

2018

外国人留学生ガイドブック

The Handbook for International Students

桜美林大学

J. F. Oberlin University

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Introduction

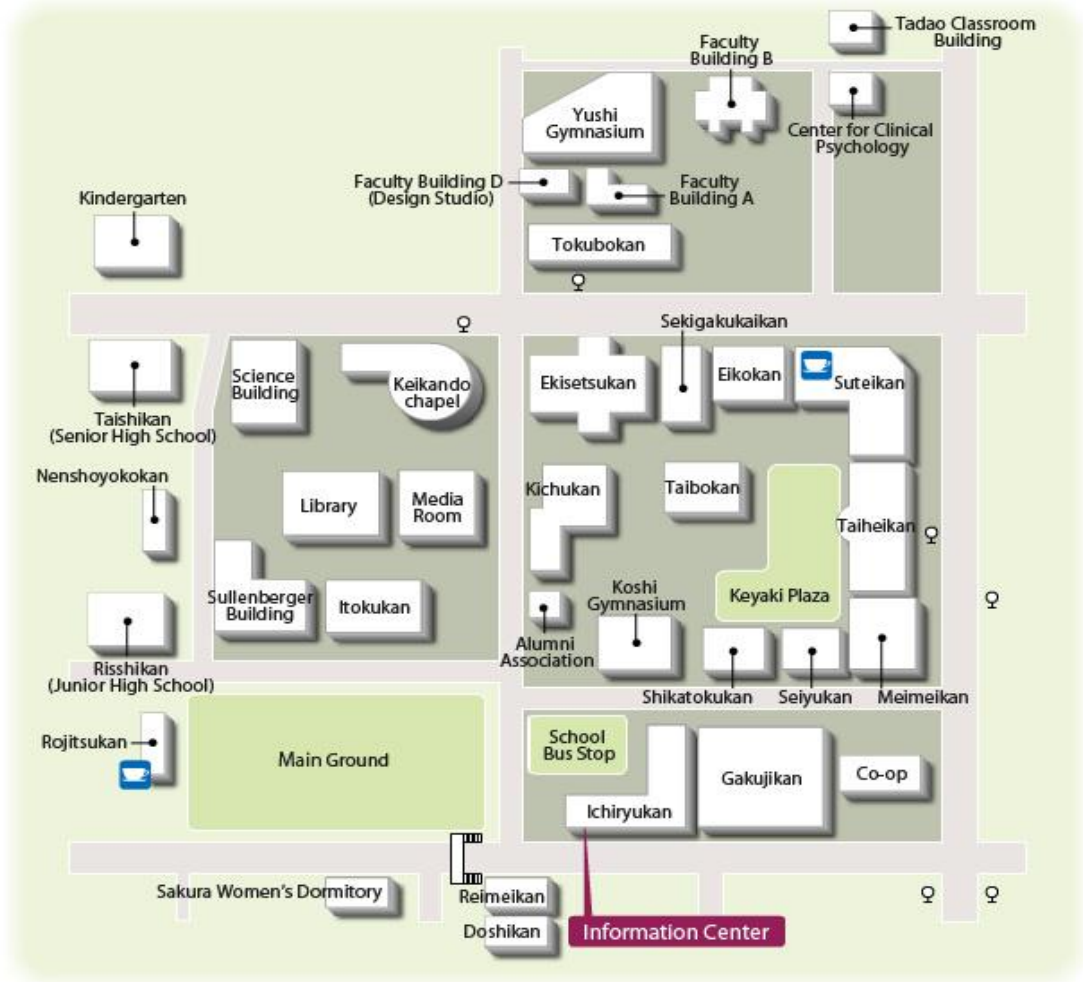
You will be studying with Japanese students and other international students and spending your daily campus life with them at J. F. Oberlin University. There may be institutional or cultural differences between Japan and your home country. If you face any problems, please feel free to consult the Office of International Programs instead of worrying on your own.

This “Handbook for International Students” summarizes useful information for international students to spend the campus life at J. F. Oberlin University. Please use this Handbook along with “Curriculum Guide”, “Course Guide Booklet” and “Campus Life Guide”, etc.

We sincerely hope that your campus life in Japan will be a fruitful one for you.

J. F. Oberlin University

Campus Map



1. Campus Life

Office of International Programs

Office of International Programs (OIP) supports general campus life for international students. If you have any problems, please feel free to consult the office staff.

- 【Office hours】
- 9:00-18:00 (Weekdays) when classes are in session
 - 9:00-11:30 / 12:30-17:00 (Weekdays) when classes are not in session

Student ID Card

The student ID card is your identification card. Please carry it at any time along with your residence card. The student ID card is necessary when you take examinations, purchase a commuting pass, receive various certificates/student discounts, and use our library and Self Access Center. If you lose your student ID card, you may apply for a reissue at the Education Support Section by submitting your photo and 1,000 yen certificate stamp. Since a student ID card is needed to show your identification, do not borrow one from or lend one to your friends. Borrowing or lending one can be considered a social disturbance. In some cases, you may be involved in crimes by doing so.

Commuting to J. F. Oberlin University

J. F. Oberlin University is easily accessible from central Tokyo as well as other areas in Kanto region. There are two ways to commute to J. F. Oberlin University. One is to ride a local train on the Yokohama Line and get off at Fuchinobe station and then take our free school bus. The other way is to get off at Machida station either on the Odakyu Line or the JR Yokohama Line and then take the Kanagawa Chuo Kotsu (Kanachu) bus.

In addition, a free school bus is available from Keio-Tama Center station on the Keio Line.

When our school bus is not in operation, you can use a taxi. It costs about 900 to 1,000 yen from Fuchinobe station to J. F. Oberlin University.

Taxi dispatching center (Machida / Sagami-hara area) Tel: 0120-888-810

Some students commute by bicycle. However, it is illegal to use another person's bicycle left in the bicycle-parking area or on the road without owner's permission. There is no excuse for using those bicycles and you will be arrested. If you commute by bicycle, please park your bike in the designated area. You are not allowed to park your bicycle at nearby restaurants simply because it is near your classroom. This creates trouble and you will be strictly penalized.

Commuting Pass

Your commuting pass should be purchased for the shortest route from the station nearest to your home to the station nearest to your campus. Please do not apply for a pass to areas other than this, especially for the purpose of your part-time job. By doing so, you will be subject to a penalty.

Notification of Change of Address

If you change your address, phone number or e-mail address, please be sure to inform OIP and Education Support Section of the change. If not, important messages from J. F. Oberlin University may not be informed.

If you change your address, please go to the nearest city office (kuyakusyo or shiyakusyo) for necessary procedures within 14 days after moving. If you submit a notification of change of address to a post office, your mail will be automatically transferred to the new address for a period of one year. You can apply for this service on the Internet as well.

e-Campus and Bulletin Board / OBIRIN G-mail

At J. F. Oberlin University, messages to students will be sent via a web tool called OBIRIN e-Campus (hereafter, e-Campus) and the bulletin board. In addition to latest information, all types of information from outside organizations will be posted on the bulletin board. Therefore, please make it a habit to check the bulletin board whenever you come to school so as not to miss any important information.

The bulletin board for OIP is located on the second floor of Meimeikan. The bulletin board for graduate students is located on the second floor of Eikoukan (in front of the office for Graduate School) as well as in Yotsuya campus.

Generally, you will be informed via OBIRIN G-mail for private messages. Please check your OBIRIN G-mail account at least every other day.

Notification of Overseas Travel / Absence

If you are planning to be absent for reasons such as a temporary returning to your home country during your enrollment, please submit a "notification of overseas travel/absence". The form is available at OIP.

Academic Calendar

The academic year at J. F. Oberlin consists of two semesters (Spring semester and Fall semester), each 15 weeks in length. Classes are basically scheduled five days a week (Monday through Friday). Examinations are held during a one-week period at the end of each semester. Spring semester begins in April and continues until the end of July. Fall semester begins in mid-September and finishes at the end of January with about a two-week winter break.

Class Cancellation

Information on class cancellation will be posted on our website and the bulletin board at Education Support Section.

Official Absence Form

If you are absent from classes for unavoidable reasons, please submit an official absence form (kesseki todoke) to your class instructor. The form is available by download on the e-Campus website, Education Support Section. A certificate from a doctor will be required if you are absent from classes for an extended period of time due to illness. If the period of absence exceeds 1/3 of all scheduled classes, you will not be

allowed to take examinations. Please inform OIP of any temporary return to your home country or long absences from school.

Center for Japanese Learning Resources (CJL)

The Center for Japanese Learning Resources (CJL) is located on the second floor of Gakujikan in Machida campus and provides support for students whose native language is not Japanese. Various sorts of learning resources such as textbooks, dictionaries, novels, CDs, DVDs, newspapers, magazines, TVs, computers, etc. are available for studying Japanese. The manual on how to use computers with a Japanese Operating System is also available. Japanese students as well as your senior international students are present at the CJL reception, so please feel free to consult with them. Japanese teachers are also present at CJL to support your study of Japanese.

Furthermore, free magazines and event information for international students on and off campus are available at CJL. Please feel free to drop by when you have time between or after classes.

【Notes】

1. When you use the center for your self-study, please fill out the form at the reception and submit it before use.
2. No food or drinks are allowed in the center.
3. When you use computers, please save your files by using a USB memory, etc. at your own responsibility. All files in the computers at CJL will be deleted once they are shut down.
4. Open hours may be subject to change. In that case, such information will be posted on the bulletin board at the entrance of CJL.

Writing Support Center (WSC)

WSC offers support for students who wish to improve their writing skills of Japanese and English as a foreign language. To use this center, please make a reservation for 30-minute-session by a tutor each time.

URL for WSC Reservation: HOME > SHORT-TERM (RJ) > Academic Schedule and Program > Academic Support > Writing Support Center

You need to register with your OBIRIN G-mail address to make a reservation for using WSC. If you have any questions, please come to the center during its open hours.

Place: Gakujikan 4F

E-mail: writing@obirin.ac.jp

International Exchange

【International Camping】

“International Camping” is scheduled twice a year to offer an opportunity to foster exchanges with Japanese students. Through group work activities such as sports and cooking, international students will deepen their relationships with Japanese students.

【Experience on New Year Holidays】

Mr. Toyoshi Satow, Chancellor of J. F. Oberlin University and Affiliated Schools, invites international students who live away from their families on a two-day trip with a one night stay to Izu Kogen Club, our facility for study, to experience the Japanese New Year Holidays. After celebrating the New Year and seeing the beautiful New Year's Day sunrise from Mt. Omuro, you can experience various traditional events such as eating traditional New Year's food (osechiryori), rice-cake making (mochi-tsuki), calligraphy (shodō), a Japanese traditional face-making game (fukuwarai) and the Japanese tea ceremony (sadō). You can also take a bath in a natural hot spring at Izu Kogen Club.

Program Fees (School Fees) (for International Students Enrolled in Regular Course of Undergraduate / Graduate)

There are two ways to pay your program fees after entering J. F. Oberlin University. One is to pay all program fees in April and the other is to pay for each semester separately: once in April and once in September.

【Payment Deadlines and Payment Slips】

| | Deadline | If you choose to pay all program fees at once, the deadline for payment will be the end of April. |
|-----------------|-------------------------|---|
| Spring semester | By the end of April | |
| Fall semester | By the end of September | |

※If the payment deadline falls on a Saturday, a Sunday or a national holiday, the effective deadline will be the business day immediately preceding that day.

※All payment slips necessary to pay all at once or in installments, other than those for the first year of enrollment, will be sent to you at the beginning of April. The payment slips for Fall semester will not be sent to you again before Fall semester begins. If you wish to pay for each semester individually, please ensure to keep the payment slip until you pay for Fall semester.

※If you lose a payment slip, please contact our Finance and Accounting Department for a reissue. (Reissuing fee: 100 yen)

【When it is difficult to pay program fees by the deadline】

Various sorts of financial assistance are available at the Student Affairs Section. If it is difficult to pay your program fees by the deadline, there are some cases in which postponement or payment in installments are permitted. Please follow the necessary procedures to apply for such assistance by the payment deadline.

【Notes】

Please be advised that if your program fees have not been confirmed after the deadline date has passed, you will face disadvantages at school and may be subject to expulsion.

2. Procedures on Your Status of Residence

Residence Card

A new residence management system was introduced on July 9, 2012. Under the new system, a “residence card” will be issued from the Ministry of Justice, and the “Alien Registration Certificate” from municipal offices will no longer be issued.

From then on, foreigners who come to Japan for the first time have been receiving a residence card at the airport where they first arrive. After the residence card is issued and your new address is established, it is necessary to go to the nearest municipal office with the residence card within 14 days to inform the Ministry of Justice of the new address.

The expiration date of a residence card is determined by the period of stay printed on the card. When an extension of period of stay is permitted, a new residence card will be issued.

If you lose or damage your residence card, you are required to visit the nearest regional immigration bureau to apply for reissuing the card within 14 days of the date of recognizing loss or damage.

When you change your address, you are required to visit the municipal office where you have been living to report this change before moving out and also to notify the new municipal office of the change of address, with your residence card in your possession, within 14 days of the date of the change. If you change other identification information (e.g. name, date of birth, nationality), you are required to notify the nearest regional immigration bureau within 14 days of the date of the change.

If you complete your study in Japan and return to your home country, please return your residence card at the airport of your departure.

Certificate of Residence

Following the introduction of the new residence management system, alien registration certificates and certificates of matters registered on alien registration will no longer be issued at municipal offices. Foreign residents will be registered in the Basic Resident Registers System and certificates of residence (juminhyo) will be issued by municipal offices. As a result of this change, foreign residents can request a certificate of residence just as Japanese citizens do.

Special Re-entry Permit System

A special re-entry permit system also began on July 9, 2012. Under this new system, foreign nationals holding a valid passport and a resident card who will be re-entering Japan within one year of their departure in order to continue their activities in Japan will, in principle, not be required to apply for a re-entry permit. However, if your period of stay expires within one year after your departure, please remember that you must re-enter Japan before the expiration of your period of stay. If you have to return to your home country on a leave of absence for more than one year due to unavoidable reasons such as

military service, etc., you are required to obtain a re-entry permit.

In order to depart or re-enter Japan under a special re-entry permit system, you will be required to show your residence card.

If you temporarily return to your home country, please submit a “notification of overseas travel/absence” to OIP. The form is available at OIP.

Extension of Period of Stay

For students enrolled with “student” visa status, it is necessary to apply for an extension of the period of stay before the expiration date of your stay. You may apply for an extension of the period of your stay at the Immigration Bureau up to three months in advance of its expiration date.

The following documents are required for your application.

1. Application form for extension of period of stay (designated form of the Immigration Bureau, “For applicant”, a total of three pages)

※Forms are available at the Immigration Bureau or by download from the Bureau website.

2. Application form for extension of the period of stay (designated form of the Immigration Bureau, “For organization”, a total of two pages)

※Please apply for this form at OIP.

3. Certificate of Enrollment (automated certificate-issuing machine available at Education Support Section)

4. Official transcripts (automated certificate-issuing machine available at Education Support Section)

5. Documents proving coverage of necessary expenses while staying in Japan

(e.g.) • Overseas remittance certificate

• Copy of bank book (You must show the original bank book at the Bureau.)

• Certificate of a scholarship grantee

• If a sponsor other than the applicant lives in Japan, it is necessary to submit a letter of guarantee to pay expenses filled out by the sponsor, a certificate of employment, a certificate of income for the sponsor, etc.

6. 4,000 yen revenue stamp

7. Your passport

8. Your residence card

※For those enrolled as research students, please note that the period of stay for “student” visa is up to 2 years including the period enrolled in other universities as a research student, except for special circumstances.

Visa Withdrawal System

If a foreign resident holding a designated residential status does not engage in activities related to his/her residential status for more than three months without valid reasons, the Ministry of Justice will be

able to withdraw the status. If international students holding a student visa do not come to school for more than three months without sufficient reasons, this visa withdrawal system will come into effect. It also applies to cases in which students do not engage in study as international students due to long absences or withdrawal from school and subsequent ongoing residence in Japan up to the expiration date of his/her student visa.

Activity Other Than That Permitted under the Status of Residence Previously

Granted (Part-time Work)

Activities in Japan are limited depending on the status of one's residence.

If you hold a student visa, you are allowed to work part-time only when an application for "Application for permission to engage in activity other than that permitted under the status of residence previously granted" (part-time work permit) to support one's schoolwork is permitted. The maximum hours permitted for part-time work is 28 hours per week (up to eight hours per day during a long break of the university) as long as the primary activity (studying) specified by the visa is not affected. Furthermore, you are not allowed to engage in activities prohibited by law or regulation, or which may be disruptive to public order or morally offensive.

The following documents are required for your application.

1. Application form for part-time work permit (a form designated by the Immigration Bureau)
2. Your passport
3. Your residence card
4. Your student ID card

※It is illegal to work part-time while you are on a leave of absence or from the period after graduation until the expiration date of your stay.

【Precautions】

1. Students are not allowed to work the following part-time jobs under the part-time work permit. Please recognize that cleaning, cooking, washing dishes, working at a reception, distributing flyers (leaflets) or tissues, etc. are considered illegal even if your activities are not directly connected to those businesses.

◇Activities in a place involved in the "adult entertainment business" as defined by the provisions of Paragraph 1 of Article 2 of the Act on Control and Improvement of Amusement Business, etc.

e.g. part-time jobs including guest-entertaining cabarets or "snack" type pubs, cafes or bars where the inside lighting is 10 lux or less, mahjong parlors, and pachinko or slot machine businesses.

◇Activities in a place defined as a "store-type adult entertainment special business" by the provisions of Paragraph 6 of Article 2 of the Act on Control and Improvement of Amusement Business.;

e.g. part-time jobs including work at adult-oriented massage parlors called "soap land", fashion health, strip theater, love hotel, adult-oriented shops.

◇Activities in a "non-store-type adult entertainment special business" as defined by the provisions of

Paragraph 7 of Article 2 of the Act on Control and Improvement of Amusement Business.

e.g. part-time jobs including any type of on-site or off-site prostitution, any mail-order businesses which sell adult videos.

◇Activities in a place where “visual-transmitting-type adult entertainment special business” as defined by the provisions of Paragraph 8 of Article 2 of the Act on Control and Improvement of Amusement Business, etc. are carried on;

e.g. part-time jobs including business for any visual-transmitting-type adult entertainment via the Internet.

◇Activities in a place where “store-type telephone-based dating services” as defined by the provisions of Paragraph 9 of Article 2 of the Act on Control and Improvement of Amusement Business, etc. are carried on;

e.g. part-time jobs including a telephone sex club or any type of adult oriented telephone business.

◇Activities in a “non-store-type telephone-based dating service” as defined by the provisions of Paragraph 10 of Article 2 of the Act on Control and Improvement of Amusement Business, etc.

e.g. part-time job including any type of adult-oriented telephone business called “two-shot dial” or “message dial”

2. You are required to carry a copy of your part-time work permit or a certificate of qualification for employment when you work part-time.

Status of Residence during your Stay in Japan after Graduation (*for International Students Enrolled in Regular Course of Undergraduate / Graduate)

**Students not enrolled in regular courses, such as exchange students, are required to return to their home countries after the program is complete, regardless of your remaining period of stay. You are not allowed to engage in activities other than studying at J. F. Oberlin University.*

【To attend another school】

If you need to extend the period of stay for your “student” visa, an admission certificate from any other school you will be attending is required. For other procedures, please refer to the “extension of period of stay” section above.

【To work in Japan】

Usually, your visa status will be changed to “Engineer/Specialist as Humanities/International Services”. The required documents are an application form of the Immigration Bureau for the change of status, a certificate of graduation, official transcripts, the applicant’s resume, a statement of reasons for the application, and an employment agreement with a company and others. Necessary documents from a company may vary depending on its size. For details, please check the website of the Immigration Bureau Information Center or the Ministry of Justice.

Immigration Bureau Information Center: <http://www.immi-moj.go.jp/info/>

Ministry of Justice: http://www.moj.go.jp/ONLINE/IMMIGRATION/ZAIRYU_HENKO/shin_henko10_11.html

【Cases in which the period of stay for student visa expires before graduation】

You may apply for a “temporary” visa in preparation for returning to your home country. The following documents are required for your application.

1. Application form for the change of visa status
2. An air ticket for returning to your home country
3. Certificate of graduation or proof of expected graduation
4. Official transcripts
5. Documents proving coverage of necessary expenses while staying in Japan
6. Your passport
7. Your residence card

Please note that you are not allowed to be associated with activities other than those permitted or to change your visa status when you are on a temporary visa.

Students granted with a student visa with a period of two years and three months/one year and three months are not allowed to apply for a temporary visa as the preparation period for returning home is included in the student visa. Please make sure to be out of Japan before the expiration date of your stay.

【Cases in which you wish to continue job-hunting in Japan after graduation】

If you were unable to find a job despite your job-hunting activities during your enrollment and wish to continue job-hunting in Japan after graduation, you may apply for a “designated activity” visa. Even if your student visa is still valid after graduation, you are not allowed to continue job-hunting in Japan. If you wish to continue job-hunting in Japan, it is therefore necessary to change your visa status to “designated activities”. The period of the “designated activities” visa is six months. You may apply for an extension of stay once, so that you are able to continue job-hunting up to one year in Japan. However, a recommendation letter from J. F. Oberlin University and documents of proof of job-hunting activities for the designated period are required in order to change your visa status to “designated activities”. Please note that job-hunting activities, including participation in company seminars just before graduation are not recognized for this application. To obtain a recommendation letter from J. F. Oberlin University, you are required to submit a job-hunting report and detailed documents of your job-hunting activities addressed to the Director of Student Center to OIP for review. The following documents are required for your application.

1. Application form for the change of visa status
 2. A recommendation letter from J. F. Oberlin University
 3. Proof of documents for job-hunting activities for the designated period
- (e.g.)
- Copy of your resume/application forms submitted to companies
 - Proof of attendance for company seminars or employment tests

- Copy of documents or e-mails between the applicant and companies that you are applying to
 - Documents proving the number and contents of consultations with on-campus career advisors
4. Certificate of graduation or proof of expected graduation
 5. Official transcript
 6. Documents proving coverage of necessary expenses while staying in Japan
 7. Your passport
 8. Your residence card

※This extension of stay does not apply to students participating in RJ/Kosatsu Program, research students, etc.

Immigration Bureau

You are required to visit Regional Immigration Bureau to obtain, change, or extend your “student” visa and also to apply for activities other than those permitted. Some of the Regional Immigration Bureau near our campus is located at the following address:

Tokyo Regional Immigration Bureau

Address: 5-5-30 Konan, Minato-ku, Tokyo, Japan 108-8255

Phone: 03-5796-7111 (Main number)

Office hours: 9:00-12:00, 13:00-16:00 (weekdays)

Transportation: a) Take the Tokyo Metropolitan bus for “Shinagawa-Futo-Junkan” from the Konan exit(east exit) at JR Shinagawa station and get off at “Tokyo Regional Immigration Bureau”.

b) 15-minute-walk from “Tennozu-Isle” station on the Tokyo Monorail or the Rinkai Line (connected to the Saikyo Line)

Tokyo Regional Immigration Bureau, Tachikawa Branch Office

Address: Tachikawa Government Building 3-31-2 Kita, Kunitachi-shi, Tokyo, Japan 186-0001

Phone: 042-528-7179

Office hours: 9:00-12:00, 13:00-16:00 (weekdays)

Transportation: a) Ride the No.12 bus for 15 minutes from the north exit of JR Tachikawa station and get off at Tama-Shakenjo-mae and two-minute-walk from the bus stop

b) 20-minute-walk from North exit of JR Tachikawa station

Tokyo Regional Immigration Bureau, Yokohama District Immigration Office(For those living in Kanagawa Prefecture)

Address: 10-7 Torihama-cho, Kanazawa-ku, Yokohama-shi, Kanagawa, Japan 236-0002

Phone: 045-769-1722

Office hours: 9:00-12:00, 13:00-16:00 (weekdays)

Transportation: Ride the JR Keihin-Tohoku Line/Negishi Line for 15 minutes from Shingsugita station and take the Yokohama Kotsu Kaihatsu bus on the “Torihama No. 61 bus route” and get off at Yokohama Regional Immigration Bureau.

Tokyo Regional Immigration Bureau, Yokohama District, Kawasaki Immigration Office (For those living in Kanagawa, Machida-shi, Tama-shi, Inagi-shi, Komae-shi)

Address: 1F Kawasaki-Nishi Government Building 1-3-14 Kamiasao, Asao-ku, Kawasaki-shi, Kanagawa, Japan 215-0021

Phone: 044-965-0012

Office hours: 9:00-12:00, 13:00-16:00 (weekdays)

Transportation: three minutes from the south exit of Shin-Yurigaoka station on the Odakyu-Line

※If you have any questions regarding your visa status, you may contact “Immigration Information Center”.

【Information Center】

“Immigration Information Center” in the Tokyo Regional Immigration Bureau

Phone: 0570-013904 (from IP / PHS / Overseas: 03-5796-7112)

【One-stop Consultation Center】

Foreign Residents Consultation Center

Address: Hygeia 11F 2-44-1 Kabuki-cho, Shinjuku-ku, Tokyo

Phone: 03-3202-5535

3. Health and Insurance

Health Center / Student Counseling Room

At the Health Center/Student Counseling Room, nurses and counselors are always present to help you.

If you feel sick, injured on campus or have any health/mental concerns, please feel free to visit Health Support Room/Student Counseling Room.

Periodic Health Checkup

A health checkup is scheduled during your orientation period. It includes a blood test, X-ray, electrocardiogram and other examinations(*) to assess your health condition. It is free(*), so please be sure to take this checkup. If you fail to do so, "Certificate of Health Checkup" will not be issued by J. F. Oberlin University.

** Contents of health checkup for RJ students, including height and weight, physical examination, chest X-ray.*

** International students not enrolled in regular courses such as exchange students, etc. have to pay for this checkup.*

National Health Insurance

All international students holding a residence card and staying in Japan for more than one year must enroll in "National Health Insurance". (*)

In this system, if you receive any health treatment at a medical institution, 70% of all the medical expenses will be covered by the insurance when you show your insurance card. Therefore, you have to pay the remaining 30% of the expenses.

If you fail to enroll in National Health Insurance,

- a) all medical expenses must be covered by yourself. As a result, your medical expenses will be substantially higher.
- b) insurance premium will build up retroactively to the period when you were eligible to enroll.

If you delay your enrollment, you will bear a heavy burden. Please enroll in National Health Insurance immediately if you are uninsured.

【Notes】

1. Changing your current address

You must submit a notification to your local city office within 14 days of the date of the change of address.

2. Illegal use of insurance card

Illegal use of one's insurance card such as lending one to or borrowing one from others is prohibited. (This act is punishable by law.)

3. Leaving Japan to return to your home country

Please go to the city office where you enrolled and undergo all necessary procedures for withdrawal from the system.

【Insurance Premium】

In order to operate the National Health Insurance System, all people enrolled in this system must pay insurance premiums. The amount of these insurance premiums will be stated in your official tax notices in July, every year. Students without any income may be entitled to a reduction in the amount of premiums by undergoing the necessary procedures. For details, please contact the city office where you live.

** International students not enrolled in regular courses, such as exchange students, have to enroll in National Health Insurance as well, even if their length of stay is less than a year.*



4. Facilities

Library

The library located in the center of Machida campus consists of Santo Library housing books (Japanese/foreign/Chinese books) and serial publications (magazines, newspapers, almanacs/whitepapers), etc., and Information Media Room housing audiovisual materials (DVDs, videos and CDs, etc.). In Yotsuya campus, there are Yotsuya campus library housing materials that are mainly used for the Graduate Division.

You must show your student ID card to enter the library and to borrow books.

※For details, please refer to the J. F. Oberlin University website.

HOME > Obiriner site > HOME > Academic / campus life guide > Facilities > On-campus facilities > Library

Gymnasium

Machida campus has two gymnasiums called Koushi gymnasium (the old gymnasium) and Yuushi gymnasium (the new gymnasium). You can use them freely when they are not occupied by the classes.

You must show your student ID card at the Instructor's Room and fill out necessary information on the notebook to use the gymnasium.

Budokan / Training Center

Machida campus has Budokan (called Shikatokukan) equipped with training machines such as stationary bikes and muscle training machines on the first floor of the Training Center that you are free to use. You can also borrow sporting equipment such as balls for outdoor sports.

You must fill out the necessary information in the notebook at the entrance to use the Training Center. For borrowing sporting equipment, you must ask the staff members at the Administration Room to borrow one in exchange for your student ID card.



Self Access Center (SAC)

The Self Access Center (SAC) located in Machida campus can be used for your academic research, assignments and theses, "e-Campus" and "e-Learning", access to Library Online Service, using e-mails, etc.

Computers are available to use various types of software. Internet access is also available from all PCs.

※For details, please refer to the J. F. Oberlin University website.

HOME > Academic / campus life guide > Facilities > Computer-related facilities > Introduction of SAC

Dormitory

There are three types of student residence halls: a dormitory-type “Sakura-ryo” for female students, “Fuchinobe International House/Fuchinobe International House 2” where international and Japanese students live together, and a residence-type “Sottaku-ryo” for students enrolled in Flight Operation Course.

※For details, please refer to the J. F. Oberlin University website below.

URL: <http://www.obirindorm.ne.jp/>

【Fuchinobe International House / Fuchinobe International House 2】

Not only international students but also Japanese students live in this residence hall, providing an opportunity for international exchange in their daily life. Our educational philosophy aims to foster internationally-minded individuals by working hard with students from various countries and living under the same roof.

Each residence hall provides all private rooms to enjoy personal time. Various events to promote cultural exchanges are held in the residence hall.

【Sakura-ryo】

This dormitory is for female students only. Under the rules of the dormitory, the resident house master takes care of and gives advice to each student so that students will be able to lead an enjoyable life.

Three meals will be provided on weekdays. Breakfast and dinner will be provided on Sundays and national holidays. The dormitory is conveniently located in walking distance of a few minutes from campus.

5. Daily Life Information

Bank

In many cases, overseas credit cards cannot be used at ATMs (automatic teller machines) in Japan. By opening a bank account, it becomes much easier to receive overseas remittance from your home country. Usually, it takes roughly three days and up to several weeks depending on the means of remittance used.

In Japan, a seal (inkan or hanko) is required, instead of one's signature, to verify identification. If you wish to open your bank account, you must make your own seal.

【Business Hours】

Monday to Friday: 9:00-15:00 (closed on Saturdays, Sundays and national holidays)

Please note that the available time for ATM usage is different depending on each branch.

Post Office

Post offices deal with banking transactions in addition to handling mail. Office hours are usually from 9:00 to 17:00 on weekdays. Money transfer services are available until 16:00 and postal services including sending mail and parcels are available until 17:00.

Cell Phone

Almost all international students have cell phones. Your passport and a credit card are usually necessary to subscribe a cell phone provider's service. Necessary items for subscription may differ at each shop, so please check what you will need before going in to subscribe.

【Notes】

1. Using cell phones on trains and buses is prohibited. Talking on the phone on a train disturbs other passengers and might harm those with pacemakers, so please switch off your cell phone when you ride public transportation.
2. Please make sure to switch off your cell phone before classes as ringtones disturb classes and are also discourteous to your professors and classmates.
3. Please refrain from using cell phones in movie theaters, theaters, hospitals and other public areas.
4. Please cancel your cell phone and settle any outstanding charges before returning to your home country.

Internet Service Provider

There are many Internet Service Providers (ISP) in Japan. Generally, a monthly broadband subscription fee is approximately 5,000 yen. It costs an extra 10,000 yen for installation costs if it is necessary to connect Internet lines to your home.

You will need to go through the ISP's cancellation procedure when you return to your home country. If you borrowed a modem from the ISP, please be sure to return it. Usually, it takes about one month for this procedure to be completed, so please allow plenty of time to cancel.

Apartment

The student counseling counter available at Oberlin Co-op (seikyo) and a convenience store "Family Mart" located on campus provides referral services for apartment, etc. When you look for an apartment, you are recommended to visit them.

【Precautions to take when renting an apartment, etc.】

1. When you sign a housing contract, please make sure that you are fully informed of all terms and understand the content of the contract completely. You will be able to use your room only after you have signed a contract with a landlord/real estate agency.
2. In Japan, you usually have to pay rent monthly (to pay for the next month's rent by the end of each preceding month). If you return to your home country for an extended period, especially during summer or spring holidays, please pay the rent for the period of your absence in advance and let your landlord know that you will be out of the country.
3. When you cancel the contract and vacate your accommodation, you are generally required to inform your landlord of the cancellation at least one month in advance. If you vacate your accommodation without notice, you will be required to pay rent for an additional month. (Please carefully check the content of the contract you originally signed as to how long before leaving you must notify your landlord of the cancellation.)
4. When you vacate, it is common that you are required to return the apartment to the state it was in when you arrived. Please be aware that you are required to pay for any damages incurred during your stay, including the results of hammering nails into walls or leaving your room untidy. Please make it a habit to keep your room clean to avoid such fees. When you vacate your accommodation, please clean your room thoroughly, have it checked by your landlord, settle your outstanding rent, return all keys and politely say farewell your landlord before leaving.

Public Library

Please refer to the websites, etc. for each library's open hours.

Machida City Central Library (Machida-shi / Machida station on the JR Yokohama Line)

Sagamihara City Library (Sagamihara-shi / Fuchinobe station on the JR Yokohama Line)

Kanagawa Prefectural Library (Yokohama-shi / Sakuragicho station on the JR / Yokohama Municipal Subway Line)

Yokohama City Central Library (Yokohama-shi / Sakuragicho station on the JR / Yokohama Municipal Subway Line)

Tokyo Metropolitan Central Library (Minato-ku, Tokyo / Hiroo station on the Hibiya Subway Line)

National Diet Library (Chiyoda-ku, Tokyo / Nagatacho station on the Yurakucho / Hanzomon / Namboku Subway Line)

International Culture Library (Minato-ku, Tokyo / Azabu-juban station on the Ōedo Subway Line / Roppongi station on the Hibiya Subway Line)

Japan-U.S. Educational Committee Library (Fulbright Office) (Chiyoda-ku, Tokyo / Akasaka-mitsuke station on the Marunouchi / Ginza Subway Line)

American Center Reference Service (ACRS) (Minato-ku, Tokyo / Shibakoen station on the Mita Subway Line)

Japan Foundation Information Center Library (Minato-ku, Tokyo / Roppongi-icchome station on the Namboku Subway Line)

Machida City Swimming Pool

This warm indoor pool is heated by the residual heat from the garbage incinerator of the Machida Recycling Cultural Center and is located about 10-minute-walk from Machida campus.

An Olympic-size swimming pool of 50-meter-long pool, a 25-meter-long pool, a pool for children, a health/physical strength counseling room and a training room are available. You must wear a swimming cap when you use the pool.

※For details, please check the website below.

URL: <http://machidapool.kbm.cc/>



6. Exchange Students (RJ / Kosatsu Nippon Program)

RJ / Kosatsu Nippon Program

J. F. Oberlin University is accepting more and more international students every year and offers Reconnaissance Japan (RJ) Program and Kosatsu Nippon Program that accept exchange students from various countries.

This Program offers classes to learn about Japanese society, culture, politics, economy, environment, etc. in English and Chinese. Students mainly from English and Chinese-speaking countries join this Program.

Japanese students can also take these classes when they have a certain level of language skills and are permitted by their class instructors. This is a great opportunity to understand Japanese culture objectively and prepare for studying abroad.

Course Schedule

You will receive a course schedule (including name of your class instructors, classroom numbers) during your orientation period.

Course Load

Typically, participants in the Reconnaissance Japan Program enroll in J. F. Oberlin's Japanese language program (usually 5-8 credits) plus two to three academic content courses (usually 4 credits per class) per semester. Students with exceptional Japanese-language skills who obtain permission from the professor beforehand may also enroll in regular courses taught in Japanese in one or more of J. F. Oberlin's academic departments.

In any case, please be aware that if a student registers for less than 10 credits a semester, his/her student visa will be revoked. The maximum course load per semester is 20 credits.

Auditing Courses

With permission from your instructor, you may audit classes other than RJ/Kosatsu Nippon Program.

Course Subjects Offered in RJ / Kosatsu Nippon Program

【Course subjects】

Content courses are attended not only by RJ/Kosatsu exchange students but also by regular university students who have received prior permission from their professors. Content courses in all RJ/Kosatsu Nippon Program are conducted in English or Chinese and generally meet twice a week for ninety minutes per session. Students are usually able to transfer credits received at J. F. Oberlin University to their home institutions (please note, however, that the content of the courses are subject to change without notice).

For the contents of each subject, please refer to the list of subjects of the International Institute in the Course Guide Booklet. For content courses of RJ/Kosatsu Nippon Program, please refer to our official website of J. F. Oberlin University.

【Japanese Language Courses】

RJ students are normally required to take courses in the Japanese language program, although this requirement may be waived for students with superior Japanese language capabilities. Students will be placed in one of the six different levels in the core Japanese program, depending on previous studies and the results of a placement examination given during the orientation period. Classes are 90 minutes long and meet two to five times a week (Monday to Friday).

Grading Criteria

Each instructor’s grading criteria differs, so please check the Course Guide Booklet or ask your class instructors.

Students will receive course credit only after satisfactorily performing all required work. An official transcript in English will be issued to students.

Grades are based on the following criteria:

| | |
|---|--|
| A | Excellent |
| B | Good |
| C | Satisfactory, Fair |
| D | Minimal |
| F | Failure (An F will not show up on the transcript sent to your home institution but it will remain on the J. F. Oberlin University transcript. Some universities may request us to explain an absence of a grade and in such a case we are obliged to report F scores. Also if you plan to work in Japan in the future, companies may request a J. F. Oberlin transcript which will contain F scores.) |
| I | Incomplete: In case you are unable to attend classes (including midterm/final exams) or submit reports due to serious illness, injuries, natural disasters or other legitimate reasons, you can request an "I" evaluation provided you have official proof such as a doctor's certificate or the equivalent. Faculty members will review your request and make a decision as to whether an "I" grade is appropriate. If you are able to complete the requirements of the course (i.e. makeup examinations, assignments, etc.) by the given deadlines in the following semester, your professor may reassess your "I" grade and replace it with a regular letter grade. |

【Transferring credits】

Please make sure whether your credits acquired in RJ/Kosatsu Program will be transferred to your home institution. An official transcript will be issued from J. F. Oberlin University at the end of semester.

※An official transcript will be, in principle, sent to the person in charge of your home institution.

【Cheating and other improper acts】

If you get caught in the act of cheating or plagiarism in examinations or written assignments, you will be punished in accordance with J. F. Oberlin University school regulations.

Early Return Policy

【Personal reasons】

If you leave early for personal reasons (e.g. to spend Christmas holidays with your family or friends), OIP will not respond to your request for consultation on your grades or credit transfer.

If you still choose to leave early for the above reasons, you may be subject to the results such as cancellation of the courses you attended and F scores.

【Academic reasons】

If you wish to leave early to attend classes including a summer seminar or register the course in your home institution and request for special arrangements for grading or credit transfer for the course, please follow the guidelines below for information on our early return policy and undergo the necessary procedures.

1. You must attend at least 2/3 of all class sessions to acquire credits.
 2. Fill out the reason of your early return on the “RJ/Kosatsu Request for Early Return Form” and ask your academic advisor of your home institution to issue any document stating a good reason of your early return either in the form of letter, fax or e-mail. Please submit such documents to OIP at least one month prior to your return.
 3. On the basis of the above documents, OIP will then decide whether or not to approve your request for early return. Please note that approval is not automatic upon submission of required documents.
 4. If you take classes (including Physical Education) other than RJ Kosatsu Program, any special exceptions will not be made in regards to acquiring credits or grades.
 5. Even if OIP approves your request, you may be subject to grading penalties (deduction of points) from your instructors.
- Deadline: November 15 (Fall Semester) / May 15 (Spring Semester)
 - Necessary documents: “RJ/Kosatsu Request for Early Return Form”, “Written permission from your home institution”
 - Place to submit: OIP

Request for Extension of Stay

If you are participating in RJ/Kosatsu Program and wish to extend the period of your stay, please follow the guideline below and fill out the form by attaching any written permission (e.g., an e-mail from your academic advisor) from your home institution and submit it to OIP. It will take approximately a month for approval after the deadline of acceptance period for “RJ/Kosatsu Request for Extension of Stay Form”.

- Deadline: November 15 (Fall Semester extension)/May 15 (Spring Semester extension)
- Necessary documents: “RJ/Kosatsu Request for Extension Form”, “Written permission from your home institution”
- Place to submit: OIP

Office of International Programs

Address: 3758 Tokiwa-machi, Machida-shi, Tokyo, Japan 194-0294

Machida Campus: Meimeikan 2F

Phone: 042-797-5419 FAX : 042-797-0790

E-mail: intl@obirin.ac.jp

Office hours:

9:00-18:00 (Weekdays) when classes are in session

9:00-11:30 / 12:30-17:00 (Weekdays) when classes are not in session