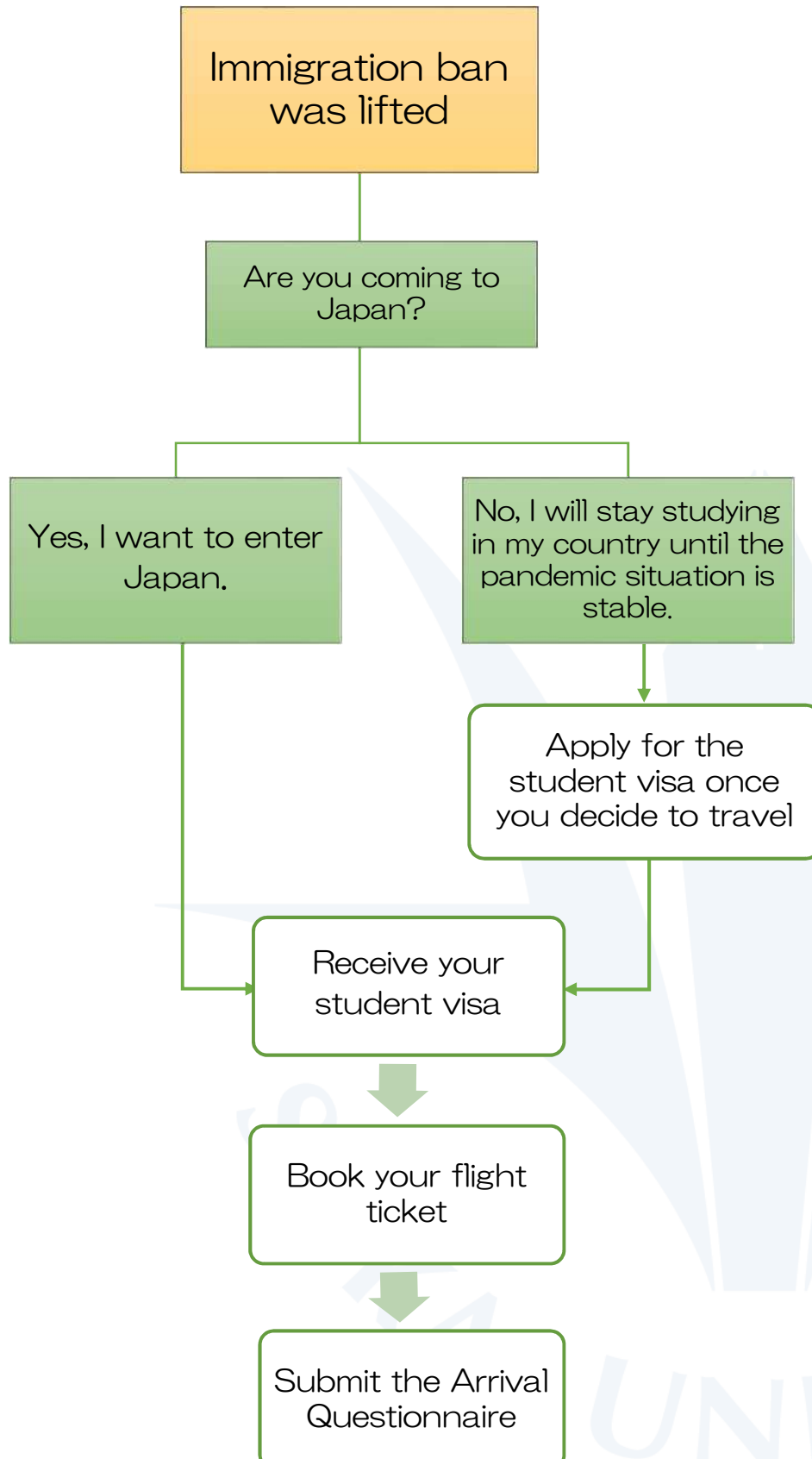
You cannot enter Japan until the immigration ban measures are lifted. Check the Japanese embassy or nearest consulate office website, as well as the [Ministry of Justice](#) website to find out more information.

After the immigration ban is lifted and you receive your student visa, you will be able to book a flight ticket. Please inform us your flight information by at least one week prior to departure by filling in the Arrival Questionnaire form.

In case any change in your flight occurs, please contact the International Affairs Office and resubmit your flight information in the same form.



※ The pickup service will be provided based on the following steps.
Once your flight is booked, submit all required information at the Arrival Questionnaire.



Direct bus information



Soka University staff will pick you up at the airport.

Provide your arrival schedule and flight information in the Google Form below.

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

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

※We will contact you once the pick-up preparation is ready.

① **【Arrival Questionnaire】**

※Fill in this form one week before your departure, after the arrival ban is lifted.

Japanese/English: <https://forms.gle/d1sKrKQ41kVedXUt5>

Chinese: <https://www.wjx.top/jq/89288886.aspx>



【Points to note】

◆ **Measures taken at the airports to prevent spread of the disease**

Access the websites below to find information on measures to prevent the spread of the pandemic as well as medical inspection measures.

- Airport measures to prevent the spread of the pandemic:

Narita Airport: https://www.narita-airport.jp/en/news/prevent_corona

Haneda Airport : https://tokyo-haneda.com/en/covid19_prevention/index.html

- Medical inspection measures at the airports:

Narita Airport: https://www.naa.jp/en/20200612-prevent_corona_en.pdf

◆ **Measures to be taken after arriving at the airport**

A Soka University International Affairs Office staff will be at the airport to pick you up. After meeting with you, the staff will proceed with the following measures, therefore please cooperate.

※You will be asked to show your temperature registry available in the PLAS Portal Site.

- Temperature check;
- Spray disinfecting solution (alcohol based);
- Once entering the bus, take the seat to be indicated by the staff.

Once arriving in the dormitory, your temperature will be checked again. If your temperature is above 37.3°C (99.1°F), or if you have any symptom such as cough, drowsiness, sore throat, etc. you will be moved to a different dormitory.

② **【Immunization Questionnaire on Measles and Rubella】**

To be submitted before arriving in Japan

③ **【Medical Interview Sheet】**

To be submitted by September 30

Access the questionnaire: <https://bit.ly/35Xydqe>



Print the questionnaire and fill in all questions



Scan it as a .pdf file and send to:

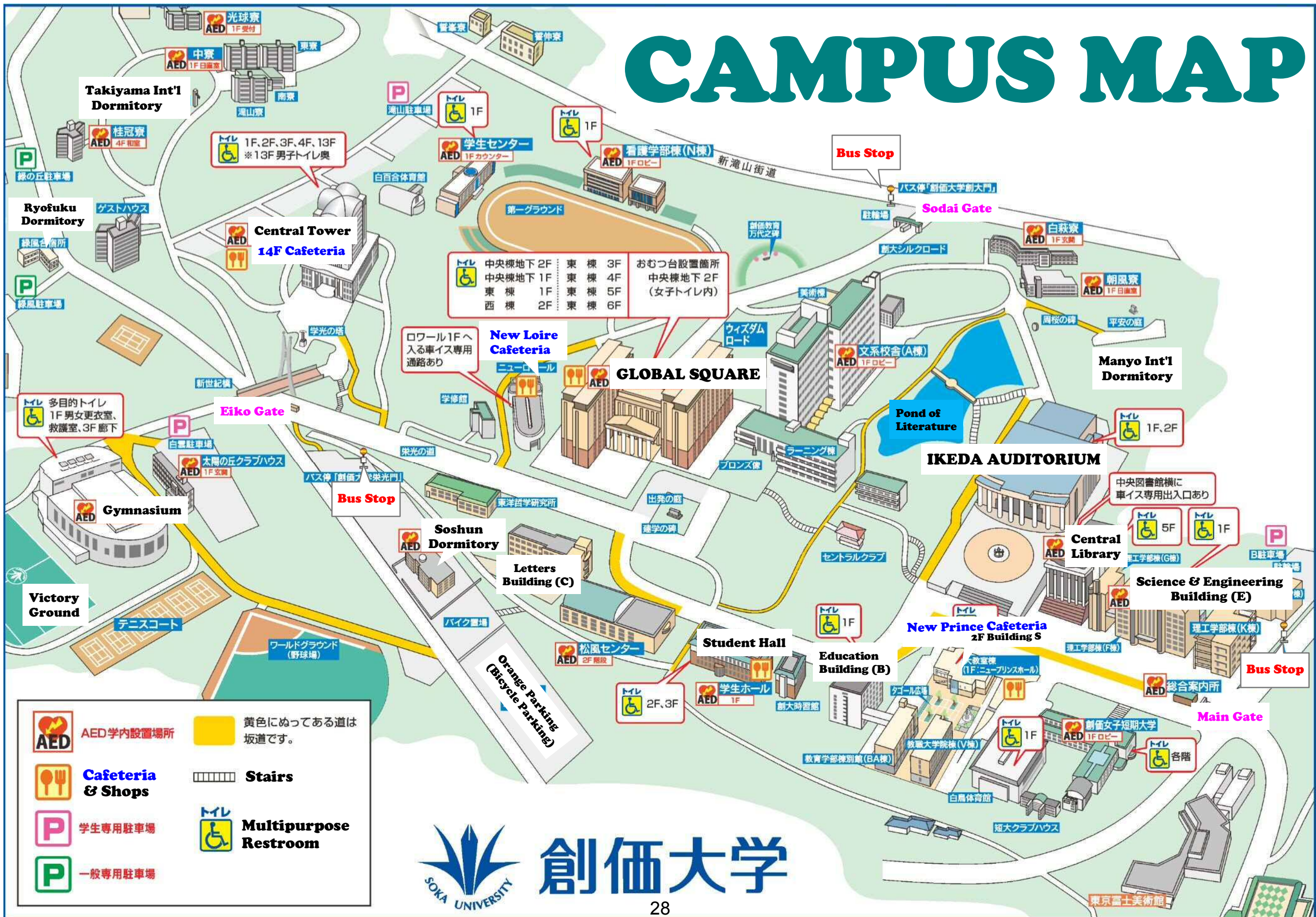


International Affairs Office, International Admissions Section:
welcome@soka.ac.jp

Email: welcome@soka.ac.jp
Subject: Student number_Name
Ex: 2020001 SOKA JOHN



CAMPUS MAP





SOKA University



Contact

Soka University address

1-236 Tangi-machi, Hachioji-shi, Tokyo

International Affairs Office location

Soka University Global Square building, 6F

Telephone

From abroad: +81-426-91-8230

From Japan: 042-691-8230

Email

intloff@soka.ac.jp