

Spring, 2024 Entry



General Information for Regular International Students

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<Necessary Procedures after Arriving in Japan>

I. 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 and exam schedules, will be posted on the bulletin board, so please check them frequently.

II. Procedures at government offices and universities

1. Residence Card

- The residence card will be issued at the airport at the time of landing permission when you arrive Japan (except for some of the few airports).
- By the Japanese law, you are required to carry your residence card with you whenever you go out. The card will also serve as your ID card during your stay in Japan, so please don't forget to carry it with you at all times. Forgetting to carry your residence card may result in a fine.



2. Resident Registration

- After your residence card is issued, you must take it to the ward office of your residence area (if you live in Shinjuku-ku, go to Shinjuku Ward 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.

住居地記載欄		
届出年月日	住居地	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	

3. Answer to the "Residency Check Form"

- After finishing your Resident Registration at the ward office, submit the information on your status of residence to Waseda
- through the "Residency Check Form"

日本語

New Residency Check Form

新 在留資格確認フォーム

こんにちは、Mami。このフォームを送信すると、所有者に名前とメールアドレスが表示されます。

注意事項

Please choose the language (Japanese or English) from the dropdown list at the top right of the form.

早稲田大学は、出入国管理及び難民認定法第十九条の一七に基づき、外国人学生の在留資格を管理しています。本フォームを用いて証明書等をアップロードしてください。

※在留期間更新および資格変更の場合は、新しい在留カードの交付から14日以内に申請してください。

4. National Health Insurance (NHI)

- Foreign nationals whose period of status of residence is longer than three months are mandatory to join the National Health Insurance (NHI).
- Medical costs are pretty high in Japan, however, if you join 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 procedures for NHI as well as for resident registration are carried out at the city/ward office in your area of residence. Please apply for NHI when going through the procedures for resident registration. Please note that the resident registration must be completed first.
- National Health Insurance has an expiration date. Please note that if you go to see a doctor outside the expiration date, you will be responsible for the entire examination fee.
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5. Update your address on the MyWaseda System

- 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.

6. Affix the address sticker on the back of the ID card

- 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. Status of residence-related procedures *Not immediately after arriving in Japan, but as appropriate.

1. Extension of period of stay

- The status of residence has a certain period of validity. If even only a day passed, your stay would be illegal. The “Period of Stay” is written on your residence card, so please check your period 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). Visit our website FIRST to check the necessary procedures.



- Remember, that the outcome of your visa extension application is not only determined by the paperwork you submit. Don't let your application get rejected due to poor grades during your study abroad!
- When you extend your period of stay or change your “status of residence”, please read the CIE website thoroughly before proceeding. If you are still unsure, please contact the CIE office.

<p><CIE “Status of residence” team> ◇ Location : 4th floor of Bldg. No. 22, Waseda Campus ◇ Email : cie-zairyu@list.waseda.jp</p>
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2. If you are leaving Japan temporarily

- If you are leaving Japan temporarily to return to your country 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 and submit 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 REENTRANT ② 【ARRIVAL】

再入国出国記録 EMBARKATION CARD FOR REENTRANT ① 【DEPARTURE】

氏名 Family Name
Name Given Names

生年月日 Day Month Year 航空機番号・船名
Date of Birth Flight No./Vessel

以下の方欄について、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 resident, please put your signature only.)

1 あなたは、日本国又は日本国以外の外国において、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、あへん若しくは賞せい有害の毒物薬物又は銃銃、刀剣類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 substance, swords, 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

氏名 Family Name
Name Given Names

生年月日 Day Month Year 主な渡航先国名
Date of Birth Destination

航空機番号・船名 Flight No./Vessel 出国予定期間
出 of Japan 1年以内 1年超2年以内 2年超
1 year or less 2 years or less 2 years or more

次のいずれかに○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」の有効期間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、その有効期間内に再入国の予定のい方は、決して下さい。)
(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

● 原本を提出していただき、藍色又は青色のペンで記入してください。
● カードを提出する際は、裏面に記入してください。
● Please type or print clearly. Write by using black or blue pen.
● The original card should be submitted to the Immigration Inspector.

官用欄 Official Use Only

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。

3. Part-time Works Permission

- If you wish to work part-time during your study abroad period, you must apply for and obtain “Permission to Engage in Activity other than that Permitted under the Status of Residence Previously Granted”.
- Working hours are limited to a maximum of 28 hours per week (8 hours a day, 40 hours a week, during summer, winter, and spring breaks).
- You are prohibited from working in any kind of adult entertainment and sex-related businesses. This includes working as a dishwasher or cleaner in such adult entertainment establishments.

<Precautions in daily life>

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 before 6 months have passed, provided that you are a Waseda student. (e.g. Japan Post Bank).
→ For details, you will be informed by your affiliated undergraduate/graduate school office (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>



- Failure to close bank accounts may result in unreasonable damages. There are cases nationwide where unclosed bank accounts have been exploited by third parties. Once you have opened an account, please be sure to close it before leaving Japan.

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.
<https://www.westernunion.com/jp/en/receive-money.html>



II. 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 oversized 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.

III. 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.

**Don't suffer alone.
Reach out to us for help.**

How to make an appointment.
Please make a reservation through the reservation system of our website. Counseling rooms at each campus are also available.

Apply here ▶ 


Priority given to those with reservations

IV. Student Health Check-up

- Health Support Center conducts a Student Regular Health Check-up once a year free of charge.
- Eligible students are required to take the health check-up every year.
- To register to use the on-campus training center (gym), please note that the results of a health checkup are required.
- <Student Health Check-up for April enrollees>
Reservation and submission of health survey are required in advance.
Please check the Health Center website for details such as date, time and venue.

V. 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.
WEB Site	https://www.waseda.jp/inst/hsc/en 
Note	<Student Counselling Room> 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.

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	https://www.waseda.jp/inst/dsso/en/ 
Note	Please note that, in order 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	https://www.waseda.jp/inst/gscenter/en/ 

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	https://www.waseda.jp/inst/career/en/

	
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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 about 200 events a year. We aim to create new values and cultures while deepening our understanding of the world's cultures.
WEB Site	https://www.waseda.jp/inst/icc/en/ 
Note	<p>◆ Events and activities https://www.waseda.jp/inst/icc/en/events/ </p> <p>◆ How to participate https://www.waseda.jp/inst/icc/en/events/involve/ </p>

6. Training Center (gym)

WEB Site	https://www.waseda.jp/inst/student/en/facility/training 
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7. Refresh Studio

WEB Site	https://www.waseda.jp/inst/student/en/facility/refreshstudio 
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8. Writing Center

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

	
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9. Tutorial System

Overview	Support your Japanese/English academic writing through individual tutor.
WEB Site	https://www.waseda.jp/inst/cie/en/life/other <div style="text-align: center;">  </div>

VI. 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.

VIII. Miscellaneous

1. Commuter Pass

- 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.
- If you already 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.

2. Others

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

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