Handbook for International Exchange Students 2017-2018

International Centre
Momoyama Gakuin University
(St. Andrew’s University)
Osaka, Japan

March 2017
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From late March through early April, cherry blossoms (*sakura*) are in full bloom in Osaka, Kyoto, and Kobe, and many people go out to enjoy them (*hanami*). In fact, "hana" (flower) often means cherry blossoms in Japanese. This picture was taken in Sakura-no-miya (meaning “cherry blossoms' palace”) in downtown Osaka.
Welcome to you from all of us at Momoyama Gakuin University! We hope that you will learn more about Japanese language, culture, and people during your exchange programme. We would like to support you so that your days in Japan will be fruitful as well as memorable. Students, faculty members, and staff members of the university are eagerly waiting for you to join us.

Before you begin your new life in Japan, please read this handbook thoroughly and carefully. You will probably have general ideas on what to expect in and around Momoyama Gakuin University. We will explain more details to you during the orientations of the first two weeks. Or please stop by at the International Centre anytime and ask any questions regarding life at the university and in Japan.

We also hope that you can make friends from all over the world. We also have events which include local residents. After such events, you may be interviewed or asked for comments by the university magazine, St. Andrew’s Cross (アンデレクロス), so that students and their families will get to know you and the programmes of the International Centre.

Access to Momoyama Gakuin University
http://www.andrew.ac.jp/english/access/images/map_big.gif
Buildings Nos. 1-3: Classrooms, the Office for Audio-visual Materials, The Hi-Definition Theatre are located here.

St. Andrew Hall (No. 4): The Momoyama Gakuin University Library occupies several floors of this hall. Faculty members have their offices on the 6th floor and up.

St. Thomas Hall (No.5): The Moot Court and the Information and Communication Technology Centre are in this hall. You can also find a snack shop on the ground level.

St. Peter Hall (No.6): The Educational Affairs Section, the Financial Affairs Section, the Student Affairs Section, and the Health Care Room, are located in this hall.

St. Barnabas Hall (No.7): A Co-op bookshop and the dining halls are located here.

Canterbury Hall (No.8): The Auditorium and a “Family Mart” convenience store are here.

St. Margaret Hall (No.9): Another cafeteria is located on the second floor.

St. John Hall (No.10): The International Centre, the Common Room, and a coffee shop named Café Di Espresso are on the street level (the second floor).

Gymnasium (No.11): An indoor swimming pool and a training room are also available.

Japanese Tea Ceremony Room (No.20)

St. Saviour Chapel (No.27)

Note: In this handbook, “THE FIRST FLOOR” means “THE GROUND FLOOR” in British English because floor plans in Japan follow the American style.
**Academic Calendar**  2017-2018

**<Spring 2017>**

Monday, 3 April 2017  Entrance Ceremony
Tuesday, 4 April  Orientation for first-year students
Wednesday, 5 April  Classes begin
Wednesday, 5 April  Registration begins
Tuesday, 11 April  The last day for registration
Saturday, 15 April  The Anniversary of the Founding (no classes)
Monday, 17 July  Marine Day *(classes scheduled)*
Monday, 24 July  The last day of classes
Tuesday, 25 July  The end-of-semester examinations begin
Tuesday, 1 August  The last day of end-of-semester examinations
Wednesday, 2 August  Summer break begins
Friday, 4 August and Saturday, 5 August  Make-up examinations (tentative)
Wednesday, 20 September  The last day for summer break

**<Autumn 2017>**

Thursday, 21 September  Classes begin
Thursday, 21 September  Registration begins
Saturday, 23 September  Graduation Ceremony (for students graduating in September)
Wednesday, 27 September  The last day for registration
Friday, 3 November  Culture Day *(classes scheduled)*
Thursday, 16 November through Monday, 20 November  No classes due to the Campus Festival
Tuesday, 21 November  Classes resume after the Campus Festival
Thursday, 23 November  Labour Thanksgiving Day *(classes scheduled)*
Saturday, 25 November  Remembrance Service Day
Thursday, 7 December  Christmas Carol Service
Monday, 25 December  The last day of classes before winter break
Tuesday, 26 December  Winter break begins
Friday, 5 January 2018  The last day of winter break
Saturday, 6 January  Classes resume after winter break
Monday, 22 January  The last day of classes
Tuesday, 23 January  End-of-year examinations begin
Monday, 29 January  The last day of end-of-year examinations
Monday, 5 February and Tuesday, 6 February  Make-up examinations (tentative)
Friday, 16 March  Graduation Ceremony

Notes:

(1) Japanese academic and fiscal years begin on 1 April and end on 31 March.

(2) International exchange students have their own orientation at the beginning of each semester and register their courses at the International Centre. Schedules will be announced.

(3) The university is closed on Saturdays on Sundays, while a few classes are held on Saturdays.
(4) The Momoyama Gakuin University Library is open on Saturdays during the semester. For further details, please check with their website at http://www.andrew.ac.jp/library/ml.htm.

(5) If a national holiday is on Sunday, the following Monday becomes a make-up holiday.

(6) Classes are scheduled on some of national and make-up holidays. Please note that public transportation serves on weekend timetables and that public offices are closed.

(7) On 15 August, the Bon festival (the Buddhist festival of the departed) is held in Japan. Many companies are closed from 12 through 16 August, and people travel home. On the other hand, banks and post offices stay open as long as dates are weekdays.

(8) Usually, from 29 December through 3 January, public offices and many companies are closed for New Year’s holidays. Banks are closed from 31 December through 3 January. Post offices are closed during a similar period of time.
Offices and Facilities

1. The International Centre

The Office of the International Centre is located on the street level of St. John Hall, a building next to St. Andrew’s Bridge. The Centre provides information and support for all international students. Please check our bulletin board for important notices.

The Common Room of St. John Hall is located next to the International Centre. Not only international students but also Japanese students spend time here during the lunchtime and after class. In this room, Renmin Ribao (People’s Daily) is provided.

The International Centre supports international students with the following programmes:

(1) Academic Adviser

The system of academic advisers aims at advising international students with registering for courses other than Japanese language classes, studying, and preparing for final examinations. All advisers are full-time faculty members of the university. We try to select a member who has the nearest academic interest to yours. You are encouraged to contact her/him regularly.

(2) Resident Assistant

Four resident assistants (RA) live in Mais on de Eleve Karakuni, and Yamazaki Maison de Fam a residential building in which international exchange students live. RAs are full-time students of the university and will be glad to give you advice about living in Japan.

(3) Buddy

The International Centre will select a buddy for you. She or he is a full-time student of the university and will help you with starting a new life in Japan. You can send e-mail to your buddy to ask questions while you are still in your country. If you would like to contact your buddy from your native country or your home institution, please ask the International Centre.

2. The Student Affairs Section

The Student Affairs Section is located on the first floor of St. Peter Hall and provides useful information for all students. The Lost and Found is in this office. In Japan, all full-time students can receive a 10% discount on trains, busses and other transportation (conditions may apply). To purchase a discount ticket, you must present a certificate of student’s discount called gakuwari, which is available from a vending machine located next to the office.

3. The Health Care Room

The Health Care Room is located next to the Student Affairs Section. It provides you with first aid, health advice, and annual medical examinations in March at free of charge. Three nurses are stationed there every day. During the semester, on Friday afternoon between 13:00 and 16:00, a physician examines students, faculty and staff members of the university. The examination does not cost anything, and the doctor will give you some prescribed medicines if necessary. He can write a medical letter for you if you need to visit a general hospital or consult with a specialist for further medical treatment. If you have any health concerns, do not hesitate to visit the Health Care Room with a staff member of the International Centre.
4. The Information and Communication Technology Centre

The Information and Communication Technology Centre (ICT Centre) provides members of the university with IT information and technological support. The office is located on the third floor or St. Thomas Hall.

International exchange students arriving in 2017, for example, will be given the ID numbers of 17Xxxxx for undergraduate students and 17Txxxx for graduate students. You will need your ID number and password to access M-Port, a website for members of the university. You will find important notices concerning your courses on M-Port.

Your student ID card is very important on campus. When you use a computer terminal at St. Thomas Hall, the Momoyama Gakuin University Library, or other places, you will need your card to log in. To take final exams, you MUST have your ID card with you at all times and have it ready to show whenever requested. Otherwise, your answer sheet will become invalid.

5. The Momoyama Gakuin University Library

The Momoyama Gakuin University Library is located inside St. Andrew Hall, the tallest building on campus. The main entrance is on the first floor (one floor up from the ground level). You need to have your student ID card to enter the library and to check out books.

The library owns 700,000 books and subscribes to many online database services. Among them include Japanese major newspapers, such as Asahi Shimbun, Yomiuri Shimbun, and Nikkei Shimbun. The library also subscribe to legal and management databases. For further information, please visit their website at http://www.andrew.ac.jp/library/reference7.htm

6. The Financial Affairs Section

The Financial Affairs Section is located on the third floor of St. Peter Hall. You need to pay the rent here. Please read the “Accommodation” section of this handbook.

7. The Gymnasium and Athletic Field

The gymnasium has many excellent facilities, such as an indoor swimming pool and athletic machines. We also have a football field, tennis courts, and others. They are all free to use.

Extracurricular Activities

At Momoyama Gakuin University, there are more than 130 student organisations, and many students take part in extracurricular activities. We hope that you can have a lot of fun and make new friends through extracurricular activities. At some organisations such as Sado-bu (Tea Ceremony Club), Shodo-bu (Calligraphy Club), Judo-bu (Judo Club), and Kendo-bu (Kendo Club), you can experience Japanese traditional culture at first hand. For further information, please contact the Student Affairs Section.
**Immigration**

1. The New Resident Management System (在留管理制度)

International exchange students MUST take classes for at least 10 hours per week in order to maintain their student visas. This means 7 sessions (630 minutes) per week at Momoyama Gakuin University. Students are permitted to work for part-time AS LONG AS it is less than 28 hours per week. Please note that there are other rules and regulations to observe.

On 9 July 2012, the new resident management system began in Japan in accordance with the revised Immigration Control Act (入管法) of 2009. The certificates of alien registration (外国人登録証明書) has been replaced by the new resident card (在留カード). All international students must apply for the resident card at Kansai International Airport upon their first arrival in Japan. For further details, please read the following site.

Immigration Bureau of Japan, Ministry of Justice (in 26 languages)
http://www.immi-moj.go.jp/newimmiact_1/index.html

2. The Resident Card (在留カード)

For the time being, foreigners can apply for a resident card at the following four airports: Narita International (NRT) near Tokyo, Tokyo Airport (HND), Central Japan International Airport Centrair (NGO) near Nagoya, and Kansai International Airport (KIX).

With this new card, foreign nationals residing in Japan over 3 months are registered in the Basic Resident Registration System (住民基本台帳) in each municipality. When you file a change of address, you need to bring the resident card.

You MUST carry your resident card at ALL TIMES and present it WHENEVER requested. You will also need the resident card to open a bank or post office account.

If you change your name due to marriage or for any other reason, you MUST notify the Ministry of Justice at a Regional Immigration Office WITHIN 14 DAYS of the change.

If your resident card has been lost, stolen, severely damaged or defaced, you must apply for reissuance at a Regional Immigration Office WITHIN 14 DAYS of the day you have noticed it or the day when you re-enter Japan in case you noticed it outside Japan. In any event, you should apply for reissuance as soon as possible.

3. Special Re-Entry Permit (みなし再入国許可)

International students who possess a valid passport and resident card do not need to obtain a re-entry permit (再入国許可) as long as they come back within a year of their departure to continue their activities in Japan. This new system is called “minashi sainyukoku kyoka” (special re-entry permit). Make sure to present your resident card upon departure.

While you do not need to obtain a re-entry permit, please inform the International Centre of the duration of your travel outside Japan during a break BEFORE departure.

4. Permit for Part-Time Work (資格外活動許可)

International exchange students are not allowed to work unless they have obtained permit for part-time work. Permit to engage in an activity other than permitted under the resident status may be given at the four airports of the Narita International (NRT) near Tokyo, Tokyo Airport
(HND), Central Japan International Airport Centrair (NGO) near Nagoya, and Kansai International Airport (KIX) to those who are granted “student” status and to whom a resident card issued can apply.

For further information, please check with the website of the Immigration Bureau of Japan of the Department of Justice (MOJ).

The Immigration Bureau of Japan  （法務省入国管理局）
http://www.immi-moj.go.jp/

Osaka Regional Immigration Bureau  （大阪入国管理局）
1-29-53, Nankou Kita, Suminoe-ku, Osaka City, Osaka
Tel: +81-(0)6-4703-2100
Office Hours:9:00-16:00, Monday through Friday

Kansai Airport District Immigration Office  （大阪入国管理局関西空港支局）
1 Senshu-Kuko-Naka, Tajiri-cho, Osaka 549-0011
Tel: +81-(0)724-55-1453 (General Affairs Division)
Office Hours: 8:30-17:15, Monday through Friday

Please note that there are some restrictions for international exchange students working in Japan. For example, the total amount of working hours should not exceed 28 hours per week during a semester and 8 hours per day during a long-term break. Moreover, students CANNOT work at places such as nightclubs and lounge bars even just to wash dishes or to clean the floor. If you do not observe these regulations, it may result in deportation.

For further details, please read the following site.
Study in Japan—Finding Part-time Work
http://www.studyjapan.go.jp/en/inj/inj03e.html

Effective September 2012, the International Centre requires all international exchange students to submit the information on their part-time jobs in Japan WITHIN 14 DAYS, INCLUDING WEEKENDS AND HOLIDAYS, from the first day of work. Neglecting this duty may result in revoking privileges, such as scholarships and subsidies.

Each international exchange student takes FULL and SOLE RESPONSIBILITY for any consequence of not reporting her/his part-time jobs appropriately to the International Centre. Please be aware that there is NO EASY MONEY in any country, including Japan.
Insurance

In Japan, no short-term health insurance is available. All international exchange students with a student visa MUST enrol in the National Health Insurance (NHI) of Japan. The NHI is partly funded by municipalities and the national government. No application fee is necessary, and you will be asked to fill out the application form during the orientation. A staff member of the International Centre will escort you to an office of the City of Izumi to submit your application. You will receive a membership card on the same day.

The premium of the NHI is based on your income during the previous year. International students are considered to have had no income in the previous year and thus pay the lowest premium, which is approximately JPY 1,600 per month as of 2017.

The NHI pays 70% of the total medical cost, and you pay the rest. Medical bills must be paid each time upon your visit to a medical facility. You can visit any medical facility, but the NHI does not cover some medical treatments such as those using expensive materials (e.g. a gold filling into a cavity) and new experimental operations. In that case, you must pay the entire cost. Your doctor will surely ask you in advance which medical treatment you prefer.

<table>
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<th>NHI share</th>
<th>Your payment</th>
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<td>70%</td>
<td>30%</td>
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WITHOUT a membership of the NHI, your medical bills will become very expensive. For example, (i) for a cold, the fees are around JPY 5,000 per visit, (ii) to treat a cavity, a dentist will charge you from JPY 10,000 to 20,000, and (iii) hospitalization will likely cost more than JPY 1,000,000 per month.

Please carry the membership card of the NHI at all times while in Japan. If you go to a clinic without the card, you MUST pay the entire expenses on site. Later you can file a paper for reimbursement of 70% of medical expenses in the City of Izumi ONLY WHEN you submit the original receipt of medical expenses (ryoshusho) and the medical practitioner’s health insurance claim (shinryo naiyo meisaisho). The receipt will NOT be reissued. Please note that many hospitals and most clinics DO NOT take any credit or debit card for payment.

Effective September 2012, the International Centre of Momoyama Gakuin University requires all international exchange students to purchase an insurance plan which covers the duration of your exchange programme BEFORE arriving in Japan. The International Centre recommends a special insurance policy that works only when the policy holder joins the National Health Insurance of Japan. For the details of the recommended insurance plan, please ask at the office of exchange programmes of your home institution.

If you choose to enrol in your own insurance policy, you will need to present the certificate and documentation of your policy to us so that we can determine whether or not your policy meets our requirements. Those who arrive in Japan without any insurance policy MUST join the policy recommended by us. Please note that without this special insurance policy or its equivalent, international exchange students CANNOT register any course.
1. Banks
We suggest that you open an account at the Komyoike Branch of the Bank of Tokyo-Mitsubishi UFJ. Their ATMs are located in many places, including one on campus and three at Izumi Chuo Station, the railway station nearest to Momoyama Gakuin University. You can also find three other major banks around there: Sumitomo-Mitsui, Mizuho, and Resona.

To open a bank account, you need a personal seal (mitomein), a deposit of 10 yen or more, and your resident card. You will receive an ATM card by mail. There is no monthly report sent to you, but you can record your transactions in your bankbook at any ATM. You can withdraw money with your ATM card at ATMs of other banks, post offices or at convenience stores, but some additional fees may be charged.

Banks are open from 9:00 to 15:00 on weekdays and closed on Saturdays, Sundays, national holidays including national holidays observed, and bank holidays. For further details of national and bank holidays, please visit the following site:

The Bank of Japan, “National and Bank Holidays in Japan”
https://www.boj.or.jp/en/about/online/holi.htm/

ATMs are usually available 24 hours a day, but fees may be charged from 18:00 through 8:45 on weekdays, and all day on weekends and national holidays. The table of fees is posted above the ATM. For further details, please visit the website of each bank.

2. Post Offices
The Japan Post Holdings, a corporation which includes The Japan Post, The Japan Post Bank, and others, manages the post offices in Japan. Post offices are open from 9:00 to 17:00 on weekdays. Some post offices in urban areas are open until 18:00, and a few are open for 24 hours a day and 7 days a week. Main post offices provide limited services on Saturdays and Sundays for limited hours.

At a post office, you can send parcels, buy foreign currencies, and make a postal order (yubin kawase) in several currencies. You can also deposit, remit, and withdraw money at ATMs (fees may be applicable, depending on the date and time). Please note that the teller service for financial transactions ends at 16:00.

To open a post office account, you need the same documents listed above for opening a bank account. The Japan Post Bank’s ATM hours of availability may be shorter, but transaction fees may be cheaper than other banks, and there are more post offices than other banks, especially in rural areas.

The main post office of the Izumi City, Izumi Post Office, is within walking distance from Izumi Chuo Station. On the other side of Izumi Chuo Station there is Izumi Chuo Station Post Office. There is one ATM on campus. For further details, please visit the websites of the JP, which are listed in the section of “Useful Sites”.

3. Paying Bills
You can pay your utility, telephone and other bills at most convenience stores. You can also arrange direct debit authorization to pay your bills automatically from your bank or post office account.
4. Credit and Debit Cards
Major credit and debit cards may be accepted at department stores, restaurants, convenience stores, supermarkets, and others. The minimum amount needed to use a card may vary. Please be aware that many small-sized shops are not likely to accept cards but CASH ONLY. Unlike in the United States, personal checks are NOT used for shopping or paying bills.

5. Security
Crimes on the internet, such as ID thefts, also take place quite often in Japan. Please make sure to secure your passwords, IDs, and other important information. Use a secure terminal to do online shopping or internet banking. Check monthly reports of your credit cards very carefully. Please print transactions regularly into your bankbook and check every item.

If someone acquires both your bankbook/post office book and personal seal at the same time, s/he may be able to withdraw money from your account. We strongly suggest that you keep your bankbook/post office book and personal seal separately.

To prevent fraud, there is a limit of the amount that one can withdraw or remit per day at an ATM of a bank or a post office. The amount may vary. If you need to withdraw or remit money beyond the limit, you must visit a branch during the business hours with your valid photo ID, bankbook/post office book, and personal seal.
Accommodation

1. Location
Momoyama Gakuin University provides accommodation for international exchange students as follows:

Maison de Eleve Karakuni （メゾン・ド・エレーヴ唐国）
1-12 Karakuni-cho, Izumi City, Osaka 594-1151, Japan
Please add your room number before “1-12” for the mailing address.

Yamazaki Maison de Fam （ヤマザキ・メゾン・ド・ファム）
95-1 Mancho, Izumi City, Osaka 594-1104, Japan
Please add your room number before “95-1” for the mailing address.

It takes about 20 minutes on foot to Momoyama Gakuin University, and 15 minutes to Izumi Chuo Station from Eleve Karakuni. It takes about 10 minutes on foot to the University from Yamazaki. Izumi Chuo Station is a southern terminal of Semboku Rapid Railway (http://www.semboku.jp/), and the nearest railway station to the university.

Please note that about most of the residents are NOT members of the university and that there are many local residents living around this building. Please be considerate to others. DO NOT make loud noise, such as talking and laughing, late at night. In particular, PARTIES ARE STRICTLY PROHIBITED in the building. You must park your bicycle in the designated area. Please also observe rules regarding rubbish and recycling.

2. Furniture
Each flat of Maison de Eleve Karakuni and Yamazaki Maison de Fam are furnished and consists of a bedroom, a kitchenette and a bathroom. Furniture includes an air conditioner, a refrigerator, a washing machine, a single bed with a futon mattress, a TV set, a microwave. Please note that utensils, pots, pans, and dishes are NOT provided. All furniture belongs to the university, and a tenant is liable any damage or the loss of furniture. There is no common kitchen space for residents.

3. Rent
The rent of a flat is JPY 240,000 per semester. You must pay the ENTIRE amount at the beginning of each semester. Please pay in CASH at the Financial Affairs Section located on the third floor of St. Peter Hall. The rent is NOT NEGOTIABLE. You MUST pay the entire amount of JPY 240,000 even if you terminate your exchange programme in the middle of a semester.

4. Utilities
Utilities are NOT included in the rent, and tenants must pay the bills on their own. Gas and electricity bills come every month, while a water bill comes every two months. Electricity in Japan is very EXPENSIVE, and we suggest that you use your air conditioner wisely. There are many ways to keep you warm such as a hot-water bottle (yutampo), and ways to keep cool, such as “a cool pillow” and “a cool mattress”. These goods are inexpensive and sold at many shops.

5. Internet
You can use internet in your flat with LAN cable connection, and the fee is included in your semester fees. If you need a Wi-Fi connection, you need to purchase a wireless LAN router.

6. Term of Tenancy
If you arrive in Japan in late September or mid-March, a resident assistant can pick you up at
Kansai International Airport (KIX), and you can move into your flat on the very first day. Please make an arrangement IN ADVANCE. The term of tenancy ends on 24 February and on 20 August. You do not need to evacuate your room during the winter, spring or summer break.

7. The Layout and the Photos of the Flats
The layout of a room in Maison de Eleve Karakuni
Maison de Eleve Karakuni

Closet, Kitchen, and Entrance

Main Entrance, Reception, and Letter Boxes

Bathroom

Sitting Room / Bedroom
Yamazaki Maison de Fam  
http://www.geocities.jp/yamazaki_mdf/

Main Entrance ↓

Lobby ↓

Room Entrance ↓

Room ↓

Bathroom ↓

Kitchen ↓
Daily Life

1. Weather and Climate
The weather and climate in and around Osaka may vary from your native hometown. January and February are the coldest time of the year. In March, it begins to become warmer little by little. From late March through April, it is the season of cherry blossoms. In April and May, the climate is really pleasant, and people go for picnics, hiking, and travelling.

The rainy season (tsuyu) usually lasts from mid-June through mid-July. In late July and August, it becomes really hot both during the day and at night. The humidity is also high. From late September it becomes more comfortable. Typhoons may come from July through October.

During October and November, the weather is nice. It becomes chilly from mid-November, and tree leaves turn into red, yellow, and brown colours. In mid-December, it becomes cold. It does not snow often at all around the university.

2. Telephone
There are several mobile companies (NTT docomo, SoftBank, and others) and many types of mobile phones in Japan. We suggest that you compare the prices and functions carefully at several shops. You might want to ask your buddy to come with you. Before purchasing a mobile phone, you need to have your resident card and to have opened a bank or a post office account to pay your bills.

Public telephones in Kansai Area (Osaka, Kyoto, Hyogo, Nara, Shiga, and Wakayama Prefectures) are run by NTT West, a company which belongs to NTT Group. These days there are NOT many public telephones on campus, on the street, or at railway stations. To use a public telephone, prepare 10- or 100-yen coins or purchase a prepaid calling card at 1,000 yen or more. Some telephone booths have a vending machine which sells prepaid cards. Please note that no change is given for 100-yen coins.

To call overseas from a public telephone, prepare 10- or 100-yen coins (no prepaid card can be used) or purchase specific prepaid cards, such as “KDDI Super World Card”. You can find such cards easily at an airport and can use them both for international and domestic calls. For further details, please visit their website at http://www.001.kddi.com.

To make an emergency call to the police, to the fire station, or to call an ambulance from a public telephone, dial simply 110 or 119. No coin or card is necessary. During a natural disaster, most mobile phone calls will be limited. On the other hand, NTT group provides voice mail services called “saigai-yo dengon daiyaru” (災害用伝言ダイヤル) or Disaster Emergency Message Dial. For more information, please read the following sites.
http://www.ntt-east.co.jp/saigai/voice171/index.html
http://www.ntt-west.co.jp/dengon/

Here are some tips on telephone numbers and area codes. Please read their website at http://www.ntt-west.co.jp/denwa/3number/ for more information.

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>0121</td>
<td>Toll-free number</td>
</tr>
<tr>
<td>0570</td>
<td>The caller must pay</td>
</tr>
<tr>
<td>104</td>
<td>NTT telephone directory (this is NOT a free service.)</td>
</tr>
<tr>
<td>117</td>
<td>NTT time signal</td>
</tr>
<tr>
<td>171</td>
<td>NTT disaster emergency message dial</td>
</tr>
<tr>
<td>0725</td>
<td>Izumi City</td>
</tr>
<tr>
<td>078</td>
<td>Kobe City</td>
</tr>
<tr>
<td>06</td>
<td>Osaka City</td>
</tr>
<tr>
<td>03</td>
<td>Downtown Tokyo</td>
</tr>
</tbody>
</table>
3. Dining
At the university, you can eat at Co-op dining halls; they are located on the second and third floors of St. Barnabas Hall. The menu includes Japanese noodles, curry and rice, deep fried pork, fried or boiled fish. The side dishes include miso soup, tofu (bean curd), cooked vegetables, and salads. A bakery/coffee shop is located inside St. Margaret Hall, and Café Di Espresso is located inside St. John Hall. You can buy sandwiches and snacks at these cafés and a convenience store, “Family Mart”, at Canterbury Hall.

Around the university, you can find several convenience stores, in which you can find lunch boxes (bento), sandwiches, and snacks. You can also find bakeries, cafés, restaurants, and noodle bars. Many of them are inexpensive, but some foods may contain a lot of carbohydrates and fat. If you have specific needs in your diet or have health concerns, please visit the Health Care Room at St. Peter Hall with a staff member of the International Centre.

4. Shopping
There are supermarkets and convenience stores around the university and both dormitories. Most convenience stores are open for 24 hours a day and 7 days a week. If you go to Izumi Chuo Station, you can find a huge store of Izumiya and many other shops within Ecoll Izumi Shopping Centre. The so-called 100-yen Shops sell most things only at 100 yen. They have a variety of goods for kitchen, bathroom, stationary, and others. Some goods are very practical, very kawaii, and very funny.

There is a large shopping mall, called “LaLaport” (http://lalaport-izumi.com/), about 30 minutes on foot from the University. Next door to LaLaport is a branch of Costco, another large shop.

A wide selection of computer goods can be found at electric shops. There is a store of Yamada Denki near Izumi Chuo Station. Near Namba Station, the northern terminal of Semboku Rapid Railway, you can also find a mega store of Bic Camera. Across from Osaka Station City of West Japan Railway Company (JR West), there is a mega store of Yodobashi Camera.
5. Local Hospitals and Clinics
There are many hospitals, clinics, dentists, and other medical specialists available around the university and in nearby cities. Please be reminded that the Health Care Room provides you with first aid, health advice, and Friday afternoon consultation by a physician at no charge (only during a semester).

At the **Endo Clinic**, a clinic in front of Maison de Eleve Karakuni, you can find a physician who speaks English. A general hospital called **Sakibana Byoin** stands within walking distance from the university and provides emergency medical care for 24 hours a day and 7 days a week. If you have any health concerns, do not hesitate to visit the Health Care Room.

Please carry your membership card of the National Health Insurance (NHI) at all times while in Japan. If you do not present your card, you MUST pay the entire amount of your medical bill at site. To ask for the reimbursement of 70% of the cost later at a city office, you need to submit the original receipt of medical expenses (**ryoshusho**) and the medical practitioner’s health insurance claim (**shinryonaiyomeisaisho**). The receipt will NOT be reissued. **Most hospitals and clinics do not take credit cards for payment.**

6. Traffic
In Japan, **cars drive on the LEFT side of a road, while pedestrians walk on the RIGHT side of a road**. Under the Japanese traffic law, a **BICYCLE is considered to be a VEHICLE**. That is, you could be given a ticket or fined when you violate traffic regulations. You must turn on the light of your bicycle after dark; otherwise, the police might give you a ticket. **It is prohibited by law to use a mobile phone while riding a bicycle.** You are not required to wear a helmet; however, you probably should, especially when you ride a sport-type bicycle.

**A BICYCLE RIDER MAY CAUSE A FATAL ACCIDENT.** You MUST stop at an intersection to look out for pedestrians, especially the aged and children, before coming out from a narrow street to a major road. Some bicycle riders ride on the wrong side of a road. Please note that there was a case of a bicycle rider who caused a fatal accident and was ordered to pay compensation of over 50 million yen.

**A BICYCLE RIDER MAY BECOME A VICTIM.** There was a case of a bicycle that bumped into a car at an intersection after riding down a long, slippery slope. Buses and trucks turning to the left might come much closer to the corner than you may expect. Some cars drive recklessly and ignore traffic lights. You should also know that there are many hit-and-run cases in Osaka.

For more details, please read the following site.

   **Japan Study Support, Lectures for Foreign Students on Disaster Control**
   **Chapter 12 “Keep the bicyclists’ rule for safe driving”**

In Osaka, traffic is quite heavy. Some automobiles do not observe traffic lights and drive through an intersection even after the light has turned into red. You need to look out for cars when you cross a street. **JAYWALKING is very DANGEROUS.** You must observe traffic lights and zebra crossings.

7. Cars and Motorcycles
Exchange students are **NOT ALLOWED** to own or drive cars or motorcycles while attending Momoyama Gakuin University (St. Andrew’s University).

8. Trains and Subways
Japanese trains and subways are very crowded during the rush hours. During weekdays, some
trains have carts ONLY FOR WOMEN so as to prevent women passengers from being groped.

To visit the City of Osaka, the subway network is very convenient. The nearest subway station from the university is Nakamozu Station of the Mido-suji Line.

Instead of buying a ticket every time, you can purchase “SUICA”, a prepaid card with an IC chip at JR West (West Japan Railway Company). “Surutto Kansai” is a prepaid card which can be used with other railways (Semboku, Nankai, Hankyu, Hanshin, and others), the Osaka City Subway, and busses. “Surutto Kansai” can be used not only in Osaka but also in most parts of the Kansai area, such as Kyoto, Nara, and Hyogo Prefectures.

9. Security
In general, security is good in Japan. Nonetheless, you should take precautions just like any other place in the world. Snatching purses and stealing bicycles are common crimes in Japan. Try to avoid walking alone late at night. Do not leave your belongings, from cheap umbrellas to smart phones to other valuables, unattended either on campus or at any other place. Crimes on the internet, such as ID thefts, also take place quite often.

Do not walk late after dark while listening to music with headphones, talking on a mobile phone, or texting messages. You are not paying enough attention to surroundings, while a potential assailant can easily spot you from a distance because of the light of your mobile phone and your voice. Some bicycle riders are texting without any lights on and paying little attention to pedestrians.

Do not leave your room door unlocked or windows left open. Burglars often target upper floors because residents are less alert. Make sure to lock your door whenever you go outside even for a few minutes. That is long enough for a sneak thief to steal valuables.

Please note that Osaka Prefecture has many sexual assaults on the street or in the train. If you encounter a groper (chikan) in a crowded train, you should yell and ask for help to other passengers or report the incident to the station office. You should expect that pickpockets are always seeking opportunities to steal your valuables in a crowded place.

To call the POLICE, DIAL 110. To call the FIRE Station or to call an AMBULANCE, DIAL 119. If you dial these numbers from your mobile phone, you will be connected to the nearest station. From a public telephone, just dial 110 or 119 (no coin or card is necessary). If you are lost in a strange place, you can always go to a police box (koban) and ask for help. Police boxes are usually located at railway stations, at busy intersections or near schools. For more details, please read the following section carefully.

10. Law and Order
In most countries in the world, people at the age of 18 and over are considered adults. In Japan, however, the age of 20 distinguishes between minors and adults. SMOKING and DRINKING are strictly prohibited to minors. At the same time, however, juveniles at the age of 16 (NOT age of 18) and over may be prosecuted as adults, even if they are under 20, depending on the seriousness of the crime.

There are things that may be considered crimes in Japan but not in your country or not in your sense. Please read the following site for details.

There are restrictions on part-time work for foreign students. For example, working at nightclubs and lounge bars are prohibited even just to wash dishes or to clean the floor.
For details, please read the site below. If you violate the regulations, it could result in deportation. Please also note that the information of disclosure by the Immigration will be recorded in your passport and may affect your visa application or entry to Japan or to other countries in the future. For more details, please read the following site.

Study in Japan—Finding Part-time Work
http://www.studyjapan.go.jp/en/inj/inj03e.html

The International Centre has **ZERO TOLERANCE to substance abuse, drug smuggling, and problem drinking.** Your exchange programme may be terminated in the middle of the semester, and we would not hesitate to report to the authorities concerned if necessary.

**11. Crisis Management**

In case of an emergency such as an earthquake, stay calm. Momoyama Gakuin University is designated as a “safety evacuation area” (koiki hinan basho). In case of an earthquake, stay away from the coast or a river near the sea to avoid tsunami waves. Turn on TV or listen to the radio immediately. Among the media, NHK covers natural disaster information most comprehensively. Please visit their websites either at [http://www.nhk.or.jp](http://www.nhk.or.jp) (Japanese) or [http://www3.nhk.or.jp/nhkworld/index.html](http://www3.nhk.or.jp/nhkworld/index.html) (English). During an emergency, telephone calls are limited, while some public telephones and text messages from mobile phones might work.

When a typhoon approaches, check the latest weather and warnings. Try to avoid going outside or coming back home because a high wind is dangerous and public transportation might be suspended. You might need to prepare water, food, and a torch for a blackout. For more information on how to act during an emergency, please read the following sites.

Japan Study Support, Lectures for Foreign Students on Disaster Control

In June, many blue, purple, white, and pink hydrangea flowers bloom on campus.
1. The Japanese Government
   The Prime Minister of Japan and His Cabinet (首相官邸)
   http://www.kantei.go.jp/foreign/index-e.html
   The Immigration Bureau of Japan (法務省入国管理局)
   http://www.immi-moj.go.jp/index2.html
   Start of a New Residency Management System! (新しい在留管理制度がスタート！)
   http://www.immi-moj.go.jp/newimmiact_1/
   The Ministry of Foreign Affairs of Japan (外務省)
   http://www.mofa.go.jp/
   Japan National Tourism Organization (日本政府観光局)
   http://www.jnto.go.jp/
   Japan Meteorological Agency (気象庁)
   http://www.jma.go.jp/jma/indexe.html
   Weather, Climate & Earthquake Information

2. Public Transportation
   Timetable and Route Search (乗換案内)
   Semboku Rapid Railway (泉北高速鉄道)
   http://www.semboku.jp/
   Hankai Tramway (阪堺電車)
   http://www.hankai.co.jp/
   Nankai Bus Information (南海バス)
   http://www.nankaibus.jp/howto_foreign.html
   Osaka Municipal Transportation Bureau (大阪市交通局)
   http://www.kotsu.city.osaka.lg.jp/
   West Japan Railway Company (JR West) (JR 西日本)
   http://www.westjr.co.jp/
   Osaka International Airport (ITM) (大阪国際空港 (伊丹空港))
   http://www.osaka-airport.co.jp/
   Kansai International Airport (KIX) (関西国際空港)
   http://www.kansai-airport.or.jp/
   Tokyo International Airport (HND) (羽田国際空港)
   https://www.tokyo-airport-bldg.co.jp/
   Haneda Airport International Passenger Terminal (羽田国際線旅客ターミナル)
   http://www.haneda-airport.jp/inter/
   Narita International Airport (NRT) (成田国際空港)
   https://www.narita-airport.jp/
   Central Japan International Airport Centrair (NGO) (中部国際空港 セントレア)
   http://www.centrair.jp

3. Studying and Living in Japan
   Japan Student Services Organization (独立行政法人 日本学生支援機構)
   http://www.jasso.go.jp/
   Student Guide to Japan (日本留学ガイドブック)
   http://www.jasso.go.jp/sp/ryugaku/study_j/sgtj.html
   Gateway to Study in JAPAN (日本留学ポータルサイト)
   http://www.g-studyinjapan.jasso.go.jp/
   Japan Study Support Information for foreign students (留学日本)
   http://www.jpss.jp/ja/
   外国人のための危機管理講座 http://www.jpss.jp/ja/life/crisis/
   Lectures for Foreign Students on Disaster Control
“This is a crime!”  http://www.jpss.jp/en/life/crisis/11/
“Keep the bicyclists’ rule for safe driving”  http://www.jpss.jp/en/life/crisis/12/
The Asian Student Cultural Association（財団法人 アジア学生文化協会）
http://www.abk.or.jp/
Multilingual Living Information（多言語生活情報）
http://www.clair.or.jp/tagengo/
Study in JAPAN（日本留学総合情報ガイド）
http://www.studyjapan.go.jp/jp/index.html
アルバイトの見つけ方？  http://www.studyjapan.go.jp/jp/inj/inj03j.html

以上