Part-time Work
You have entered Doshisha University for the purpose of learning and are given/entitled the status of residence as “College Student”. (You have enrolled in Doshisha University for the purpose of studying with a College Student visa.) That means, until you complete your education, your activities in Japan are limited to academic ones. If you plan to engage in other activities such as part-time jobs, you are required to obtain “Permission to Engage in Activity other than that Permitted under the Status of Residence Previously Granted.” (Please refer to “Permission to Engage in Activity other than that Permitted under the Status of Residence Previously Granted” in the student guide.) Please do not forget to have this permission and be careful not to work longer than the hours permitted.
Part-time jobs at places of entertainment and amusement businesses (nightclubs, bars, or Pachinko parlors) are forbidden. Working at these kinds of places, as well as engaging in part-time jobs without having permission, can result in punishment/penalty or deportation from the country.
We understand that living in Japan as an international student will cost you considerably and is not easy for you. There might be cases where the amount of remittance from your home and/or scholarship are not enough to cover your entire costs and you have to work part time in order to complement academic or other expenses. However, what matters most is learning and you must give top priority to it. Please keep in mind that spending longer hours working part-time at the cost of learning cannot be tolerated.
Office of International Education will act as an intermediary when you apply for permission, but we will turn down applications by those with poor grades and/or unsatisfactory attendance.
The Student Support Services Department can give you some information on part-time job openings. Visit Doshisha University website to access “part-time job opening.” After registration is completed, access from your cellular phone is also available.

<Part-time job introducing system>
https://www.aines.net/doshisha/index.html

> Doshisha Student Support Services Center
Imadeegawa Campus Student Support Service Department:
Kambaikan 1F  TEL: 075-251-3281
Kyotanabe Campus Student Support Service Department:
Shigyokan 1F  TEL: 0774-65-7435

Miscellaneous Information
1. Changing Address
If your address and/or phone number have been changed, do not forget to report the change to the office of the faculty or department you belong to and to the Office of International Education as well. Failure to do so may cause you problems, as important messages cannot reach you. You also have to notify the post office of your new address. By filling in your new address on the prescribed form and submitting it, you can have mail coming to the old address forwarded (for a specific period of time).

2. Changing / Renewing ‘Status of Residence’
Any change or renewal of your ‘Status of Residence’ must be reported to the Office of International Education.

3. Student Commuter Pass

How to purchase
Go to the “Commuter Pass Counter” at the office/station of the transportation you are using, fill in “commuter pass request form,” and then submit it together with your student ID card and Student Commutation Certificate.
For details, please contact the offices of the Academic Affairs Department at Imadeegawa Campus (Kofukan 1F) or the Center for General and Liberal Education at Kyotanabe Campus (Shigyokan 1F).

4. Student Discount Card
You can have a discount of 20% for travel over 100 km one way on JR lines or on some routes of ferries or buses. The maximum number of Student Discount Cards issued annually is 10 per person, and the number issued per day is limited to 4. The Card is effective/valid for 3 months. If you need to exceed this limit for your job hunting activities, please consult the office of the faculty you belong to.

<For undergraduate/graduate students>

* Use the automated Student Discount Card issuing machine (Student ID Card is necessary for using this machine.)
* Machines are installed at the following places:
Imadeegawa Campus: Lobbies on the 1F of Kofukan, 2F of Kambaikan and 1F of Jinshinkan
Kyotanabe Campus: Lobbies on the 1F of Shigyokan, 1F of Rikagakukan and 1F of Mukokukan

5. Graduation / Leave of absence / Study abroad / Withdrawal / Removal
Please be sure to visit the Office of International Education to fill out certain forms in the following cases: Graduation / leave of absence / withdrawal / removal / study abroad.