

# Checklist of Things To-Do

Please complete each task and tick it off once you're done

Submission Deadline:

By 5 p.m. on Monday, April 7

## Web Forms Required Submission

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- Scholarship Recommendation Request Form ----- 1

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# Web Forms Required Submission

Deadline of 1 & 2

**April 7 (Monday) By 5 p.m.**

## 1. Web Form of Consent for Third-Party Provision of Personal Information and Submission of Residence Card and Contact Information (Mandatory for ALL international students)

The university is required to report your residence card information and whereabouts to the Immigration Bureau by a specific date. Please ensure you submit this information via the web form below by the deadline.



[Please check the details from here](#)

Please ensure you review the information on this web page before submission. The submission document and notes are provided.

Check it off once completed



[Submission Web Form](#)

In order to use the web form, the user ID and password issued by Doshisha University are required. The log-in information will be notified you after Tuesday, April 1, 2025.

## 2. Scholarship Recommendation Request Form

If you are a regular international student and wish to be nominated for a scholarship requiring a university recommendation, you need to submit the “Scholarship Recommendation Request Form” via the web form. Please note that **if you fail to report the required information on your Status of Residence etc. via the Web Form of Consent for Third-Party Provision of Personal Information and Submission of Residence Card and Contact Information, your “Scholarship Recommendation Request Form” will be rejected.**



[Please check the details from here](#)

Please ensure you review the information on this web page before submission. The information of eligible applicants, submission document and notes are provided.

Check it off once completed



[Submission Web Form](#)

In order to use the web form, the user ID and password issued by Doshisha University are required. The log-in information will be notified you after Tuesday, April 1, 2025.

# Necessary Procedures

These are the procedures you need to complete.  
Please make sure to review and complete the following procedures.

## 1. Resident Registration / National Health Insurance / National Pension

Please visit the ward office or city hall where you live and proceed with the required procedures **within 14 days** after you take up your residence in principal (stipulated by the law of Japan).



Please check p.78~81 of the [Handbook for International Students] for more information.

Check it off once completed

## 2. Application for My Number Card

By having a My Number Card, you can use it for personal number verification, identity confirmation, accessing online services, obtaining official certificates, and using it as a health insurance card. **If you are a regular international student (full time, degree seeking student), you should apply for a My Number Card.**



[Application for issuance of the My Number Card](#)

Please check the details of how to apply for My Number Card online from here.

Check it off once completed



[My Number Card as your Health Insurance Certificate](#)

You can find the information about how to register your My Number Card as your Health Insurance Certificate.

## 3. 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. If you are a regular international student (full time, degree seeking student), we recommend that you hold it for your life in Japan.



[Japan Post Bank Procedures App](#)

You can apply to open an account with your residence card and smartphone. Please check the details from here.

Check it off once completed



[User Manual of Japan Post Bank Procedures App](#)

Please check this manual to use the Japan Post Bank Procedures App.

## 4. Schedule of Registration Documents and Registration Guidance of Each Faculty/Graduate School

You must receive the registration documents and participate in the guidance at each faculty to register for the courses. Each faculty or graduate school office has announced the registration of your classes. **Please make sure to check the document “Schedule of Registration Documents and Registration Guidance of Each Faculty/Graduate School” in the orientation handouts carefully.**

Check it off once completed

# Essential Settings and App Downloads

## 1. Set Up Email Forwarding with Office 365

E-mails from Doshisha University (DU) are sent to your DU email address. Please make sure to check your messages regularly. **We won't make exceptions for any issues caused by not checking your DU account.** To avoid missing important emails, **please make sure to set up forwarding within Office 365.**

Check it off once completed



### How to set forwarding emails

- 1-1.** Please visit the Doshisha University website using the QR code or link below. Scroll to the bottom of the page, find '**Contents Guide**' and click on '**Web Single Sign-On (SSO)**'. Enter a user ID, password, and select Imaging Matrix for multi-factor authentication to log in SSO.  
\*If you haven't set up 'Imaging Matrix' or don't know how, please check the manual on the Doshisha IT Support Office website.



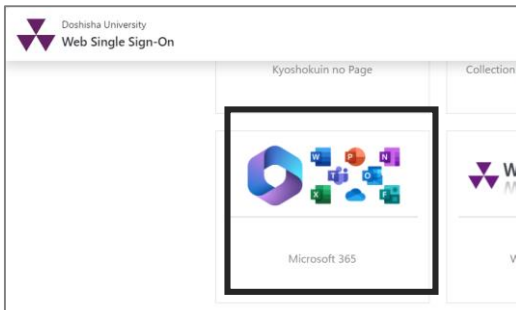
[Doshisha University Website](#)



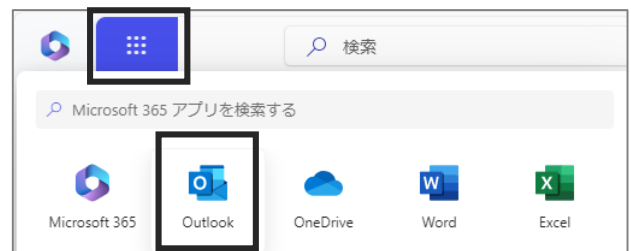
[Doshisha University IT Support Office](#)

\*The webpage is in Japanese, so please use a translator.

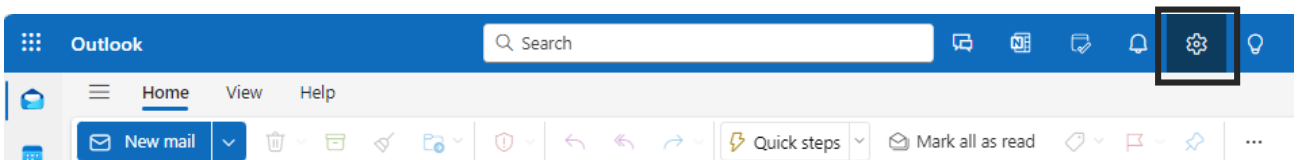
- 1-2.** When you log in to '**SSO**', the screen below will appear. Please click '**Microsoft 365**' icon.



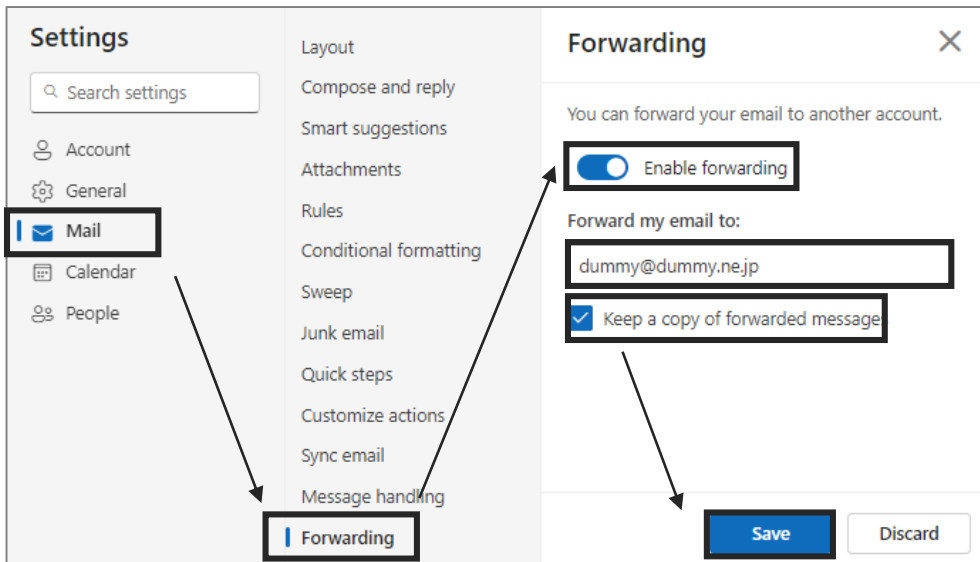
- 1-3.** You will be asked '**Stay signed in?**', so please click '**Yes**' or '**No**'. Please click on the '**App Launcher**' icon (the square purple icon) and then click on the '**Outlook**' icon.



- 1-4.** Please click the '**Settings**' button in the top right.



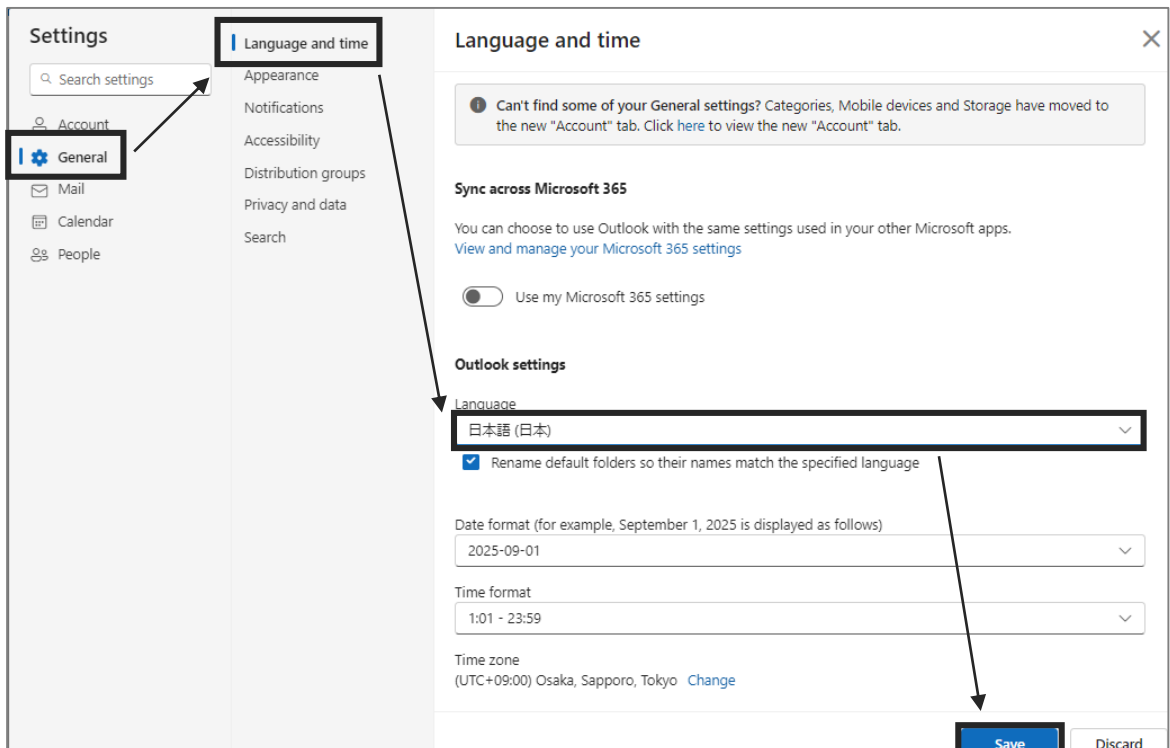
**1-5.** On the left side of the screen, click **'Mail'** and **'Forwarding'**. And then tick **'Enable forwarding'**, input your private e-mail address in **'Forward may email to:'**, and tick **'Keep a copy of forwarded messages'**. Finally, click **'Save'**.



**1-6.** 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'** and **'Language and time'**. Then select your choice of language from **'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.

## 2. Downloads the University Email App

You can access your university email using a dedicated app on your smartphone. **We recommend using this app because it has fewer issues compared to forwarding emails.**

Check it off once completed



### How to set up the app of university email

The setup process for the university email app varies depending on your smartphone's operating system (OS). Please check your OS and use the corresponding QR code or link below for instructions.

#### For iPhone Users



[Set up the Outlook app for iOS - Microsoft Support](#)



[Set up an Outlook account on the iOS Mail app - Microsoft Support](#)

#### For Android Smartphone Users



[Set up email in the Outlook for Android app - Microsoft Support](#)



[Set up email in Android email app - Microsoft Support](#)

### If you have any trouble setting up the app, please contact the IT support office

#### IT support office at Imadegawa campus

Location : Basement floor of Ryoshinkan building (良心館)  
Email address : support@mail.doshisha.ac.jp  
Phone number : 075-251-4567

#### IT support office at Kyotanabe campus

Location : 1<sup>st</sup> floor of Information Media building (情報メディア館)  
Email address : support@mail.doshisha.ac.jp  
Phone number : 0774-65-7230

## 3. 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".

Check it off once you read



### How to access the portal



[Access through Web Single-Sign On \(SSO\)](#)



[Access through Doshisha University Portal](#)

### 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".

# Important Information You Need to Check

## 1. Notes for Temporary Departure

Please make sure to apply for "Special Re-entry Permit" when leaving Japan temporarily!

Check it off once you read



### What is "Special Re entry Permit"?

Foreign nationals with a valid passport and residence card who plan to re-enter Japan within **one year\*** (two years for special permanent residents) from the date of departure to continue their activities in Japan do not need to obtain the re-entry permit in advance in principle.

\*In the case your period of stay will expire before one year from the departure date, the special re-entry permit is valid until the expiry date.



[Deemed re-entry permission \(Article 26 2 of the Immigration Control Act\) | Immigration Services Agency of Japan](#)

You can find more details using this QR code or the link above. However, the web page is in Japanese, so please switch to English using the option at the bottom left of the website.

### How to apply for "Special Re entry Permit"?

When departing from Japan at the airport, **please present your ED (Embarkation and Disembarkation) Card and residence card to the immigration officer**, and inform them of your intention to re-enter Japan.

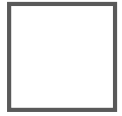
If you don't indicate your intention to re-enter Japan by ED card,  
**your current visa will become invalid!**  
Please make sure to indicate your intention to re-enter Japan using the re-entry ED card.

### Sample of 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 】																								
● 両手で記入して下さい。黒色又は青色のペンで記入して下さい。 ● 印は捺印して下さい。 ● カード②は再入国時に入国審査へ提出するものです。 ● Please type or print clearly. Write by using black or blue pen. ● Do not fold. ● CARD② is to be submitted to the immigration inspector.	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2">氏名 Family Name</td> <td colspan="2">氏名 Family Name</td> </tr> <tr> <td colspan="2">Name Given Names</td> <td colspan="2">Name Given Names</td> </tr> <tr> <td>生年月日 Date of Birth</td> <td>航空機便名・船名 Air flight No./Vessel</td> <td>年月 Month Year</td> <td>主な渡航先国名 Destination</td> </tr> </table>	氏名 Family Name		氏名 Family Name		Name Given Names		Name Given Names		生年月日 Date of Birth	航空機便名・船名 Air flight No./Vessel	年月 Month Year	主な渡航先国名 Destination	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2">氏名 Family Name</td> <td colspan="2">氏名 Family Name</td> </tr> <tr> <td colspan="2">Name Given Names</td> <td colspan="2">Name Given Names</td> </tr> <tr> <td>生年月日 Date of Birth</td> <td>航空機便名・船名 Air flight No./Vessel</td> <td>年月 Month Year</td> <td>主な渡航先国名 Destination</td> </tr> </table>	氏名 Family Name		氏名 Family Name		Name Given Names		Name Given Names		生年月日 Date of Birth	航空機便名・船名 Air flight No./Vessel	年月 Month Year	主な渡航先国名 Destination
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以下の質問について、該当するものに☑を記入し、署名してください。 (For special permanent resident, please put your signature only.)		出国予定期間 Intended period out of Japan																								
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？ Japan or another country?		<input type="checkbox"/> 1年以内 <input type="checkbox"/> 1年超2年以内 <input type="checkbox"/> 2年超 Within one year    Over one year but within two years    Over two years																								
2 あなたは、現在、麻薬、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 substance, swords, explosives or other such items?		次 の い ず れ か に ☑ を 記 入 し て く だ さ い 。 Please check either one of the boxes below.																								
<input type="checkbox"/> はい Yes <input type="checkbox"/> いいえ No		<input checked="" 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.																								
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.		<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.																								
署名 Signature		(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 Signature		署名 Signature																								
官用欄 Official Use Only		官用欄 Official Use Only																								

## 2. Important Notice to International Students from Japanese Government

Check it off  
once you read



While you are students, you are required to comply with Japanese laws and regulations. **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.

### 2-1. Maintaining Required Course Load and Communicating with the University

- Attending class is essential.
- When you receive an email or phone call from the university, please respond to us in a timely manner.
- Special students who hold the status of residence “Student” 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.**

### 2-2. 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.

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



[Submission Web Form](#)

Imadegawa OIS email address : [ji-ois@mail.doshisha.ac.jp](mailto:ji-ois@mail.doshisha.ac.jp)  
Kyotanabe OIS email address : [jt-ois@mail.doshisha.ac.jp](mailto:jt-ois@mail.doshisha.ac.jp)

- 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.

### 2-3. Procedure for Extension of Period of Stay

- 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.**
- Preparing necessary documents takes time, so please plan ahead and apply promptly. Please check the web page below and apply for the extension.
- ※ Poor academic achievement may result in rejection of the renewal of your residence card.



[Details of how to extend your status of residence](#)

### 2-4. Procedure for “Permission to Engage in an Activity other than That Permitted under the Status of Residence Previously Granted”

- 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 below.
- When you are hired for a part-time job, please be sure to submit a “Certificate of Employment” to the OIS via email.
- Please adhere to company regulations.



[Submission Web Form](#)



## 2-5. Special Re-entry Permit System

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

## 2-6. When You Take A Leave of Absence for a While or Leave Doshisha University (Study Abroad, Leave of Absence, Graduation, Withdrawal and Expulsion)

- The status of residence “Student” 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.



[For those who are going to take a leave of absence or study abroad](#)



[For those who will graduate / leave Doshisha University](#)

- 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.
- If you wish to change your residence status to something other than “Student” or to transfer to a different school, please report it to the OIS via the web form above.
- ※ 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.

## 2-7. Procedure to Apply for “Designated Activities” Status (Regular Students Only)

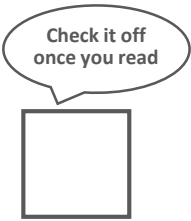
If you want to apply for “Designated Activities” status after graduating from the university, you are required to proceed with the procedures below.

- Please take a survey conducted by the Doshisha University Career Center.
- 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”.
- ※ In Japan, it is common to start job hunting before graduating from the university.
- ※ 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 of "Designated Activities"](#)

### 3. 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.



[Submission Web Form](#)

#### 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 p. **85-86** of the [**Handbook for International Students**] for more details.

### Notice of Permission to Engage in an Activity other than that Permitted under the Status of Residence Previously Granted (By Osaka Regional Immigration Services Bureau)

To International Students,

Osaka Regional Immigration Bureau

Please note the following points when you work part time.

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

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.)

## Unpermitted Part-time Jobs on the Regulation

### 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”.)

(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.

(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. Engaging in store type sex-related amusement special businesses” as prescribed in Fueiho Article 2, Paragraph (6).

(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.

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

(e.g.) Nightclubs etc. with more than 10-lux lighting where they serve alcohol drinks and open late at night.

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

(e.g.) Outcall Fashion-health massage service (prostitution), online businesses of adult video etc.

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

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

(e.g.) Sending sexual images/videos on the internet as a business.

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

(e.g.) Two-Shot Dial (adult call service), telephone voice-mail dating service etc.

## Other Important Notes

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

1-1. 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)

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

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

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. Part-time Work during a leave of absence

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. Obligation of carrying your passport etc.

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.

# Japan Life Information

We introduce you some useful information for your life in Kyoto.  
Please check and use them in your daily life.

## Transportation App and Website

This is a multilingual tourist information app and website in Kyoto City. You can change the language on them.



[Bus and Train Veteran,  
Arukumachi KYOTO Route Planner](#)



[Kyoto City Bus & Subway Information Guide](#)

## Useful Websites for Daily Life in Japan

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



[STUDY KYOTO](#)



[Guidebook on Living and Working  
\(Immigration Services Agency of Japan\)](#)

## KOKOKA (Kyoto City International Foundation) Website

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



[KOKOKA Website Top](#)



[Easy Living in Kyoto](#)



[Hospitals with language assistance  
in Kyoto city](#)



[Emergency](#)

## Useful Websites for 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](#)



[NHK News Written in Easy Japanese](#)

## Information of Bicycle 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 1F Imadegawa/ Nichiryokan 1F Kyotanabe). Please ask the staff there if you would like to know more information.



[Regarding Bicycle Insurance](#)

\*It's written in Japanese only, so please use the translator.

# 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 Chishinkan1 (TC1) 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



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