

I. Chubu University and Surroundings

1. Climate, Environment

Chubu University is located in the city of Kasugai, which is just northeast of Nagoya, Japan's third most populous city.

The population of Kasugai is 290,000, and people can enjoy a rich mix of natural and cultural experiences in Kasugai. There are also nice housing conditions in Kasugai.

Average Seasonal Temperatures

*Spring (March ~ May):	20°C (68°F)	
*Summer (June ~ Aug.):	30°C (86°F)	*(Rainy season) Rain and high humidity
*Fall (Sept. ~ Nov.):	20°C (68°F)	
*Winter (Dec. ~ Feb.):	10°C (50°F)	*Occasional snow

2. Getting to Chubu University

Using the following transportation, it takes about 30 minutes to get to Chubu University from the Nagoya International Airport and Nagoya Station.

1. JR Chuo Line: JR Nagoya station → (by Express Train about 19 minutes)
JR Kasugai station → (Meitetsu-bus about 15 minutes) → Chubu University
2. JR Chuo Line: JR Nagoya station → (by Express Train 24 minutes)
JR Kouzouji station → Meitetsu bus to the direction "中部大学行 (Chubu University)" (about 10 minutes) → Chubu University
3. Nagoya International Airport → (taxi about 30 minutes) → Chubu University

3. Kasugai: Important Places

City Hall

Kasugai City Hall (refer to the City Map)

Address: 5-44 Toriimatu-cho, Kasugai-shi

Telephone Number: (0568) 81-5111

Homepage: <http://www.city.kasugai.aichi.jp/>

How to get there: Take the Meitetsu bus bound for 大曾根 (Ozone) or 勝川駅前 (Kachigawa-eki-mae-direction) from the bus stop "中部大学東 (Chubu University East)", get out at the bus stop "春日井市役所 (Kasugai-City-Hall)"

*You can obtain your alien registration (mandatory) at City Hall.

Post office

*A small post office is located at Chubu University in Campus Plaza (see Campus Map) but services are limited. For services not offered by the Chubu branch, please go to one of the following full-service post offices:

* The City Bank Card is available on the machine at the post office.

高蔵寺郵便局(Kozoji Post Office) (refer to [City Map](#))

Address: 2-4-2 Chuo-dai, Kasugai-shi, (Kozoji New Town, in Sun Marché)

Telephone number:

(0568) 91-1853

出川郵便局(Degawa Post Office) (refer to [Campus Area Map](#))

Address: 1-192 Fujigaoka, Kasugai-shi

Telephone Number: (0568) 51-0791

* [International Money Order is available here.](#)

Bank

UFJ Bank, Kasugai branch (refer to [City Map](#))

*UFJ Bank is one of the major banks in this area and one of their ATMs is conveniently located on campus in Campus Plaza. In order to use this cash machine, you need to open an account with UFJ (an alien registration card is required for opening an account).

Traveler's checks and cash (US dollars) can be exchanged for Japanese Yen at the Kasugai branch.

Address: 5-83 Toriimatsu, Kasugai-shi, (near the Kasugai City Hall)

Telephone Number: (0568) 81-5151

How to get there: refer to City Hall directions. UFJ Bank is adjacent to City Hall.

UFJ Bank, Kozoji Branch (refer to [City Map](#))

Address: 2-5 Chuo-dai, Kasugai-shi (Kouzouji New Town, inside of Sun Marché)

Telephone Number: (0568) 91-7211

Ogaki Kyoritsu Bank, Kozoji branch (refer to [City Map](#))

*Traveler's checks and cash (US dollars) can be exchanged for Japanese Yen here.

Address: 1-13 Kibuku-cho kita, Kasugai-shi

Telephone Number: (0568) 51-7200

Hours: 9:00 - 15:00

How to get there: Take the Meitetsu bus from the bus stop “中部大学(Chubu University), get off at the bus stop “不二小学校前(Fuji Elementary school)”.

*Chukyo Bank is also dealing with foreign currency.

Address: 8-9-5 Shirayama-cho, Kasugai-shi, TEL: 51-4811

Hospital, Clinic

Kasugai Citizen Hospital (general hospital) (refer to [City Map](#))

Address: 1-1-1Takagi-cho, Kasugai-shi

Telephone: (0568) 57-0057

How to get there: Take the Meitetsu bus and get off at “春日井市民病院(Kasugai Citizen Hospital)”

The Tokai Kinen Hospital (general hospital) (refer to [City Map](#))

Address: 681-47 Hazama-cho, Aza Ohbora, Kasugai-shi (Kozoji New Town)

Telephone: (0568) 88-0568

How to get there: Take the Meitetsu bus bound for, “藤山台南行(Fujiyamadai-Minami)” and get off at “坂下5丁目(Sakashita5 chome).

Osizawadai Clinic (refer to **City Map**)

Address: 6-2-14 Osizawadai, Kasugai-shi (inside of Kouzouji-New-Town)

Telephone: (0568) 95-1682

How to get there: Take the Meitetsu bus”藤山台南行(Fujiyamadai-Minami)”, get off at “中央台(Chuo-dai)”

Nojiri Internal Medicine Clinic (refer to **Campus Area Map**)

Address: 432 Higashi-shimmei-cho, Kasugai-shi (close to Chubu University)

Telephone: (0568) 52-1151

Miyake Dentistry (refer to **Campus Area Map**)

Address: Near Chubu University

Telephone: (0568) 52-0588

The Nagoya Tokushukai General Hospital (general hospital) (refer to **City Map**)

Address: 2-28 Kozoji, Kasugai-shi, (Kozoji Station - south side)

Telephone: (0568) 51-8711

How to get there: Take the Meitetsu bus (bound for Kozoji) and get off at Kozoji station

Restaurants, Stores

There are a number of restaurants and supermarkets in Kasugai (refer to **Campus Area Map**) including UNY Sun Terrace in Sun Marché in Kozoji New Town. There are several stores, restaurants, a bank and post office located in and near this complex. There are also department stores and restaurants located in The Mall Kasugai.

Sun Marché (refer to **City Map**)

UNY Sun Terrace Kozoji

Address: 2-5 Chuo-dai, Kasugai-shi

Telephone: (0568) 92-1122

How to get there: Take Meitetsu bus”藤山台南行(Fujiyamadai-Minami)” and get off at “中央台(Chuo-dai)”

LIVIN Kasugai (refer to **City Map**)

Address: 22 Higashi-gaoka, Rokken-ya, Kasugai-shi

Telephone: (0568) 84-3131

How to get there: take the school bus to “春日井駅(Kasugai Station)”, Take the JR bus from Kasugai Station bound for “大池住宅前(Ooike Jutaku)” or “名古屋造形大学前(Nagoya Zoukei Daigaku University)” and get off at “浅山町 (Asayama-cho)”

*Meitetsu Bus route maps and schedules are available at the Meitetsu Bus Center:
(0568) 92-5311

II. University Schedule and Services

1. Academic Calendar (Class Schedule)

At Chubu University, an academic year is divided into two terms, the first half (spring term) and the second half (autumn term).

Each term is as follows:

First half (spring term):

April 3, 2003 to September 10, 2003

(Final Exam: the end of July -- no classes afterward)

*** Orientation: the beginning of April**

Second half (autumn term)

September 20, 2003 to March 15, 2004

**(Final Exam: from the end of January to the beginning of February --
no classes afterward)**

*** Orientation: the middle of September**

2. Student Identification Card

All students must have a photo ID card. The 4 cm×3 cm photo you provide for your ID should be in color with a plain background, including only the upper body. No hats allowed. You should always carry your Student Identification Card.

You will be asked to show your ID in order to use a number of facilities and services.

Also, you'll need to show it at places where student discounts are available.

*You have to send your photographs at the time of application so that you can receive your ID card on the day of your arrival to campus.

3. Facilities on Campus

Center for International Programs (Campus Map 20)

This office is in charge of students exchange programs and is in contact with each student's college before arrival in order to ensure a smooth arrival and experience at Chubu University. Most details of the various exchange programs are managed by this office. For example, students registration, report of study, scholarship management, program budget and dormitory maintenance.

Before coming to or leaving Japan, please contact Center for International Programs staff since various procedures will be need.

Various study abroad information, for example, pamphlets, brochures and magazines, are available in the Center for International Programs and may be lent out to students.

Place: The 2nd floor of Bldg. No. 20

Hours: Weekdays 9:00 - 17:00 (lunch break: 12:00 - 13:00)

Saturdays: 9:00 - 12:00

Telephone: (0568) 51-4694

Fax: (0568) 51-1172

e-mail: cucip@chubu.ac.jp

*When payment is necessary at the Center for International Programs, please come with the exact amount due.

Office Information (location and Tel)

College of Engineering: Bldg. 7, 2F 0568-51-4319	(campus map 11)
College of Humanity :Bldg. 25 1F 0568-51-4144	(campus map 25)
College of Business Administration and Information Science :Bldg. 21 3F 0568-51-4069	(campus map 21)
College of Bioscience and Biotechnology :Bldg. 30 6F 0568-51-4152	(campus map 30)
College of International Studies:Bldg. 20 3F 0568-51-4079	(campus map 20)
Japanese Language and Culture Program: Bldg. 20 2F 0568-51-4830	(campus map 20)

*Hours: Weekday: 9:00 - 17:00 (12:00 - 13:00:lunch break, No service is available)
Saturdays: 9:00 - 12:00

Campus Plaza (Campus Map 16)

Many convenient services are offered here a post office, a bank ATM (Tokai Bank), a convenience store, (Hill's mart), "McDonald's", a restaurant (Sugakiya), a book store (Maruzen), a travel agency (JTB), an insurance company (CU Management) and a photo booth. Also, there are bulletin boards with important information at Campus Plaza. *Since the bulletin board on the 2nd floor in Bldg. 20 gives important information for the Study Abroad Students, Please check it at least once a day.

Post office:

Place: 1F of Campus Plaza

Time: Monday - Friday: 9:00 - 17:00 (lunch break: 11:30 - 12:30)

This is a small postal agency where regular mail is handled and limited banking services are available (e.g., postal transfers). The Chubu post office is not a full-service branch. If there are items which cannot be taken care of here, the following full-service post offices are available: 高蔵寺(Kouzouji) Post Office and the 出川(Degawa) post office. Both of these post offices can be accessed by the bus. Once a savings is opened at a post office, deposits and payments can be made through postal ATMs (Overseas remittances cannot be made using an ATM.)

UFJ Bank ATM:

Place: 1F of Campus Plaza in front of Hill's Mart Convenience Store

Hours: Monday - Friday: 9:00 - 18:00

Withdrawals, deposits and transfer can be performed with a UFJ Bank card. (No overseas remittances at the ATM.)

*An account can be established at any branch of any Bank. The UFJ Bank Kasugai branch is in front of Kasugai City Hall (refer to **City Map**). Overseas remittances can be made at the Tokai Bank Kasugai.

Please cancel your account when you leave Japan.

Hill's Mart (convenience store)

Place: 1F of Campus Plaza

Time: Monday - Friday: 8:30 - 17:30

Saturday: 8:30 - 14:30

Snack foods and a variety of toiletries are available here.

Also, NTT telephone cards and IC cards can be purchased here.

* You can get an IC card at the care taker's office in the dormitory, too.

Maruzen (book store)

Place: 1F of Campus plaza
Time: Monday - Friday: 9:00 - 17:00
Saturday: 9:00 - 13:30

Maruzen is one of biggest the book stores in Japan.
The Chubu branch of Maruzen is on the second floor in Campus Plaza. A variety of books, magazines, stationery and computer accessories can be purchased here. Also, film can be dropped off for development here. A 10% student discount is available on most items.

JTB (travel agency)

Place: 2F of Campus plaza
Time: Monday - Saturday: 9:00 - 17:00

JTB is one of the biggest travel agencies in Japan. The Chubu branch is situated on the second floor of Campus Plaza. arrangements for domestic and overseas travel can be made.

CU management (insurance agent)

You can purchase travel insurance and automobile insurance for traveling abroad.

Photo Booth

An instant photograph can be taken on the first floor of Campus Plaza.
When a photograph for your identification card is required, please get a photo taken here (Four 4cm× 3cm photos cost 500 yen).

* Please be aware that business days and business hours are changeable.

Cafeterias

There are several cafeterias on campus offering a variety of foods (e.g., Japanese, Chinese and western) at low prices. Tickets for food can be purchased at the vending machines located near the entrance of each cafeteria. Many of the dishes available each day are displayed in a glass case near the vending machines. Once the ticket is purchased, pick up a tray and wait in line. Also, drinks and snacks for take-out are available for purchase at the various cafeterias. In addition, meals for take-out can be purchased at "McDonald's" on the first floor, and at the "Cafeteria" on second floor of Campus Plaza.

The First Student Hall (Campus Map 17)

The Second Student Hall (Campus Map 19)

The Third Student Hall (Campus Map 43)

"MacDonald" Campus Plaza 1F (Campus Map 16)

"Sugakiya" Campus Plaza 2F (Campus Map 16)

* Please be aware that business days and business hours are changeable. The stores are closed during holidays (spring, summer and winter recess).

The Miura Memorial Library (Campus Map 28)

Hours: Monday - Friday: 9:00 - 20:00

Saturday: 9:00 - 16:30

There are about 500,000 volumes in the building on the second and third floors. The first floor is the main floor and there is a reference books corner and a search corner available. There is also a browsing room where you can read newspapers and weekly magazines, and an AV corner where you can enjoy videotapes and CDs.

Books can be borrowed and returned at the counter on the first floor. The second floor has a variety of materials, study desks and chairs for students. The third floor contains several research references. The basement serves as a stock room for books and journals. Books and dictionaries for Japanese study are located in a corner of the basement.

◇ How to borrow books

1. When borrowing a book:

Bring books with your Student Identification Card to the counter.

The number of the books which you can borrow at once: Five volumes

2. When returning

Return books at the counter.

Swimming pool (Campus Map 29)

Hours:

For Students

Wednesday: 14:00 - 16:00

Saturday: 12:30 - 15:00

Sunday: 12:00-17:00

Hours:

For Faculty

Wednesday: 14:00-16:00, 18:00 - 20:00

Thursday: 18:00 - 20:00

Saturday 12:30-15:00

Sunday 12:00-17:00

Pay 50 yen (insurance) at the front desk.

Weight-training Room (Campus Map 29)

Time available for use:

Monday - Friday: 9:00 - 20:00

You must register to use this room.

It cannot be used during class time.

Language Center (Campus Map 19)

SI room (Self Instruction Room, Campus Map 19)

Audio and video materials, computers, LL equipment, texts, etc. are available in the SI room. Also, independent language study can be done here (e.g., Japanese, Chinese, Korean, French, Spanish, and Dutch).

Also, you can browse through English newspapers, magazines and books here.

Place: Bldg. No. 19, 2F

Hours: Monday - Friday: 10:00 - 20:00

Saturday: 10:00 - 12:50

Procedure: Ask the receptionist upon entering the SI Room

Please ask if you are not sure how to use the facilities.

Nothing can be taken from the SI Room.

Information Systems Center / Education Center for Info. Data Processing (Campus Map 23)

It is equipped with 500 of computer sets. And classes, practice, and self-training are performed with using these equipment.

You can use computers here (e-mail, Internet) with your Student ID. You can bring in and connect your personal computer here.

*You can hook up your personal computer at your dorm room if you request it at the students Services Section or the care taker's office in the dormitory.

4. Club Activities

The following are the student clubs offered at Chubu University. Foreign students can participate in any they wish. (Club Houses: Campus Map 31)

Sports

baseball, softball, soft-type tennis, tennis, volleyball, table tennis, soccer, rugby, basketball, badminton, handball, American football, golf, track and field, cars, angling, archery, gymnastics, cycling, weight-lifting, swimming, skiing, basic skiing, body-building, aikido, karate, judo, (Japanese Archery) kyudo

Music

rock, mandolin, light music, mixed chorus, brass band music, orchestra

Others

youth hostels, construction research, railroad research, radio, UNESCO, ESS, audio, shogi(Japanese chess), photography, fine arts, comics, theatrical performance, astronomy, movies, computers, accounting, Esperanto

5. Communication

Telephone:

If you can deposit 1,000 yen to the machine in advance, an outside line for 1,000 yen is available from the dorm room. The balance will be paid when you leave the dormitory. Prepaid calling cards both for domestic and international phone call can be used at the public telephones on campus (international calls cannot be made at all phone booths).

*An IC card can be purchased at a Hill's mart (Campus Plaza) or the care taker's office.
Cautions: Telephone fee will be added up depending on the minutes you talked in Japan.

Fax:

Generally, Chubu students do not have accessible fax machines on campus. They can go to a nearby convenience store (off campus) to send faxes.

*When you want to receive a fax, you can do it at the Center for International Programs. (0568-51-1172)

*When you need to fax overseas:

Students can send a fax from the Center for International Programs at 200 yen per sheet. (However, this service is limited to office hours)

Computer:

There are computers available to students on campus but please note that there are no "24-hour" computers available. There is also a local network for computer in each dormitories. An individual computer can be connected in the Information Systems Center. (restrictions apply)

*You can hook up your personal computer at the dorm room.

Ask the care taker or staff from Students Services Section for details.

III. Dormitory (lodgings) (Campus Map 34)

The students of the Study Abroad Program stay at the dormitories on campus. Although a long-term home stay is not available, We may be able to arrange a home-stay during a weekend or a holiday. The Study Abroad Students will be accommodated with the dormitory on campus. (1st Floor for males and 4th F for females).

You are not allowed to take your friends in the dormitory.

1. Equipment and Facility

All rooms are equipped with a bed, desk, chair, nightstand, closet, chest of drawers, and telephone.

◇ Bed Linens, Washing Machines

You will be provided bed linens, e.g., a blanket, a pillow, and sheets. It is included in your program fee. You have to keep these items and also to return them when you check out of the dormitory. Washing machines and dryers are equipped in the dormitory. **Boarders can use them for nothing.** **At the dormitory you will have a linen exchange service regularly in each month**

◇ Kitchens, Dish, Utensils

Every student should take meals at the dining hall of the dorm: 11 meals (Mon. ~Fri. Breakfast & dinner, Saturday breakfast) per week will be provided. There are cooking facilities in each of the dormitories where you can cook for yourself during meals are not provided.

There are a refrigerator, a toaster oven, an electronic range are available. Each student must buy expendable things such as chopsticks and mugs etc. Please do not leave these items when you leave the dormitory.

◇ Other Equipment:

There is a TV sets, video deck, personal computer (internet available) and sofa in the lounge of each floor. The 4th floor lounge is for female students only.

All foreign students eat their meals at the dining hall on the second floor (Nan-ryo).

(No parties are permitted in the dormitories. Many faculty members live in this area so please avoid making excessive noise at night)

*Please bring your own towel and toiletries.

*Please be advised that in Japan, people take off their shoes when they get inside of the house. So you should bring your slippers for your room.

2. Meals

The dining-room is on the 2F in the dormitory.

You can take 11 meals/week (weekday breakfast and dinner, Saturday breakfast)

Time: Breakfast: 8:00 - 9:00
Supper: 18:00 - 20:00

*If you plan to cancel meal services, you must inform us(the CIP office) by filling a form for cancellation as soon as possible.

Even if you need to cancel dorm meals because of your school events, you also have to hand in the form, too.

3. Notes about Dormitory Life

Quiet hours

The dormitory regulation says that the hours after 21:00 in the evening is a quiet hour. Students cannot distract others with making noise after 21:00.

Lockup

Curfew is 23:00 (strict observance). Please come in quietly after 21:00.

*For your own safety, only dormitory residents are allowed to stay inside.

Garbage

Garbage bags are available in the care taker's office. Place the garbage bags in the designated bins and bring them to the designated area outside the dormitory.

Please follow the caretaker's instruction.

Notes

- ① When you get out of the room, please lock the door.
Especially, the entrance door for the 4th floor is locked automatically when you close it behind you.
- ② You are not allowed to wear your street shoes in the dormitory. Please prepare slippers.
- ③ Utility costs (electricity, gas, water, etc.) are high so please conserve energy where possible.
- ④ There are Japanese student residents:
北寮 (hoku-ryo): Students belong to the baseball and handball clubs
南寮 (nan-ryo)2 - 4F: Freshmen students (men only)

Please remember to respect your fellow students in the dormitory. It's a chance for all of you to build relationships that extend across national borders.

4. Dormitory Address:

#(room no.), Student Dormitory(学生寮), Chubu University,

1200 Matsumoto-cho, Kasugai, shi,

You can receive your parcels or letters at the dormitory office.

If there is not description of the dormitory on the mails, they may not reach you all right.

5. Telephone

◇ Telephone number of your room

From Japan:

0568 - 51 - 1411 + room number

From Overseas:

+ 81-568 - 51 - 1411 + room number

How to use telephone:

Please pay 1,000 yen for depositor at the 南寮(Nan-ryo) office room.

A telephone call costing up to 1,000 yen can be made.

If your usage exceeds this amount, you will be responsible for the extra charges when you check out of the dormitory. You will be given an identification number after you arrive at the dormitory that you will need to use in order to make phone calls. (Please do not tell this no, to anyone)

Domestic Calls:

1. Raise the receiver.
2. Push *.
3. Push your identification number (4 figures).
4. Push your room number (4 figures).
5. Push 0.
6. Push a telephone number.

International Calls:

1. Raise the receiver.
2. Push *.
3. Push your identification number (4 figures).
4. Push your room number (4 figures).
5. Push 7.
6. Enter the telephone number.

Setting the Morning Call:

1. Raise the receiver.
2. Push 88.
3. Push your identification number (4 figures).
4. Put in Time. (Example: if it is 7:30 in the morning and it is 0730, night 7:30 1930)

Cancellation of the Morning Call: Push 80

** If you need, you can use the extension line at the care taker's office.

How to call the dormitory:

Inside the dormitory: Simply push the room number.

From within Kasugai:

Call 51-1411, and then enter the room number when prompted.

From other parts of Japan:

Call 0568-51-1411, and then enter the room number when prompted.

From outside the country:

Call 81-568-51-1411, and then enter the room number when prompted.

6. About the Air Conditioning in a Dormitory

Air conditioning and heating are controlled following the dormitory regulations.

The temperature of air conditioning is 25 – 28 °C.

The temperature of heating is 20 – 23 °C.

Please keep warm or cool by clothing when air conditioning is not enough for you. According to the regulations, you can use the air conditioners about for 6 hours a day.

IV. Notes about Foreign Student living in Japan

1. Alien registration:

Students who will stay in Japan for more than 90 days must obtain an alien registration certificate.

The staff member from the C.I.P office will take you to City Hall to apply it after your arrival.

2. Insurance:

Please buy medical insurance in your own country.

National health insurance is possible for a person residing in Japan for more than one year. Charge of the national health insurance: Insurance covers 70% of medical costs (up to 20,000 in expenses).

Please bring a copy of your insurance policy.

3. Visa

You need to obtain "Student Visa" when you stay more than 3 months in Japan. Those students must bring a copy of passport (ID pages and Visa pages) to the Center for International Programs after your arrival to Chubu University. Students must recognize their expiration days and if you need to apply for extend your length of stay, you need to apply for the Immigration Bureau.

4. Re-Entry Permission

When you leave Japan to go home for a visit, please be sure to apply for a Re-Entry Permit in the Immigration Bureau. A passport, an alien-registration card and an enrollment-in-school document of proof are necessary. Cost: the single (entry into and departure from the country is possible once) ¥3,000, and the multiple (multiple entries and departures are permitted) ¥6,000.

Nagoya Regional Immigration Bureau (See the Appendix Map)

4-3-1 San-no Maru, Naka-ku, Nagoya 460-0001

The first floor of the Nagoya judicial-affairs joint Government building

(052) 951-2391-2393

Monday - Friday: 9:00-12:00, 13:00 - 16:00

How to get there : Subway 名城線 (Meijo-line) "市役所(City Hall)", Exit No. 1

Foreigner residents synthesis information center

This office is also available for various immigration management-related consultation.

(052) 973- -- 0441 and 0442

Language: English, Spanish, Chinese, Portuguese, the Hankul alphabet, Philippino language, Italian

Do not forget to bring your slippers, towels, medicines and cash (yen). You should also prepare various kinds of clothes so you can keep warm / cool during the season air conditioning is not available.

V. Notes about arrivals and departures

1. Notes about Arrival to Japan

◇ Arrival Date

Please arrive before Orientation Day each term (move into the dormitory on the first day it opens). Since there are formalities on arrival day, please plan to arrive on a weekday when the office is open. (Weekday: 9:00-17:00, Saturday: 9:00 - 12:00) *closed on Sunday.

◇ Cash

Please bring a certain amount of cash (Japanese yen: at least¥20,000~¥30,000); To open your account at the bank, you need to have your alien registration card, It takes at least 2 weeks or 3 to get your alien registration card. Credit cards are unacceptable at some shops and cashing machines. The following foreign currency is changeable to Japanese yen at the Nagoya airport: the US dollar, the Canadian dollar, the English pound, Euro, the Hong Kong dollar, the Singapore dollar, the Australian dollar, the New Zealand dollar and the Thai baht.

Time: 9:00 - 15:00

ATM: 9:00 - 21:00 (only for US dollars)

** The cash machine for international card (like International Visa Card) are not available near Chubu University.

◇ Meals on Arrival Day

Before your arrival, please contact the Center for International Programs if you wish to eat a meal in a dormitory on your arrival day. Meals are available only when the dormitory cafeteria is open (III-3 p11). Restaurants are within walking distance of the campus. (Refer to appending [City Map](#))

2. Procedure after Arriving in Japan

A foreign student is after arrival. Procedure of Settle-in-dormitory, a student identification card is carried out, and a personal information form to be filled in.

◇ Settle-in-Dormitory Procedure:

You will be given keys for your room, a desk, and the key of a closet after arrival. Please do not lose till leaving a dormitory. When you lose them, you pay a charge ¥3,000 for each item. You will be informed the assignment of the room and the identification number of a telephone.

◇ Student Identification Card

It will be prepared at the [Center for the International Programs](#) beforehand, and will be given to you on an arrival day.

◇ Personal information form

It is a registration card for study abroad students. You will put some important items including your home address and permanent address on it. A photo is needed.

3. Documents to be submitted

When you arrive in Japan

You are requested to present the following documents to the Center for International Programs.

■ PASSPORT

The Center for International Programs office needs to check and keep a copy of your passport.

■ NOTIFICATION OF DESIGNATED PERIOD FOR DELIVERY OF ALIEN REGISTRATION CERTIFICATE

■ ALIEN REGISTRATION CERTIFICATE

Until a Certificate is issued, you must keep the notification as a substitute. When you receive the certificate, please come to the Center for International Programs office with the certificate.

- * When applying for the Certificate, you need to go to the City Hall with your **passport and 2 photos (4.5cm×3.5cm)**. You will be required to go back and pick up the certificate when it is ready. It takes about 20 days to complete all the procedures.
- * Please be advised that you **cannot open a bank account without the Alien Registration Certificate**. You may need some cash until you receive it.
- * In an official case, you might be requested to submit “**Certificate on Registered Matter**” which is issued by City Hall.

■ A PERSONAL INFORMATION FORM (assigned form)

When you arrive at the university, The Center for International Programs office may ask you to fill it in.

■ AN INSURANCE POLICY

We request you buy medical Insurance in your country before you set out.
The Center for International Programs needs to keep a copy of the coverage of your Insurance.

After the beginning of the semester

■ NOTIFICATION OF ABSENCE FROM THE DORM and DORM MEALS (assigned form)

Please ask the Center for International Programs when you would like to stay out from the dormitory (for national holidays, summer, winter and spring vacation, etc.). The office needs to keep in touch with you for the urgent contact from your home country.

■ A LATEST COPY OF YOUR PASSPORT

If you should leave Japan for some reason, we may ask you to submit your passport again when you come back.

Before leaving Japan

■ REPORT ON YOUR DEPARTURE SCHEDULE (assigned form)

Please fill out to report your departure date, flight schedule, and mailing address (please report your home address so that we can make contact).

4. Notes about Your Departure from Chubu University

◇ Please be sure to report an expected date of Departure to the Center for International Programs. (We will ask you to fill out the “Report on your departure schedule (assigned form)”).

◇ Dormitory room inspection

Room inspection — Your room will be inspected before you leave. You must be present for the inspection which will take about 30 minutes. Before the inspection you will need to have packed your things. Make sure you have removed all your personal belongings from the room (be sure to check desk drawers and closets and remove posters from the walls, etc.). In general, you should leave the room in the condition you found it upon check-in. More information will be given later about check-out procedures.

Other items: You will get reimbursed a balance of your telephone deposit if you have. You will need to return your Student Identification Card, and keys at this time. You must arrange your room as it is before you came. Take all the posters out of the wall.

◇ Flight

You should report your flight schedule to the Center for International Programs. (assigned form “Report on your departure schedule”)

◇ For AIEJ Scholarship Students

You must report your essay to the Center for International Programs. (details are on the another hand-out)

VI. Other Items

1. Emergency (24 hours)

Police 110

Dial 110.

Please give the police your location, the place of the accident / incident, your name and the names of those involved.

A fire, the ambulance 119

Dial 119.

Please state your name, location, details of the situation (e.g., information about symptoms in a medical emergency), and the names of those involved.

2. Natural disasters:

◇ Fire

EMERGENCY NUMBER 119

Please be aware that during the winter time in Japan the weather will be very dry. Be careful when using cigarette lighters and matches. If a fire breaks out in your dormitory kitchen while you are cooking do not use water to put out the flame. Place a lid over the utensil that is burning, and then, use the extinguisher to put out the flame.

NOTE: Smoking is not permitted in Chubu University dormitory rooms. Smoking is only allowed in designated smoking areas on campus.

◇ Earthquake

In Japan, earthquakes occur frequently.

If an earthquake occurs, please remain calm.

Be sure to turn off all gas appliances.

Open a window or a door so that you will not be trapped inside. Get under a strong table to protect yourself from falling debris during an earthquake.

◇ Typhoon

Typhoon season is from June to September. A typhoon brings with it heavy rain, strong winds and big waves. It sometimes causes devastating damages. You should pay attention to weather forecasts during the season. Never go fishing and swimming during a typhoon alert.

* The shelter is designated in Kasugai city. In this area, you are to take refuge in FUJI elementary school. You need to check where it is in advance.

3. If you become sick or injured

① If you become sick or injured, please inform the Center for International Programs immediately.

English-speaking doctors and doctors who can speak other foreign languages are often available at city hospitals.

Also, on campus, there is a Health Services Office you can use.

② If you should become sick in the midnight while you cannot contact a staff of the university, you are advised to go to the hospital by taxi. You should report it to the caretaker at the dormitory, too.

(You should call the hospital to take their advice before you leave for.)

Meitetsu Taxi: 0568-81-3101

③ Call 119 for an ambulance in case of a medical emergency,

*You should bring the household medicine in case you might become sick under a different circumstance.

*You must always take care of yourself, even if a symptom is not so serious.

See the Hospital list (p.2-3)

Healthcare Services Office

Place: The first floor of Bldg. No. 9 (campus map 13)

The hospital or the doctor who can speak a foreign language:

◇ 春日井市民病院(The Kasugai Shimin Hospital): English

◇ 名古屋徳洲会病院(The Nagoya Tokushukai Hospital):

- English (surgery, Dr. Terada: Monday, Thursday:9:00 - 12:00)

- English (9:00 - heart blood vessel surgery, Dr. Oohashi:

 - Monday, Wednesday, and Thursday 12:00)

- Latin (cranial nerves surgery, Dr. Kubota:

 - Monday - Friday: 9:00 - 12:00)

- Tagalog (obstetrics and gynecology, Dr. Oota:

 - Monday, Wednesday - Saturday: 9:00 - 12:00)

Since this information is subject to change, please inquire about foreign-language-speaking staff before you go to the hospital.

VII. Appendix

1. Chubu University Campus Map
2. Campus Area Map
3. The Map of Kasugai-shi (Kasugai City Map)
4. Directions to Nagoya, JR route map, Subway of the Nagoya
5. How to get Nagoya Immigration Bureau
6. Papers to be submitted (assigned form)