

OFFICE DIRECTORY

Office hours of the Center for Academic Affairs

	During class & exam period	Office Hour	during holiday	Office Hour
SRP/1Q/2Q	April 1 - August 3, 2019	10:00-11:30	August 4 - September 20, 2019	12:30-15:30
AUT/3Q/4Q	September 21, 2019 - January 29, 2020	12:30-15:30	January 30 - March 31, 2020	

- ※ Services are available only during the above office hours for providing information, and accepting applications and required documents.
- ※ Offices are closed on Saturdays, Sundays and national holidays.
- ※ Office hours during summer and winter recess and in special circumstances are announced on the Loyola Bulletin Board for the Center for Academic Affairs (Academic Services).

	Office	Tel	Bldg	Floor
Course Registration / Class Information /Transfer Credits / Examination / Grades	Center for Academic Affairs	03-3238-3515	No. 2	1F
Tuition and Fees	Center for Academic Affairs	03-3238-3195	No. 2	1F
Request for Leave of Absence Request for Withdrawal from the University Student ID Card Re-issuance Change of Address / Guarantor Re-admission Transfer of Faculty / Department	Center for Academic Affairs (Academic Records Section)	03-3238-3519	No. 2	1F
Student Travel Fare Discount Certificates Certificates / Official Transcript	Vending Machine		No. 2	4F
Student Counseling, Clubs & Circles Extra-curricular Activities & Volunteering Insurance, Part-time Jobs, Assistance for Students with Special Needs, etc Applications for Nursery & Prayer Room	Center for Student Affairs	03-3238-3525	No. 2	1F
Dormitory		03-3238-4621		
Financial Support (Scholarship)		03-3238-3523		
Lost & Found	Office of Property	03-3238-3112	No. 2	1F
Exchange Program (Incoming / Outgoing) Short-term Language Programs Short-term Study Abroad Programs Social Engagement Programs Study Abroad Insurance Monbukagakusho (MEXT) Scholarship	Center for Global Education and Discovery	03-3238-3521	No. 2	1F
Global Competency Program, Internship Courses		03-3238-3737		
Sophia Short-term Programs		03-3238-4090		
Job search activities / Internship / Seminars	Career Center	03-3238-3581	No. 2	1F
Admissions	Admissions Office (Undergraduate) (Graduate)	03-3238-4018 03-3238-3517	No.12	1F
Appointment with Dean / Chair / Director	FLA / GPGS Office	03-3238-4004	No. 10	4F
Health Services	Health Center	03-3238-3394	Hoffmann Hall	2F
Resources	Library	03-3238-3510	Central Library	1F
Consultation / Application for using Computer, e-Learning, Mail, Network, etc.	ICT Office https://ccweb.cc.sophia.ac.jp/	03-3238-3101	No. 2	3F
Counseling	Counseling Center	03-3238-3559	No. 10	3F
Teacher and Curator Certification Programs	Center for Teaching and Curator Credentials	03-3238-3520	No. 2	2F
Campus Ministry	Catholic Center	03-3238-4161	No.2	1F
Jesuit Education	Jesuit Education Center	03-3238-3408	No.13	6F

Personal Information

For policy on the protection of personal information of Sophia School Corporation, visit the following site:
https://www.sophia.ac.jp/jpn/info/privacypolicy/joho_toriatsukai