

2025 Academic Year

# Guide for Undergraduate International Students



**東京福祉大学・大学院**  
Tokyo University and Graduate School of Social Welfare

Ikebukuro Campus  
Faculty of Social Welfare  
Faculty of Education  
Faculty of Childcare early childhood education

## Introduction

This Guide for Undergraduate International Students contains essential basic information needed to take classes at the university. By reading this book carefully, you will understand important details such as your class schedule, course information, graduation requirements, and the locations of classrooms and administrative offices. Please be sure to bring this guide with you whenever you come to the university, as it contains necessary information.

The Guide for Undergraduate International Students is a very important book. Please do not lose it. If lost, it cannot be reissued.

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# 2025年度 授業計画表・学部/院

## 【春期】

①～⑮: 授業回数(曜日別)

	月	火	水	木	金	土 (院授業)	土	日 (休校)	学事予定
	3/24	3/25	3/26	3/27	3/28	3/29	3/29	3/30	ホームルーム 3/31(月)～4/7(月)
	3/31 ホームルーム	4/1 ホームルーム	4/2 ホームルーム	4/3 入学式	4/4 ホームルーム	4/5	4/5	4/6	入学式 4/3(木)
	4/7 ホームルーム 健康診断	4/8 健康診断	4/9 健康診断	4/10 健康診断	4/11 健康診断	4/12 ①	4/12	4/13	
	4/14 健康診断	4/15 健康診断	4/16 ①	4/17 ①	4/18 ①	4/19 ②	4/19	4/20	科目履修登録(在学生) 3/24(月)～28(金) ※1回目 4/4(金)～9(水) ※2回目 4/15(火)～23(水) ※3回目
	4/21 ①	4/22 ①	4/23 ②	4/24 ②	4/25 ②	4/26 博士論文提出有資格者認定試験	4/26 補講日	4/27 休校	科目履修登録(新入生) 4/1(火)～8(火) ※1回目 4/15(火)～23(水) ※2回目
	4/28 ②	4/29 休校	4/30 休校	5/1 休校	5/2 休校	5/3 休校	5/3 休校	5/4 休校	健康診断 4/8(火)～4/11(金)【伊勢崎キャンパス】(予定) 4/7(月)～4/11(金)【池袋キャンパス】(予定) 4/14(月)～4/15(火)【王子キャンパス】(予定) 4/11(金)【名古屋キャンパス】(予定)
	5/5 休校	5/6 休校	5/7 ③	5/8 ③	5/9 ③	5/10 ③	5/10 補講日	5/11	春期授業開始日 4/12(土)
	5/12 ③	5/13 ②	5/14 ④	5/15 ④	5/16 ④	5/17 ④	5/17	5/18	博士論文提出有資格者認定試験 4/26(土)
	5/19 ④	5/20 ③	5/21 ⑤	5/22 ⑤	5/23 ⑤	5/24 ⑤	5/24	5/25	
	5/26 ⑤	5/27 ④	5/28 ⑥	5/29 ⑥	5/30 ⑥	5/31 ⑥	5/31	6/1	
	6/2 ⑥	6/3 ⑤	6/4 ⑦	6/5 ⑦	6/6 ⑦	6/7 ⑦	6/7	6/8	
	6/9 ⑦	6/10 ⑥	6/11 ⑧	6/12 ⑧	6/13 ⑧	6/14 ⑧	6/14 補講日	6/15	
	6/16 ⑧	6/17 ⑦	6/18 ⑨	6/19 ⑨	6/20 ⑨	6/21 ⑨	6/21	6/22	
	6/23 ⑨	6/24 ⑧	6/25 ⑩	6/26 創立記念日	6/27 ⑩	6/28 ⑩	6/28	6/29	創立記念日 6/26(木)
	6/30 ⑩	7/1 ⑨	7/2 ⑪	7/3 ⑩	7/4 ⑪	7/5 ⑪	7/5	7/6	
	7/7 ⑪	7/8 ⑩	7/9 ⑫	7/10 ⑪	7/11 ⑫	7/12 ⑫	7/12 補講日	7/13	火曜日開講授業日 7/16(水)
	7/14 ⑫	7/15 ⑪	7/16 ⑫火曜授業	7/17 ⑫	7/18 ⑬	7/19 ⑬	7/19	7/20	
夏期 休講 期間	7/21 祝日	7/22 休講	7/23 休講	7/24 休講	7/25 休講	7/26 休講	7/26 休講	7/27	夏期休講 7/21(月)～8/17(日)
	7/28 休講	7/29 休講	7/30 休講	7/31 休講	8/1 休講	8/2 休講	8/2 休講	8/3	
	8/4 休講	8/5 休講	8/6 休講	8/7 休講	8/8 休講	8/9 休講	8/9 休講	8/10	
	8/11 祝日	8/12 休講	8/13 休講	8/14 休講	8/15 休講	8/16 休講	8/16 休講	8/17	教務課窓口取扱休止 8/12(火)～8/16(土)
	8/18 ⑬	8/19 ⑬	8/20 ⑬	8/21 ⑬	8/22 中間発表会	8/23 中間発表会	8/23	8/24	春期授業再開日 8/18(月)
	8/25 ⑭	8/26 ⑭	8/27 ⑭	8/28 ⑭	8/29 ⑭	8/30 ⑭	8/30	8/31	大学院中間発表会(専)、構想発表会(専) 8/22(金)、23(土)
	9/1 ⑮	9/2 ⑮	9/3 ⑮	9/4 ⑮	9/5 ⑮	9/6 口頭試問	9/6 補講日	9/7	春期授業最終日 9/13(土)
期末試 験期間	9/8 期末試験	9/9 期末試験	9/10 期末試験	9/11 期末試験	9/12 期末試験	9/13 ⑮	9/13 補講日	9/14	期末試験期間 9/8(月)～12(金)
	9/15 祝日	9/16 授業予備日	9/17 授業予備日	9/18 授業予備日	9/19 授業予備日	9/20 休講	9/20 休講	9/21	大学院口頭試問 9/6(土)
									成績評価締切 9月卒業生:9/13(土)、在校生:9/19(金)
									授業予備日 9/16(火)、17(水)、18(木)、19(金)

【SW基礎実習 S3・C3】

【SW実習(B) B4・PW4・P4・J4・編4】

【心理実習 P4・PW4】

【介護実習Ⅱ N3】

【SW実習(A) NC4】

【SW実習(A) B4・PW4・P4・編4】

【精神実習(B) PW4・P4】

【保育実習Ⅰ(施) J3】

【保育実習Ⅰ(保) S3】

【保育実習Ⅱ/Ⅲ J4・SC4】

【介護実習Ⅰ N2】

6/2(月)～6/14(土)(10日)

6/2(月)～6/14(土)(7日)

6/2(月)～12/25(木)(5日程度)

7/7(月)～8/5(火)(20日)

7/14(月)～8/23(土)(23日)

7/14(月)～8/23(土)(23日)

7/14(月)～8/9(土)(12日)

7/22(火)～8/16(土)(12日)

7/22(火)～8/16(土)(12日)

7/22(火)～8/16(土)(12日)

9/1(月)～9/20(土)(12日)

※実習実施に伴う授業日変更あり

※実習実施に伴う授業日変更あり

※実習実施に伴う授業日変更あり

※実習実施に伴う授業日変更あり

※実習実施に伴う授業日変更あり

※実習実施に伴う授業日変更あり

※実習実施に伴う授業日変更あり

【秋期】

	月	火	水	木	金	土 (院授業)	土	日 (休校)	学事予定
	9/22 休講	9/23 祝日	9/24 休講	9/25 ホームルーム	9/26 ホームルーム	9/27	9/27	9/28	ホームルーム 9/25(木)～9/30(火)
	9/29 ホームルーム	9/30 ホームルーム	10/1 ①	10/2 ①	10/3 ①	10/4 ①	10/4	10/5	秋期授業開始日 10/1(水)
	10/6 ①	10/7 ①	10/8 補講日	10/9 スポデイ	10/10 (スポデイ 予備日)	10/11 ②	10/11	10/12	スポーツ・レクリエーションデイ 10/9(木) (予備日:10/10) (予定)
	10/13 祝日	10/14 ②	10/15 ②	10/16 ②	10/17 ②	10/18 ③	10/18	10/19	群馬県私立大学スポーツ大会 10/4(土)～10/5(日)
	10/20 ②	10/21 ③	10/22 ③	10/23 ③	10/24 池袋・王子 休講 [伊・名③]	10/25 学園祭 (池袋) [伊・名④]	10/25 学園祭 (池袋)	10/26 学園祭 (池袋)	東京福祉大学フェス(池袋) 10/25(土), 10/26(日)(予定) ※池袋・王子キャンパスのみ10/24・25休講日
	10/27 ③	10/28 ④	10/29 ④	10/30 ④	10/31 伊勢崎・名古屋 休講 [池・王③]	11/1 学園祭 (伊勢崎・名古屋) [池・王④]	11/1 学園祭 (伊勢崎・名古屋)	11/2 学園祭 (伊勢崎・名古屋)	東京福祉大学フェス (伊勢崎・名古屋) 11/1(土), 11/2(日)(予定) ※伊勢崎・名古屋キャンパスのみ10/31・11/1休講日
	11/3 祝日	11/4 ⑤	11/5 ⑤	11/6 ⑤	11/7 ④	11/8 ⑤	11/8 補講日	11/9	
	11/10 ④	11/11 ⑥	11/12 ⑥	11/13 ⑥	11/14 ⑤	11/15 ⑥	11/15	11/16	ホームカミングデイ 未定
	11/17 ⑤	11/18 ⑦	11/19 ⑦	11/20 ⑦	11/21 ⑥	11/22 ⑦	11/22	11/23	
	11/24 ⑥	11/25 ⑧	11/26 ⑧	11/27 ⑧	11/28 ⑦	11/29 ⑧	11/29 補講日	11/30	振替休日授業実施日 11/24(月)振替休日
	12/1 ⑦	12/2 ⑨	12/3 ⑨	12/4 ⑨	12/5 ⑧	12/6 ⑨	12/6	12/7	
	12/8 ⑧	12/9 ⑩	12/10 ⑩	12/11 ⑩	12/12 ⑨	12/13 ⑩	12/13	12/14	
	12/15 ⑨	12/16 ⑪	12/17 ⑪	12/18 ⑪	12/19 ⑩	12/20 ⑪	12/20 補講日	12/21	金曜日開講授業日 12/24(水)
冬期 休校 期間	12/22 ⑩	12/23 ⑫	12/24 ⑪金曜授業	12/25 授業予備日	12/26 休校	12/27 休校	12/27 休校	12/28	
	12/29 休校	12/30 休校	12/31 休校	1/1 休校	1/2 休校	1/3 休校	1/3 休校	1/4	冬期休校 12/26(金)～1/6(火)
	1/5 休校	1/6 休校	1/7 ⑫	1/8 ⑫	1/9 ⑫	1/10 ⑫	1/10	1/11	秋期授業再開日 1/7(水)
	1/12 祝日	1/13 ⑪月曜授業	1/14 ⑬	1/15 ⑬	1/16 休校	1/17 入試	1/17 入試	1/18	大学入学共通テスト 1/17(土)18(日) (設営のため休校:1/16(金))
	1/19 ⑫	1/20 ⑬	1/21 ⑭	1/22 ⑭	1/23 ⑬	1/24 ⑬	1/24 補講日	1/25	月曜日開講授業日 1/13(火)
	1/26 ⑬	1/27 ⑭	1/28 ⑮	1/29 ⑮	1/30 ⑭	1/31 ⑭	1/31	2/1	金曜日開講授業日 2/4(水)
	2/2 ⑭	2/3 ⑮	2/4 ⑮金曜授業	2/5 入試・補講日	2/6 入試・補講日	2/7 ⑮	2/7 入試・補講日	2/8	秋期授業最終日 2/9(月)
期末 試験 期間	2/9 ⑮	2/10 口頭試験	2/11 口頭試験	2/12 期末試験	2/13 期末試験	2/14 授業予備日	2/14	2/15	期末試験期間 2/12(木)、13(金)、16(月)、17(火)、18(水)
	2/16 期末試験	2/17 期末試験	2/18 期末試験	2/19 授業予備日	2/20 授業予備日	2/21 休講	2/21 休講	2/22	授業予備日 12/25(木)、2/14(土)、19(木)、20(金)
春期 休講 期間	2/23 祝日	2/24 休講	2/25 休講	2/26 休講	2/27 構想発表会	2/28 構想発表会	2/28 休講	3/1	大学院口頭試験 2/10(火)・11(水)
	3/2 休講	3/3 休講	3/4 休講	3/5 休講	3/6 休講	3/7 休講	3/7 休講	3/8	成績評価締切 卒年次:2/19(木)、在校生:2/27(金)
	3/9 休講	3/10 休講	3/11 休講	3/12 休講	3/13 休講	3/14 休講	3/14 休講	3/15	大学院構想発表会(春)、中間発表会(秋) 2/27(金)・28(土)
	3/16 休講	3/17 休講	3/18 休講	3/19 休講	3/20 祝日	3/21 休講	3/21 休講	3/22	卒業式 未定(※決定次第、再掲載します)
	3/23 休講	3/24 休講	3/25 休講	3/26 休講	3/27 休講	3/28 休講	3/28 休講	3/29	

【SW実習(A) S3】 10/7(火)～12/23(火)(23日)

【精神実習(A) C3】 10/7(火)～12/9(火)(18日)

【SW実習(B) S3】 2/24(火)～3/7(土)(7日)

【SW基礎実習 B3・PW3・P3・編3】 2/24(火)～3/7(土)(10日)

【SW実習(A) J3】 2/24(火)～3/31(火)(23日)

【精神実習(B) C3】 2/24(火)～3/14(土)(12日)

【精神実習(A) PW3・P3】 2/24(火)～3/21(土)(18日)

【介護実習Ⅲ N3】 2/9(月)～3/21(土)(25日)

【保育実習Ⅰ(保) J2】 2/24(火)～3/31(火)(12日)

【保育実習Ⅰ(施) SC3】 2/24(火)～3/31(火)(12日)

※実習実施に伴う授業日変更あり

## ●Administrative Office Contacts

### 【Ikebukuro Campus】

#### ◆ Academic Affairs Office

(Service hours: Monday-Saturday, 9:00 AM - 5:00 PM)

- Location: Building 9, 1st Floor
- Address: 2-14-7 Minami-Ikebukuro, Toshima-ku, Tokyo 171-0022
- Phone Number: 03-5960-7011

#### ◆ International Student Support Office

(Service hours: Monday-Friday, 9:00 AM - 5:00 PM)

- Location: Building 8, 1st Floor
- Address: 2-14-2 Minami-Ikebukuro,  
Toshima-ku, Tokyo 171-0022
- Phone Number: 03-3987-1984
- International Student Support Office Website:  
<https://www.tokyo-fukushi.ac.jp/foreignstudent/index.html>



(You can access it via the QR code on the right.)

#### ◆ Career Support Office

(Service hours: Monday-Friday, 9:00 AM - 5:00 PM)

- Location: Building 14, 3rd Floor
- Address: 2-22-1 Minami-Ikebukuro, Toshima-ku, Tokyo 171-0022
- Phone Numbers:
  - Career & Employment Support: 03-5960-7046
  - Internship Support: 03-5960-7039

**Note:** The offices are closed on school holidays, Sundays, and national holidays when there are no classes.

#### <Emergency Contacts Outside the University>

Situation	Phone Number	Contact Location
Calling an ambulance Calling a fire truck	119	Fire Department
In case of an incident or accident	110	Police Station

## ●Guidelines for Taking University Classes

Graduating from Tokyo University of Social Welfare is not easy. Simply attending classes does not guarantee that you will earn credits.

At university, you must study diligently to graduate. Attend classes without missing any, actively participate in discussions, and engage in the learning process. You must submit all assigned reports. Copying content directly from internet articles or AI-generated materials is prohibited because it prevents you from developing your own thinking skills.

Merely being present in the classroom will not lead to graduation. If you sleep during class, play games on your phone, leave the classroom to socialize with friends, or step out to smoke, you will receive an **F grade (Fail)**. Only those who make an effort can graduate.

You must also ensure that your **visa is renewed**. If you accumulate many **F grades in your first year**, your visa renewal may be **denied**. If that happens, you will not be able to continue your studies and will have to return to your home country.

Tokyo University of Social Welfare supports students who work hard. If you have any questions, do not hesitate to ask.

**If you fail to read or correctly understand the contents of this *Guide for Undergraduate International Students* and it results in any disadvantages for you, the university will not be held responsible. If anything is unclear, be sure to ask your Academic Advisor (next page), the Academic Affairs Office, or the International Student Support Office.**

## ●Classes and Academic Advisors

At the university, the courses you can take are determined by your **major and class**. You **cannot change classes** once assigned. Each class has an **Academic Advisor (AA)**.

Your **Academic Advisor** provides guidance and support for both your studies and daily life. To check on your academic progress and well-being, the advisor will schedule regular **meetings** with you.

If you do not follow the guidance of your **Academic Advisor**, it may lead to **disadvantages** for you, and you may also receive further instructions or advisories.

If you have any **problems** regarding your studies or personal life, be sure to consult your **Academic Advisor**.

Additionally, during **Homeroom**, your **Academic Advisor** will share important announcements. In **individual meetings**, your advisor will check your class performance, part-time job status, and also listen to any concerns you may have. **Attendance is mandatory** for these meetings.

Academic Advisor' s Name: \_\_\_\_\_



## ●Academic Advisor Communication Card (AACC)

<b>AACC</b>		<b>2025年度</b> アカデミック アドバイザー コミュニケーション カード	
学籍番号	<input type="text"/>		
キャンパス名	池袋キャンパス		
所属	○○学部○○学科○○専攻		
氏名	XXXX XXXX		
アカデミックアドバイザー名 東京福祉大学 教務課直通 03-5960-7011 〒171-0022 東京都豊島区南池袋 2-14-7			
			
スタンプ 欄	月/日(曜) 月	/ ( ) 4月	/ ( ) 5月
/ ( ) 6月	/ ( ) 7月	/ ( ) 8月	/ ( ) 9月
/ ( ) 10月	/ ( ) 11月	/ ( ) 12月	/ ( ) 1月
/ ( ) 2月	/ ( ) 3月		

This card is used during **monthly meetings** between you and your **Academic Advisor**. Keep it safe **every day**, along with your **Residence Card** and **Student ID**.

During each **monthly meeting**, your **Academic Advisor** will ask about your academic progress and student life. You must **present this card** during the meeting and have your advisor **stamp** it as proof of attendance. If your **stamps are missing or insufficient**, it may negatively affect your **future academic and career opportunities**.

When you receive a **meeting request** from your **Academic Advisor** or a **Homeroom announcement**, you must attend.

If you **lose your AACC**, please go to the **Academic Affairs Office** to request a **replacement**.

## ●Account Notification and Student Email

The "Account Notification" contains extremely important information. Keep it safe and never lose it.

Your "Computer Usage Account" is required to use the university's computers. It is **mandatory** for courses such as "Information Processing Exercises." If you lose your Account Notification and forget your password, you will not be able to attend these classes.

The university has a **student homepage**, which contains **important information** necessary for your studies. Log in as soon as possible to check the information.

Student Homepage Access  (Note: You cannot log in using Google Chrome. iPhone users should use Safari.)	<a href="https://www.tokyo-fukushi.ac.jp/student/index.html">https://www.tokyo-fukushi.ac.jp/student/index.html</a>    Username: Your student ID number Password: Your last name + "@" Example: If your student ID number is T25123456 and your name is Toufuku Tarou, then: Username: T25123456 Password: toufuku@
---	--

If you lose your Account Notification, you will need to request a reissue. However, this process requires filling out multiple forms and takes a long time. Many students take a photo of the notification on their phone but later lose their phone. Therefore, always keep a paper copy as well.

All class-related and university notifications will be sent to your student email. Make it a habit to check your student email at least once a day.

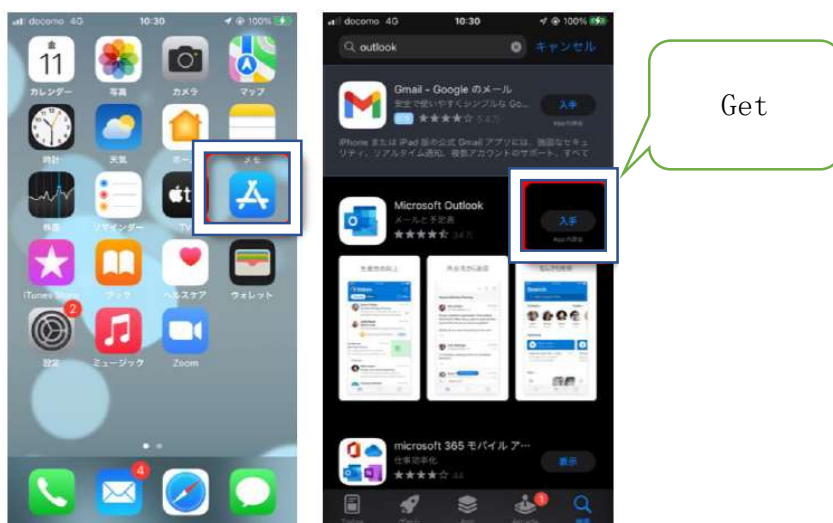
If you haven't registered your student email on your mobile phone yet, please follow the instructions on the next page to set it up.

## How to Register Your Student Email on a Smartphone

(For Android smartphones and tablets, download and install the "Microsoft Outlook" app from the Play Store. The setup process is generally the same for other smartphones as well.)

### Step 1: Download the Outlook App

Open the App Store (for iPhone users). Search for "Outlook". When you find "Microsoft Outlook", tap "Get" to download it. (The app is free; do not make any in-app purchases.)



### Step 2: Open the Outlook App

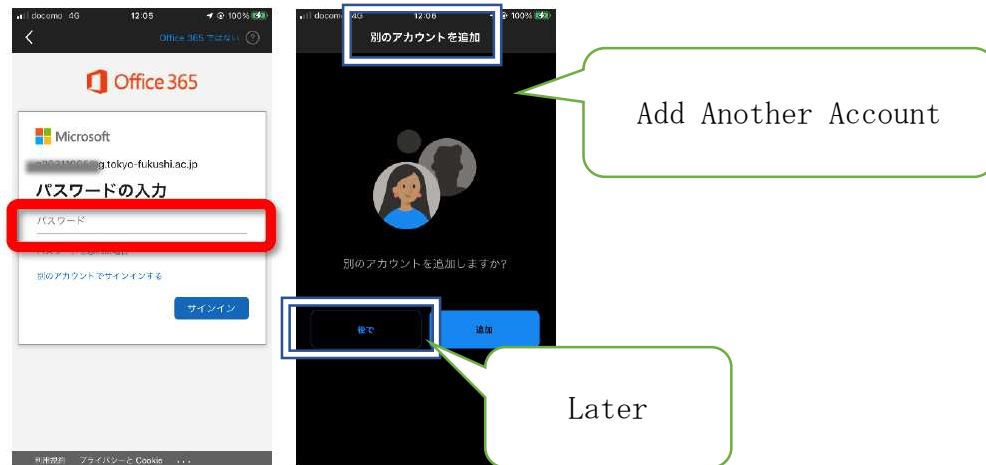
Launch the Outlook app. When prompted to "Add Account", enter your university email address:

Format: [Student ID number]@g.tokyo-fukushi.ac.jp (Use lowercase letters and half-width alphanumeric characters.)



### Step 3: Enter Your Password

Enter the email account password from your Account Notification. Tap "Sign In". If you see an option to "Add Another Account", select "Later".



### Step 4: Enable Notifications

When prompted to "Enable Notifications", select "Enable". If you see "Outlook would like to send notifications," tap "Allow".



If you see your "Inbox" (as shown in the right-side image), the setup is complete!

If you have any questions, please ask your Academic Advisor or visit the Academic Affairs Office.

## ●About Classes

### <Class Schedule>

1st Period	9 : 00—10 : 30	2nd Period	10 : 45—12 : 15
3rd Period	13 : 10—14 : 40	4th Period	14 : 55—16 : 25
5th Period	16 : 40 - 18 : 10	6th Period	18 : 25 - 19 : 55

For mandatory courses, each class follows a fixed schedule. Even if a course has the same name, you cannot attend a different class's session.

Each class lasts 90 minutes. During class, the following actions are strictly prohibited. If you violate these rules, the instructor may temporarily confiscate your phone, mark you as absent, or fail you (F grade). Do not engage in these behaviors.

#### **【Prohibited Actions During Class】**

**1.Eating and drinking**

(Eating meals, drinking alcohol, eating snacks, chewing gum, or sucking on candy, etc.)

**2.Talking unrelated to class**

(Having unrelated conversations or speaking without the instructor's permission.)

**3.Sleeping**

**4.Using mobile phones, smartphones, or gaming devices**

(Making calls, texting, playing games, etc.)

**5.Leaving the classroom during class and not returning, or going out to smoke**

**6.Other actions deemed unnecessary for the class by the instructor**

(Reading comics or magazines, listening to music, or anything that disrupts the lesson.)

On the next page, you will find the basic rules for attending classes.

Follow the rules and actively participate to achieve good grades. Please review them carefully.

## ● Basic Rules for Classes

### ◆ About Grades

1. If you receive too many F grades (failures), you will not be able to renew your visa or graduate.
2. Insufficient attendance will result in an F grade.
  - For a 15-session course, you must attend at least 12 sessions to receive a grade. Otherwise, you will get an F.
  - For a 30-session course, you must attend at least 23 sessions to receive a grade. Otherwise, you will get an F.
3. Even if you attend class, you will still receive an F grade in the following cases:

- Failing to submit reports or assignments
- Not following the rules or deadlines for reports
- Skipping exams
- Cheating on an exam
- Not giving a required presentation

### ◆ About Attendance

- ① You will not be counted as "present" in the following cases, and repeated offenses will result in an F grade:

- Arriving so late that it disrupts the class
- Leaving the classroom or walking around without the instructor's permission
- Not working on assigned tasks during class
- Not bringing necessary materials (e.g., textbooks, writing tools)
- Eating snacks, meals, or drinking alcohol during class
- Talking, smoking, or causing disruptions during class
- Sleeping or wearing earphones during class
- Using a smartphone, PC, or tablet for games or social media
- Engaging in any behavior that prevents active participation in class

- ② If your classroom behavior is poor, you will have to meet with your homeroom teacher for counseling.

- ③ Do not have someone else attend class on your behalf ("proxy attendance").

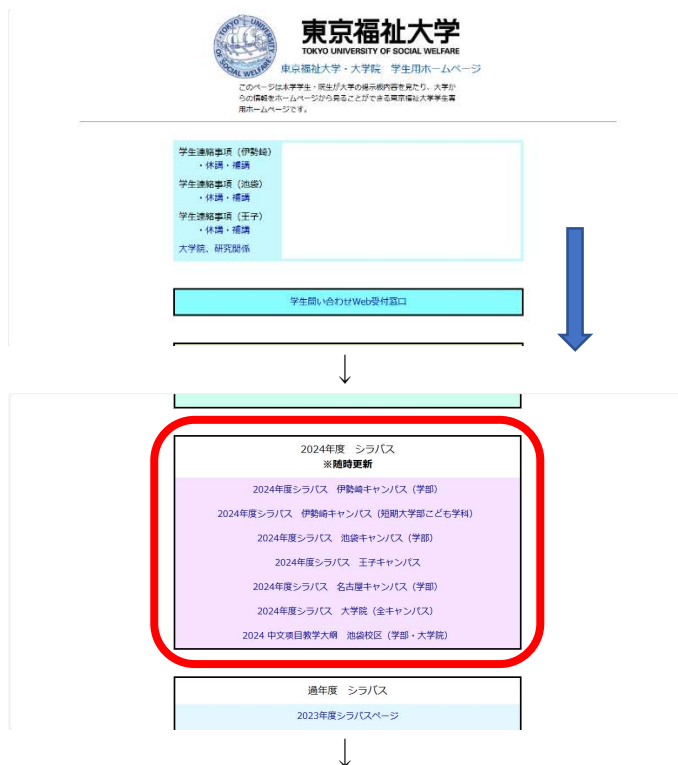
If proxy attendance is discovered or other serious violations occur, disciplinary action will be taken, including suspension or expulsion.

## ●About the Syllabus

The syllabus contains information about each course's content and grading criteria.

When selecting your mandatory courses or searching for other elective courses you wish to take, be sure to check the syllabus. The syllabus is available on the student homepage.

To easily access the syllabus, save the "Course Registration Confirmation Sheet" sent to your student email on your mobile phone, and use it as a reference when checking the syllabus.



When you enter the student homepage, scroll down.

Find the syllabus for your campus under "Syllabus" and enter.

### 池袋キャンパス（学部） ア行

科目名	担当教員名
ITパスポート演習Ⅰ	阿部都乃比 吾不力/谷口 彰一
ITパスポート演習Ⅱ	阿部都乃比 吾不力
アジア文化論	野口 生也
アメリカの文化と言語Ⅰ	黒岩 好子
アメリカの文化と言語Ⅰ	黒井 とし子
アメリカの文化と言語Ⅰ	別府 結起
アメリカの文化と言語Ⅰ	山口 敬雄
アメリカの文化と言語Ⅱ	別府 結起
アメリカの文化と言語Ⅱ	下平 拓哉
アメリカの文化と言語Ⅱ	黒岩 好子
所定科目（全学共通科目）	担当教員

The syllabuses are arranged in alphabetical order (from "A" to "N" in the Japanese syllabary). Since some courses have the same name but are taught by different instructors, please be careful not to select the wrong one.

Example of a syllabus:

1. 科目名 (単位数)	文章表現 (留学生) (2 単位)	3. 科目番号	GEL1107 GEBS1107
2. 授業担当教員		5. 開講学期	春期
4. 授業形態	講義・演習・ディスカッション等		
6. 履修条件・ 他科目との関係			
7. 講義概要	A brief introduction to the course		
8. 学習目標	There are courses for the spring semester, fall semester, and year-round (one-year courses).		
9. アサシメント (宿題) 及びレポート課題	The syllabus includes details about:		
10. 教科書・参考書・ 教材	<ul style="list-style-type: none"> <li>Course content</li> <li>Assignments</li> <li>Textbooks</li> <li>Grading criteria</li> </ul>		
11. 成績評価の規準と 評定の方法			
12. 受講生への メッセージ			
13. オフィスアワー			
14. 授業展開及び授業内容			

講義日程	授業内容	学習課題	
第1回	第1課 自己紹介で好印象をあたえよう step1 やってみよう1 自分を印象づけるような自己紹介	事前学習	教科書 pp. 10 - 11 に取り組んでおく。
		事後学習	自己紹介をして感じたことをまとめてみる。
第2回	第1課 自己紹介で好印象をあたえよう step2 やってみよう2 場面に応じた自己紹介	事前学習	教科書 p. 15 に取り組んでおく。
		事後学習	場面に応じた自己紹介の話題について整理
第3回	第2課 きっかけ step1 やってみよう1 きっかけをはなし	事前学習	教科書 pp. 10 - 11 に取り組んでおく。
		事後学習	適切な質問の仕方につ
第4回	第3課 なくした step2 やってみよう2 遺失物についての	事前学習	教科書 p. 15 に取り組んでおく。
		事後学習	気づいたことを整理し
第5回	第4課 町の様子 step1 やってみよう1 ふるさとの紹介文の作成	事前学習	教科書 pp. 10 - 11 に取り組んでおく。
		事後学習	ふるさとの紹介文を清書する。
第6回	第4課 町の様子を話そう step2 やってみよう2 ふるさとについての発表	事前学習	第5回授業の内容を振り返り、ふるさとにつ
		事後学習	いての発表原稿を準備する。 クラスメートの発表の良かった点を整理し てみる。



## ●Regarding Course Registration

The required courses that you need to take this semester have already been registered. However, completing only the required courses will not be enough to earn the necessary credits for graduation.

A **class schedule table** is provided below. Please refer to the **Course Registration Confirmation Form**, and first, write down your own classes and classrooms in the table.

	Monday	Tuesday	Wednesday	Thursday	Friday
1st period (9:00~10:30)					
2nd period (10:45~12:15)					
lunch break					
3rd period (13:10~14:40)					
4th period (14:55~16:25)					
5th period (16:40~18:10)					
6th period (18:25~19:55)					

Look for "Course Registration Materials & List" on the Student Homepage to find your campus' s "Class Schedule" and access it.

<p>Student Homepage Access</p> <p>(Note: You cannot log in using Google Chrome. iPhone users should use Safari.)</p>	<p><a href="https://www.tokyo-fukushi.ac.jp/student/index.html">https://www.tokyo-fukushi.ac.jp/student/index.html</a></p> <div>  </div> <p>Username: Your student ID number            Password: Your last name + "@"            Example: If your student ID number is T25123456 and your name is Toufuku Tarou, then:            Username: T25123456            Password: toufuku@</p>
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履修登録に関する資料・一覧	
2024年度版	
秋期 授業時間割表(実習・演習込)(伊勢崎・短大)	2024年10月3日掲載
授業時間割表(実習・演習込)(伊勢崎・短大)	2024年5月10日更新
時間割変更一覧(伊勢崎)	2024年10月22日更新
教科書一覧 2024年度 秋期(伊勢崎・学部)	2024年9月28日更新
教科書一覧 2024年度 秋期(伊勢崎・短大)	2024年9月18日更新
教科書一覧 2024年度春期(伊勢崎・学部)	2024年4月15日更新
教科書一覧 2024年度春期(伊勢崎・短大)	2024年4月2日更新

They are arranged in the order of Isesaki, Ikebukuro, Oji, and Nagoya.

The General Education Courses and Specialized Education Courses are listed separately.

2024年度 春期 社会福祉学科(SCB) 専門教育科目 時間割

曜日	時限	授業コード	科目名	講師	単位	必修	年次	専攻・クラス	教室
月	1	4024		松尾 仁	2	必修	3編	B3編A	L31教室
月	1	4029		若狭 清紀	2	必修/資格	3	C/J	情報処理学習室2
月	1・2	4030		郭					1221教室
月	1	403411	ソーシャルワーク実習指導Ⅱ						1教室
月	1	403412	ソーシャルワーク実習指導Ⅱ						1教室
月	1	403413	ソーシャルワーク実習指導Ⅱ						1教室
月	1・2	403492	ソーシャルワークの理論と方法Ⅱ						71教室
月	1	403873	福祉と経営Ⅰ						21教室
月	2	402042	医療経営論						11教室
月	2	402964	社会調査法						処理学習室2
月	3	402241	海外福祉事情Ⅰ						11教室
日	2	402272	福祉政策論	杉山 幸	2	必修	4編	D4編D	11教室

You cannot take courses outside of your department or major.

Classroom Codes & Locations  
"L●● Classroom" → Main Building (本館)  
Example: L31 is on the 3rd floor of the Main Building.  
"T●●● Classroom" → Other Buildings  
Example: T831 is in Building 8, 3rd floor.  
Computer Lab (情報処理学習室) Located in Building 14.

Checking Class Schedules. Check the day and period to find the classes you want to take. The "Year Level" column indicates eligibility (e.g., a course labeled "3" is only available for third-year students and above). The "Major/Class" column specifies which majors or classes can take the course.

- Faculty of Social Welfare
- B:Welfare Management Major C:Mental Health and Welfare Major S:Social Welfare Major (Social Welfare Course)
- Faculty of Education
- EI:International Education Course EJ:Japanese Language Education Course
- E : School Education Major
- J : Childcare and Education Major P : Psychology Major PW : Social Welfare and Psychology Major

The Excel file for adding or removing courses was attached to the email with the Course Registration Confirmation Form.

【履修登録・削除 申請一覧】

※授業情報（授業コード、授業名、担当教員、開講時限等）は、学生用HPに公開されている『授業時間割表』等を参照してください。

※登録か削除の欄に「○」を入れてください。

※指定されたクラス以外の授業は、教室定員や受講者数の制限によって、履修が認められないことがあります。

※開講時限が複数コマある授業（例：社会福祉原論 月曜1・2限）は1行のみ記載してください。

※AA確認の欄は学生は空欄のままアカデミックアドバイザーに提出してください。

※授業名・開講学期は授業コードを入力すると自動表示されます。自動表示されない場合に限り、直接入力してください。

※開講時限、担当教員は自動表示されません。各自入力してください。

学籍番号	学生氏名	登録	削除	授業コード	授業名 ※自動表示	開講学期 ※自動表示	開講時限	担当教員	AA 確認
G20111999	東福 太郎	○		999999	社会福祉入門	春期	月5限	東福 花子	

Practice: Adding a Course; Look at the example below. If you want to register for this course, what should you enter in the Excel file? Write it down in the table above.

Day	Period	Course Code	Course Name	Instructor	Credits	Required /Elective	Year Level	Major/Class	Classroom
Wed	3rd	401271	Statistics	Tofuku Taro	2	Elective	1	SCBJEEJEI	Computer Lab 4

## Finalizing Course Registration

Did you understand how to register for courses? When registering for your courses, enter the necessary information into the Excel file, then email it to your Academic Advisor to submit it.

Course registration is only available during specific periods each semester. If you miss the registration period, you cannot register for courses. Course registration cannot be submitted to the Academic Affairs Office. It must be sent to your Academic Advisor.

Be sure to write down the courses you are registering for on your schedule table to avoid forgetting them.

## ●Examinations, Grade Evaluation, and Graduation Requirements

Your grades (A, B+, B, C, F) are determined not only by class attendance but also by completing assignments, submitting reports, and exam results. Simply attending class is not enough to receive a good grade.

### Grade Evaluation Criteria

Pass/Fail	Pass				Fail	
	100~90	89~80	79~70	69~60	59~0	No condition to evaluate
Grade	A	B+	B	C	F	
GPA Points	4	3	2	1	0	

Courses with an F must be retaken.

To graduate, you must earn the required credits for your faculty and maintain a GPA of 2.0 or higher. Even if you retake a failed course and pass, the F grade will remain on your record.

### 【Consequences of Poor Academic Performance】

1. Visa Renewal Issues: Your visa may only be renewed for 6 months or 4 months instead of a longer period.
2. Visa Denial: If your visa renewal is denied, you may be forced to withdraw from school and return to your home country.
3. Disadvantages for Further Education or Employment: Poor grades can negatively affect your chances of entering graduate school or finding a job.

If you earn too few credits in a semester, your **visa renewal might be denied**. Work hard to maintain good grades and aim for graduation!

## Graduation Requirements

To graduate, you must:

• Pass all required courses (earn the necessary credits)

• Maintain a GPA of at least 2.0

### 1. Required Credits for Graduation

- Faculty of Social Welfare : 128 Credits
- Faculty of Education : 124 Credits
- Faculty of Childcare and Early Childhood Education : 128 Credits

Notice: For Social Welfare and Mental Health & Welfare Majors, internships are included in the graduation credits.

Each faculty has mandatory and elective courses. Refer to the Course Registration Guidebook (Blue Book) for details on required courses for your faculty, department, and major.

### 2. Understanding GPA Calculation

GPA is a critical factor for graduation. Let's calculate it using the table below.

Semester	Course	Grade	GP		Credits	=	GP × Credits
2025 Spr.	Intro to Social Welfare	B+		×	2	=	
2025 Aut.	IT Practice	B+		×	4	=	
2025 Spr.	Writing Skills	F		×	2	=	
2026 Spr.	Writing Skills	C		×	2	=	
2025 Spr.	Intro to Psychology	F		×	2	=	
2026 Spr.	Intro to Psychology	B		×	2	=	
2025 Spr.	Intro to Sociology	B+		×	2	=	
2025 Spr.	Liberal Arts Seminar I	A		×	2	=	
2025 Spr.	Fundamentals of Social Welfare	B+		×	4	=	
Summery							

- 1) Fill in the GP column based on the grades.
- 2) Multiply GP × Credits and write the results.
- 3) Find the total credits and total GP × Credits.
- 4) Calculate GPA = (Total GP × Credits) ÷ (Total Credits).

Final Answer : \_\_\_\_\_

## ●Emergency Contacts

In the following situations, classes may be canceled. If this happens, an announcement will be posted on the student homepage. Since the homepage is also used for important announcements and course registration, you should check it at least once a week. Your email address is confirmed through the "Address & Contact Information Change Form", so make sure to register it properly.

If you change your email address or phone number, inform your Academic Advisor immediately.

<p>Student Homepage Access</p> <p>(Note: You cannot log in using Google Chrome. iPhone users should use Safari.)</p>	<p><a href="https://www.tokyo-fukushi.ac.jp/student/index.html">https://www.tokyo-fukushi.ac.jp/student/index.html</a></p> <div data-bbox="603 929 855 1182">  </div> <p>Username: Your student ID number            Password: Your last name + "@"            Example: If your student ID number is T25123456 and your name is Toufuku Tarou, then:            Username: T25123456            Password: toufuku@</p>
--	---

### 【Possible Reasons for Class Cancellation】

#### 1. Weather Warnings

If a storm warning or heavy snow warning is issued in:

Tokyo's 23 wards

All of Tokyo

The entire Kanto region

#### 2. Major Train Line DisruptionsJR

If any of the following train lines stop operating:

- JR Yamanote Line    • JR Saikyo Line    • JR Utsunomiya Line
- JR Takasaki Line    • Tokyo Metro Yurakucho Line
- Tokyo Metro Marunouchi Line

## ●Student Life Guidelines

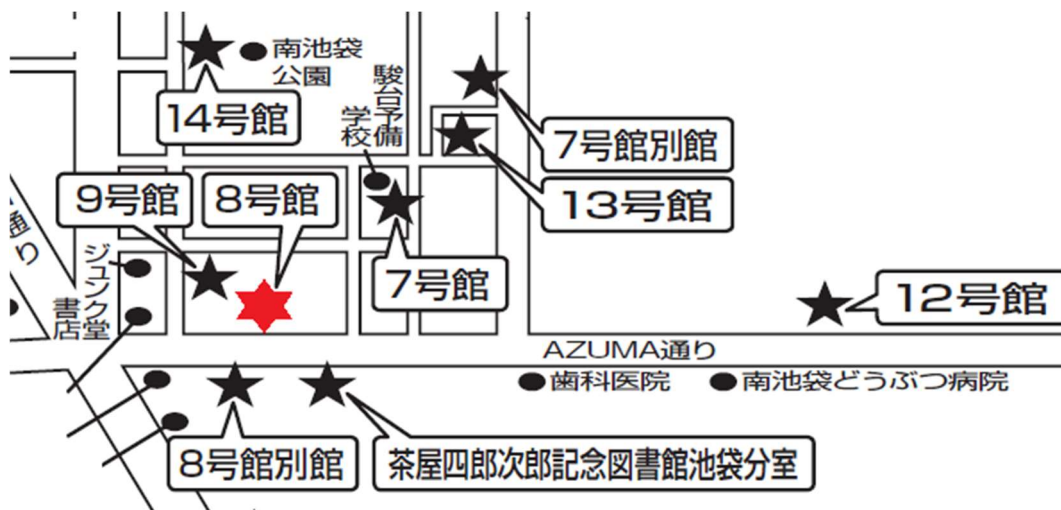
As a student of Tokyo University of Social Welfare, you will spend the next four years (or two years) here. Please follow these rules not only in class but also in your daily student life.

1. Follow Japanese Laws; You must not violate any Japanese laws.
2. Carry Your Residence Card & Student ID  
Always carry your Residence Card and Student ID. If the police ask for identification and you do not have your Residence Card, you may face arrest or fines. Do not lose your Residence Card or Student ID. If you lose your Student ID, go to Building 9, 1st floor (Academic Affairs Office). If you lose your Residence Card, go to Building 8, 1st floor (International Student Support Office).
3. Check Your Student Email Daily; Important notifications will be sent to your student email. Check it every day.
4. Keep the Toilets Clean; Flush the toilet after use.
5. Smoking Rules; Smoking is prohibited in and around the university. If you must smoke, do so only in the designated smoking areas (locations on the next page). Smoking in non-designated areas is illegal in Tokyo and may result in penalties.
6. Proper Waste Disposal; Sort and dispose of garbage properly. Ramen broth and soup leftovers must be disposed of in designated areas.
7. Follow Instructions from Faculty & Staff; Listen to and follow the guidance of your Academic Advisor, instructors, and administrative staff.
8. No Parking or Riding Motor Vehicles; There are no parking spaces for motorcycles, bicycles, cars, or electric scooters on campus. Commuting by motorcycle, bicycle, car, or electric kickboard is prohibited. Street parking near the university is illegal. If caught by police or parking enforcement officers, you may receive a parking violation fine.
9. Be Cautious When Walking on Roads; Many pedestrians use the roads around the university. Always walk along the side of the road to avoid accidents.
10. Proper Etiquette in Public Spaces; Form a line when paying at a convenience store or using an elevator at the station. Cutting in line is not allowed.

## ●Designated Smoking Areas

In Tokyo, smoking on the streets (street smoking) is prohibited by local regulations. Violators may be fined. The university also prohibits smoking inside buildings and around campus facilities. Do not smoke outside designated smoking areas. Students who repeatedly ignore warnings may face severe penalties. There are two designated smoking areas on campus: 1. Building 8 Smoking Area, 2. Building 4 Smoking Area. Ashtrays are available in the smoking areas. Dispose of cigarette butts properly in the ashtrays.

### ① Building 8 Smoking Area





② Building 4 Smoking Area



## ●What to Do If You Feel Unwell at University

- ◆During Class: Inform your instructor immediately if you feel unwell.
- ◆During Break Time: Visit the Health Consultation Room.

### 【Location of the Health Consultation Room】

Ikebukuro Campus - Building 8 Annex, 2nd Floor

### 【Opening Hours】

Monday - Friday: 10:00 AM - 7:00 PM

Saturday: 10:00 AM - 6:00 PM

※Closed on Sundays, public holidays, and non-class days.

## ●Annual Health Checkup

To ensure student health, the university conducts a free annual health checkup every April. You must attend on the designated date.

Health Checkup Includes

- General internal examination
- Blood pressure measurement
- Chest X-ray
- Body measurements
- Urine test
- Vision test

In some cases, you may receive an individual health check notification from the public health office. If this happens, follow their instructions carefully.

## ●Procedures at the Tokyo Immigration Bureau (Nyukan)

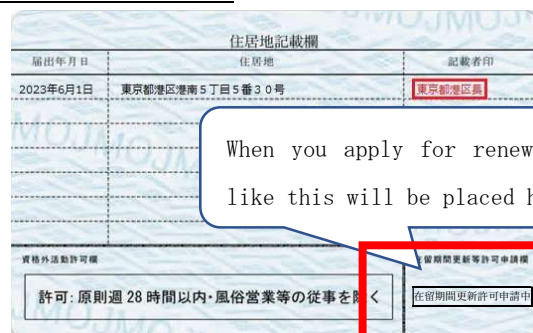
As an international student, you must follow Japanese laws and rules in addition to the Immigration Control and Refugee Recognition Act and related regulations. When submitting documents to the Immigration Bureau, be sure to do so by the deadline. Failure to submit on time may result in the loss of your residency status, meaning you can no longer stay in Japan.

If you need the university to confirm documents, submit them well in advance as verification takes time.

Situation	Required Document	Submission Deadline	Where to Submit
When you become a student at the university	“Notification of Affiliated Institution” 「活動機関に関する届出」 <small>かつどうきかん かん とどけで</small>	Within 14 days of enrollment	Immigration Bureau or International Student Support Office (Have it checked by the support office before submitting.)
When renewing your residence status (Visa Renewal)	“Application for Extension of Period of Stay” 「在留期間更新許可申請書」 <small>ざいりゅうきかんこうしんきょかしんせいしよ</small>	Before your residence status expires. If your stay is 6 months or more, you can apply 3 months before expiration.	
When starting a part-time job	“Application for Permission to Engage in Activity Other Than That Permitted Under the Status of Residence” 「資格外活動許可申請書」 <small>しかくがいかつどうきょかしんせいしよ</small>	Before starting the job. (Also, if you change jobs, submit the “Part-time Job Information Registration Form” to the university.)	
Other cases	Consult the Academic Affairs Office or International Student Support Office.		

## ●Visa Renewal (Residence Status Extension)

Unlike Japanese language schools, you must personally go to the Immigration Bureau to apply for your visa renewal.





When you apply for renewal, a stamp like this will be placed here.

Apply for necessary certificates at the International Student Support Office (Building 8, 1st floor). Show all required documents to the International Student Support Office at least one month before your visa expires. Some documents may need corrections or additional preparation, so start early. The list of required documents will be provided at the International Student Support Office. After applying, the Immigration Bureau will stamp "Under Renewal" on the back of your Residence Card.

After submission, send the following to the university: Application Receipt (申請受付票), Front & back photos of your Residence Card.

### Where to Submit

You can either: Submit the documents in person at the Academic Affairs Office or International Student Support Office, OR Email the documents to the addresses below:

Office	Mail Address	QR Code
Academic Affairs Office (International Student Section)	ml-ike-ryugaku@ad.tokyo-fukushi.ac.jp	
International Student Support Office	ryugaku-ike@ad.tokyo-fukushi.ac.jp	

Once you receive your new Residence Card, submit a copy again by: Visiting the Academic Affairs Office / International Student Support Office, OR Sending a photo via email.

If you fail to submit your new card, the university will repeatedly contact you by phone or email. Even if you think you sent it, errors in sending or receiving may occur. If the university contacts you, respond immediately. If you miss a call, return the call as soon as possible.

## ⚠ Important Warning

Do NOT return to your home country while your visa is under renewal!

The Immigration Bureau may request additional documents via postcard or phone. These documents have deadlines, and failing to submit them on time may result in:

A shorter renewal period for your visa

Visa rejection

Plan ahead and complete your visa renewal without delays!

### • Special Period (Tokurei Kikan) for Visa Renewal

If your visa expires while your renewal application is under review, you are allowed to stay in Japan during this period. This is called the Special Period (特例期間 / Tokurei Kikan). Once you apply for visa renewal, the Immigration Bureau will give you an Application Receipt (申請受付票). The back of this document explains that you can stay in Japan legally while waiting for the renewal decision.

If the Immigration Bureau has not made a decision by your visa expiration date, you can stay in Japan for up to 2 months beyond that date.

Your application number

しんせい けつ か ざいりゅう きげん で あいだ  
申請の結果が在留期限までに出ないときは、その申請の結果が出るまでの間  
いま おな にほん なが ざいりゅう  
は、今までと同じように日本にすることができます (いちばん長いときで在留  
きげん げつさき にち  
期限から2か月先の日まで)。

About one month after applying, the Immigration Bureau will send a postcard to your address. If you do not receive a postcard after one month, call the Immigration Bureau. The Immigration Bureau is difficult

to reach by phone, so if you cannot connect, keep calling until you get through.

## Overstaying (Visa Expiration Without Renewal)

Overstaying (オーバーステイ) means staying in Japan beyond your visa expiration date. Overstaying is illegal under the Immigration Law (入管法) and is considered a crime (illegal stay / 不法滞在).

If you overstay, you may face: Deportation orders (退去強制処分), Immediate return to your home country, Visa renewal rejection, Expulsion (退学) or removal (除籍) from the university.

A permanent ban from entering Japan in the future (even for travel).  
Your visa is the most important document for staying in Japan. Always be aware of your visa expiration date!



**Important Notice:** Calls from the Immigration Bureau  
The Immigration Bureau may call you directly during the renewal process.

Immigration Bureau Phone Number : 0570-034259

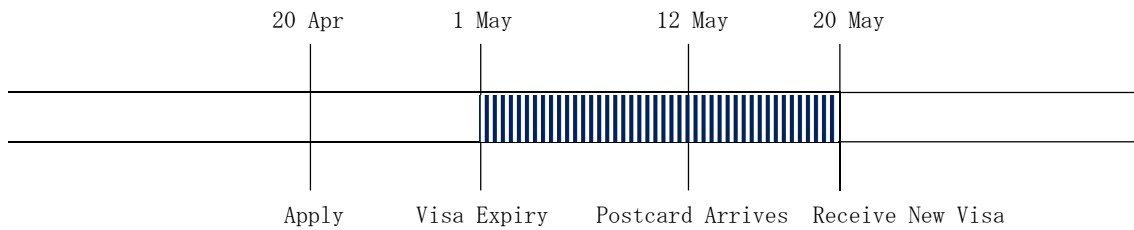
They will only call from an official Immigration Bureau number.  
Save their number in your phone so you recognize it.  
If you receive a call from the Immigration Bureau, answer it immediately!  
If you miss the call, call them back as soon as possible.  
You will need your Application Number (申請番号), which is in the top-right corner of your Application Receipt (申請受付票).

✖ If you ignore calls from the Immigration Bureau and suffer negative consequences, the university will not take any responsibility.

## When You Are & Aren't Overstaying Your Visa

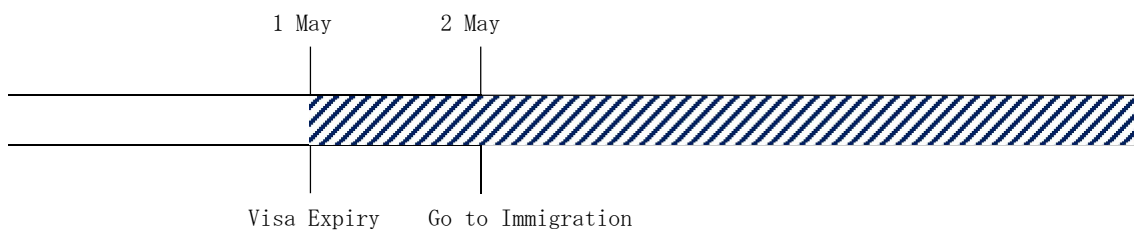
Example: Your visa expires on May 1, 2025.

### 1. OK Example (No Overstay)



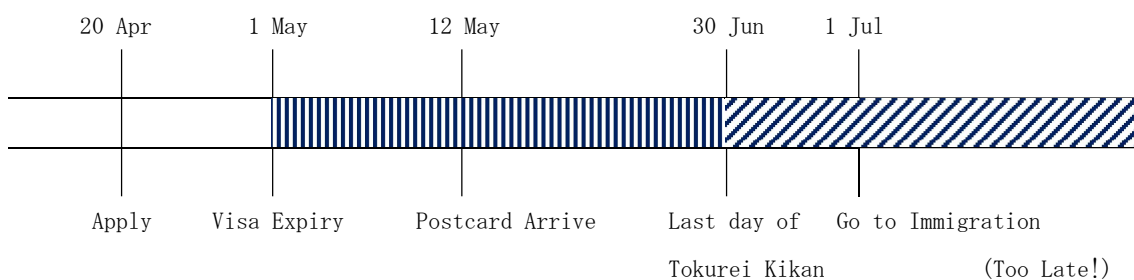
You applied before your visa expired and are now in the Special Period (特例期間 / Tokurei Kikan). You are legally allowed to stay until June 19, 2025 (2 months after visa expiration).

### 2. Overstay Example 1



Since you applied AFTER your visa expired, this is an overstay (The immigration don't Accept your application). Even 1 day of overstay is illegal.

### 3. Overstay Example 2



You received the postcard but didn't go to Immigration on time.

➡ You missed the Special Period deadline (June 19, 2025).

➡ Overstay! Your visa renewal is canceled, and you must leave Japan.

If your visa expiration or Special Period deadline falls on a weekend or holiday, the last business day BEFORE that is your actual deadline!



## How to Get to the Tokyo Immigration Bureau (Shinagawa Nyukan)

The Tokyo Immigration Bureau is in Shinagawa.

Unlike at Japanese language schools, you must prepare documents yourself and go alone for visa renewal.



Exit the ticket gate and look for “Konan Exit (港南口)”. Head in that direction.



When you see this sign, turn left.



**Go down the stairs**  
(marked with a ○).



At the bottom of the stairs, you’ ll see a bus stop. Take the bus to the last stop, which is the Tokyo Immigration Bureau (Nyukan).

**Fare: ¥210**



## How to Apply for Visa Renewal at the Immigration Bureau



From: Tokyo Immigration Bureau Website ([https://www.moj.go.jp/isa/about/region/tokyo/16\\_00408.html](https://www.moj.go.jp/isa/about/region/tokyo/16_00408.html))

### 1. When Applying for Renewal

- Go to 2nd Floor, Counter B
- Take a number ticket and wait
- When called, submit your documents and apply

### 2. When Receiving Your New Visa

- Buy a ¥6,000 revenue stamp at FamilyMart (1st floor)
- Go to 2nd Floor, Counter A
- Submit:
  - Application Receipt (申請受付票)
  - Passport
  - Old Residence Card
  - Fee Payment Form (with ¥6,000 stamp attached)
- Take a number ticket and wait
- When called, receive your new Residence Card

Don't delay! Keep track of deadlines to avoid overstaying.

## ● Important Rules for Part-Time Jobs (Arubaito) for International Students

As an international student, there are strict rules about part-time jobs. If you break these rules, you may face: Cancellation of your part-time work permit (資格外活動許可), Arrest by the police or Immigration Bureau, Fines, Visa renewal rejection, Deportation (退去強制)

If you are starting a part-time job or changing jobs, you must immediately fill out the "Part-Time Job Registration Form" (available at the Academic Affairs Office and International Student Support Office) with a ballpoint pen and submit it to your Academic Advisor.

If you have any problems at work, consult your Academic Advisor, the International Student Support Office, or the Academic Affairs Office.

### 1. Allowed Working Hours

- During Class Periods : Up to 28 hours per week
- During Long Vacations (e.g., Summer Break) : Up to 8 hours per day, Up to 40 hours per week

### 2. Jobs You Are NOT Allowed to Do

Pachinko parlors

Mahjong parlors

Snack bars, cabarets, pubs, adult entertainment establishments

Dimly lit cafés or bars

Prohibited Tasks (Even in These Places): Cleaning or dishwashing, Distributing flyers or tissues.

Legal Reference: Prohibited Businesses (Summary of Law No. 2 on Entertainment & Amusement Businesses)

The following businesses are illegal for international students to work at:

- ① Bars, nightclubs, cabarets, dance halls, and places where customers are served alcohol
- ② Pachinko parlors, mahjong parlors, game centers with gambling machines
- ③ Love hotels, adult shops, strip clubs, peep shows, and private room massage parlors
- ④ Cafés, restaurants, and other businesses where hostesses entertain customers
- ⑤ Places with dim lighting (less than 10 lux)
- ⑥ Small, enclosed rooms (under 5 m<sup>2</sup>) that are difficult to see from outside

Breaking these rules may result in serious penalties, including deportation!

If you are unsure about your part-time job, always ask your Academic Advisor first!

## ●Temporary Departure from Japan (一時出国 / Ichiji Shukkoku)

If you plan to leave Japan temporarily during summer vacation or for urgent personal matters, you must submit a "Temporary Departure Notification (一時出国届)" to the university.

Steps to Follow:

Before Leaving Japan:

- Consult & inform your Academic Advisor about your departure.
- Fill out the Temporary Departure Notification (available at the Academic Affairs Office).
- Submit the form along with copies/screenshots of your round-trip flight tickets.

After Returning to Japan, submit a photo of the entry stamp in your passport to the Academic Affairs Office for confirmation.

Failure to follow this process may cause problems with your student status!

## ●Update Your Address at the Ward/City Office

Within 14 days of moving, you must: Submit a "Moving-Out Notification" (転出届) at your old city/ward office. Submit a "Moving-In Notification" (転入届) at your new city/ward office. Update the back of your Residence Card with your new address. If you fail to do this, you may face: A fine of up to ¥200,000, Cancellation of your residence status.

Report Your Address Change to the University. After updating your address at the ward/city office, you must: Inform your Academic Advisor. Go to the Academic Affairs Office and submit:

"Address & Contact Information Change Form" (available at the Academic Affairs Office), A copy of your updated Residence Card and copy of your National Health Insurance Card.

If you change your phone number or email address, you must: Immediately inform your Academic Advisor. Submit the "Address & Contact Information Change Form" to the Academic Affairs Office.

If you don' t update your contact details, you may miss important university notifications, which could cause serious problems for you!

## ●How to Apply for Certificates (証明書申請)

If you need certificates for visa renewal, further education, employment, or part-time jobs, you must apply at the Academic Affairs Office (教務課) or the International Student Support Office (留学生支援室).

How to Apply: Go to the relevant office. Fill out the application form. Submit the form at the counter. Most certificates require a fee. The application location depends on the purpose, so be careful!

For Visa Renewal → International Student Support Office

(Building 8, 1st floor)

For Other Purposes → Academic Affairs Office (Building 9, 1st floor)

### Processing Time

It takes at least 3 days to issue a certificate. Weekends, holidays, and university closure days do NOT count towards the 3 days. If your deadline is tomorrow, the university CANNOT issue the certificate immediately.

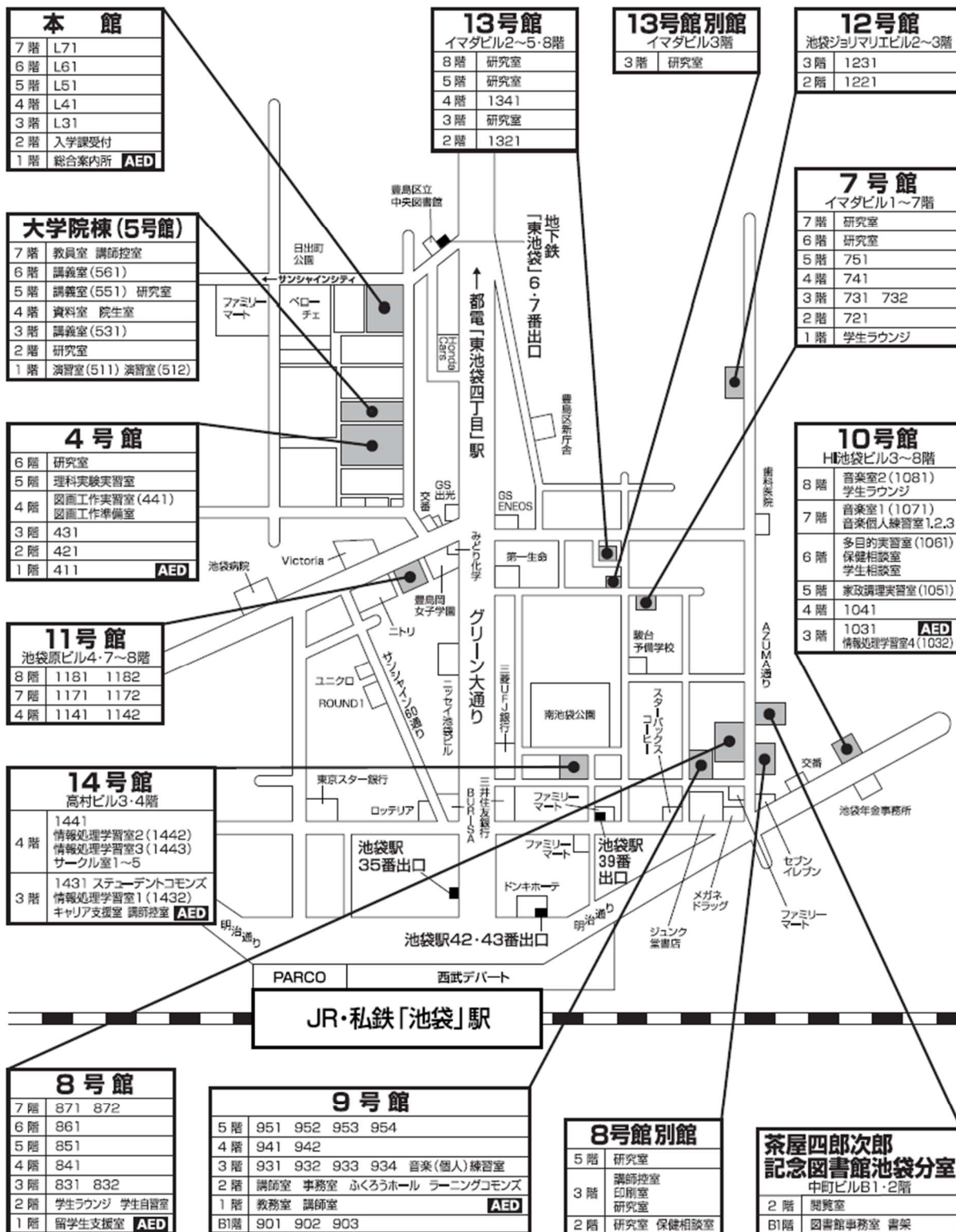
Apply well in advance to avoid problems!

# ● Ikebukuro Campus Map

## 東京福祉大学・大学院 Tokyo University and Graduate School of Social Welfare

## Campus Map

### 池袋キャンパス



2024.10

## ●Building Addresses & Contact Information

If you have trouble finding a building using the campus map, use the addresses below or scan the QR codes for directions.

Building	Postal Code	Address (Japanese & English)	QR Code
Main Building	170-0013	<small>とうきょうと としまく ひがしいけぶくろ</small> 東京都豊島区東池袋 4-23-1 Higashi Ikebukuro 4-23-1, Toshima-ku, Tokyo 入学課 : 03-3987-6602	
Building 4	170-0013	<small>とうきょうと としまく ひがしいけぶくろ</small> 東京都豊島区東池袋 4-23-5 Higashi Ikebukuro 4-23-5, Toshima-ku, Tokyo	
Building 5	170-0013	<small>とうきょうと としまく ひがしいけぶくろ</small> 東京都豊島区東池袋 4-23-4 Higashi Ikebukuro 4-23-4, Toshima-ku, Tokyo	
Building 7	170-0022	<small>とうきょうと としまく みなみいけぶくろ</small> 東京都豊島区南池袋 2-19-17 Minami Ikebukuro 2-19-17, Toshima-ku, Tokyo	
Building 8	170-0022	<small>とうきょうと としまく みなみいけぶくろ</small> 東京都豊島区南池袋 2-14-2 Minami Ikebukuro 2-14-2, Toshima-ku, Tokyo 留学生支援室 : 03-3987-1984	
Building 9	170-0022	<small>とうきょうと としまく みなみいけぶくろ</small> 東京都豊島区南池袋 2-14-7 Minami Ikebukuro 2-14-7, Toshima-ku, Tokyo 教務課 : 03-5960-7011	
Building 10	170-0022	<small>とうきょうと としまく みなみいけぶくろ</small> 東京都豊島区南池袋 3-9-7 Minami Ikebukuro 3-9-7, Toshima-ku, Tokyo	
Building 11	170-0013	<small>とうきょうと としまく ひがしいけぶくろ</small> 東京都豊島区東池袋 1-27-8 Higashi Ikebukuro 1-27-8, Toshima-ku, Tokyo	
Building 12	170-0022	<small>とうきょうと としまく みなみいけぶくろ</small> 東京都豊島区南池袋 2-5-2 Minami Ikebukuro 2-5-2, Toshima-ku, Tokyo	
Building 13	170-0022	<small>とうきょうと としまく みなみいけぶくろ</small> 東京都豊島区南池袋 2-33-3 Minami Ikebukuro 2-33-3, Toshima-ku, Tokyo	
Building 14	170-0022	<small>とうきょうと としまく みなみいけぶくろ</small> 東京都豊島区南池袋 2-22-1 Minami Ikebukuro 2-22-1, Toshima-ku, Tokyo キャリア支援室 <small>しえんしつ</small> 実習関係 <small>じっしゅうかんけい</small> : 03-5960-7039 進路 <small>しんろ</small> ・就職関係 <small>しゅうしょくかんけい</small> : 03-5960-7046	

If you're unsure about a location, use the QR codes provided to get directions via a navigation app!