

Offices in Charge for Procedures and Consultations Required for International Students

			[Koganei Campus] Koganei Student Support Office		[Fuchu Campus] Fuchu Student Support Office			Other offices in charge
			Graduate School / Faculty of Engineering and BASE		Graduate School / Faculty of Agriculture	United Graduate School of Agricultural Science		
			Student Support Section	Educational Affairs or Admission Section	Student Support Section	Educational Affairs Section	Office of United Graduate School of Agricultural Science	
			Contact list No.1		Contact list No.2			
0	Before Arrival	1-1	Documentation Issuance for COE Application	○* (apply through supervisor)			○* (apply through supervisor)	○* (apply through supervisor)
1	Upon start of your campus life	1-1	International Students Orientation	Please refer to "Other offices in charge" mentioned in the right column. >>>				International Affairs Office (Contact list No.3)
2	Procedures after your arrival into Japan	2-1	Resident Registration at City Hall	○		○		○
		2-2	National Health Insurance	○		○		○
		2-3	Japanese National Pension	○		○		○
		2-4	Opening a Bank Account	○		○		○
		2-5	Personal Accident Insurance for Students Pursuing Education and Research(Gakkensai)		○ (Admissions Section)	○		○
		2-6	Personal Liability Insurance for Students (Gakubai)	Please refer to "Other offices in charge" mentioned in the right column. >>>				University Co-op Office in each campus (Contact list No.7)
		2-7	Comprehensive Renter's Insurance (Guarantor)	○		○		○
		2-8	Real estate Agencies Information when looking for apartments, etc.	○		○		○
		2-9	International House	○		○		○
		2-10	Student Dormitories	Please refer to "Other offices in charge" mentioned in the right column. >>>				Student Support Section, Educational Affairs Office (Contact list No.3)
		2-11	When you apply for Visa / Extension of Period of Stay	○			○	○
		2-12	When you have lost your Residence Card	○			○	○
		2-13	School Commuter Pass Certificate Issuance	○		○		○
3	Procedures while attending University	3-1	Address Change	○		○		○
		3-2	Use of Bicycles	○		○		○
		3-3	Letter of Reference, etc. issuance for MEXT students	○		○		○
		3-4	Temporary Departure from Japan, or Re-entry into Japan	○		○		○
		3-5	Administration for Acquired Scholarships (Procedures for MEXT and JASSO scholarships, etc.)	○		○		○
4	Procedures for Classes, Course Registration	4-1	Student ID card	○		○		○
		4-2	TUAT-ID, Password	○		○		○
		4-3	SPICA, PORTAL registration etc.		○ (Educational Affairs Section)		○	○
		4-4	Course Registration		○ (Educational Affairs Section)		○	○
		4-5	Entrance Fee, Tuition Fee	○		○		○
		4-6	Application for Tuition Exemption/Deferment	○		○		○
		4-7	New Information and Application for Scholarships	○		○		○
		4-9	WISE Program (Doctoral Program for World-leading Innovative & Smart Education)	Please refer to "Other offices in charge" mentioned in the right column. >>>				Educational Support Section, Educational Affairs Office (Contact list No.3)
		4-10	Regular examinations, attendance and course completion		○ (Educational Affairs Section)		○	○
		4-11	Grades, Credits		○ (Educational Affairs Section)		○	○
		4-11	Notification of extramural research		○ (Educational Affairs Section)		○	○
		4-12	Procedures for Leave of Absence		○ (Educational Affairs Section)		○	○
		4-13	When you need to be absent from classes	Please refer to "Other offices in charge" mentioned in the right column. >>>				Contact to instructors of each classes
5	On-campus Procedures	5-1	Off-Campus Activities (Part-time Jobs, Internships)	○		○		○
		5-2	Use of Gymnasium and Training Rooms, etc.	Please refer to "Other offices in charge" mentioned in the right column. >>>				Gymnasium Counter (Contact list No.5)
		5-3	Information/Consultation on Extracurricular Activities (Circles, Clubs)	○		○		○
		5-4	Lost and Found	○		○		○
		5-5	J-Support (Japanese Language Program)	Please refer to "Other offices in charge" mentioned in the right column. >>>				EAGLe [Fuchu]ITO, Natsumi-sensei [Koganei]HONGO, Tomoko-sensei (Contact list No.4)
		5-6	Do not know Where to Contact	○		○		○
6	Consultation services	6-1	Tutor System	○		○		○
		6-2	Academic Consultation and Advice	Please refer to "Other offices in charge" mentioned in the right column. >>>				Please refer the contact on the following website for consultation regarding each matter. https://www.tuat.ac.jp/en/campuslife_career/campuslife/kyouiku/soudanmadoguchi/soudan/
		6-3	Advice and consultation regarding living in Japan					
		6-4	Advisors in Department/Major/ Program					
		6-5	Harassment Consultation					
		6-6	Career and Employment Consultation					Career and Employment Consultation Room (Please refer the contact on the following website.) https://www.tuat.ac.jp/en/campuslife_career/career/sinro/sinrosoudan/
		6-7	EAGLe "Counseling for International Students"					
		6-8	Japanese Language Consultation					EAGLe [Fuchu]YOKOMORI, Kayo-sensei [Koganei]HORIYUKI, Yukiko-sensei (Contact list No.4)
		6-8	Japanese Language Consultation					EAGLe [Fuchu]ITO Natsumi-sensei [Koganei]HONGO Tomoko-sensei (Contact list No.4)
6-9	Health Consultation	Health Service Center in each campus (Contact list No.6)						

◆Contact List◆

		Campus Map Building No.	Phone	E-mail * Please change [a] to @ when you send.	
1	Koganei Campus Student Support Office	Student Support Section	No.34 (1st-Floor)	042-388-7011	t-life[a]cc.tuat.ac.jp
		Educational Affairs Section		042-388-7010	tkyomu1[a]cc.tuat.ac.jp
		Admissions Section		042-388-7014	tnyushi[a]cc.tuat.ac.jp
2	Fuchu Campus Student Support Office	Student Support Section	No.10 (1st-Floor)	042-367-5579	a-gkall[a]cc.tuat.ac.jp
		Educational Affairs Section		042-367-5659	a-nyushi[a]cc.tuat.ac.jp
		Office of United Graduate School of Agricultural Science	No.21 (1st-Floor)	042-367-5670	rendai-d[a]ml.tuat.ac.jp
3	Educational Affairs Office	International Affairs Office	No.24 (1st-Floor)	042-367-5913	kokusai[a]cc.tuat.ac.jp
		Student Support Section (Dormitories/International Houses)		042-367-5882	gakryo[a]m2.tuat.ac.jp
		Educational Support Section (WISE Program)		042-367-5545	girrikaku[a]m2.tuat.ac.jp
4	Organization for the Advancement of Education and Global Learning (EAGLe)	J-Support / Japanese Classes	No.10 (1st-Floor)	042-367-5651	itonatsu[a]go.tuat.ac.jp
			No.13 (5th-Floor)	042-388-7620	hongot[a]go.tuat.ac.jp
		Counseling for International Students	No.10 (1st-Floor)	042-367-5920	yokomorikayo[a]go.tuat.ac.jp
			No.13 (5th-Floor)	042-388-7622	horikirin[a]go.tuat.ac.jp
5	Gymnasium Reception Desk	Fuchu Campus	No.17	-	-
		Koganei Campus	No.26	-	-
6	Health Service Center	Fuchu Campus	No.26	042-367-5548	-
		Koganei Campus	No.34 (5th-Floor)	042-388-7171	-
7	University Co-op	Fuchu Campus	No.19	042-366-0762	-
		Koganei Campus	No.19	042-381-7213	-

★KOGANEI Campus Map <https://www.tuat.ac.jp/en/outline/overview/access/koganei/>

FUCHU Campus Map <https://www.tuat.ac.jp/en/outline/overview/access/fuchu/>