



# **Soka University Enrollment Procedure Guidelines for Spring 2023 ①**

## **Congratulations on your acceptance to Soka University!**

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

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

**For inquiries regarding the enrollment procedures, please contact:**

International Affairs Office

Soka University

Tel: +81-42-691-8230

Fax: +81-42-691-9456

E-mail: [welcome@soka.ac.jp](mailto:welcome@soka.ac.jp)

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***We will help you  
throughout this  
handbook! Read it  
and proceed  
carefully with each  
procedure!***



## TO DO LIST

No.	Contents	Deadline	✓
1	Read the Enrollment Procedure Guidelines		
2	Check the email address used to register your web application. ※Important announcements will be sent to this email address.		
3	Issue/Renew passport ※For those who do not have a passport or whose passport's validity is less than 6 months.		
4	<b>Fill in the Information for Visa application through the web application page</b>	<b>December 8<sup>th</sup> (Thu)</b>	
5	<b>Submit the passport copy through the web application page</b>	<b>December 8<sup>th</sup> (Thu)</b>	
6	<b>Submit the housing questionnaire and dormitory application (online questionnaire)</b>	<b>December 11<sup>th</sup> (Sun)</b>	
7	<b>Book your flight ticket</b>		
8	<b>Submit the Arrival Information (online questionnaire)</b>	<b>February 17<sup>th</sup> (Fri)</b>	
9	<b>Pay entrance fee and tuition.</b> ※Nonpayment of the tuition can be considered as withdrawal.	<b>February 24<sup>th</sup> (Fri)</b>	
10	<b>Pay dormitory fees and bedding fees (only those who are applying for)</b>	<b>February 24<sup>th</sup> (Fri)</b>	
11	<b>Submit the Immunization Questionnaire on Measles and Rubella</b>	<b>February 24<sup>th</sup> (Fri)</b>	
12	<b>Submit the Medical Interview Sheet</b>	<b>February 24<sup>th</sup> (Fri)</b>	
13	Receive the Certificate of Eligibility (COE), Acceptance Letter and After Arrival Schedule. ※International Affairs Office will contact you separately in case your COE was rejected.	Beginning of March It will be sent by Soka University	
14	<b>Apply for the visa at the nearest Japanese Embassy or Consulate.</b> ※Check with the Embassy which documents are required for applying for a <b>STUDENT</b> visa.	Beginning of March	
15	Read the International Students Campus Life Booklet	By the arrival in Japan	
16	<b>Receive the "Residence Card"</b>	<b>At airport (Upon arrival)</b>	
17	<b>Apply for the "Permission to engage in other activities..."</b>	<b>At airport (Upon arrival)</b>	
18	<b>Submit the Agreement on Handling Personal Information</b>	<b>At Orientation</b>	
19	<b>Submit Dormitory Terms of Agreement (for students entering dormitories only)</b>	<b>At Orientation</b>	
20	<b>Submit a copy of your passport</b>	<b>At Orientation</b>	

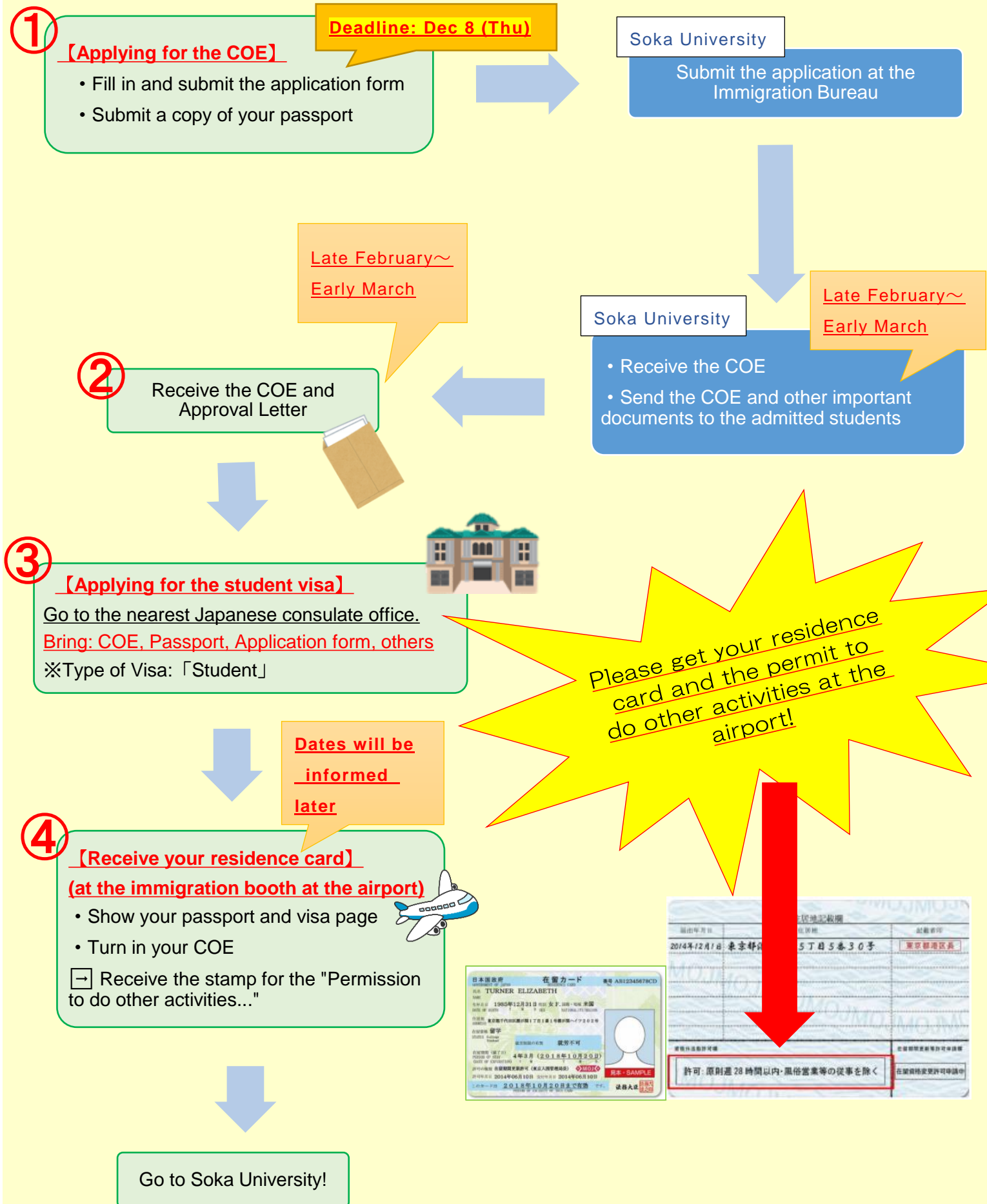
## 【Schedules after you arrive at Soka University】

\*Please be noted that the guidance schedules might be changed.

After you enter Japan, you need to attend various orientation meetings at Soka University.

- Student Life Orientation  
DATE : March 29<sup>th</sup>, Wed  
For : All the newly admitted international students
- Orientation for Bekka Preparatory Japanese Language Program Students  
DATE : March 29<sup>th</sup>, Wed  
For : Bekka Preparatory Japanese Language Program Students
- Placement test for Japanese Proficiency  
DATE : March 30<sup>th</sup>, Thu  
For : Bekka students, Non degree students, and Exchange students
- Orientation for Opening bank account  
DATE : April 3<sup>rd</sup> and 4<sup>th</sup>, Mon and Tue  
For : All the newly admitted international students
- Class Registration Orientation for ND students  
DATE : April 4<sup>th</sup>, Tue  
For : Non degree students and Exchange students
- Scholarship Orientation for Exchange and Partner School Recommended students  
DATE : April 4<sup>th</sup>, Tue  
For : Exchange students\* and Partner School Recommended students  
\*those who are receiving scholarship from Soka University
- Orientation Meeting for Makiguchi Scholarship Application  
DATE : April 12<sup>th</sup>, Wed @ 16 : 45~  
For : Newly admitted undergraduate students
- Welcome Party for new students  
DATE : April 21<sup>st</sup>, Fri @ 16 : 45~  
For : All the newly admitted international students
- Shopping • Campus Tour  
DATE : TBA  
For : All the newly admitted international students

## Procedures flow from COE application to arrival in Japan



資 格 外 活 動 許 可 申 請 書

APPLICATION FOR PERMISSION TO ENGAGE IN ACTIVITY OTHER THAN THAT  
PERMITTED UNDER THE STATUS OF RESIDENCE PREVIOUSLY GRANTED

出入国在留管理局長 殿  
To the Director General of the Regional Immigration Services Bureau

出入国管理及び難民認定法第19条第2項の規定に基づき、次のとおり資格外活動の許可を申請します。

Pursuant to the provisions of Paragraph 2 of Article 19 of the Immigration Control and Refugee Recognition Act, I hereby apply for permission to engage in activities other than those permitted under the status of residence previously granted.

※ 本申請書により、上陸許可に引き続き資格外活動許可申請を行うことができるのは、上陸の許可により「留学」の在留資格を決定された場合(3月の在留期間を決定された場合を除く。)に限られます。

Persons, who are able to file for this application following acquisition of landing permission, are limited to those who have been granted the status of residence of "Student" based on the landing permission (excluding those who have been granted a period of stay of three (3) months).

1	国 籍・地 域 Nationality / Region			
2	生 年 月 日 Date of Birth	年 Year	月 Month	日 Day
3	氏 名 Name (in English)			
4	性 別 Sex	男 Male	・ /	女 Female

申請人の署名／申請書作成年月日  
Signature of the applicant / Date of filling in this form

年 Year	月 Month	日 Day
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# STEP 1

## Submit Information for Visa Application and Passport photo!

Those with a foreign citizenship must obtain a **Student Visa**. Soka University will apply for the **Certificate of Eligibility for Resident Status** (hereinafter “COE”) to the Ministry of Justice of Japan on your behalf. Therefore, please upload your “**Information for Visa Application**” and your “**Passport photo**” on the web application page.

### 【Information for Visa Application】

1

Select “Fill in the information for Visa application”

Fill in the information for visa application

Click here!

Application

Photograph upload

2

Select your current visa status

- ☐ I have Japanese nationality  
↳ No need to apply for a visa
- ☐ I have a residence card  
↳ Renew your visa by yourself
- ☐ I do not have either Japanese nationality or a residence card

Next

3

Fill out visa application information.

#### ■ Visa Application Information

##### Personal Information

Nationality/Region

Date of Birth  /  /

Name

Fill in your name as shown on your passport (Capital Letter).

※In a case that you are currently applying, or will apply, for your passport, please write, for the passport.

Gender

Place of birth Please indicate city name for Chinese and Vietnamese students.

Occupation

**【Upload your passport photo】**

<b>旅券</b>	第1 Type	目的地 / Issuing country	持券者名 / Passenger No.
PASSPORT	P JPN		XS1234567
	国 / Suriname <b>YAMADA</b>		
	姓 / Surname <b>TARO</b>		
	国籍 / Nationality <b>JAPAN</b>	発効年月日 / Date of issue <b>20 FEB 1979</b>	
	性別 / Sex 男 / Male <b>M</b>	出生地 / Registered Residence <b>TOKYO</b>	
	有効期限 / Valid from <b>20 MAR 1982</b>		持券人署名 / Signature of bearer
	有効期限迄 / Date of expiry <b>20 MAR 1988</b>		
	省庁 / Min. <b>MINISTRY OF FOREIGN AFFAIRS</b>		山田太郎

P<JPNYAMAFA<TARO>~~~~~  
ABCDCEGHUJKLNMOPQRSTUVWXYZABCDEF GHUJKLMNOPQRSUY

If you haven't submitted your passport photo yet, please upload it here.



### 【Points to note】

- Those who have a passport, please upload it on the web application page.
- Those who have not yet applied for a passport, please do so as soon as possible and submit a copy of your passport on the web application page.
- Japanese citizenship holders do not need to apply for a visa. Please submit a copy of your passport on the web application page.
- Those who are already living in Japan must renew or change their visa status to Student Visa (if necessary) by themselves. In this case, please contact us before applying, as you must obtain the university's official documents in the application form.
- Please write your name in alphabet letters on the Visa Application Information on the web application page, exactly as is on your passport. Otherwise, your COE might be delayed.
- The COE is scheduled to be issued around the end of February to the beginning of March, and it will be sent together with other important documents to your address. Please note that we will send the COE only after we confirm your payment of admission fee and tuition fee.
- Make sure to correctly state your address where you can receive the documents in the end of February or so, as your COE and other documents will be sent to that address.
- In order to apply for the student visa, you must check the Japanese embassy or consulate webpage to find the necessary documents since the process of requesting a visa varies from country to country. Please ensure that all necessary steps are taken in accordance with your country's procedure.

**The due date is**  
**December, 8<sup>th</sup> Thu, 2022!**  
**Do not miss the deadline!**







# STEP 2

**Fill in the Questionnaire on Housing!**

The due date is  
**December 11<sup>th</sup>, Sunday, 2022**  
Do not miss the deadline!





## ● 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

**Deadline: December 11<sup>th</sup>, Sunday**

**Japanese  
English**

<https://forms.office.com/r/CcbjnKya5k>

\*If you want to stay in our dormitories, please read the instruction indicated below carefully and fill in the form.



## ***Types of dormitories***

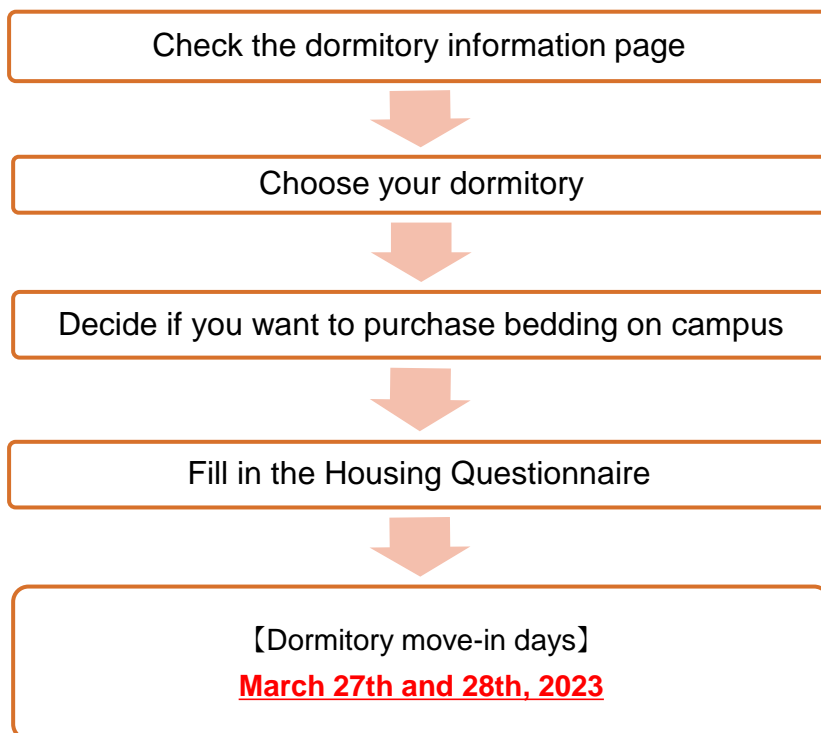
Soka University has seven dormitories for international students. These dormitories focus on creating a proper environment for students to develop cooperation and autonomy skills while living together with students from all parts of Japan and the world. Although it might be difficult to adapt into an 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!

Please access the webpage below to find the information on each dormitory.

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



## About dormitories



We will announce the dormitory confirmation on **January 13<sup>th</sup> (Fri)** by e-mail.



## Dormitories addresses

Male dormitories	Hoyu	1-483 Takiyama-machi, Hachioji-shi, Tokyo
	Takiyama International	1-236 Tangi-machi, Hachioji-shi, Tokyo
Female dormitories	Sunflower Hall	3-101-1 Tangi-machi, Hachioji-shi, Tokyo
	Cosmos	1-582-1 Takiyama-machi, Hachioji-shi, Tokyo
	Manyo International	1-236 Tangi-machi, Hachioji-shi, Tokyo
	Soshun	1-236 Tangi-machi, Hachioji-shi, Tokyo
	Yuko	1-481 Takiyama-machi, Hachioji-shi, Tokyo

## Purchasing bedding

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

※We will lend bedding to **Non-degree students** and **Exchange students**. **There is no need to purchase the bedding.**

<b>Bedding</b>	<b>3 pieces (thin mattress, blanket, and pillow)</b> ※Please purchase sheets and covers by yourself after your arrival. ※If you want additional mattress, please get one after your arrival.
<b>Price</b>	<b>9,800 JPY</b>

## Bedding sample



Dormitories have beds included!

\*For Soshun dormitory, Duckboard bed



Please apply for bedding in the Housing Questionnaire.

Bedding fee will be billed together with the dormitory fee.

## Length of stay

Types of Program	Dormitory move-out day
Undergraduate students	by February 28 <sup>th</sup> , 2024
Bekka Preparatory Japanese Program students	by February 28 <sup>th</sup> , 2025
Recommended students from partner schools	by February 28 <sup>th</sup> , 2025
Exchange and Non-degree	One semester: by August 10 <sup>th</sup> , 2023
	Two semesters: by February 10 <sup>th</sup> , 2024

## **【Important points on International Dormitories】**

### **Please follow the rules below.**

※Please pay the dormitory fee and bedding fee by the due date. In case you do not pay, your application for the dormitory or bedding will be cancelled automatically.

### **○ Announcement on dormitory application results: January 13<sup>th</sup>, 2023 (by e-mail)**



Dormitory billing date: January 27<sup>th</sup>, Friday, 2023

Deadline for payment: February 24<sup>th</sup>, Friday, 2023

### **○ Dormitory rules**

- It is not possible to move between dormitories.
- It is not possible to move out from your dormitories in the middle of semesters.
- Curfew: Male dormitories: 23:00 / 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)
- ★ Other specific rules have been set due to the Corona pandemic. Please refer to other materials for more details.

### **○ Dormitory facilities**

Information on dormitories: <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 arrive after the day of your dormitory entrance.
- You can check the addresses on “Dormitories addresses”.
- You cannot send packages to the dormitory prior to the move-in day.



### **○ 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.

# 2023 Academic Year Guidelines for Dormitory Students

October 2022

International Affairs Office

\* The guidelines are subject to change depending on the pandemic situation.

## **(1) Health Management**

- ① Bring your own Thermometer when you enter your dormitory.
- ② Take your temperature in the morning and record it on the Soka University Portal Site (PLAS). Students are also required to keep a record of the places they have gone.
- ③ Students must wear a mask when leaving their rooms, even in the dormitory. They should also be required to cover their coughs and sneezes with their hands. When they return dormitory from outside, before eating, and when handling food, after going to the bathroom, and after coughing or sneezing, they must wash their hands with soap.
- ④ In case of fever 37.3°C or higher or cold symptoms, contact the Health Center or International Affairs Office. Students are required to stay in their rooms and refrain from going out and attending classes for one week or the period the health center indicated. If the fever or the symptoms of cold persist, students must stay in the dormitory first aid room or the first aid building (separate building) under the supervision of the Health Center.

## **2) Behavior to avoid “3Cs” (Closed spaces, Crowded places, Close-contact settings) in the dormitory**

- ① Students may eat in the cafeteria or lounge at a limited time and place so as not to be crowded. We recommend students to eat in their own rooms. Do not share cutlery or towels with other students.
- ② In public areas in the dormitory, wearing a mask all the time, students must maintain a physical distance of at least 2 meters from other students. When talking with someone in public spaces, wearing a mask all the times, avoid eating or sharing meals.
- ③ Refrain from going out of the dormitory in big groups.
- ④ All dormitories will have the same curfew (23:00).
- ⑤ In case the student needs to do a part-time job, a previous consultation is necessary. If the student cannot keep the dormitory rules (such as returning to the dormitory before the curfew, going out even with a fever, etc) due to the part-time job, the student will be required to quit it. Therefore, please make sure to consult us before starting a part-time job.

### **(3) Cleaning, Disinfection and Ventilation of the Dormitory**

- ① Regularly open the windows of the room for ventilation (every 1-2 hours for 5-10 minutes).
- ② Assign a person to be in charge of disinfecting common areas such as the cafeteria, lounge, multipurpose room, conference room, restroom, bathroom and shower room with alcohol once a day.
- ③ Place all trash that may contain runny nose, saliva, and others in a plastic bag, seal and tie it up tightly, and throw it away. The person collecting the garbage should wear a mask and gloves. After removing the mask and gloves, be sure to wash your hands with soap and running water to disinfect your hands.

## **International Student Dormitory Rules During COVID-19**

\* The rules are subject to change depending on the pandemic situation.

### **●Restrictions on going out**

There is no limit to how far you can go outside. However, the following are examples of cases that are not allowed to go. Please observe the curfew when you go out. However please note that the restrictions may change depending on the pandemic situation.

#### **【 Examples of unacceptable outings 】**

- Restaurants that mainly serve alcoholic beverages such as izakaya and bars
- Going to karaoke by more than one person (Going by one person is permitted)
- Gathering at a friend's house with eating and drinking
- Other places where the risk of infection is considered to be high (enclosed space, crowded place, close scene)

### **●Limitation on the number of people eating out**

There might be a situation where we need to limit the number of people eating out together. Currently, the number of people allowed to have dinner outside the campus is limited to four. However, please make sure to wear a mask when talking with others. In addition, please avoid restaurants that 3Cs(=closed spaces, crowded places and close-contact settings) may occur. Please keep in mind that, as stated in the restrictions on going out above, gatherings involving eating and drinking at friends' homes are not allowed regardless of the number of people in

the group.

### ● **Overnight stays**

Overnight stay is not allowed in principle.

In order to protect yourself, your friends and others, we ask for your continued understanding of the rules of the dormitory and your cooperation in taking measures against infection.





# ***Filling in the Arrival Questionnaire***

The due date is  
**February 17<sup>th</sup>, Friday, 2023**  
Please submit your answers early!





## ★ Free shuttle bus (airport pick-up service)

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

**【Airport pick-up days】 March 27<sup>th</sup> and 28<sup>th</sup>, 2023**

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 one and half 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.

The buses are designated from airports to Soka University (each dormitory). If you are arranging your apartment on your own and would like to take the direct bus to Soka University, please prepare own means of transportation to your apartment.

## ●About entering the dormitory

Entrance in the dormitory will be on March 27<sup>th</sup> (Mon) and 28<sup>th</sup> (Tue). If you are arriving prior to this date, you must provide accommodation (hotel, hostel, etc.) by yourself. If you are coming to dormitories on your own, please arrive before 7 p.m. You need to pay all the expenses on your own.

## ●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:

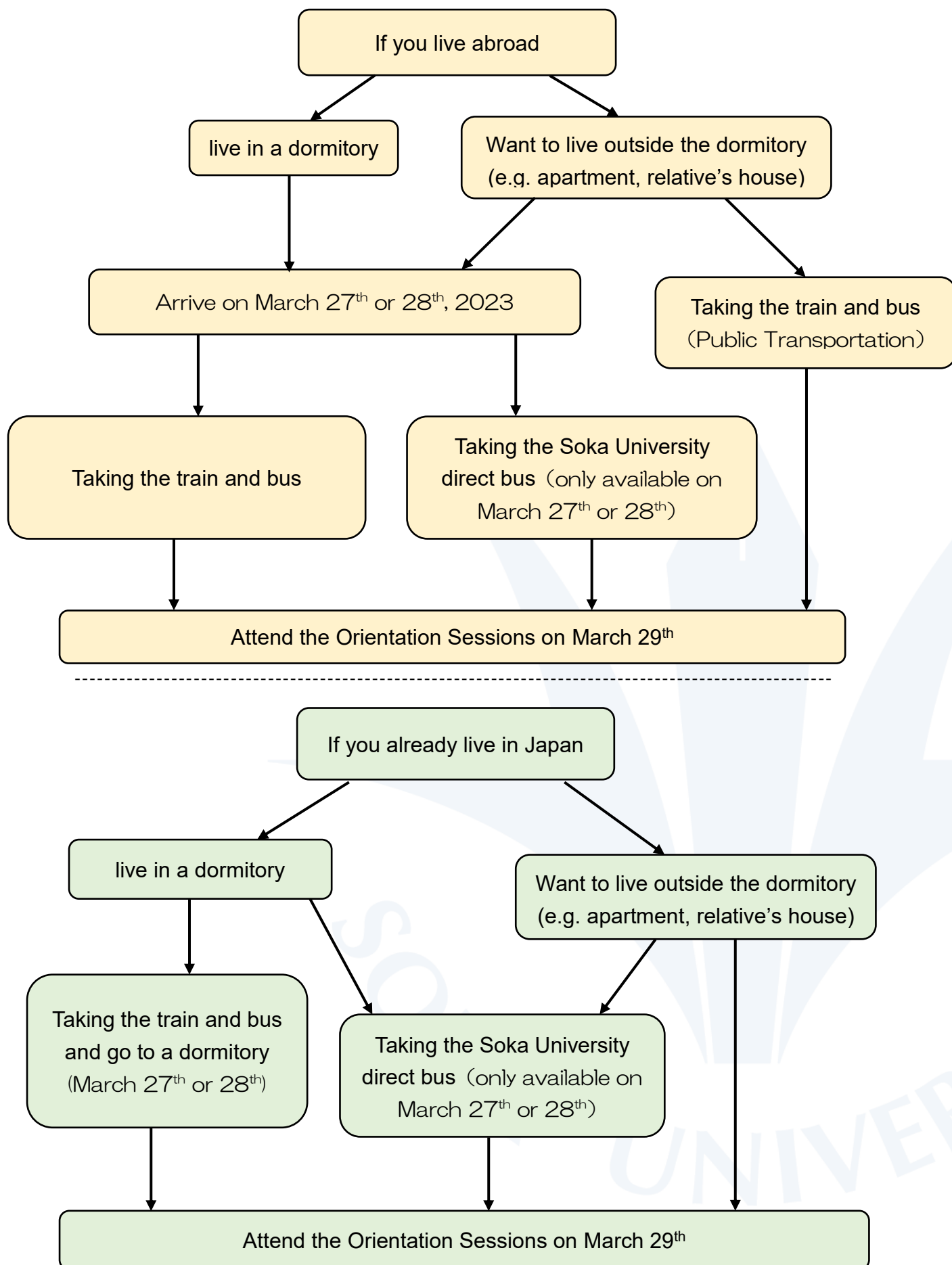
Front



[Back](#)

住居地記載欄		記載者印
届出年月日	住居地	
2014年12月1日	東京都港区港南5丁目5番30号	東京都港区長
資格外活動許可欄	在留期間更新等許可申請欄	
許可: 原則週 28 時間以内・風俗営業等の従事を除く	在留資格変更許可申請欄	

## Flow until arrival





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

Japanese/English : <https://forms.office.com/r/Dz3gKhGXks>

**Deadline : February 17<sup>th</sup> (Fri), 2023**

### **Direct bus information**



Soka University staff will pick you up at the airport.

\* Please indicate which bust to take on arrival questionnaire.

\* Please take the direct bus if you are entering dormitories.



Date : March 27<sup>th</sup> (Mon), 28<sup>th</sup> (Tue)

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

#### **Narita Airport ⇒ Soka University**

<b>Terminal 2 departure time</b>	<u>1 2 : 0 0</u>	<u>1 6 : 0 0</u>	<u>1 9 : 0 0</u>
<b>Terminal 1 departure time</b>	<u>1 2 : 1 5</u>	<u>1 6 : 1 5</u>	<u>1 9 : 1 5</u>
<b>Soka University expected arrival time</b>	1 5 : 0 0	1 9 : 0 0	2 1 : 3 0

#### **Haneda Airport ⇒ Soka University**

<b>International Terminal departure time</b>	<u>1 2 : 0 0</u>	<u>1 8 : 3 0</u>
<b>Soka University expected arrival time</b>	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.

※Please come to the meeting point at least 15 minutes prior to the departure time.

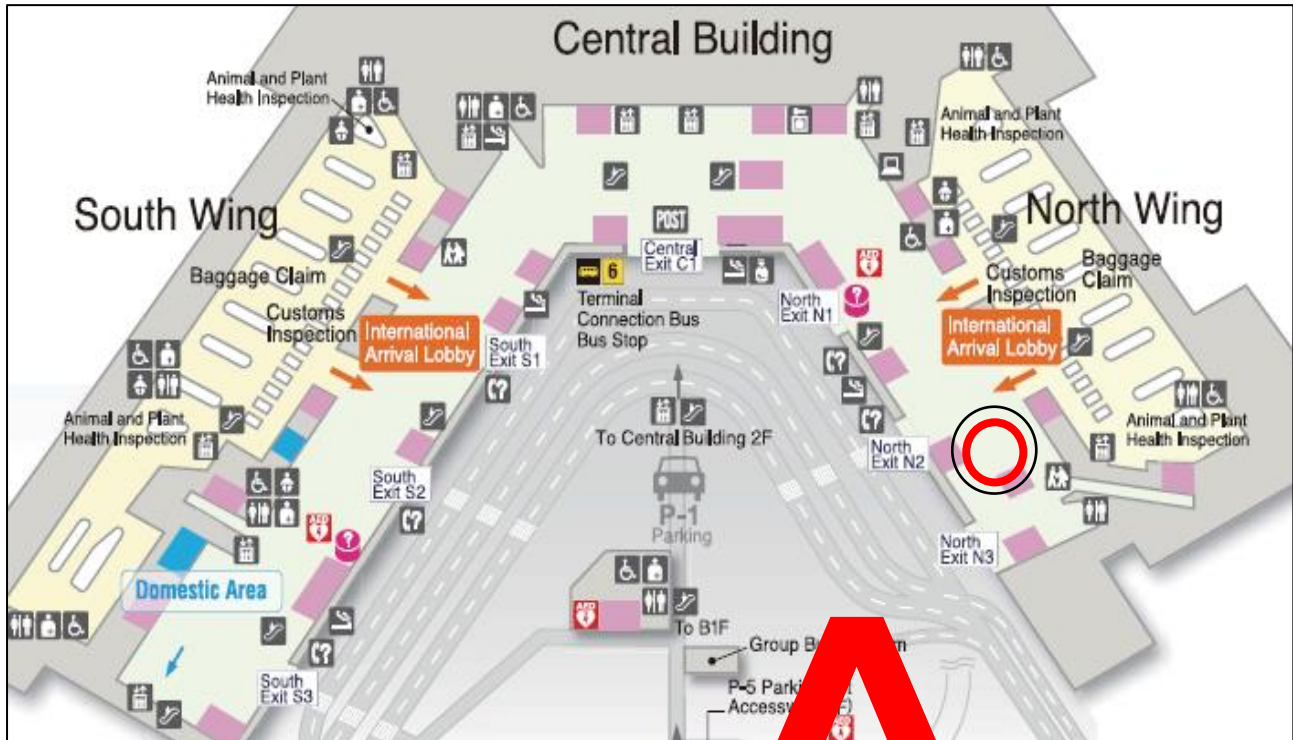
※Only approved students can take this bus. Relatives and other people cannot ride the bus with you.

※If you are arranging your apartment on your own and would like to take the direct bus to Soka University, please prepare own means of transportation to your apartment. Soka University will not provide transportation to your apartment from Soka University.



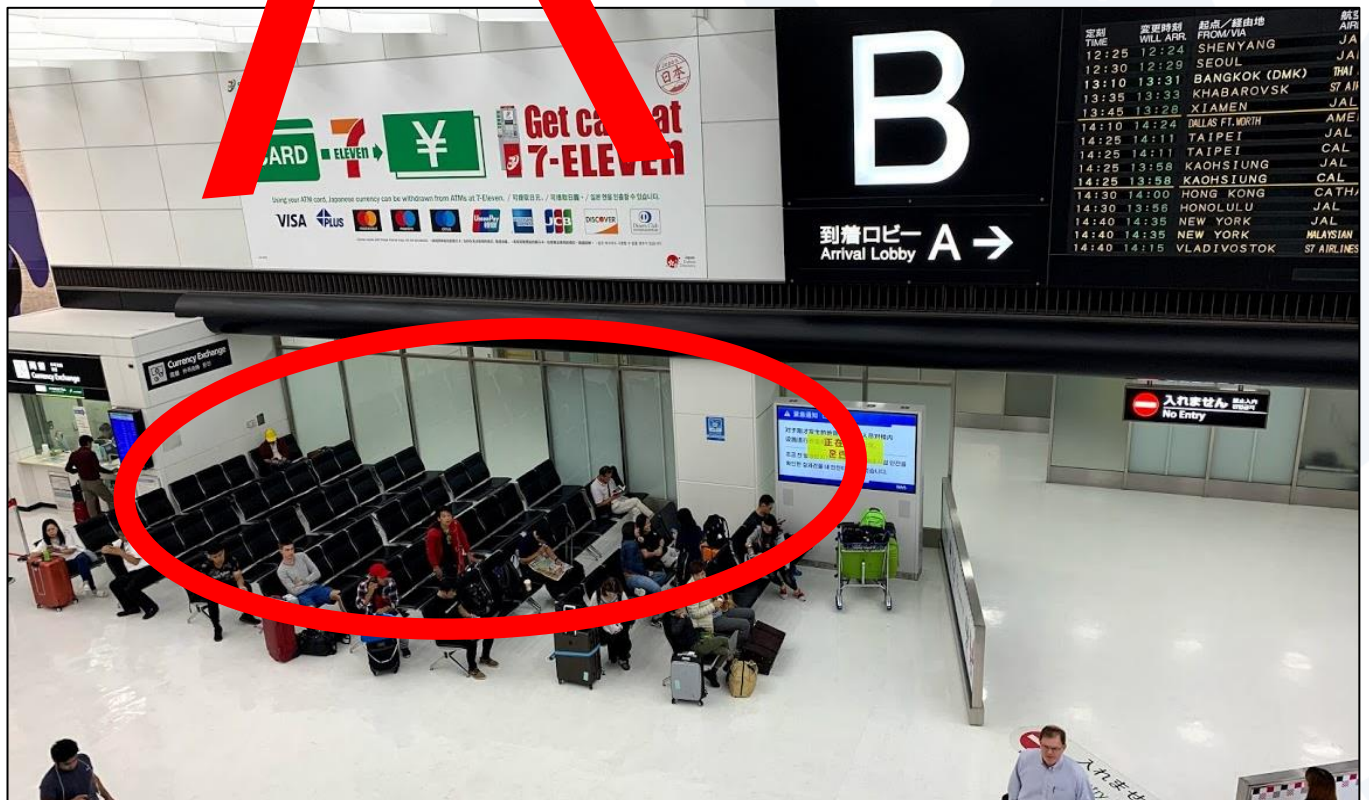
## Narita Airport meeting point

### ●Terminal 1



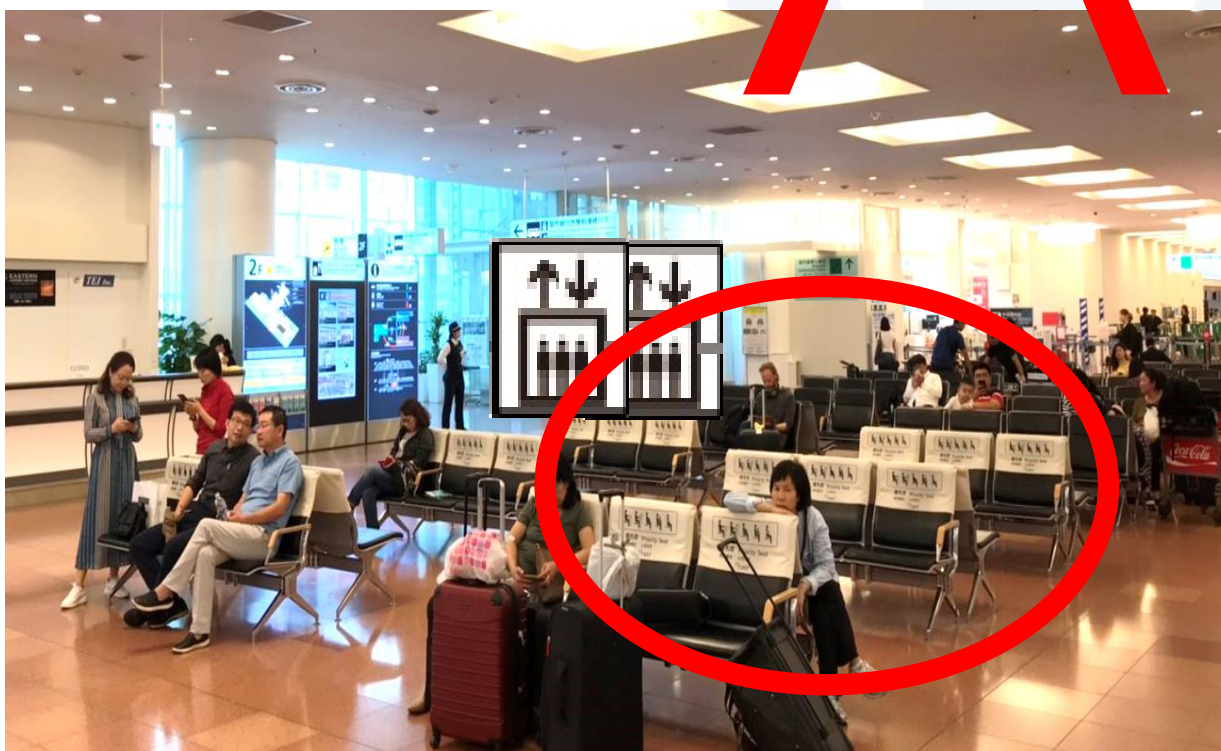
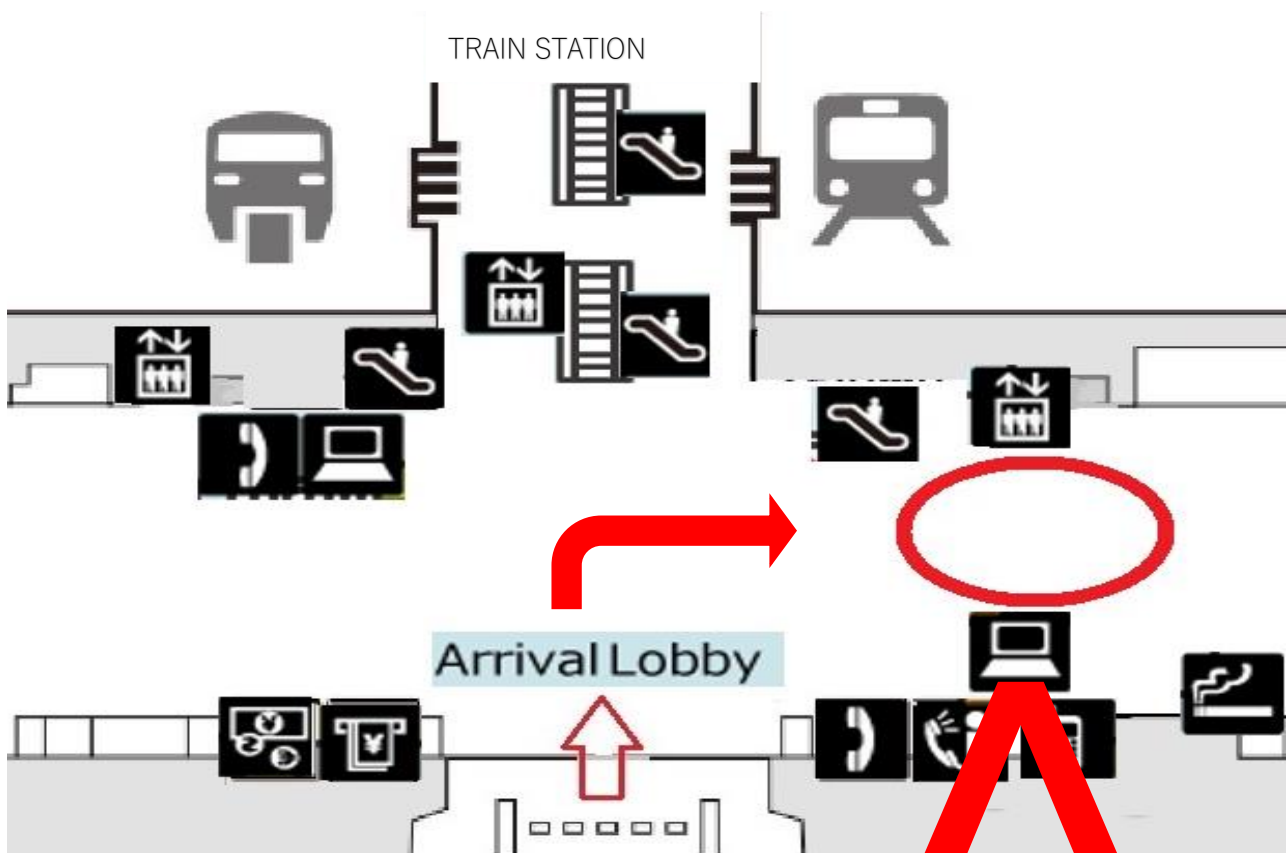
## ●Terminal 2

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





Haneda Airport meeting point (International Terminal 2F)





## Coming to Soka University or the dormitory by yourself



Please avoid arriving too late! And do not forget to inform us your arrival time!

### Airport → Hachioji

#### A. By Limousine Bus: <https://www.limousinebus.co.jp/en/>

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

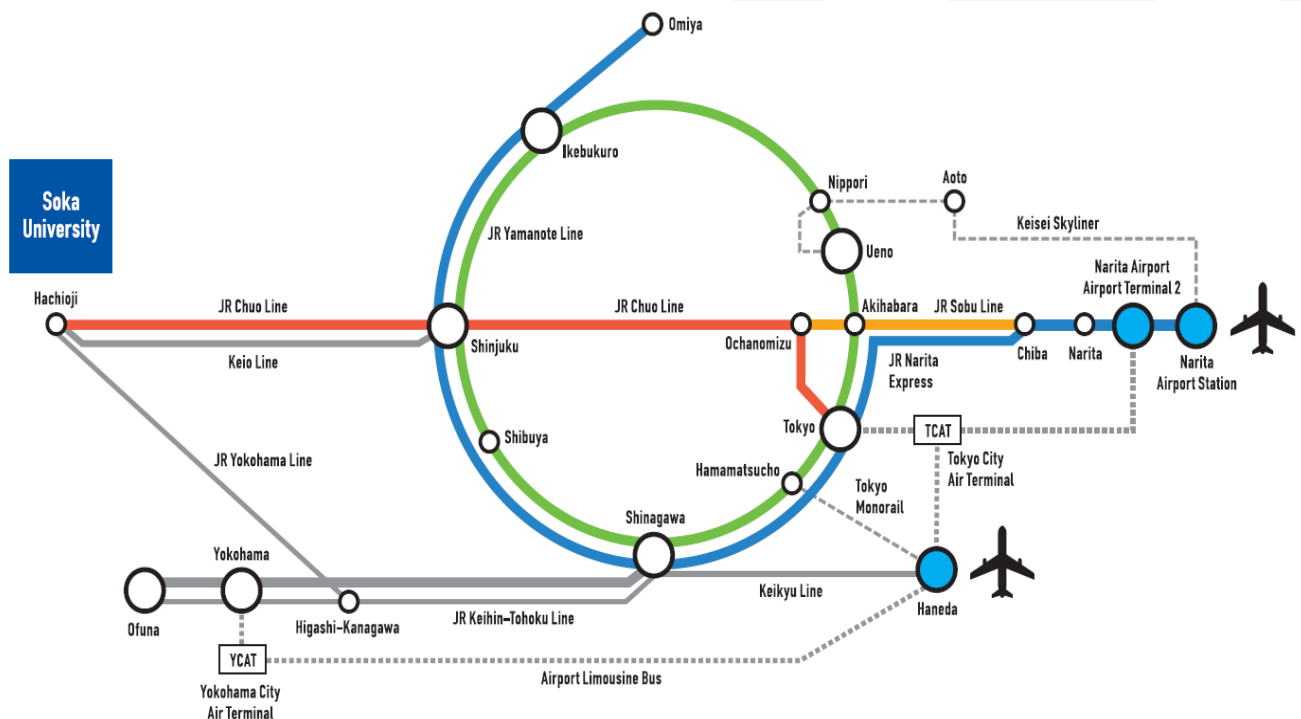
※The limousine bus from Narita airport to Hachioji station is suspended as of October 31<sup>st</sup> 2022.

#### B. By train: (in Japanese): [https://world.jorudan.co.jp/mln/en/?sub\\_lang=nosub](https://world.jorudan.co.jp/mln/en/?sub_lang=nosub)

Train transfers: 3-4 times

Price: 3,500~4,000 JPY

Duration: approximately 2 hours



## From Hachioji Station to Soka University / Dormitories

### A. By taxi:

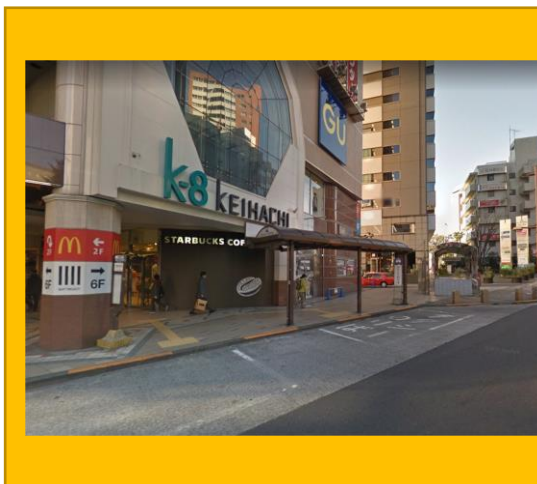
- Taxi fare: between 2,500 to 3,000 JPY
- Duration: approximately 20 minutes

#### ○Taxi stand:

JR Hachioji Station



#### Keio Hachioji Station



## B. By bus:

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

Please check the video below for instructions on how to take the 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 4

## *Paying fees*

*(Admission, tuition, dormitory, bedding fees)*

The due date is  
**February 24<sup>th</sup>, Friday, 2023!**  
Please pay the fees early!



## ●Flow until payment of fees

Fee type and invoice	Announcement	Deadline
Admission and Tuition Fee invoice	<b>January 27<sup>th</sup>, 2023</b>	<b>February 24<sup>th</sup>, 2023</b>
Dormitory notification and invoice		

**Tuition Fee Payment method: Please check the invoice that will be sent in June**

**Dormitory Fee Payment method: Credit card**

In case you cannot use a credit card due to special reasons, please make your payment through overseas transfer or bank deposit. \*transaction fee needs to be paid by students.

Those willing to pay through transfer or deposit, please contact us informing your application number and name to request our bank information.

International Affairs Office: [welcome@soka.ac.jp](mailto:welcome@soka.ac.jp)

Subject: Application number\_Name  
Body: Overseas transfer / bank deposit  
Ex: Subject: 2020001\_SOKA JOHN  
Body: I would like to make a payment through overseas transfer.



The International Affairs Office will send you an e-mail in late-June



Pay the Admission and Tuition Fees



The International Affairs Office will send you the COE and the Approval Letter after confirming the payment of fees.



**In case you do not complete the payment of Admission and Tuition fees by the deadline (February 24<sup>th</sup>, Friday), your admission will be revoked.**





**SOKA University**

# **STEP 5**

***Check the documents to be submitted  
before arrival!***

SOKA

UNIVERSITY

## 1. 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.

## 2. Immunization Questionnaire on Measles and Rubella

In 2007, measles was 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 and in case you do not submit it, you will not be accepted in our university. It is important for us to be aware of your health condition in order to prepare and provide the best support for you so please submit the Medical Interview Sheet and the Immunization Questionnaire on Measles and Rubella by the deadline.

**Please download the questionnaire through this URL link, print it and fill it out.**

- Download the questionnaire here : <https://bit.ly/35Xydqe>



- Upload to : <https://sokauniversity.app.box.com/f/7b992a7bf621421591d4b6c719ef1bba>

- **Submission deadline : February 24<sup>th</sup>, Friday, 2023**

※ In case you cannot access the page indicated above, please send an e-mail to the address below and make sure to attach the Medical Interview Sheet and the Immunization Questionnaire on Measles and Rubella to it.

E-mail address : [s417b5p7lhekqwr1@u.box.com](mailto:s417b5p7lhekqwr1@u.box.com)

※Please change the files' names to 「Application number\_Name」 before uploading them. Ex: 1234567\_John Soka.pdf





# **STEP 6**

***Check the documents to be submitted after arrival!***

***✂We will provide them after your arrival***



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

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



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

Travel to Japan

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

### ③ **【Passport copy】**

Please submit a copy of the following sections:

#### **Passport**

- Photo page
- Visa page
- Landing permission sticker page



# 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:

Month:

Day:

Student ID:

---

Student Name:

(sign)

---

Sample

※The form will be handed after your arrival.  
Please submit it after enrollment.

## 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: 2023 Month: Day:

Student ID:

23XXXX

Student Name:

JOHN SOKA

(sign)

# Dormitory Terms of Agreement for International Students

Soka University President

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\_\_\_\_\_Month\_\_\_\_\_Day\_\_\_\_\_

Dormitory:\_\_\_\_\_ Student ID:\_\_\_\_\_

Name:\_\_\_\_\_

Signature:\_\_\_\_\_

## Dormitory Terms of Agreement for International Students

Soka University President

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

Year 2023 Month \_\_\_\_\_ Day \_\_\_\_\_

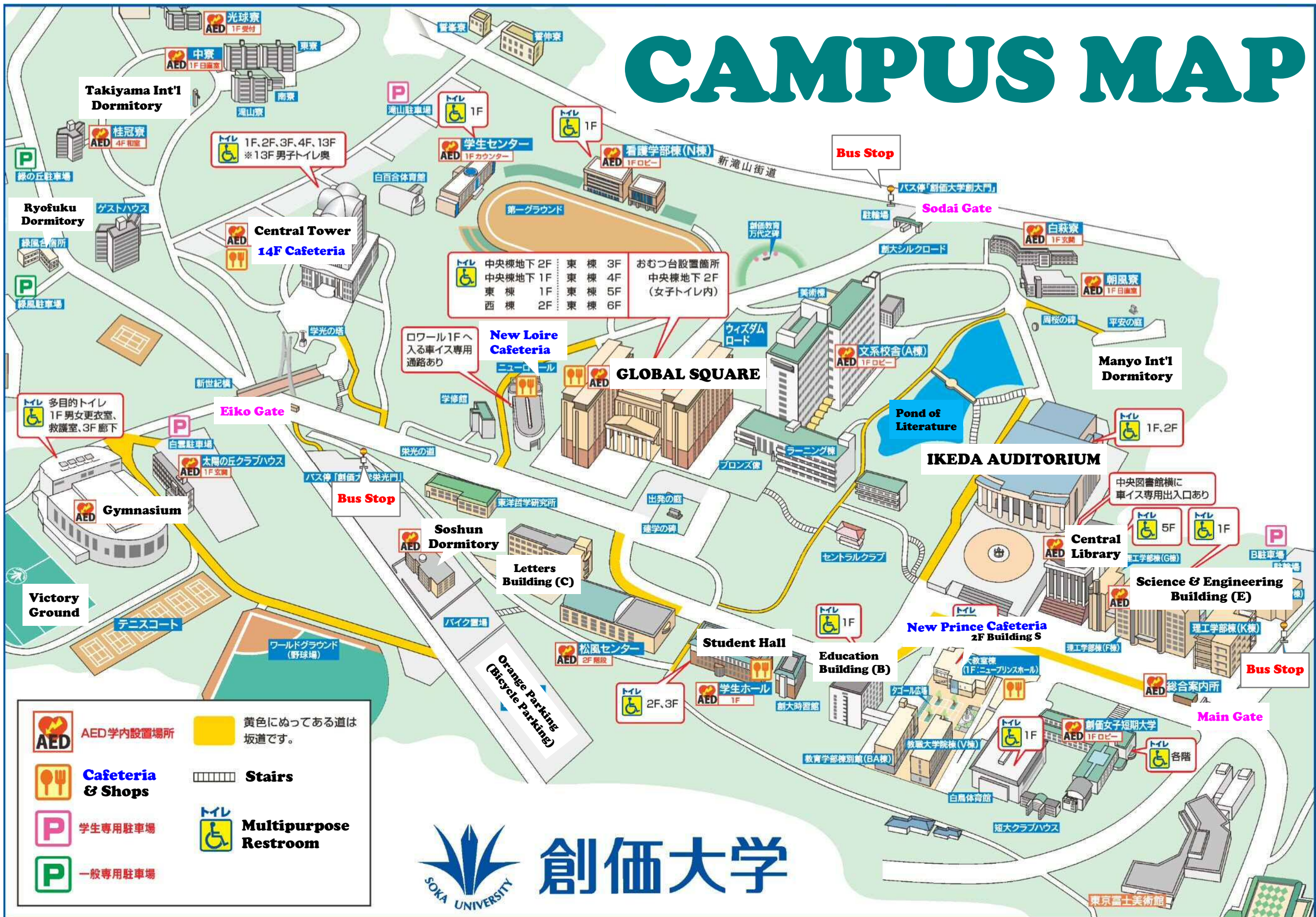
Dormitory: Hoya Dormitory Student ID: 23XXXXX

Name: JOHN SOKA

Signature: John Soka



# 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](mailto:intloff@soka.ac.jp)

Office hours

Weekdays: 9:30 to 17:00

Saturdays: 9:30 to 12:00

Sundays and Holidays: closed