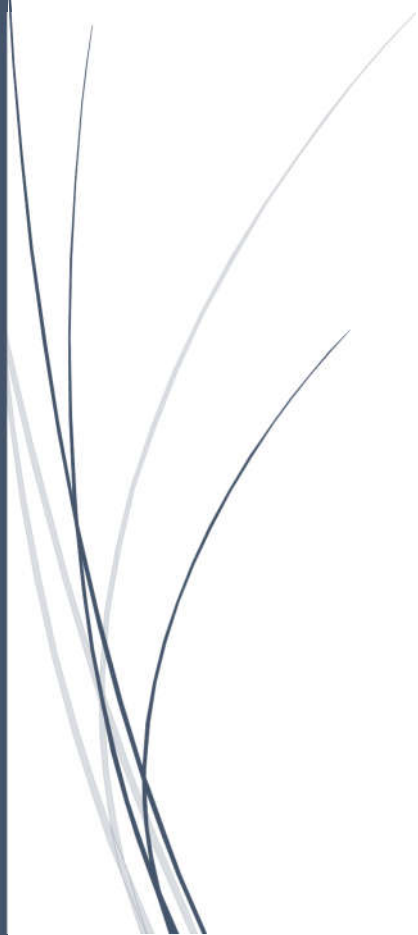




Spring, 2025

# **General Information for International Students**



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# <When Entering Japan>

## I. Residence Card

- When you arrive in Japan, residence card will be issued at the airport\* when you are granted landing permission.  
\*limited to New Chitose, Narita, Haneda, Chubu, Kansai, Hiroshima, and Fukuoka airports
- By the Japanese law, you are required to carry your residence card with you whenever you go out. The card will serve as your ID card during your stay in Japan, so please don't forget to carry it with you at all times. Failing to carry it may result in a fine.

**ADDRESS**  
(When you change your address, new address will be written on the back side of the card.)

**STATUS OF RESIDENCE**

**PERIOD OF STAY (DATE OF EXPIRATION)**

**PERIOD OF VALIDITY OF THIS CARD**

日本国政府 在留カード 番号AB12345678CD  
GOVERNMENT OF JAPAN RESIDENCE CARD No.

氏名 TURNER ELIZABETH  
NAME

生年月日 1985年12月31日 性別 女 F. 国籍・地域 米国  
DATE OF BIRTH Y. M. D. SEX NATIONAL/REGION

住所地 東京都千代田区霞が関1丁目1番1号霞が関ハイツ202号  
ADDRESS

在留資格 留学  
STATUS College Student

就労制限の有無 就労不可

在留期間(満了日) 4年3月 (2018年10月20日)  
PERIOD OF STAY (DATE OF EXPIRATION) Y. M. D. Y. M. D.

許可の種類 在留期間更新許可(東京入国管理局長) MOJ  
許可年月日 2014年06月10日 交付年月日 2014年06月10日

このカードは 2018年10月20日まで有効 です。 法務大臣 法務大臣之印  
PERIOD OF VALIDITY OF THIS CARD

見本・SAMPLE

- If you wish to work part-time while enrolled, apply for the **“Permission to Engage in Activity other than that Permitted under the Status of Residence Previously Granted (資格外活動許可)”**. New arrivals with a student visa can apply at the airport. Fill out the [APPLICATION FORM](#) and submit it along with your passport and COE at the landing inspection. The permission will be issued on the spot.



# <After Arriving Japan>

## I. Three procedures at the CITY OFFICE

Please complete the following three procedures at the City Office (区役所) where you live. For example if you live in Shinjuku-ku, you must go to Shinjuku-ku City Office (新宿区役所). The three procedures could be done in the City Office in the same day.

### 1. Resident Registration \*To be done FIRST!

- After your residence is settled, you must take your residence card to the City Office of your residence area (if you live in Shinjuku-ku, go to Shinjuku City Office) within 14 days after your place of residence is confirmed, and register your address at the Resident Division. After registration, your address will be printed on the back of your card, as shown below.

The image shows the back of a Japanese Residence Card (Juzi Ka) with the following fields filled out:

届出年月日	住居地記載欄	記載者印
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
見本 Sample		
在留カード裏面		
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中	

### 2. National Health Insurance (NHI)

- After your resident registration was completed, go on with the joining procedure for the NHI. By completing this procedure, the "[Eligibility Confirmation Letter \(資格確認書\)](#)" would be provided.

The image shows a sample of the National Health Insurance (NHI) Eligibility Confirmation Letter (Shikakaku Ninsho) with the following fields filled out:

〇〇都道府県	有効期限	年	月	日
国民健康保険	発効期日	年	月	日
資格確認書				
記号	番号	(枝番)		
氏名	性別			
生年月日	年	月	日	負担割合
適用開始年月日	年	月	日	割
交付年月日	年	月	日	
世帯主氏名				
住所				
保険者番号	[ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]			
交付者名	印			

- Foreign nationals whose period of "status of residence" is longer than three months are mandatory to join the National Health Insurance (NHI).
- By joining the NHI, you can reduce your copayment down to 30%. For example, if the treatment cost is 10,000 yen, the subscriber will only have to pay 3,000 yen. Please note that some treatments are not covered by this insurance, such as childbirth, traffic accidents, medical examinations, and cosmetic surgery.

- The insurance premium needs to be paid monthly once registration is completed. The premium varies depending on where you live and how much your income is. In Shinjuku-ku, it is about JPY 1,500 per month with student discount.
- When you have medical treatment for injuries or illnesses, you need to present your "Eligibility Confirmation Letter (資格確認書)" to be eligible for the discounted payment.

### 3. National Pension

- Those who are under 20 years Students under DO NOT have to apply for the National Pension Plan. On the other hand, regardless of your nationality, all registered residents of Japan aged 20 to 59 years are obliged to enroll in this plan. This includes students staying in Japan for less than a year.
- Students can apply for a special waiver of the National Pension Plan by submitting the designated form. Please ask the City Office for the details of the procedure.

## II. Answer the "Residency Check Form"

- After finishing your Resident Registration at the City Office, submit the information on your status of residence to Waseda through the ["Residency Check Form"](#).



- After uploading your residence card data on the Residency Check Form, please update your address on MyWaseda immediately. To apply: First login to MyWaseda, and go to [Update Student Profile] > [Change of Personal Information] from the left menu.
- Some time after registering your address on MyWaseda, you will receive a notification from the office of your undergraduate/graduate school about issuing a sticker (with your new address printed on it) for your student ID card. Please pick up the sticker at the office and affix it to the

back of your student ID card.

- In case your correct address is not printed on your student ID card, it may be regarded invalid as an identification card, so please do this as soon as possible.

### **III. MyWaseda**

- “MyWaseda” is the Waseda University’s online portal site. Important procedures are all done through this site. For example, e-mail communication, course registration, grade confirmation, address and bank account registration, etc.
- Regarding the MyWaseda login ID/password and how to use it, a detailed explanation will be provided in the orientation of your undergraduate/graduate school.
- In addition to MyWaseda, bulletin boards are also located in each undergraduate/graduate school building. Some notices such as scholarship (only for regular students) and exam schedules, will be posted on the bulletin board, so please check them frequently.

# <While Staying in Japan>

## I. Opening a bank account

### 1. When Opening

- In general, you may not be able to open an account if you have been in Japan for less than six months. However, some few banks may allow you to do so before 6 months have passed, if you are a Waseda student. (e.g. Japan Post Bank).
  - For details, you will be informed by your affiliated undergraduate/graduate school office by the end of March (except for some schools). Please wait for their email notification.
- Even if you successfully open an account, your account will be considered a "non-resident account" during the first six months of living in Japan. Therefore, the bank places certain restrictions on your internet banking, overseas remittances, receiving money from abroad, and creating credit cards. Once 6 months have passed since your entry into Japan, some banks may request your status to be changed from a "non-resident" to a "resident account". For details, please confirm the procedures by yourself.
- To open an account, your student ID card would be required. You can obtain your student ID card from your undergraduate/graduate school on or after April 1st for the spring semester and on or after September 21st for the fall semester. Please keep in mind that you will not be able to open a bank until then.

### 2. After opening

- Once you have opened an account, please login to MyWaseda to register your account. Without registration, you will not be able to receive a scholarship. Please remember to register especially if you are entitled to it.
- Regarding how to register your account, please refer to the manual via the link below.  
<https://waseda.box.com/s/aq3zx2gli1qdszgeni44p0fhhemt3g7h>



- Be sure that you must close your account before leaving Japan. Failure to close bank accounts may result in unreasonable damages to you. There are cases nationwide where unclosed bank accounts have been exploited by third parties.

### 3. How to receive money from overseas WITHOUT a Japanese bank account

- You can receive money at the [Western Union](#) agents. Pre-registration is not required; however, please note that the number of agent locations is limited.



## II. Extension of “period of stay”

**\*Only for Regular Students. Exchange students are **NOT** eligible except for special cases\***

- Residence card has a valid period of stay. If even only a day passed, your stay would be illegal. Therefore, you need to apply for extension of period of stay if your enrollment will surpass your period of stay. Check your period on your residence card carefully.
- You can apply for the extension three months before the expiration date. Please be sure to complete the extension procedure well in advance.
- Regarding the procedures, please first read the [CIE website](#) carefully (also accessible via the QR code below) to check the necessary procedures.



- **VERY IMPORTANT:**

Please do your best in your studies and to earn sufficient credits while being a Waseda student.

**Remember that poor grades may end up with disapproval of the extension of “period of stay”.**

- When you extend your “period of stay” or change your status of residence to “student”, please read the CIE website thoroughly before proceeding. If you are still unsure, please contact the CIE office.

<CIE “Status of residence” team>  
◇ Location : 4th floor of Bldg. No. 22,  
Waseda Campus  
◇ Email : [cie-zairyu@list.waseda.jp](mailto:cie-zairyu@list.waseda.jp)

## III. When leaving Japan temporarily

- If you are leaving Japan temporarily to return to your country for vacation or to travel abroad during your stay in Japan, please be sure to check the “I am leaving Japan temporarily and will return” box on the ED card (available at the Airport Immigration) and present it to the immigration officer upon departure. Detailed information can be found at the following URL.

<https://www.cie-waseda.jp/visastatus/en/current/offcampus.html#section-2>





**新様式の再入国出国記録**

外国人用 (再入国) 再入国入国記録 EMBARKATION CARD FOR RE-ENTRANT ② 【ARRIVAL】

氏名 Family Name  
Name Given Names

生年月日 Date of Birth Day Month Year

航空機番号・船名 Airplane No. / Ship Name

以下の方格について、該当するものに○を記入し、署名して下さい。特別永住者の方は署名のみ。 Please check the applicable items and put your signature. (For special permanent residents, please put your signature only.)

1 あなたは、日本国又は日本国以外の国において、刑事事件で有罪判決を受けたことがありますか？ Have you ever been found guilty in a criminal case in Japan or another country? ☐ はい Yes ☐ いいえ No

2 あなたは、現在、麻薬、大麻、おへん若しくは覚せい剤等の禁制品又は銃砲、刀剣銃若しくは火薬類を所持していますか？ Do you presently have in your possession narcotics, marijuana, opium, stimulants, or other controlled substances, weapons, explosives or other such items? ☐ はい Yes ☐ いいえ No

以上の記載内容は事実と相違ありません。 I hereby declare that the statement given above is true and accurate.

署名 Signature

官用欄 Official Use Only

再入国出国記録 EMBARKATION CARD FOR RE-ENTRANT ① 【DEPARTURE】

氏名 Family Name  
Name Given Names

生年月日 Date of Birth Day Month Year

航空機番号・船名 Airplane No. / Ship Name

主な渡航先国名 Destination

出国予定期間 Estimated period out of Japan ☐ 1年以内 ☐ 1年超2年以内 ☐ 2年超

次のにいずれかに○を記入して下さい。 Please check either one of the boxes below.

☐ 1. 一時的な出国であり、再入国する予定です。 I am leaving Japan temporarily and will return.

☐ 2. 「再入国許可」の有効期限内に再入国の予定はありません。 I do not plan to re-enter Japan while my re-entry permit is valid.

(地方入国管理官署で「再入国許可」を受けており、その有効期限内に再入国の予定のない方は、○して下さい。)  
(Check the box if you do not plan to re-enter Japan while your re-entry permit, which you have obtained at a regional immigration bureau, is valid.)

署名 Signature

官用欄 Official Use Only

出国予定期間のいずれかに必ず○して下さい。

#### IV. Part-time Work Permission

- If you did NOT obtain the “Permission to Engage in Activity other than that Permitted under the Status of Residence Previously Granted” at the airport, you can apply at the Regional Immigration Services Bureau. It will take few weeks to 2 months to obtain it. For how to apply, check [HERE](#):



- It is determined by law that working hours under “Activity other than that Permitted under the Status of Residence Previously Granted (資格外活動)” (part-time employment) must be under as below;

During the class period	28h/week
During the summer/winter/ spring breaks	8h/day and 40h/week

- \* In case you work beyond this limit, you will be subject to punishment, such as deportation, a fine, or imprisonment.
- \* You are prohibited from working part-time in any kind of adult entertainment businesses. This includes work such as washing dishes or cleaning in places where adult entertainment is conducted.

- Notes when working as an TA or RA

- If you are a regular student working as a Teaching Assistant (TA) or a Research Assistant (RA) at Waseda University with a “Student” status of residence, you do not need to apply for “Permission to engage in Activity other than that Permitted under the Status of Residence Previously Granted (資格外活動)” However, working hours as either a TA or RA, or both a TA and RA at Waseda University must be

under 20 hours per week.

- [Non-regular students (including exchange students)]

As a general rule, non-regular students (including exchange students) cannot work as a TA or RA, but if circumstances allow them to work as a TA/RA, "Permission to engage in Activity other than that Permitted under the Visa Status Previously Granted (資格外活動許可)" is necessary.

- [Regular students]

Regular students who will be doing work other than as a TA/RA must apply for "Permission to engage in Activity other than that Permitted under the Visa Status Previously Granted (資格外活動許可)".

# <Other Useful Information>

## I. Cautions for renting a room/place

**[Important]** Regardless of nationality, numerous reports of trouble have been received by the university. In particular, there are many cases where garbage disposal and noise are a source of trouble. For a comfortable and safe study abroad experience, please take extra precautions on a daily basis.

- Observe the local rules of garbage separation. In particular, there are many problems with sorting methods, days of the week for garbage disposal, and methods for disposing of oversize garbage. Be aware of garbage issues.
- Remember to pay your rent in advance. Be sure to pay the rent for the following month by the specified date (e.g. no later than the end of the previous month). While you are away on a long vacation, do not forget to pay the rent for that specific period of time.
- Do not allow your friends, families, or others to rent out a room (including Airbnb) during your absence.
- Inappropriate noise levels often cause neighborhood problems. Avoid making loud noise late at night.
- You are not allowed to share your apartment intended for single occupancy with anyone else under the contract.
- Be careful of details regarding your contract when terminating or renewing a rental agreement (especially rent money).
- Restore the room to its original condition (When you move out, the fixtures and fittings are in the same condition as when you moved in).
- If you want to terminate your current lease contract early to move to another property, you will need to contact your contract partner in advance (ordinarily at least 1 month before the date you are leaving the room).
- Consult with the landlord or the real estate company immediately about your housing issues.

## II. Stress care: How to manage your stress

- While living in a foreign country for a long time, many international students, to a greater or lesser extent, feel some kind of stress due to various factors. You should, therefore, pay particular attention to your stress.
- <Stress faced by international students>

- ① Culture Shock (language/lifestyle/religious view/social structure)
- ② Academic difficulty due to differences in the education system
- ③ Influences by situations in the home country such as wars, coups, or economic crisis

- ④ Anxiety about visa
- ⑤ Stress from the human relationship with supervisor, roommate, or landlord/landlady, etc.
- ⑥ Dealing with homesick
- ⑦ Career path selection after graduation or going back to home country

- Please don't take it all on yourself, and don't hesitate to come to the Student Counseling Room at the Health Center.

### III. Student Health Check-up

- Those are eligible would be contacted via email by the end of March, so please follow the instructions on it.  
\*Qualification for the Student Health Check-up varies depending on your admission category (Regular student / exchange student etc.).
- To use the on-campus training center (gym), please note that the results of a health checkup are required.
- Reservation and submission of health survey are required in advance.  
Please check the Health Center website for details such as date, time and venue.


### IV. On-campus consultation services

#### 1. Health Support Center

Overview	The center provides consultations on mental and physical health, emergency first aid, and referrals to English-speaking medical facilities, etc.
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WEB Site	<a href="https://www.waseda.jp/inst/hsc/en">https://www.waseda.jp/inst/hsc/en</a> 
Note	<p>&lt;Student Counselling Room&gt;</p> <p>Student Counselling Room is a place where you can talk about anything related to student life. If you need urgent mental health advice, you can also use the online counselling service “cotree”, an external counselling service.</p>


## 2. Accessibility Resource Center (ARC)

Overview	The center provides consultation on disabilities, in general, hearing impairment, language disorder, visual impairment, and mobility impairment.
WEB Site	<a href="https://www.waseda.jp/inst/dsso/en/">https://www.waseda.jp/inst/dsso/en/</a> 
Note	Please note that, to receive such support and consideration, it is necessary to notify Waseda in advance at the time of application.

## 3. Gender and Sexuality Center (GS Center)




Overview	The center provides consultations on concerns regarding sexual minorities
WEB Site	<a href="https://www.waseda.jp/inst/gscenter/en/">https://www.waseda.jp/inst/gscenter/en/</a> 

## 4. Career Center

Overview	The Career Center is a department where you can consult about careers and job hunting after graduation. Please contact us for career advice.
WEB Site	<a href="https://www.waseda.jp/inst/career/en/">https://www.waseda.jp/inst/career/en/</a> 

## 5. Intercultural Communication Center (ICC)

Overview	ICC welcomes people of all origins and nationalities and provides opportunities for interaction among students. Students play a central role in planning and managing
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	about 200 events a year. We aim to create new values and cultures while deepening our understanding of the world's cultures.
WEB Site	<a href="https://www.waseda.jp/inst/icc/en/">https://www.waseda.jp/inst/icc/en/</a> 
Note	<p>◆Events and activities  <a href="https://www.waseda.jp/inst/icc/en/events/">https://www.waseda.jp/inst/icc/en/events/</a>  </p> <p>◆How to participate  <a href="https://www.waseda.jp/inst/icc/en/events/involve/">https://www.waseda.jp/inst/icc/en/events/involve/</a>  </p>

#### 6. Training Center (gym)

WEB Site	<a href="https://www.waseda.jp/inst/student/en/facility/training">https://www.waseda.jp/inst/student/en/facility/training</a> 
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#### 7. Refresh Studio

WEB Site	<a href="https://www.waseda.jp/inst/student/en/facility/refreshstudio">https://www.waseda.jp/inst/student/en/facility/refreshstudio</a> 
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#### 8. Writing Center

Overview	Support your Japanese/English academic writing through individual tutor.
WEB Site	<a href="https://www.waseda.jp/inst/aw/en/about/what">https://www.waseda.jp/inst/aw/en/about/what</a> 

#### 9. Tutorial System

Overview	Support your Japanese/English academic writing through individual tutor.
WEB Site	<a href="https://www.waseda.jp/inst/cie/en/life/other">https://www.waseda.jp/inst/cie/en/life/other</a>



## V. Waseda University Libraries

- Waseda University has many libraries, including the Central Library, four Campus Libraries, School Libraries for each division, and seven Students' Reading Rooms. For more information, please check the following links.
- <https://www.waseda.jp/library/en/>



- Student ID card is required to borrow books.
- Borrowing periods and the number of books can be borrowed differ depending on the user's status.  
Undergraduates: 15 books in 14 days, Graduate: 30 books in 14 days
- Copiers, PCs, Wi-Fi, Group Study, group study rooms, etc. are available.

## VI. Miscellaneous

### 1. Suica / PASMO

- Suica / PASMO is an IC card that can be used in place of a train ticket. Both have the same functionality and convenience (the only difference is that they are published by different companies).
- Application of Suica/PASMO is available on your smart phone.

### 2. Commuter Pass ("Teikiken" in Japanese)

- Commuter passes can be purchased after obtaining the student ID card.
- The student commuter pass can be purchased for the route between the closest station to your home and that of Waseda University. You can buy a 1, 3 or 6 month Commuter Pass, and depending on how many months you buy, it would cost you cheaper.
- If you have a Suica or PASMO card, you can convert it into a commuter pass.
- If you wish to buy a commuter pass, fill in a commuter application form and submit it to the ticket office at your boarding station. Remember to take your student ID card with you when purchasing the commuter pass. Payment can be made in cash or by credit card. Commuter passes are issued on the same day as the application is made. For Suica/PASMO commuter passes, name of your stations on the commuting route as well as dates of validity would be printed on the card.
- ATTENTION: Due to the current global semiconductor shortage, the issuance of transportation IC cards other than commuter passes has been temporarily suspended.

### 3. Others

- For other daily life problems or coursework consultations, please first contact your affiliated school office.

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