

# Support Guide

for LGBTQ+ and the Allied Students, Version 6

An LGBTQ+ ally is a person who understands, appreciates, and support LGBTQ+ people and their community.



Last Updated: 2023.03.15

**Gender & Sexuality Center**

Student Diversity Center, Waseda University

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# **Waseda University Promotion of Diversity Declaration**

## **“Respect each other, respect equality and diversity”**

Waseda University has since its foundation opened its gates widely to a great variety of people, both domestic and foreign. Moreover, in advance of the 150th anniversary of our foundation, which will be celebrated in 2032, the University formulated Waseda Vision 150, with the aim of dramatically improving the quality of education and research, to keep contributing to the world.

Nonetheless, as far as the promotion of diversity in education, research, and employment at the University is concerned, much remains to be done. If we are to make our new vision a reality, we must create an environment in which all members of the University, their dignity and their diverse values and lifestyles being respected, can make the most of their individuality and abilities, regardless of sex, disability, sexual orientation and gender identity, nationality, ethnicity, creed, age, and so on.

In order to achieve this aim, Waseda University hereby declares that it will conduct innovative education and research activities by gathering a wealth of knowledge; that it believes that contributing to the development of society is the University’s mission; and that it will strive to respect and promote diversity.

### **Basic Policies for the Promotion of Diversity**

1. Waseda University will raise awareness concerning the promotion of diversity, and will strive to ensure that in its decision-making processes, the variety of opinion among all members of the University is respected.
2. Waseda University will provide an educational, research, and working environment in which work-life balance can be achieved, so that all members of the University are able to make the most of their individuality and abilities.
3. Waseda University will provide support systems for those members of the University who need reasonable accommodation.
4. Waseda University will promote the building of the University community and staff development from a diversity perspective.

July 1, 2017    Waseda University

## Introduction

In 2017, Waseda University issued the Waseda University Promotion of Diversity Declaration, striving to create an environment wherein students of all genders and sexualities can fully demonstrate their individuality and abilities. In April of the same year, the Gender and Sexuality (GS) Center was opened for Waseda University LGBTQ+ students and for anyone interested in gender and sexuality, including those who are allies to the LGBTQ+ community. This is in addition to its function as a safer space/resource center that can be freely used by all. Notably, its activities include the provision of not only various forms of support for LGBTQ+ students but also counseling and support on gender and sexuality more broadly, as well as public awareness events.

Many students from all over the world visit Waseda University, and as a part of the university's activities that are based on international trends, a comprehensive review of the GS Center's activities and introduction was developed based on the Waseda University Promotion of Diversity Declaration. This guide organizes and summarizes the efforts and responses of the university, with the GS Center at its core, in hopes of eliminating any obstacles or concerns centering that LGBTQ+ students may face in their student lives.

In the Support Guide for Sexual Minority Students Ver. 1, released in March 2018, we mainly clarified the visualization of the on-campus counseling flow, the handling and management of name and gender information that transgender and non-binary students tended to find difficult, and the current status of student life, such as health checkups and seminar houses. Since then, the content of the university's support framework has expanded to such initiatives as off-campus training (e.g., teaching practice) and job hunting, and the content of this guide (Ver. 6) has been further enhanced. In the future, when possible, we will use the information and concerns reported by the students to the GS Center as a basis to promote cooperation with related departments and institutions, both inside and outside the university, and further enhance the scope and level of support provided by the university.

## Chapter 1 Counseling/support system

### 01. What are individual counseling services at the GS Center?

Waseda University has established the GS Center within the Student Diversity Center. The GS Center addresses questions on and provides counseling services related to gender and sexuality issues both face-to-face at the Center and remotely online, mainly for undergraduate and graduate students in Waseda University, students in Art and Architecture School of Waseda University, and students in other affiliated schools (*fuzoku-gakkou*).

Gender and Sexuality Specialty Staff (the specialty staff) will respond to the best of their ability, with strict observance of privacy and confidentiality. Depending on the counseling content, with the consent of the client, the specialty staff will refer the client to appropriate programs and services inside and outside the university and will cooperate with them to provide support. We also accept counseling requests from family members (guardians, etc.) and faculty staff regarding the students themselves.

Student Diversity Center: GS Center	
Location	Waseda Campus Building No. 10-213, Second Floor
Opening hours	Weekdays, 10:00–16:00
E-Mail	<a href="mailto:gscenter@list.waseda.jp">gscenter@list.waseda.jp</a>
Website	<a href="https://www.waseda.jp/inst/gscenter/en/">https://www.waseda.jp/inst/gscenter/en/</a>
Twitter	<a href="https://twitter.com/gs_waseda">https://twitter.com/gs_waseda</a>
Instagram	<a href="https://www.instagram.com/gscenter.waseda/">https://www.instagram.com/gscenter.waseda/</a>
Facebook	<a href="https://www.facebook.com/wasedags">https://www.facebook.com/wasedags</a>



\*Please see the website and Twitter for detailed information on open status and operation.

## ● 02. Counseling flow

Generally, please apply through the GS Center website using the GS Center Individual Counseling Appointment Request Form. If, while visiting the Center, you feel that you would like to start a specific counseling session, we will accept counseling requests if there is consultation space available; so please feel free to stop by casually.

Example topics for individual counseling at the GS Center
Exploration of my own gender identity, gender expression, sexual orientation, romantic orientation, etc.
Deepening my understanding as an active ally of the LGBTQ+ community
Navigating and fighting against gender norms in society
Addressing a strained relationship I have within the LGBTQ+ community
Addressing issues related to/collecting information on gender transition, coming out, etc.
Addressing sexual violence and its lasting impact (including past experiences)
Collecting information on the GS Center, gender and sexuality, and SOGIE harassment

## ▶ Booking methods

An appointment can be made using the Individual Counseling Services Appointment Request Form or by visiting the Center directly.

### Using the Appointment Request Form

You would be asked to please provide the following information: chosen name and pronouns, topics for the session (checkbox format), preferred dates and times for the appointment, session modality (remote or in-person session), language preference (Japanese or English), whether you prefer to be received in private instead of the community space reception, and your email address. Your appointment will be confirmed via email reply from the GS Center.

### Making an appointment in-person or having a walk-in session

If you feel uncomfortable using the appointment request form, you can visit the GS Center in person and speak to the staff to make an appointment there and then. Additionally, if it is determined during your visit to the GS Center and while talking staff members that individual counseling would be appropriate, you can make an appointment on the spot. Depending on the staff availability, same-day appointment may also be possible.

#### ☑ The GS Center Appointment Request Form

[https://my.waseda.jp/application/noauth/application-detail-noauth?param=VuaUHpbRjvHQWbVVFxR\\_6A](https://my.waseda.jp/application/noauth/application-detail-noauth?param=VuaUHpbRjvHQWbVVFxR_6A)

### ▶ Day of counseling session

#### ❖ Face-to-face counseling

- ◆ Please come directly to the GS Center and complete the GS Center user reception procedure under the guidance of the reception staff. After reception, the assigned specialty staff will guide you to a room where you can avail a counseling session.
- ◆ Those who wish to complete the reception procedure directly with the assigned specialty staff in another room instead of in the community space when making the reservation should go directly to the location individually communicated to you.

#### ❖ Online counseling

- ◆ Please prepare the counseling environment before the scheduled time and participate in the online session by clicking the meeting link included in an invitation email that was sent in advance by the specialty staff.

### ▶ Flow after counseling

Depending on the counseling content, relevant information may be provided by staff, and if necessary, with the consent of the client, the client may be referred to specialized services and programs inside or outside the university, or we may collaborate with them. For details on the flow post counseling, please visit “Individual Counseling Services” on the “Services” page of the GS Center website.

☑ Individual Counseling <https://www.waseda.jp/inst/gscenter/en/more/consultation/>

### ► Counseling agreement

1. At the GS Center, you can address topics related to gender and sexuality, as well as indirect topics that are affecting matter pertaining to gender and sexuality.
2. The Gender and Sexuality Specialty Staff will deeply listen to you and support you in achieving what you want to get out of the session (i.e., self-understanding, clarification of the issues, problem solving, self-actualization, etc.).
3. The counseling sessions are confidential, and the information discussed in the session will be kept between you and the GS Center's staff team.
4. With your consent, the GS Center can collaborate with third party agencies and programs both in and outside the university and coordinate care and support. Exceptions to confidentiality apply in the event that your life or the life of those around you is at risk, and the GS Center will contact or report to appropriate persons or agencies as an emergency response even if we are unable to obtain your consent.
5. The total number of individual counseling sessions will be included in the GS Center's annual activity report, but the data will be aggregated, and the content of the sessions and other personal information will not be disclosed.\* At some of the university's internal meetings, we at times report on aggregated and anonymized data on topics brought up in sessions, and cases that involved other sections within the university.

\*Updated as of 2022 annual report.

6. Unlike the Health Support Center at Waseda University, the GS center does not offer psychotherapy and psychological testing. For those who have specific physical or psychosomatic symptoms (e.g. sleep difficulty, difficulty concentrating, etc.), referral to the Health Support Center can be made based on your needs and the severity of symptoms.
7. While the staff members can provide basic information about gender, sexuality, and LGBTQ+ issues, we are unable to share extensive information or personal information such as our identities around SOGIE status. In cases where you need guidance or information for your class assignments and research, we will guide you to relevant books and other resources.
8. To ensure that the Gender and Sexuality Specialty Staff do not leak your privacy even unintentionally, if and when we see you outside the GS Center, we will not initiate a greeting.
9. The Gender and Sexuality Specialty Staff will not exchange personal contact information with you while you are receiving counseling sessions and/or while you are a student at Waseda University.

### ● 03. If you wish to have a counseling session in English or a combination of English and Japanese

The Individual Counseling Appointment Request Form is written in both Japanese and English. Please specify either “Remote session using Microsoft Teams in English” or “In-person session in English” when selecting the counseling type and language. (Please also refer to “Chapter 7: Support for students marginalized in multiple ways” [p. 35])

☑ The GS Center Counseling Appointment Request Form

[https://my.waseda.jp/application/noauth/application-detail-noauth?param=VuaUHpbRjvHQWbVVFxR\\_6A](https://my.waseda.jp/application/noauth/application-detail-noauth?param=VuaUHpbRjvHQWbVVFxR_6A)

### ● 04. Referral destinations on campus

Worrying about issues related to gender and sexuality can take a significant mental toll on you. Depending on the counseling content, you may be referred to the Student Counseling Room at the Health Support Center, and we will work together with them to address your concerns. Certified Clinical Psychologists are stationed at the Student Counseling Room, with whom you will be able to consult in depth.

Additionally, if you would like to ask the university for a response or consultation on a case regarding “[The Waseda University Guidelines for Harassment Prevention](#)”, we may refer you to the Compliance Consultation Desk.

Health Support Center: Student Counseling Room	
Location	Waseda Campus Building No. 25-2, Sixth Floor
Opening hours	Weekdays, 9:00–12:00, 13:00–17:00
Phone	03-3203-4449 (reservations prioritized)
Website	<a href="https://www.waseda.jp/inst/hsc/en">https://www.waseda.jp/inst/hsc/en</a>

Compliance Consultation Desk	
▶ The internal desk (Office of Compliance)	
Opening hours	Mon.–Fri., 9:30–17:00

E-Mail	compliance@list.waseda.jp
Website	<a href="https://www.waseda.jp/inst/harassment/en">https://www.waseda.jp/inst/harassment/en</a> *Please check the above-mentioned URL for details.
▶ The external desk (NEC VALWAY, Ltd.) [contractor] *English and Chinese support available.	
Reception hours	Mon.–Fri., 8:30–19:00 Sat., 8:30–17:00
Phone	0120-123-393
Website	<a href="https://koueki-tsuhou.com/WFcXVtaEFdCd/en/">https://koueki-tsuhou.com/WFcXVtaEFdCd/en/</a> *Please check the above-mentioned URL for details.

## ● 05. Events

The Center regularly holds events as a place where students who are interested in issues of gender and sexuality can casually connect with each other. Examples include small gatherings where a few people come together and chat on relatively free topics, and events wherein a specific theme is set for discussion and guests talk. Event information is available on the GS Center website as well as on “GS Membership.”

☑GS Membership Registration Form

[https://my.waseda.jp/application/noauth/application-detail-noauth?param=A9ju0ouT3KVweua3Bgu\\_jg&subsessionWindowId=](https://my.waseda.jp/application/noauth/application-detail-noauth?param=A9ju0ouT3KVweua3Bgu_jg&subsessionWindowId=)



## Chapter 2

### Managing, collecting, and changing personal

#### information pertaining to gender, sex, and name

### ● 01. Managing and collecting personal information pertaining to gender and sex

#### ▶ Managing personal information pertaining to gender and sex

At Waseda University, students' gender markers and information on legal sex are strictly managed. The legal sex on the university records is not disclosed in a manner that the individual does not intend\*. The gender/sex column from various certificates (excluding health checkup certificates), attendance records, and procedure documents have been removed. If, by any chance, you have been affected by an outing incident (act of disclosing, without an individual's consent, that person's gender identity,

sexual orientation, romantic orientation, gender history [e.g., past information about a person's assigned sex at birth, name, enrollment and attendance in school for people of a particular gender, or other past information regarding gender transitions, and medical history [HIV status, etc.]) or if you have any other concerns about your student life, please feel free to consult with the GS Center at any time.

\*Currently, Waseda University obtains information on legal sex. However, the authority to handle information on individual students, including gender information, is granted only to staff who require this information for their work, such as office staff of the student's affiliated undergraduate/graduate programs, as well as staff who oversee academic affairs and students.

#### Attendance record (course list)

There is no information on student's gender or legal sex listed in attendance records for each course or on Waseda Moodle.

#### Gender description on certificate

Of the certificate-related documents issued by the university, depending on the application documents to related entities inside and outside the university, some documents (e.g., health checkup certificate, school commuter certificate) may require gender marker or information on legal sex. If there are any questions or concerns regarding the procedure, please consult the GS Center.

### ►Efforts regarding the review of the necessity of collecting personal information pertaining to gender and sex

Waseda University is promoting university-wide efforts toward minimizing the collection of gender and sex information from students, faculty members, and other staff. We are in the processing of confirming whether the collection of gender and sex information on procedural and application forms is being done for rational reasons (see below), and even if it is judged to be rational, we are working on changing the forms to the extent possible so that the "gender/sex column" would be a free-response section. This is in addition to specifying the purpose of collecting such information.

—Cases wherein a rational reason exists for collecting gender and/or sex information—

1. Collection of gender information when using facilities and equipment that are segregated by “men and women”
2. Collection of gender and sex information for medical purposes
3. Collection of gender or sex information in formats and items specified by external institutions
4. Collection of gender information to correct existing gender discrimination (discrimination / imbalance between males and females) by first visualizing the problem by clarifying the gender ratio and then using the data as an index to take positive actions for improvements
5. Collection of gender information for academic research
6. Collection of gender information in social surveys, creating statistical materials, etc.
7. Collection of gender information in other circumstances deemed rational and appropriate

The Office for Promotion of Equality and Diversity is responsible for planning university-wide measures, such as efforts related to the management of the above-mentioned gender and sex information; development of facilities such as the Restrooms for Everyone (*daredemo toire*) and the Changing Rooms for Everyone (*daredemo kou-i-shitsu*); provision of open courses on diversity, gender, and sexuality; issuance of the Guide to Consideration and Accommodation for LGBTQ+ Students for faculty and staff; and the implementation of training and seminars (Diversity & Inclusion Seminar, Ally Training [FY2021 onward], etc.). The Office is working with the GS Center to promote university-wide diversity.

☒ University policies and efforts regarding the collection of gender and sex information

<https://www.waseda.jp/inst/diversity/en/support/sexual-minority/>

Office for Promotion of Equality and Diversity	
Phone	03-5286-9871
E-Mail	diversity@list.waseda.jp
Website	<a href="https://www.waseda.jp/inst/diversity/en/">https://www.waseda.jp/inst/diversity/en/</a>

## ● 02. If there is a change in legal sex

If your legal sex has changed, you will need to consult with the office of your undergraduate or graduate school and follow the procedure for changing your legal sex on school register, as there is

currently no designated application method. If you have any questions or concerns regarding the change procedure, please consult the GS Center.

### ● 03. Change of sex/gender marker on school register (as of March 2023)

The sex/gender marker on your school register cannot be changed to a sex that is different from your legal sex.

### ● 04. If there is a change in legal name

If your legal name has changed, please go through the change procedure at the office of your undergraduate or graduate school.

#### Name change form

[https://www.waseda.jp/inst/gscenter/assets/uploads/2021/01/name\\_change.pdf](https://www.waseda.jp/inst/gscenter/assets/uploads/2021/01/name_change.pdf)

Documents to attach to the form that meet the following criteria:

1. Document is issued by public institution
2. Current name and previous name must be distinguishable in document

Examples: Extract or transcript of the family register (*koseki*), driver's license, residence record, residence record entry certificate, etc.

### ● 05. Use of preferred (lived) name

Without changing your legal name, if the following reasons apply, and you are approved, Waseda University allows you to register a “preferred name” in school register\*. The procedure requires an [Application for Use of a Preferred Name](#) as well as documents corresponding to the reason for application, as shown in the table below. After preparing the necessary documents, please complete the procedure at the office of your undergraduate/graduate school.

☑ Request Form for Use of Preferred Name

[https://www.waseda.jp/inst/gscenter/assets/uploads/2023/01/preferred\\_name\\_form\\_2023ver.pdf](https://www.waseda.jp/inst/gscenter/assets/uploads/2023/01/preferred_name_form_2023ver.pdf)

\*When registering, you can choose to list your preferred (lived) name only, or both your legal and preferred (lived) names.

Reason	Required documents
① Request for use of preferred name listed in the individual's residence record	Residence record ( <i>jyuminhyo</i> )
② Request for use of previous name in order to maintain continuity in research activities even though the family name was changed due to marriage or adoption (“③ Other” for other reasons)	Official certificate from which current name and previous name can be distinguished Examples: family register ( <i>koseki</i> ) copy, family register ( <i>koseki</i> ) abstract, passport, residence card, etc.
③ Other (e.g., there is a reason that using your legal name would cause serious disadvantages to you, or you wish to use a preferred name based on your gender, etc.)	Supplementary reasons to demonstrate the legitimacy of your request (document(s) to support and justify the reason for the request)

► **If a transgender or non-binary student applies to use a preferred (lived) name**

Students who are transgender, non-binary, and so on, and who wish to apply to use their preferred (lived) name fall in the “③ Other” category shown in the table above. In this case, a letter from a medical professional that demonstrates that you present with gender dysphoria can be considered a “supplementary reason to demonstrate the legitimacy of your request,” which you can submit along with the [Application for Use of a Preferred Name](#). Please consult with the GS Center if you wish to use a preferred (lived) name but do not yet have a letter from a medical professional, or do not plan to see a medical professional at the moment yet. When the use of the preferred (lived) name was accepted, your name on various documents will be listed as shown in the table below.

Category	Legal name	Preferred name
Student card		Use of preferred name
Attendance/grade record		
Certificates	Selected by individual at the time of issuance	
Diploma	Selected by individual upon confirmation with office of individual’s undergraduate or graduate school when expected graduation is established	

Additionally, when using a preferred (lived) name, you will be responsible for authenticating your preferred (lived) name and your legal name. Additionally, for information on what to do after graduation, please refer to “06: Precautions when requesting a certificate after graduation (p. 13).”

## ►Precautions when applying for use of preferred name

- 1 If your Application for Use of a Preferred Name submission was approved, then as a general rule all names used in your student life will be your preferred name of your choice, unless you wish to use your legal name (or both your legal name and your preferred name) on some certificates, etc.

Name on student ID card, name on attendance record  
Name displayed on Waseda Moodle, etc.  
Name displayed as sender on Waseda email

- 2 Signatures or written consent of a guardian, etc. is not required for the procedure, but in cases where the guardian, etc. does not know that the student is using a preferred name at the university, as in the following cases, unexpected problems may occur.

When a guardian, etc. visits the university on Parents Day, etc.  
When the guardian needs the student's name to participate in university events  
When the university sends grade notifications and other notices to guardians, etc.  
When an emergency response to an incident, accident, etc. is required (when the university contacts a guardian, etc., an individual close to the student, or medical institution)

Even if your circumstances do not allow you to request the use of a preferred (lived) name, you may be able to implement some measures, such as changing your designated name during the course by submitting a document to the instructor in charge of the course. Please contact the GS Center for details. Please also refer to “Chapter 3: Taking courses (p. 14).”

## ►Transfers to individual's bank account when using preferred (lived) name (Waseda

University Student Health Promotion Mutual Aid Association, student jobs, scholarships, etc.)

With the approval of the use of a preferred (lived) name, when receiving medical expense benefits from the Waseda University Student Health Promotion Mutual Aid Association (Waseda Student Health Association) it is possible that the Waseda Student Health Association membership card (student card) may not match the name on your insurance card, bank account, or receipt. In such cases, if you can confirm that both are the same individual, an application can be made. The same also applies for on-campus student jobs (RA, TA, research assistant, temporary staff, exam proctors, dispatched staff, outsourced work, etc.) and on-campus scholarships. However, separate procedures may be required for scholarships operated by the Japan Student Services Organization and external organizations, so please contact the Scholarships and Financial Assistance Section.

**Student Affairs Section: ① Waseda University Student Health Promotion Mutual Aid Association Office, ② Student Participation and Job Center**

Location	Toyama Campus Building No. 30 (Student Hall), First Floor
Opening hours	Weekdays, 10:00–16:00
Phone	03-3203-4349 (shared)
E-Mail	① gakusei-kenko@list.waseda.jp ② sjc@list.waseda.jp
Website	② <a href="https://www.waseda.jp/inst/student/en/support/studenthealth">https://www.waseda.jp/inst/student/en/support/studenthealth</a> ② <a href="https://www.waseda.jp/inst/sjc/">https://www.waseda.jp/inst/sjc/</a>

Scholarships and Financial Assistance Section	
Location	Toyama Campus Building No. 30 (Student Hall), First Floor
Opening hours	Weekdays, 10:00–16:00
Phone	03-3203-9701
E-Mail	syogakukin@list.waseda.jp
Website	<a href="https://www.waseda.jp/inst/scholarship/en/">https://www.waseda.jp/inst/scholarship/en/</a>

## ● 06. Precautions when requesting for a certificate after graduation

### ▶ If you wish to have a certificate issued under a preferred (lived) name that you have already notified to the university while in attendance

If you wish to have a certificate issued with a preferred (lived) name that you have already notified to the university while in attendance, the procedure for use of a preferred (lived) name does not have to be conducted a second time, and no additional time will be required for the issuance of the certificate; however, a government-issued certificate that shows the name of the individual at the time of university attendance is required.

► **If you wish to have a certificate issued under a different name (including preferred name) than what was used during university attendance**

As a general rule, Waseda University does not allow students to change their names (including preferred names) that were used during university attendance after leaving, such as when they graduate or withdraw from the university. However, if not changing the name would cause a disadvantage to the individual, the university may approve the change after confirming the justification of the reason for requesting the change.

Even if the change is approved, it may take at least a week before the issuance of each certificate due to the procedure for information change in the school register, so please contact the office of the undergraduate or graduate school that handles the certificate that you wish to have issued as soon as possible. Additionally, when changing the name, if you have changed your legal name, you will need to submit official documents such as a family register copy, and if you have not changed your legal name (i.e., requesting the use of a preferred name), you will need to submit documents in line with “05: Use of preferred (lived) name (p. 10).”

● **07. Face photograph used for student cards**

If entering the university after taking the general undergraduate entrance examination, the photograph that was submitted at the time of application will generally be used on your student card. If you wish to change the photograph on your student card, for example due to your gender expression differing between when you applied and now, please contact the office of your undergraduate school. If you so wish, the GS Center can cooperate with the undergraduate school office, so please consult with the GS Center.

If entering the university through a method other than the general undergraduate entrance examination, including non-regular students such as those in graduate school and non-degree students, in some cases you will have to individually submit a face photograph and create a student card. Please contact your undergraduate or graduate school office for details.

## Chapter 3

## Taking courses

## ● 01. Individualized action in courses and seminars

As also described in “Chapter 2: Managing, collecting, and changing personal information pertaining to gender, sex, and name (p. 7),” if you are unable to apply for the use of a preferred name and wish to use a designated name or honorific in the course, you may need to individually express your needs and requests in the course or seminar. Furthermore, assuming that there are students with diverse sexual orientations, romantic orientations, gender identities, and gender expressions, including LGBTQ+ students, Waseda University has issued a Guide to Consideration and Accommodation for LGBTQ+ Students for Faculty and Staff. The guide requests that faculty and staff operate under the assumption that there always are LGBTQ+ students in front of them, use common honorifics, ask for the individual’s pronouns when pronouns need to be used during the course, ask about accommodations when lodging together, and so on. Students can also directly request individualized actions to faculty members, but when there are concerns, worries, or difficulties, the GS Center can act as an intermediary between the Administrative Office and faculty member and prepare the appropriate documents to convey the student’s needs and requests. Please contact the GS Center for details.

☑ **Guide to Consideration and Accommodation for LGBTQ+ Students for Faculty and Staff**

<https://www.waseda.jp/inst/diversity/en/support/sexual-minority/>

### ■ Consultation case examples

- If I use a preferred (lived) name, the documents sent to my parents will also use the preferred name, so I requested the use of a designated name only during courses.
- I requested that honorifics and pronouns that are not based on binary gender system be used in a second foreign language course.
- I requested a room assignment according to my lived gender and a private room for bathing during a seminar lodging.

## ► Accommodations for online courses

Although Waseda University generally conducts face-to-face courses, online courses are also provided. In this case, course management is being promoted on the basis of the Six Articles Concerning the Examination and Management of Online and Hybrid Courses. Please consult with the GS Center for any unexpected problems or issues as online courses increase.

☑ **Six Articles Concerning the Examination and Management of Online and Hybrid Courses** (Source: Waseda University Center for Higher

Education Studies) <https://www.waseda.jp/inst/ches/news/2021/05/17/3291/>

### ■ Consultation case examples

- I'm having difficulties because my school register name is displayed when I take a course on Waseda Moodle, which does not match my gender expression.
- If the display name on Zoom does not match the school register name, permission to enter the meeting will not be granted, so I hesitate to participate in the course since my name does not match my gender expression.
- I live with my family, so it is difficult for me to express my opinions on gender and sexuality.
- I feel uneasy that my classmates and instructors will unintentionally find out that I am living with my same-

- ① Clarify course and evaluation methods in syllabus.
- ② Provide appropriate teaching materials according to the course format.
- ③ Provide effective feedback.
- ④ Proactively create opportunities for dialogue.
  - └ Inform students before course when conducting group work
  - └ Accommodate students to make it easier for them to participate in group work
- ⑤ Design assignments in a planned manner according to the learning goals.
- ⑥ Accommodate various learning environments.
  - └ Accommodate turning the camera on and off in real-time

## ● 02. Nursing care experience and teaching practice

Nursing care experience and teaching practice sites are sites are off-campus institutions. If a transgender or non-binary student wishes to participate in those practicum programs as a person of their gender identity, which does not match their gender marker on school registry, they can consult with the host institution in advance through the university (see “List of contact points” (p. 37) at the end of this guide). Consultation and coordination with the host institution may take time, so please refer to the following flowchart and consult as early as possible, such as at the pre-registration stage. However, all the host institutions are not affiliated with Waseda University, so it may not always be possible to meet your request, depending on the facilities of the host institution. Please contact the GS Center if you have any concerns about the experience/training.

## ►Flow of nursing care experience

\*Schedule for experience among third-year students. Pushed back by one year if undergoing experience in the fourth year.

Period (approximate)	The GS Center	Student	Teacher Education Center	Action taken by student
By October, second year			Familiarization with information regarding the experience	Consider whether you would like to request accommodation based on the communication regarding the nursing care experience.
November–December, second year		Pre-registration		Declare any desired accommodations in advance of the experience.
January–March, second year			Confirmation of requested content	Interview with the GS Center Specialty Staff to clarify what specific accommodations are needed, and prepare a draft accommodation request. Decide on accommodations while ultimately confirming the original accommodation request draft prepared by the student, Teacher Education Center, and the GS Center.
		Interview		
		Creation of accommodation		
		Interview		
April–July, third year (up to two months before experience)			Update accommodation request	The Teacher Education Center will lead the process to make any adjustments. Determine the accommodations during the practice as needed between the student, Teacher Education Center, and experience site.
			Accommodation application	
July–November, third year		Experience		Confirm emergency contact information and counseling points of contact in advance, and immediately contact them if there are any worries or problems during the experience.
After end of third-year experience		Feedback interview		The student, Teacher Education Center, and the GS Center conduct feedback interviews mainly on the accommodations and the actual situation during the experience.

## ►Flow of teaching practice

Period (approximate)	The GS Center	Student	Teacher Education Center	Action taken by student
February, second year			Guidance	Consider whether you would like to request accommodation based on the communication regarding the teaching practice. ★Please start consultations as soon as possible if you wish to request an accommodation.
July–August, third year		Pre-registration		Declare any desired accommodations in advance of the experience.
September–November, third year			Confirmation of requested content	
		Interview		
		Creation of accommodation request		
		Interview		Interview with the GS Center Specialty Staff to clarify what specific accommodations are needed, and prepare a draft accommodation request. Decide on accommodations while ultimately confirming the original accommodation request draft prepared by the student, Teacher Education Center, and the GS Center.
December–March, third year (up to one month before practice)			Update accommodation request	
			Accommodation application	The Teacher Education Center will lead the process to make any adjustments. Determine the accommodations during the practice as needed between the student, Teacher Education Center, and practice site.
Before fourth-year practice		Pre-practice confirmation		Confirm emergency contact information and counseling points of contact.
Fourth-year practice		Practice		Immediately contact the emergency contact or counseling points of contact if there are any worries or problems during the practice.
After end of fourth-year practice		Feedback interview		The student, Teacher Education Center, and the GS Center conduct feedback interviews mainly on the accommodations and the actual situation during the practice.

The flow does not necessarily have to be exactly as shown in the figure, and a flexible response will be provided. If you are considering nursing care experience or teaching practice, please consult with the Teacher Education Center as soon as possible.

Waseda University Teacher Education Center	
Location	Waseda Campus Building No. 16, Second Floor
Phone	03-3232-3599
E-Mail	kyousyoku-help@list.waseda.jp
Website	<a href="https://www.waseda.jp/fedu/tec/">https://www.waseda.jp/fedu/tec/</a>

## Chapter 4

## Student life

### ● 01. Waseda University Universal Design (UD) Map

To create a campus where everyone can be with peace of mind, Waseda University has created the Waseda University Universal Design (UD) Map, which provides barrier-free access information, childcare-related facilities, the Restrooms for Everyone (*daredemo toire*), and the Changing Rooms for Everyone (*daredemo koui-shitsu*).

☑Waseda University UD Map [https://www.waseda.jp/inst/diversity/en/support/accessibility\\_map/](https://www.waseda.jp/inst/diversity/en/support/accessibility_map/)



#### ▶ “All Genders” written on toilets

Some of the Restrooms for Everyone on campus have the sign of “All Genders”, which is an original design by Waseda University. The Restrooms for Everyone are literally the restrooms where everybody can use. The gender of the user is not asked or questioned. Everybody should feel free to use these restrooms.

### ● 02. Regular health checkup

Regular health checkups provide valuable data for managing your own health, so please be sure to undergo them at least once a year. With the exception of chest X-ray tests for new students, there will be no separation between males and females for the checkup. Further, information related to sex and gender is not asked on the questionnaire you would be asked to complete. Regarding clothing, the checkup can be conducted in your normal clothes (except for chest X-rays). Please contact the GS Center if you have any concerns.

☑Regular health checkup details <https://www.waseda.jp/inst/hsc/en/information/healthcare/checkup>

### ● 03. Seminar houses

Waseda University has set up seminar houses that could be used for certain activities, such as course, orientation, seminars, and club lodgings. If you have concerns related to gender and sexuality, please contact the Seminar House Office, Student Affairs Section in advance to communicate your concerns, so that they can respond to your needs to the extent possible. In addition, please contact the GS Center

if you have any concerns about contacting the Seminar House Office. Please note that some seminar houses may not be able to meet your needs due to the limitations of the facilities.

## ▶Flow of the seminar house use

### STEP 1

#### Register the usage in the reservation system

The representative of the group (e.g., faculty in charge of the seminar or student representative of a student organization) proceeds to make a reservation in the reservation system\*.

### STEP 2

#### Reservation system allocates the appropriate number of rooms from the registration content

The reservation system allocates, for example, “three rooms for men and two rooms for women” based on the number of men and women entered. Often, the gender information known to, perceived, or assumed by the person making the reservation is entered, so it is possible that you may be allocated to a room of an unintended gender. If you have any problems with room allocation, please contact the Seminar House Office, Student Affairs Section, or the GS Center.

### STEP 3

#### The reservationist creates the guest list and submits it to the Seminar House Office, Student Affairs Division

☑Seminar House guest list format <https://waseda.app.box.com/s/csq36aj84a7s40hidodyvrb41x338alz>

↓ バスの運転手が宿泊する場合は、「教職員番号」の項目に「バス運転手」と入力してください。  
↓ 「教職員番号」は、必ず入力してください。

教職員番号	氏名	フリガナ	性別	教職員番号	1泊目	2泊目	宿泊なし
1	早稲田 香丹	ワセダ アオニ	男	w123456	○	○	
2							
3							

↓ 名簿は男女別で入力してください。「学籍番号」は、必ず入力してください。

学生番号	氏名	フリガナ	性別	学籍番号	1泊目	2泊目	宿泊なし
1	早稲田 茜	ワセダ アカネ	男	1A000001			
2	早稲田 浅黄	ワセダ アサギ	男	1A000002	○		
3	早稲田 藤	ワセダ フジ	男	1A000003		○	
4	早稲田 萌黄	ワセダ モエギ	男	1A000004			○
5	早稲田 瑠璃	ワセダ ルリ	女	1A000005	○		
6	早稲田 蘇芳	ワセダ スオウ	女	1A000006	○	○	
7	早稲田 朱鷺	ワセダ トキ	女	1A000007		○	

\*Due to room allocation, the genders of all guests must be listed.

#### STEP

4

The Seminar House Office, Student Affairs Division, confirms the details registered in the reservation system

The Seminar House Office, Student Affairs Division, checks whether the content registered in the reservation system matches the content described in the guest list. If the contents do not match, the Seminar House Office, Student Affairs Division, will contact the reservationist for confirmation. If there are any concerns, please contact the Seminar House Office, Student Affairs Section, or the GS Center.

#### STEP

5

Arrive to and use the seminar house

If there are any necessary accommodations that need to be taken into consideration (e.g., shower room, restroom, etc.), please contact the Seminar House Office, Student Affairs Division, or the GS Center in advance.

► Accommodations for private rooms, bathing facilities, and restrooms in each seminar house

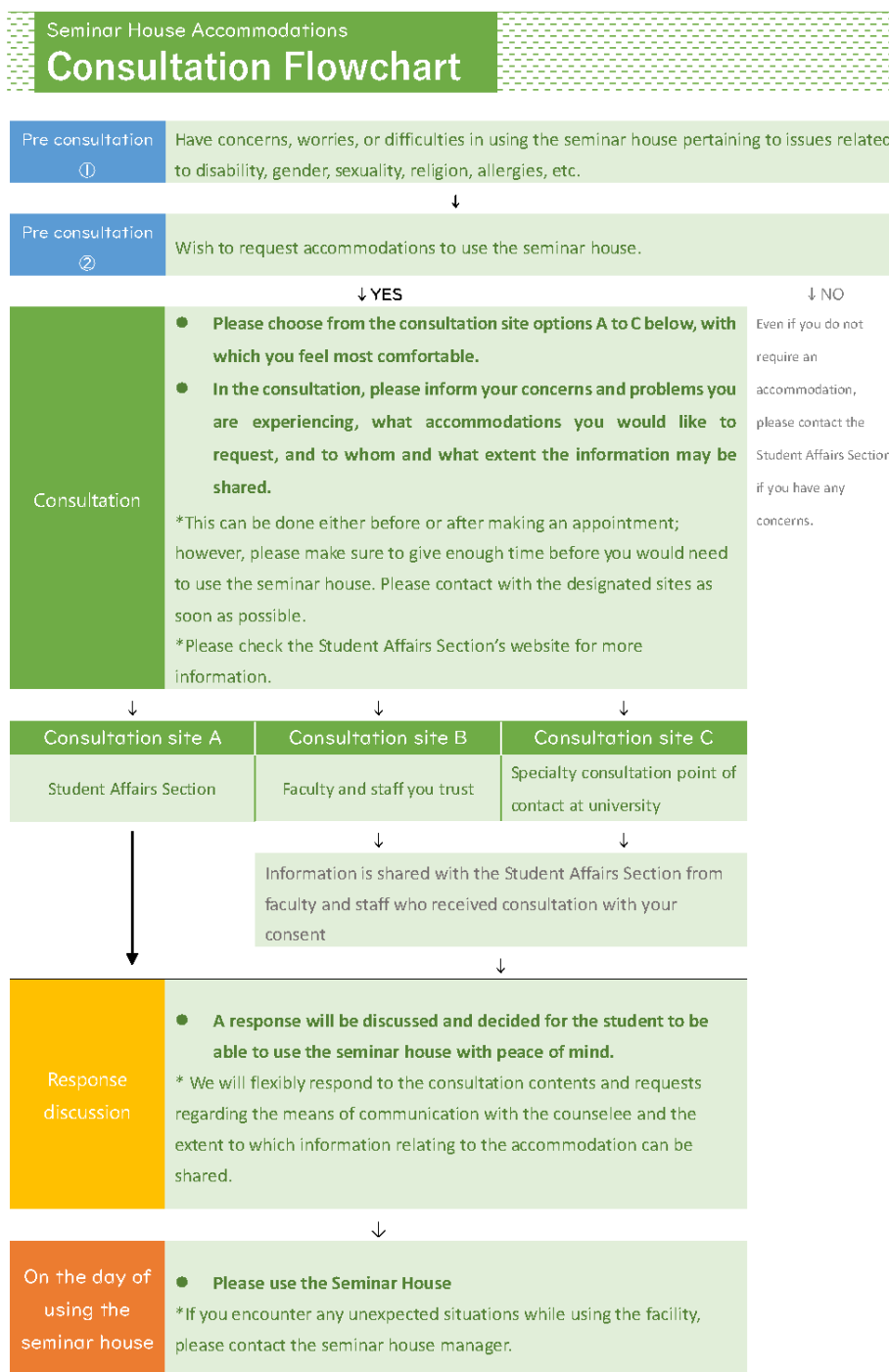
	Rooms		Bathing facilities			Restrooms	
	Private rooms	Universal design rooms	After-hours use of the men's and women's large public baths.	Shower booths	In-room unit bath/shower	Restrooms for Everyone	In-room restrooms
Karuizawa	○	○	○	○	△ (In BLDG 7 [cottages] and Green House only)	○	△ (In BLDG 6 [cottages], BLDG 7 [cottages], and Green House only)
Sugadaria	○	△ (Rooms with wheelchair-accessible restrooms)	○	○	—	△ (Rooms with wheelchair-accessible restrooms)	○
Izu-kawana	○	—	○	—	—	△ (Mixed, binary-gender, shared restrooms)	○
Kamogawa	○	—	○	—	—	○	○
Honjo	○	○	—	—	○	—	○
○ : Available    △ : Conditionally available    — : Not available							

☑ Seminar house floor plan, etc. <https://www.waseda.jp/inst/student/en/facility/seminar>

\*You can view the locations and interiors of the bathing facilities and bathrooms.

## ►Flow for consultations regarding accommodations

After a consultation, as a general rule, the accommodations will be determined according to the following flow:



Seminar House Office, Student Affairs Division	
Location	Toyama Campus Building No. 30 (Student Hall), First Floor
Opening hours	Weekdays, 10:00–16:00
Phone	03-3203-4341
E-Mail	seminar-house@list.waseda.jp
Website	<a href="https://www.waseda.jp/inst/student/en/facility/seminar">https://www.waseda.jp/inst/student/en/facility/seminar</a>

## ● 04. Student dormitories (centering on Waseda International Student Houses [WISH])

Waseda University has many dormitories that are directly managed by the university as well as dormitories affiliated with the university so that all students, including international students, can lead their student lives with peace of mind. For those with concerns about gender and sexuality, we will look into responses following prior consultation, so please contact the Residence Life Center, whether you are in a directly managed or affiliated dormitory. If you have any concerns about the consultation, please contact the GS Center. Exchange student dormitories are described in “Chapter 6: Support for study abroad” (p. 32).

### ▶ When applying for dormitory residence (applicable to all dormitories)

New regular undergraduate or graduate school students who wish to reside in student dormitories must apply for dormitory residence following the flow shown below after passing the Waseda University entrance examination. Please also refer to the digital brochure of the student dormitories. When applying to a directly managed dormitory, you will need to submit a photograph (or image) of yourself. Please note that currently, floors are separated based on the binary gender system, and in the application form, you will need to answer your sex by checking either “male” or “female”. If you have any concerns about filling out the form, please consult with the Residence Life.

☑ Student dormitory digital brochure [http://www.waseda.jp/rlc/eng/digital\\_brochure/English/index.html#page=53](http://www.waseda.jp/rlc/eng/digital_brochure/English/index.html#page=53)

### ▶ Student dormitory separated based on the binary legal sex system

Waseda University has male-only, female-only, and all gender student dormitories. Please check the digital brochure for how to apply to each student dormitory.

	Student dormitory name
Male-only	Higashi Fushimi Student Dormitory, WID Hanakoganei 2, Wakejuku Dormitories, Shared House Dormy Hanakoganei, Dormy Oizumi Gakuen
Female-only	WID Shimoigusa, WID Tokorozawa, Dormy (Toritsu Kasei/Kamishakuji/Tanashi Lei/Fujimidai Lei, etc.), Shared House Dormy Shakuji Park
Mixed	Waseda International Student House (WISH), WID (Waseda/Kodaira/Nishi-Tokorozawa), Dormy (Otsuka/Higashi Fushimi/Higashi Nagasaki)/Crevia Will Waseda/Campus terrace Waseda

☑ Student dormitory digital brochure [http://www.waseda.jp/rlc/eng/digital\\_brochure/English/index.html#page=1](http://www.waseda.jp/rlc/eng/digital_brochure/English/index.html#page=1)

Below, we explain the current conditions, with a focus on the Waseda International Student House (WISH), which has the largest number of rooms among the dormitories that are directly managed by the university.

### ▶ Room allocation (in WISH)

The university will determine the floor and room allocation based on the legal sex of the applicant. The dormitory room is a private room that can be locked from the inside, but as a general rule, one unit consists of four people, and the living room and washbasin are shared. If you have any concerns about communal living, please consult with the Residence Life Center or GS Center.

### ▶ Floors separated by males and females (in WISH)

Generally, the living floors (rooms, communal living room, kitchen, shower, etc.) are separated between males and females, and the elevator you use depends on which floor you are going to. Shared facilities regardless of gender (dormitory management office, dedicated fitness gym, music room, lounge, study room, etc.) are located only on the first and second floors.

☑ Floor guide <https://www.waseda.jp/inst/rlc/en/wish/facility/>

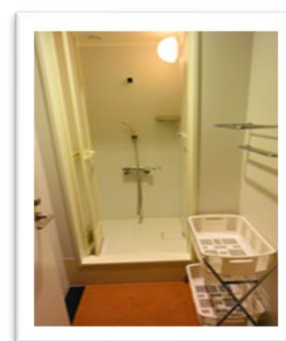
### ▶ Restrooms (in WISH)

Living floors are separated on the basis of male and female students, so the restrooms for male residents is only on the floor housing male students and the restrooms for female residents on the floor housing female students. The second floor has a Restroom for Everyone.

### ► Shower and bath (in WISH)

Each floor has 16 private shower rooms, including a changing space that could be used 24 hours a day. There is also a large communal bath separated on the basis of male and female students (usable from 17:00 to 24:00) on the second floor.

Changing space installed in shower room►



### ► House master system/RA system (in WISH)

To support dormitory life, WISH has a live-in house master (dormitory manager) who provides consultation services to dormitory students. Additionally, the Residence Life Center assigns resident assistants (RAs) who live on each floor and support the residents there. Training for RAs regularly includes content related to gender and sexuality, and RAs can be consulted if students have any concerns about gender or sexuality while living in the dormitories. Of course, the GS Center will provide support for matters that are difficult to discuss with RAs. Additionally, seminars on educational programs for all dormitory students (SI programs) are held by the GS Center staff every other year.

### ► Exchange student dormitories

There are three types of exchange student dormitories: Waseda University International Student House (Waseda University House), Waseda University Hoshien International House (Hoshien), and Nishi Waseda International Student House (Nishi Waseda House). All three dormitories have all-gender floors.

☑ Exchange student dormitory website [https://www.waseda.jp/inst/rlc/en/student\\_dormitory/exchange/](https://www.waseda.jp/inst/rlc/en/student_dormitory/exchange/)

After acceptance is decided, the Housing Questionnaire (HQ) will be sent to all eligible students by email from the Residence Life Center and the person in charge at the student's home university. After receiving the HQ, please respond to the specified URL by the deadline. You cannot choose your dormitory, but there is a section within the HQ where you can write down any questions or concerns you may have regarding your sexual orientation, gender identity, and gender expression with respect to living in an exchange student dormitory.

Residence Life Center	
Location	Toyama Campus Building No. 30 (Student Hall), First Floor
Opening hours	10:00–16:00
Phone	03-3203-2634
E-Mail	ryo-form@list.waseda.jp
Website	<a href="https://www.waseda.jp/inst/rlc/en/">https://www.waseda.jp/inst/rlc/en/</a>

## ● 05. Training Center

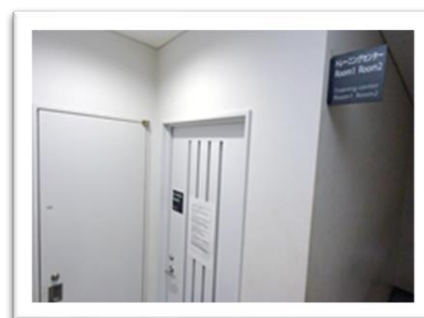
### ▶ Registration for use

Waseda University students, faculty, and staff can register with and use the Training Center, which is located on the second basement floor of the Toyama Campus Student Center (No. 30). A Health Checkup Report is required for registration. Please refer to “Chapter 4. 02: Regular health checkup” (p. 19) for regular health checkups conducted on campus. Please also check the following website for details on registration and usage.

☑ Using the Training Center <https://www.waseda.jp/inst/student/en/facility/training>

### ▶ Changing room (locker room)

The changing rooms (locker rooms) are classified as “men,” “women,” and “private.” Private rooms can be used by all. There are only two private rooms, so you may be required to wait some time depending on the circumstances.



**Precautions for use of  
private changing rooms (locker rooms)**

There are two private rooms on the first basement floor (Training Center Rooms 1 and 2), each of which is for one person to use at a time. The flow of use of private rooms is as follows:

### Application for use

- ① At the Training Center reception (second basement floor of the Student Center), circle “private room” in the Usage Ledger. If someone else is using the private room, please note that you will have to wait up to 20 minutes. Applications are accepted until 20:00.
- ② Receive a locker card and private room key from the reception staff and use the private room with the listed number.
- ③ Finish changing within 20 minutes. Use the lockers installed in the private rooms for managing clothes and other items.
- ④ Lock the private room and return only the private room key to the reception staff. (You will manage the locker key yourself.)

### End of training

- ① Tell the reception staff that you are a private room user and present your locker key. If someone else is using the private room, please note that you will have to wait up to 20 minutes.
- ② Receive the private room key and use the private room with the listed number.
- ③ Finish changing within 20 minutes. Take out all luggage in the locker that you used.
- ④ Lock the private room and return the locker card and private room key to the reception staff.

### Precautions for use

- ❖ The Training Center closes at 21:00, so private room users should finish training well in advance by around 20:20 and receive the private room key from the reception staff. Even in such cases, you may have to wait up to 20 minutes.
- ❖ Please lock the door from the inside of the private room while in use. If the private room key is not returned well after 20 minutes have passed since the rental, a staff member may unlock the room after confirming by knocking.
- ❖ You may be required to bear the replacement cost if you take the key home or lose it, regardless of the reason.

- ❖ You will not be able to take out luggage from the private room for any reason while other people are using the private room. (You will not be able to do so even if you want to bring out tools that are necessary for class, smartphones, wallets, etc.)

Student Affairs Section, Student Affairs Division, Waseda University

## ● 06. Multipurpose Sports Arena

### ▶ Multipurpose Locker Rooms (all gender changing rooms)

The Multipurpose Sports Arena on the first basement floor of the Waseda Arena, which is used for refresh studio and club activities, has Multipurpose Locker Rooms. You do not have to apply for use if you are using the Multipurpose Sports Arena. The Multipurpose Locker Rooms are adjacent to the Multipurpose Sports Arena, and there are three private rooms with internal locks and six lockers with locks. They can be used by all if there is space.



## Chapter 5

## Job searching/career

### ● 01. University-designated resume

There is no university-designated resume for students to use for job searching, but the resume that uses the Waseda University logo, which is handled by the Waseda University Cooperative Association, does not have a gender column.

### ● 02. Individual counseling services regarding job searching/career

The Career Center offers individual counseling services to support future career choices and career development. The Career Center counselors are people who have acquired knowledge based on guides for career counselors issued by the GS Center, so please feel free to consult them if you have any questions on topics such as whether to come out during job searching or after joining the company,

what to do when there is a gender marker column in a resume, and how to choose a place of employment (counselors have a duty of confidentiality, so please do not hesitate to consult with them).

Career Center consultations are conducted online and in-person. You will need to make an appointment in advance through the consultation appointment system on MyWaseda. Please check the Career Center website below for details on how to make a reservation. Career Center Diversity Office staff will oversee consultations for those who have difficulties relating to SOGI and those who want to limit the number of counselors to whom they come out, so please contact us by email in advance.

☑ Career Center website <https://www.waseda.jp/inst/career/en/students/consultation/>

☑Inquiries [career-appt@list.waseda.jp](mailto:career-appt@list.waseda.jp) (sent only to Career Center Diversity Office)

### ● 03. Alumni visit

The GS Center collaborates with LGBT Tomonkai (the Waseda University LGBT and Ally Alumni Association) to provide a system that allows for visits to Waseda University alumni who are LGBTQ+ members and allies. This is an opportunity to visit senior colleagues working in industries and companies that you are interested in, and senior colleagues of the gender identity, sexual orientation, and/or romantic orientation with whom you would like to speak. Please contact the Waseda University GS Center if you would like to use this service.

\*When applying, please be sure to make your own judgment and to act according to your own will. Please also reconfirm that Waseda University will not be involved after the application process, and as a general rule, communications will be between LGBT Tomonkai and the applicant.

### ● 04. Corporate information

The GS Center and Career Center provide resources such as books on job searching and employment, as well as information through individual counseling services. Additionally, you can search for companies by narrowing down results through “Filter by initiatives for sexual minorities (LGBT, etc.)” on the company search screen, such as the industry/company research fairs and joint company information sessions held at the Career Center. Please refer to the information provided by the following organizations for other LGBT-friendly companies.

## ▶ Work with Pride

This is a voluntary organization that supports the promotion and establishment of diversity management regarding sexual minorities in organizations such as companies. In 2016, the Pride index, which is an evaluation index related to LGBTQ+ initiatives in the workplace, was established for the first time in Japan, with companies awarded every year.

☑ work with Pride <https://workwithpride.jp/>

## ▶ JobRainbow

JobRainbow is a recruiting site with diversity and inclusion specialty, including the inclusion of LGBTQ+ people. JobRainbow sets a standard for LGBTQ+ friendliness, with “LGBT-friendly companies” being introduced. On the site, JobRainbow’s examination results are described across the five major categories of LGBT, gender gap, disability, multicultural coexistence, and childcare/nursing care, each with a five-point evaluation, where you can see the extent of each company’s efforts at a glance.

☑ JobRainbow <https://jobrainbow.jp/>

## ▶ CSR Company Data Bank (Employment/Human Resources Edition) (Toyo Keizai Inc.)

This is a specialized information magazine on corporate social responsibility (CSR) that has become a means of essential information for finding companies that are valued by society and that can survive for a long period of time. The Employment/Human Resources Edition includes relevant information including diversity, employment of people with disabilities, and work–life balance support measures.

## ● 05. Events and social gatherings

Every year around December, the GS Center holds an event titled “Job Searching and Working for LGBTQ+ and Potentially LGBTQ+ People” inviting LGBTQ+ members who have completed job searching and working LGBTQ+ members. This is a reservation-only, closed event that is limited to LGBTQ+ people. The event addresses topics such as “How do I work as myself?” and “What do I need to do for job searching while being out?” Event information is posted on the GS Center website as needed.

Location	Toyama Campus Building No. 30 (Student Hall), Third Floor
Opening hours	10:00–16:00
Phone	03-3203-4332
E-Mail	career-appt@list.waseda.jp
Website	<a href="https://www.waseda.jp/inst/career/en/">https://www.waseda.jp/inst/career/en/</a>

## Chapter 6 Support for study abroad (outbound/inbound)

### ● 01. Japan→international/outbound student support

#### ▶ Collaboration system with hosting universities

Waseda University has agreements with approximately 600 international universities, and the Center for International Education supports students in choosing the study abroad destination that best suits their wishes. When considering a study abroad destination, if you cannot obtain information on a website, such as the status of dormitories and university facilities, and have concerns about the environment of the hosting environment, please consult with the Center for International Education. You may be able to consult with the hosting university about confirmation and responses based on the consultation contents.

☑ **Inquiries:** out-cie@list.waseda.jp

☑ **Visit / online consultations:** <https://waseda-cie-online.resv.jp/>

Additionally, the legal treatment of sexual orientation and protection of transgender and non-binary rights vary from country to country. The following information may be helpful when considering where to study abroad.

☑ **Sexual Orientation World Map 2023** by NPO Nijjiro Diversity (in Japanese only) <https://nijibridge.jp/data/1267/>

☑ **Trans Rights Europe & Central Asia Index & Maps 2023** by TGEU <https://tgeu.org/trans-rights-map-2023/>

### ● 02. International→Japan/study abroad student support

Waseda University supports international students so that they will not be isolated in Japan or in their daily lives at Waseda University. The English-speaking staff member can provide consultations at the GS Center, but please understand that an interpreter may be required depending on the circumstances.

### ▶ Student dormitories for study abroad students

Please see “Chapter 4. 04: Student dormitories” (p. 24) for information on student dormitories that can be particularly inclusive towards LGBTQ+ international students.

### ▶ Inbound transgender and non-binary student system

Transgender and non-binary students, especially those receiving medical care, should consult with their doctor about treatment during their stay in Japan and make preparations prior to their arrival. Given the possibility of going to see a medical professional while in Japan, it is desirable to bring a document (referral letter in English) from your primary physician that explains your medical condition and treatment status. When bringing medicines, and so on, prescribed by your physician into Japan, please prepare in advance in accordance with the “[Information for those who are bringing medicines for personal use into Japan.](#)”

❑ Information for those who are bringing medicines for personal use into Japan <https://www.mhlw.go.jp/english/policy/health-medical/pharmaceuticals/01.html>

### Continuing treatment with injection drugs

- If you wish to continue treatment in Japan, please confirm the following before coming to Japan.

❑ International Health Care Center, Center Hospital of the National Center for Global Health and Medicine

<https://www.hosp.ncgm.go.jp/en/icc/index.html>

- Please contact the Waseda University Health Support Center’s Medical Examination and Treatment Room for the handling of syringes and needles used for self-injection.

❑ The Medical Examination and Treatment Room (Building No. 25-2, Third Floor) ☎ 03-(5286)-3984

The GS Center provides information on gender clinics so that you can continue receiving treatment in Japan. In terms of student life as well, we will consider measures in cooperation with on-campus institutions, such as the use of preferred (lived) names and dormitories, so please consult with the GS Center if you decide to study abroad at Waseda University. Please note that medications that are currently prescribed in your home country may not necessarily be approved in Japan or offered at the same price range.

Center for International Education	
Location	Waseda Campus Building No. 22, First Floor
Opening hours	Weekdays, 10:00–17:00
Phone	03-3208-9602
E-Mail	[From Waseda to international] out-cie@list.waseda.jp [From international to Waseda] ex-in-cie@list.waseda.jp
Website	<a href="https://www.waseda.jp/inst/cie/en">https://www.waseda.jp/inst/cie/en</a>

### ► Introduction to community groups

The GS Center has GS Specialty Staff and student staff who speak English. Although not available on all days of the week, there are student staff who speak Chinese (as of March 2023). We can provide information on community gatherings and groups accessible to LGBTQ+ students and off-campus programs and services with multilingual support. Please feel free to stop by the GS Center to collect information.

Additionally, the Intercultural Communication Center (ICC) holds over 250 events a year for all students to participate in, regardless of nationality, ethnicity, cultural background, or other backgrounds. Some events also deal with topics related to gender and sexuality. The friendly atmosphere of the ICC Lounge naturally attracts a diverse group of students for lunch and breaks.

Many students also come alone, so please feel free to use the facility.

☑ ICC event information <https://www.waseda.jp/inst/icc/en/>

Student Diversity Center: Intercultural Communication Center (ICC)	
Location	Waseda Campus Building No. 3, First Floor



Opening hours	Weekdays, 10:00-16:00
Phone	03-5286-3990
E-Mail	icc@list.waseda.jp
Website	<a href="https://www.waseda.jp/inst/icc/en/">https://www.waseda.jp/inst/icc/en/</a>

## Chapter 7 Support for students marginalized in multiple ways

At the GS Center, we support not only the above-mentioned international students but also LGBTQ+ students who experience other intersecting experiences of marginalization in Japan, in collaboration with related on-campus entities. We also hold themed talks and provide information on off-campus support groups and communities for helping students find a place where they can feel a sense of belonging. The GS Center is a place where you can learn, obtain information, and consult about gender identity, gender expression, sexuality, sexual orientation, and romantic orientation. The Center is for anyone interested in issues of gender and sexuality, so please feel free to visit us.

### Examples

- A transgender student with developmental disabilities
- An international student who is aromantic

#### ● 01. Using the GS Center

##### ▶ If you wish to use a language other than Japanese (e.g., English)

In general, the GS Center uses Japanese, but we also use other languages, such as English, to the extent possible. Individual counseling services and event participation go smoothly if you contact us in advance. You can also bring your own interpreter.

##### ▶ If you use a wheelchair or have difficulty with mobility

In 2021, an elevator was installed in Building No. 10, where the GS Center is located. If you wish to have an in-person session with the GS Center counselor at an alternative, more accessible location, please

contact us in advance. Please feel free to consult with the GS Center. We still have online counseling sessions and events, so please take advantage of them.

► **If you have any concerns about using the GS Center**

The GS Center will work with related entities within the university, such as the Office for Students with Disabilities and the Student Counseling Room at the Health Support Center, as needed in order to consider the student's wishes so that anyone, including students who are marginalized in multiple ways and have diverse needs, can use the Center. Please feel free to contact the GS Center if you have any concerns regarding the use of the Center.

● **02 . If accommodations are required when participating in lectures or events hosted by the GS Center or other university offices**

If you would like a guide for the venue, accommodations for seating and so on, or information support (e.g., computer interpretation), please check the event website and contact us using the application form. These requests will be addressed to the extent possible.

## **Chapter 8 Consultations before admission and accommodations at the time of entrance examination**

● **01. If you wish to use a preferred (lived) name from the time of admission**

At Waseda University, it is possible to use a preferred name upon admission. However, it may take some time for approval, so please consult with the office of the undergraduate or graduate school that you have been admitted to as soon as you have decided to attend Waseda University. Please check “Chapter 2: Managing, collecting, and changing personal information pertaining to gender, sex, and name” (p. 7) for the required documents.

● **02. Collecting legal sex information at the time of entrance examination application**

Waseda University collects legal sex information during entrance examinations for all undergraduate and graduate schools to ensure the smooth implementation of entrance examinations and because it is necessary for the admission procedure. Additionally, as described in “Chapter 2. 01: Managing and collecting personal information pertaining to gender and sex” (p. 7), Waseda University limits the

collection of gender and sex information to the minimum necessary for rational reasons, and gender and sex information has absolutely no effect on acceptance.

### ● 03. Application for accommodations at entrance examinations

If you require accommodation when taking the exam or attending the university due to gender dysphoria and other related reasons, you may be able to receive the necessary accommodation by making a request prior to submitting your application. After confirming the entry requirements for the entrance examination to be taken, please apply by following the prescribed procedures, such as submitting documents (e.g., medical certificate). At Waseda University, in accordance with the spirit of the Promotion of Diversity Declaration (p. 1), applicants will not be given disadvantageous treatment in the entrance examination due to discrepancies between their legal sex information and their gender identity/gender expression.

❑ International Admissions Office <https://www.waseda.jp/inst/admission/en/>

## Inquiries about this Guide

The information shown here is current as of March 2023. If the content is at all unclear, or if you feel that there are discrepancies with the facts, please contact the GS Center. We believe that there are many people who feel that the information provided remains insufficient to ensure a safe student life. We wish to continue to investigate topics that were not included in this guide, and to aim to further enhance the content herein.

### List of contact points

The opening dates and hours may change depending on the infection status of COVID-19. Please check each website for the latest information.

General inquiries	Student Diversity Center GS Center  *Please see Twitter for detailed information on open status and operation.	Location	Waseda Campus Building No. 10, Second Floor
		Opening hours	Weekdays, 10:00–16:00
		E-Mail	gscenter@list.waseda.jp
		Website	<a href="https://www.waseda.jp/inst/gscenter/en/">https://www.waseda.jp/inst/gscenter/en/</a>
		Twitter	<a href="https://twitter.com/gs_waseda">https://twitter.com/gs_waseda</a>
		Instagram	<a href="https://www.instagram.com/gscenter.waseda/">https://www.instagram.com/gscenter.waseda/</a>

		Facebook	<a href="https://www.facebook.com/wasedags">https://www.facebook.com/wasedags</a>
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Overview	Point of contact	Detailed information	
Counseling	Health Support Center Student Counseling Room	Location	Waseda Campus Building No. 25-2, Sixth Floor
		Opening hours	Weekdays, 9:00–12:00, 13:00–17:00
		Phone	03-3203-4449 (reservations prioritized)
		Website	<a href="https://www.waseda.jp/inst/hsc/en/information/counseling">https://www.waseda.jp/inst/hsc/en/information/counseling</a>
Harassment	Compliance Consultation Desk	▶ In-campus desk (Office of Compliance)	
		Opening hours	Mon.–Fri., 9:30–17:00
		Phone	compliance@list.waseda.jp
		Website	<a href="https://www.waseda.jp/inst/harassment/en">https://www.waseda.jp/inst/harassment/en</a>
		▶ Off-campus desk (NEC VALWAY)	
		Reception hours	Mon.–Fri., 8:30–19:00 Sat., 8:30–17:00
		Phone	0120-123-393 *English and Chinese options also available.
		Website	<a href="https://koueki-tsuhou.com/WFcXVtaEFdCd/en/">https://koueki-tsuhou.com/WFcXVtaEFdCd/en/</a>
Managing, collecting, and changing gender information and name	▶ Applying for use of preferred name (submission of Request for Use of Preferred Name)		
	Your undergraduate or graduate school office	Please check the website of your undergraduate or graduate school for opening hours and other information. *If a medical certificate has not been issued, please first contact the GS Center.	
Overview	Point of contact	Detailed information	
Managing, collecting, and changing gender information and name	▶ Transfer from university to your bank account when using preferred name		
	Student Affairs Section ① Waseda University Student Health Promotion Mutual Aid Association Office	Location	Toyama Campus Building No. 30 (Student Hall), First Floor
		Opening hours	Weekdays, 10:00–16:00
		Phone	03-3203-4349 (shared)
		E-Mail	① gakusei-kenko@list.waseda.jp ② sjc@list.waseda.jp
		Website	① <a href="https://www.waseda.jp/inst/student/en/support/studenthealth">https://www.waseda.jp/inst/student/en/support/studenthealth</a> ② <a href="https://www.waseda.jp/inst/sjc/">https://www.waseda.jp/inst/sjc/</a>

	② Student Participation and Job Center		
	► Scholarship application		
	Scholarships and Financial Assistance Section	Location	Toyama Campus Building No. 30 (Student Hall), First Floor
		Opening hours	Weekdays, 10:00–16:00
		Phone	03-3203-9701
		E-Mail	syogakukin@list.waseda.jp
		Website	<a href="https://www.waseda.jp/inst/scholarship/en/">https://www.waseda.jp/inst/scholarship/en/</a>
	► On-campus public awareness for faculty and staff members and All Gender Toilets		
	Office for Promotion of Equality and Diversity	Phone	03-5286-9871
		E-Mail	diversity@list.waseda.jp
		Website	<a href="https://www.waseda.jp/inst/diversity/en/">https://www.waseda.jp/inst/diversity/en/</a>
Teaching practice, nursing care experience, etc.	Faculty of Education and Integrated Arts and Sciences Teacher Education Center	Location	Waseda Campus Building No. 16, Second Floor
		Phone	03-3232-3599
		E-Mail	kyousyoku-help@list.waseda.jp
		Website	<a href="https://www.waseda.jp/fedu/tec/">https://www.waseda.jp/fedu/tec/</a>
Student life	Student Affairs Section	Phone	03-3202-0706
		E-Mail	student@list.waseda.jp
		Website	<a href="https://www.waseda.jp/inst/student/en">https://www.waseda.jp/inst/student/en</a>
		E-Mail	seminar-house@list.waseda.jp
		Website	<a href="https://www.waseda.jp/inst/student/en/facility/seminar">https://www.waseda.jp/inst/student/en/facility/seminar</a>
	► Student dormitories		
	Residence Life Center	Location	Toyama Campus Building No. 30 (Student Hall), First Floor
		Opening hours	Weekdays, 10:00–16:00
		Phone	03-3203-2634
		E-Mail	ryo-form@list.waseda.jp
		Website	<a href="https://www.waseda.jp/inst/rlc/en/">https://www.waseda.jp/inst/rlc/en/</a>
	► Training Center, Waseda Arena, Multipurpose Sports Arena		
	Student Affairs Section	Location	Toyama Campus Building No. 30 (Student Hall), First Floor
		Opening hours	Weekdays, 10:00–16:00

		Phone	03-3202-0706
		E-Mail	trainingcenter@list.waseda.jp
		Website	<a href="https://www.waseda.jp/inst/student/en/facility/training">https://www.waseda.jp/inst/student/en/facility/training</a>
Job searching	Career Center	Location	Toyama Campus Building No. 30 (Student Hall), Third Floor
		Opening hours	Weekdays, 10:00–16:00
		Phone	03-3203-4332
		E-Mail	career-appt@list.waseda.jp
		Website	<a href="https://www.waseda.jp/inst/career/en/">https://www.waseda.jp/inst/career/en/</a>
Overview	Point of contact	Detailed information	
Study abroad	▶ Inbound student system at hosting institution		
	Center for International Education	Location	Waseda Campus Building No. 22, First Floor
		Opening hours	Weekdays, 10:00–17:00
		Phone	03-3208-9602
		E-Mail	[From Waseda to international] out-cie@list.waseda.jp [From international to Waseda] ex-in-cie@list.waseda.jp
		Website	<a href="https://www.waseda.jp/inst/cie/en">https://www.waseda.jp/inst/cie/en</a>
	▶Events that allow for participation by all students, including study abroad students		
	Student Diversity Center Intercultural Communication Center (ICC)	Location	Waseda Campus Building No. 3, First Floor
		Opening hours	Weekdays, 10:00–16:00
		Phone	03-5286-3990
		E-Mail	<a href="mailto:icc@list.waseda.jp">icc@list.waseda.jp</a>
		Website	<a href="https://www.waseda.jp/inst/icc/en/">https://www.waseda.jp/inst/icc/en/</a>

## **Support Guide for LGBTQ+ and the Allied Students, Version 6**

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Edited and published by Gender and Sexuality Center at Student Diversity Center,  
Waseda University

Contact information: [gscenter@list.waseda.jp](mailto:gscenter@list.waseda.jp)

Website: <https://www.waseda.jp/inst/gscenter/en/>

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