

Support Guide

for LGBTQ+ and the Allied Students, Version 7

The GS Center perceives an ally as someone who acknowledges their own privilege and actively utilizes it as a resource to support movements and equity for LGBTQ+ people and related communities.



Revised: 2024.03.15

Gender and 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 its Promotion of Diversity Declaration, striving to create an environment wherein students of all genders and sexualities can fully demonstrate their unique-selves 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 allies to the LGBTQ+ community, to function as a safer space and resource center that can be freely used by all. Notably, its activities include providing 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 attend Waseda University, and as a part of the university's activities in step with 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, responses, and status of the university, with the GS Center at its core, toward eliminating any obstacles or concerns that LGBTQ+ students may face over the course of their student lives.

Since releasing its first version, we have edited and updated this guide many times. We will continue to promote cooperation with other departments and organizations across the university and outside the university, and further enhance the scope and level of support provided by the university.

Chapter 1 Counseling and support system

● 01. Individual counseling services at the GS Center

Waseda University has established the GS Center within the Student Diversity Center. At the GS Center, counseling services are provided by Gender and Sexuality Specialty Staff (the specialty staff) for students to address issues related to gender and sexuality, including processing relevant questions and concerns, and fostering their current and future wellness. The services are provided both face-to-face at the GS Center and remotely online, mainly students in Waseda University, in the Art and Architecture School of Waseda University, and in other affiliated schools (*fuzoku-gakkou*).

We also accept counseling requests from family members (guardians, etc.) and faculty staff to help them better support their family members and students who attend Waseda University and its affiliated schools.

Student Diversity Center: GS Center	
Location	Waseda Campus Building 10, Room 213, Second Floor
Hours	Weekdays, 10:00–16:00
E-Mail	gscenter@list.waseda.jp
Website	https://www.waseda.jp/inst/gscenter/en/
Twitter	https://twitter.com/gs_waseda
Instagram	https://www.instagram.com/gscenter.waseda/
note (blog)	https://note.com/gscenter/



***Please see the GS Center website and X (Twitter) account for detailed information on hours and operation status.**

● 02. Counseling process

Generally, please request to make an appointment through the GS Center website. We can also accept walk-in appointments, including the same-day appointment as long as the slot is available. Please feel free to stop by.

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

▶ Making an appointment

An appointment can be made using the [Individual Counseling Services Appointment Request Form](#) online or by visiting the GS Center in person.

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

▶ Day of counseling session

❖ In-person session

- ◆ Please come to the GS Center and complete the GS Center and sign in with the reception staff. After sign-in, the assigned specialty staff will guide you to a meeting room.
- ◆ If you wish to sign in with the assigned specialty staff in another room instead of in the community space of the GS Center, please go directly to the location indicated in the confirmation email.

❖ Remote session online

- ◆ Please prepare your counseling environment before the scheduled time and join in the online session by clicking the meeting link included in the invitation email.

❖ Session information

- ◆ The specialty staff will work with you to the best of their ability, with strict protection of privacy and confidentiality. Depending on the counseling content, with your consent, the specialty staff will refer you to other appropriate programs and services inside and outside the university and will collaborate with them.
- ◆ The counseling session will last for up to 50 minutes. You can end your counseling after one session, or make ongoing appointments as needed.
- ◆ For more information, 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 matters 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.
 - If we assess that you are at increased risk for life-threatening conditions, we will conduct a separate process to confirm your information on student record and the presence or absence of a primary care psychiatrist, and to obtain consent regarding the extent to which information can be exchanged with your psychiatrist or primary medical care provider.
 - In order to protect your life and physical safety, 1) the GS Center will contact and collaborate with your primary medical care provider(s), your Waseda school, the Waseda University Health Support Center, and other relevant section(s) (e.g., Academic Affairs Section, Personnel Section, Student Affairs Section, Center for International Education, General Affairs Section); and 2) the GS Center will release relevant personal information on your student record, medical information, as well as your crisis information and the GS Center's response to it to date with the people and organizations with which we collaborate.
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. In particular, if there are instances of inappropriate or insufficient behaviors/responses by staff and faculty members, the GS Center may report them to the on-campus Office of Compliance and/or other relevant section(s) as a safety concern. You can choose not to include your personally identifiable information in the report, but the specific location where the incident occurred and the other party's information will be part of the 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), 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. Counseling sessions 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. 34).

☑ The GS Center Counseling Appointment Request Form

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, we may refer you to the Student Counseling Room at the Health Support Center, and we will work together to address your concerns. The Student Counseling Room has certified clinical, with whom you can 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 25-2, Sixth Floor

Hours	Weekdays 9:00–12:00, 13:00–17:00
Phone	03-3203-4449 (reservations prioritized)
Website	https://www.waseda.jp/inst/hsc/en

Compliance Consultation Desk * For more information, please check the website of each desk.

▶ The Internal Desk (The Office of Compliance)

Hours	Mon.–Fri., 9:30–17:00
Website	https://www.waseda.jp/inst/harassment/en (Harassment Prevention Committee Website)
E-Mail	compliance@list.waseda.jp

▶ The External Desk (NEC VALWAY, Ltd.) [contractor] * English and Chinese are available.

Reception hours	Mon.–Fri., 8:30–19:00 Sat., 8:30–17:00
Website	https://koueki-tshou.com/WFcxVtaEFdCd/en/
Phone	0120-123-393

Career Center

Location	Toyama Campus Building 30 (Student Hall), Third Floor
Hours	10:00–16:00
Phone	03-3203-4332
E-Mail	career-appt@list.waseda.jp
Website	https://www.waseda.jp/inst/career/en/

● **05. Events**

The Center regularly holds events for students who are interested in issues of gender and sexuality to casually connect with each other. Examples include small gatherings for participants to chat on relatively free topics, and events with guest speakers and discussion on a specific. Event information is available on the GS Center website as well as via GS Membership news letters.

☑ **GS Membership Registration Form**

https://my.waseda.jp/application/noauth/application-detail-noauth?param=A9ju0ouT3KVweua3Bgu_jg&subsessionWindowId=



name

● 01. Managing personal information pertaining to gender and sex

▶ Managing 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 to which the individual does not intend*. The gender/sex marker section has been removed from various certificates (excluding health check-up certificates), attendance records, and forms. If, by any chance, you have been affected by an outing incident (act of disclosing a 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.] without the individual's consent) 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 maintains information on legal sex. However, the authorization to handle information on individual students, including sex and gender information, is granted only to staff who require this information for their work, such as office staff of the student's affiliated undergraduate or graduate schools, or staff who oversee academic and student affairs.

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 check-up 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.

▶ Reviewing the necessity of collecting personal information pertaining to gender and sex

Waseda University is working university-wide to minimize the collection of gender and sex information from students, faculty members, and staff members. Each program and section of the university has been asked to confirm whether the collection of gender and sex information on various forms is being done for rational reasons (see below), and consider editing the forms to the extent possible to make the gender/sex marker section optional, or so that the reasons for collecting such information is clearly outlined in cases where it is deemed rational. Through this process, some of the

forms with rational and reasonable reasons to compel the continued collection and entry of gender information were identified and are now listed in the “Student Life” section within MyWaseda (for Waseda students only).

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

1. For using facilities and equipment that are segregated by “men and women”
2. For medical purposes
3. When specified by external institutions
4. To correct existing gender discrimination (discrimination/imbalance between males and females) by first clarifying the gender ratio and then using the data to make changes and measure improvements
5. For academic research
6. For social surveys, creating statistical materials, etc.
7. Other circumstances deemed rational and appropriate

The Office for Promotion of Equality and Diversity is responsible for planning university-wide measures to promote diversity on campus, 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 kouji-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, etc.). In so doing, the Office collaborates with the GS Center.

☑ 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	https://www.waseda.jp/inst/diversity/en/

● **02. Changes of sex/gender marker in school record (as of March 2024)**

If your legal sex has changed, you will need to change your sex/gender marker in school record. Please use the [Change of Name Request Form](#) and check “Sex/Gender” in the “Other changes along with the change in the Family Register” section. Please use this form even if you do not have a Family Register, but have a passport, birth certificate, or other legal documents with which legal change of sex/gender

marker is indicated. Prepare official document(s) that prove your legal sex change to attach to the form, contact your undergraduate or graduate school office, and go through the change application method. If you would like to consult about the process prior to the form submission, please contact your undergraduate or graduate school office, or the GS Center.

● 03. Changes in legal name

If your legal name has changed, please prepare the [Change of Name Request Form](#) and official document(s) that prove your legal name change to attach to the form, and go through an application method at the office of your undergraduate or graduate school.

Change of Name Request Form

https://www.waseda.jp/inst/gscenter/assets/uploads/2021/01/name_change.pdf

Documents submitted with the form must meet the following criteria:

1. Issued by an official and public institution
2. Shows previous name and new name

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

● 04. Use of preferred (lived) name

Without changing your legal name, in the following cases, Waseda University may allow you to register a “preferred name” in the school record. You can choose to list your preferred (lived) name only, or both your legal and preferred (lived) names. The procedure requires the submission of the [Request for Use of Preferred Name](#) as well as documents demonstrating the reason, as shown in the table below. Prepare the necessary documents accordingly, and please complete the procedure at the office of your undergraduate or graduate school.

☑ Request Form for Use of Preferred Name https://www.waseda.jp/inst/gscenter/assets/uploads/2023/01/preferred_name_form_2023ver.pdf

Category	Required documents
① Request to use preferred name listed in the residence record	Residence record (<i>jyuminhyo</i>)
② Request to use previous name in order to maintain continuity in research activities after the family name was changed due to marriage or adoption	Official document showing current name and previous name Examples: family register (<i>koseki</i>) copy, family register (<i>koseki</i>)

	abstract, passport, residence card, etc.
③ Other (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 materials to demonstrate the legitimacy of your request Materials to demonstrate history of the preferred name use

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

Transgender, non-binary, and other gender expansive students who wish to use their preferred (lived) name fall in the “③ Other” category in the table above. In this case, a letter from a medical professional or a letter from the GS Center that demonstrates that the student present with gender dysphoria can serve as a supplementary material to demonstrate the legitimacy of your request, which you can submit along with the [Request for Use of Preferred Name](#) form. Please consult the GS Center if you wish for the Center to write the letter. When the use of the preferred (lived) name is approved, your name will be listed on various documents as shown in the table below.

Category	Type of name listed
Student ID card	Preferred name
Attendance/grade record	
Certificates	Selected by individual at the time of issuance
Diploma	Selected by individual upon confirmation with office of their undergraduate or graduate school when expected graduation date is established

Additionally, when using a preferred (lived) name, you will be responsible for authenticating your preferred (lived) name and your legal name. For information on what to do after graduation, please refer to **05: Requesting certificates after graduation** (p. 14).

► **Things to know when applying for use of the preferred (lived) name**

- ❖ If your request for use of a preferred (lived) name is approved, generally, all names used in your student life will be your preferred (lived) name of your choice, such as your name on student card and attendance record, and name displayed on Wasaeda Moodle and Waseda Mail. You can also choose to use your legal name, or both your legal and preferred (lived) names, on some certificates issued by the university.
- ❖ A signature or written consent of a guardian, etc. is not required at the time of the Request for Use of Preferred Name form submission. However, please be aware that in cases where the guardian, etc. does not know that the student is using a preferred (lived) name at the university, unexpected problems may occur, such as when a guardian, etc. visits the university on Parents

Day or needs the student's name to participate in university events, when the university sends grade notifications and other notices to guardian, etc., and when an emergency response to an incident involving the student is required.

- ❖ You will need to apply for a preferred (lived) name per student ID number; therefore, when your student ID number changes, such as when you are entering a graduate school at Waseda University after graduating from an undergraduate school at Waseda University, please be aware that you will need to submit another Application for Use of a Preferred Name.
- ❖ As a general rule, you can only apply for using a preferred (lived) name once per student ID number unless circumstances arise wherein the use of second preferred (lived) name is deemed absolutely necessary and unavoidable.

Even if your circumstances do not allow you to request the use of a preferred (lived) name, you may be able to take some measures, such as requesting to be called by your preferred (lived) name during the course by submitting a request to the instructor. Please contact the GS Center for details. Please also refer to **Chapter 3: Taking courses** (p. 15).

▶ **Transfers to your bank account when using preferred (lived) name**

After the use of a preferred (lived) name is approved, it is possible that the Waseda University Student Health Promotion Mutual Aid Association (Waseda Student Health Association) membership card, which is your student ID 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, you can apply for medical expense benefits from the Waseda Student Health Association. The same also applies for on-campus student jobs (RA, TA, research assistant, temporary staff, exam proctors, dispatched staff, outsourced work, etc.) and scholarships distributed by Waseda University. However, separate procedures may be required for scholarships administered by the Japan Student Services Organization and external organizations. Please contact the Scholarships and Financial Assistance Section for details and confirmation.

▶ **Name on Cooperative Association (CO-OP) membership card**

Generally, students are expected to use the name on their student ID card for the CO-OP membership. However, you can also choose to use a different name for the CO-OP membership. To change the name on your CO-OP membership, please visit the service counter at one of the CO-OP sites below:

- ❖ Waseda campus: the first basement floor in Building 17

- ❖ Nishi-Waseda campus: the first basement floor in Building 57
- ❖ Toyama campus: the first basement floor in Building 31
- ❖ Tokorozawa campus: the forth floor in Building 100

For operating hours for each site, please see the [CO-OP website](#).

☑ The CO-OP website <https://www.wcoop.ne.jp/shop/index.html>

Student Affairs Section: ① Waseda University Student Health Promotion Mutual Aid Association Office, ② Student Participation and Job Center	
Location	Toyama Campus Building 30 (Student Center), First Floor
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 https://www.waseda.jp/inst/student/en/support/studenthealth ② https://www.waseda.jp/inst/sjc/

Scholarships and Financial Assistance Section	
Location	Toyama Campus Building 30 (Student Hall), First Floor
Hours	Weekdays, 10:00–16:00
Phone	03-3203-9701
E-Mail	syogakukin@list.waseda.jp
Website	https://www.waseda.jp/inst/scholarship/en/

Cooperative Association (CO-OP)	
Location	① Waseda Campus Building 17, the First Basement Floor ② Nishi-Waseda Campus Building 57, The First Basement Floor ③ Toyama Camps Building 31, The First Basement Floor ④ Tokorozawa Campus Building 100, the Forth Floor
Hours	Check the calendar on the website
Phone	① 0120-023-921/03-3207-8613 ② 03-3200-4206 ③ 03-3202-4204 ④ 04-2949-8613
E-Mail	① servicecenter@wcoop.ne.jp ② riko-all@wcoop.ne.jp ③ toyama@wcoop.ne.jp ④ 0201@wcoop.ne.jp

● 05. Requesting certificates after graduation

▶ If you want a certificate issued under a preferred (lived) name that you have registered within the university while in attendance

The procedure for use of a preferred (lived) name does not need to be repeated, and no additional time will be required for the issuance of the certificate. However, a government-issued document that shows the legal name of the individual at the time of university attendance is required.

▶ Requesting certificates issued under a different name (including preferred name) than what was you used as a student

As a rule, Waseda University does not allow students to change their names on school record (including preferred names) 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.

Even if the change is approved, it may take at least a week to change the school register and issue a certificate, so please inform the office of the undergraduate or graduate school that handles the certificate that you need 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. If you have not changed your legal name (i.e., requesting the use of a preferred name), you will need to submit documents described in **04: Use of preferred (lived) name** (p. 10).

● 06. Photographs for student ID card

If entering the university through passing the general undergraduate entrance examination, the photograph that you submitted with your application will generally be used on your student ID card. If you wish to change the photograph on your student ID card, for example due to a change in your gender expression, please contact the office of your undergraduate school. If you wish, the GS Center can cooperate with the undergraduate school office, so please consult us.

If you were admitted through a process other than the general undergraduate entrance examination, including graduate students and non-degree students, in some cases, there will be a different procedure

for submitting a photograph for your student ID card. Please contact your undergraduate or graduate school office for details.

Chapter 3 Taking courses

● 01. Individualized action in courses and seminars

As described in **Chapter 2: Personal information pertaining to gender, sex, and name** (p. 8), if you are unable to apply for the use of a preferred name and wish to use a designated name or honorific in your courses, you may need to express your needs and requests individually in the course or seminar. Furthermore, recognizing that there are students with diverse sexual orientations, romantic orientations, gender identities, and gender expressions, including LGBTQ+ students, Waseda University has published 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 are always LGBTQ+ students in their midst and use gender neutral honorifics, ask for the individual’s pronouns, ask about accommodations when lodging together, and so on. Students can also make individual request directly to faculty members, but when there are concerns, worries, or difficulties, the GS Center can act as an intermediary with the administrative office and faculty member and help 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

- I don’t want the documents sent to my parents to use my preferred (lived) name, so I requested the use of a designated name only in courses.
- I requested that the use of non-binary inclusive honorifics and pronouns in my second foreign language course.
- I requested a room assignment according to my lived gender and a private room for bathing during a seminar camp.

► Accommodations for online courses

Although Waseda University generally conducts in-person courses, online courses are also provided. In this case, course are expected to be managed based on the Six Articles Concerning the Examination and Management of Online and Hybrid Courses. Please consult the GS Center for any unexpected problems regarding the online course participation.

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

<https://waseda.app.box.com/s/fl3gtm0b6wc57pxy3jsnuvlctzaltvxa>

- 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
 - └ Consider how to make it easier for students to participate in group work
- ⑤ Design assignments according to the learning goals.
- ⑥ Accommodate various learning environments.
 - └ Accommodate turning the camera on and off in real-time
 - └ Accommodate students' diversity

■ Consultation case examples

- I'm having difficulties when I take a course on Waseda Moodle because it displays my name in school record, which does not match my gender expression.
- I'm hesitant to participate in the course because I do not want to use my name in school record as the name to display on Zoom since my gender expression and the name in school record do not match, but the course requires the names to match.
- It's difficult for me to express my opinions on gender and sexuality because I live with my family who does not share the same values with me.
- I feel uneasy that my classmates and instructors might unintentionally find out that I live with my same-gender partner.

● 02. Nursing care experience and teaching practice

Nursing care experience and teaching practice 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 in the school record, they can consult with the host institution in advance through the university (see **List of contacts** [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 **begin consultations as early as possible**, such as at the pre-registration stage. As none of the host institutions are affiliated with Waseda University, in some cases, it is not possible for them to meet your request, depending on the facilities of the host institution. Please contact the GS Center if you have any concerns about the program.

Waseda University Teacher Education Center	
Location	Waseda Campus Building 16, Second Floor
Phone	03-3232-3599
E-Mail	kyousyoku-help@list.waseda.jp
Website	https://www.waseda.jp/fedu/tec/

► Nursing care experience

*Schedule for third-year students. Some may participate 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.

► 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 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 may not always be exactly as shown in the figure, and there is flexibility. If you are considering nursing care experience or teaching practice, please consult with the Teacher Education Center as early as possible. The Center will respond flexibly on a case-by-case basis.

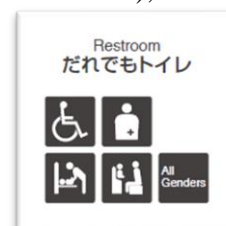
Chapter 4

Student life

● 01. Waseda University Universal Design (UD) Map

Waseda University has created its own Universal Design (UD) Map, which provides information on barrier-free access, childcare-related facilities, Restrooms for Everyone (*daredemo toire*), and Changing Rooms for Everyone (*daredemo koui-shitsu*).

☑ Waseda University UD Map https://www.waseda.jp/inst/diversity/en/support/accessibility_map/



▶ “All Genders” signs on restrooms

Some of the Restrooms for Everyone on campus have the “All Genders” sign, which was designed by Waseda University. The Restrooms for Everyone are literally the restrooms which anybody can use. The gender of the user is not asked or questioned. Everybody should feel free to use these restrooms. Additionally, there is an ongoing effort to add “All Genders” sign to all the Restrooms for Everyone on campus.

● 02. Student regular health check-ups

Regular student health check-ups are conducted based on the School Health and Safety Act to maintain your health, facilitate prevention and early detection of diseases, such as tuberculosis on campus. Regular health check-ups provide valuable data for managing your own health, so all regular students are required to have a check-up every year. The dates and times for the check-ups are by reservation on a first-come, first-served basis, and in most cases not specified by school, year, or gender. There is no separation by gender at the check-up sites, except for chest X-rays, which are for students student in their first year of enrollment and who have been instructed by the Health Support Center.

- ❖ The health questionnaire consists of two parts: a web-based questionnaire to be submitted in advance, and another to be filled out onsite on the day of the appointment. There is no section to fill out your sex or gender on either of the questionnaires.
- ❖ Chest X-rays will be performed in a mobile X-ray unit, separated by sex assigned at birth. Changing will be done inside the unit, or in a different changing area. It is recommended to wear a plain T-shirt, which you may keep on. You may also change into examination clothes if you wish. If you prefer to have the chest X-ray test individually, please inform the receptionist at any of the health check-up sites. Please note that when having the chest X-ray test individually, you will be required to complete another form, which include a section to answer sex assigned at birth for medical purposes.
- ❖ For urine analysis, the Health Support Center strongly recommend that those who have the check-up at Waseda and Nish-Waseda campuses collect urine samples before coming to the check-up sites. For those who are scheduled to take the check-up at Tokorozawa campus and

wish to collect urine samples in advance, a limited number of urine sample kits will be available at the Tokorozawa branch of the Health Support Center. There are Restrooms for Everyone at each health check-up site.

- ❖ For the doctor consultation, if you wish to specify the gender of the doctor, please check the posted information at the doctor's booth or speak with the staff at the sites.
- ❖ **Regular health check-up 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 classes, orientation, seminars, and club lodgings. If you have concerns related to gender and sexuality, please contact the person in charge of seminar houses at the 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 Student Affairs Section. Please note that some seminar houses may not be able to meet your needs due to the limitations of the facilities.

▶ Using a seminar house

STEP

1

Using the reservation system

A representative of the group (e.g., faculty in charge of the seminar or representative of a student organization) will make a reservation in the system*.

宿泊施設名称	伊豆川奈セミナーハウス	
予約者氏名	早稲田 青丹	
メールアドレス	aoni-waseda001@waseda.jp	
利用団体名	早稲田ゼミ	
利用期間	2020/02/02 ~ 2020/02/03 (1泊2日)	
利用目的	ゼミ	
到着予定時刻	13時00分頃	
連絡先電話番号	00-0000-0000	
利用人数	希望	
	2020/02/02	
	男	女
学生	追加	【希望無し】
教職員	追加	【希望無し】

STEP

2

The system allocates rooms from the registration

The reservation system allocates, for example, two rooms for women and three rooms for men, based on the number of women and men entered. Often, the person making the reservation enters the gender

information as they perceive or assume it, 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 person in charge of seminar houses at the Student Affairs Section, or the GS Center.

STEP 3 The reservation representative creates the guest list and submits it to the person in charge of seminar houses at the Student Affairs Section

☑ Seminar House guest list format <https://www.waseda.jp/inst/student/assets/uploads/2020/08/shukuhakusha-meibo.xls>

↓ 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。

教職員名簿	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。

学生名簿	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 瑞璃	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 gender of all guests must be listed.

STEP 4 The person in charge of seminar houses at the Student Affairs Section confirms the details registered in the system

The person in charge of seminar house checks whether the data registered in the reservation system matches that in the guest list. If the contents do not match, the person in charge of seminar houses will contact the reservationist for confirmation. If there are any concerns, please contact the person in charge of seminar houses at the Student Affairs Section, or the GS Center.

STEP 5 Arrive at and use the seminar house

If any accommodations that need to be considered, such as shower room, restroom, etc., please contact the person in charge of seminar houses at the Student Affairs Section, or the GS Center in advance.

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

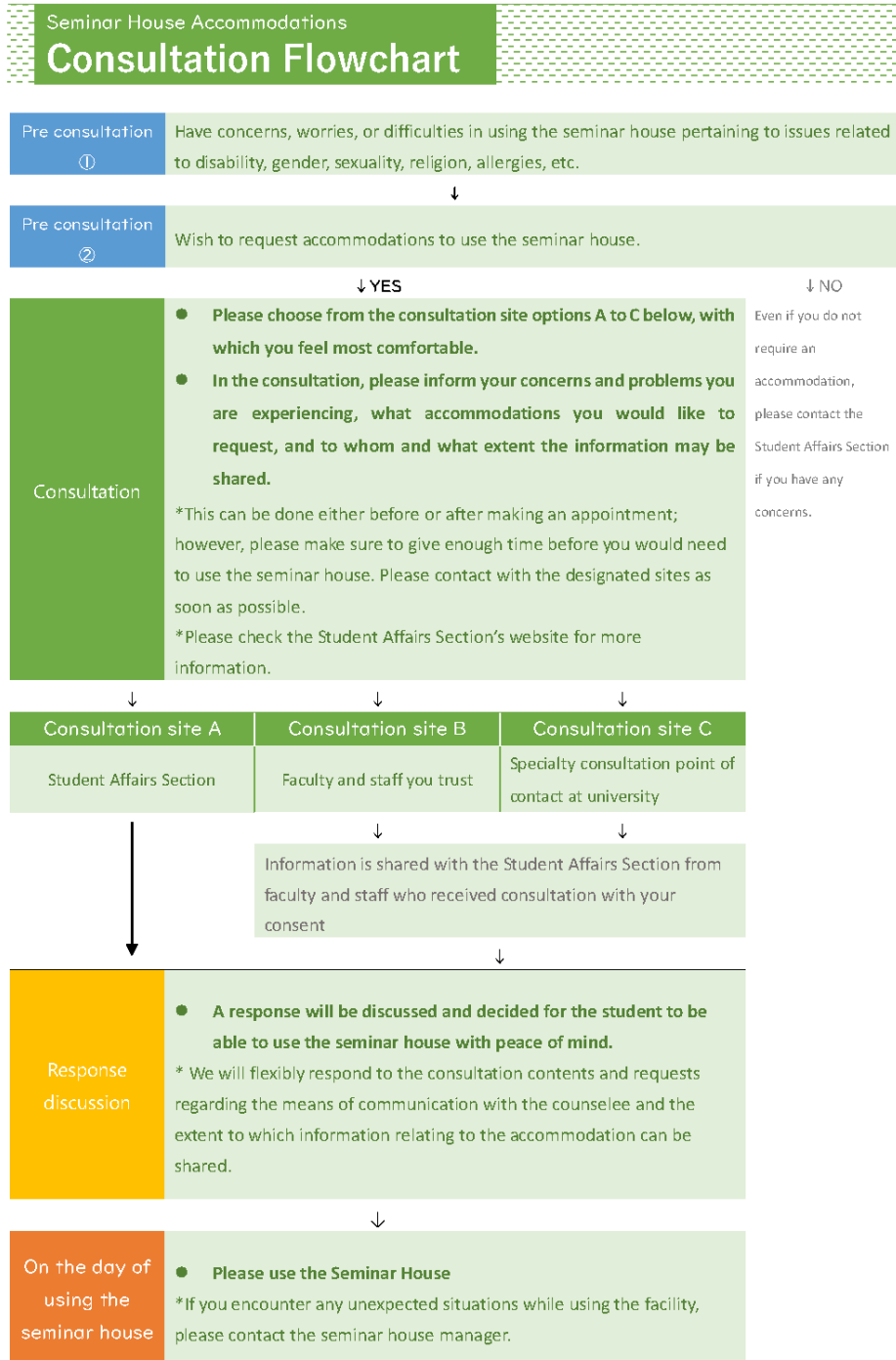
	Rooms		Bathing facilities			Restrooms	
	Private rooms	Universal design rooms	After-hours use of the men's and women's large public baths.	Shower booths	In-room unit bath/shower	Restrooms for Everyone	In-room restrooms
Karuizawa	○	○	○	○	△ (In BLDG 7 [cottages] and Green House only)	○	△ (In BLDG 6 [cottages], 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.

► Consultations about accommodations

After a consultation, the accommodations will generally be determined according to the following process:



Seminar House Office, Student Affairs Division	
Location	Toyama Campus Building 30 (Student Center), First Floor
Hours	Weekdays, 10:00–16:00
Phone	03-3203-4341
E-Mail	seminar-house@list.waseda.jp
Website	https://www.waseda.jp/inst/student/en/facility/seminar

● 04. Student dormitories--principally Waseda International Student House (WISH)

Waseda University has dormitories that are directly managed by the university as well as affiliated dormitories. For those with concerns about gender and sexuality, the Residence Life Center will look into responses following consultation, so please contact the Center, whether you will be in a directly managed or an affiliated dormitory. If you have any concerns about contacting the Residence Life Center, please contact the GS Center. Exchange student dormitories are described in “05. Exchange student dormitories (p. 27).

▶ Applying for dormitory residence (applicable to all dormitories)

New regular undergraduate or graduate school students who wish to reside in a student dormitory must submit their applications following the process shown below, after passing the Waseda University entrance examination. Please also refer to the student dormitory [digital brochure](#).

☑ Student dormitory digital brochure https://www.waseda.jp/rlc/eng/digital_brochure/English/index.html#page=1

STEP
1

Access the Student Dormitory Residence Application Form from the Waseda University Residence Life Center. After responding to the questions, click the “Yes” button.

The screenshot shows the application form with the following questions and 'Yes' responses marked:

- はい 貴方は早稲田大学の入試に合格し、2021年4月に学部・研究科に入学を予定していますか。
- はい 貴方は正規学生として入学しますか。
※正規学生とは、学位取得のために入学する学生を指し、科目等履修生・交換留学生・交流学生等は含まれません。
- はい 貴方は単身者ですか。
※単身者とは、「未婚者」ならびに「既婚者で、ご家族等との同居を希望しない学生」を指します。
- はい 貴方は早稲田大学直営寮と早稲田大学提携寮の各契約先や特徴を理解していますか。

国語 あなたの国語は、以下のうちどちらにあてはまりますか。
○ 日本語 ○ 外国語 ○ 日本と外国の多量国語

All responses must be marked “Yes” to proceed to the next section.

STEP
2

Fill in resident information, guardian information, and desired student dormitory, confirm the contents, send the information, and obtain a reception number.

*The content can be sent only once, so please check carefully for any mistakes, and keep a copy of the entered data.

1. 入居者情報入力	
メールアドレス (半角英数) ※ (携帯メールはお避け下さい)	<input type="text"/>
メールアドレス (確認用) ※	<input type="text"/>
お名前 (漢字) 例: 姓) 早稲田 名) 太郎	姓) <input type="text"/> 名) <input type="text"/> <small>お名前を漢字で表記できる方は、必ず入力してください。</small>
お名前 (アルファベット) ※ 例: 姓) WASEDA 名) Taro	姓) <input type="text"/> 名) <input type="text"/>
お名前 (フリガナ) ※ 例: 姓) ワセダ 名) タロウ	姓) <input type="text"/> 名) <input type="text"/>
性別 ※	<input type="radio"/> 男性 <input type="radio"/> 女性 <small>※男女フロアに分かれている居室割り当てのため性別情報を収集しています。</small>

*Currently, floors are separated based on the binary gender system, so you will need to specify your legal sex either by "male" or "female." If you have any concerns about filling out the form, please consult with the Residence Life Center or the GS Center.

STEP
3

Afterward, selection or lottery will be conducted for each dormitory, and applicants will be notified of the results. Students will be able to use the dormitory after signing a dormitory residence contract.

▶ **Student dormitory separation by the legal sex system**

Waseda University offers single-sex dormitories for individuals whose legal sexes are female and male, and mixed-legal-sex dormitories. Some mixed-legal-sex dormitories accommodate individuals whose legal sex is neither female nor male. Please refer to the [digital brochure](#) for details each dormitory.

Legal sex of the students accepted	Name of the dormitories
Female	WID Shimoigusa, WID Tokorozawa, Dormy (Kamishakuji/Tanashi Lei, etc.), Shared House Dormy Shakuji Park
Male	Higashi Fushimi Student Dormitory, WID Hanakoganei 2, Wakejuku Dormitories, Shared House Dormy Hanakoganei, Dormy Hana Koganei
Female and male (and in some cases, other sexes)	Floors are separated based on legal sex at: WISH, WID (Waseda/Kodaira/Nishi-Tokorozawa), Dormy (Otsuka/Higashi Fushimi/Higashi Nagasaki)/Crevia Will Waseda All gender floors are available at: Campus terrace Waseda/Campus terrace Shinjuku Hyakunincho

☑ Student dormitory digital brochure http://www.waseda.jp/rlc/eng/digital_brochure/English/index.html#page=1

Below, we explain the current conditions, with a focus on WISH, which has the largest number of rooms among the dormitories directly managed by the university.

▶ Room allocation and floors in WISH

The university determines the floor and room allocation based on the legal sex of the applicants. Each student has a private room that can be locked from the inside, but as a general rule, four people share a living room and washbasin. If you have any concerns about communal living, please consult with the Residence Life Center or the GS Center.

The living floors (private rooms, communal living rooms, kitchens, showers, etc.) are separated for females and males, and the elevator used by the residents depends on to which floor the residents are going. Shared facilities regardless of legal sex, such as the management office, fitness gym, music room, lounge, study room, etc., are located on the first and second floors.

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

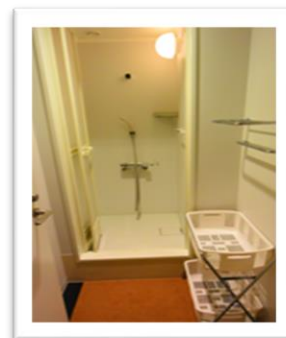
▶ Restrooms in WISH

As the living floors are separated by two legal sexes, women's restrooms are in the female floors (7F-11F), and men's restrooms are in the male floors (3F-6F). A Restroom for Everyone is available on the second floor.

► Bathing in WISH

Each floor has 16 private shower rooms, with a changing space, that are available for 24 hours a day. There are two large communal baths for legal female residents and legal male residents on the second floor available from 5:00 p.m. to 12:00 a.m.

Shower room and changing space ►



● 05. Exchange student dormitories

There are three dormitories for exchange students: 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/

If your application is approved, the Housing Questionnaire (HQ) will be sent to you by email from the Residence Life Center or the person in charge at the student's home university. Please respond to the HQ online by the deadline. You will be asked to select dormitories of your choice in the HQ, and residents will be determined by lottery. Further, there is a section in the HQ where you can write any questions or concerns about your sexual orientation, gender identity, and gender expression related to living in an exchange student dormitory.

Residence Life Center	
Location	Toyama Campus Building 30 (Student Center), First Floor
Hours	10:00–16:00
Phone	03-3203-2634
E-Mail	ryo-form@list.waseda.jp
Website	https://www.waseda.jp/inst/rlc/en/

● 06. Training Center

► Registration for use

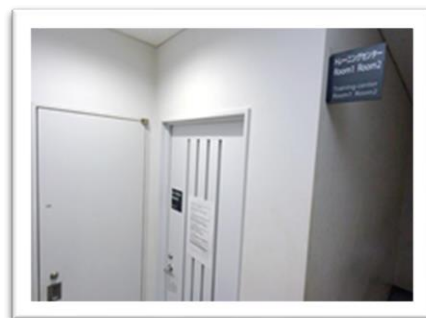
Waseda University students, faculty, and staff can register to use the Training Center, which is located on the second basement (B2) floor of the Toyama Campus Student Center (Building 30). A Health

Check-up Report is required for registration. See **Chapter 4. 02: Regular health check-up** (p. 19) for regular health check-ups conducted on campus. Please see the following website for details on registration and use of the Training Center.

☑ 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 women's, men's, and private. The private changing rooms can be used by anyone. There are only two private rooms, which are labeled as Training Center Room 1 and 2, so you may be asked to wait until either of the room is available. Additionally, only one person is permitted to use the private changing room at a time. Please see the process for using the private changing rooms below.



Request

- ① At the Training Center reception on the second basement (B2) floor of the Student Center, circle “private room” in the ledger. Please note that if someone else is using the private room, you may have to wait up to 20 minutes. Applications are accepted until 8:00 p.m.
- 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 the private room key to the reception staff. You are expected to manage the locker key by yourself.

After the 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 and take all your belongings out of the locker within 20 minutes.

- ④ Lock the private room and return the locker card and private room key to the reception staff.

Other

- The Training Center closes at 9:00 p.m., so private room users should finish training well in advance by around 8:20 p.m. and receive the private room key from the reception staff. Remember, you may have to wait up to 20 minutes to use the room.
- Please lock the door while inside the private room. If the private room key is not returned after over 20 minutes, a staff member may unlock the door (after confirming by knocking).
- You may be required to pay the replacement cost if you take the key home or lose it, regardless of the reason.
- You will not be able to enter the private room for any reason while other people are using it, even if you need to get something for class, your smartphone, wallet, etc.

From the Student Affairs Section

● 07. Multipurpose Sports Arena

▶ Multipurpose Locker Rooms (all-gender changing rooms)

There are Multipurpose Locker Rooms in the Multipurpose Sports Arena, which is located on the first basement floor (B1) of the Waseda Arena on Toyama campus. The Multipurpose Sports Arena is used for refresh studio and club activities. When you are using the Multipurpose Sports Arena, you are free to use the adjacent Multipurpose Locker Rooms. There are three lockable private rooms and six lockers. Anyone can use them on a first-come basis.



Chapter 5 Job searching and career

● 01. University-designated resume format

Waseda University has no prescribed resume format for students to use for job searching, but the CO-OP sells a resume format with the university logo, which does not have a gender field.

● 02. Individual counseling for job searching and career planning

The Career Center offers individual counseling services in-person and remotely online to support students' future career planning and development. The Center's counselors have a basic knowledge of gender and sexuality issues. To access the counseling services, please make an appointment on Career Compass on MyWaseda. Please check the website below for details. If you have specific questions around issues related to gender and sexuality, such as whether to share your gender identity, sexual orientation, and/or romantic orientation etc. with recruiters and interviewers during job searching or with your supervisors and colleagues after starting employment, what to do when there is a gender marker field on a resume form, and how to choose a place of employment, please see "Consultation on gender and sexuality, and job searching and career" section on the Career Center website and contact the Center by email.

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

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

● 03. Alumni visits

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

*When applying, please be sure to make your own judgment and act according to your own will. Please also note that Waseda University will not be involved after the application process, and the LGBTQ+ Tomonkai and the applicant will communicate directly.

● 04. Employer information

The GS Center and Career Center provide resources such as books on job searching and employment, as well as information through individual counseling. Additionally, on databases such as industry or company research fairs and joint information sessions held at the Career Center, you can filter search results for companies with "initiatives for sexual minorities (LGBT, etc.)." Please refer to the information provided by the following organizations for other LGBTQ+-friendly companies.

▶ Work with Pride

Work with Pride supports and promotes diversity management specifically focusing on LGBTQ+ inclusion in various organizations and companies. In 2016, it established Japan’s first Pride Index, which is an evaluation index related to LGBTQ+ initiatives in the workplace. Work with Pride presents annual awards for contributions to workplace LGBTQ+ inclusion.

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

▶ JobRainbow

JobRainbow is a “D&I recruiting media” that sets their original diversity scoring system across five areas and rates employers’ efforts on diversity and inclusion. The five areas are LGBT, gender gap, disability, multicultural coexistence, and childcare/nursing care. Additionally, a guide for career change and job search for LGBTQ+ people is made available on their website.

☑ JobRainbow <https://jobrainbow.jp/>

▶ CSR Company Data Bank (Employment/Human Resources Edition)

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

● 05. Events and social gatherings

Every year around December, the GS Center holds an event about job searching and working for LGBTQ+ People, inviting LGBTQ+ students who have completed job searching and LGBTQ+ working professionals. This is a reservation-only, closed event for LGBTQ+ people. The event addresses topics such as “how to be completely yourself at work” and “how to search for jobs as an out candidate.” Watch for event information on the GS Center website.

Career Center	
Location	Toyama Campus Building 30 (Student Center), Third Floor
Hours	10:00–16:00
Phone	03-3203-4332
E-Mail	career-appt@list.waseda.jp
Website	https://www.waseda.jp/inst/career/en/

● 01. From Japan to overseas: outbound student support**▶ Collaboration with partner universities**

Waseda University has agreements with approximately 600 universities overseas, and the Center for International Education (CIE) supports students in choosing the study abroad destination that best suits the needs and goals of each student. When considering a study abroad destination, but struggling to find the information you need, such as dormitories and university facilities, or having concerns and questions about the partner university's environment, please consult with the CIE. With the Center's support, you can also consult with the partner university and confirm their information.

☑ **In-person and online consultation with the Center for International Education:** <https://waseda-cie-online.resv.jp/>

Additionally, the legal status concerning one's 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 Nijiuro Diversity (in Japanese only)** <https://nijibridge.jp/data/1267/>

☑ **Trans Rights Europe & Central Asia Index & Maps 2023 by TGEU** <https://transrightsmap.tgeu.org/home/>

● 02. From overseas to Japan: inbound international student support

Waseda University supports international students to avoid isolation in Japan and at Waseda. English-speaking staff members provide consultations at the GS Center, but an interpreter may be required in some circumstances. For information regarding student dormitories that are particularly accommodating towards LGBTQ+ international students, please see **Chapter 4. 05: Exchange student dormitories** (p. 27).

☑ **International Student Handbook by Waseda University** <https://www.waseda.jp/inst/cie/life/other/handbook>

▶ Support system for inbound transgender and non-binary students

Transgender and non-binary students, especially those who have gone through medical transition such as gender affirming hormone therapy, should consult your doctor or prescriber prior to your arrival in Japan. Given the possibility of needing to see a medical professional while in Japan, it is advisable to bring a document from your current physician explaining your medical condition and treatment status. When bringing medicines prescribed by your physician to Japan, please prepare in advance in accordance with the [rules and information published by the Japanese government](#). Please remember

that some medicines sold over the counter in other countries may be prohibited or require a prescription in Japan and could be confiscated at the border. Also, medications that are currently available in your home country may not be approved in Japan or may vary in price.

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

When you intend to continue hormone therapy through injection in Japan, please check with the Center Hospital of the National Center for Global Health and Medicine at International Health Care Center prior to your arrival in Japan. Further, please contact the Waseda University Medical Examination and Treatment Room about the handling of syringes and needles used for self-injection.

☑ **National Center for Global Health and Medicine** <https://www.hosp.ncgm.go.jp/en/icc/index.html>

☑ **Medical Examination and Treatment Room (Building 25-2, Third Floor):** call 03-(5286)-3984

The GS Center provides information on gender clinics so that you can continue hormone therapy in Japan. In terms of student life, such as the use of preferred (lived) names and dormitories, we will share relevant information and work with other programs on-campus as needed. Please feel free to consult with the GS Center if you decide to study abroad at Waseda University.

Center for International Education	
Location	Waseda Campus Building 22, First Floor
Hours	Weekdays, 10:00–17:00
Phone	03-3208-9602
E-Mail	[Outbound from Waseda] out-cie@list.waseda.jp [Inbound to Waseda] ex-in-cie@list.waseda.jp
Website	https://www.waseda.jp/inst/cie/en

► **Introduction to community groups**

The GS Center has the specialty staff and student staff who speak English. There is also a student staff member who speaks Chinese as well (as of March 2024) on certain days. 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 or use the Center's individual counseling services to collect information.

Additionally, Intercultural Communication Center (ICC) holds 200 student-led events a year, fostering interaction among students from diverse nationalities, ethnicities, and cultural backgrounds. Some events include 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 visit.

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

Student Diversity Center: Intercultural Communication Center (ICC)	
Location	Waseda Campus Building 3, First Floor
Hours	Weekdays, 10:00-16:00
Phone	03-5286-3990
E-Mail	icc@list.waseda.jp
Website	https://www.waseda.jp/inst/icc/en/



Chapter 7 Support for students marginalized in multiple ways

At the GS Center, we support LGBTQ+ students with intersecting experiences of marginalization in Japan, in collaboration with related on-campus entities. We also hold themed talk events and provide information on off-campus support groups and communities to help 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 here for anyone interested in issues of gender and sexuality, so please feel free to visit.

Examples

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

● 01. Using the GS Center

- ▶ Using 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. The availability of the multilingual staff members is shown on [the GS Center website](#). When participating in an event, for a seamless participation, please contact us in advance and let us know your linguistic needs. You can also bring your own interpreter. Regarding the language availability for individual counseling, please see **Chapter 1. Counseling and support system** (p. 2).

▶ **Using a wheelchair or other mobility difficulties**

Please feel free to consult with the GS Center. An elevator is available in Building 10, where the GS Center is located, but if you wish to have an in-person session with the GS Center specialty staff at an alternative, more accessible location, please contact us in advance. Remote counseling sessions and online events are available as well.

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

The GS Center will work with relevant entities within the university as needed, such as the Accessibility Resource Center (ARC) and the Student Counseling Room at the Health Support Center, so that anyone, including students who are marginalized in multiple ways and have diverse needs, can take advantage of the GS Center. Please feel free to contact us if you have any concerns.

● **02 . Accommodations for lectures or events hosted by the GS Center**

If you would like a guide in the venue, accommodations for seating, or accommodations for information processing and support, such as speech-text interpretation, please check the event website and contact the GS Center using [the Consultation Form for Accommodations at the GS Center's Events](#). These requests will be addressed to the extent possible.

Chapter 8 Consultations before admission and accommodations for entrance examinations

● **01. Using a preferred (lived) name from the time of admission**

At Waseda University, it is possible to use a preferred (lived) name from admission. However, it takes some time to process requests, so please consult with the undergraduate or graduate school that accepted

you as soon as you decide to attend Waseda University. Please check **Chapter 2: Personal information pertaining to gender, sex, and name** (p. 8) for the procedure

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

Waseda University collects legal sex information for entrance examinations because it is deemed necessary for the entrance examinations and admission procedure. Additionally, as described in **Chapter 2.01: Personal information pertaining to gender and sex** (p. 8), 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 the university's decision-making on acceptance decisions.

● **03. Requesting accommodations at entrance examination**

If you require accommodations when taking the exam or attending the university due to gender dysphoria or other related reasons, you may be able to receive them. After confirming the requirements for the entrance examination, please request the accommodations by following the prescribed procedures and submitting documents (e.g., necessary 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 their legal sex and their gender identity not correlating, or their legal sex and gender expression not aligning with societal and traditional perceptions.

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

● **04. Consulting about student life pertaining to gender and sexuality**

If LGBTQ+ candidates or prospective students, or their guardians, friends, or advocates have questions about student life related to gender and sexuality at Waseda University, please contact the GS Center by email listed on [the GS Center website's contact page](#). We answer the questions via email, or in some cases remotely online or in person at the GS Center.

☑ The GS Center's contact page: <https://www.waseda.jp/inst/gscenter/en/contact/>

Inquiries about this Guide

The information is current as of March 2024. If any content is unclear, or if you feel that there are discrepancies in the content, please contact the GS Center. We believe that there are many people who would find the information remains insufficient to ensure a safe environment for student life. We will continue to investigate topics not included in this guide, and to aim to further enhance the content.

List of contacts

General inquiries	The GS Center at Student Diversity Center *Please see our X (Twitter) account for detail on hours and dates of operation.	Location	Waseda Campus Building 10, Second Floor
		Hours	Weekdays, 10:00–16:00
		E-Mail	gscenter@list.waseda.jp
		Website	https://www.waseda.jp/inst/gscenter/en/
		X	https://twitter.com/gs_waseda
		Instagram	https://www.instagram.com/gscenter.waseda/
		note (blog)	https://note.com/gscenter/

Overview	Point of contact	Details	
Counseling	Health Support Center Student Counseling Room	Location	Waseda Campus Building 25-2, Sixth Floor
		Hours	Weekdays, 9:00–12:00, 13:00–17:00
		Phone	03-3203-4449 (reservations prioritized)
		Website	https://www.waseda.jp/inst/hsc/en/information/counseling
Harassment	Compliance Consultation Desk * For more information, please check the website of each desk.	▶ On-campus desk (The Office of Compliance)	
		Hours	Mon.–Fri., 9:30–17:00
		Website	https://www.waseda.jp/inst/harassment/en (Harassment Prevention Committee Website)
		E-mail	compliance@list.waseda.jp
		▶ Off-campus desk (NEC VALWAY, Ltd)	
		Reception hours	Mon.–Fri., 8:30–19:00 Sat., 8:30–17:00
		Website	https://koueki-tshou.com/WFcxVtaEFdCd/en/
		Phone	0120-123-393 *English and Chinese options also available.
Managing, collecting, and changing	▶Applying for use of preferred (lived) name		
	Your undergraduate	Please check the website of your undergraduate or graduate school for hours and other information.	

gender information and name	or graduate school office	*If a medical certificate has not been issued, please first contact the GS Center.		
	▶ Transfer to your bank account when using preferred (lived) name			
	Student Affairs Section ① Waseda University Student Health Promotion Mutual Aid Association Office ② Student Participation and Job Center	Location	Toyama Campus Building 30 (Student Center), First Floor	
		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 https://www.waseda.jp/inst/student/en/support/studenthealth ② https://www.waseda.jp/inst/sjc/	
	▶ Scholarship application			
	Scholarships and Financial Assistance Section	Location	Toyama Campus Building 30 (Student Center), First Floor	
		Opening hours	Weekdays, 10:00–16:00	
		Phone	03-3203-9701	
		E-Mail	syogakukin@list.waseda.jp	
		Website	https://www.waseda.jp/inst/scholarship/en/	
	▶ Promoting awareness for faculty and staff members and Restrooms for Everyone			
	Office for Promotion of Equality and Diversity	Phone	03-5286-9871	
E-Mail		diversity@list.waseda.jp		
Website		https://www.waseda.jp/inst/diversity/en/		
Teaching practice and nursing care experience	Faculty of Education and Integrated Arts and Sciences Teacher Education Center	Location	Waseda Campus Building 16, Second Floor	
		Phone	03-3232-3599	
		E-Mail	kyousyoku-help@list.waseda.jp	
		Website	https://www.waseda.jp/fedu/tec/	
Student life		Phone	03-3202-0706	

	Student Affairs Section	E-Mail	student@list.waseda.jp
		Website	https://www.waseda.jp/inst/student/en
		E-Mail	seminar-house@list.waseda.jp
		Website	https://www.waseda.jp/inst/student/en/facility/seminar
	▶ Student dormitories		
	Residence Life Center	Location	Toyama Campus Building 30 (Student Center), First Floor
		Hours	Weekdays, 10:00–16:00
		Phone	03-3203-2634
		E-Mail	ryo-form@list.waseda.jp
		Website	https://www.waseda.jp/inst/rlc/en/
	▶ Training Center, Waseda Arena, Multipurpose Sports Arena		
	Student Affairs Section	Location	Toyama Campus Building 30 (Student Center), First Floor
		Hours	Weekdays, 10:00–16:00
		Phone	03-3202-0706
E-Mail		trainingcenter@list.waseda.jp	
	Website	https://www.waseda.jp/inst/student/en/facility/training	
Job searching and career planning	Career Center	Location	Toyama Campus Building 30 (Student Center), Third Floor
		Hours	Weekdays, 10:00–16:00
		Phone	03-3203-4332
		E-Mail	career-appt@list.waseda.jp
		Website	https://www.waseda.jp/inst/career/en/
Study abroad	▶ Information about overseas partner universities		
	Center for International Education	Location	Waseda Campus Building 22, First Floor
		Hours	Weekdays, 10:00–17:00
		Phone	03-3208-9602
		E-Mail	[Outbound from Waseda] out-cie@list.waseda.jp [Inbound to Waseda] ex-in-cie@list.waseda.jp
		Website	https://www.waseda.jp/inst/cie/en
	▶ Events for all students, including international students		
	Student Diversity Center Intercultural Communication Center (ICC)	Location	Waseda Campus Building 3, First Floor
		Hours	Weekdays, 10:00–16:00
		Phone	03-5286-3990
E-Mail		icc@list.waseda.jp	
Website		https://www.waseda.jp/inst/icc/en/	

Support Guide for LGBTQ+ and the Allied Students, Version 7

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Edited and published by Gender and Sexuality Center at Student Diversity Center,
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Contact: gscenter@list.waseda.jp
Website: <https://www.waseda.jp/inst/gscenter/en/>

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