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I. Documents Required Submission or Report

ALL of the newly-enrolled international students are required to submit “Residence Status · Contact Information Confirmation Form” .

Please be sure to submit the web form by deadline.

Please be sure to check the detailed information about the procedures required submission or report on the orientation web page.

<Web Page for Orientation of the OIS>

<https://ois.doshisha.ac.jp/en/support/orientation.html>



Deadline: By 5 p.m. on Friday, April 5, 2024

■ Residence Status · Contact Information/Confirmation Form (Mandatory)

Applicable students : All International Students

How to submit : Please submit it via web form below.

<https://forms.office.com/r/dd25i9vWGz>



■ Scholarship Recommendation Request Form (Only if you wish to submit)

Applicable students (Students who meet one of the following conditions)

- A) Self-financed regular students those who hold Student status
- B) Self-financed regular students those who entered Doshisha University by taking the “Examination for International Students”

How to submit : Please submit it via web form below.

<https://forms.office.com/r/TQP5K907g8>



2. Checklist of Things to Do After Arrival

■ Complete the procedures of Resident Registration/National Health Insurance/National Pension

Please visit the ward office or city hall where you live and proceed with the required procedures.

Deadline : within 14 days after you take up your residence in principal (stipulated by the law of Japan)

Details : Please check the link or QR code below.

<https://ois.doshisha.ac.jp/ois/en/support/orientation.html#mat>



■ Obtain "Certificate of Entries Recorded in Resident Record" (住民票記載事項証明書) (only those who have never submitted after enrollment)

You can obtain it at the ward office or city hall where your address is registered.

Please submit it to the office of your faculty or graduate school and ask the details to them.

■ Receive Student ID Card

Please visit the office of your faculty or graduate school and ask the details to them.

■ Submit the copy of your residence card

Once you complete the resident registration, the address will be printed on the back side of your residence card. Please scan or take a photo of both front and back side of the card, submit it to us via webform.

Deadline : By 5 p.m. on April 5 (Fri)

Submission web form:

<https://forms.office.com/r/dd25i9vWGz>



■ Open bank account

You may need Japanese bank account for receiving scholarships, paying the utilities, receiving overseas remittance from your home country and so on. We recommend that you hold it for your life in Japan.

Details : Please check the link or QR code below.

<https://ois.doshisha.ac.jp/ois/en/support/orientation.html#mat>



3. Important Notice to International Students from Japanese Government

<Important>

While you are students, you are required to comply with Japanese laws and regulations. **Please make sure to read all the contents in this document because all of them are VERY important.**

The Japanese government has requested that Doshisha University keep your residence card information up to date and keep track of your academic performance.

Please ensure that you follow all applicable rules. If you don't comply with Japanese laws and regulations, it has negative effects on your residence status in Japan. For example, you may get deported from Japan or lose your status of residence, or it may get in the way of getting the visa in Japan in the future.

A) Maintaining Required Course Load and Communicating with the University

A-1. Attending class is essential.

A-2. When you receive an email or phone call from the university, please respond to us in a timely manner.

A-3. **Special students** who hold “Student” status of residence are obliged to take classes more than 10 hours per week by law. (including research hours directed by a professor for research students)

***If your attendance rate is low or the university cannot reach you, the university is required by the government to report your circumstances.**

B) Residence Status and Address Update Requirement

All students who have a residence card are required to report any change of address and phone number or residence status to the university and to the Office of International Students (hereafter OIS) using the methods described below.

B-1. Report address and phone number changes using the university web system “DUET” .

B-2. **Report any residence status change to the OIS via a web form below.** If you change your private email address, please send an email to us.

Web form : <https://forms.office.com/r/Nqnr0Y6GSq>

OIS email address (Imadegawa Campus) : ji-ois@mail.doshisha.ac.jp

OIS email address (Kyotanabe Campus) : jt-ois@mail.doshisha.ac.jp



B-3. Upon enrollment and again once every year between January and April, the OIS asks all students to submit “Residence Status Contact Information Confirmation Web Form” . Please submit it to the OIS when asked to do so.

C) Procedure for Extension of Period of Stay

C-1. You can apply for extension of your period of stay 3 months prior to the expiration date of your current status. **Staying in Japan without a valid residence card is illegal.**

C-2. **Preparing necessary documents takes time, so please plan ahead and apply promptly.** Please check the web page below and apply for the extension.

Web page : <https://ois.doshisha.ac.jp/ois/en/visa/current.html>



C-3. Poor academic achievement may result in rejection of the renewal of your residence card.

D) Procedure for “Permission to Engage in an Activity other than That Permitted under the Status of Residence Previously Granted”

*Please see “5. Notice of Permission to Engage in an Activity other than that Permitted under the Status of Residence Previously Granted” for more details.

D-1. If you want to work part time, please make sure to apply for “Permission to Engage in an Activity other than that Permitted under the Status of Residence Previously Granted” . After receiving it, please report it to the OIS via the web form written on “B-2.”

D-2. When you are hired for a part-time job, please be sure to submit a “Certificate of Employment” to the OIS via email.

D-3. Please adhere to company regulations.

E) Special Re-entry Permit System

*Please see “4. Note for Temporary Departure” for more details.

Please be sure to apply for a “**Special Re-entry Permit**” at the airport when leaving Japan temporarily.

F) Study Abroad, Leave of Absence, Graduation, Withdrawal and Expulsion

F-1. “Student” status is valid while you are attending the university. If you are no longer affiliated with the university or are taking a leave of absence, you must “apply to change to an appropriate residence status” or “depart from Japan and return your residence card” . Also, please submit your residence card information and contact information via web form below.

<Web Form URL for those who are leaving Doshisha University>
<https://ois.doshisha.ac.jp/ois/en/visa/graduation.html#report>



<Web Form URL for those who are taking a leave of absence or studying abroad>
<https://ois.doshisha.ac.jp/ois/en/visa/current.html#kyugaku>



F-2. Upon your departure from Japan, please return your residence card at the airport. An immigration officer will punch a hole in your card and return it to you. Please send a photocopy of your invalidated residence card to the OIS via web form above.

F-3. If you wish to change your residence status to something other than “Student” or to transfer to different school, please report it to the OIS via the web form written on the “**B-2.**”.

F-4. If you are going to study abroad for an extended period, you may need to return your residence card. Please consult with the OIS in advance.

G) Procedure to Apply for “Designated Activities” Status (Regular Students Only)

If you want to apply for “Designated Activities” status after graduating from the university, you are required to proceed with the procedures below.

G-1. Please take a survey conducted by the Doshisha University Career Center.

G-2. Please search for a job for at least several months prior to your graduation because you must submit evidence of your job search history to apply for “Designated Activities” .

*1 In Japan, it is common to start job hunting before graduating from the university.

*2 We recommend you to start collecting the information about the companies and doing job hunting earlier if you want to get a job in Japan.

<Details>

<https://ois.doshisha.ac.jp/ois/en/visa/graduation.html>



4. Note for Temporary Departure

If you are planning to re-enter Japan within 1 year (2 years for special permanent residents), you MUST present your Residence Card and ED card at departure and tell them that you are going to re-enter.

<Important Notes>

- If you don't indicate your intention to re-enter Japan by Embarkation/Disembarkation (ED) card, your current visa will become invalid.
- In case your period of stay expires within 1 year after your departure, please ensure that you re-enter Japan before the date of expiration of your period of stay.
- If you are planning to leave Japan for more than 1 year (2 years for special permanent residents), you need to apply for a Re-entry Permit to the Immigration Bureau in advance, not at the airport.

<How to fill in the ED card>

外国人用 (再入国)	再入国入国記録 DISEMBARKATION CARD FOR REENTRANT ② 【 ARRIVAL 】	再入国出国記録 EMBARKATION CARD FOR REENTRANT ① 【 DEPARTURE 】
<small>印字体で記入して下さい。黒色又は紫色のペンで記入して下さい。 印字体で記入して下さい。黒色又は紫色のペンで記入して下さい。 Do not fill in by hand. Use black or purple ink. Do not fill in by hand. Use black or purple ink.</small>	氏名 Family Name Given Names Name 生年月日 Day/Month/Year Year Date of Birth 航空機便名・船名 Air Flight No./Vessel 以下の質問について、該当するものに☑を記入し、署名して下さい(特別永住者の方は署名のみ)。Please check the applicable items and put your signature. (For special permanent resident, please put your signature only.) 1 あなたは、日本国又は日本国以外の国において、刑事事件で有罪判決を受けたことがありますか？ Have you ever been found guilty in a criminal case in Japan or another country? <input type="checkbox"/> はい Yes <input type="checkbox"/> いいえ No 2 あなたは、現在、麻薬、大麻、あへん若しくは覚せい剤等の規制薬物又は銃砲、刀剣類若しくは火薬類を所持していますか？ Do you presently have in your possession narcotics, marijuana, opium, stimulants, or other controlled substances, swords, explosives or other such items? <input type="checkbox"/> はい Yes <input type="checkbox"/> いいえ No 以上の記載内容は事実と相違ありません。 I hereby declare that the statement given above is true and accurate. 署名 Signatures 官用欄 Official Use	氏名 Family Name Given Names Name 生年月日 Day/Month/Year Year Date of Birth 航空機便名・船名 Air Flight No./Vessel 主な渡航先国名 Destination 出国予定期間 (I should depart out of Japan) <input type="checkbox"/> 1年以内 Within one year <input type="checkbox"/> 1年超2年以内 Over one year but within two years <input type="checkbox"/> 2年超 Over two years 次のいずれかに☑を記入して下さい。Please check either one of the boxes below. <input type="checkbox"/> 1. 一時的な出国であり、再入国する予定です。 I am leaving Japan temporarily and will return. <input type="checkbox"/> 2. 「再入国許可」の有効期間内に再入国の予定はありません。 I do not plan to re-enter Japan while my re-entry permit is valid. (地方入国管理官署で再入国許可を受けており、その有効期間内に再入国予定のない方は、☑して下さい。) (Check the box if you do not plan to re-enter Japan while your re-entry permit, which you have obtained at a regional immigration bureau, is valid.) 署名 Signatures 官用欄 Official Use

Please check one of the intended periods out of Japan without fail.

Please check either one of the boxes below without fail

- You wish to re-enter Japan.



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

- You have been granted "re-entry permission", which still has some time remaining on it, and do not plan to re-enter Japan within the valid period.



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

5. Notice of Permission to Engage in an Activity other than that Permitted under the Status of Residence Previously Granted

留学生のみなさんへ

To International Students,

大阪出入国在留管理局

Osaka Regional Immigration Bureau

アルバイトを行う際は、以下の点に十分気を付けてください。

Please note the following points when you work part time.

<資格外活動許可において「新たに許可された活動の内容」>

<Content of “Newly-Permitted Activity” on Permission to Engage in an Activity other than Permitted under the Status of Residence Previously Granted>

出入国管理及び難民認定法施行規則第19条第5項第1号に規定

1週について28時間以内（留学の在留資格をもって在留する者については、在籍する教育機関が学則で定める長期休業期間にあるときは、1日について8時間以内）の収入を伴う事業を運営する活動又は報酬を受ける活動（風俗営業、店舗型性風俗特殊営業若しくは特定遊興飲食店営業が営まれている営業所において行うもの又は無店舗型性風俗特殊営業、映像送信型性風俗特殊営業、店舗型電話異性紹介営業若しくは無店舗型電話異性紹介営業に従事するものを除き、留学の在留資格をもって在留する者については教育機関に在籍している間に行うものに限る。）

Prescribed in Article 19, Paragraph (5), Item (i) of Ordinance for Enforcement of the Immigration Control and Refugee Recognition Act

The number of hours permitted is a maximum of 28 hours per week (8 hours per day during summer, winter and spring recess specified in the university regulations for student visa holders) for activities to get income by managing businesses or activities to receive remuneration. (Engaging in adult entertainment and amusement businesses, store type or non-store type sex-related amusement special businesses, specific eating and drinking entertainment businesses, image/video transmitting type sex-related amusement special businesses, store type or non-store type businesses of introducing people of opposite sex by phone is forbidden.

Student visa holders are allowed to work part-time only during the enrollment in the university.)

<資格外活動許可の対象とならないアルバイト>
<Unpermitted Part-time Jobs on the Regulation>

1. 風俗営業等の規則及び業務の適正化等に関する法律（以下「風営法」という）第2条第1項にいう「風俗営業」が営まれている営業所において行う活動。
1. Engaging in the “adult entertainment and amusement businesses” as prescribed in Act on Control and Improvement of Amusement Business, etc. Article 2, Paragraph (1) (hereinafter referred to as “Fueiho”).

<例>客の接待をして飲食させるキャバレー・スナック・パブなど、店内の照明が10ルクス以下の喫茶店・バーなど、麻雀・パチンコ・スロットマシン設置業などで行うアルバイト。

- (e.g.) -Cabarets, snack bar (hostess bar) and pubs etc. where customers are entertained and served food and drinks
-Cafes and bars etc. with less than 10-lux lighting
-Mah-jongg parlors, Pachinko parlors and slot machine parlors etc.

<注>これらの営業が行われる場所でのアルバイトは、場所自体が留学生にとってふさわしくないという観点から、仕事の内容を問わず認められません。例えば掃除や皿洗いの仕事等も認められません。

(Note) Any types of jobs such as cleaning or washing dishes are not permitted at these places above since these places are considered inappropriate for international students.

2. 風営法第2条第6項にいう「店舗型性風俗特殊営業」が営まれている営業所において行う活動。
2. Engaging in store type sex-related amusement special businesses” as prescribed in Fueiho Article 2, Paragraph (6).

<例>ソープランド、ファッションヘルス、ストリップ劇場、ラブホテル、アダルトショップ、個室マッサージなどで行うアルバイト。

- (e.g.) Soap land (brothel where one can bathe with prostitutes), Fashion-health massage (prostitution), strip theaters, love hotels, adult shops, and private-room sexual massage salons.

<注>これらの営業が行われる場所でのアルバイトは、場所自体が留学生にとってふさわしくないという観点から、仕事の内容を問わず認められません。例えば掃除や皿洗いの仕事等も認められません。

(Note) Any types of jobs such as cleaning or washing dishes are not permitted at these places above since these places are considered inappropriate for international students.

3. 風営法第2条第11項にいう「特定遊興飲食店営業」に従事する活動。

3. Engaging in the “specific eating and drinking entertainment businesses” as prescribed in Fueiho Article 2, Paragraph (11).

<例>照明が10ルクスを超えるが酒類を提供し深夜に営業するナイトクラブなどで行うアルバイト。
(e.g.) Nightclubs etc. with more than 10-lux lighting where they serve alcohol drinks and open late at night.

4. 風営法第2条第7項にいう「無店舗型性風俗特殊営業」に従事する活動。

4. Engaging in the “non-store type sex-related amusement special businesses” as prescribed in Fueiho Article 2, Paragraph (7).

<例>出張・派遣型ファッションヘルス, アダルトビデオ通信販売業などに従事するアルバイト。
(e.g.) Outcall Fashion-health massage service (prostitution), online businesses of adult video etc.

<注>いわゆるピンクチラシを家庭のポストに投げ込む活動も認められません。

(Note) You are not even allowed to put any “Pink flyers (flyer advertising a sex-related business)” in home mailboxes.

5. 風営法第2条第8項にいう「映像送信型性風俗特殊営業」に従事する活動。

5. Engaging in the “image/video transmitting type sex-related amusement special businesses” as prescribed in Fueiho Article 2, Paragraph (8).

<例>インターネット上でわいせつな映像を提供する営業などに従事する活動。
(e.g.) Sending sexual images/videos on the internet as a business.

6. 風営法第2条第9項にいう「店舗型電話異性紹介営業」に従事する活動。

6. Engaging in the “store type businesses of introducing people of opposite sex by phone” as prescribed in Fueiho Article 2, Paragraph (9).

<例>いわゆるツーショットダイヤル, 伝言ダイヤルの営業などに従事するアルバイト。
(e.g.) Two-Shot Dial (adult call service), telephone voice-mail dating service etc.

<その他の注意点>
<Other Important Notes>

1. 無届け(無許可)でアルバイトを行っている事実が発覚した場合

1. In case the fact that you work part-time without notice (permission) is revealed;

① 「専ら行っていると明らかに認められる」場合・・・退去強制, 罰則(3年以下の懲役・禁固, 300万円以下の罰金, 又はこれらの併科)

1. In case “it is obvious that you work part-time without permission”: deportation or penalty (imprisonment of up to 3 years, fine of up to 3 million yen, or both)

② 「専ら行っていると明らかに認められる」場合以外の場合・・・罰則(1年以下の懲役・禁固, 200万円以下の罰金, 又はこれらの併科)

2. In other cases: penalty (imprisonment of up to 1 year, fine of up to 2 million yen, or both)

<注>資格外活動違反を犯した全ての場合に、退去強制や罰則の処分がなされるわけではありませんが、そのような違反を犯した事実は在留期間更新等の審査において不利益に評価されることとなります。

(Note) It does not mean that you would be subject to the punishment in all the cases; however, the fact that you commit such a violation would be disadvantageous on the application examination for the extension of period of stay etc.

2. 資格外活動許可の取消しについて

2. Cancellation of Permission to engage in activity other than that permitted under the Status of Residence Previously Granted

資格外活動許可に付された条件に違反した場合、その他引き続き当該許可を与えておくことが適当でないと認められる場合は、許可を取り消すことがあります。

The Permission to engage in activity other than that permitted under the Status of Residence Previously Granted can be revoked due to a violation of act or in case you are considered ineligible to hold it.

3. 休学中のアルバイトについて

3. Part-time Work during a leave of absence

資格外活動許可は本来の活動を阻害しない場合に限り与えられるものであり、本来の活動である学業を行っていない休学期間中のアルバイトは原則として認められません。

In principle, you are not permitted to work part-time while taking a leave of absence as academic work is the primary activity and the Permission is provided only if it does not affect your academic work.

4. 旅券等の携帯義務について

4. Obligation of carrying your passport etc.

法令上、在留カードの交付を受けて本邦に在留する外国人は、常に在留カードを携帯していなければなりません。したがって、資格外活動を行う場合において、雇用主や関係機関の職員から資格外活動許可を受けていることの確認を求められた際は、裏面に資格外活動許可のスタンプが押印された在留カードを提示し、これに応えることができるようにしてください。

Under the law, foreign nationals residing in Japan must carry residence cards at all times. Therefore, when you work part-time, please be ready to show your residence card with the stamp of Permission to engage in an activity other than that permitted under the Status of Residence Previously Granted on the back side in case of being requested by employers or agents at relevant authorities for confirmation.

Regarding the procedure for “Permission to Engage in an Activity Other Than That Permitted Under the Status of Residence Previously Granted”

*Please make sure to check the contents below if you want to apply for the permission to part time work.

■ How to apply for the permission

Please apply for permission at the Immigration Bureau by submitting the following:

- ・ Application form
- ・ Student ID card
- ・ Passport
- ・ Residence Card

■ Required procedure after receiving or renewing the permission

Please be sure to submit a photocopy of both sides of your residence card via the web form below.

Web form: <https://forms.office.com/r/Nqnr0Y6GSq>



■ Required procedure after being hired for a part-time job

Please make sure to submit the Doshisha Certificate of Employment form to the OIS when you are hired for a part-time job.

*International students who have obtained this permission can work for **a maximum of 28 hours per week** (or a maximum of 8 hours in a day and 40 hours in a week during summer, winter and spring recess periods). Do not exceed the defined hours. See the Handbook for International Students for more details.

6. How to Forward E-mails with Office 365

<Important>

E-mails from Doshisha University (DU) are sent to your DU email address. **You must check new messages regularly. We do not give you any special treatment for any disadvantages caused by failure of checking your DU account.**

In order to reduce the risk of missing e-mails, **we highly recommend that you set forwarding e-mails which are delivered to your DU address to your private e-mail address.** You can use “Outlook” app on smartphones as well. You can choose using transfer settings within Office 365 or using the Outlook app.

<How to set forwarding>

- Access to “同志社大学 Web Single Sign-On” (<https://sso.doshisha.ac.jp/>). Enter a user ID and password to log in SSO and Select authentication “イメージングマトリクス (Imaging Matrix)” for multi-factor authentication.



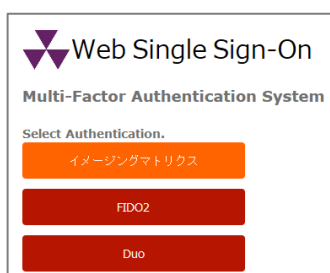
Web Single Sign-On

ユーザID
パスワード

ログインを記憶しません
 送信する情報を再度表示して送信の回数を減らします。

Login

[パスワードを忘れた方はこちら](#)



Web Single Sign-On

Multi-Factor Authentication System

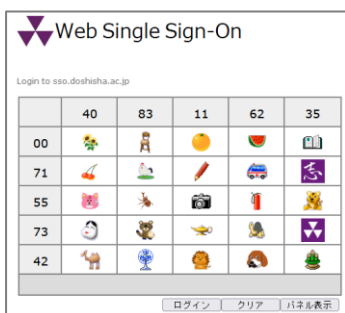
Select Authentication.

イメージングマトリクス

FIDO2

Duo

- Click the three registered images in the correct order and then click “Microsoft 365” icon.



Web Single Sign-On

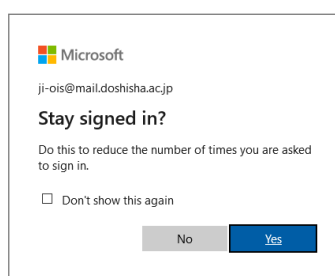
Login to sso.doshisha.ac.jp

	40	83	11	62	35
00					
71					
55					
73					
42					

ログイン クリア パネル表示



- You will be asked “Stay signed in?”, so click “Yes” or “No”. And then click the “Outlook” icon.



Microsoft

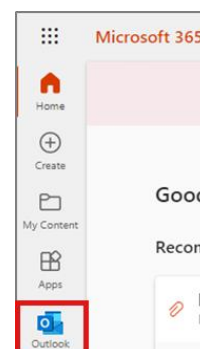
ji-ois@mail.doshisha.ac.jp

Stay signed in

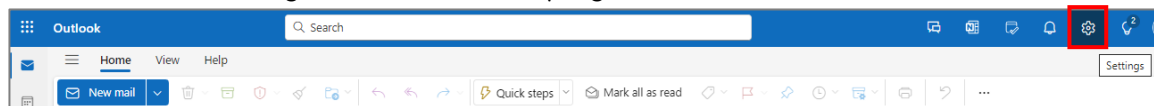
Do this to reduce the number of times you are asked to sign in.

Don't show this again

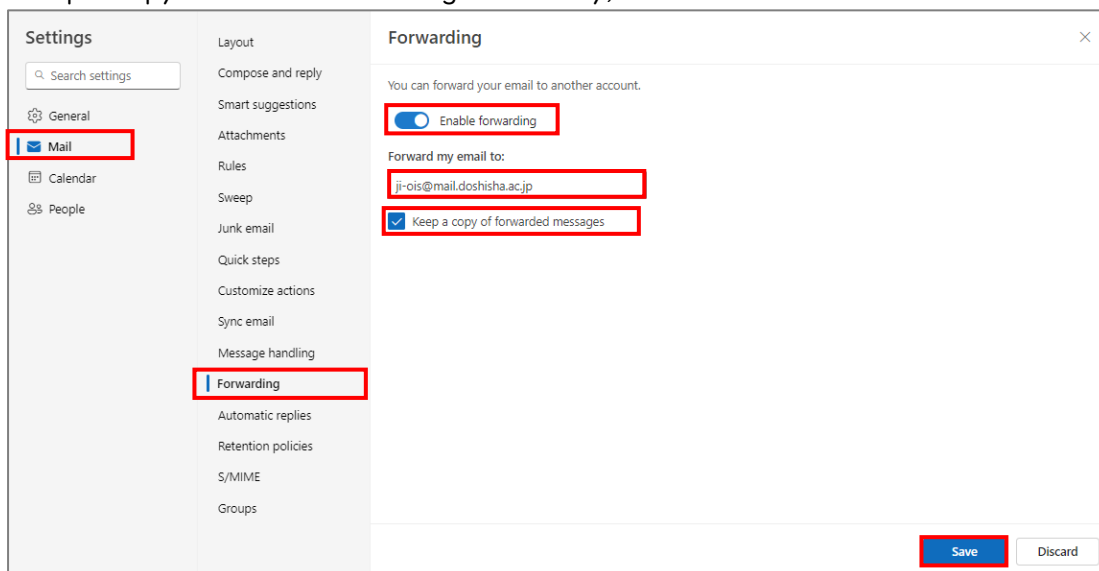
No Yes



d. Click the “Settings” button in the top right.



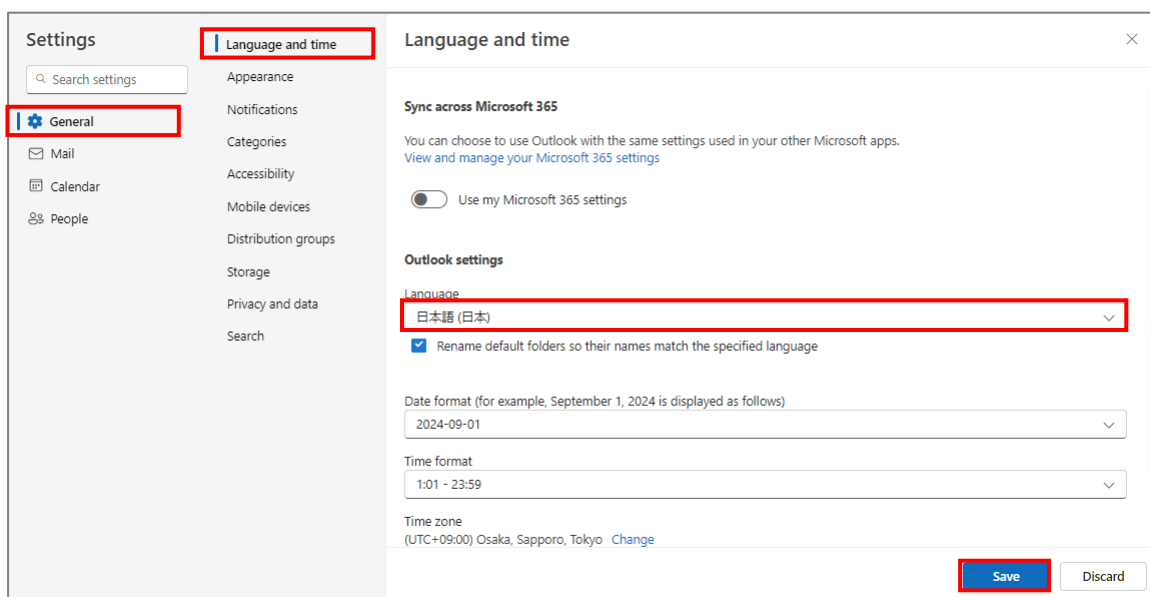
e. On the left side of the screen, click “Mail” and then click “Forwarding”. Tick “Enable forwarding”. Input your private e-mail address in “Forward my email to:” and tick “keep a copy of forwarded messages”. Finally, click “Save”.



f. When completed, try to send e-mails to your DU address to confirm that forwarding setting works correctly or not.

<Language settings>

To change the language settings, click “General” on the screen “e.”, then click “Language and time”. Click “Language” to select your choice of language, and finally click “Save”.



<Notes>

- Mobile phone specific e-mail systems (@ezweb.ne.jp, @docomo.ne.jp, @softbank.ne.jp, etc.) may be initially set to reject or block e-mails from other than mobile phone addresses. You need to check the settings in advance.
- Forwarded e-mails might be recognized as junk e-mails. Therefore, registration of the “doshisha.ac.jp” domain in a whitelist is recommended.

<Other manuals>

Please check the URL below to check other manuals regarding the settings of IT service in Doshisha University.

IT Support Office (only in Japanese) : <https://it.doshisha.ac.jp/it/>



7. Smartphone App for Using University Email

We recommend you to **forward the university email to your private email account to keep checking important information from university.** Moreover, you can use the university email with using dedicated app on your smartphone. **We also recommend you to use this app since there are less troubles comparing to forwarding emails.**

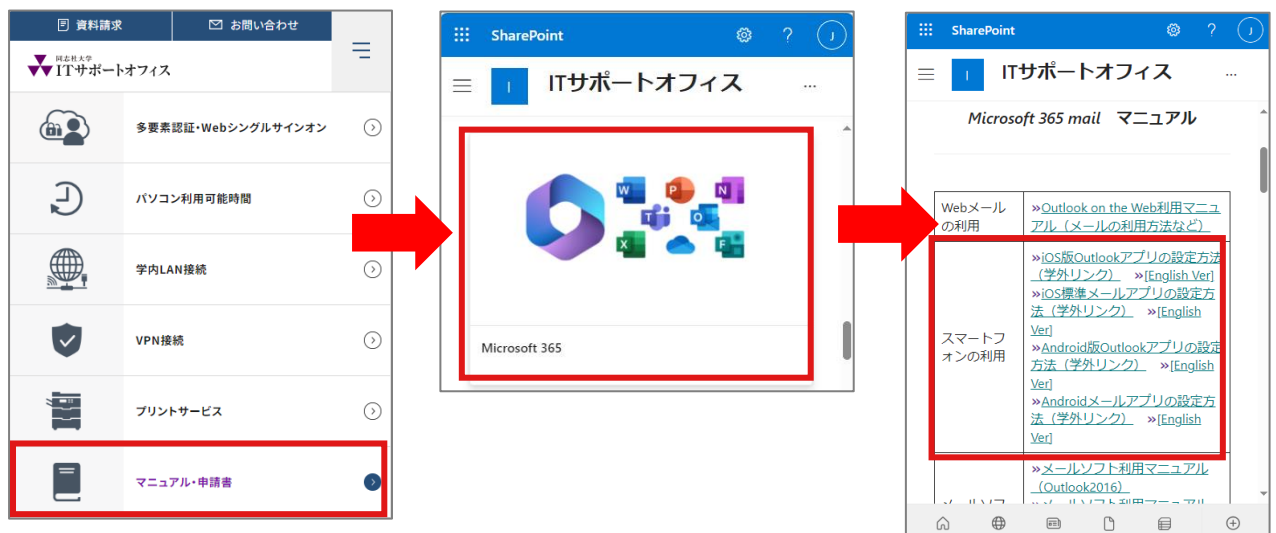
<How to Set and Use the App of University Email>

Setting is different depending on OS. You can find information for using this app on the web page of Doshisha University IT Support Office.

IT Support Office (only in Japanese) : <https://it.doshisha.ac.jp/it/>



- Please access to the web page of IT support Office and click “マニュアル・申請書”.
- Please log in Web Single Sign-On, and you can find “各種申請書・マニュアル一覧”. And then please scroll the same page and click “Microsoft 365” and click the link from “スマートフォン利用”.



8. Doshisha University Portal

Doshisha University Portal is a system that you can check the notice or information from Doshisha University. It is a very useful system; however, it is available in Japanese only. If you want to display it in English, please check “**How to display the portal in English**”.

■ Features of portal

1. You can receive the notice from the university.
2. You can answer questionnaire from the university.
3. You can check the faculty or graduate school calendar.
4. You can access to the various web sites and service of the university.

■ How to access the portal

Please access the web page of portal or web single sign on.

*Both web pages are written in Japanese only.

<Doshisha University Portal>

<https://portal.doshisha.ac.jp/login>



<Web single sign on>

https://it.doshisha.ac.jp/it/service/single_sign_on.html



■ How to display the portal in English

Translation function of the browser is available in the Web version.

Please follow the process below and display the portal in English.

<Microsoft Edge>

1. Select "English" on the setting menu of the browser.
2. Click "Offer to translate pages in this language" and restart the browser.
3. Right click on the Web page and select "Translate to English".

9. 2024 Spring Semester Convocation Ceremony

The convocation ceremony of the Doshisha University Undergraduate School and Graduate school will be held as follows. Please come to the Davis Memorial Auditorium at least 30 minutes before the ceremony starts.

Date : **APRIL 1 (Mon), 2024**

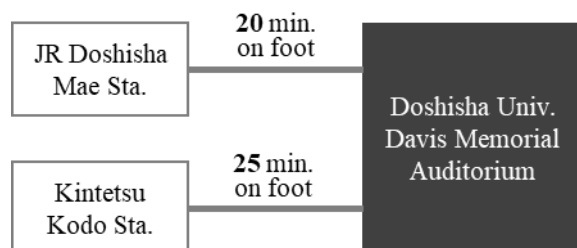
Place : **Davis Memorial Auditorium (Kyotanabe Campus)**

Time	Faculty / Graduate School
9:30 a.m.	Faculty of Law and Graduate School of Law Faculty of Economics and Graduate School of Economics
11:30 a.m.	School of Theology and Graduate School of Theology Faculty of Policy Studies and Graduate School of Policy and Management Faculty of Science and Engineering and Graduate School of Science and Engineering Faculty of Global and Regional Studies / Graduate School of Brain Science
1:30 p.m.	Faculty of Letters and Graduate School of Letters Faculty of Social Studies and Graduate School of Social Studies Faculty of Culture and Information Science and Graduate School of Culture and Information Science / Faculty of Psychology and Graduate School of Psychology Graduate School of Global Studies
3:30 p.m.	Faculty of Commerce and Graduate School of Commerce Faculty of Life and Medical Sciences and Graduate School of Life and Medical Sciences Faculty of Health and Sports Science and Graduate School of Health and Sports Science Faculty of Global Communications / Law School / Graduate School of Business The Institute for the Liberal Arts

Convocation Ceremony URL& QR code

<https://www.doshisha.ac.jp/en/students/schedule/commencement.html>

* Details will be given soon after being established, so please be sure to check the latest information on the web site of Doshisha University regularly.



- Please use the public transportations to come to the Kyotanabe campus.
- It is not allowed to park your car around and inside the campus.

10. Japan Life Information

We introduce you some useful information for your life in Kyoto. Please check them out.

TRANSPORTATION

- Multilingual tourist information app for Kyoto city



← Bus and Train Veteran,
Arukumachi KYOTO Route Planner



← Kyoto City Bus & Subway
Information Guide (for mobile
devices)

KYOTO LIFE

- Multilingual information related to your life, study, job hunting as a foreign student in Kyoto



← STUDY KYOTO (The
International Student
Study Kyoto Network)



← Guidebook on Living
and Working (Immigration
Services Agency of Japan)

KOKOKA

- Multilingual information website for Kyoto city residents. List of hospitals with foreign language speaking doctors.



← Top page



← Easy Living
in Kyoto



← Hospitals
with language
assistance in
Kyoto city



← Emergency

INSURANCE (including bicycle liability insurance)

- In order to prepare fully for various risks (Illness, accident, compensation etc) we recommend you to take some insurance. Also, **the bicycle liability insurance subscription is compulsory in Kyoto prefecture if you would like to ride a bicycle in Kyoto.** Some insurance for students is available at Doshisha co-op (Ryoshinkan I F Imadegawa/ Nichiryokan I F Kyotanabe). Please ask the staff there if you would like to know more information.



← Bicycle liability Insurance (Kyoto Prefectural
Office) *It's written in Japanese only.

IN EMERGENCY

- Multilingual information related to the important news such as disaster preparedness written in English or easy Japanese provided by public broadcaster "NHK".



← NHK world Japan



← News written in easy Japanese

11. Message from the Counseling Center

Welcome to Kyoto and Doshisha University!

We at the Counseling Center wish all of you the best in your learning and experiences during your study abroad in Japan.

While living and studying abroad could be a very exciting and eye opening experience, it could also be accompanied with concerns and/or difficulties. Please feel free to contact the Counseling Center for any concerns or problems big or small that you may have, and would like to talk to someone about.

Licensed Counselor fluent in English is available to work with you to help support your productive and meaningful study abroad. The sessions are confidential.

To see the Counselor, please call or visit us and make an appointment.

Open Hours are 9:00~17:00 on weekdays.

< **Imadegawa Campus** > Call us at 075-251-3275

Location: 1st Floor of Kambaikan building (north end next to Hardy Hall)

*English counseling is available on **Mondays, Thursdays & Fridays**

< **Kyotanabe Campus** > Call us at 0774-65-7415

Location: 1st Floor of Chishinkan I (TCI) building (southeast corner)

*English counseling is available on **Wednesdays**

Session Time Slots (for both campuses):

1) 10:30 ~ 11:20
(closed for lunch break between 11:30 ~ 12:30)
2) 13:00 ~ 13:50
3) 14:00 ~ 14:50
4) 15:00 ~ 15:50
5) 16:00 ~ 16:50



I 2. About SIED and Intercultural Events

Hello! We are **SIED**



SIED (シード・Student Staff for Intercultural Events at Doshisha) とは、学生が主体となり国際交流イベントを企画・運営するために国際センター留学生課に設けられた組織です。2013年10月より活動を開始し、現在は両校地合わせて40人のスタッフが、同志社大学におけるローカル学生と外国人留学生の相互交流を促進し、同志社大学のグローバル化を推進するために活動しています。

SIED (Student Staff for Intercultural Events at Doshisha) is a student organization that belongs to the Office of International Students. Established in October of 2013, our mission is to promote intercultural exchange between local students and international students at Doshisha University. SIED currently has 40 staff members on both campuses, all of whom strive to plan and manage various events to advance the globalization on campus.



SIEDが企画するイベントは、同志社大学生なら誰でも参加できます!

SIED events are open to all Doshisha students!

国際交流ラウンジで待ってます!
Find us at the **International Community Lounge!**



京田辺キャンパス 桐葉館1階
Kyotanabe campus **Shigyokan Bldg. 1F**



今出川キャンパス 扶桑館2階
Imadegawa campus **Fusokan Bldg. 2F**

Contact : 同志社大学留学生課 SIED
[今出川 Imadegawa]
E-mail: ji-sied@mail.doshisha.ac.jp
[京田辺 Kyotanabe]
E-mail: jt-sied@mail.doshisha.ac.jp



DOSHISHA_SIED

@doshisha_sied




SIED Web English pages
EN https://ois.doshisha.ac.jp/en/international_exchange/sied.html
JP https://eis.doshisha.ac.jp/international_exchange/sied.html

I 3. Welcome Events for New International Students

Doshisha Univ. Office of International Students, SIED 2024 Spring Semester



WELCOME EVENTS

Welcome to Doshisha University!

SIED (Student Staff for Intercultural Events at Doshisha) has prepared four events to welcome new students.

All events are open to local, international, and current Doshisha students. Join our events and make new friends!



Let's Learn Okinawa Local Culture! —Making Sand of Star— (Imadegawa Campus)

Why don't you make your own sand of star? In this event, you'll also learn the way of lifestyle of people in Okinawa and its culture!

[Date] Around the end of April
[Place] International Community Lounge
[Fee] TBA

Let's go to Kyoto City Zoo!

We are going to Kyoto City Zoo. We will form groups, and the groups walk around the zoo together. In addition, we will be asked to solve quizzes.

[Date] April 21st (Sun.)
[Place] Kyoto City Zoo
[Fee] Kyoto City Zoo admission fee
(KYO-DENT registrant: 100 yen,
non-registered person 750 yen)

* Meet up place might be changed.



Daimonji mountain climbing!

How about going up the mountain with us? Let's make friends while climbing this mountain! (This event will be rained out.)

[Date] April 27th(Sat.)
[Place] Mt. Daimonji
[Fee]Free



SIED Spring Sports Festival

We will hold a big sports festival, which is common school event in Japan!

Let's enjoy interaction with participants through various fun sports!

[Date] May 18th (Sat.)
[Place] Kyotanabe campus,
Davis Memorial Auditorium
[Fee] TBA



Feel free to come join SIED events! Further information will be posted on Instagram, so please check it!



※All events are open to all Doshisha students.
※Transportation cost is not included in the event fee.
※The event contents are subject to change.



DOSHISHA_SIED



More Info and Event Sign-up Available on SIED's Webpage and Instagram

Contact : SIED, Doshisha University Office of International Students

[IMADEGAWA] ji-sied@mail.doshisha.ac.jp

[KYOTANABE] jt-sied@mail.doshisha.ac.jp

14. SIED Event “Lunch Talk” at Imadegawa Campus



LUNCH TALK

ランチトーク



Lunch Talk will start from
April 15th(Mon.).
Let's chat in various languages!
You can make new friends!
No application required!

Lunch Talkは4月15日(月)
から始まるよ!
色々な言語で話そう!
新しい友達を作ろう!
申込は不要です!

Mondays
毎週月曜日

Japanese 日本語
* 12:25~13:05

Wednesdays
毎週水曜日

Chinese or Korean
中国語 / コリア語
* 12:25~13:05 *

Fridays
毎週金曜日

English 英語. *
12:25~13:05*

**At International
Community Lounge**
国際交流ラウンジにて

2nd floor of Fusokan,
Imadegawa campus
今出川キャンパス 扶桑館 2階



同志社大学留学生課SIED(今出川)
SIED, Office of International Students,
Doshisha University(Imadegawa)
E-mail: ji-sied@mail.doshisha.ac.jp

I 5. Support Service (Only for those who study in Imadegawa Campus)

Support Service for New International Students

日本語が苦手な留学生への 新入外国人留学生サポートサービス

Welcome to Doshisha University! Current students at Doshisha will assist you to complete required procedures at Kyoto city ward office or open a JP Post bank account! If you need help for Japanese, please apply for this service from the URL or the QR code below.

同志社大学へようこそ! ★日本語がわからない・苦手な留学生を対象に、留学生活に必要な「区役所での住民登録、国民健康保険と国民年金の加入」と「銀行口座開設」を在学生在がサポートします! ★日本語能力を理由として役所・銀行の手続きができない方は以下の URL または QR コードからお申し込みください。

A) Support service for Kyoto city ward office procedures

京都市の区役所での手続きのサポート

※This service is available only for Kyoto City ward offices.

※京都市の区役所に限ります。

The support service for students who need help to complete necessary procedures of resident registration, national health insurance, and pension at Kyoto city ward office

区役所での住民登録、国民健康保険、国民年金の手続きをサポートします。

■Date 日程■ March 27th(Wed.) 3月27日(水)

■Start Time 開始時間■ (1)9:30 (2)13:45

■Time 所要時間■ About 2 to 3 hours 約2~3時間

■Application Form ↓ 申込フォーム

<https://forms.office.com/r/5S5BXH5nvj>



Application Form ↓ 申し込みフォーム



B) Support service for opening a JP Post bank account

ゆうちょ銀行口座の開設サポート

※This service is available only for JP Post bank.

※ゆうちょ銀行に限ります。

The support service for students who are wondering how to open a JP Post bank account.

銀行口座を開設するために必要な書類の記入をサポートします。

■Date 日程■ March 28th (Thu.) 3月28日(木)

■Meeting Time 集合時間■

(1)9:30 (2)10:30 (3)11:30 (4)13:30 (5)14:30

■Application Form ↓ 申込フォーム

<https://forms.office.com/r/PhNQdCCpME>

■Note 注意■

★This service is intended for those who could not open an account by themselves. The number of participants is limited for this support service and it's required to make a reservation from the application form. First come, first served.

このサービスは、自分では口座を開設できなかった留学生が対象です。このサービスには人数制限があるので申し込みフォームから予約を取ってください。申し込みは先着順です。

Application Form ↓ 申し込みフォーム



Same conditions for A) and B) A)とB)の共通事項

■Meeting Place 集合場所■

Classroom F104 教室 (1st floor of Fusokan, Imadegawa campus, 今出川キャンパス扶桑館1階)

■What to Bring 持ち物■

- Your address in Japan ●Residence card ●Passport ●Personal seal (required if they are commonly used in your country) ●Social Security Number (only for Americans) ●Transportation expenses
- Certificate of residence with your My Number(only for B)
- 自分の住所 ●在留カード ●パスポート ●印鑑(自国で印鑑を使う文化のある学生)
- 米国社会保障番号(米国籍保有者のみ) ●交通費 ●マイナンバーの記載された住民票(Bのみ)

外国人留学生向け For International Students



「新生活を前に、期待と不安でいっぱい」というあなた。
留学生ピアサポート制度を利用してみませんか？
友達としてあなたをサポートしてくれる
同志社大学の学生を留学生課が紹介します！
If you are feeling excited but anxious about your new life in Japan, "International Peer Support Program" may just be what you need. Office of International Students will introduce you to a current student at Doshisha who will readily help you as your friend.

留学生ピアサポート制度 International Peer Support Program

サポート内容 Supports

- **学外サポート Off-Campus Support**
Your supporter will accompany you to a bank, city hall etc. and help you with Japanese when needed.
銀行や市役所などへの同行、簡単な通訳
- **学内サポート On/Around Campus Support**
Your supporter will show you around the campus and share useful information such as how to use the library, good places to get lunch, etc.
キャンパス内、周辺の案内、図書館などの学内施設について説明
- **会話パートナー&ランチメイト Language Partner/Lunch Mate**
Your supporter will be your language partner between classes or during lunch time.
空いている講時やランチタイムの会話パートナー

申込方法 Application:

ピアサポートを希望する留学生は、申込フォームに必要事項を入力し、お申込みください。(フォームには下記リンクまたはQRコードからアクセスしてください。)

Please fill out the application form and submit it.

The URL below is the application form or please scan the QR code.



申込フォーム Application Form:

<https://forms.office.com/r/mwwazzg5aa>

応募締切 Application deadline:

2024年4月26日(金) 17:00 April 26th (Fri.) 17:00, 2024

【Contact】留学生課 Office of International Students (OIS)

今出川 Imadegawa (扶桑館2階 Fusokan bldg. 2F) ☎ 075-251-3257 ✉ ji-ois@mail.doshisha.ac.jp
京田辺 Kyotanabe (嗣業館1階 Sigyokan bldg. 1F) ☎ 0774-65-7453 ✉ jt-ois@mail.doshisha.ac.jp

