SOPHIANS’ GUIDE 2018
HANDBOOK FOR INTERNATIONAL STUDENTS ENGLISH VERSION
Introduction

This brochure is intended to provide new students with basic information essential for them from the moment they enter university. For further information, please refer to official website of Sophia University.

● Overview of Sophia
  Sophia University official website → About Sophia

● Student Life
  Sophia University official website → Student Life

Sophia University official mascot “Sophian-kun” —

Jochi Daigaku has been known overseas early on by the name, Sophia University and its students and alumni are known as Sophians. “Sophian-kun” is a mascot in the image of the eagle flying toward Lux Veritatis, the Light of Truth, on the school insignia. The initials printed on the chest of Sophian-kun stand for Lux Veritatis (the Light of Truth).

※ The use of illustrations of Sophian-kun is permitted for academic, research-related activities of Sophia University and for activities that help to raise the reputation of Sophia. Applications for the use must be filed according to procedures set by Sophia. Students who wish to apply should inquire at Service Desk 9 (Student Life Support) (03-3238-3525) of the Center for Student Affairs, 1F, Bldg. 2.
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Sophia University School Song

Words by Sadao Hemmi
Music by Naotada Yamamoto

1. Miyo tokoshie ni, haru yomigaeru, midori no kodama, takanaru hotori.
   Yasura ni ikou, Sophia no washi no, manazashi iru wa, Lux Veritatis.
   O, sogon no gakufu Sophia, uruwashi no Alma Mater Sophia.

2. Kike, shinonome no, ama kakeriyuku, washi no tsubasa no, sora utsu hibiki.
   Hagai ni tsudou, inochi no murenosu, mezsu yukute wa, Lux Veritatis.
   O, sogon no gakufu Sophia, uruwashi no Alma Mater Sophia.

   Moyuru kokoro ni, kataku musubi te, sakebe, todoro ni, Lux Veritatis.
   O, sogon no gakufu Sophia, uruwashi no Alma Mater Sophia.
The words of the school song
Suggestions were made to ask a famous poet to write the lyrics, but finally we decided to publicly solicit the words from our students to give the song a young spirit. Sadao Hemmi, a junior student of Department of Philosophy, Faculty of Humanities, was selected for the words of the school song. The school song was completed in 1932 and played for the first time at the inauguration of Building No.1. The lyric presents the enthusiastic spirit of a young man earnest in his pursuit of truth.

The origin of the words in the school song
“Sophia” is taken from the Greek ΣΟΦΙΑ, meaning “the wisdom which is expressed in ethical activities that further the goals of human existence”. The wisdom or “SOPHIA” is the ultimate treasure which Sophia aims to give to students.

“The Eagle”:
The School Insignia is modeled after the eagle which flies toward the Light of Truth, and its figure expresses the essence and the ideal of Sophia University.

“Lux Veritatis”:
Latin for “the Light of Truth”, the motto of Sophia University. The characters described in the center of the school badge are the initials of the motto, “L” and “V”.

* The sound source is available on the following website:
https://www.sophia.ac.jp/eng/aboutsophia/mission/song.html
### University events

#### Entrance Ceremony
Apr. 9 (Mon); Undergraduate students
Apr. 2 (Mon) Graduate students Sep. 21 (Fri) for Autumn Semester New Students.

#### Orientation Camp
Apr. 3 (Tue) ~ Apr. 6 (Fri); Overnight, for Spring Semester New Students
Sep. 24 (Mon) ~ Sep. 25 (Tue); Overnight, for Autumn Semester New Students
For new undergraduate students, an overnight camp with teachers and helpers, senior students, giving advice on academic and campus life and to promote friendship.

#### Freshman Week
Apr. 9 (Mon) ~ 11 (Wed); at Yotsuya Campus (organized by Freshman Week Committee).
Over 160 extracurricular activities groups welcome the new students on Main Street or classrooms and solicit to join their group. Some groups show their performance.
In October, there will be two days for recruiting Autumn Semester New Students and international students to join extracurricular activities.

#### All Sophians’ Festival (ASF)
May. 27 (Sun)
Organized by Sophia Alumni Association, a home-coming day at alma mater for current students, alumni, faculty and staff members, and their families.

#### Jonan-sen (Sophia-Nanzan Sports Festival)
July. 6 (Fri), 7 (Sat), 8 (Sun); at Nanzan University (organized by Jonan-sen Committee)
Every year three days in July alternately at each University, intercollegiate games are held mainly of athletic groups, to deepen exchanges between the two universities. There are also some cultural group exchanges.
**Sophia Yukata Day**

Early July; at Yotsuya Campus (organized by nexnect)
A day when many current students and faculty/staff member come to university in Yukata. The event is held for international students to experience traditional Japanese culture such as Tanabata and at the same time for stimulating camps life and interacting with faculty/staff and students through various projects. This year was the sixth event and it is gradually becoming a feature of Sophia summer.

**SOPHIA OPEN CAMPUS 2018**

Aug. 2 (Thu), 3 (Fri), 4 (sat)
An event held for high school students. Each departments provide visitors with information on their curriculum and campus life.
There are also performances by extracurricular activities groups.

**Music Festival**

Mid-October; at outside venue (organized by Music Society)
A concert held by ten groups with individual features belonging to Sophia Music Society on a joint stage formed for this music festival.

**Sentetsu-sai Foundation Day**

Nov. 1 (Thu)
A mass held to honor the memories of our forefathers who devoted themselves to the founding and development at the University; held as part of the memorial event on the Foundation Day, November 1.

**Sophia Festival**

Nov. 2 (Fri), Nov. 3 (Sat), Nov. 4 (Sun); at Yotsuya Campus (organized by Sophia Festival Committee)
Our school festival boasts about 40 thousand participants every year; a huge event with a variety of entertainments performed by extracurricular activities groups. On the preceding day, November 1, Sophia Festival Eve is held with lively performances on stage.
St. Xavier’s Day
Dec. 3 (Mon)
A day to honor the memory of St. Francis Xavier, the founder of Sophia University; School holiday.

Christmas Party for international students
Mid-December
A dinner held for few international students, to celebrate the Advent and promote friendship. Some Japanese volunteer students may also participate.

Sophia Marathon
Mid-December; at Imperial Palace area (Sakurada-mon, Inui-mon)(organized by Marathon Executive Committee)
Held for groups and individuals; participation is open to the public. At the same time, marathon is held for ex-team-members of athletic groups. Higher rank winners are presented with gifts.

Foreign-Language Drama
by Sophia University Faculty of Foreign Studies
Mid-December; at Yotsuya Campus (organized by Foreign-Language Drama Committee)
The event is held to exhibit the accomplishment of daily practices in and outside university, and to stimulate interest in languages and cultures and to improve language ability. Students of three Faculties of English, Spanish, Russian and Portuguese Studies will present dramas in the four languages, with simultaneous subtitles.

Commencement/Graduation Ceremony
Mar. 25 (Mon): for undergraduate, Mar. 26 (Tue): for graduate students; Sep. 20 (Thu): for Autumn Semester new students.
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Offices and service counters (1F, Bldg. 2)

- Entrance facing Bldg. 1 -

**Office of Property**
- Lost and found
- Seminar House and other facilities

**Catholic Center**
- Religion in general
- Campus ministry

**Jesuit Education Center**

**Career Center**
- Job offers, employment information
- Career advice

**Center for Student Affairs**
- Student advice service
- Extracurricular, volunteer activities
- Assistance for Students with Disabilities
- Scholarships
- Offense report, Commuter pass for training
- Applications, health insurance, apartments
- Dormitory, part-time jobs
- Nursery application

**Admissions Office**
- 1F, Bldg. 12
  (Scheduled to open in May 2018)
  • B1F, Bldg. 2

※Layout of offices will be changed from 2018 Autumn.

**Bulletin Board**
1. Museum/Gallery Campus Members etc.
2. Career Center
3. Center for Student Affairs (Student Life Support)
4. Center for Student Affairs (Scholarships)
5. Center for Academic Affairs
6. Center for Academic Affairs
7. Center for Academic Affairs
8. Catholic Center
9. Center for Global Education and Discovery
10. Center for Language Education and Research
11. Center for Teaching and Curator Credentials
12. Center for Student Affairs (Part-time Jobs)
13. Center for Student Affairs (Volunteer Bureau)
Basic Information for University Life

Opening and Closing hours of the gates (Yotsuya Campus)

<table>
<thead>
<tr>
<th>Gate</th>
<th>Weekdays</th>
<th>Saturdays</th>
<th>Sun., National holidays</th>
</tr>
</thead>
<tbody>
<tr>
<td>Main Gate</td>
<td>8:00~22:00</td>
<td>8:00~22:00</td>
<td>8:00~20:00</td>
</tr>
<tr>
<td>East Gate</td>
<td>8:00~20:00</td>
<td>9:00~18:00</td>
<td>9:00~18:00</td>
</tr>
<tr>
<td>North Gate</td>
<td>8:00~19:30</td>
<td>closed all day</td>
<td>closed all day</td>
</tr>
</tbody>
</table>

For hours of extracurricular activities, please refer to p.22

Course hours

<table>
<thead>
<tr>
<th>Period</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st period</td>
<td>9:15~10:45</td>
</tr>
<tr>
<td>2nd period</td>
<td>11:00~12:30</td>
</tr>
<tr>
<td>3rd period</td>
<td>13:30~15:00</td>
</tr>
<tr>
<td>4th period</td>
<td>15:15~16:45</td>
</tr>
<tr>
<td>5th period</td>
<td>17:00~18:30</td>
</tr>
<tr>
<td>6th period</td>
<td>18:45~20:15</td>
</tr>
</tbody>
</table>

* 0 period 8:15~9:00

Classes/Final Exams when public transport service is shut down

When public transport service is shut down due to natural disasters such as typhoon, heavy rain falls, accidents or strikes, and it is difficult to hold classes or final exams, special measures will be taken to cancel classes or change exam schedules. Please check on Loyola for special arrangements such as class cancellations or change of exam days. Such information may be posted on university website or official social media depending on the circumstances.

Office hours

<table>
<thead>
<tr>
<th>Weekdays (Mon to Fri)</th>
<th>AM</th>
<th>PM</th>
</tr>
</thead>
<tbody>
<tr>
<td>9:30~11:30</td>
<td>12:30~17:00</td>
<td></td>
</tr>
</tbody>
</table>

(In August, February and March 10:00~11:30 / 12:30~16:00)

*Office hours of Bureau of Financial Affairs for cash services are until 16:00. (until 15:30 at the end of the month)

Announcements

All announcements from the university to students will be posted on “Loyola” Bulletin Boards, Web system for teachers and students. Any disadvantages that may arise from failure to check the Loyola bulletin boards are the responsibility of individual students.

All announcements on class information (cancelled classes, make-up classes, temporary change of classrooms, notices on exams and reports) or important urgent notices are posted on “Loyola”.

Please check “Loyola” Bulletin Board everyday for the updated information from the university. Written announcements may be posted as well on campus bulletin boards; please check the locations of bulletin boards on the map at page 2.
Sophia University official social media

The following accounts represent Sophia University on social media. We post university news and events as well as emergency information. Stay connected with us via our many social media channels.

- **Sophia University official Facebook page**
  Japanese: https://www.facebook.com/SophiaUniversity
  English: https://www.facebook.com/SophiaUniversityEn

- **Sophia University official Twitter account**
  Japanese: https://twitter.com/SophiaUniv_JP
  English: https://twitter.com/SophiaUniv_ENG
  ※ It has a light blue verified badge.

- **Sophia University official Instagram account**
  https://www.instagram.com/sophiauniversity

- **Sophia University official YouTube channel**
  https://www.youtube.com/c/SophiaAcJp

• There are many accounts with similar names that are confusing; please choose the correct account.
Facilities

Building 6 (Sophia Tower)

The construction of Building 6 (Sophia Tower) on Yotsuya campus was completed in January 2017 and services started in April.

With 17 floors in the 75m tall building, the Tower serves as a new symbol for Sophia University. It has a large classroom for 733 seats that can also be used as a Hall. And the Center for Language Education and Research, responsible for language education programs for the whole university are located in this building.

In the 1st floor Entrance Hall, a display area is installed for exhibiting the history and culture of Sophia University and that of the surrounding areas, allowing new students to feel the sense of becoming a Sophia University student.

Library

Central Library

The university library is a core facility for academic learning, education and research. It offers a multi-faceted collection of information and data from various database, books, periodicals, audio-visual material and major newspapers in and outside Japan.

For information on its services, facilities, functions and research institutes (centers), please refer to “Sophia University Central Library User’s Guide” (available at Central Library)

Please check the open hours and other detailed information on the website.

* Central Library website: http://lux.lib.sophia.ac.jp/HomePage/?lanq=english
* Open hours (during the term in session)

| Mon to Fri: 9:00～22:00 (Reading areas on B2F to 2F only opened from 8:00～9:00) |
| Sat: 9:00～20:00 (18:00～20:00 for reading only) |
| Sun/national holidays : 10:00～18:00 (for reading only) |

(For other open hours and service hours such as for circulation desk, please check the service hours schedule on Library website)

* Services available


7. Use of Copying service

※ Learning Commons (photo right) Pick UP!

Located on Basement 1F, this facility can be used for various purposes including group study, wired or wireless LAN connection, preparation for presentations, writing essays and reports. PCs for use inside the Library are available for borrowing.

Other libraries

- Law School Library

Located on 2F, Bldg.2, holds materials related to studies of law. Permission for use is required for users other than Law School faculty members/students, faculty members of Faculty of Law and students of Graduate Program of Law; use is limited to materials not held in Central Library collections.

- Mejiro Seibo Campus Library

Located on B1F, Bldg.1, Mejiro Seibo Campus, the library holds collections of materials focused on nursing science. PCs for use inside the Library rooms are available for borrowing.

(For open and service hours , please check the Library Hours on official website of Library.)
Facilities

Language Learning Commons (LLC)

Language Learning Commons (LLC) is located on the first floor of Building 6. We invite you to participate in the following program to maximize your learning and develop your Japanese language proficiency and accuracy.

For detailed information, please check the following website:
* Website: [http://www.sophia-cler.jp/llc/](http://www.sophia-cler.jp/llc/)
* For inquiries, contact LLC Reception Desk (1F, Bldg 6) 03-3238-4094 or Center for Language Education and Research (CLER) (5F, Bldg 6) 03-3238-3699

- Programs available:
  - Japanese Language Learning Support Sessions
  - Language Exchange
  - Recommended references for borrowing (books related to Japanese language learning)
  - DVDs (for language studying purposes)
  - Kanji Marathon

SSIC ~ Sophia Student Integration Commons ~ (Bldg. No.11, 1F)

SSIC located on the first floor of Building No.11 is a new area intended for “communication among students”, “consultation by students” and “relaxation for students with disabilities”. Programs with specific subjects and field trips are held every month and students may request holding events initiated by students. You will enjoy the exciting events, please feel free to visit.

2017 events: Field Trip to Shinagawa, Russian Week, peer support experience etc.
Campus Stores (B1F, Bldg.2)

- Store open hours

<table>
<thead>
<tr>
<th></th>
<th>Mon to Fri</th>
<th>Sat (※)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>10:00 ~ 18:00</td>
<td>10:00 ~ 14:00</td>
</tr>
</tbody>
</table>

※Closed on first and third Saturdays
Store open hours will be changed during Spring, Summer, and Winter recess.

<table>
<thead>
<tr>
<th>Kinokuniya Sophia Square</th>
<th>Patine Sports</th>
</tr>
</thead>
<tbody>
<tr>
<td>Items available</td>
<td>Shop sells:</td>
</tr>
<tr>
<td>• Textbooks, books, journals (12% discount)</td>
<td>• sportswear (10~20%off)</td>
</tr>
<tr>
<td>• Stationery (22% discount, with some exceptions)</td>
<td>• sports articles (10~20%off)</td>
</tr>
<tr>
<td>• Commodities, sundries (12% discount, with some exceptions)</td>
<td>• Sophia logo wear, goods</td>
</tr>
<tr>
<td>• Sophia goods (22% discount, with some exceptions)</td>
<td></td>
</tr>
</tbody>
</table>

Services available

- Application for English Language Proficiency Tests
- Application for various qualification courses
- Application for International Student Identity Card (ISIC)
- Business cards

※For items not available in the store, you can place an order.

Convenience Store 7-Eleven (B1F, Bldg. 12)

- Store open hours:

<table>
<thead>
<tr>
<th>Around the clock (※)</th>
<th>Weekdays</th>
<th>Sat.</th>
<th>Sun. holidays</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>08:00-22:00</td>
<td>10:00-20:00</td>
<td>10:00-17:00</td>
</tr>
</tbody>
</table>

※Closed year-end and new-year and Power outage days (twice a year)
Store open hours will be changed during Spring, Summer, and Winter recess.

Sophia Campus Support Co., Ltd. (business corporation 100%-owned by Sophia School Corporation)
(office is located on 2F, Bldg. 13)

- Services available

- Beverage vending machines management (shortage of change etc.)
- Housing, accommodation: information and arrangements
- Information on Hakama, formal graduation attire for women
- Information on driving schools
- Photo BOX management (located in front of campus store)
- Information on photos for job search and graduation commemorative photo (taken on campus; rooms will be arranged)
- Information on recruit suit (appropriate for job interviews etc.)
- Information on moving companies and disposal of disused articles
- Information on rent-a-car

For more detailed information, please visit our Website.
http://www.sophia-cs.co.jp
Facilities

Dining Hall/ Cafeterias

Campus dining hall and cafeterias are all self-service; return the dishes after meal to the dish counter.

<table>
<thead>
<tr>
<th>Stores</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bldg. 2 Student Dining Hall</td>
<td>5F, Bldg. 2</td>
</tr>
<tr>
<td>Bldg. 2 Lounge (SUBWAY)</td>
<td>5F, Bldg. 2</td>
</tr>
<tr>
<td>S-CAFÉ</td>
<td>1F, Bldg. 6</td>
</tr>
<tr>
<td>Bldg.11 Lounge</td>
<td>B1F, Bldg. 11</td>
</tr>
<tr>
<td>Halal Deli and Cafe</td>
<td>4F, Hoffman Hall</td>
</tr>
<tr>
<td>Hadano Campus</td>
<td>Sophia Hall</td>
</tr>
</tbody>
</table>

※ Open hours will be announced at Loyola Bulletin Board.
※ On Mejiro Seibo Campus, once a week (day of week varies by semester), at Entrance Hall on 1F, Bldg. 1, Swan Bakery sells breads for lunch time only.

Prayer Room

Sophia University opened a Prayer Room on campus (Room 108 (11-108) 1F, Bldg.11) for Muslim students, faculty and staff in an effort to serve the needs of increased diversity in cultures and religions. Students who wish to use the Prayer Room, must register at the Center for Student Affairs (Service Desks 7 to 9, 1F, Bldg. 2). For details of the use of the Prayer Room please check the following websites:

※ Website: http://www.sophia.ac.jp/eng/studentlife/support/prayerroom.html

To support the diet of Muslim students, faculty and staff, we have a dining hall exclusive for Halal food “Tokyo Halal & Delicafe” on 4F of Hoffmann Hall.
Training Room (Hoffmann Hall 1F)

- **Open hours**

<table>
<thead>
<tr>
<th></th>
<th>Mon to Sat</th>
<th>Sun</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>8:00~21:00</td>
<td>9:00~19:00</td>
</tr>
</tbody>
</table>

※Mon /Wed /Fri 12:00～13:30: hours for exclusive use of women faculty/staff and students.
※Announcements will be posted on Loyola Bulletin Board (Extracurricular Activities) for hours closed during university holidays (Year-end and New Year holidays, all campus planned power outage etc.) or for maintenance etc.

- **For use of facility**

  - Prior to using the facility you must attend the training room guidance and obtain Permission for Use and carry it with you. (You must also carry your Student ID card at all times).
  - The schedule for the guidance will be announced on Loyola Bulletin Board (Extracurricular Activities).
  - Make sure to apply for attending the guidance.
  - If you have any questions, please contact Service Desk 9 (Extracurricular Activities), Center for Student Affairs, 1F, Bldg. 2.

Swimming Pool (B1F, Gymnasium)

At the basement of the Gymnasium, there is a heated pool open throughout the year. Please show your Student ID card at the service desk of the pool and pay the fee (200 yen per use).

- **Open hours**

<table>
<thead>
<tr>
<th></th>
<th>Mon to Fri</th>
<th>Sat</th>
<th>Sun</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>12:00~15:00</td>
<td>12:00~14:00</td>
<td>closed</td>
</tr>
<tr>
<td></td>
<td>17:00~18:50</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

※Changes may be made; be sure to check the bulletin board in front of the Gymnasium for updated information.
Facilities

Copyings machine • Printing machine

You can buy copy cards on 1F, Central Library; Copying room 5F, Library; 3F, Bldg. 2; 1F, Bldg. 3, 3F Hoffmann Hall. In the Copying room on B1F and 5F, Library, 4F, Bldg. 2, 1F, Bldg. 3 and 4F, Bldg. 6, you may use USB.

*  OA Rix (Copying room) 5F, Library; open hours: Mon to Fri 9:00 ~ 18:00

<table>
<thead>
<tr>
<th>Location</th>
<th>Number of machines</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Central Library B2~9F</td>
<td>19</td>
<td>Card/coin operated (17); card operated (2)</td>
</tr>
<tr>
<td>Bldg.2: B2F · B1F · 4F</td>
<td>6</td>
<td>card/ coin operated machine</td>
</tr>
<tr>
<td>Bldg.3: 1F~4F</td>
<td>7</td>
<td>card/ coin operated machine</td>
</tr>
<tr>
<td>Bldg.4: 2F · 3F</td>
<td>2</td>
<td>card/ coin operated machine</td>
</tr>
<tr>
<td>Bldg.6: 3F · 4F</td>
<td>2</td>
<td>card/ coin operated machine</td>
</tr>
<tr>
<td>Bldg.11: 2F · 3F</td>
<td>2</td>
<td>card/ coin operated machine</td>
</tr>
<tr>
<td>Hoffmann Hall 3F</td>
<td>2</td>
<td>card/ coin operated machine</td>
</tr>
<tr>
<td>Shakujii campus library</td>
<td>1</td>
<td>card/ coin operated machine</td>
</tr>
</tbody>
</table>

(※ as of Feb. 1, 2018)

Besides the copying machines, on 3F, Hoffmann Hall, there is a printing machine for large volume printing: Cost of plate making arises, but the printing unit price is lower than the copying machine.

<table>
<thead>
<tr>
<th>Location</th>
<th>Number of machines</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>3F, Hoffmann Hall</td>
<td>2</td>
<td>No application required, may bring your own printing papers; Card operated (card vending machine installed in Hoffmann Hall and 5F, Library Copying Room)</td>
</tr>
</tbody>
</table>

※ Mejiro Seibo Campus
One copying machine installed in Student Lounge, B1F, Bldg. 1; one machine in Library; both locations with card/coin operated machine. In Student Lounge, B1F, Bldg. 1; you may use USB printing service.

※ Hadano Campus
One copying machine installed in Library; one copy machine in B1F, Bldg. 1; both locations with card/coin operated machine. It is card/coin operated.
Lost and Found

● If you lost your belonging

A lost-and-found service counter is in the Office of Property (1F, Bldg.2). If you lost your belonging on campus, please inquire at the service counter in charge (office hours: weekdays 9:00-17:00). Inquiries on telephone are not accepted for Sophia students. You need to bring your Student ID Card to pick up the found article. If an item is not claimed within a month, it will be discarded.

● If you find an item on campus

If you find a lost item on campus, please report it to either the Office of Property (1F, Bldg.2) or to the Gate Guards.
Student ID Card

Your Student ID Card certifies that you are a student of Sophia University. Carry it with you all the time and show it whenever requested.

👀 You will need the Student ID Card in the following cases:

1. to take exams
2. to use the certificate issuance machine and obtain a certificate or student travel fare discount certificate
3. to enter the university main library and borrow books
4. to buy your commuting pass
5. to show at the request of officials when you are on trains, etc. using a commuting pass or student discount ticket
6. to apply and inquire for scholarship, apply for student bank (interest-free emergency loan), reference for part-time job
7. to submit various application forms at the office
8. to show when requested by a faculty member or staff of Sophia University

📝 Enrollment sticker

When your Student ID Card is issued, paste Enrollment Sticker on the back and fill out required information on it. Enrollment Stickers are renewed every academic year; will be handed out with the Bulletin of Information at the beginning of the academic year. Paste the new Enrollment Sticker yourself.

🔄 Changes in Personal Information

If there are any errors on your Student ID Card or any changes necessary due to change of name etc., notify Center for Academic Affairs (Academic Records Section) as soon as possible.

✈️ Returning Student ID Card

If you withdraw from university, you must return your Student ID Card to Center for Academic Affairs (Academic Records Section).

🚨 If Student ID Card is lost, damaged or stolen

Your Student ID Card is an official form of identification; keep it with you all the time; if you lose it or it is stolen, it could be misused; report to nearest police station or booth.

If you need to have your Student ID Card re-issued, fill out and submit “Request for re-issue of Student ID Card” to Center for Academic Affairs (Academic Records Section). (Reissue fee: 1,000 yen, on the same day)

※ Mejiro Seibo Campus

Students of Department of Nursing and Course of Midwifery may apply and pick up “Request for re-issue of Student ID Card” at Office of Mejiro Seibo Campus. If request is applied at Mejiro Seibo Campus, Student ID Card will not be re-issued on the same day.
Certificates

Some certificates may be issued at the automated certificate issuing machine (for current students only); for other certificates, you will need to affix a fee payment stamp to the request form and submit it to the issuing office.

○ Automated certificate issuing machine

<table>
<thead>
<tr>
<th>Certificate</th>
<th>Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certificate of Attendance (Japanese/English)</td>
<td>200 yen</td>
</tr>
<tr>
<td>Transcript (Japanese/English)</td>
<td>200 yen</td>
</tr>
<tr>
<td>Certificate of Prospective Graduation (Japanese/English)</td>
<td>200 yen</td>
</tr>
<tr>
<td>Medical checkup report (Japanese)</td>
<td>300 yen</td>
</tr>
<tr>
<td>Student travel discount certificate</td>
<td>free</td>
</tr>
</tbody>
</table>

*Automated certificate issuing machine:
location: 4F, Bldg.2
In Office of Mejiro Seibo Campus (1F, Bldg. 1)
Operating hours: Mon to Fri, 9:00~17:00

○ Application at service counters

Fill out the application form available at the issuing offices, buy the fee payment sticker from the vending machine*, paste it on application form and submit it.

<table>
<thead>
<tr>
<th>Certificate</th>
<th>Issuing offices</th>
<th>Fees</th>
<th>Number of days for issuing</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application for change of residence status and renewal of period of stay</td>
<td>Center for Academic Affairs (Academic Records Section)</td>
<td>400 yen</td>
<td>Three business days or later</td>
</tr>
<tr>
<td>Payment certificate of tuition and fees</td>
<td></td>
<td>200 yen</td>
<td></td>
</tr>
<tr>
<td>Reissue of Student ID Card</td>
<td></td>
<td>300 yen</td>
<td></td>
</tr>
<tr>
<td>Student commuter certificate</td>
<td>Center for Student Affairs (student life support)</td>
<td>1,000 yen</td>
<td>The same day</td>
</tr>
<tr>
<td>Student commuter certificate for practical training</td>
<td>Each railway company</td>
<td>free</td>
<td></td>
</tr>
<tr>
<td>Scholarship nomination letter</td>
<td>Center for Student Affairs (financial support)</td>
<td>300 yen</td>
<td></td>
</tr>
<tr>
<td>Scholarship certificate</td>
<td></td>
<td>300 yen</td>
<td></td>
</tr>
<tr>
<td>Medical checkup report (English) designated form of Sophia University</td>
<td>Health Center</td>
<td>500 yen</td>
<td></td>
</tr>
</tbody>
</table>

*Payment sticker vending machine:
location: Center for Academic Affairs (student registry/certificates)
Operating hours: Mon to Fri, 9:30~17:00 (Aug., Feb. and March 10:00~16:00)
NB1 For students of Department of Nursing and Course of Midwifery, please ask Office of Mejiro Seibo Campus.
**Student travel discount certificate**

Student travel discount certificate can be used on JR trains for traveling 100km or more one way; you can get a 20% discount on basic fare.

- **Student travel discount certificate will be issued**
  - Basically as follows:
    1. Going home for vacation
    2. Co-curricular program
    3. Extracurricular activities
    4. Job search/exam
    5. Study tour
    6. Accident/illness treatment
    7. Trip accompanying guarantor
  - Student discount certificate is issued at the automated certificate issuing machine (see p.12)
  - You may have up to 10 certificates issued per year; up to two at a time.
  - Period of validity is three months from date of issue.
  - With one student discount certificate you may buy besides “one-way” ticket, round-trip/connected train ride/excursion tickets.

- **Points to note**
  - Student travel discount certificate must be used in person.
  - It is a crime to give over a student travel discount certificate to or receive it from another person. If you are found using a student travel discount certificate which has expired or which you received from another person, not only will you be charged a penalty but also the service of student travel discount may be terminated for the entire student body of Sophia. Your cheating could cause trouble for all Sophia students; please keep this in mind.

- **Application for Student group travel fare discount certificate**

To use the student travel discount for extracurricular activities or seminar study camps, certificates will be issued outside the individual frame of annual issue number (up to 10 certificates). Please submit the application forms to Center for Student Affairs or Office of Mejiro Seibo Campus.

**Request for group tour permission**

For a group of eight or more students led by a faculty member or staff, the JR student group discount (50% off the basic fare ticket) may be used. Submit Request for group tour permission, together with “JR group tour application”, to Center for Student Affairs or Office of Meiji Seibo Campus.

**Student commuter pass**

Student commuter pass may be purchased for the most economical route between the nearest stations of your current address and that of the university limited for the purpose of commuting.

- Fill out the application form at the nearest station office and submit it together with your Student ID Card to purchase the student commuter pass. Please note that the Enrollment Sticker for the Academic Year for which you wish to buy the commuter pass must be pasted on the back of the Student ID Card; your student ID number, name, current address and commuting route must be stated on the Enrollment Sticker. The commuting route should be a rational normal route; otherwise you may not be able to buy a pass.
- For using a bus line, you may need another Student commuter certificate; apply for one at Center for Student Affairs or Office of Meiji Seibo Campus.
Issuance of bills and payment deadline of Tuition and fees (Academic Year 2018)

Tuition (tuition and fees) must be paid by the deadline; failure to do so may result in withdrawal from university. Tuition paid will not be refunded.

<table>
<thead>
<tr>
<th>New students</th>
<th>Current students</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bill sent</td>
<td>April 11 (Wed)</td>
<td>-</td>
</tr>
<tr>
<td>Payment deadline</td>
<td>May 9 (Wed)</td>
<td>-</td>
</tr>
<tr>
<td>Bill for second installment payment sent</td>
<td>September 26 (Wed)</td>
<td>-</td>
</tr>
<tr>
<td>Payment deadline</td>
<td>October 17 (Wed)</td>
<td>-</td>
</tr>
</tbody>
</table>

• Bills will be sent normally to the guarantor.
• Tuition payment is normally one lump sum for one year, but, depending on personal circumstances, you may pay in installment for half of annual tuition fee and enrollment fee.

* Faculty of Liberal Arts

<table>
<thead>
<tr>
<th>Spring Semester</th>
<th>Autumn Semester</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bill sent</td>
<td>May 2 (Wed)</td>
<td>October 19 (Fri)</td>
</tr>
<tr>
<td>Payment deadline</td>
<td>May 23 (Wed)</td>
<td>November 9 (Fri)</td>
</tr>
</tbody>
</table>

• Bills will be sent normally to the student.

① If there are any changes in billing address, notify the Center for Academic Affairs (Academic Records Section) as soon as possible.
② If you wish to change the billing address (e.g. billing address changed from guarantor to student), aside from any changes in addresses, apply to Center for Academic Affairs (tuition fees).
Campus rules

**Smoking**
To prevent risks of passive smoking and outbreak of fire, smoking is prohibited except in designated areas on campus. (Total smoking ban on Mejiro Seibo Campus)
In Chiyoda-ku, smoking is prohibited on all streets according to Living Environment Regulations.

**Mobile phones**
Please refrain from talking on mobile phones in classrooms, libraries and computer rooms to avoid causing inconveniences. Also it is prohibited to charge your mobile phones using on campus power outlet. Do not turn off the power of AV equipment in classrooms; it is strictly forbidden, it causes equipment trouble.

**Commuting by vehicles is prohibited**
Commuting by vehicles (cars, motorbikes, and bicycles) is prohibited at Sophia. It is also forbidden to drive your vehicle into the campus.
On all the streets around the university parking of cars or bicycles is totally prohibited. Illegally parked vehicles block the traffic and cause inconveniences to the surrounding neighborhood.

**Garbage sorting**
There are four types of garbage containers on campus; combustible (paper), incombustible (plastics/bottles), PET bottles. Do not leave any garbage on campus; sort the garbage and help to protect the environment and keep the campus clean.

**Posters and flyers**
Posters, flyers and announcements over loudspeakers for giving information and advertising on campus are normally permitted only to extracurricular activities student bodies that have notified in advance.
If you see any suspicious person or groups, apparently not any university members, engaged in the above activities, notify the Center for Student Affairs.

**Paging/referral**
University does not accept any requests by telephone for paging or leaving messages to students, unless in exceptional cases. For protection of personal information, we do not accept any inquiries for information on students’ enrollment, address, telephone number etc. from outside university, unless in exceptional cases.

**Protection of Braille signage**
You will find Braille blocks (campus streets etc.), Braille signage (elevators etc.) where necessary on campus.
Help to protect the sings; do not place any obstacles on the Braille blocks or carelessly damage the Braille signs.
**Academic records**

- **Leave of absence**
  Leave of absence is taken when a student stays away from studies over a long period due to unavoidable reasons such as illness. Leave of absence may be requested per semester (Spring/Autumn semester) and may not extend over two consecutive years or a total of 4 years. Plan carefully as you will not be able to graduate in 4 years, if you take a leave of absence. A student who is taking a leave of absence cannot graduate in that term.
  To take a leave of absence, consult with your Department Chairperson or course teacher, and submit the “Request for leave of absence” to Center for Academic Affairs (Student registry/certificates). If the reason is illness, the request should be accompanied by a supporting doctor’s certificate.
  If you have to take a leave of absence due to financial difficulties, consult with Center for Student Affairs. Be sure to check the deadline for submission of request for leave of absence. No request is accepted after the submission deadline.
  There will be a deduction of tuition and fees while you are on leave of absence. For information, contact the Center for Academic Affairs (Tuition and fees).
  Foreign students with a “College Student” status of residence who take a leave of absence may lose their status of residence in Japan.

- **Resuming studies**
  When the period for approved Leave of Absence is over, student status returns automatically to resume studies. However, if you were on leave of absence due to illness, submit an “Intent to resume studies” form accompanied by doctor’s certificate to Center for Academic Affairs (Academic Records Section). The “Intent to resume studies” form must also be submitted if you wish to return to studies earlier than scheduled.

- **Suspension from university**
  If you commit violations such as misconduct in examination you shall be given severe penalties including suspension or dismissal from university. (Suspension from university will ruin your study plan; you cannot graduate in four years.)

- **Withdrawal and Dismissal from university**
  There are two types of withdrawal from university; voluntary withdrawal and dismissal.

  * Voluntary withdrawal
    If you wish to withdraw from university for personal reasons you must consult the Department Chairperson or course teacher and submit a “Request to withdraw from university” to the Center for Academic Affairs (Academic Records Section) together with the Student ID Card.
    To withdraw from university you must have paid all tuition and fees for the period prior to the withdrawal.
    If you intend to withdraw on the last day of Spring Semester, then submit “Request to withdraw from university” before the end of the Spring Semester; if approved, there will be a reduction of the tuition and fees. For more information, inquire at the Center for Academic Affairs (Tuition and Fees).

  ※ For Mejiro Seibo Campus:
    For students of Department of Nursing and Course of Midwifery the following forms are available at and may be submitted to Mejiro Seibo Campus:
    * “Request for leave of absence”, “Intent to resume studies” “Request to withdraw from university”, “Request for study abroad (general study abroad program)”
    * “Name change sheet” “Guarantor change sheet”
* Dismissal from the university
The following students shall be dismissed from the university:
1. Students whose period of enrollment (excluding leave of absence period) exceeds 8 years (Article 38, University Regulations)
2. Students who fail to obtain 32 credits or more including subjects specified by undergraduate Faculties/Departments in two consecutive academic years (Article 40, University Regulations)
3. Students who fail to pay the tuition and fees before the set deadline(Article 64, University Regulations)
4. Students to whom Article 60 and 61 of University Regulations apply.

● Change of Faculty/Department
Students who satisfy the following requirements may apply for examination for Change of Faculty/ Department:
1. Student has completed or is expected to complete at least four semesters of study at the time of the requested change (Period of leave of absence is not included).
2. Student has a 2.6 GPA or higher for credits obtained in Foreign Language Courses (only required courses) and General Studies (Zengaku kyotatsu). (Only General Studies for students who entered in 2013 or before)
3. Student satisfies all requirements set by the said Faculty/Department.
4. Transfer students and Re-admitted students are excluded.

● Graduation
If you have satisfied the residence requirement (four years unless otherwise stipulated excluding leave of absence or suspension period) and successfully earned credits required for graduation, you will be given approval to graduate from the University by the President, after an examination conducted at the faculty meeting.
You cannot graduate in a semester in which you take a leave of absence, even if you have met all graduation requirements.
Announcements of the graduating students will be made in mid-March for March graduation, mid-September for September graduation.

● Repeating a year / semester
If you cannot earn credits required for graduation in four years, you will have to repeat a year / semester. Also, if you earned credits required for graduation but were away from university on a leave of absence or on suspension, you will not be able to graduate in four years.
If you need to repeat a year, a Student ID Card with extended period of validity will be sent by postal mail to you at the end of the Semester.

● Re-entry
Re-entry is admission of students who have withdrawn from Sophia University and wish to enter again the Faculty/Department he/she has been previously enrolled in. However, the following students are not allowed to apply for re-entry:
1. Students who withdrew from university after full period of enrollment permitted (8 years of enrollment).
2. Students who withdrew again after re-entering university

● Change of address
If there are any changes in the address of the student or the guarantor, change the data on Loyola from menu “Change of student’s address”.
If there is a change of address of the student, have a new Enrollment Sticker (zaiseki-kakunin seal) issued at Center for Academic Affairs (Academic Records Section) and affixed on the back of the Student ID Card.
Health

Health Center

Health Center is located in Hoffmann Hall and provides consultation on health issues and first-aid treatment, referral to hospitals etc.
Health Center provides consultation for internal medicine by an internal medicine physician and for mental health by a psychiatrist. The physicians also refer you to hospitals. Consultation is also provided by specialized physicians on, and cardiology/endocrinology by appointment only. The consultation records are maintained in strictly confidential manner according to the law; please do not hesitate to seek advice.

Consultation office hours

Consultation and First-aid are available whenever necessary. Health insurance treatment and prescription of medication are not available.

<table>
<thead>
<tr>
<th>Services</th>
<th>Office hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>internal medicine consultation (NB 1)</td>
<td>[By appointment] (Tue) (Fri) 9:30 ~ 11:30, 13:00 ~ 16:00</td>
</tr>
<tr>
<td>Mental health consultation (NB1)</td>
<td>[By appointment] (Tue) (Thu) (Fri) 13:00 ~ 15:45</td>
</tr>
<tr>
<td>Consultation by specialists</td>
<td>[By appointment] cardiovascular disease, endocrinology * For the schedule, please check on website</td>
</tr>
<tr>
<td>First-aid (NB 2)</td>
<td>(Mon to Fri) 9:30 ~ 17:00</td>
</tr>
<tr>
<td>Health consultation Referral to hospitals</td>
<td>(Mon to Fri) 9:30 ~ 11:30, 12:30 ~ 17:00</td>
</tr>
<tr>
<td>Medical checkup certificate (English version)</td>
<td>(Mon to Fri) 9:30 ~ 11:30, 12:30 ~ 17:00</td>
</tr>
</tbody>
</table>

NB1 Please note that the contents may be changed
NB2 Night-time first-aid station (Health-care room, Sophia School of Social Welfare, 1F, Bldg.1) 17:00~21:00
Schedule for the night-time first-aid station, please check on Bulletin Board or official website
NB3 Please use an automated certificate issuing machine for a Japanese version
NB4 Not available at 9:30-10:00 / 16:00-17:00 in Aug, Feb & Mar.

Disaster and Accident Insurance for Students

Sophia students must all buy the above insurance, paying fees at entering university. This insurance covers injury accidents occurring suddenly and accidentally while engaged in research and education activities, or those occurring during commuting or moving between facilities on campuses. For more information, please refer to "Handbook for Enrollment of Personal Accident Insurance for Students Pursuing Education and Research".
Whistleblower Protection Act

Establishment of Whistleblower Protection Rules at Sophia School Corporation.

Sophia School Corporation shall establish “Whistleblower Protection Rules at Sophia School Corporation” (hereinafter referred to as “whistleblower protection rules”) to properly address the issues of whistleblowing according to the following procedures:

- **Purpose of Whistleblower Protection Rules**
  The purpose of the rules is to maintain the social trust Sophia School Corporation has built over time and to ensure that its management is performed on fair and equitable basis by detecting and rectifying at an early stage any “violations of regulations” on management set by Sophia School Corporation and the schools established by Sophia School Corporation or any improper or any improper and wrongful act seriously violating rules of Sophia School Corporation.

- **Scope of Whistleblower Protection Rules**
  The rules apply to all employees of Sophia School Corporation (including temporary employees based on contract of supply of temporary labor) and all students enrolled at schools established by Sophia School Corporation.

- **Wrongdoings whistleblowers may report**
  Any wrongful act that has been conducted or is about to be conducted any time in violation of management rules or policies of Sophia School Corporation and the schools established by Sophia School Corporation. However, the whistle blowing report should not be made in order to gain dishonest profit, cause damage to someone, make false statements, mentally abuse someone, or any other corrupt intentions.

- **Whistle blowing procedures**
  The reporting service counter is located in the surveillance room (9 F, Room 913, Bldg. L., extension 4389)
  There are various forms of whistle blowing: (1) directly visiting or calling (2) written statements (optional style) (3) “Whistle blowing Hotline” (for emails: “koekitsuho110@cl.sophia.ac.jp”) Anonymous reporting is accepted.
  The reporting service counter will also provide advices on protection measures prior to and following the reporting.

- **Whistleblower protection**
  In compliance with Whistleblower Protection Act and the relevant laws and regulations, Sophia School Corporation shall not take unfavorable action against any faculty, staff or students at workplace or learning or research environment.
2 – Academic and Student Support

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Global Education/Study Abroad

In the rapidly globalizing society, students need to acquire a “high level of expertise”, “foreign language proficiency” and “cultural and intellectual refinement based on broad, advanced education” to play an active role in the society. The Center for Global Education and Discovery offers diverse courses to address the globalizing society and provides opportunities for study abroad and its counseling by study abroad counsellor. For details of the programs and counseling, visit the following Website and Loyola download center.

* Website (global education/study abroad): http://www.sophia.ac.jp/jpn/global (Japanese)
* Loyola download center: Loyola > download center > Center for Global Discovery

**Official Twitter**

If you follow the Center for Global Education and Discovery on Twitter, you will find study abroad programs and a variety of events offered by the Center and useful tips on overseas studying given by study abroad counsellors.

For inquiries on study abroad, please contact the Center for Global Education and Discovery, 1F, Bldg 2.
* Center for Global Education and Discovery Twitter: https://twitter.com/Sophia_Global (Tweeted in Japanese)

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**Service Learning in Cambodia**

Sophia student on exchange program

**Service Learning in India**

Counseling by study abroad counsellor
Job Search / Career Support

Career Center provides support for students in their selection of career options and job search.
If you wish to consult or have any questions, please contact Career Center, 1F, Bldg. 2.

* Examples of how to use the services available at the Center:
1. Participate in workshops for personal development to acquire skills for logical thinking and leadership.
2. Obtain information on internship programs, job offers, alumni information.
3. Participate in job search guidance and request individual consultation.
   (Every April, we hold career option/job placement guidance for new students)

**Official Twitter**

Information including guidance details are posted by Career Center on Loyola (Employment/career support) and Twitter as follows:

* Career Center Twitter: https://twitter.com/sophia_career
  (Tweeted in Japanese)

Financial Support

**Financial support (scholarship programs)**

Scholarship system is intended to financially support students who have motivation to study but face difficulties to continue their studies due to various reasons (family, social surroundings). Sophia University has two major types of scholarship systems: a system intended to support the studies of students with excellent academic performance and another to support the studies of students in financial difficulties. For the latter group there are a variety of scholarship programs. For students who wish to apply, the following website and Loyola Bulletin Board (for scholarship) offer detailed information on the Scholarship systems.

* Scholarship website: http://www.sophia.ac.jp/eng/studentlife/scholarships/index.html

**Application procedures**

The application procedures are posted on Loyola Bulletin Board (for scholarship). Students must follow the required procedures by the deadlines. If you have any questions, please inquire at Service Desk 10 (financial support) (03-3238-3523) of the Center for Student Affairs, 1F, Bldg. 2. A handbook on scholarship is also available.
Extracurricular Activities

The most essential part of student life is, needless to say, the academic studies. Extracurricular activities offer students a platform to meet fellow students who may become lifelong friends. It is through the group living experiences that you learn cooperation, independence, judgment, leadership that help you grow into a mature human being.

Various application procedures

To have official approval of the university for extracurricular activities, each group must attend the orientation and submit required application in April or October each year. Same procedure, if you wish to form a new extracurricular activities group. The details for the procedures will be announced on Loyola Bulletin Board; make sure to check.

The various application procedures for extracurricular activities on campus are announced on Sophia University official website (campus life → Student Support → Extracurricular Activities)

Announcements from the university to the extracurricular activities groups will be made on Loyola Bulletin Boards. Important information are also provided; please check the bulletin every day.

For further inquiries, contact Extracurricular activities counter No. 9 (03-3238-3525), 1F, Bldg. 2.

For information on application procedures and requirements, please visit Extracurricular activities counter No. 9 (03-3238-3525), 1F, Bldg. 2.

Hours of extracurricular activities

The hours allowed for extracurricular activities on campus are as follows: includes the time for clearing up after the activities.

Mon to Sat: 8:00 am to 9:00 pm
Sun, national holidays, university recess: 9:00 am to 7:00 pm

*Open hours for each facilities will be announced on Loyola.

Volunteer activities

If students are interested in and wish to take part in volunteer activities, please contact Volunteer Activities Support desk: Service Desk 8 (Volunteer Bureau) (03-3238-3525) of the Center for Student Affairs, 1F, Bldg. 2.

Volunteer Bureau provides opportunities for hands-on experience of human education activities based on the educational philosophy of Sophia University “Men and Women for Others, with Others”. Sophia University has extracurricular activities groups that conduct volunteer activities in and outside Japan and also many students and faculty/staff members working on individual activities. Sophia also serves as a forum to share information on volunteer and cooperative activities with local communities such as Chiyoda-ku, where the university is located, and to exchange information with people in need of support.
Please also check the Website, Loyola, Twitter and Mailing list (registered at Service Desk) for various information sent out.

- Website:  http://www.sophia.ac.jp/jpn/studentlife/svb/index.html (Japanese)
- Twitter:  https://twitter.com/sophiavolante (Tweeted in Japanese)

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**Disability support**

**Scope of support**

Students enrolled at Sophia University who are experiencing significant limitations to their academic work as a result of their disabilities.

In general, the President will acknowledge any need for support in class or experiments. Support will be provided within the scope possible.

**Examples of support**

At Sophia University the following support is provided to students with disabilities attending class

Vision impairment: digitization and enlarged copies of class material
Hearing impairment: use of FM systems
Physical disabilities: improvement of facilities and equipment, change of classrooms
Mental disabilities: provision of notes
Developmental disabilities: provision of notes, adjustments in seating arrangement and other arrangements in the learning environment, lending of noise-cancelling earphones

In addition to the above, if a student with a chronic illness that can be confirmed via medical certificates require special attention, then we will consider providing special support as needed.

**Our aims in providing special support**

We seek to support students in developing the abilities that are required of all students in their university and post-graduate lives. Such abilities include the ability to request aid, or the ability to consult with others and ask for assistance when challenged with a problem, the ability to deepen self-understanding to understand what one is good at and what one is not and the ability to take creative approaches to find alternative ways to do something in order to increase what one can accomplish.

**Contact**

Center for Student Affairs (staff in charge of support for students with special needs) (1st floor, Building 2; TEL: 03-3238-3525)

- Website:  https://www.sophia.ac.jp/eng/studentlife/support/with_others.html
- At the end of this brochure, you will find the campus accessibility map.
3 – Precautions
-Safety and Security awareness-

Precautions

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Here, we have listed several cases for precautions; also in many other situations, we hope that you will make good decisions based on sound judgment as students of Sophia University.

### Use of alcohol

At events where drinking is involved, we have reports of cases where students are taken by ambulance to a hospital for acute alcohol poisoning resulting from binge drinking, too much alcohol in a short time. Symptoms of acute alcohol poisoning include nausea, difficulty of speaking and unconsciousness that may possibly end up in death. Alcohol has different effects on each individual, also depending on your physical constitution and condition; if people urge you to drink, be strong and say no when you do not want to. Take extra precautions at events like Freshman welcome party or club camp.

- **Underage drinking /coercion**

  Underage drinking and urging underage to drink are both serious violation of the law, but overlooking such acts is also illegal. If a person urges another to drink, whether or not underage, this is harassment and should not be permitted. Sophia University will impose severe punishment on anyone involved in such action.

### Use of drugs

Using drugs starts often by temptations downtown in entertainment districts or persuaded by friends. Never be tempted out of curiosity to take “just one sip” which may have irreversible consequences.

Use of drugs carries high risks that may ruin your brain and mind by drug addiction, acute intoxication, physical and mental residual disability. The damage caused by drug abuse lasts almost permanently, and no treatment will cure. Recently newspapers frequently report cases in which users of “dangerous drugs” are taken away in an ambulance or found driving cars causing fatal accidents. Say no to temptation to protect your own life. Sophia University strongly demands that our students will not get involved in banned drugs and shall impose severe punishment on anyone involved in such illegal act.

### Student loan, credits

You may think you can easily borrow money from consumer loans or student loans, but borrow with caution because the interests may pile up your debt that may ruin your university life. Credit cards are extremely useful; you can purchase things even if you do not have any cash. But be aware that you are borrowing money; so when you use credit cards, carefully make a repayment plan.

### SOCIAL MEDIA (Facebook, LINE, Twitter etc.)

With the progress of technology, Social Media has become a most convenient tool. On the other hand, failure to handle it properly may lead to unexpected results. Once posted on the web articles or pictures cannot be deleted completely; the history will remain and may be used for purposes other than the intent of the poster. Be sure about what you share posting on social media; think carefully how people would react to your post and always keep in mind that social media affects your future opportunities.


### Do not be a victim

<table>
<thead>
<tr>
<th>Unscrupulous part-time jobs</th>
<th>Do not release any information that may give hints to potential stalkers such as name of university, station you use, trip schedule and accommodation.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Using charged sites</td>
<td>To use a charged site, read the terms of service and check and understand the fee structure before using. When you receive an invoice, check whether you have obligation to pay.</td>
</tr>
<tr>
<td>One click fraud</td>
<td>On some websites, simply clicking on the link or pictures automatically registers you and you will be charged for using the site. If your IP address is registered, that does not mean your personal information such as name, contact numbers are released. If you receive an invoice from suspicious or unfamiliar sources, you should basically ignore it.</td>
</tr>
<tr>
<td>Phishing</td>
<td>Phishing is a type of deception to steal your identity and PIN by sending you email messages that appear to come from existing companies or banks. If you click on a fraudulent link in the message text, you are directed to a phishing site. Check by telephone or on official websites.</td>
</tr>
<tr>
<td>Troubles caused by disclosure of personal information</td>
<td>Disclosure of personal information can lead to unexpected trouble. Exercise caution to release your own information only when necessary. Extreme care should be taken on the Internet when disclosing information that may identify you such as your real name, age, and affiliation. Cases of intimidation and harassment have been reported.</td>
</tr>
</tbody>
</table>

### Do not become a perpetrator

**VIOLATION OF THE RIGHTS OF OTHERS** Do not make any statement that would harm the reputation of someone else or disclose personal information of others. Always check before you disclose any information that it does not infringe on copyrights, portrait rights, or privacy of someone else. There have been cases that led to lawsuits.

### Unscrupulous part-time jobs

Increased numbers of cases are reported of unscrupulous part-time jobs that are considered as violation of Labor Standards Act. Students are required to work the same hours as full-time employees, posing problems for learning; students are not given any options for shift hours, making it difficult to attend classes or join extracurricular activities. If you have doubts about work environment or conditions, call free consultation service:

- **Hotline for consultation of labor conditions**: 0120-811-610

### Deceptive business practices

Troubles are increasing of young people who get involved in deceptive trade practices. Recently new types of deceptive business practices are increasing with devious techniques. Do not make yourself an easy prey. The following are some typical cases:

- **“Catch sales”**
  
  A con artist “catches” you on the streets or in places like large bookstores, starts friendly talks and makes you buy memberships of movies etc. (e.g.: esthetic salons, cinemas, travel clubs, cosmetics etc.)

- **Fortune-telling fraud**
  
  On the street a fraud fortune-teller “tells your fortune”, makes you feel anxious that “evil spirit threatens you, keeping spirits of your ancestors restless, and a family member will be taken ill” and deceives you into buying overpriced products to remove the threat. (e.g.: China pot, a set of seal etc.)

- **Appointment sales / telemarketing**
  
  Con artists call you on telephone, sends you a postcard, saying “you’ve won a big prize; come and pick it up”, “you are eligible for a reward; come and register”; when you come as told to, they make you sign up to buy English conversation text materials. (e.g.: learning materials, certification courses, jewelry, membership etc.)

- **Multi-level marketing**
  
  Expectation of “easy money” is heightened by “introducing a friend to become a member” and “you will receive referral fees that would exceed your membership fees”; however, actually, the membership fee you will have pay to purchase the products is much higher than the referral fee, and what is more, this whole thing harms your friendship. (e.g.: water purifier, bed linens, detergent, health food, cosmetics etc.)
Self development seminars
Seminars to “succeed in life” and “to improve yourself”; you will be charged overpriced fees for participation and learning materials for success motivation. When you complete the seminar, you will be forced to solicit new participants.

● How to prevent getting into troubles
- Do not respond to any invitation/soliciting from strangers or reply to questionnaires on the street.
- Do not give your name, telephone number, PC or mobile mail addresses unless when necessary.
- Just say No, when you do not want the product or service.
- Do not answer in ambiguous tone that may give a chance for the solicitors to have their way.
- Do not sign or stamp your seal unless it is necessary.
- Do not sign a contract on the spot; take time to think and talk it over with your family or friends.
- Before you sign any contract, have the contents explained until you fully understand.

● Cooling-off system
Cooling-off system allows you to cancel a contract which you signed inadvertently taken in by smooth-talking of a salesman.
You can cancel the contract by sending a contract cancellation notification to the other party through contents-certified mail or certified mail with return receipt (take copies of the record), within 8 days for contracts made by door-to-door sales (including “catch sales”, appointment sales) or telemarketing, within 20 days for multi-level marketing, both counting from the day of signing (must be sent postmarked by the deadline dates respectively).

● Where to contact for claims on damages caused by deceptive business practices or on product accidents

* Tokyo Metropolitan Comprehensive Consumer Center (Iidabashi)
  Tel.03-3235-1155
* Chiyoda City Consumer Affairs Center
  Tel.03-5211-4314
* National Consumer Affairs Center of Japan
  Consumer advice  Tel.03-3446-0999
  Official website of National Consumer Affairs Center of Japan
  http://www.kokusen.go.jp/

Solicitation by cult groups
Problems arising from cult groups are becoming major social issues; many similar cases have been reported on Sophia campus. Once you join a group, you will be brainwashed and forced to participate in activities, charged with enormous amount of donation; be cautious and do not let such groups ruin your student life. Sophia University prohibits all kinds of soliciting activities on campus. If you encounter or witness any soliciting, immediately inform the Center for Student Affairs. Also, recently, cases of solicitation on Internet (SNS etc.) have been reported; be extra cautious.
**Various methods of soliciting**

<table>
<thead>
<tr>
<th>Soliciting by fake sports or volunteer student circles</th>
<th>Keeping their religious elements hidden, the cult groups approach you as sports or volunteer student circles. When they start talking about religion, stay away from them.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Soliciting by fake seminars on peace or self development</td>
<td>Legitimate religious groups do not pretend to be something else under false names. These fake seminars pretend to discuss serious issues and try to brainwash you showing videos as study material. A hint to detect fake seminars is the duration; if they make you attend a seminar that goes on for hours, it is a sign to be on your alert.</td>
</tr>
<tr>
<td>Soliciting on the street</td>
<td>The solicitors ask you to “answer questionnaires” or to let them “practice fortune-telling” and then at the end make you buy overpriced products or join their group.</td>
</tr>
</tbody>
</table>
| Other solicitation | 1. Solicitors approach you asking questions such as “where is the student dining hall?” and other casual friendly questions to find out your personal information and then invite you to come to their “meetings”.
2. You will be asked to “join a seminar” on various themes and to write down your personal information (name, telephone number etc.) on questionnaires.
3. You will be asked by fake sports (tennis etc.) groups to “join a sports event that is coming up soon” and to give your personal information (name, telephone number etc.)
4. You will be asked to “help on a day job for a student” and to give your personal information (name, telephone number etc.)
5. You will be invited to “come to a gathering of singing where you can make friends with many students” and asked to give your personal information (name, telephone number etc.)
6. You will read messages on Internet (SNS etc.) of people who “have joined an exciting student circle” and if you become interested and react, you will be asked to join in the meeting of the group. |

**Characteristics of cult groups**

- They hide their religious content, solicit by dishonest means like threatening
- Cult leader and organization command absolute obedience and criticize the world outside their group to extremes.
- They deny the past lives of the believers and try to sever all ties with family and friends.
- They live according to extremely strict rules and individuality of believers is not respected/
- They control or even deny any information coming from the outside.
- They despise orthodox religion.

**If you feel there is something strange**

- Never give any personal information (name, telephone number, address, mail address, SNS account)
- Just say No. The solicitor may seem to be a very attractive, gentle and caring person; he/she is a convinced believer and invites you with good intentions. Still, you must say No.
- You should talk with someone about the whole thing. If the solicitor tells you “not to talk with friends or family”, it is very probable that the group is a cult organization trying to sever your ties with society; never listen to them.
- If you are not certain whether the group is a cult or not but you have second thoughts, do not hesitate to talk with the staff of Center for Student Affairs.
- Also, if it is your friend who is acting strangely and you suspect a cult group is involved, do not hesitate to talk with the staff of Center for Student Affairs.

**Solicitations from radical political groups (sects) outside university**

Beware of solicitors who ask you to take part in radical political activities or join political groups (sects) engaged in illegal activities. If you accidentally give your contact address, they will keep sending political flyers and call you insistently to participate in their meetings. If you encounter or witness such solicitation on campus, immediately notify the Center for Student Affairs.
Precautions -Safety and Security awareness-

Harassment

Sophia University is committed to provide a fair and safe learning environment for students and will therefore not tolerate any kind of harassments, be it sexual, academic or power harassment.

● If you become a victim
You should seek advice at an early stage before things become serious.
  • If possible, you should tell the harasser that the conduct is unwelcome. If it is difficult to say it directly, seek advice from a person you can rely on; you should not be facing it alone and suffering.
  • Do not blame yourself for not having said “No” in the first place. Harassment occurs because it involves situations where saying No is most difficult.
  • You are advised to keep a record of what happened and the time and place it occurred; the record will serve as objective information for solving cases of harassment. Keeping a record is strongly advised if there is repeated conduct of harassment.
  • If you feel you are physically endangered, take immediate action. Contact the police without delay.

● Avoid becoming a perpetrator
Always be aware of how much you can communicate with others and try to build a relationship of trust but cannot stop stalking. If it is difficult to maintain good communication, the reason may be that there is a power relationship which does not allow you to say “No”. If you are a leader in the research lab or club activities, you should always keep this in mind.

● Where to seek advice
You can seek advice for any type of harassment on telephone or on official website. For more information, please refer to official website of Sophia University and Harassment Prevention Brochure. Website for harassments: http://www.sophia.ac.jp/jpn/aboutsophia/approach/harassment

Stalking

Stalking seriously infringes on the rights of the victim and ruins the student life of the victim as well as the harasser.

● If you are experiencing stalking
If you are experiencing stalking, take protective measures before it escalates and serious harm is done. Without your realizing it, you may become a perpetrator; read the following and think back about your own behavior:
  • Talk with your family, friends, or the staff at Center for Student Affairs. If you feel you are in physical danger, immediately call the police.
  • As evidence material for consulting the police or lawyer, you should keep a record of the e-mails or photos. Keeping a diary would also help.
  • If you are living alone, take all possible security precautions. When you return from outside, you should look around for any suspicious persons before opening the door.

● Avoid becoming a perpetrator
It is quite possible that your behavior could be misunderstood as stalking when you repeatedly send e-mails, make calls, or wait outside the classroom or school gate because you cannot get in touch with a specific person.

Similar to various types of harassments, what matters most in stalking is what the other person feels. Give consideration to the feelings of the other person and if you feel that your behavior is causing repulsion and fear, stop immediately.

On the other hand, there are increasing numbers of students who are suffering because they “want to quit but cannot stop stalking”. If you have problems in romantic or close friendship, do not face it alone; do not hesitate to talk with the staff of Center for Student Affairs or the Counseling Center.

● Characteristics of stalking
The following behaviors are characteristic of stalking: any behavior resembling those may be misunderstood as stalking:
  • hang around, wait at or come uninvited to your home school or work.
  • tell that you are watching
  • demand to meet privately or to date
  • send things covered with filth
  • anonymous /constant phone calls, facsimiles, e-mails
  • obscene behavior causing embarrassment or shame
  • offensive , degrading remarks /verbal abuse
Precautions for overseas travel

Exercise caution against accidents, illness, injuries, thefts while on overseas travel.
1. Before you go on overseas travel, leave travel itinerary, accommodation and contact information with family and guarantor.
2. Note that terrorism is not restricted to certain countries. Avoid staying long in places where large crowds gather and other places likely to be targets of terrorist attacks. Be prepared to escape when you sense danger.
3. Check the Travel Advice and Warning posted on Ministry of Foreign Affairs Overseas Safety HP and avoid traveling to countries/regions of political instability where security is poor.
4. Exercise caution not to get involved in money troubles or losing passports; check before traveling what you should do (to have passports re-issued, cancel credit cards) should you become victims. Always keep an eye on your luggage; never leave it unattended (the moment you do, it will be stolen; not likely in Japan)
5. When you purchase overseas travel insurance, check the on-site coverage and services.
6. Learn the customs of the country or region and act accordingly.
7. Exercise caution and protect yourself from infectious diseases.
8. If you choose a group tour, check the organizer before you decide to take part.
9. If you are traveling overseas for less than three months, for your own safety, register at Ministry of Foreign Affairs “Tabi-regi”, overseas travel registration.
10. If your extracurricular activities group is traveling overseas, notify the Center for Student Affairs at least a month before departure.
   · Some extracurricular activities may be eligible for the required university study abroad insurance, “Disaster and Accident Insurance for Student (Gakkensai) with additional coverage for study abroad insurance (FutaiKaigaku)” and Crisis management plan. The Center for Global Education and Discovery will check the submitted notification of the trip and decide whether coverage is applicable for the group.
   · If you apply, you must purchase this insurance and crisis management service for the trip, and attend the “Crisis Management Guidance” held by the Center for Global Education and Discovery before departure.

* Center for Global Education and Discovery (1F, Bldg. 2) 03-3238-3521

Ministry of Foreign Affairs, Overseas Security HP
http://www.anzen.mofa.go.jp/
Ministry of Foreign Affairs, “Tabi-regi”
https://www.ezairyu.mofa.go.jp
Infectious Disease Surveillance Center, National Institute of Infectious Diseases

● International Student Identity Card (ISIC card)
ISIC card is internationally valid in over 100 countries of the world and you can get discount for fees of museum, art gallery, cinema, concert etc.
For more information, please contact:

Kinokuniya Sophia Square
B1F, Bldg. 2, Sophia University
Tel. 03-3238-3092
ISIC International Student Identity Card HP
http://isic.jp/shutoku.html
Safety confirmation of students in overseas emergencies, disasters, terrorism

When you are traveling overseas, it is your responsibility to check the security situations of the countries and take precautions to act accordingly. But it may be possible that you encounter unforeseen circumstances including natural disaster and terrorism. If you are involved in such situation, Sophia University basically takes the following means to do the best in confirming the safety of students. To do this, we ask all students to take all available steps to notify family, friends or public agencies (embassy / consulate of your country) as soon as possible, directly or indirectly, about your whereabouts and situation. It may be advisable to carry with you a number of contact information as some of the contact means may be blocked in such situations. Also, do not forget to check official website of Sophia; we will post important information related to the situation.

The most important thing to do is to keep informing someone about your whereabouts; take every possible means to protect yourself in such unforeseen situations and to send out information about the situation you are involved in.
Beware of thefts

Reports on thefts in libraries and locker rooms on campus are increasing. To protect yourself against theft, make it a habit to be on your guard and prepared and always keep an eye on your personal belongings.

- **Avoid becoming a victim**
  1. Always keep your valuables with you.
  2. Always keep an eye on your personal belongings. Do not leave them unattended even for a moment.
  3. Avoid using simple combinations of numbers for your card PIN
  4. Make sure to lock the rooms. (Especially, the small meeting rooms for student clubs in Hoffmann Hall)

- **Cases of thefts**
  1. In the dining room, a student took his purse out of his bag and left the bag on the chair to keep the seat; the bag was stolen while he was away.
  2. In the classrooms or libraries, a student left bag and belongings on the desk unattended for two or three minutes; the purse was stolen from there.
  3. In the reading room of library, a student dozed off; bag and belongings were gone.
  4. In the locker room, a student left bag and belongings and went for exercises in the gym; cash was stolen from the purse.
  5. In the classroom during student club activities, bag and belongings left in the corridor were stolen.
  6. Students left the classroom or research room empty for a short while; purses were stolen.

- **If you become a victim of theft**

  Submit a “Theft Report” to the Center for Student Affairs or Office of Mejiro Seibo Campus. If cash or credit cards were stolen, immediately report to police and banks. The stolen items or part of them may be turned in as lost and found to the Office of Property (1 F, Bldg. 2) or Office of Mejiro Seibo Campus.; please check.

  If you see suspicious persons on campus, notify the Main Gate Guard, Center for Student Affairs, Office and Gate Guard of Mejiro Seibo Campus.
Crime/disaster prevention

Emergencies (injury, sudden illness)

● If you are injured on campus
Health Center provides you with first-aid treatment or referral to hospitals. For more information, refer to p.19. The Disaster and Accident Insurance for Students may be applied; notify the Center for Student Affairs immediately.

● If injury/sudden illness occurs on campus
[Procedure]
1 Call the Main Gate Guards (03-3238-3000) (※ 1) or Health Center (03-3238-3394)
   In emergency, call the ambulance immediately and then notify the Main Gate Guards.
   (※ 1: On Mejiro-Seibo Campus, the Gate Guards (03-3950-6139) or Office of Mejiro Seibo Campus (03-3950-6151))
2-1 If injury/sudden illness occurs during extra-curricular activity, the group leader/supervisor should ride on the ambulance (or taxi) and accompany the ill/injured student. (※ If a faculty or staff member is on the site he/she may accompany the patient)
2-2 The group leader/supervisor should notify the family or guardian of the ill/injured student about:
   (1) the condition of the illness or injury
   (2) name and contact information of the hospital etc.
3 After the incident, the ill/injured person, if possible, (or the group leader/supervisor depending on the medical condition) is asked to visit the Center for Student Affairs to report the incident on form specified.

[If you are not certain whether or not to call an ambulance]
Tokyo Fire Department Emergency Advice Center
(24-hour phone line)
#7119 (mobile, PHS, Push-button-daial)
You can get advice on first-aid treatment and information on hospitals.

[If taking a taxi to the hospital]
※ Search a hospital available for treatment
Tokyo Metropolitan Medical Institution Information System known as "Himawari"
For Foreigners
03-5285-8181 (9:00-20:00)
On mobile: http://www.himawari.metro.tokyo.jp/kt/
On PC: http://www.himawari.metro.tokyo.jp/
※ They provide information only in Tokyo.

● AED (Automatic external defibrillator)

Role
AED is a medical device that allows the heart to restore a normal rhythm by giving it an electric shock when the heart muscles spasm disrupting the heart’s pumping function (ventricular fibrillation). Cases of lives saved by AED are reported at events such as citizen marathon etc. AED also uses voice prompts to tell you what to do and when, so anyone can use it following the instructions.

Location
AED is located at the following sites on Yotsuya campus, Ichigaya campus, Mejiro Seibo campus:
Yotsuya campus: (1) Main Gate Guard (2) North Gate Guard (3) Gym control room on B1
(4) Information desk, Library (5) Health Center (6) Building Manager Office of Sanadabori athletic field
Ichigaya Campus: Gate Guard (7) Bldg.6 Disaster prevention center
Mejiro Seibo campus: (1) Gate Guard (2) Entrance hall in front of office center
Guidelines for Action in case of an Earthquake

- Please follow the guidelines below:

1. First concern should be given to personal safety. Take cover under a desk or table until the tremors subside. Look out for things that might fall or topple over. Do not rush outside.

2. If you are using any device that has an open flame, extinguish the device immediately. If a fire starts, first inform the people around you in a loud voice and check to be certain that you have an escape route. If you are not in danger, use the fire extinguisher nearby to extinguish the fire; please also press the fire alarm button.

3. Stay calm and survey the situation. Aftershocks may set off secondary fires and other damage may appear in response to aftershocks. Make certain that the place where you are is safe, before you decide whether to stay there or move to another location.

4. Cooperate with students and others who are nearby. If you or others near you are injured, do what you can to work together to take care of each other. Use the emergency telephone numbers below to request assistance.

5. Please follow directions provided in university announcements. Those directions will be provided in several ways: first, through the public address system, and secondly in person from university staff members.

6. If you need to evacuate, please move to the assembly areas designated by the university. If the public transportation systems are running and you have not been injured, please return to your place of residence.

7. If you are willing and able, please volunteer assistance to those who need it.

Emergency Phone Numbers:

- Guard station at the main gate 03-3238-3000 (24h)
- Disaster Prevention Center 03-3238-3119 (24h)
- Center for Student Affairs 03-3238-3525
- Sophia Health Center 03-3238-3394
- Guard station of Mejiro Seibo Campus 03-3950-6139
Crime/disaster prevention

Prevention of fire

Heed the following and avoid causing fire at any cost.
1. Do not smoke at other than designated areas.
2. Keep things organized and do not leave combustible materials around.
3. Do not handle hazardous materials or open flame without permission.
4. When using open flame, do not leave it unattended even for a short time.
5. Exercise extra caution to keep chemicals safe and secure in laboratories.
6. Do not use electric or gas appliances if you detect any failure.
7. Do not put too many plugs in one outlet.
8. When leaving the room, check and make sure there is no danger of fire.
9. Make sure you know where to find and how to use fire extinguishers and fire hydrants.
Do not leave things around them.

Safe fire evacuation

1. Do not try to extinguish fire if the flames reach the ceiling; evacuate immediately.
2. When evacuating, as you leave close all windows and doors to shut off smoke and air.
3. If evacuating in smoke, crawl or keep low, cover your mouth and nose with wet towels or handkerchiefs to avoid inhaling smoke.
4. Do not use elevators.
5. Never re-enter the building once you are outside.
6. It is best to know several different evacuation routes available.
Actions to Take in the Event of Ballistic Missile Attack When “J-ALERT” Warning is Sent Out

If a possibility of missile launching affecting Tokyo area emerges, Japanese Government releases a message via “J-Alert” (the system which is designed to communicate instant emergency information), along with the emergency warning sirens using public speaker. Japanese Government also uses e-mailing systems to inform an emergency situation.

“J-Alert” is announced via public speakers set up by municipal government, and also via mobile phone, radio, television in Japanese. If your phone plays the unfamiliar sirens with the message in Japanese, do not hesitate to ask a Japanese person nearby to find out what the message is about.

You may refer to the “Civil Protection Portal Site” periodically in order to get information on the way of acting in situations of armed attack:
- Civil Protection Portal Site” (by Cabinet Secretariat of Japanese Government)
  http://www.kokuminhogo.go.jp/en/pc-index_e.html
- Protecting Ourselves against Armed Attacks and Terrorism [PDF]

In the reference above when “J-Alert” is announced, it is instructed to take the actions as follows in order to protect yourself.

If you are outdoors
- Go inside a building or go to a basement floor,
- Hide behind something, or lie down on the ground while protecting your head if there is no building nearby,
- (When a missile may land on the ground,) cover your mouth and nose with a handkerchief, move away from the ground zero, and go inside an air-tight room or move toward the upwind side.

If you are indoors
- Move away from windows, and if you can find and move to a room without a window,
- (When a missile may land on the ground,) stop the air-fans and air-conditioners, close windows and seal up gaps between windows and doors with tapes in order to seal the room you are in.

We also suggest if you are on campus
- Stay in the classroom, and move away from the windows.
- If you are outside go into the nearest building quickly.

Other information:
- A special measure such as cancelling lectures, making up examinations, and so on, may be taken when it is judged that we cannot take lectures and examinations in safety.
- Such information will be announced via the university’s website, the LOYOLA system, and SNS (Facebook, Twitter, etc.).
4 – Where should I get help?

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### Where should I get help?

#### Studies / Career

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<th>Questions</th>
<th>Offices</th>
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<tbody>
<tr>
<td>I wish to take leave of absence/ Withdraw from university</td>
<td>Center for Academic Affairs (Academic Records Section)</td>
</tr>
<tr>
<td>I wish to transfer to other Faculty/Department</td>
<td>Center for Academic Affairs (Academic Records Section)</td>
</tr>
<tr>
<td>I wish to take Teacher License/ Curator certificate courses</td>
<td>Center for Teaching and Curator Credentials</td>
</tr>
<tr>
<td>I wish to study abroad</td>
<td>Center for Global Discovery</td>
</tr>
<tr>
<td>I wish to go on to Graduate School</td>
<td>Admissions Office</td>
</tr>
<tr>
<td>I wish to buy student commuter pass to go to training session.</td>
<td>Center for Student Affairs (Students of Nursing Department should go to Office of Mejiro Seibo Campus)</td>
</tr>
<tr>
<td>I want to know about internship programs, job search activities and career programs that freshmen can also take part in</td>
<td>Career Center</td>
</tr>
<tr>
<td>I want to use campus computers / e-mail / Wifi / Moodle, etc.</td>
<td>ICT Office (Media Center)</td>
</tr>
<tr>
<td>I wish to take Sophia Community College (Extension Program) courses</td>
<td>Center for Extension Programs (1F, Bldg.1; 03-3238-3552)</td>
</tr>
<tr>
<td>I wish to use accommodation facilities for seminar study tours</td>
<td>Hadano Seminar House, Karuizawa seminar House, Kawguchiko house) for more information, contact Office of Property (1F, Bldg. 2).</td>
</tr>
<tr>
<td>I wish to seek advice for my studies</td>
<td>Ask at Center for Academic Affairs, Center for Student Affairs, or Department faculty member.</td>
</tr>
</tbody>
</table>

#### Extracurricular / off-campus activities

<table>
<thead>
<tr>
<th>Questions</th>
<th>Offices</th>
</tr>
</thead>
<tbody>
<tr>
<td>I want to know about and join campus student clubs</td>
<td>Center for Student Affairs</td>
</tr>
<tr>
<td>I want to know the rules and campus facilities for student club activities</td>
<td>Center for Student Affairs</td>
</tr>
<tr>
<td>I want to know about and join volunteer activities</td>
<td>Center for Student Affairs</td>
</tr>
<tr>
<td>I wish to go on group tour</td>
<td>For a group of eight or more students led by a faculty member or staff, the JR student group discount (50% off the basic fare ticket) may be used. Submit Request for group tour permission, together with “JR group tour application”, to Center for Student Affairs or Office of Mejiro Seibo Campus.</td>
</tr>
</tbody>
</table>
## Student Life

<table>
<thead>
<tr>
<th>Questions</th>
<th>Offices</th>
</tr>
</thead>
<tbody>
<tr>
<td>I lost /found an item</td>
<td>Office of Property</td>
</tr>
<tr>
<td>My belongings were stolen</td>
<td>Center for Student Affairs</td>
</tr>
<tr>
<td>I want to know about scholarship</td>
<td>Brochures on scholarship are given out at Center for Student Affairs.</td>
</tr>
<tr>
<td>I want to know about tuition fee bills and payment deadlines</td>
<td>Center for Academic Affairs (Tuition and Fees)</td>
</tr>
<tr>
<td>There is a sudden change in my household finances</td>
<td>Center for Student Affairs</td>
</tr>
<tr>
<td>I want to talk with someone about my problems</td>
<td>Center for Student Affairs, Counseling Center</td>
</tr>
<tr>
<td>I want to have advice on medical checkup and health care</td>
<td>Health Center</td>
</tr>
<tr>
<td>I want to take photocopies or send facsimiles on campus</td>
<td>See p.10</td>
</tr>
<tr>
<td>I want to have advice on housing, apartment, condominium, dormitories</td>
<td>Center for Student Affairs</td>
</tr>
<tr>
<td>I was injured on campus (in class, extracurricular activities)</td>
<td>Center for Student Affairs</td>
</tr>
<tr>
<td>I want to call an ambulance inside the campus</td>
<td>Gate Guard (Office of Property)</td>
</tr>
</tbody>
</table>

## Other questions

<table>
<thead>
<tr>
<th>Questions</th>
<th>Offices</th>
</tr>
</thead>
<tbody>
<tr>
<td>I want to register or change address, guarantor, personal information</td>
<td>Center for Academic Affairs (Academic Records Section)</td>
</tr>
<tr>
<td>I want to issue certificate of attendance, transcript, various other certificates</td>
<td>See p.12</td>
</tr>
<tr>
<td>I wish to have discount on museums, art galleries</td>
<td>For National Museum of Art, Tokyo National Museum,</td>
</tr>
<tr>
<td></td>
<td>National Museum of Nature and Science, Ancient Orient Museum, Suzumoto Engejo (Hall), and Kioi Hall you can get a discount with your Student ID card.</td>
</tr>
<tr>
<td></td>
<td>For Saint Marc Café (Yotsuya Station, Mejiro Station) you can get a 10% discount with your Student ID card.</td>
</tr>
<tr>
<td>I want to know about Sophia Alumni Association</td>
<td>Alumni association of Sophia University graduates.</td>
</tr>
<tr>
<td></td>
<td>(Following merger of Sophia School Corporation and Seibo College, since May 2011, alumni of Seibo College have joined) the secretariat is located on 6F, Bldg. 6; 03-3238-3041</td>
</tr>
<tr>
<td>I want to know about Presidential Award, Presidential Incentive Award, Academic Proficiency Award</td>
<td>Awards given to students or student groups for excellence in academic research activities, extracurricular activities, contribution to society and also to those who helped raise the prestige of the university. For more information, contact Center for Student Affairs.</td>
</tr>
<tr>
<td>I want to learn about Catholic religion, to take part in Mass</td>
<td>Catholic Center</td>
</tr>
</tbody>
</table>
5 – Procedures for International Students

Status of residence ................................................................. 46
Part-time jobs ............................................................................ 49
Medical cost subsidy for international students ....................... 49
Status of residence “College Student”

- Resident card
  - Obtaining a Resident Card
  A Resident Card is issued to medium- to long-term residents in Japan, in connection with permissions of landing, change of status of residence, and extension of period of stay. New students arriving in Japan for the first time will have landing permission stamp on their passports and obtain a Resident Card at Narita International Airport, Haneda Airport, Chubu International Airport or Kansai International Airport.
  If arriving at other ports of entry, the landing permission stamp will be placed and “Resident Card to be issued” will be noted. The Resident Card will be sent from the Regional Immigration Bureau to the residence address where you register at municipal offices.

  - Residence registration
  Students who study in Japan must register their residence within 14 days from the day of moving in to the new residence. Bring the Resident Card and register at a ward or municipal office.
  On entering the university, submit a Copy of Residence Record issued by the municipal or ward office. If there is a change of status of residence or period of stay, please submit a photocopy of Resident Card to the Center for Academic Affairs (Academic Records Section).

  - In case of a change of address
  If there is a change of current address, notify the ward or municipal office of the previous address before moving out and obtain a Moving-out Notice. Submit the Moving-out Notice and bring your Resident Card to the ward or municipal office of your new residence within 14 days from the day of moving in, and complete the necessary resident registration; Also, notify the post office of change of address.
  When you have completed all procedures, change your registered address on Loyola on “changes of student address” menu and then receive a new Enrollment Sticker at the Center for Academic Affairs (Academic Records Section) (Enrollment Sticker will not be issued to research, auditing or non-matriculated students.)

  - In case of changes in the Resident Card Information
  If there are any changes in nationality, name etc., you must notify the Regional Immigration Bureau within 14 days. Bring your passport, photo and Resident Card with you.
  For more information, please check the official website of Immigration Bureau.
  http://www.moj.go.jp/tetsuduki_shutsunyukoku.html
  If there are any changes in nationality, name etc., submit a notice of change of name and a Copy of Residence Record to the Center for Academic Affairs (Academic Records Section).
Extension of period of stay

You must apply for extension of period of stay before it expires. If you have a visa which is valid for six months or more, you may start the application for extension at the Immigration Bureau three months prior to the date of expiry. You must complete the application no later than 14 days before to date of expiry. The number of days required for the extension is two weeks to one month, unless there is a problem. However, it may take longer in busy months of March or April. When the extension of period of stay is permitted, a new Resident Card will be issued.

Ministry of Justice: Application for Extension of Period of Stay (※ online application is not available)

Papers required for extension of period of stay under the College Student residence status

1. Application for Extension of Period of Stay (use form for "College Student")
   http://www.moj.go.jp/ONLINE/IMMIGRATION/16-3-1.html
2. Photo (paste on application form)
3. Passport
4. Resident Card
5. Student ID Card
6. Certificate of Attendance
7. Transcript of Academic Records (not applicable to Research Students)
8. In case of a Research Student, Certificate of Enrollment and copy of Result of Course Registration
9. Handling fee 4,000 yen
10. Other papers (as required by Immigration Bureau; proof for financial support maybe required)

(NB)
★ Above ⑥⑦ can be obtained at the automated certificate issuing machine on campus (4F, Bldg.2) (Fees are charged for insurance and Student ID Card is required.)
★ All documents must be issued within the past three months.
★ For documents not in Japanese, please attach a Japanese translation.
★ First fill out the application for extension of period of stay “For applicant, part 1-3”. The “For organization, part 1-2” must be filled out by the Academic Records Section. The issuing fee is 200 yen and it will take 3 working days. Apply well in advance of the deadline for all procedures at the Immigration Bureau. If you have any inquiries, contact the Center for Academic Affairs (Academic Records Section).
★ When you have completed the application for change or extension of period of stay and received a new Resident Card, submit a copy of the card to the Center for Academic Affairs (Academic Records Section) counter. Failure to do so may result in termination of Loyola ID or scholarship benefits, or other inconveniences for your studies.
### Status of residence

#### Change of status of residence
If you are admitted to Sophia University as degree students, non-degree students, exchange students or research students, you are qualified to apply for the status of residence “College Student” at the Immigration Bureau.

If you have the status of “Temporary Visitor” or “Designated Activities”, you must change the status to “College Student”.

Strict criteria are set for the “College Students” (non-degree, exchange and research students); they must register for 10 hours or more of courses per week, one hour being 60 minutes. Please pay special attention to the total registration hours.

For information on the application procedures and documents required, please refer to section for period of stay.

Application form for change of status of residence (use form for “College Student”)

http://www.moj.go.jp/ONLINE/IMMIGRATION/16-2.html

#### Re-entry permit
**Temporarily leaving Japan**

If you leave Japan temporarily but will re-enter within a year (if the period of stay expires in less than a year after temporary exit, then re-enter before the expiry date), normally you do not need a re-entry permit. Please be sure to present your Resident Card at departure.

#### In case of leave of absence or withdraw from university
Note carefully, if you have a “College Student” status of residence and take a leave of absence or withdraw from the university, your status of residence will become invalid.

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**Office handling the status of residence related matters**

**Title**: Tokyo Regional Immigration Office

**Address**: 5-5-30, Kounan, Minato-ku, Tokyo, 108-0075

**Tel**: 03-5796-7111

**Open**: 9:00-12:00, 13:00-16:00 (Monday-Friday)

**Services**: permission for extension of period of stay, change of status of residence, permission to engage in activity other than that permitted under the status of residence previously granted, change of information on Resident Card, re-issue of Resident Card, Information etc.

**Access**: A. From JR Shinagawa station, Konan exit (East exit) take the “Shinagawa Futo Junkan” bus and get off at “Tokyo Nyukoku Kanrikyoku Mae”. B. 15 minutes walk from “Tennouzu Isle” station on the Tokyo Monorail/Tokyo Rinkai Kosoku Line. Please refrain from coming in cars.


**Other link**: Tokyo Immigration Information Center

**Address**: 5-5-30 Kounan, Minato-ku, Tokyo 108-0075

**Tel**: 03-5796-7112

**E-mail**: info-tokyo@immi-moj.go.jp
**Part-time jobs**

If you are holding a “College Student” status of residence and wish to engage in a part-time job, you must obtain, in advance, permission to engage in activity other than that permitted under the status of residence previously granted.

“College Student” status students may be permitted to engage in jobs up to 28 hours per week (8 hours a day during a long vacation), excluding jobs which may affect the public morals.


To obtain the permission, the following documents must be submitted to the immigration office;

1. Application form provided at the Immigration Bureau
2. Passport
3. Resident Card
4. Student ID Card

When the permission is granted, you will receive a notice from the Immigration Bureau by post. Please go to the immigration office for the procedure before the designated date.

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**Medical cost subsidy for international students**

- **National Health Insurance**

International students staying in Japan for three months or more are required to affiliate with the Japanese National Health Insurance.

The local ward office of your residence region will handle the procedures. The insurance fees are different depending on the ward or city; you may request to have a reduction if your income is below a certain amount.

For more information, please inquire directly at ward/city offices.

These insured by the National Health Insurance system have only to bear 30% of the medical expenses for any treatment at clinics or hospitals (Expenses for medical treatment not covered by the insurance must be paid in full.)

- **Tokyo Metropolitan Medical Institution Information “Himawari (Sun flower)”**

* Medical institution information
  (in Japanese, English, Chinese, Korean, Thai, Spanish)
  http://www.himawari.metro.tokyo.jp/qq/qq13tomnlt.asp
  Tel. 03 5285 8181 (9:00 ~ 20:00)
Direction to Bldg. No.13

Please go straight on in Sophia-Dori, and you will find the main entrance of Bldg. No.13. It is not needed to enter the Yotsuya Campus.

*Students, faculty and staff of Sophia may walk through the gate between Bldg. No.4 and No.13. The ID card required.
工事中

Wheelchair-accessible parking space
Wheelchair lift
Wheelchair-accessible elevator
Cafeteria
Shop
Convenience Store
Vending machine
Escalator

中央図書館・総合研究棟

B1F～2F

11号館

B1F

防災センター

Wheelchair-accessible toilet
Ostomate toilet
Toilet with diaper changing seat

Wheelchair-accessible parking space
Wheelchair lift
Wheelchair accessible elevator
AED (Automated External Defibrillator)
Restaurant・Cafeteria
Shop
Convenience Store
Vending machine
Sloping road (wheelchair needs assistance)

St. Ignatius Church
North Gate
Kojimachi-Odori
Sophia-Dori
Main Gate
East Gate
City Planning Road
Kioizaka Bldg.
Krupp Hall
Machine Hall
PS1
PS3
PS2

Under Construction

Guard Station
Emergency Control Center

Under Construction