



創価大学

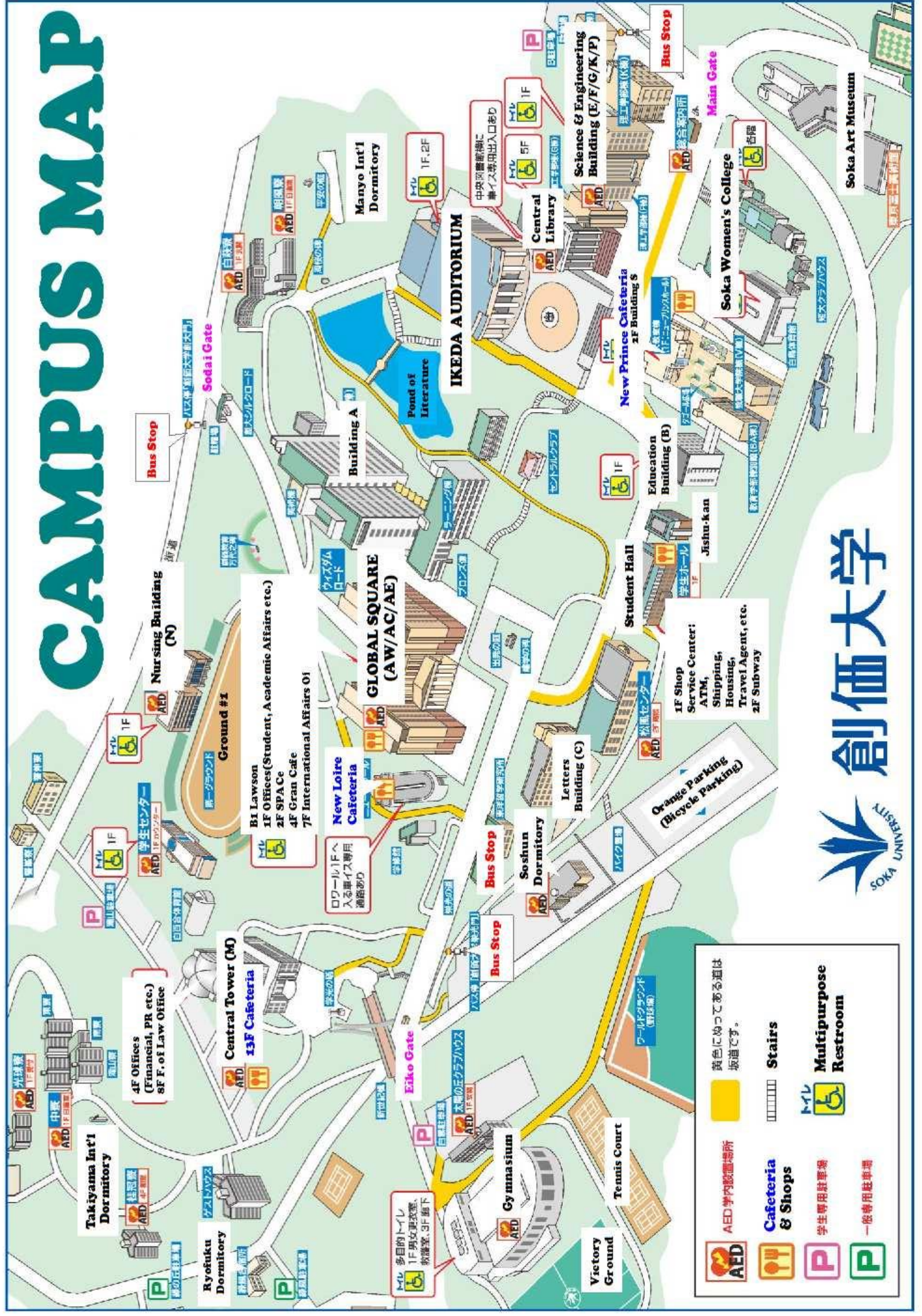
# International Students Campus Life Booklet



創価大学国際課  
International Affairs Office  
SOKA University



# CAMPUS MAP



創価大学  
SOKA UNIVERSITY

	AED 学内設置場所		黄色にぬってある道は 坂道です。
	Cafeteria & Shops		Stairs
	学生専用駐車場 一般専用駐車場		Multipurpose Restroom



# ABOUT SOKA UNIVERSITY

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SOKA University was established in 1971 by Dr. Daisaku Ikeda, who set forth the three Founding Principles to bring the ideal of the “students first” education.

## Founding Principles

- Be the highest seat of learning for humanistic education
- Be the cradle of a new culture
- Be a fortress for the peace of humankind



The university emblem features the mighty pen flanked by the wings of a phoenix. The pen represents wisdom; the phoenix’s wings, students taking flight into the world.

# UNIVERSITY SCHEDULE

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<b>Apr</b>	<ul style="list-style-type: none"> <li>• Spring Semester Guidance</li> <li>• Health check</li> <li>• Begin of Spring Semester</li> </ul>
<b>May</b>	<ul style="list-style-type: none"> <li>• Midterm exams</li> </ul>
<b>Jun</b>	
<b>Jul</b>	<ul style="list-style-type: none"> <li>• International Culture Festival</li> <li>• Spring Semester Final Exams</li> <li>• End of Spring Semester</li> <li>• Spring Semester Completion Ceremony</li> <li>• Summer break</li> </ul>
<b>Aug</b>	<ul style="list-style-type: none"> <li>• Summer break</li> </ul>

<b>Sep</b>	<ul style="list-style-type: none"> <li>• Fall Semester Guidance</li> <li>• Begin of Fall Semester</li> </ul>
<b>Oct</b>	<ul style="list-style-type: none"> <li>• SOKA University Festival</li> <li>• Midterm exams</li> </ul>
<b>Nov</b>	
<b>Dec</b>	<ul style="list-style-type: none"> <li>• Winter break</li> </ul>
<b>Jan</b>	<ul style="list-style-type: none"> <li>• New Year Party for International Students</li> <li>• Fall Semester Final Exams</li> <li>• End of Fall Semester</li> <li>• Fall Semester Completion Ceremony</li> </ul>
<b>Feb</b>	<ul style="list-style-type: none"> <li>• Spring Break</li> </ul>
<b>Mar</b>	<ul style="list-style-type: none"> <li>• Graduation Ceremony</li> </ul>

# STUDENT LIFE

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## ● International Affairs Office Hours [TEL] 042-691-8200

Monday - Friday	9:30~17:00
Saturday	9:30~12:00
Sundays, Holidays	Closed
Vacations	9:30~12:00 (Weekdays only)

## ● Contact from the International Affairs Office

SOKA University provides school e-mail address to international students during orientation period. You can login at the Gmail webpage. There will be notices regarding classes and information from the International Affairs Office, therefore please check your e-mail on a daily basis. For urgent notices, the office may contact you via the contact information you have provided on the student information card. Therefore, please inform the office if you get a phone number in Japan.

Login page: <https://mail.google.com>



## ● Computer Use

Computers are available for use at AE761 in Global Square and the Library.

### Computer room (AE761) hours

Monday - Friday	9:30~20:30
Saturday	9:30~18:30
Sundays, Holidays	Closed

## ● Campus Health Center [TEL] 042-691-9373

In case of accident or illness, students can ask for services at the Health Center on campus. Services include simple diagnosis, prescription of medication, and medical referral. The Health Center is located on the Global Square building B1 floor.

### Health Center Hours:

Monday, Tuesday, Thursday	9:00~18:20
Wednesday, Friday	9:00~17:00
Saturday	9:00~12:00
Sundays, Holidays	Closed
During vacations (weekdays)	9:00~17:00

## ● Smoke-free Policy on Campus

SOKA University has a smoke-free campus policy. At the dormitories, smoking is permitted but only in designated areas and not inside the buildings.

## ● University Facilities Working Hours

※The schedule may change during university events or school vacations.

University Facilities		
Library <a href="http://lib.SOKA.ac.jp/en/">http://lib.SOKA.ac.jp/en/</a>	Monday to Friday	08:30 ~ 21:00
	Saturday	09:00 ~ 21:00
	Sunday	10:00 ~ 17:00
SPACe <a href="https://www.SOKA.ac.jp/en/space">https://www.SOKA.ac.jp/en/space</a>	Monday to Friday	09:00 ~ 20:30
	Saturday	09:00 ~ 17:00
Cafeterias		
New Loire 1F	Monday to Friday	11:30 ~ 14:30
	Saturday	CLOSED
New Loire 2F	Monday to Friday	CLOSED
Main Tower 13F	Monday to Friday	CLOSED
New Prince Hall	Monday to Friday	08:00 ~ 10:00 11:00 ~ 13:30
Gran cafe	Monday to Friday	CLOSED
Shops		
Student Hall 1F: Stationary, books, shipping, etc. 2F: Real estate, copy machine, etc.	Monday to Friday	09:00 ~ 18:30
	Saturday and Sunday	09:00 ~ 17:00
LAWSON (Student Hall)	Monday to Friday	CLOSED
	Saturday and Sunday	
LAWSON (Global Square B1F)	Monday to Friday	08:30 ~ 18:30
	Saturday	CLOSED

## ● Shuttle Bus

SOKA University has a shuttle bus that runs from the campus to Shinjuku Station West Exit. Please access the Portal Site (PLAS) to reserve a seat or check the schedule.

- One-way: 410 yen (IC Card accepted)
- Departing from the university

9:00, 15:00, 16:45, 17:15, 18:30, 19:30, 20:30, 21:00

\* Shuttle bus does not run during long vacations.



# SCHOOL REGISTRATION INFORMATION

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In Japan, universities that accept students enrolled as an “international student” are legally required to manage students’ information including their visa statuses and the permitted period of residence. Please submit your passport (copies of the page with the ID photo, the student visa, and the Landing Permission seal) and the Residence Card (front and back) to International Affairs Office.

Personal information that the office handles will be used for enrollment management and not for any other purposes.

## VISA

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### ● Resident Registration

It is mandatory to carry the Residence Card. Please always bring with you your Residence Card and the SOKA University Student Card.

※Recently, many incidents related to forgery of the Residence Card, therefore please take care and always carry it.

### ● Permission to Engage in Activity Other Than That Permitted

Although it is recommended to give priority to their studies, international students who are willing to do a part-time job must follow the instructions below. You will need to apply for the document “Permission to Engage in Activity Other Than That Permitted”, and submit a copy of it to your part-time employer.

Working hours are allowed up to the following:

While classes are in session: 28 hours per week

During vacations: 8 hours per day (maximum of 40 hours per week)

※Note that if violations are found by the government, your permission to work could be canceled, or in the worst case, deported from Japan.

### ● Application Assistance

For applications that have to be submitted to the Immigration Bureau, International Affairs Office staff can handle them on your behalf.

Deadline for request application by the International Affairs Office: 3<sup>rd</sup> Friday of each month

- When submitting an application to the Immigration Bureau, we keep your passport during the period, and give a certified copy in exchange.

- Applications for the “Permission to Engage in Activity Other Than That Permitted” takes around one month. In case there is urgency, please go to the Immigration Office by yourself (it takes approximately two weeks to get done).

- Applications for visa extension or change of status may take longer

## DORMITORY LIFE

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### ● Curfew

In Hachioji, many streets do not have plenty illumination, there are few people on the streets at night and thus the local community can be unsafe.

Please obey the curfew and return to the dormitory by the indicated time.

Women's dormitories: 23:00

Men's dormitories: 00:00

### ● Rules

The dormitories are a common shared space. Detailed rules will be informed in the dormitories. Please obey the rules. In case the rules specified in the "Agreement," which is signed before the arrival in Japan, are broken, the resident might be asked to leave the dormitory.

## COMMUTING

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### ● Cars and Motorcycles

Non-Degree students and exchange students are not allowed to use cars or motorcycles due to the high cost of maintaining a vehicle and to legal responsibilities and financial compensation in case of an accident, which can adversely affect student life.

### ● Bicycles

All students are allowed to ride bicycles, but they must be registered by submitting the Bicycle Burglary Prevention Registration document.

- If you purchase a bicycle, you should register it immediately at the same shop.
- If you get a bicycle from another person, you need to renew the registration with your name at any shop.
- Park your bicycle only at parking lots or designated spaces. Note that bicycles that are violating parking regulations can be taken away. Retrieving bicycles require payment of a fee.



# COMPLETION CEREMONY

## ● Students of Preparatory Japanese Language Program

You will participate in the commencement ceremony with the undergraduate students and attend a completion ceremony after the graduation ceremony in mid-March.



## ● Exchange Students and Non-Degree Students

We will hold a completion ceremony every year in July and January for exchange students and non-degree students. Students who are completing their semester are eligible for participation. It is a ceremony which shows friendships of international students going on their own paths.





# LIFE IN JAPAN – ELECTRICITY, BANK ACCOUNT, CELLPHONE

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## ● Voltage

Differing of some countries, the voltage in Japan is of 100 volts.

The Japanese power plug is A Type. You can find adapters in electronic stores on the Hachioji Station surroundings, such as BIC Camera or Yodobashi Camera.



## ● Opening a Bank Account

The procedures and requirements for opening a bank account in Japan may vary according to your visa status and validation length. SOKA University helps students opening a bank account in JP Bank during the Student Life Orientation sessions. Please check the details on the schedule.

\* Those willing to open an account in a different bank must go directly to the branch, by themselves.

\* Most banks only accept applications of people whose stay in Japan already passed more than six months.

## ● ATM

You can withdraw money directly in Japanese yen using cards issued by banks from your home country at the ATM below:

JP Bank: [https://www.jp-bank.japanpost.jp/en/ias/en\\_ias\\_index.html](https://www.jp-bank.japanpost.jp/en/ias/en_ias_index.html)

7-Eleven: <https://www.sevenbank.co.jp/intlcard/index2.html>

Lawson: <https://www.lawsonbank.jp/international/en/>

Family Mart: <http://www.enetcom.co.jp/intl/en/>

You can find ATM for the following banks at the Student Hall:

Mitsubishi UFJ (MUFG), Mizuho Bank, JP Bank, Mitsui Sumitomo (SMBC)

\* On-campus ATM hours: <https://www.SOKA.ac.jp/en/campuslife/campus/atm>

## ● Mobile Phones

If you would like to purchase a cell phone in Japan, most companies require the Japanese national health insurance card, a credit card, and a bank account in Japan. Short term contracts by foreign nationals often require purchase in one installment, usually more than fifty thousand yen. Some companies offer deals exclusively for

international students, such as cheaper phones and SIM cards.

## MEANS OF TRANSPORTATION

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### ● IC Fare Cards for Trains and Buses

Rechargeable IC fare cards are convenient when paying for train or bus fares. Examples are Suica and PASMO, which can be purchased and charged at train stations.

Train: When going through the ticket gate, hold the card close to the card reader (instead of inserting it into the ticket slot).

Bus: When getting on the bus, hold the card close to the card reader. Repeat the process when getting off. The entrance is usually at the middle, and the exit usually at the front.

How to ride a Nishi Tokyo bus: <https://youtu.be/DEOBwFx9W5M>



## LIFE IN JAPAN – HEALTH INSURANCE

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### ● National Health Insurance

Those who live in Japan have to enroll in the National Health Insurance. This subsidizes a portion of one's medical expenses for checkups and treatments. 70% of the total medical expenses within the coverage of the insurance will be granted by the government when the insurance card is presented at hospitals. Exceptions may apply, so please confirm the coverage in advance with each hospital.

The National Health Insurance is a personal expense. Once you receive the documents, please handle the paperwork promptly.

### ● Inbound Insurance

SOKA University is enrolled in a liability insurance called Inbound Hoken for exchange students, Non-degree program students, and Bekka students. This covers the expenses when a student injures someone or break others' belongings and have to pay damage reparation. It also covers the expenses for a student's injury. For more information, please refer to the accompanying paper.

Please come to International Affairs Office when you are in trouble.



# LIFE IN JAPAN - OTHERS

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## ● About Manners in the Neighborhood

In the university surroundings, there are not only students, but also other people living in the region for many years.

Please refrain from talking out loud when the windows are open or in private spaces, to avoid causing annoyance to the neighborhood.

Please avoid disturbing the neighborhood when having parties and other activities in public areas. There were cases in which the university was warned, or even the police was called. Further, you must bring the garbage with you back to the dormitory or your house (it is prohibited to leave garbage at convenience stores or someone else's house).

## ● About accidents, thefts, and other crimes

- If you get in an accident or become subject to attack, contact the police immediately.

※Emergency phone number in case of accident or theft: 110 (please also contact the International Affairs Office as well).

- If your bank card or credit card is stolen, immediately contact the police and the bank/credit card company to avoid abuse of the card.

- Female students will receive a buzzer. Keep it always with you when going out.



## ● Earthquakes

Japan is known for frequent earthquakes. Please be familiar with the evacuation areas and be prepared in advance of items to take with you in case of an emergency. In case of an earthquake:

### ★In the first two minutes after an earthquake occurs

Stay calm, keep distance from furniture and other things that may fall and seek for cover under desks or tables.

### ★After the earthquake stops

Remove the electricity outlets and look for escape routes.

### ★What to do before rescue arrives

Stock water and food, and find accurate information on radio or TV reports.

### ★On the streets

Protect your head from objects that may fall like lamps or signs, and move to a shelter or a park that is safe enough.

### ★In a train

Hold on the straps tightly and, even if the train stops somewhere besides a station,

## TRAVELLING

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Staying out overnight for a long period is not permitted while classes are in session. If you need to leave the campus for a long period, notify your teachers and please get their consent to be absent from classes. Then, please notify International Affairs Office.

### ● Travelling abroad

- When travelling abroad or returning to your home country, do not forget to bring your passport and the residence card with you. You will need them to reentry the country.
- Before leaving Japan for vacation, please submit the “Temporary Leave Notification” form to the International Affairs Office.

### ● Student Discount for JR Tickets

If you plan to travel for more than 100 kilometers in Japan using regular JR lines, you can apply for gakuwari tickets, which reduces your long-distance transportation fee by 20%. They can be issued at the Student Affairs Office located on the first floor of Global Square.

## INFORMATION FROM HACHIOJI CITY FOR FOREIGNERS

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### ● Pamphlet , “Ginkgo” with information for Foreigners (English, Chinese, Korean)

<http://www.city.hachioji.tokyo.jp/kurashi/shimin/004/004/gaikokujinnojoyoho/p000112.html>

### ● Disaster Prevention Guidelines (English, Chinese, Korean, Tagalog, Spanish, Portuguese)

<http://www.city.hachioji.tokyo.jp/kurashi/shimin/004/004/gaikokujinnojoyoho/p000109.html>

### ● Useful Guidebook for living (English, Chinese, Korean)

<http://www.city.hachioji.tokyo.jp/kurashi/shimin/004/004/gaikokujinnojoyoho/p000113.html>

### ● Information on living, “Japanese for Beginners” (Japanese, English, Chinese, Korean, Spanish, Portuguese, Tagalog, German, Vietnamese, French, Russian, Indonesian, Thai, Burmese, Japanese for beginners)

<http://www.city.hachioji.tokyo.jp/kurashi/shimin/004/004/gaikokujinnojoyoho/p000097.html>

<http://www.clair.or.jp/tagengorev/eja/index.html>

### ● Multilingual Medical Questionnaire (18 languages)

<http://www.city.hachioji.tokyo.jp/kurashi/shimin/004/004/gaikokujinnojoyoho/p000121.html>

<http://www.kifjp.org/medical/>



# INFORMATION ON TRAFFIC SAFETY GUIDELINES FROM THE NATIONAL POLICE AGENCY

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## ● Traffic Safety Guidelines for Pedestrians and Cyclists

(English) [https://www.npa.go.jp/koutsuu/kikaku/trafficsafety/traffic\\_safety\\_en.pdf](https://www.npa.go.jp/koutsuu/kikaku/trafficsafety/traffic_safety_en.pdf)

(Chinese) [https://www.npa.go.jp/koutsuu/kikaku/trafficsafety/traffic\\_safety\\_cn.pdf](https://www.npa.go.jp/koutsuu/kikaku/trafficsafety/traffic_safety_cn.pdf)

(Korean) [https://www.npa.go.jp/koutsuu/kikaku/trafficsafety/traffic\\_safety\\_kr.pdf](https://www.npa.go.jp/koutsuu/kikaku/trafficsafety/traffic_safety_kr.pdf)

(Portuguese) [https://www.npa.go.jp/koutsuu/kikaku/trafficsafety/traffic\\_safety\\_pt.pdf](https://www.npa.go.jp/koutsuu/kikaku/trafficsafety/traffic_safety_pt.pdf)

## ● Safety Guidelines for Cyclists -issued June 1<sup>st</sup>, 2015-

<http://www.keishicho.metro.tokyo.jp/kotsu/jikoboshi/bicycle/koshu.html>

## ABOUT HACHIOJI

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Hachioji is located around 40km from central Tokyo, and it takes around 40 minutes by train from Shinjuku.

It is located in a basin, in which its North, West and South regions are surrounded by hills which height vary from 200m to 800m above the sea, while the Eastern area in the Kanto plateau.



It was recognized as a city in 1917, therefore it will be celebrating its 100<sup>th</sup> anniversary in 2017. Furthermore, it became a core city in the Western region of Tokyo, with a population of 580,000 inhabitants as of April 2015, counting with 21 universities, making Hachioji a University Town under continuous development.

Hachioji city homepage: <https://www.city.hachioji.tokyo.jp/>

## ● Buses

The bus fare from SOKA University to Hachioji Station is 310 yen.

- SOKA University has three bus stops: Eiko-mon, Seimon and Sodai-mon.
- There are two bus stops at the Station: Hachioji Station North Exit, Keio Hachioji Station.
- Time schedule (in Japanese): <http://www.nisitokyobus.co.jp/rosen/pocket.html>

How to ride a bus: <https://youtu.be/CVphb47m5nU>

## Mount Takao

Mt. Takao is a mountain that was ranked as a 3-star Tourist Attraction in 2007 (the same as Mt. Fuji), and it is possible to visit and enjoy the mount in one single day.

It also has a cable car that lifts up halfway to the top of the mount. For those who wish to climb it on foot, it counts with three ways that take around one and a half hour until the top.

Address: Takao-machi, Hachioji-shi, Tokyo

Phone: 042-664-7872

Homepage (in Japanese): <https://takaozanyuho.com/>



## ●Hachioji Castle

The Hachioji Castel is a leading mountain-castle within the Kanto Area.

In April 2006, it was appointed as one of the 100 main castles of Japan. It is compared to many World Heritage Sites in Japan, and also remained in good conditions despite the conflict history of the country.

Address: Motohachioji-cho, Hachioji-shi, Tokyo



## ● Mitsui Outlet - Tama Minami Osawa

It is a real outlet, located at the Minami Osawa station in Keio Line. They sell high-quality products from famous brands in a very affordable price.

Address: 1-600 Minami Osawa, Hachioji-shi, Tokyo

Phone: 042-670-5777.

Homepage (in Japanese) : <https://mitsui-shopping-park.com/mop/tama/>



参照画像 : <https://30min.jp/spot/52>



## Takiyama Castle Ruins

Located very near SOKA University, the remains of the Takiyama Castel are one of the most famous ruins from Japanese medieval age.

In 1971, under the cooperation between local residents and the Government, 5,000 cherry trees were planted, and until today, it is known as a famous site to see the cherry blossoms.



## ● Tokyo Fuji Art Museum

It was established in 1983 by Dr. Ikeda, who also established SOKA University. It has a catalogue of 30,000 items not only from Japan, but also Eastern and Western paints, photos, sculptures, clay, lacquer, swords, etc.

It is located besides SOKA University, and if you bring your student card you can enter for free.



Homepage: <https://www.fujibi.or.jp/en/index/>

## SOKA University mascots



ETANYちゃん



DEEくん



GLOBOKUN

Facebook: <http://www.facebook.com/SOKAuniversity>

Twitter: [https://twitter.com/SOKA\\_univ](https://twitter.com/SOKA_univ)

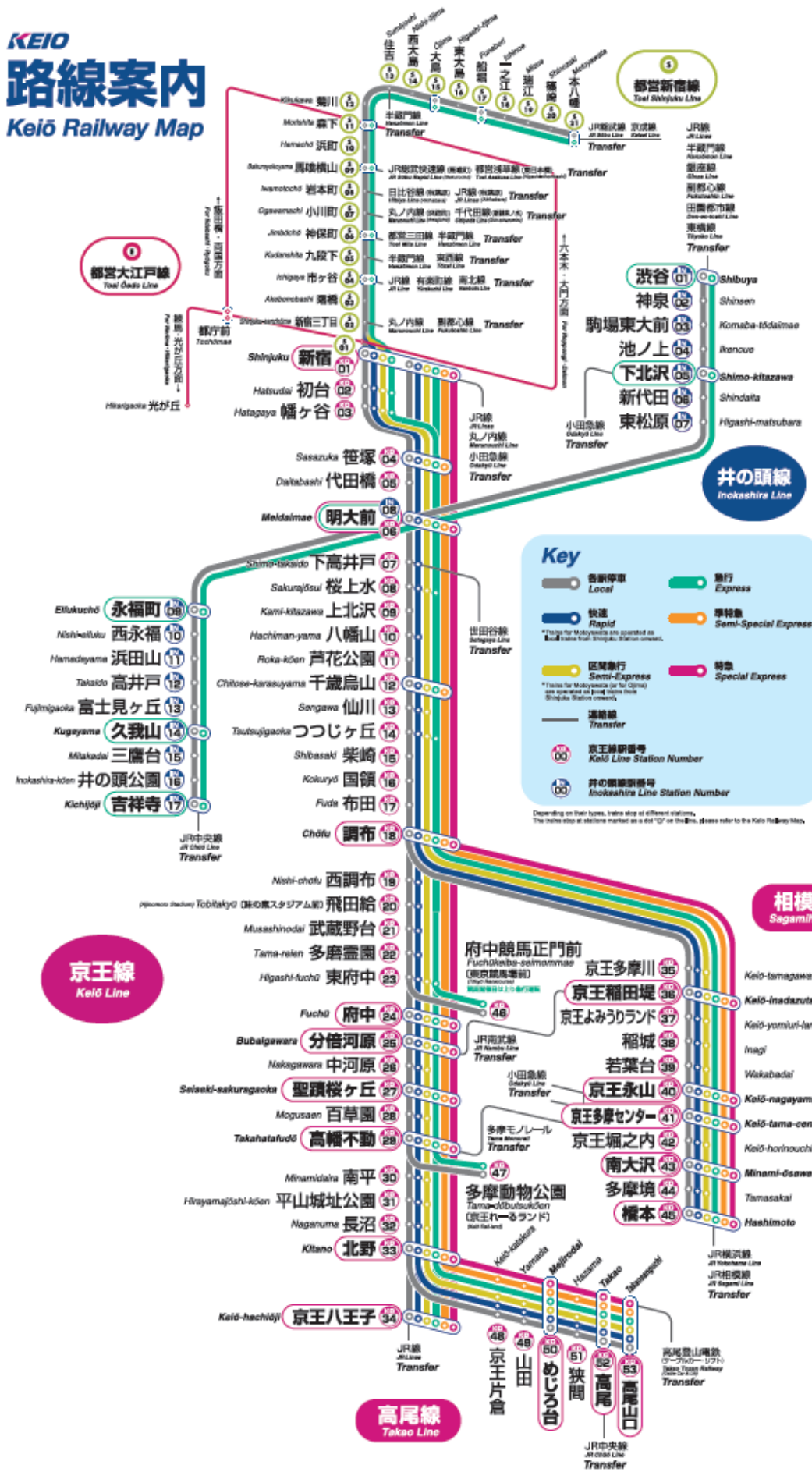
Instagram: <https://www.instagram.com/SOKAuniversity/>





# KEIO 路線案内

## Keiō Railway Map



**9** 都営大江戸線  
Toei Oedo Line

**5** 都営新宿線  
Toei Shinjuku Line

**井の頭線**  
Inokashira Line

**相模原線**  
Sagamihara Line

**京王線**  
Keiō Line

**高尾線**  
Takao Line

### Key

- 各駅停車 Local
- 急行 Express
- 快速 Rapid
- 区間急行 Semi-Express
- 準特急 Semi-Special Express
- 特急 Special Express

\*Trains for Molybdenum are operated as Keiō Lines from Shinjuku Station onwards.

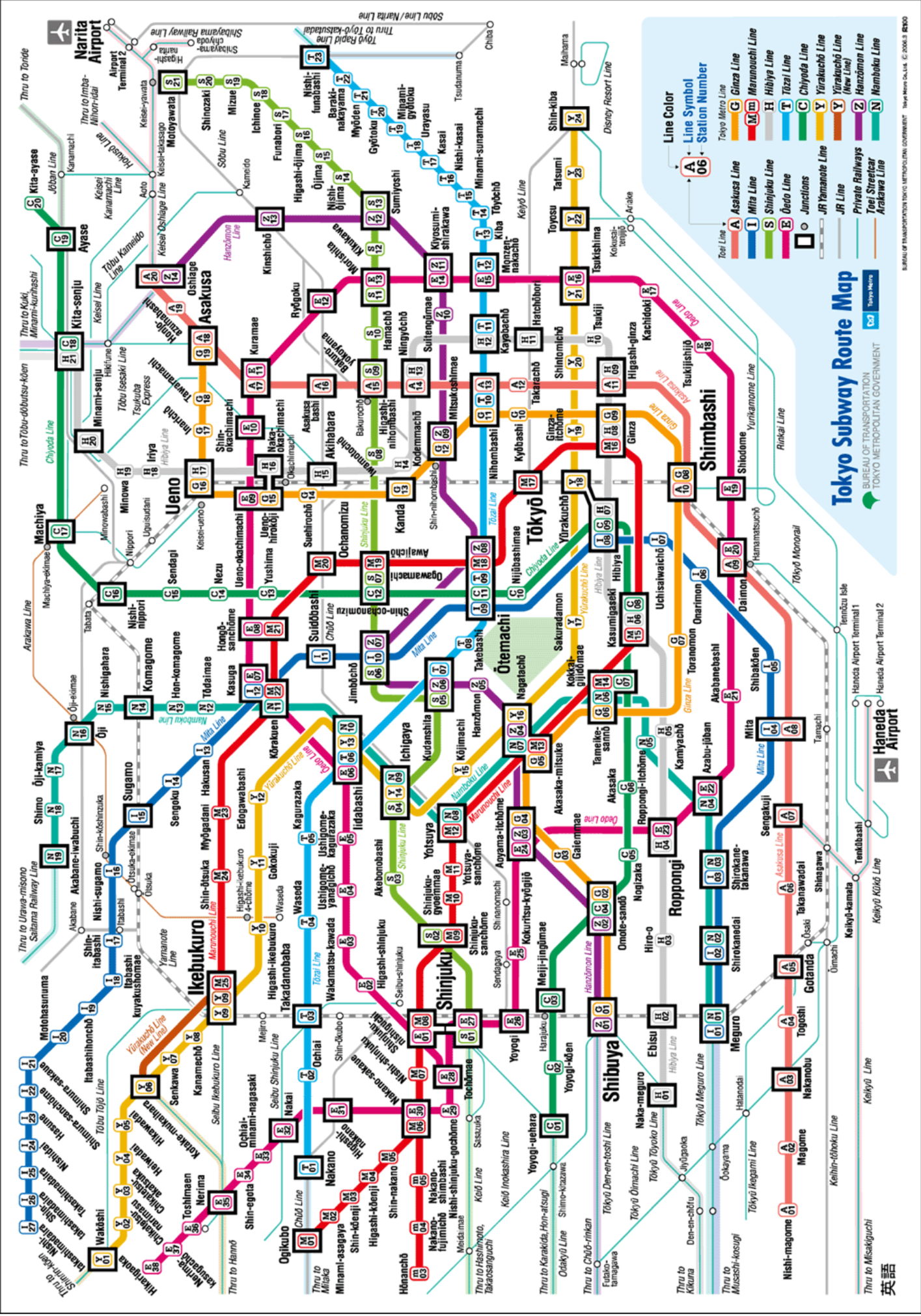
\*Trains for Molybdenum (or for Opiol) are operated as Rapid trains from Shinjuku Station onwards.

連絡線 Transfer

京王線駅番号 Keiō Line Station Number

井の頭線駅番号 Inokashira Line Station Number

Depending on their location, trains stop at different stations. The train stop at stations marked as a dot '●' on this map, please refer to the Keiō Railway Map.



**Line Color**  
**Line Symbol**  
**Station Number**

A Asakusa Line  
I Mita Line  
S Shinjuku Line  
E Odota Line  
Y Yamanote Line  
A Arakawa Line  
G Ginza Line  
M Marunouchi Line  
H Hibiya Line  
T Tozai Line  
C Chiyoda Line  
Y Yurakucho Line  
Y Yurakucho Line (New Line)  
Z Hanzonin Line  
N Nambu Line

A Line Symbol  
06 Station Number

○ Junctions  
○ JR Yamanote Line  
○ JR Line  
○ Private Railways  
○ Toei Streetcar  
○ Arakawa Line

# Tokyo Subway Route Map

BUREAU OF TRANSPORTATION  
TOKYO METROPOLITAN GOVERNMENT

Tokyo Metro

英語