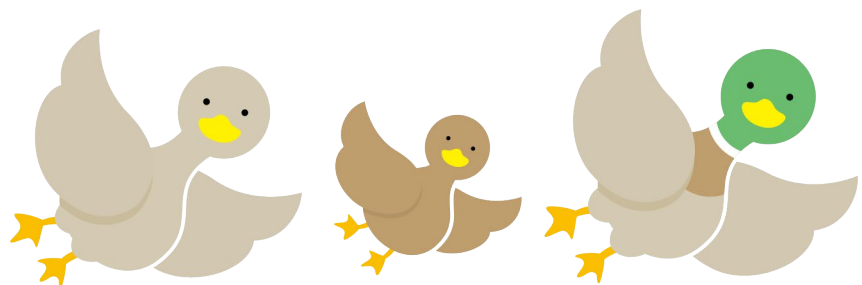


Chapter 1

Before Coming to Japan



1 Before Coming to Japan

The purpose of this chapter is to help you to prepare to come to Japan as an international student at Keio University Shonan Fujisawa Campus (SFC).

You will learn all about what to do before you leave your home country and what to do from your arrival at the airport.

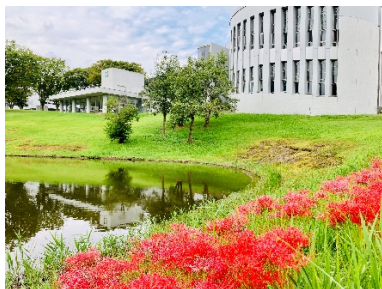
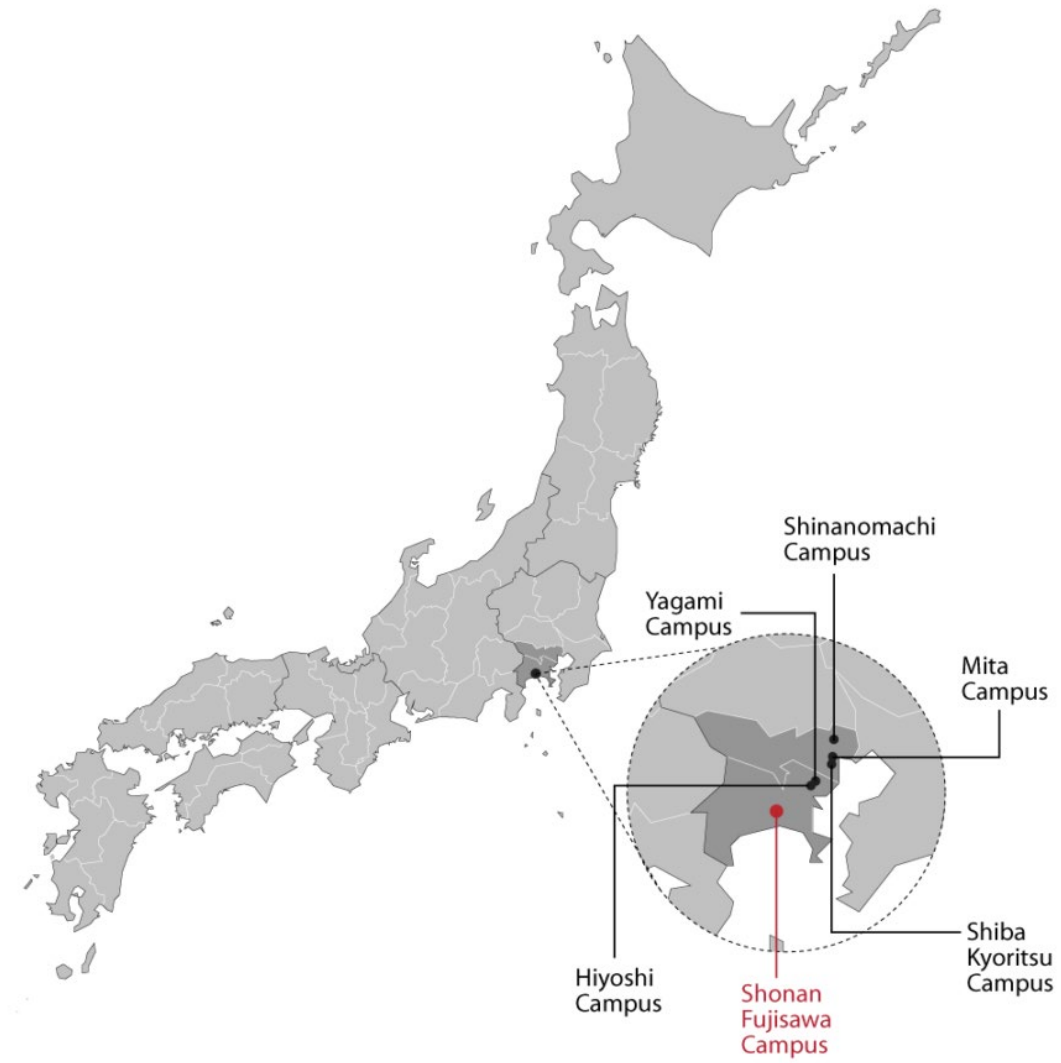
1-1 Welcome to Keio University SFC!



SFC (Keio University Shonan Fujisawa Campus)

Keio University has a proud history as Japan's first private institution of higher learning. In 1858, renowned scholar Yukichi Fukuzawa opened a school for Dutch learning in Edo (present-day Tokyo), then shifted to focusing on English.

SFC is the fifth university campus, opened in 1990 on the north side of Fujisawa City in Kanagawa prefecture.



1-2 Welcome to Shonan, Fujisawa!

湘南 (Shōnan)

Shonan

What is Shonan Fujisawa like?

Shonan is the nickname of the region along the coast of Sagami Bay, known as a popular summer resort area with a relaxed atmosphere.

藤沢市 (Fujisawa-shi)

Fujisawa-city

Blessed with a natural environment, Fujisawa-city is conveniently located only 50 minutes from Tokyo.

The climate is rather warm, with little snow (it snows once or twice a year), and its temperatures vary from 3°C to 30°C throughout the year.



Tsujido beach park



Mt.Fuji and Enoshima island



Enoshima Sea Candle



Hikijigawa water park



Enoshima Aquarium



Fujisawa Enoshima Fireworks Show

1-3 Visa

CoE (Certificate of Eligibility)

All foreign nationals entering and staying in Japan are given a status of residence at their port of entry. International students are expected to have a status of residence as "Student". If you do not have the appropriate status of residence, you may not be able to enroll.

To apply for a Student visa, it is required to obtain a Certificate of Eligibility [CoE]. It is **a digital document** that certifies that you are an eligible person to enter Japan as a student.

Keio University will apply for the CoE on behalf of international students residing outside Japan.

Procedure

Apply for a CoE

Following the instruction sent from Keio University, fill out the CoE application form and upload it along with your ID photo and other necessary documents to the designated website.



Receive your CoE

Once your electric CoE is issued from a regional immigration bureau in Japan (it usually takes 2-3 months), Keio university will send it to you as an email attachment.



Apply for a student visa

Make an appointment at your local Japanese Embassy/Consulate and take your smartphone to show your electric CoE and other required documents.

*Please note that a CoE is only valid for 3 months after it is issued.

在留資格認定証明書
(zairyu shikaku nintei
shoumeisho)

CoE, Certificate of
Eligibility

留学生ビザ (Ryugku sei
biza)
Student visa

Student visa page of the
**Ministry of Foreign
Affairs of Japan**



[https://www.mofa.go.jp/
j_info/visit/visa/long/visa
6.html](https://www.mofa.go.jp/j_info/visit/visa/long/visa6.html)

What to bring to the Japanese Embassy

- ☐ Smartphone to show your digital CoE
- ☐ Completed visa application form
- ☐ ID photo
- ☐ Passport
- Other necessary documents (if necessary)

To obtain a permit for a part-time job

Students who hold a "Student" status of residence are allowed to stay in Japan only for study and research purposes. Therefore, you are not allowed to work. If you wish to engage in secondary activities aside from your studies, such as a part-time job, you must apply for "Permission to engage in activity other than that permitted under the status of residence previously granted" (資格外活動の許可 *shikaku gai katsudo no kyoka*)

資格外活動の許可
(*shikaku gai katsudo no kyoka*) Permission
to engage in activity
other than that
permitted under the
status of residence
previously granted

With this work permission, students are allowed to work for up to 28 hours a week (up to 8 hours a day during the summer, winter and spring break) as long as the work is not deemed to be socially immoral.

How to apply

You will receive the application form for this permit together with your digital CoE by email from our Admission Office.

Fill out the application form and submit it at Immigration at your port of entry upon arrival in Japan. Permission to engage in an activity other than that permitted under the status of residence will be given at the airport accordingly.

Bringing your family to Japan

Please consult with the Japanese Embassy/Consulate in your home country, as Keio University does not support family visas.



For more
details
about **work
permission**,
please refer
to **5-2**.

1-4 Money

Japan is predominantly a cash-based society especially in rural areas.

We recommend you bring the equivalent of ~300,000 JPY in cash with you even if you are a scholarship student as scholarship payment usually takes 4 to 6 weeks to start.

Currency

The currency in Japan is the yen (円, *en*) and is denoted with the symbol ¥.

Bills come in 1,000 yen, 2,000 yen (rare), 5,000 yen and 10,000 yen denominations. Coins come in 1 yen, 5 yen, 10 yen, 50 yen, 100 yen and 500 yen denominations.

円 (*en*) Yen

Consumption tax

The current consumption tax rate is 10% nationwide (8% for take-out). All the price tags include the consumption tax.

消費税 (*shouhi-zei*)

Consumption tax

Tipping

Tipping is not customary in Japan. In fact, it can be considered rude in many situations. If you leave the money at a restaurant table, they will run after you to return the "forgotten" money.

Payment methods

現金 (*genkin*) Cash

Cash:

We recommend you carry cash in your wallet, around ~3,000JPY for daily life, and ~10,000JPY for your first visiting day.

IC cards:

An IC card is a prepaid transportation card which can be used on most Japanese public transportation and also at many vending machines, shops and restaurants by simply touching the card on a



SUICA card



Transportation
IC cards sales
is currently
suspended,
Please refer to
8-4 for
Commute

reader. You can charge them with cash at most of the train stations.

You can obtain an IC card at a train station only with cash. (You don't need to have a bank account or a credit card.) You need to pay 500 JPY as a deposit when you get the card for the first time.

In the Tokyo metropolitan area, the **SUICA card** is the most commonly used IC card.

クレジットカード

kurejitto kaado
credit card

Credit Cards:

If you are going to use your own credit card(s) issued in your home country, please check with the credit card company if the card(s) can be used in Japan.

The most commonly accepted cards are MasterCard, Visa, JCB, and American Express.

デビットカード

debitto kaado
debit card

Debit Cards:

A debit card can be difficult to obtain for international students as debit cards are issued through credit card companies such as VISA or MasterCard in combination with your bank.

スマホ決済

sumaho kessai
mobile payment

Mobile payment Apps (QR Code-based):

You can make payments by scanning the QR code displayed or showing the barcode on your smartphone app to be scanned. Once you get a mobile phone and a bank account, you can install those apps.

1-5 Travel Arrangement

☐ **Passport**

Apply for a passport if you haven't got one.

☐ **Airline Ticket**

You must book your own airline ticket.

The closest international airports are

- Narita International Airport (approx. 3 hours to SFC)
- Haneda Airport/Tokyo International Airport (approx. 1 hour to SFC)

☐ **Travel Insurance**

This is not mandatory, but travel insurance is strongly recommended for the first few weeks until joining the National Health Insurance plan with your residential registration.

☐ **Trains**

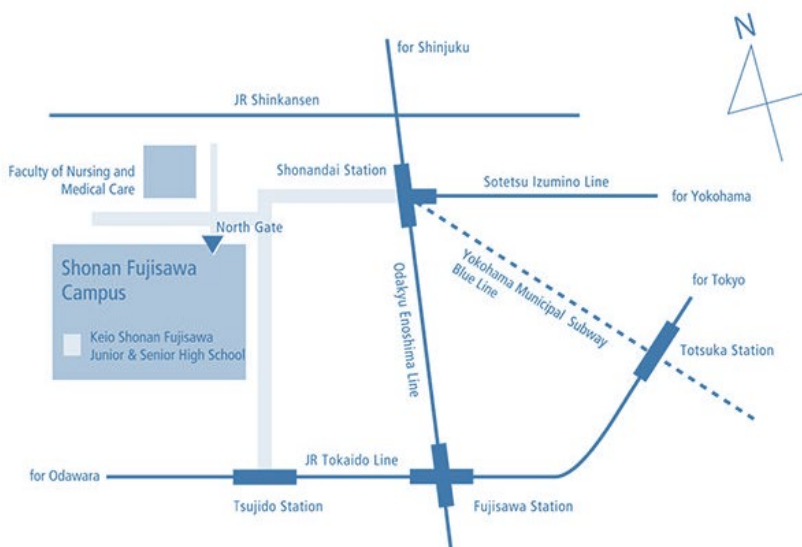
Check access from your port of entry to your final destination.

Map and Directions to SFC



<https://www.sfc.keio.ac.jp/en/maps.html>

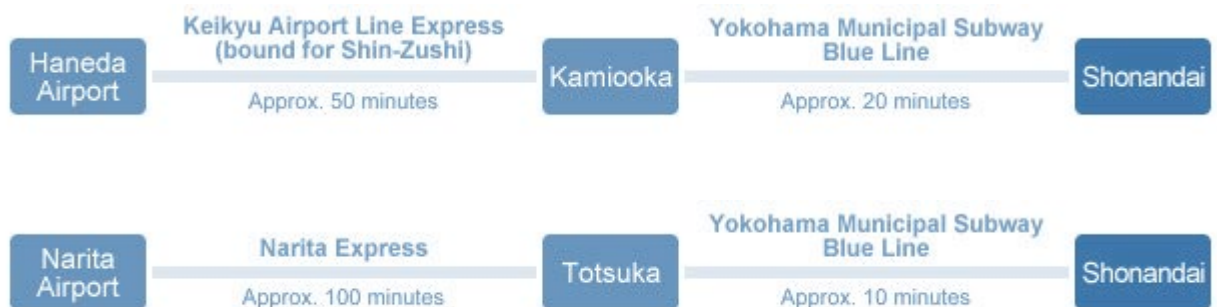
Public Transit



Access from Major Stations



Access from Airports



Shuttle bus services are also available to most major locations within the Tokyo area. Visit each airport's website for details.

Access to SFC from the nearest train stations

From **Shonandai** station: 15 minutes by bus

From **Tsujido** station: 25 minutes by bus

Please see **8-4** for more details.

1-6 Necessary Documents

The following documents will be required after your arrival. However, we recommend you prepare them while you are in your home country.

Also, please make photocopies of your passport and your visa documents, prepare extra ID photos (4cm X 3cm), and check the contact number for your embassy in Japan.

Joint Guarantor (Refer to **2-3** for more details)

“Joint guarantor” is a co-signer who takes legal responsibility in case a student defaults on payment of rent, or damages are incurred to an apartment. They must be over 20 years of age and be a Japanese citizen with regular income. They must also be able to prove that the rent is not above 30% of what they earn.

You need to find a joint guarantor in order to rent an apartment before you arrive in Japan. Make sure to get their contact details and signature to submit to the realtors.

Comprehensive Renter’s Insurance by Keio

If a guarantor cannot be found, it is possible for Keio University to co-sign the lease for your period of study at Keio University.

For details of this system, refer to **2-3**.

Necessary Documents for Financial Aid

Prepare documents to certify the income of your parent(s)/spouse and financial supporters.

- Documents for all of your supporters, including your parent(s)/spouse. If your parent(s)/spouse do not earn any income, please state it in the Financial Supporter Report (prescribed form).

Documents to be prepared before coming to Japan

- ☐ Photocopies of your passport
- ☐ Photocopies of your visa documents
- ☐ Extra ID photos (4cm X 3cm)
- ☐ Contact information of your embassy in Japan
- ☐ Joint guarantor’s information or
Subscribe to Comprehensive Renter’s Insurance system
- ☐ Documents to certify the income of your guardian for applying for scholarships

**Documents required
for scholarship
application
registration**

(Keio International
Center)



<https://www.ic.keio.ac.jp/en/life/scholarship/application.html>

- If your parent(s) (or spouse) or financial supporters reside outside of Japan, they should submit a copy of documents that certify their income. An English or Japanese translation must be attached to the documents written in other languages then mentioned above. You can also write English or Japanese translations directly onto the documents (the name of the document, year, amount of income, income period, name of the recipient and date of issuance must be translated).

Please refer to the Keio University International Center's webpage as on the left for all the required documents and guidelines for scholarship application registration.

1-7 Medical

Visit your doctor

We advise you to visit a doctor for a physical examination before coming to Japan. Bring along a copy of your medical records in English in case of an emergency or if you are suffering from a chronic illness.

Prescription medications

The importing of medicines from overseas is subject to control by the Pharmaceutical Affairs Law and the Customs Law to prevent health hazards caused by defective products.

You can bring your personal medicines into Japan once certain procedures are completed. When bringing your personal medicines into Japan, you have to apply for an **"Import Confirmation Application Form"** ("*Yunyu Kakunin-sho*" in Japanese/輸入確認書), and receive it before you leave your home country, and declare it to the officer at customs.

See the Ministry of Health, Labour and Welfare website as shown on the left.

You can find the **"Q & A form"** and **"Import Confirmation Application Form"** on the page.

輸入確認書(*Yunyu
Kakunin-sho*)
Import Confirmation
Application Form

Ministry of Health,
Labour and Welfare



<https://www.mhlw.go.jp/english/policy/health-medical/pharmaceuticals/01.html>

1-8 Packing

Pack smart

While most things are readily available in Japan, some items may be more expensive, inconvenient to purchase, or difficult to be mailed internationally, so you may wish to bring particular items with you from your home country.

Recommendations include:

Clothes:

Temperatures in the Kanto region can range from about 10°F (around 1~2°C) in the winter to 100°F (around 35°C) in the summer. For this reason, a wide range of clothing sufficient for the entire year is necessary.

Do not forget to pack formal clothes like black suits which are suitable for ceremonial occasions.

If you prefer larger-sized clothing, we advise that you bring them from your home country as it is not easy to obtain those sizes in Japan. Japanese "L" size is maybe a "M" size in some countries.

Also, if your shoe size is bigger than 28cm for men, 25cm for women, it may be difficult to find shoes in Japan.

*Recently, more varieties of sizes are available online.

Over-the-counter medicines:

Some over-the counter medicines (OTC), an equivalent amount of vitamins and contact lenses for a two-month (60 day) supply are allowed to be carried into Japan.

Back-up glasses/contact lenses

You can buy both of these items in Japan, but you need to visit a doctor to get a prescription to purchase contact lenses. Back-up lenses will be useful for emergencies.

Electric adaptors and voltage converters

Also refer to **2-6**



US PLUG(100-110V)

Japan operates on a 100V supply voltage at 50/60 Hz. The socket type is Type A (two-pronged like the U.S).

SIM / Wi-fi router

As Japan does not have many free Wi-fi spots, you will need to make a contract with a phone company once you are settled in Japan. Until then, you can use a short-term pre-paid SIM or a portable Wi-fi router. You can pick one up at the airport on your arrival.

Hand-carried baggage

- ☐ Cash (a credit card and a cash card if possible)
- ☐ Flight tickets
- ☐ Passport
- ☐ Smartphone to show your CoE
- ☐ Travel insurance certificate (if any)
- ☐ A pen
- ☐ Contact list (Contact information of your embassy in Japan, Keio University, your guarantor, and your accommodation)

Prohibited articles

Please check the Japan Customs page as shown on the left.

Japan Customs



<https://www.customs.go.jp/english/summary/passenger.htm>

1-9 Culture and Language

Inform yourself about Japan

Take some time to better familiarize yourself with Japan. Knowing your soon-to-be home's culture, history, geography, economy, government, etc. can improve your experience in Japan and your time spent in the country will be more rewarding. Talk to others who have been to Japan and seek opportunities to watch movies and read more about the country and its culture.

It is recommended you learn basic Japanese greetings and the two main written scripts (hiragana and katakana). It will make your life in Japan much easier. (reading menus, etc.). Note that not many people can speak English well especially outside of Tokyo.

Please review the beginner's Japanese learning webpages of the Japan Foundation.

Also make sure to familiarize yourself with all the admission guide information from Keio SFC.

<MARUGOTO Japanese Learning>

Hiragana :



<https://a1.marugotoweb.jp/en/hiragana.php>

Katakana :



<https://a1.marugotoweb.jp/en/katakana.php>

1-10 Immigration

Visit Japan Web



<https://vjw-lp.digital.go.jp/en/howto/>

Visit Japan Web

Visit Japan Web is a web service that visitors (including Japanese and foreigners who have reentry permits) can use for immigration and customs procedures in order to enter Japan.

Using this service, customs declarations and registration of foreign immigration records can be done in advance.

Arrival procedure at Narita/Haneda Airports

Embarkation/Disembarkation card (E/D card) & Customs declaration card

An E/D card (Embarkation/Disembarkation card), a customs declaration card and a quarantine questionnaire will be given to you on **the airplane**. Please fill them out before your arrival.



Quarantine

Undergo a health check at the quarantine counter. Please present the completed quarantine questionnaire to the quarantine counter.

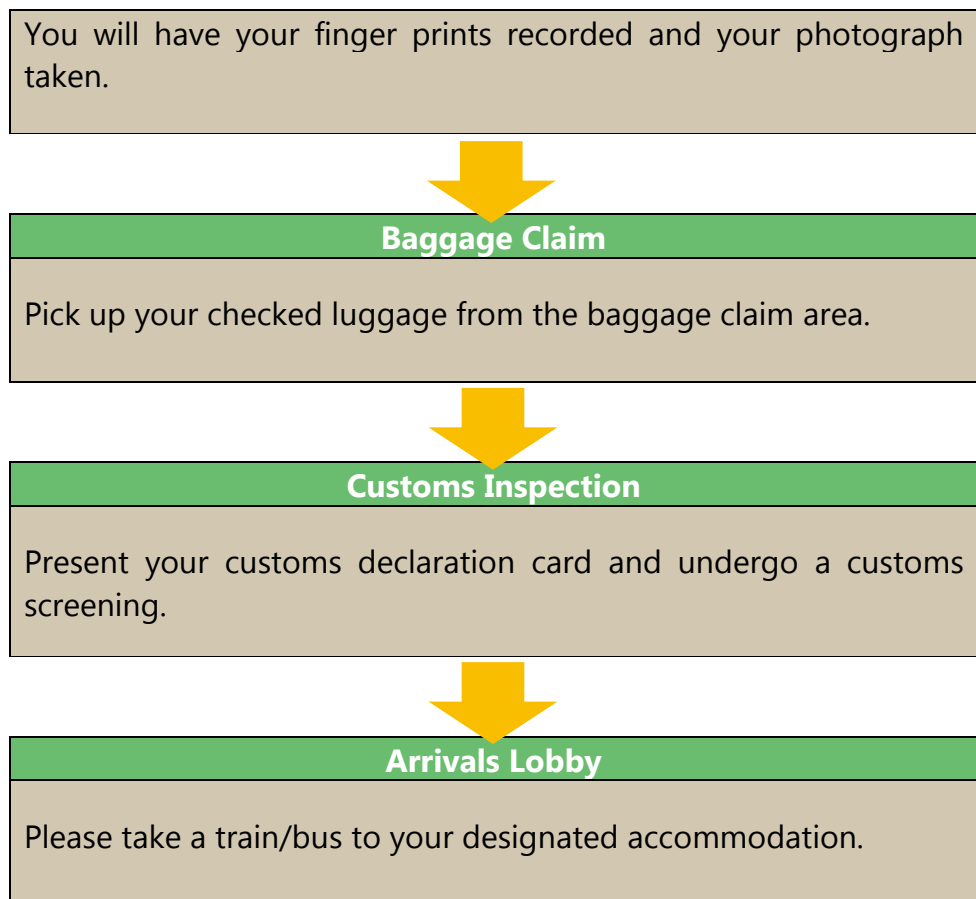


Passport Control

Present the following documents to the officer.

- Your passport
- A completed E/D card
- Application form for part-time work permission(資格外活動許可申請書) which was sent to you from Keio University with your CoE by email.

A Landing Permission stamp will be affixed to your passport and ***a residence card** will be issued. Please double-check that both residence status and visa duration are accurate.



***Residence card** (在留カード) Carry this card with you at all times. You may be required to present it for certain official procedures such as opening a bank account. Once you have found housing in Japan after arrival, you must register your place of residence at the local city/ward office within 14 days after moving in. Make sure to bring your residence card when you go to the city/ward office. If you fail to register your place of residence without a justifiable reason, your status of residence may be revoked.

在留カード(*zairyu ka a do*)
Residence card

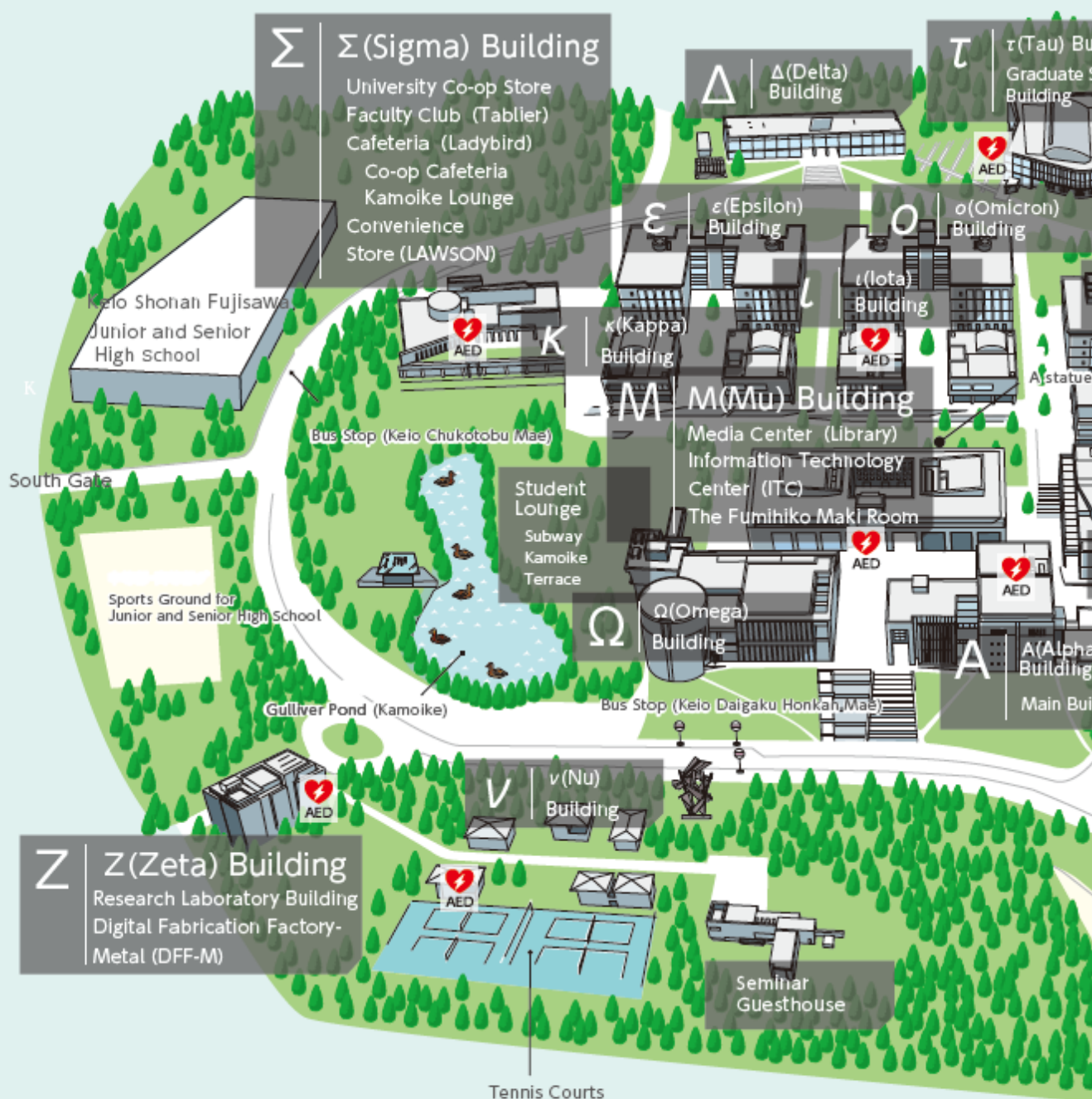
1-11 Delivery Service

At the arrival floor at each international airport, you can find baggage delivery services (*Takuhaibin*/宅配便). If you have a lot of luggage or large suitcases, you can use the delivery service. Delivery is usually made the next day. The price depends on the type, size and weight of the package and the destination.

宅配便(*Takuhaibin*)
Baggage home delivery Service

e.g. For a suitcase of 80cm x 40cm x 30cm would be 2000~3000 JPY from Narita Airport to your accommodation in Fujisawa.

1-12 Shonan Fujisawa Campus Map





1-13 Announcements

Websites and Email Accounts

Latest announcements and important notices will be provided through websites and e-mails, so please check these on a daily basis. The university will not be liable for any damages or disadvantages caused by having overlooked announcements.

In addition, you will need to use specific websites to register for courses or participate in classes; you may also be required to use some websites when carrying out other procedures or making applications.

For details on functions and usage protocols for respective websites and email services, please refer to the relevant user guide or manual in advance.

K-Support



<https://keiouniversity.my.site.com/students/s/>

(1) K-Support

K-Support is a portal site intended for current students at Keio University. You can check news items and messages addressed to you, and make various applications and inquiries. Links to various web applications are also integrated in the portal.

Keio ID/password required.

Keio University Students Website



<https://www.students.keio.ac.jp/en/>

(2) Keio University Student Website

This is the portal site for current Keio University students and is called the "*Jukusei* site". You can find information and the latest news for all campuses, links to all the following websites, and an FAQ page with answers to all kinds of questions regarding your academic and student life.

Keio International Center



<https://www.ic.keio.ac.jp/en/>

(3) International Center Website

This is the website for international students at Keio University. Please check this page for the latest information on scholarships, the procedure to enter Japan, etc.

(4) SFC Online Learning System (SOL)

The web system provides class support and is used by the Faculty of Policy Management, Faculty of Environment and Information Studies, and Graduate School of Media and Governance.

CNS account password is required.

SOL-A



<https://sola.sfc.keio.ac.jp>

/

(5) Email Accounts

Important notices from the university may be sent to your CNS email address (@sfc.keio.ac.jp) or keio.jp email address (@keio.jp), so please check your email regularly.

In addition, please use your CNS email address or keio.jp email address when contacting faculty members or university offices via email. The faculty member or university office may not be able to respond if you contact them from another email address.

Guidebooks

(1) SFC GUIDE 2024

This annual guidebook covers rules and regulations, the academic calendar, course registration, curriculum and requirements, the SFC facilities guide, etc.

SFC GUIDE 2024



<https://www.students.keio.ac.jp/en/sfc/pmei/guide.html>

(2) SFC CNS GUIDE 2023

This is the guidebook for the SFC campus network system and other frequently used websites published by SFC Information Technology Center. It covers wireless LAN, CNS mail, CNS printers, CNS servers, etc.

SFC CNS GUIDE 2023



https://cns-guide.sfc.keio.ac.jp/2023/CNSguide2023_en.pdf

1-14 Academic Calendar and Time Table

AY2024 Fall Semester Academic Calendar (as of November 10 2023)

Academic Calendar for SFC students



<https://www.students.keio.ac.jp/en/com/class/schedule/academic-calendar.html>

Class Calendar



https://www.sfc.keio.ac.jp/en/docs/2024_classcalendar_en.pdf

September Entrance Ceremony (Undergraduate and Graduate)	Sep..24
Orientation (Undergraduates)	Sep. 17 - Sep.30
Orientation (Graduates)	Sep. 25 - Sep. 30
Fall Semester Course Registration	End Sep. – Early Oct.
Start date of Fall semester classes	Oct..1
National Holiday (classes day)	Oct. .14
National Holiday (classes day)	Nov. 4
Exam / Makeup Class Days for Courses in the First Half of the Fall Semester	Nov..19 (AM)
No Classes Due to Mita Festival	Nov. 19 (PM) - Nov. 25
Winter Break	Dec. 28 - Jan. 4
Classes Start	Jan. 6
Anniversary of Yukichi Fukuzawa's BD	Jan. 10
Makeup Class Day for Courses in the Second Half of the Fall Semester	Jan. 23
Fall Semester-end Exams	Jan. 27 to Feb. 3
Entrance Examinations	Mid - Feb.
Fall Semester Makeup Exams (Tentative)	Early of Feb.
Commencement Ceremony (Undergraduates and Graduates)	Mar. 24
April Entrance Ceremony (Undergraduates and Graduates)	Apr. 1 (tentative)
Orientation (Undergraduates and Graduates)	TBA
Spring Semester Course Registration	TBA
Start date of Spring semester classes	TBA
Health Checkup	TBA
Keio Foundation Day	Apr. 23
Exam and/or Makeup Class for Courses in the First Half of the Spring Semester	TBA
Makeup Class Day for Courses in the Second Half of the Spring Semester	TBA
Spring Semester-end Exams	TBA
Summer Break	Aug. 1 - Sep. 21 (tentative)
Spring Semester Makeup Exams	TBA
September Commencement Ceremony (Undergraduate and Graduate)	Sep. 20 (tentative)

Depending on how the situation unfolds in the future, it may become necessary to make changes to the calendar.

Time Table

1st	09:25~10:55
2nd	11:10~12:40
3rd	13:00~14:30
4th	14:45~16:15
5th	16:30~18:00
6th	18:10~19:40
7th	19:50~21:20

1-15 Computing Environment

Preparing a suitable online environment to take online classes

All students enrolling in the university need to prepare an online environment and equipment for their studies.

Campus Network System

The personal laptops can be connected to the SFC campus network (CNS) via Wi-Fi.

Refer to the SFC CNS Guide 2023 as shown on the right.

*The 2024 version will be available soon.

SFC CNS Guide 2023

-English edition-



https://cns-guide.sfc.keio.ac.jp/2023/CNSguide2023_en.pdf

Contact

Before Enrollment

Shonan Fujisawa Campus Admissions Office
(ao-request@sfc.keio.ac.jp)

After Enrollment

Media Center 1F CNS Service Counter

BYOD for AY 2023



<https://www.students.keio.ac.jp/en/sfc/pmei/class/byod/byod.html>

Shonan Fujisawa Information Technology Center (Shonan Fujisawa KIC)



https://www.sfc.itc.keio.ac.jp/en/computer_ren_talpc_sfc.html

Recommended laptop specifications

- Display
Resolution Full HD(1920×1080) or higher (recommended)
- Keyboard
Standardized keyboard that allows for touch typing
- Battery
Standard Battery life of 3 hrs+
- Wireless LAN(Wi-Fi)
IEEE802.11a/ac/n (5GHz Band) or higher, IEEE802.11ac/ax is even better.
- Main memory
8GB (minimum), 16+GB recommended
- Internal Disk(HDD/SSD)
256GB minimum
- CPU
Intel Core i5 and above(minimum), Intel Core i7 and above / Apple M1 recommended
- External Output
Has an HDMI port, or can be connected to an HDMI adapter
- OS
macOS 12 (Monterey) or higher / Windows10 or higher
- Others
If the power cable cannot be connected to a narrow outlet, an extension cable is recommended.

Recommended Software

Microsoft Office 365 ProPlus
Mathematica
MATLAB
SPSS/Amos
SAS
JMP
ArcGIS, etc.