

2024 Fall Semester

**Orientation for Newly Enrolled International Students at  
Kyotanabe Campus**

The Office of International Students, Doshisha University

# Contents

■ Documents Required Submission or Report.....	p.1
■ Checklist of Things to Do After Arrival.....	p.1
■ Important Notice to International Students from Japanese Government.....	p.2
■ Note for Temporary Departure .....	p.5
■ Notice of Permission to Engage in an Activity other than that Permitted under the Status of Residence Previously Granted .....	p.6
■ How to Forward E-mails with Office 365.....	p.9
■ Smartphone App for Using University Email .....	p.12
■ Doshisha University Portal .....	p.13
■ 2024 Fall Semester Convocation Ceremony .....	p.14
■ Japan Life Information.....	p.15
■ Message from the Counseling Center .....	p.16

# List of Brochures, Pamphlets, and Flyers

The brochures, pamphlets, and flyers mentioned below are not part of this brochure.

Please ensure that these items are included in the orientation documents bag.

- Schedule of Registration Documents and Registration Guidance of Each Faculty/Graduate School
- About SIED and Intercultural Events
- Welcome Events for New International Students
- SIED Event “Speak Up!” at Kyotanabe Campus
- International Peer Support Program
- Handbook for International Students
- The National Health Insurance Guidebook
- Placement Guide
- Comprehensive Insurance for Student Lives Coupled with Gakkensai
- For Prevention of Campus Harassment
- Kyoto Safety Navi
- Jump into the Global Campus

# Documents Required Submission or Report

## IMPORTANT

**ALL** of the newly-enrolled international students **MUST** submit “Residence Status · Contact Information Confirmation Form”.  
Please be sure to submit the web form by **5 p.m. on Friday, September 27, 2024**.

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

1. Applicable students: All International Students
2. Submission web form: <https://forms.office.com/r/TCmEK4wTQE>
3. Details about submission document and how to submit:  
<https://ois.doshisha.ac.jp/ois/en/support/orientation.html#rep>

2.



3.



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

1. Applicable students (Students who meet one of the following conditions)
  - A) Self-financed regular students those who hold the status of residence “Student”
  - B) Self-financed regular students those who entered Doshisha University by taking the “Examination for International Students”
2. Submission web form: <https://forms.office.com/r/F7fNUGgDb2>  
\*You can access the web form above **after September 21 (Sat)**.
3. Details about submission document and how to submit:  
<https://ois.doshisha.ac.jp/ois/en/support/orientation.html#scholarship>

2.



3.



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

### ■ Receive the Student ID Card

Please visit the office of your faculty or graduate school and ask the details to them. (You can receive the Student ID card after September 21, 2024).

### ■ 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.

# Important Notice to International Students from Japanese Government

## IMPORTANT

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.

### 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 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.**

### 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](mailto:ji-ois@mail.doshisha.ac.jp)

OIS email address (Kyotanabe Campus) : [jt-ois@mail.doshisha.ac.jp](mailto: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 “p.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 “p.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) When You Take A Leave of Absence for a While or Leave Doshisha University (Study Abroad, Leave of Absence, Graduation, Withdrawal and Expulsion)

F-1. 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.**

<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>



# Note for Temporary Departure

## IMPORTANT

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.**

- 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 REENRANT ② 【 ARRIVAL 】	再入国出国記録 EMBARKATION CARD FOR REENRANT ① 【 DEPARTURE 】
<small>縦字で記入して下さい。黒色又は青色のペンで記入して下さい。 折らないで下さい。 カッターで切り取らずに、黒色又は青色のペンで記入して下さい。 Do not fold. Do not cut with a cutter. Write by using black or blue pen. Do not fold. Do not cut with a cutter. Write by using black or blue pen.</small>	氏名 Family Name Name Given Names 生年月日 Day/Month/Year Year Date of Birth 航空機名・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 substance, 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 Signature 官用欄	氏名 Family Name Name Given Names 生年月日 Day/Month/Year Year Date of Birth 主な渡航先国名 Destination 航空機名・船名 Flight No./Vessel 出国予定期間 Intended period 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. <small>(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.)</small> 署名 Signature 官用欄

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.)

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

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.

## 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.

# How to Forward E-mails with Office 365

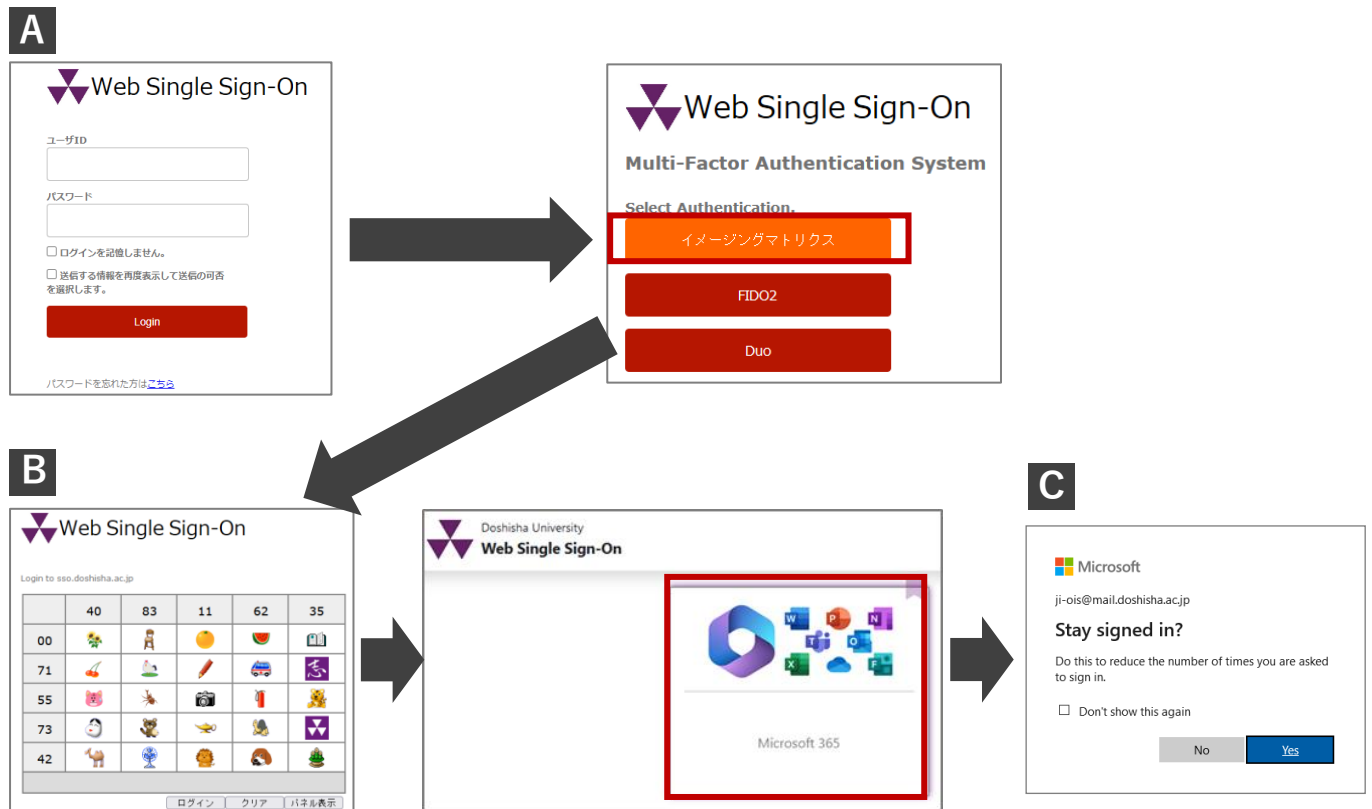
## IMPORTANT

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.**

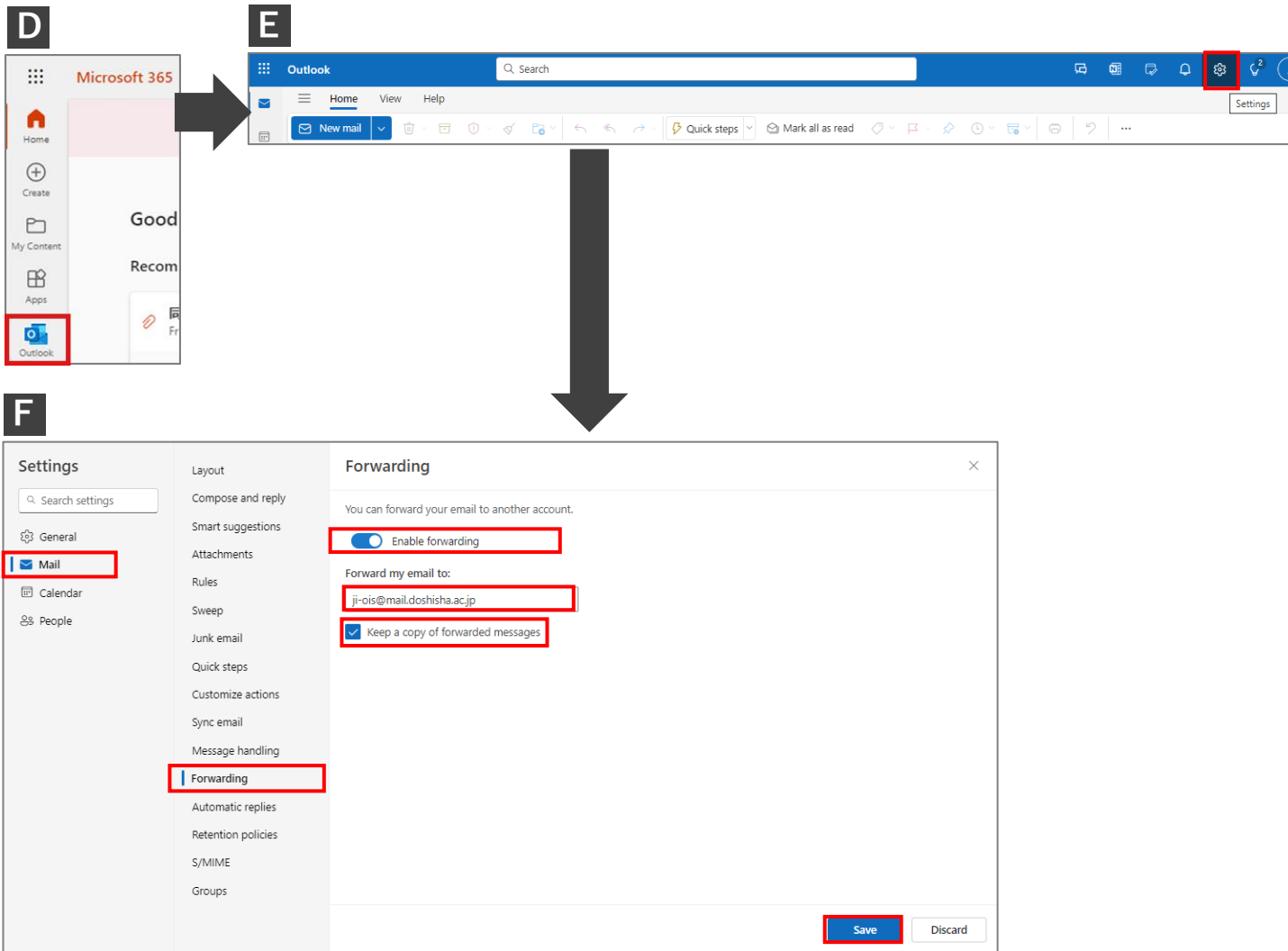
In order to reduce the risk of missing e-mails, **we highly recommend that you set forwarding e-mails which are delivered to your DU address to your private e-mail address.** You can use “Outlook” app on smartphones as well. You can choose using transfer settings within Office 365 or using the Outlook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

### ■ How to set forwarding (Please check the procedure A to F below)

- 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.
- Click the three registered images in the correct order and then click “**Microsoft 365**” icon.
- You will be asked “Stay signed in?”, so click “Yes” or “No”.

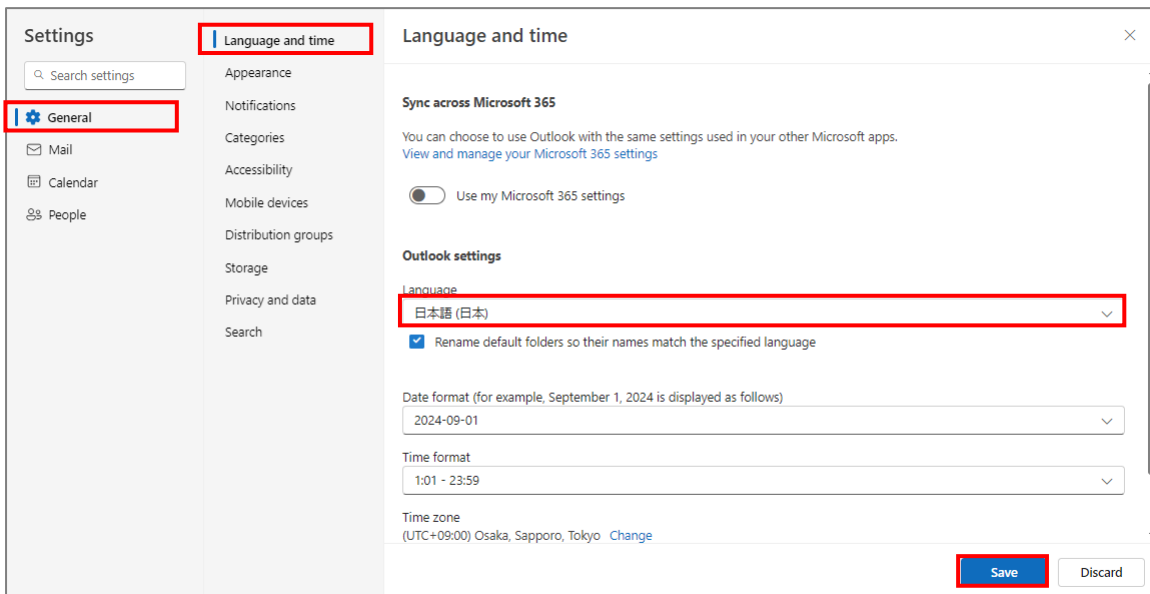


- D) Click the “**Outlook**” button.
- E) Click the “**Settings**” button in the top right.
- F) On the left side of the screen, click “Mail” and then click “Forwarding”. Tick “Enable forwarding”. Input your private e-mail address in “Forward my email to:” and tick “keep a copy of forwarded messages”. Finally, click “Save”. 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 settings, 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/>



# Smartphone App for Using University Email

## IMPORTANT

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

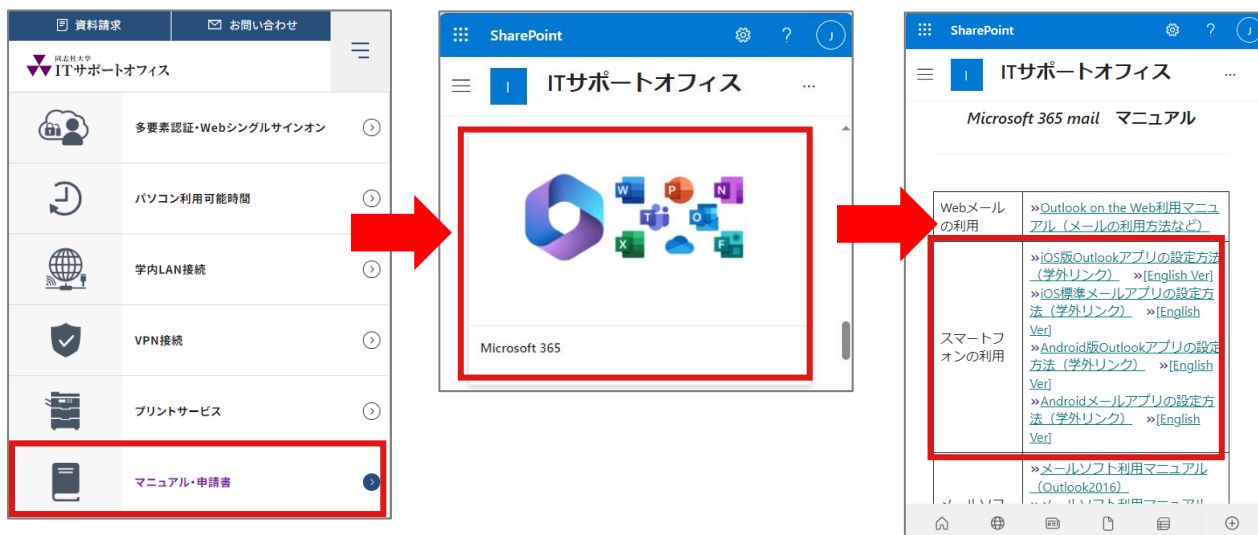
Setting is different depending on OS. You can find information for using this app on the web page of **Doshisha University IT Support Office**.

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



### ■ How to check the manual of smartphone app for using university email

- 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”.
- Please click the link from “スマートフォンの利用”.



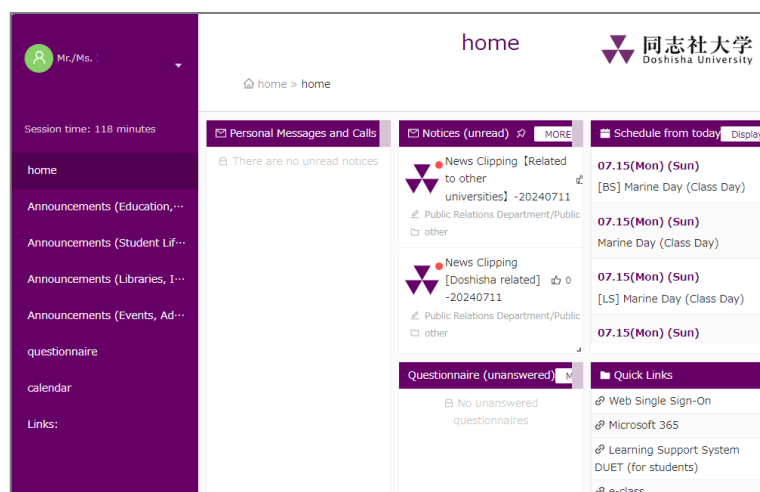
# Doshisha University Portal

## IMPORTANT

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](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".

# 2024 Fall Semester Convocation Ceremony

The convocation ceremony of the Doshisha University Undergraduate School and Graduate school will be held as follows. Please come to the Kambaikan Building Hardy Hall (Muromachi Campus) at least 15 minutes before the ceremony starts.

- **Date:** 10 a.m. ~ on September 21 (Saturday), 2024
- **Place:** Kambaikan Building Hardy Hall (Muromachi Campus)
- **Faculty/Graduate School:** The Institute for the Liberal Arts/ Graduate School of Science and Engineering/ Graduate School of Life and Medical Sciences/ Graduate School of Global Studies/ Graduate School of Business

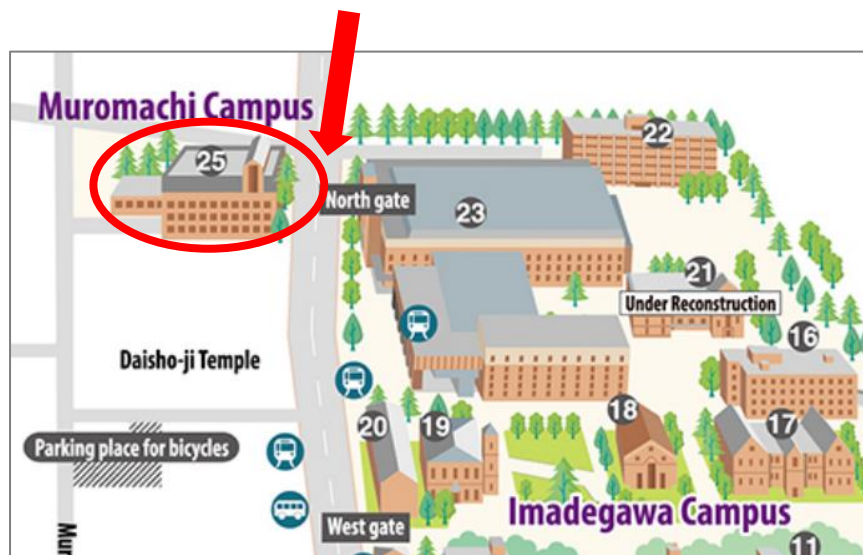
## Convocation Ceremony URL & QR code

<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.



## Access Map of Hardy Hall (Muromachi Campus)





# 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 1F Imadegawa/ Nichiryokan 1F 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

# 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

