

II. University Office Services

1. Offices

From entry to graduation, students must go through various procedures. Which office you should visit depends on the type of procedure you need.

Office & Location	Office Hours	Services
Respective faculty/graduate school offices	-8:30–18:15 Monday–Friday (during a term of classes) -8:30–17:45 Monday–Friday (during a spring, summer, winter break and campus holidays)	-University-wide academic affairs -Student registry related procedures (withdrawal, leave of absence, re-enrollment) -Issuance of student ID cards -Issuance of certificates of enrollment/official transcripts -Change of address procedures
Student Affairs Section Student Affairs Division Location: Bldg. 1, 1F	-8:30–18:15 Monday–Friday (during class sessions) -8:30–17:45 Monday–Friday (during a spring, summer, winter break and campus holidays)	-Applications for full/half tuition exemption & installment payment -Applications for student dormitories -Reporting lost & found items -Applications for Personal Accident Insurance for Students Pursuing Education and Research (PAS), and Liability Insurance coupled with PAS -Registration of commuting bikes and motor bikes (See “Bicycle and Motor-bike Registration” on page 54)
International Affairs Office Location: International House 1F	-8:30–17:45 Monday–Friday (closed 12:30–13:30)	-Applications for documents related to status of residence -Applications for scholarships -Issuance of Scholarship Recipient Certificates -Organizing events for international students -Tutor related services -Management of the International Exchange Room -Management of Japanese language classes/ Japanese academic writing support -Personal counseling services for international students -Applications for Comprehensive Renter’s Insurance for International Students -Housing applications for International House -Other general services for international students

Career Support Division Location: Bldg. 7, 1F	-8:30–18:15 Monday–Friday (during a term of classes)	-Career counseling (career development & job placement) Reference materials on internship/job placement (Career Reference Room)
	-8:30–17:45 Monday–Friday (during a spring, summer/ winter break and campus holidays)	-Supportive events for career development/ job placement -Applications for internships -Part-time job information, etc.

(Notes) Office services are scaled down during lunch time (12:30–13:30).

Students who are not yet confident in Japanese need to be accompanied by their tutor or a Japanese-speaking person when visiting these offices.

2. Bulletin Boards

Information and announcements from the university offices are posted on the bulletin boards. Please remember that failure to check information on the bulletin boards will result in disadvantage. Be sure to check the bulletin boards every time you arrive at the campus.

- (1) Bulletin boards for international students: in front of the International Affairs Office, International House 1F, and Information Gallery
- (2) Bulletin board for all students: Information Gallery
- (3) Faculty/department bulletin boards: faculty/department buildings and Information Gallery
- (4) Electronic Bulletin Board System: in front of the Student Support Center, the Academic Affairs Division, the entrance hall of International House, the entrance hall of Bldg.6, and the elevator hall of the Bldg.8, 1F and Cafeteria

*The university offices post announcements of class cancellation, student call-out, etc. on the electronic bulletin board Whenever necessary.

- (5) The Student Portal

To log in the student portal site, click the banner on the official TMU website. The student portal site provides information and announcements from the University, as well as useful functions. Please use the portal site for your convenience.

3. Issuance of Certificates

(1) Certificate of Enrollment (Certificate of Engaging in Research for research students) and Official Transcript

- 1st-year and 2nd-year undergraduate students: Academic Affairs Division
- 2nd-year undergraduate students of the Faculty of Health Sciences: their faculty office
- 3rd- & 4th-year undergraduate, graduate and research students: their faculty/department office

(Note) The Certificates of Enrollment and the official transcripts in Japanese (for current students) are available through the automatic issuing machine. The service is limited to degree students.

(2) Certificate of (prospective) Graduation/Course Completion:

Your faculty/department office issues those certificates for free, but issuance of the certificates after graduation/course completion will be charged.

*For more details, ask your faculty/department office.

*The certificates of (prospective) graduation/course completion in Japanese can be obtained through the automatic issuing machine.

(3) Student Discount Voucher & Student Commuter Pass

1) JR Student Discount Voucher

A) What is the JR student discount?

It is a special rate given to students of the schools designated by the Japan Railways Group (JR-Group) when they travel on the JR train for more than 100 operating kilometers in one direction. This student discount voucher can be used only for traveling on the JR lines: The student discount services offered by other railway companies vary depending on each company's operational regulation. As for their student discount services, ask the station office of each railway company before buying a ticket.

B) Where to be issued

It is issued by the Academic Affairs Division (Bldg.1, F1), your faculty/department office and the automatic issuing machine in front of each office.

2) Student commuter pass

A) What is the student commuter pass?

It is a kind of discounted pass offered by railway companies to regular students to commute via the shortest route between the stations nearest to the university and their home.

B) How to purchase

Write your registered address and commuting route in the sticker attached on the back of your student ID card and have your faculty/department office put a confirmation seal on it. By showing your student ID card with the confirmation seal on, you can purchase a student commuter pass over the counter of a railway company. **It is prohibited to change the route for any other purposes, such as going to part-time work, extracurricular activities or any other destinations.**

C) When you have changed your address

Promptly notify of the change to your faculty/department office and get a new sticker to be attached on the back of your student ID card. (However, 1st-year and 2nd-year undergraduate students should go to Academic Affairs Division; 3rd-year and 4th-year undergraduate, 2nd-year Health Sciences undergraduate students and graduate students should go to their faculty/department office.)

You must never misuse your commuter pass by changing the registered matters printed on the sticker or making an unauthorized copy of it.

D) Misuse of a JR student discount voucher and student commuter pass

The student discount voucher and student commuter pass must not be used by any person other than the owner. If any misuse is found out, the railway company may stop the entire university students from the using the discount benefit. Should you have any questions regarding the student discount voucher, please ask your faculty/department office.

(4) Certificates of Scholarship Recipient

The certificates of scholarship recipient for the Japanese Government Scholarship, the Honors Scholarship for privately-financed international students, Tokyo Human Resources Fund for City Diplomacy and the other scholarships offered by private foundations are issued by the International Affairs Office.

(Note) Issuance of the certificates takes a few days.

(5) Health Certificate

Those students who received an annual health check-up conducted by the University in April can obtain a health certificate through the automatic issuing machine.

※ **Exchange students and research students are not eligible to take this annual health check-up: Only regular degree students are eligible.**

For the certificate other than listed above, please contact the International Affairs Office.

4. Confirmation of the Certificates

All international students must observe the fundamental Japanese laws, such as the Immigration Law and the Basic Resident Registration Law. International students, however, might unconsciously violate a Japanese law or fail to take necessary procedures due to different observance of laws from their home country or insufficient comprehension in Japanese; this may result in deportation or unexpected expenses incurred. To keep you from falling into such a situation, the University confirms your indispensable certificates for accurately grasping your living conditions and giving appropriate advice if necessary.

(1) Certificates to be confirmed

- A. Student Identification Card (Research Student Identification Card)
- B. Resident Card (Alien Registration Certificate Card)
- C. National Health Insurance Card
- D. Passport

(2) How to confirm

Bring the original certificates A-D to the International Affairs Office on Minami-Osawa Campus. The Office takes photocopies of the original certificates and keeps them on file. International students registered with the campus other than Minami-Osawa should bring these to the academic affairs section of their campus.

(3) When to confirm

The confirmation of certificates is conducted once a year (around mid April) for all TMU international students or in October for October-enrolled students. The detailed information is posted on the bulletin board in International House 1F.

(Note) When there are any changes in the registered matters in your certificates, you must promptly bring all the four renewed certificates and undergo the confirmation as outlined above at the International Affairs Office.

5. Graduation, Course Completion, Leave of Absence and Re-enrollment

(1) When you have graduated or completed your course

Complete and submit the form of an “After-Graduation Career Pass” to the Career Support Division, Student Support Center. The form is available at the Career Support Division, your faculty/department office, or you can report it by CAMPUS SQUARE for WEB at: <http://jjh.tmu.ac.jp>

(2) When you take a leave of absence or re-enroll in the university

You must submit a request to your faculty/department office and also notify the International Affairs Office.

A 1st-year and 2nd-year undergraduate students: Academic Affairs Division: 2nd-year Health Sciences undergraduate students: their faculty office

B 3rd- & 4th-year undergraduate, graduate and research students: their faculty/department office

(Note) Your status of residence during a leave of absence

Your status of residence as college student becomes invalid when you take a leave of absence.