

留学生ハンドブック 2026-2027

Handbook for International Students



OTEMAE UNIVERSITY / OTEMAE COLLEGE

国際交流留学生センター発行

Global Center

(Language: English)

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Welcome international students to Otemae University and Otemae College!

This International Student Handbook contains important information to help

You have a fulfilling student life. Please make active use of it.

From now on, you will take classes with Japanese students and other

international students at Otemae University and Otemae College, and you will

experience student life in the same way. Due to differences in systems

and customs between your home country and Japan, you may encounter things

you don't understand or problems you face. If that happens, please feel free to

consult with the Global Center. (2nd floor, E building)

Let's plan to achieve your own goals and lead a meaningful student life.

Global Center

Wechat QRコード

 大手前大学国際交流センター
ID:otemaekokusai



LINE QRコード

 大手前大学国際交流センター
ID:otemaekokusai



Official Instagram



大手前大学 西宮夙川キャンパス 2026(令和8)年度 授業日カレンダー

2026年3月2日

2026

4月

日	月	火	水	木	金	土
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

5月

日	月	火	水	木	金	土
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

6月

日	月	火	水	木	金	土
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

7月

日	月	火	水	木	金	土
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

18(土)入試日のため入構制限あり

8月

日	月	火	水	木	金	土
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

9月

日	月	火	水	木	金	土
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

5(土)、12(土)、18(金)、26(土)入試日のため入構制限あり

10月

日	月	火	水	木	金	土
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

3(土)入試日のため入構制限あり

11月

日	月	火	水	木	金	土
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

4(水)、5(木)、21(土)入試日のため入構制限あり
6(金)・9(月)学園祭準備・片付け
7(土)・8(日)学園祭

12月

日	月	火	水	木	金	土
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

5(土)、6(日)入試準備のため入試日のため入構制限あり

2027

1月

日	月	火	水	木	金	土
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

15(金)、16(土)、17(日)、23(土)、24(日)、26(火)、27(水)入試日のため入構制限あり

2月

日	月	火	水	木	金	土
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

3(水)、25(木)、26(日)入試日のため入構制限あり

3月

日	月	火	水	木	金	土
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

11(木)入試日のため入構制限あり

<参考>※青字は通常授業日

4月29日 昭和の日
5月3日 憲法記念日
5月4日 みどりの日
5月5日 こどもの日
5月6日 振替休日
7月20日 海の日
8月11日 山の日
9月21日 敬老の日
9月22日 国民の休日
9月23日 秋分の日

10月12日 スポーツの日
10月26日 学園開学記念日
11月3日 文化の日
11月23日 勤労感謝の日
1月1日 元日
1月11日 成人の日
2月11日 建国記念の日
2月23日 天皇誕生日
3月21日 春分の日
3月22日 振替休日

日曜・祝日
授業日
集中講義／補講日 など
特別補講
追再試験期間
休講日
入学試験(大学入学共通テスト含む)
サマースクール・ウィンタースクール
特別休暇・年末年始休暇

2026年度 大手前大学 学事予定表（大学：西宮夙川キャンパス）

※予定は追加・変更となる場合があります。各予定の詳細は随時el-Campus等のお知らせを参照してください。
 なお、下表には全学的な行事に限り記載しています。大学から周知されるその他の情報もあわせて確認してください。

月	日	予定
3月	26日(木)	編入生ガイダンス
	26日(木)・27日(金)	アドバイザーによる履修相談
	26日(木)～	在学生・編入生履修登録期間 [～29日(日)23:59]
	30日(月)～	新入生キックオフプログラム [～4月9日(木)]
	31日(火)・4月1日(水)	新入生履修登録期間 [～4月1日(水)23:59]
4月	3日(金)	学園総合入学式 [グランキューブ大阪 10:30～]
	11日(土)	新入生健康診断 等 さくら祭(課外活動紹介)
	13日(月)	春学期授業開始 履修登録調整科目等発表
	13日(月)～	履修変更登録期間 [～19日(日)23:59]
	27日(月)～	授業アンケート実施期間 [～8月16日(日)](授業により異なる)
	28日(火)	春学期確定時間割発表
	29日(水)【昭和の日】	[通常授業]
7月	1日(水)～	春学期履修全科目取消申請期間 [～7日(火)17:00] サマースクール履修登録受付期間 [～7日(火)17:00]
	20日(月)【海の日】	[通常授業]
	29日(水)	春学期授業終了
	30日(木)	特別補講
	31日(金)～	サマースクール期間 [～8月5日(水)]
8月	12日(水)～	夏期休校期間 [～15日(土)]
9月	2日(水)	春学期成績発表 追・再試験該当者発表 9月卒業者発表
	2日(水)～	追・再試験申込期間 [～4日(金)17:00] 履修変更登録期間 [～4日(金)23:59] 成績照会期間 [～8日(火)17:00] 成績に関する申し立て期間 [～10日(木)17:00]
	7日(月)～	春学期 追・再試験期間(実施科目のみ) [～9日(水)] 春学期成績に基づく履修指導(三者面談)[～20日(日)]
	12日(土)	保護者懇談会
	18日(金)	9月卒業証書・学位記授与式 [西宮夙川キャンパス 11:00～] ※入試実施のため卒業生以外は構内全面立入り不可
	21日(月)【敬老の日】	[通常授業] 秋学期授業開始 履修登録調整科目等発表 追・再試験結果発表
	21日(月)【敬老の日】～	履修変更登録期間 [～27日(日)23:59]
	22日(火)【国民の休日】	[通常授業]
	23日(水)【秋分の日】	[通常授業]
10月	5日(月)～	授業アンケート実施期間 [～2027年2月14日(日)](授業により異なる)
	6日(火)	秋学期確定時間割発表
	12日(月)【スポーツの日】	[通常授業]
	19日(月)～	授業見学実施期間 [～11月27日(金)]
	26日(月)	【開学記念日】 [通常授業]

月	日	予定
11月	4日(水)	[全日休講] ※構内全面立入り不可
	5日(木)	[全日休講] ※構内全面立入り不可
	6日(金)～9日(月)	大手前祭[全日休講] (6日:準備/7日・8日:大手前祭/9日:撤収)
	23日(月)[勤労感謝の日]	[通常授業]
12月	8日(火)～	秋学期履修全科目取消申請期間 [～14日(月)17:00] ウインタースクール履修登録受付期間 [～14日(月)17:00]
	22日(火)	年内授業終了
	26日(土)～	冬期休校期間 [～1月4日(月)]
1月	6日(水)	授業再開
	6日(水)～	2027年度春学期 転部・転籍試験受付期間 [～22日(金)17:00] ※ゼミナール決定による転部を除く 2027年度春学期 ゼミ決定による転部書類提出期間(第1期) [～3月3日(水)17:00] [結果発表:3月17日(水)]
	14日(木)	[全日休講]
	15日(金)	[全日休講] ※構内全面立入り不可
	16日(土)・17日(日)	大学入学共通テスト ※構内全面立入り不可
	23日(土)・24日(日)	大学入学共通テスト再試験日 ※実施する場合は構内全面立入り不可
	26日(火)	[全日休講] ※構内全面立入り不可
	27日(水)	[全日休講] ※構内全面立入り不可
	29日(金)	秋学期授業終了
	30日(土)	特別補講
2月	1日(月)～	ウインタースクール期間 [～5日(金)](3日除く)
	3日(水)	[全日休講] ※構内全面立入り不可
	8日(月)	2027年度春学期 転部・転籍試験 [結果発表:17日(水)] ※ゼミナール決定による転部を除く
	9日(火)・10日(水)	在学生健康診断
	未定	学内合同企業セミナー(3年次生)
	17日(水)～	2027年度春学期 ゼミ決定による転部書類提出期間(第2期) [～3月3日(水)17:00] [結果発表:3月17日(水)]
	25日(木)・26日(金)	※入試実施のため構内全面立入り不可
3月	1日(月)	秋学期成績発表 追・再試験該当者発表 3月卒業者発表
	1日(月)～	追・再試験申込期間 [～3日(水)17:00] 早期卒業申請期間[～5日(金)17:00] 成績照会期間 [～5日(金)17:00] 成績に関する申し立て期間 [～9日(火)17:00]
	4日(木)～	追・再試験期間 [～8日(月)]
	5日(金)～	秋学期成績に基づく履修指導(三者面談) [～3月下旬]
	11日(木)	※入試実施のため構内全面立入り不可
	18日(木)	卒業証書・学位記授与式 [グランキューブ大阪] 秋学期 追・再試験結果発表

※次の日程は入試実施日のため学内は立入り禁止です。

- 9月 5(土)、18(金)、26(土)
- 10月 3(土)
- 11月 4(水)、5(木)、21(土)
- 12月 6(日)
- 1月 15(金)、16(土)、17(日)、23(土)、24(日)、26(火)、27(水)
- 2月 3(水)、25(木)、26(金)
- 3月 11(木)

大手前短期大学 2026(令和8)年度 授業日カレンダー

2026年3月2日

2026

4月

日	月	火	水	木	金	土
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

5月

日	月	火	水	木	金	土
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

6月

日	月	火	水	木	金	土
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

7月

日	月	火	水	木	金	土
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

18(土)入試日のため入構制限あり

8月

日	月	火	水	木	金	土
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

9月

日	月	火	水	木	金	土
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

5(土)、12(土)、18(金)、26(土)入試日のため入構制限あり

10月

日	月	火	水	木	金	土
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

3(土)入試日のため入構制限あり

11月

日	月	火	水	木	金	土
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

4(水)、5(木)、21(土)入試日のため入構制限あり
6(金)・9(月)学園祭準備・片付け
7(土)・8(日)学園祭

12月

日	月	火	水	木	金	土
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

5(土)、6(日)入試準備のため入試日のため入構制限あり

2027

1月

日	月	火	水	木	金	土
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

15(金)、16(土)、17(日)、23(土)、24(日)、26(火)、27(水)入試日のため入構制限あり

2月

日	月	火	水	木	金	土
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

3(水)、25(木)、26(日)入試日のため入構制限あり
5(金)ゼミナール全体発表会(ライフデザイン総合学科)

3月

日	月	火	水	木	金	土
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

11(木)入試日のため入構制限あり

〈参考〉※青字は通常授業日

- | | |
|-------------|----------------|
| 4月29日 昭和の日 | 10月12日 スポーツの日 |
| 5月3日 憲法記念日 | 10月26日 学園開学記念日 |
| 5月4日 みどりの日 | 11月3日 文化の日 |
| 5月5日 こどもの日 | 11月23日 勤労感謝の日 |
| 5月6日 振替休日 | 1月1日 元日 |
| 7月20日 海の日 | 1月11日 成人の日 |
| 8月11日 山の日 | 2月11日 建国記念の日 |
| 9月21日 敬老の日 | 2月23日 天皇誕生日 |
| 9月22日 国民の休日 | 3月21日 春分の日 |
| 9月23日 秋分の日 | 3月22日 振替休日 |

- | |
|----------------------|
| 日曜・祝日 |
| 授業日 |
| 補講日 |
| 入学試験(大学入学共通テスト含む) |
| 休講日 |
| 特別休暇・年末年始休暇 |
| 期末試験期間 |
| 追再試験期間 |
| 特別補講 |
| 歯科衛生学科 2年次学外実習(班別実習) |
| 歯科衛生学科 3年次学外実習(班別実習) |

2026年度 大手前短期大学 学事予定表

※予定は追加・変更となる場合があります。各予定の詳細は随時el-Campus等のお知らせを参照してください。
 なお、下表には全学的な行事に限り記載しています。大学から周知されるその他の情報もあわせて確認してください。

月	日	予定 (※[ラ]はライフデザイン、[歯]は歯科衛生、[医]は医療事務総合学科を示す)
3月	26日 (木)	[ラ医]在学生ガイダンス [14:00~]
	26日 (木) ~	在学生履修登録期間 [~29日(日)23:59] 新入生オリエンテーション [~4月7日(火)]
	31日 (火) ・ 4月1日 (水)	新入生履修登録期間 [~4月1日(水)23:59]
4月	1日 (水) ~	[歯3年]学外実習 [~8月31日(月)]
	3日 (金)	学園総合入学式 [グランキューブ大阪 10:30~]
	11日 (土)	新入生健康診断 等 さくら祭(課外活動紹介)
	13日 (月)	春学期授業開始 履修登録調整科目等発表
	13日 (月) ~	履修変更登録期間 [~19日(日)23:59]
	27日 (月) ~	授業アンケート実施期間 [~8月16日(日)](授業により異なる)
	28日 (火)	春学期確定時間割発表
	29日 (水)【昭和の日】	[通常授業]
6月	29日 (月) ~	秋学期転学科試験出願受付期間 [~7月3日(金)17:00]
7月	1日 (水) ~	春学期履修全科目取消申請期間 [~7日(火)17:00]
	10日 (金)	秋学期転学科試験 [結果発表:22日(水)]
	20日 (月)【海の日】	[通常授業]
	29日 (水)	春学期授業終了
	30日 (木)	特別補講
	31日 (金) ~	春学期期末試験期間 [~8月6日(木)]
8月	12日 (水) ~	夏期休校期間 [~15日(土)]
9月	2日 (水)	春学期成績発表 9月卒業生発表 [歯]追・再試験該当者発表 [ラ・医]9月卒業保留者(再試験該当者)発表
	2日 (水) ~	履修変更登録期間 [~4日(金)23:59] [歯]追・再試験申込期間 [~4日(金)17:00] 成績照会期間 [~8日(火)17:00] 成績に関する申し立て期間 [~10日(木)17:00]
	7日 (月)	[ラ・医]9月卒業保留者再試験
	7日 (月) ~	[歯]追・再試験期間(実施科目のみ) [~9日(水)]
	11日 (金)	[ラ・医]9月卒業保留者 卒業発表 [10:00~]
	12日 (土)	保護者懇談会
	18日 (金)	9月卒業証書・学位記授与式 [西宮夙川キャンパス 11:00~] ※入試実施のため卒業生以外は構内全面立入り不可
	21日 (月)【敬老の日】	[通常授業] 秋学期授業開始 履修登録調整科目等発表 [歯]追・再試験結果発表
	21日 (月)【敬老の日】~	履修変更登録期間 [~27日(日)23:59]
	22日 (火)【国民の休日】	[通常授業]
23日 (水)【秋分の日】	[通常授業]	
10月	5日 (月) ~	授業アンケート実施期間 [~2027年2月14日(日)](授業により異なる)
	6日 (火)	秋学期確定時間割発表
	12日 (月)【スポーツの日】	[通常授業]
	26日 (月)	【開学記念日】 [通常授業]

月	日	予定 (※[ラ]はライフデザイン、[歯]は歯科衛生、[医]は医療事務総合学科を示す)
11月	4日(水)	[全日休講] ※構内全面立入り不可
	5日(木)	[全日休講] ※構内全面立入り不可
	6日(金)～9日(月)	大手前祭[全日休講] (6日:準備/7日・8日:大手前祭/9日:撤収)
	23日(月)【勤労感謝の日】	[通常授業]
12月	8日(火)～	秋学期履修全科目取消申請期間[～14日(月)17:00]
	22日(火)	年内授業終了
	26日(土)～	冬期休校期間 [～1月4日(月)]
1月	6日(水)	授業再開
	14日(木)	[全日休講]
	15日(金)	[全日休講] ※構内全面立入り不可
	16日(土)・17日(日)	大学入学共通テスト ※構内全面立入り不可
	23日(土)・24日(日)	大学入学共通テスト再試験日 ※実施する場合は構内全面立入り不可
	26日(火)	[全日休講] ※構内全面立入り不可
	27日(水)	[全日休講] ※構内全面立入り不可
	29日(金)	秋学期授業終了
	30日(土)	特別補講
2月	1日(月)～	期末試験期間 [～8日(月)](3日除く)
	3日(水)	[全日休講] ※構内全面立入り不可
	5日(金)	[ラ]ゼミナール全体発表会
	9日(火)・10日(水)	在学生健康診断
	9日(火)～	[歯2年]学外実習 [～3月31日(水)]
	未定	[ラ医]学内合同企業セミナー(1年次生)
	17日(水)～	2027年度春学期 転学科試験受付期間(第1期) [～3月3日(水)17:00]
	25日(木)・26日(金)	※入試実施のため構内全面立入り不可
3月	1日(月)	秋学期成績発表 3月卒業生発表 [歯]追・再試験該当者発表 [ラ医]3月卒業保留者(再試験該当者)発表
	1日(月)～	[歯]追・再試験申込期間 [～3日(水)17:00] 成績照会期間 [～5日(金)17:00] 成績に関する申し立て期間 [～9日(火)17:00]
	4日(木)	[ラ医]3月卒業保留者再試験
	4日(木)～	[歯]追・再試験期間(実施科目のみ) [～8日(月)]
	9日(火)	[ラ医]3月卒業保留者 卒業発表 [10:00～]
	10日(水)	2027年度春学期 転学科試験(第1期) [結果発表:17日(水)]
	10日(水)～	2027年度春学期 転学科試験受付期間(第2期) [～3月12日(金)17:00]
	11日(木)	※入試実施のため構内全面立入り不可
	15日(月)	2027年度春学期 転学科試験(第2期) [結果発表:17日(水)]
	18日(木)	卒業証書・学位記授与式 [グランキューブ大阪] [歯]秋学期 追・再試験結果発表 [歯]進級判定結果発表

※次の日程は入試実施日のため学内は立入り禁止です。

- 9月 5(土)、18(金)、26(土)
- 10月 3(土)
- 11月 4(水)、5(木)、21(土)
- 12月 6(日)
- 1月 15(金)、16(土)、17(日)、23(土)、24(日)、26(火)、27(水)
- 2月 3(水)、25(木)、26(金)
- 3月 11(木)

① Office Hours: Monday to Friday 9:00am – 5:00pm, Saturday: 9:00am – 1:00pm

手続き・相談できること	相談窓口	連絡先
①留学生支援業務：	国際交流留学生センター	0798-32-5018
②国際交流業務：	Global Center	080-4351-4108
授業登録、登録変更、成績、証明書申込みなど	教務課	0798-32-5009
奨学金、寮、クラブ、住所変更届、授業料分納届など	学生課	0798-32-5010
レポートの書き方、授業に関する質問、PCの質問など	学修サポートセンター	0798-32-5104
就職に関する相談、就職ガイダンス、 インターンシップなど就職関連セミナー	キャリアサポート室	大学 0798-32-5011 短大 0798-31-0058
健康診断、急病、けが	健康相談室	学生課まで
悩みなどの相談	カウンセリングルーム	学生課まで

※For certificates such as enrollment, graduation and academic transcripts, please use the automatic certificate issuing machine. It is located inside the First Office on the 1st floor of Building A

② Global Center

The Global Center has two divisions, (1) International Student Support Service and (2) International Exchange. Please see the details below.

(1) International Student Support Service:

Service we provide Status of Residence Application / Extension Procedures / Verification of Attendance
Support Desk for International Students

※The Ministry of Education, Culture, Sports, Science and Technology (MEXT) requires universities to properly manage international students. Therefore, if a student is absent from classes twice consecutively, we will contact the student to confirm the reason for the absence. If we are unable to confirm their situation, the student will be reported to the Immigration Services Agency and MEXT as a “student whose whereabouts are unknown.” We will also take action in accordance with the university’s regulations.

※Students who have not attended classes for more than one month will be reported to MEXT as “long-term absentees.”

(2) International Exchange:

Service we provide Student Exchange (Outbound and Inbound Program) / International Events on Campus / Management of Team Colors / Buddy for International Students

国際交流留学生センター(E棟2階)
☎ 0798-32-5018
時間：月曜日～金曜日 9:00am - 5:00pm

③ International Exchange Lounge

The International Exchange Lounge is a space for interaction between international and Japanese students. We host cultural events, presentations, and Japanese cultural experiences during lunch breaks. No reservation is needed—come and make new friends!

Location : 2F Building E (in front of the cafeteria)
Hours: Monday to Friday 9:00am - 5:00pm

④ Library (Media Library Cell)

Hours : 8:30am - 7:30pm (Monday to Friday)

※The opening hours during non-class periods and on Saturdays may differ. Please check the website

(<http://library.otemae.ac.jp/>)

⑤ Academic Support Center

Tutors and student supporters provide academic assistance. If you need help with the class registration, attending classes, or writing reports, feel free to use the service. Online support is also available.

Location: 3F Building E, Learning Commons (E327)
Hour: Monday to Friday 10:00am - 6:00pm (Only during class periods)
You can also access it through the LMS, EI-campus, under the "Academic Support Center"

⑥ Student Health Center / Counseling Room

The Health Consultation Room has a nurse available. Please use it if you're feeling unwell or have an injury. The Counseling Room has a counselor to assist with any issues or troubles you may encounter during your student life. Appointments are required.

Location : 1F Building A
Hours: Monday to Friday 9:00am - 5:00pm (Only during class periods)

⑦ Career Support Office

You can receive support for job-related matters, including career counseling, resume and entry sheet corrections, interview practice, and internships. Students wishing to work in Japan is encouraged to use these services.

Location : 2F Building E
Hours: Monday to Friday 9:00am - 5:00pm

2. Campus Life

① Contact from the University/ College to Students

Generally, communication will be made through E-campus or Otemae email (Outlook). Please make it a habit to check at least once a day. Any problems or disadvantages caused by missing communication will be the individual's responsibility. In urgent cases, contact may also be made via mobile phone. Therefore, please make sure to inform the Global Center of any changes to your phone number.

② Student ID

Student ID cards will be issued to all students. It serves as proof of your enrollment at Otemae University/Otemae College, so you must always carry it. Lending, borrowing, or selling Student IDs is prohibited. If your ID is lost or damaged, please report it to the police to prevent misuse by others. Also, be sure to contact the Global Center and the Student Affairs Office. Note that reissuing a student ID is subject to a fee (2,000 yen).

③ Textbooks

Depending on the classes you take, it will cost about 15,000 yen per semester. You can purchase it at the university co-op on campus. Payment can also be made by credit card.

④ Health Checkup

A "regular health checkup" is held every year: in April for new students and in February for students in their second year or above. All Otemae University students must take part. If you miss the health checkup, you must go to a hospital or medical institution to undergo the same checkup as the university and submit the health checkup certificate to the Student Affairs Office. The cost for this will be borne by the student. Please note this carefully.

Additionally, if any items require a "re-examination," you must visit a medical institution with your health checkup results. Students who have undergone the health Checkup at the University can obtain a Certificate of Health Examination from the automatic certificate issuing machine. It can be used for job applications or further studies.

⑤ Measles Vaccination

To prevent the spread of infections on campus, all new students must undergo an antibody test. If the results show insufficient antibody levels, vaccination in Japan will be required. If you cannot receive the vaccine due to health conditions or other valid reasons, please submit a document (such as a doctor's certificate) to the Student Affairs Office explaining the situation.

⑥ Campus Cafeteria

The cafeteria is on the 2nd floor of Building E. It is open from Monday to Friday, 11:30 AM to 2:00 PM.

Prices: Set meals is 400 yen / Single dish is from 100 yen

⑦ Otemae Academy Bus

There is a campus bus that runs several times a day between Sakura Shukugawa Campus and Nishinomiya Hama Grounds. You can use it freely, with no reservation required. Please check the schedule on EI-campus. The bus departs from the main gate.

⑧ Club Activities

There are many extracurricular activities such as clubs and alumni associations. They offer a chance to learn about Japanese culture and make new friends. Joining a club is highly recommended, and you can also observe or try out activities.

Examples include basketball, lacrosse, volleyball, archery, dance, tennis, manga, film, photography, art, jazz, orchestra, tea ceremony, theater, and light music.

⑨ Nishinomiya-hama Ground and Training Room

The training room is free to use. For details, contact the Student Affairs Office. It's about a 10-minute ride from Sakura Shukugawa Campus by the Otemae Academy bus.



Nishinomiya-hama ground



Training Room

⑩ Campus Wi-Fi

To use the campus Wi-Fi, you will need to set up your laptop or mobile phone. If you have any questions or uncertainties, please check with the IT Support Desk (3rd floor of Building E).

⑪ Scholarships

Otemae University and its College offer scholarships, along with those from public and private organizations. The university also has a tuition fee reduction system to help students focus on their studies. Eligibility and application periods vary, so check EI-campus and contact the Student Affairs Office for details.

⑫ Student Discount for Transportation (Student Discount Certificate)

Generally, student discounts for transportation are available to regular students and do not apply to non-regular students (exchange students, research students, or auditors).

✳️ **Student Discount** : Regular students can use the "Student Discount Certificate" for Railway or ferry travel over 101 km. It's issued at the automatic certificate machine in Building A (up to 10 per person per year). The discount only applies to regular tickets, not express, sleeper, or green car tickets. Present both the certificate and student ID at the ticket counter to purchase tickets.

⑬ Procedures for “Installment Payment/ Deferment” of Tuition Fees

Our university offers "installment" and "deferred payment" options for students who cannot pay tuition in full. Details will be shared on EI-campus and bulletin boards. For applications and inquiries, contact the Student Affairs Office.

· Tuition Information: April for the Spring Term / October for the Fall Term

⑭ Report of Extra-curricular Activities (Part-time Job)

International students, who hold a "Student" visa, are required to submit a "**Part-time Work Report**" to the Global Center if they wish to work part-time. **If you change your part-time job, you must submit it again.** For more information on Part-time work (outside of visa activities), please refer to page 25. Additionally, the Long-Term Vacation Certificate can be issued at the Global Center.

⑮ Leave of Absence, Withdrawal, or Return to School

Consult your academic advisor before applying for a leave of absence, withdrawal, or resumption. Complete the necessary procedures at the Academic Affairs Office afterward. **For spring semester withdrawal or fall leave, finish procedures by "September 30." For fall semester withdrawal or spring leave, complete by "March 31."**

Note: You cannot return home without completing the required procedures.

【Notice regarding item ⑮】

(1) You cannot remain in Japan during a leave of absence or after dropping out.

International students hold a "Student" visa for the purpose of studying. As a rule, you cannot stay in Japan during a leave of absence or after withdrawal, and you must leave the country. The "Reentry Permit" and "Special Reentry Permit" cannot be used, so return your "Residence Card" at the airport when leaving. After withdrawal, **you must leave Japan within 14 days. Staying past this period, even with a valid visa, will result in illegal residency.**

(2) You are not allowed to work part-time during a leave of absence or after dropping out.

During the period when you are unable to study at university for the purpose of studying abroad (leave of absence, withdrawal), You cannot work **part-time (outside activity)** during a leave of absence or after withdrawal from university. If you do, it will be considered **illegal employment. This may result in deportation.**

(3) You are required to pay "enrollment fees" during the leave of absence period.

You must pay the "**enrollment fees**" each semester during your leave of absence. A payment slip will be mailed each semester; please pay by the due date.

(4) Regarding the certificate of eligibility after returning to school

If returning to Japan after readmission, you must reapply for a "Certificate of Eligibility." Please contact the Global Center.

3. About Classes

① Semester

We divide the year into the “Spring” and “Autumn” semesters for classes.

■ Spring Semester: April 1st to September 20th

■ Fall Semester : September 21st to March 31st

However, the above dates are not the start and end dates of the classes.

For the class schedule, please refer to the "Class Day Calendar" on page 2 and page 5.

② Class Hours (Nishinomiya-Shukugawa Campus)

第 1 限	9:10~10:40
第 2 限	10:50~12:20
第 3 限	13:10~14:40
第 4 限	14:50~16:20
第 5 限	16:30~18:00
第 6 限	18:10~19:40

③ Canceled Classes

A canceled class occurs due to university events or the instructor's unavoidable circumstances. Notifications will be sent through platforms like EI-campus. If no notice is given and the class doesn't start within 30 minutes or the instructor is absent, it's a temporary cancellation. Phone inquiries about cancellations are not allowed. For questions, contact the academic affairs office.

④ Make-up Classes

Make-up classes are held if there are insufficient class days due to cancellations or schedules changes. Notifications will be sent via platforms like EI-campus. Attendance is mandatory, as make-up classes are treated the same as regular classes.

⑤ Grade inquiry period / Period for grade-related appeals

Each semester has a period during which you can inquire about grades and file grade-related appeals with the course instructor. For details, please contact the academic affairs office.

⑥ Absence

If you are absent from a class, please contact the course instructor directly to explain the reason. If you have any questions, please ask the academic affairs office.

⑦ Classroom Change

Classrooms may change due to factors like the number of enrolled students. Notifications will be provided through platforms like el-Campus, so please check for updates.

⑧ Handling of Classes During Weather Warnings and Transportation Service Suspensions

When weather warnings (storm, blizzard, special alert) are issued or transportation services are suspended, classes (excluding online classes) will be handled as follows:

Target area / Transportation services

<In the case of Nishinomiya-Shukugawa Campus >

- Weather Warning: The regions in Hyogo Prefecture include "Hanshin," "Eastern Harima," and

"Southwestern Harima," or any area in Osaka Prefecture:

Hanshin: Kobe City, Amagasaki City, Nishinomiya City, Ashiya City, Itami City, Kawanishi City,

Takarazuka City, Sanda City, Inagawa Town

Eastern Harima: Akashi City, Kakogawa City, Miki City, Takasago City, Ono City, Kasai City, Kato City,

Inami Town, Harima Town

Southwestern Harima: Himeji City, Aioi City, Akou City, Tatsuno City, Taishi Town, Kamigori Town

- Transportation Services: If all lines of the JR Kobe Line (Osaka - Himeji), Hankyu Kobe Line (Osaka Umeda - Kobe Sannomiya), and Hanshin Line (Osaka Umeda - Motomachi) are suspended.

Handling of Classes

ア : If a "storm warning," "blizzard warning," or "special warning" is issued, or if transportation services are suspended as of 7:00 AM, the first and second periods will be canceled.

イ : If a "storm warning," "blizzard warning," or "special warning" is issued, or if transportation services are suspended as of 11:00 AM, classes from the third period onward will be canceled.

ウ : If a "storm warning," "blizzard warning," or "special warning" is issued after 11:00 AM, or if transportation is suspended, the president will decide the school closure time based on the situation.

エ : If nearby JR lines or private railways announce planned service suspensions, and significant impact on student commute is expected, classes may be canceled, regardless of weather warnings.

※If a "storm warning," "blizzard warning," or "special warning" is issued and you cannot attend or will be late due to transportation suspensions, immediately inform the class instructor.



4. My Number Card, National Health Insurance, and National Pension

① About the My Number System

In Japan, a 12-digit individual number (My Number) is assigned to all residents, including foreign nationals. It is mainly used for tax, welfare, and disaster management. The number remains the same throughout your life, even if you change addresses within Japan. About a month after registering, you will receive a "Notification of Individual Number" and an "Application Form" by mail. Check for errors in your information and store it safely. After receiving the "Notification Card," you can apply for a "My Number Card." It is also strongly recommended to use the My Number Card as your health insurance card.

※Information about the My Number Card is available on the "My Number Card General Website."

<https://www.kojinbango-card.go.jp/>

Available in Japanese, English, Chinese, Korean, Portuguese, and Spanish.

※Information about the My Number Card as a health insurance card: Ministry of Health, Labor and Welfare.

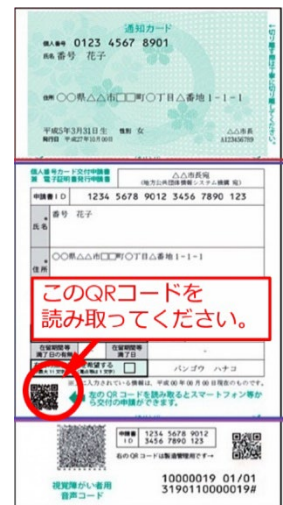
https://www.mhlw.go.jp/stf/newpage_08277.html

The My Number Card application process varies by municipality, so please check with your local office.

[Caution]

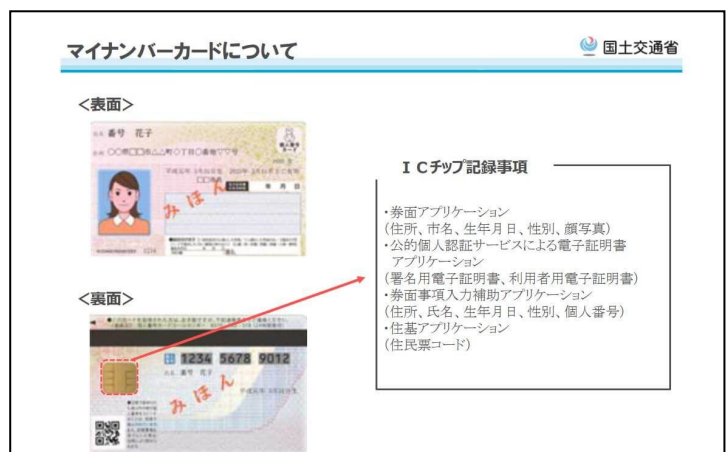
- Since it is personal information, please do not discard or tear it, and store it safely yourself.
- It may be misused. Please do not show it to others or lend it to anyone.
- If lost, immediately go to the police and file a "lost property report."
- If you leave Japan and later re-enter for studies or work, your My Number will be carried over. Be sure to complete the required procedures at the local municipal office before leaving.

Notification Card



[When the My Number is required] (example)

- At a part-time job
- For tax procedures
- At the city office
- For international money transfers
- To receive JASSO scholarships



② About National Health Insurance (国保)

National Health Insurance is a public health insurance system. Foreigners who stay in Japan for more than three months are required to enroll. You cannot withdraw from it. By showing your health insurance card, you pay 30% of medical costs, with 70% covered by insurance. It does not cover vaccinations, some dental treatments, or injuries from fights or illegal activities. Lending, borrowing, or selling health insurance cards is illegal and punishable. Strict penalties will apply if found. You can use it at any medical institution in Japan, so always carry it, especially when traveling. If you receive a letter from the city office, open it and check the contents. Pay the National Health Insurance fee invoice at a bank or convenience store. If you don't understand the letter, consult the Global Center.

■Insurance Fee: The annual insurance fee is based on the previous year's income and paid in 10 monthly installments from June to March. If payments are delayed, a late fee will be charged, so be sure to pay on time.

■High Medical Costs:

If your monthly medical expenses are high, apply to the city (ward) office's National Health Insurance section. If approved, you will be refunded for the amount exceeding the limit. For details, contact the city (ward) office.

■Insurance Fee Reduction System :

Students with an income below a certain amount can apply for the "reduction system," lowering their insurance premium to about 19,000 yen annually (around 2,000 yen per payment). If part-time earnings increase, eligibility may be lost, and fees will rise. Fees won't be automatically reduced without applying. For details, check with your local city office.

[Caution]


- National Health Insurance eligibility begins upon resident registration, so be sure to apply at the same time. If you don't join immediately after registration, fees will be retroactively charged. Additionally, medical expenses during the delay will be fully your responsibility.
- International students who lived in Japan before enrollment must complete the National Health Insurance procedure at the city (ward) office of their new residence. The insurance card from the previous office will no longer be valid.
- In the following cases, you must personally report to the Health and Pension Division at the ward office or the National Health Insurance Division at the city office.
 - If your address or name changes, you must report it within 14 days from the date of change
 - Report before leaving Japan for study abroad, a leave of absence, or graduation.

Caution:

- If you don't report to the city (ward) office when leaving Japan for study abroad or a leave of absence, you may not receive a new insurance card or be charged for fees during your absence. Please be cautious.

③ About the National Pension

Everyone living in Japan is required to join the National Pension system and pay premiums starting at age 20. However, students can apply for the "Student Payment Exemption System" at the city office, which allows them to defer payment while enrolled. The "Student Payment Exemption System" **requires an annual application**, so be sure to apply each year.

If you receive a letter or postcard from the  **日本年金機構** be sure to open it and check the contents. If you don't understand the letter, please consult the Global Center.



5. Life in Japan

① Mobile Phone (Smartphone)

There are various options like signing a mobile contract, purchasing a SIM card, or subscribing to Wi-Fi. With a data-only SIM (internet access only), you can't make emergency calls like "Police 110" or "Fire 119," so be cautious. Terms and monthly payments vary by carrier, so confirm details before signing. Avoid purchasing through others, as it may cause future issues. Instead, sign the contract directly with the carrier. Do thorough research to choose a phone that fits your needs. Be sure to check all options carefully before deciding.

■ Items required when purchasing a mobile phone:

Passport, Residence Card, Student ID, Bank Passbook, Credit Card

② Prepaid SIM Card

International students in Japan for less than a year may find it hard to sign a contract, so a prepaid SIM card is recommended. It has no monthly fees and can be bought at various stores.

③ Opening a Bank Account

When opening a regular savings account, you can make deposits, transfers, automatic payments, and credit card payments. The process takes time, and you may need to show your passbook when buying a mobile phone. Accounts can be opened at banks like Sumitomo Mitsui or Japan Post Bank, though some may require a reservation. You can also open accounts using smartphone apps or online banking.

Bank counter hours are 9:00 AM to 3:00 PM (Monday to Friday).

■ Items required: Passport, Residence Card, Student ID, Certificate of Residence, and Seal.

④ Living Expenses

Depending on individual habits, but based on seniors' experiences, living expenses (including food, pocket money, national health insurance, and Wi-Fi) are around 60,000 to 70,000 yen per month. Additional money may be needed initially to buy daily necessities.

⑤ Credit Card

You can use credit cards like Visa, Mastercard, and UnionPay to withdraw Japanese yen from ATMs, which are available at convenience stores. However, credit cards cannot be used to pay for university tuition or various certificates.

⑥ Household Waste Disposal

In Japan, trash must be sorted by type and disposed of at designated locations and times. Additionally, it is mandatory to use the garbage bags specified by the local municipality.

Garbage bags are available at supermarkets. Collection days, sorting, and disposal rules vary by area, so follow your local guidelines. If unsure, contact city hall.



西宮市ごみガイド



芦屋市ごみガイド



神戸市ごみガイド



大阪市ごみガイド

⑦ Bicycles

In addition to purchasing a new one, you can also buy a second-hand one at recycling shops. When returning to your home country, dispose of them as large waste or take them to recycling.

※Traffic Rules

- 1) Bicycles must travel on the left side of the road. Pedestrians generally use the sidewalk. When riding on a sidewalk where bicycles are allowed, ride slowly.
- 2) When it gets dark, be sure to turn on your bicycle light. Riding without the light is prohibited to prevent accidents.
- 3) Using a mobile phone or riding with headphones or earphones while cycling is prohibited, As it can lead to accidents.

4) Riding a bicycle while holding an umbrella is prohibited.

5) Drunk driving is prohibited, just like with cars and motorcycles.



自転車歩道通行可



6) Riding with a passenger or cycling side by side is not allowed.

自転車は押して通行

7) At intersections, obey traffic signals and stop to check for safety.

8) To prevent theft, always lock your bike and park it in designated areas.



Parking outside the designated area may result in removal or fines.

9) Always lock your bike, even if you're parking it for a short time.

※Bicycle Liability Insurance

Bicycle users are required to join bicycle liability insurance. Bicycles are an easy mode of transportation used by everyone from children to the elderly, but it's important to be aware of the risk of accidents. Not only can you injure yourself, but you may also harm others or damage property, so it's necessary to prepare for bicycle accidents. Please join insurance at the store where you purchase your bike.

※Anti-Theft Registration

When you buy a bicycle, you're required to complete a "crime prevention registration" at the store. You need an ID with your name and address (residence card is fine) for registration. The fee is 800 yen. Keep the registration receipt, as the police can investigate using the registration number if the bike is stolen.



防犯登録ステッカー

★Traffic Safety Guide for Pedestrians and Cyclists

https://www.npa.go.jp/koutsuu/kikaku/trafficsafety/traffic_safety_en.pdf

⑧ Part-time Jobs

In recent years, "black part-time jobs" have become a problem. Be sure to check the working conditions before starting a part-time job.

【Examples of a Black Part-time Job】

- The working conditions are not written in a document
- You are forced to work shifts that interfere with your studies
- You tell them you want to quit, but they don't listen
- You were fired due to the company's circumstances

Students have been lured into criminal activities with offers of "easy, high-paying part-time jobs" through the internet, flyers, or friends. What seemed like a harmless opportunity has led some to unknowingly participate in crimes. Be very cautious.

⑨ Scams / Theft / Loss

Scams through social media, dating apps, and online games are happening. If you or a friend are deceived, contact the Global Center or the police right away.

【Examples of Scams】

- They will offer you money as an introduction fee if you introduce someone to them. There is no part-time job with such good conditions.
- You may be lured with offers like "Get paid to deliver a package" or "Mail an item to a specified address." There are no part-time jobs with such good conditions.
- If someone pretends to be from an embassy or the police and asks for personal information or claims your guardian is a victim, don't make decisions alone. Hang up and consult your guardian, university, or the police.

Theft / Loss

If your wallet, cash card, credit card, residence card or other valuables are lost or stolen, Please complete the following procedures below:

※ In case of loss or theft of your residence card:

1. Please go to a police station, hand in a lost property report and obtain a certificate of loss.
2. Within 14 days, please go to the immigration office to apply for reissuance of your residence card with the certificate of loss, your passport, photograph and written explanation.

※ In case of loss or theft of cash card:

1. Please contact your bank or post office to suspend your account or card immediately.
2. Please report the incident to the police.

※ In case of loss or theft of credit card:

1. Please contact your credit card company to block the card immediately.
2. Please report the incident to the police.

※ In case of loss or theft of student ID:

1. Please report the incident to the police.
2. Please apply for reissuance at the Student Affairs Office.

※ In case of loss or theft of wallet:

Please report the incident to the police.



⑩ Moving

If you plan to move out, be sure to contact the real estate agency with which you signed your Housing contract to cancel your lease. You are required to tell them at least one month before moving out. If you are staying a dorm, please notify the student affairs office of your intention to move out.

※Moving procedure

1. Move out the apartment

At the time of inspection, you will check the condition of the room together with the property manager. You are required to return the room in the same condition as it was before you moved in. If there are any damages, you will be required to pay for it. If there were already stains or damages before you moved in, we recommend that you take photos as evidence.

2. Key return

When you vacate the room, be sure to return the key to the property manager.

3. Procedures at the City Hall

①If you move within the same city, after moving to your new address, please submit a Notification of Change of Address to City Hall within 14 days.

②If you move to a different city, please hand in Move-Out Notification to the City Hall of your current municipality. After moving to your new address, please submit a Moving-In Notification to the City Hall within 14 days.

※Once the procedure at City Hall are completed, your new address will be printed on the Back of your Residence Card.

③National Health Insurance / National Pension

Please go through these two issues along with the procedures mentioned above.

4. Changes to Utility Contacts (Water, Gas, Electricity)

When you move, you will need to cancel your current contracts or set up new ones. Please inform each utility company of your move-out date and your move-in date.

5. Internet Service Cancellation

If you signed a contract when moved in, please make sure to cancel the service at least one month in advance.

6. Mail Forwarding

Please submit a Change of Address Notification at the post office to have your mail forwarded to your new address. This service will last for one year.

7. Cancellation of bank account and cell phone

Please update your address to the bank and phone company.

8. Please update your address at the student affairs office.



引越し時のすることリスト

● 手続きする時、身分証明書などを持参しましょう。

● 在留カード ● パスポート ● 学生証 ● 健康保険証

(※1) 同じ市区町村の場合、手続きは不要

	手続きの種類	手続き先(連絡先) 作業内容	手続き上の注意点や期限
①	<input type="checkbox"/> 転出届(※1)	引越し前に住んでいる市区町村の役所	引越し日の前後14日以内に手続き 『転出証明書』がないと転入手続きは行えない
②	<input type="checkbox"/> 郵便局の転送	郵便局	郵便局の窓口またはホームページ
③	<input type="checkbox"/> 転入届(※1)	新住所の市区町村で手続き	引越し日前後14日以内
④	<input type="checkbox"/> 転居届	新住所の市区町村で手続き	引越し日から14日以内
⑤	<input type="checkbox"/> 国民健康保険	新住所の市区町村で手続き	引越し日から14日以内
⑥	<input type="checkbox"/> 国民年金	新住所の市区町村で手続き	引越し日から14日以内
	<input type="checkbox"/> マイナンバー	新住所の市区町村で手続き	転入届と同時
	<input type="checkbox"/> ガス	契約しているガス会社	・ガスは管轄エリアが狭いので、引越し先で利用できるか確認 ・手続きは電話またはインターネット
	<input type="checkbox"/> 電気	契約している電力会社	・電力会社を変更する際は解約手続きが必要 ・手続きは電話またはインターネット
	<input type="checkbox"/> 水道	契約している水道局	・手続きは電話またはインターネット
	<input type="checkbox"/> 粗大ごみ 不良品の処分	役所または、リサイクルショップ	粗大ごみの廃棄は、有料の場合やごみ処理場に持参しなければいけない場合アリ
	<input type="checkbox"/> 荷造り	段ボールを用意	引越し業者が梱包用の段ボールを用意してくれる場合アリ
	<input type="checkbox"/> 銀行	口座開設をしている銀行・郵便局	インターネットまたは窓口で手続き。
	<input type="checkbox"/> クレジットカード	契約しているクレジットカード会社	インターネットで手続き
	<input type="checkbox"/> 各種保険 (該当者のみ)	契約している保険会社	・担当の保険外交員がいれば電話で連絡 ・ネット保険は保険会社ホームページから手続き
	<input type="checkbox"/> 携帯電話の住所変更	契約している通信会社	インターネットまたはケータイショップ

①～⑥の手続きが終了 学生課

住所変更届を提出

①～⑥の手続きが終了 国際交流留学生センター

在留カードの写しを提出

6. Residence Status

Foreign nationals in Japan can only engage in activities within the scope of their granted status of residence, and their stay is limited to the specified duration for that status.

International students are granted the "Student" status of residence for the purpose of receiving education at a university or junior college, allowing them to stay in Japan.

Management of status of residence by universities and junior colleges (regular reports)

Institutions must regularly report international students' status to the Immigration Services Agency and Ministry of Education. Changes like enrollment, transfer, or graduation must be reported within 14 days.

Enrollment confirmation based on Ministry of Education notifications (additional)

In addition to regular reports, the Ministry of Education requires reporting of students absent for more than a month. Our university reports this monthly. Prolonged absences may result in disadvantages, so please be careful.

① Residence Card

Please carry your residence card as it serves as ID. Students who didn't receive it at the airport will get it later by mail after registering at the city office. If your status isn't "Student," you'll need to apply for a change at the Immigration Services Agency. Please check your passport and residence card.



The expiration date of the residence card

If your address changes, please update it at the city office. Your new address will be listed here



This is the "Permission for Activities Outside of Status" stamp. If it's not here, you cannot work part-time. Please apply at the Immigration Services Agency.

[Important Points Regarding the Residence Card]

1) Always carry your residence card with you.

By law, you are required to always carry your resident card with you.

(There are penalties for not carrying it)

2) If you move, please complete the procedure at the city office within 14 days.

By law, you are required to do so within 14 days.

3) If there are any changes to your residence card information (name, birthdate, gender, nationality, etc.), update it at the Immigration Services Agency within 14 days as required by law.

4) If your residence card is renewed or if there are changes to your residence card information, please submit a copy of the card to the Global Center.

5) If your residence card expires, return it to the Immigration Services Agency within 14 days as required by law. This applies when: 1) you are no longer a long-term resident, 2) the card's validity ends, or 3) you fail to re-enter Japan after leaving with a re-entry permit.

If you return to your home country, such as after graduation, return the card during the airport immigration check. Failure to do so may result in penalties.

6) If you lose your residence card, go to the police, file a "lost item report," and get a "report certificate number." Then, proceed with the reissuance process at the Immigration Services Agency.

② Notification Regarding Affiliated Institutions, etc.

If a person with the "Student" status of residence changes institutions, such as transferring schools within Japan, they must complete the change procedure at the Immigration Services Agency.

1) If you **leave** a Japanese language or vocational school (graduation, completion, withdrawal, etc.)

You must submit a "Notification of Activity Status (Withdrawal)" to the Immigration Services Agency within 14 days of leaving.

2) If you **transfer** to Otemae University or College (e.g. enrollment):

You must submit a "Notification of Activity Institution (Transfer)" to the Immigration Services Agency within 14 days of transferring.

③ Extension of Residence Period and Process

At Otemae University and Otemae College, the Global Center handles residence status extensions. You cannot apply independently. Submit the required documents at least one month before the expiration date, as online applications may take days. Extensions can be applied for starting three months before the expiration.) When renewing your residence status, the Immigration Services Agency will review your academic progress, financial ability, living conditions, and part-time work hours. It is not guaranteed that your residence period will be extended just by submitting an application. A thorough evaluation will be conducted.

■ Information on Residence Status Extension Application: It is also listed below.

Publication : el-campus → Campus Bulletin Board → Inside the Global Center [QR code-No.10](#)

[Caution]

If your residence status is extended, any existing "Permission for Activities Outside the Status of Residence" and "Re-entry Permit" will be invalid. You must reapply if needed.

[Documents Required for Residence Status Extension:]

■ For currently enrolled students: ①-④ must be submitted as Excel data [QR code-No.4,5,6](#)
⑤-⑩ are to be prepared by the students themselves.

- ① Proxy application request form
- ② Residence status extension application form
- ③ Application for Permission to Work (For part-time students)
- ④ Various confirmation documents(Proof of Japanese Language Proficiency)
- ⑤ Copy of passport
- ⑥ Copy of residence card (front and back)
- ⑦ Copy of Student ID
- ⑧ Passport -sized photo (4cm x 3cm) taken within the last 6 months
- ⑨ Certificate of enrollment (original)
- ⑩ Transcript of academic records (original)

■ For new students:

In addition to documents ① to ⑨, the following a, b, and c are required.

- a. Graduation/Completion Certificate from the last school (language school or university)
- b. Transcript of academic records from the most recent institution
- c. Attendance certificate (only for graduates of Japanese language schools)

■ Students with poor credit acquisition or those who have repeated a year.

In addition to documents ① to ⑩, the following "Statement of Reasons" is required.

- d. Statement of Reasons (with specific reasons and signature from the supervising professor) [QR code-No.7](#)

※ Students with excessive absences or poor credit progress may be denied renewal.

※ The immigration office's review for repeat students is strict and may require additional documents.

【Residence Period Renewal Process】

- Submit required documents to the Global Center a month before expiration.

Submission: Global Center : Teams or email address kokusai@otemae.ac.jp

- ✘ Submit the "Residence Period Renewal Application (P1-P3)" as an Excel file.

If there are any document errors, they will be returned, so please submit them with enough time.



- Once the required documents are complete, the Global Center will process the renewal online. The review takes about 2 weeks to 1 month (approximate).



- Once the review is complete, the immigration office will notify the Global Center. The Center will then contact you via your Otemae email address. Please visit the immigration office in your area within 14 days to collect your new residence card.

■ Items to bring to the immigration office:

- Passport
- Residence card
- Fee (6,000 yen)
- Copy of the "Notification of Review Completion" email (smartphone or device to view email)
- "Residence Card Kanji Name Request Form" (optional)



- Once you receive your new residence card, please submit a copy (front and back) to the Global Center.

④ Permission for Extracurricular Activities (Application to do Part-time Jobs)

To work part-time, you must apply for permission from the Immigration Services Agency. Part-time work is allowed up to 28 hours a week. During long vacations, such as spring or summer breaks, you can work up to 8 hours a day and 40 hours a week. A vacation certificate is available on el-campus. Please print them individually. If you have multiple part-time jobs, the total hours must stay within these limits, and the approval process takes 2 weeks to 2 months.

【Documents required for Permission to Engage in Activity Other Than Permitted】

- Application for Permission to Engage in Activity Other Than That Permitted
- Passport
- Residence Card

※When working part-time, you must have a passport with the permission sticker or a residence card with the permission stamp and follow the rules.

【Caution】

- ① The "Permission to Engage in Activity Other Than That Permitted" is valid for the same period as your residence status. When you renew your residence, the previous permission becomes invalid. After renewing your residence, you must reapply for the permission.
- ② Applications will not be accepted during your stay outside of Japan.
- ③ You cannot work part-time during a leave of absence or after graduation, even if your residence permit is valid.
- ④ It is prohibited to work part-time at “night stores” where “adult entertainment business,” “Special sex industry business,” and “heterosexual introduction business” are conducted.

■ “Fuzoku eigo” Adult entertainment business:

This includes places like restaurants, bars, nightclubs, cabarets, host clubs, dance clubs, mahjong parlors, pachinko parlors, and game centers.

■ “Seifuzokukanrentokushu eigo” Sexual entertainment special business :

This includes soaplands, fashion health services, love hotels, adult shops, matchmaking cafés, delivery health services, and adult video businesses.

■ “Iseishokai eigo” Opposite-sex introduction business :

Telephone clubs (teleclu) and similar establishments: It is also prohibited to wash dishes, clean, distribute tissues, or solicit customers outside the store at these locations.

【Important】 Penalties for Violating Part-time Job Laws (Illegal Employment)

Violating laws on *outside activities* can lead to fines, imprisonment, or deportation, and you will be unable to stay enrolled in school. If deported, you will be banned from reentering Japan for 5 years.

⑤ Change of Residence Status

International students must hold the "Student" residence status. If not, apply for a change at the Immigration Services Agency. Bring the "Application for Permission to Change Status" (available on the Ministry of Justice website) to the Global Center.

Please note that **a change may not be allowed** depending on your current residence status. If you decide to work in Japan after graduating from a university or junior college, you will need to change your residence status from "Student" to a status that permits employment.

⑥ Temporary Departure and Re-entry (not involving a leave of absence)

If you temporarily leave Japan for a return to your home country or travel abroad during your stay, you must apply for either "Special Re-entry Permission" or "Re-entry Permission" before leaving Japan. If you leave without completing the procedure, your residence status will become invalid, and you will not be able to re-enter Japan without applying for a visa again.

Please be careful. There are two types of re-entry procedures for Japan, as follows:

If an international student returns home due to a leave of absence, they must forfeit their residence status and reapply upon returning to Japan.

■ Re-entry Procedures:

1) 「Special Re-entry Permission」

When departing Japan, individuals with a valid passport and residence card don't need re-entry permission if returning within one year. Check the "Special Re-entry Permission" section on the "Re-entry ED Card" and inform the immigration officer. If the remaining residence period is less than one year, re-enter Japan before it expires to avoid losing your status. This permission allows you to leave and return without applying for a new visa. Please be aware that if someone who left Japan under "Special Re-entry Permission" does not re-enter within one year, their residence status will be lost. You can not apply for an extension while outside Japan.

2) 「Re-entry Permission」

If you do not re-enter Japan within one year, you must obtain "Re-entry Permission" from the Immigration Services Agency. This permission can be valid for a single entry or multiple entries during your residence period and waives the need for a visa upon re-entry.

※ Required Documents for the Procedure:

- Re-entry Permission Application (available for download on the Ministry of Justice website)
- Passport
- Residence Card
- Fee

⑦ Expiration of the "Student" Residence Status

If you graduate, withdraw, are expelled, or take a leave of absence from the university, you will lose your "student" visa status and must return to your home country immediately. **Even if your visa duration is still valid, you cannot stay in Japan, nor can you work part-time.** Remaining in Japan under such circumstances will result in "illegal stay" and you will be subject to penalties. You must report to the immigration office in your jurisdiction within 14 days.

⑧ Designated Activities (visa for continued employment activities after graduation)

This visa is for university or junior college graduates who need more time for job hunting after graduation. It applies to those who couldn't secure a job offer by graduation. The requirements for the "Continued Job Hunting" visa are as follows:

【Conditions】

- Must have graduated or completed a graduate school, university, junior college, or vocational school.
- A "recommendation letter" from the career support office of the attended university or junior college.
 - ※The career support office will interview the student and confirm if they were job hunting during their studies before issuing a recommendation letter. **Students who did not job hunt will not receive a letter.** For details, contact the career support office.
- Ability to cover living expenses during the job hunting period.
- Continue job hunting after graduation, following activities started before graduation.

【Content of Specified Activities】

- The "Specific Activities" visa for continued job hunting is valid for 6 months. If a job offer is not secured after 6 months and the student wishes to continue job hunting, they can apply for one extension. If the extension is approved, an additional 6-month stay will be granted, allowing a maximum stay of up to 1 year under the "Specific Activities" visa for continued job hunting.
- Regarding permission for activities outside the scope of the "Specific Activities" visa:
International students with "Specific Activities" status can receive permission for activities outside the visa, such as internships related to job hunting, for up to 28 hours per week.

Visa status that permits employment

1. Technical: humanities and international services
2. Specified Skilled Worker: Skill level verified through exams
3. Specific Activities (not available for junior college students):
NI level required









⑨ Cancellation of Residence Status

If you entered Japan with a "Student" visa but do not attend school without a valid reason, or do not engage in student activities (such as attending classes) for more than three months, your visa may be revoked. Please ensure you earn credits each semester and graduate on time. If your visa is revoked, you may be detained and deported, and you will generally be banned from entering Japan for five years, preventing you from resuming your studies. Please be cautious.

★★Regarding Procedures for Residency★★

Complete the procedures at the immigration office for your area.

	管轄	住所	受付時間	電話番号
大阪出入国在留管理局 神戸支局 	兵庫県	神戸市中央区海岸通り 29 神戸地方合同庁舎 	月曜日～金曜日 9:00am - 4:00 pm	078-391-6378
大阪出入国在留管理局 	大阪府	大阪府大阪市住之江区 南港北一丁目 29 番 53 号 	月曜日～金曜日 9:00am - 4:00 pm	審査管理部門 (再入国・在留カード) 0570-064259-210 IP 電話・海外から 06-4703-2050 日本語以外での問合せ 外国人在留総合インフォメーションセンター 0570-013904
大阪出入国在留管理局 京都出張所 	京都府	京都府京都市左京区丸太町 川端東入ル東丸太町 34-12 京都第二地方合同庁舎 	月曜日～金曜日 9:00am - 12:00 pm 1:00 pm - 4:00 pm	075-752-5997

7. Procedures for Leaving Japan, Including Temporary Return to Home Country

1. When Returning to Home Country (Plan to Return to Japan)

If you plan to temporarily return to your home country during long holidays like summer or spring break, please follow the guidelines below.

- 1) Submit the "Overseas Travel Notification" **QR code-No. 1 1** to the Global Center.

The university may need to contact you while you are abroad. Please provide your contact information during your stay in your home country. The notification form is available on the el-campus bulletin board and at the Global Center.

- 2) Please check el-campus and your university email even while you are abroad.

Important announcements, including course registration, will be made. Please check daily.

- 3) If you're leaving Japan for over a month, please pay your apartment rent in advance.
- 4) When leaving Japan, please apply for a "Special Re-entry Permit" at the airport.

2. When Leaving Japan after Withdrawing or Graduating from University (No Plan to Return to Japan)

Please be sure to complete the following procedures before returning to your home country.

- 1) Show your flight ticket to the Global Center to confirm your return date.

- 2) If you graduate or withdraw, you will lose your "Student" visa status. Within 14 days of losing your status, you must submit the "Notification of Activity Period" (departure) to the immigration office. Even if there is remaining time on your visa, it will be invalidated.

The remaining period does not permit you to stay in Japan.

- 3) Inform the officer at the airport and return your residence card.

- 4) City hall procedures (overseas relocation notice, return of health insurance card)

Submit the "Overseas Relocation Notification" and cancel your "National Health Insurance" at your local city (ward) office. Show your return flight ticket to check your insurance payment status and pay any due fees before returning.

Completing this procedure ensures coverage until your return. Also, return your insurance card as instructed by the city (ward) office. Failure to do so will result in continued insurance fee charges.

- 5) Mail

You need to submit a "Change of Address" notification at the post office. Please note that the post office cannot forward mail to overseas addresses.

- 6) Move out of your apartment or dormitory.

7) Terminate and settle the payments for electricity, water, and gas.

Contact the utility companies to stop electricity, water, and gas at least one week before leaving your apartment, and settle any remaining fees.

8) Cancel and settle payments for your bank account, internet, and mobile phone.

Cancel your Japanese bank account, internet, and mobile phone contract (cancellations can only be done by the account holder).

9) Return your student ID and any items borrowed from the university.

10) Exchange students should print their course syllabus and take it home.

※Please note that we may not be able to assist with inquiries after your return.

※Caution:

If payments are not completed before your return, your home country may be contacted, and legal issues could arise. Otemae University and the Otemae College will not take responsibility, so please be careful.



8. In Case of Emergency (Sudden Illness, Fire, Theft, Traffic Accident, Earthquake, etc.)

When making a call, clearly state "when, where, and what happened." You also need to provide your name and phone number.

119: Fire or medical emergency (Fire truck, Ambulance)

- In case of illness, injury, or fire, dial "119" (no area code)
- Be sure to specify whether it's a "fire" or "medical emergency."
- If the incident occurs on campus, contact the Global Center.

110: Traffic accidents, crimes, etc. (Police)

- In case of theft, traffic accidents, or similar incidents, call "110" (no area code).
- If the incident occurs on campus, first contact the Global Center.

※If you lose your passport, you will need to have it reissued by the embassy. In that case, you will need a "theft or loss report certificate" issued by the police.

※If you lose your residence card, get it reissued at the local immigration office. You will also need a "theft or loss report certificate" from the police.

Daytime: Contact the "Global Center."

Nighttime/holidays: Contact the "Otemae University Security Office."

[Campus Contact Information]

Nishinomiya Shukugawa Campus, Global Center: 0798-32-5018 /

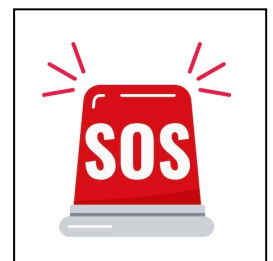
0798-34-6331 (University main number)

Otemae University Security Office (Night): 0798-32-5043

When calling "119" or "110," stay calm

1. When
2. Where
3. What happened

Make sure to tell these details



Inbound Medical Assistance Service GUIDE

Inbound Medical Assistance Service* is a service for international students in Japan.

■Service Contents

1. Clinic/Hospital Information	You will be provided Clinic/Hospital information over the telephone, to see a doctor nearby your residence.
2. Translation	Three-way telephone translation service is available when you find difficulty for understanding language at a clinic (*), or need to communicate with a taxi driver when you go to see a doctor. (*)When you see a doctor, doctor's permission is required for the provision of an interpreter.

-This service is a medical assistance service.

-All medical expenses (including checkup, treatment and hospitalization) charge YOU.

-Please bring your Individual Number Card (My Number Card) or 'KOKUHO' (National Health Insurance) and Students ID Card with you when you see a doctor.

■Languages and Service Hours

Language	English, Chinese, Japanese, Korean, Thai, Vietnamese, Indonesian, Tagalog, Nepali, Malay, Burmese, Khmer, Portuguese, Spanish, French, German, Italian, Russian
Service Time	24hrs 365days(English,Chinese,Japanese) For the other languages, we may need to adjust the date and time.

■Telephone Number

Call the number below when you need our medical assistance services:

Telephone Number : 03-6371-0063 (No toll-free Line)

-We answer "Emergency Assistance Japan" when you call us.

-This is not a toll-free line. Please note that you need to pay for the telephone charges.

-Please inform YOUR NAME, NAME OF YOUR UNIVERSITY and SYMPTOMS in Japanese, English or Chinese at the time of reception. After that, we provide a translation of the desired language.

(24hrs 365days(English,Chinese,Japanese). For the other languages, we may need to adjust the date and time.)

※ Students living in the dormitory should notify the dormitory manager when calling an ambulance.

■Note

- ◆The service is only for members.
- ◆The service is only available while staying in Japan within the contract term.
Even though with the contract, you cannot use this service if you were outside of Japan.
- ◆The service may not be provided if the following inevitable events occurred;
 - General strike, transit strike, act of nature, war, civil strife, terrorism, mutiny, riot, retaliation, traffic/transit restraint, explosion, nuclear accident
- ◆Privacy policy
We shall observe the Law Concerning the Protection of Personal Information, other applicable laws and ordinances. We operates personal information only for the purpose of providing services.

■If you do not have a voice call telephone

- ◆Only if you do not have a voice call telephone or you cannot use it, you may use this Inquiry Form.
- ◆After we checked the inquiry, we will contact you. It may take 1-2 days.
- ◆In case of emergency, you cannot use this Inquiry Form. Please ask friends, Global Center, dormitory staff to call us.
- ◆This inquiry form is available in Japanese, English or Chinese.

Inquiry Form <https://ima.eaj.ne.jp/>

Earthquake

Japan is a country with frequent earthquakes. Always be prepared for an earthquake. If it shakes, stay calm and prioritize protecting yourself. Additionally, make sure to know the nearest evacuation center from where you live.

When you are indoors

The strong shaking usually lasts about one minute. Rushing outside in a panic is dangerous.

① Protect your safety

Quickly take cover under a desk or table, or move to a room with fewer furniture. If there is no desk or table, protect your head with cushions, books, or similar items.

② Ensure an escape route

Strong shaking may deform doors or windows, trapping you inside. Once safe, open doors or windows slightly during pauses in the shaking to create an escape route.

③ Tackle any fire hazards

Make sure to put out the fire immediately while cooking. If you sense any danger, extinguish the fire and leave the area immediately. Even if no fire is present, be sure to turn off the main gas valve. Additionally, to prevent electrical fires when the power is restored after a power outage, please also switch off the circuit breakers.

④ Do not let your guard down after the shaking stops

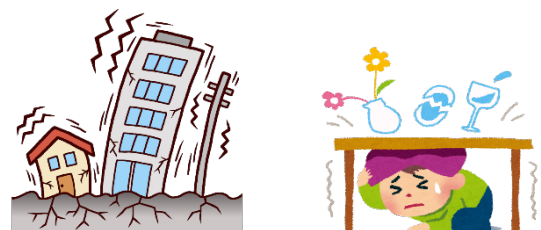
After a major earthquake, aftershocks may occur. Avoid approaching toppled furniture like cabinets, bookshelves, or refrigerators, as they may fall due to aftershocks. Listen to emergency broadcasts on the radio and follow the instructions.

When outdoors

Stay away from narrow alleys, walls, cliffs, and riverbanks. If you are near a building, protect your head with a bag or similar item and watch out for falling debris. Quickly move to a safe location.

If you are near the coast or a riverbank

If you feel an earthquake near the coast or river, immediately move to higher ground. Tsunamis can occur even with mild shaking.



Heavy rain / Typhoon

In Japan, during the rainy season (June–July) and typhoon season (September–October), heavy rain and strong winds can cause natural disasters, such as flooding rivers. Weather forecasts can help you prepare for heavy rain or typhoons, so check the weather on TV or the internet. Also, make sure to know the nearest evacuation center from where you live.

① Protect your safety

Bring items that could be blown away inside, close windows and shutters, and lock them.

② Prepare to evacuate

Always be ready to evacuate by keeping necessary items prepared in advance.

③ Stay away from dangerous areas

Stay away from rivers, seas, or mountains as heavy rain can cause landslides.

Emergency items

Municipal shelters have food and water supplies, but it's important to prepare your own. Pack necessary items in a backpack (so your hands are free) and keep it ready to grab at any time. Also, keep your passport and residence card easily accessible along with emergency items.

<input type="checkbox"/> 水・食料（ビスケット・乾パン・チョコ・アメ等） 3日分程度	<input type="checkbox"/> 貴重品 （パスポート・在留カード・保険証・免許証等）
<input type="checkbox"/> 衣類 数日分	<input type="checkbox"/> 予備電池
<input type="checkbox"/> 携帯ラジオ・懐中電灯	<input type="checkbox"/> 充電器
<input type="checkbox"/> ヘルメット	<input type="checkbox"/> マッチ・ライター・ろうそく
<input type="checkbox"/> 手袋・靴	<input type="checkbox"/> タオル
<input type="checkbox"/> ティッシュ・トイレットペーパー	<input type="checkbox"/> 救急用品（ばんそうこう・常備薬等）

Hyogo Disaster Prevention Network

<http://bosai.net/index2.do>



ひょうご防災 検索

The Hyogo Prefecture CG Hazard Map

<http://www.hazardmap.pref.hyogo.jp/>



9. Important Information

Otemae University / Otemae College, Nishinomiya Shukugawa Campus

Address: 6-42 Ochayasho-cho, Nishinomiya City, Hyogo Prefecture 662-8552

Main number: 0798-34-6331

Global Center: 0798-32-5018

Academic Affairs: 0798-32-5009

Student Affairs: 0798-32-5010

※Office hours: Monday to Friday 9:00 AM to 5:00 PM / Saturday 9:00 AM to 1:00 PM.

University-designated hospitals and hospitals around the Nishinomiya Shukugawa campus

Saso Hospital ※University-designated hospital



Address: 5-37 Yubacho, Nishinomiya City URL : <https://www.saso.or.jp/>

Telephone Number : 0798-22-3535

Medical Departments: Internal Medicine, Surgery, Dermatology, Orthopedic Surgery, Neurosurgery, Plastic Surgery, Proctology, Breast Surgery, Cardiovascular Surgery, Pulmonology, Rehabilitation, Asthma Clinic, Neurology, Urology, Cardiology, Diabetes Internal Medicine

Office Hours : Weekdays: 8:30 AM - 11:30 AM / 5:00 PM - 7:00 PM






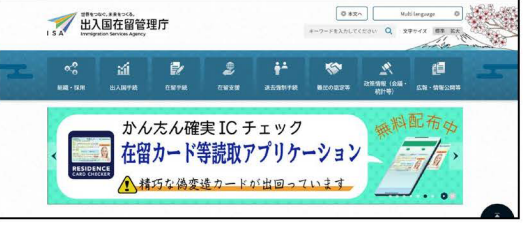

Saturday: 8:30 AM - 11:30 AM (Closed on Sundays, public holidays, and New Year's holidays)

診療科目	医院名/URL	住所	電話番号	診療時間
神経内科 精神科 心療内科	保坂夙川診療所 (URL なし)	西宮市羽衣町 6-3-101	0798-23-7011	平日 9:00~12:00 / 15:30~19:00 (水曜~18:00) 土曜 9:00~12:00 (金曜・土曜午後・日曜・祝日は休診)
歯科	末武歯科医院 https://suetakedental.com/	西宮市松下町 8-17-201	0798-26-6858	平日 9:00~13:00 / 14:00~19:00 (土曜午後・日曜・祝日は休診・木曜 14:00~16:00)
眼科	大野眼科 http://www.ohnoganka.com/	西宮市御茶家所町 3-7	0798-34-6506	平日 9:30~12:30 / 15:30~18:00 土曜 9:30~13:30 火曜・水曜の午後は予約診療 (木曜・日曜・祝日は休診)
耳鼻咽喉科	谷口耳鼻咽喉科 https://taniguchi.or.jp/	西宮市羽衣町 8-10 竹内ビル 3F	0798-23-3714	平日 9:30~12:30 / 16:00~19:00 (水曜・日曜・祝日・土曜午後は休診)
皮膚科	光野医院 (URL なし)	西宮市寿町 5-19	0798-33-0457	平日 9:00~12:00 / 17:00~19:00 (木曜・土曜午後・日曜休診)
救急病院	西宮市応急診療所 https://www.nishi.or.jp/access/iryokikan/okyushinryo.html	西宮市池田町 13-3	0798-32-0021	平日 20:30~23:15 土曜 17:00~23:15 日曜・祝日・年末年始 9:00~13:45 / 17:00~23:15

NO	書類名称	データの種類	QRコード・書類イメージ															
1	大手前大学・大手前短期大学 国際交流留学生センター (Wechat QRコード) ID: otemaekokusai																	
2	大手前大学国際交流留学生センター (LINE QRコード) ID: otemaekokusai																	
3	国際交流留学生センター 公式Instagram																	
4	在留期間更新許可申請書 (様式一式) (大学・短大・大学院)	Excel sheet 1 ~ sheet 6	<p>「在留期間更新許可」代理申請依頼書</p> <p>★学生は黄色部分を入力してください</p> <p>私は、大手前大学・大手前短期大学国際交流センターを代理人と定め、必要書類を添えて、 在留期間更新手続きを委託します。 提出日: 年 月 日</p> <table border="1"> <tr> <td>学号番号</td> <td colspan="2"></td> </tr> <tr> <td>氏名</td> <td>姓Family Name</td> <td>名Given Name</td> </tr> <tr> <td>※漢字/ハソト表記</td> <td colspan="2"></td> </tr> <tr> <td>生年月日</td> <td>年</td> <td>月 日</td> </tr> <tr> <td>在留カード番号</td> <td colspan="2"></td> </tr> </table>	学号番号			氏名	姓Family Name	名Given Name	※漢字/ハソト表記			生年月日	年	月 日	在留カード番号		
学号番号																		
氏名	姓Family Name	名Given Name																
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生年月日	年	月 日																
在留カード番号																		
5	在留期間更新許可申請書 (記入例) (大学・短大・大学院)	PDF p. 1 ~ p. 7	<p>EXCELファイルの中に、6つのsheetがあります</p>															
6	在留期間更新に必要な書類のチェックシート (新入生 (1年生・編入生・大学院生)、 (在学生 (学部生・大学院生)、 (研究生)、(研究生→大学院生)	PDF p. 1 ~ p. 4	<p>【新入生 (1年生・編入生・大学院生)】</p> <p>★大手前短期大学から大手前大学への編入生・大手前大学 学部生から大学院への進学者も含む</p> <p>在留期間更新に必要な書類</p> <p>必要書類を確認し、準備ができたら□にチェックして下さい。</p> <p>●EXCELの「在留期間更新申請書 学生用添付 (6sheetあります)」に入力して、国際交流留学生センターにメールするもの</p> <table border="1"> <tr> <td>①</td> <td>在留期間更新代理申請依頼書</td> </tr> <tr> <td>②</td> <td>在留期間更新許可申請書 (申請人用1、2P、3P)</td> </tr> </table>	①	在留期間更新代理申請依頼書	②	在留期間更新許可申請書 (申請人用1、2P、3P)											
①	在留期間更新代理申請依頼書																	
②	在留期間更新許可申請書 (申請人用1、2P、3P)																	
7	★理由書 (留年者用指導教員サイン) p. 1 記入例 p. 2 入力様式	Word p. 1 ~ p. 2	<p>見本 理由書</p> <p>年 月 日</p> <p>大阪出入国在留管理局長 殿</p> <p>住所: 氏名: 国籍: 性別:</p>															
8	漢字氏名表記申出書 (様式)	PDF	<p>別記第1号様式 (漢字表記申出)</p> <p>在留カード交付 申請 (届出書)</p> <p>在留カード漢字氏名表記申出書 APPLICATION FOR INDICATION OF NAME USING KANJI CHARACTERS ON THE RESIDENCE CARD</p> <p>出入国在留管理庁長官 殿 To: The Commissioner of the Immigration Services Agency</p> <p>出入国管理及び難民認定法施行規則第19条の7の規定により、次のとおり、在留カードに記載する氏名に漢字を使用した氏名を併せて表記することを申し上げます。</p> <p>Pursuant to the provisions of Article 19-7 of the Immigration Control and Refugee Recognition Act Enforcement Regulations, I hereby apply as follows for my name in kanji characters to be included with the name indicated in the residence card.</p> <p>1 国籍・地域 2 生年月日 年 月 日 Nationality / Region (Date of birth) Year Month Day</p> <p>3 氏名 (漢字で記載してください) Name (in English)</p> <p>4 在留カードに記載を希望する漢字氏名 (大きく、はっきり書いてください) Name using the kanji characters which you wish to be indicated on the residence card (Please indicate the kanji characters using large, clear writing)</p>															

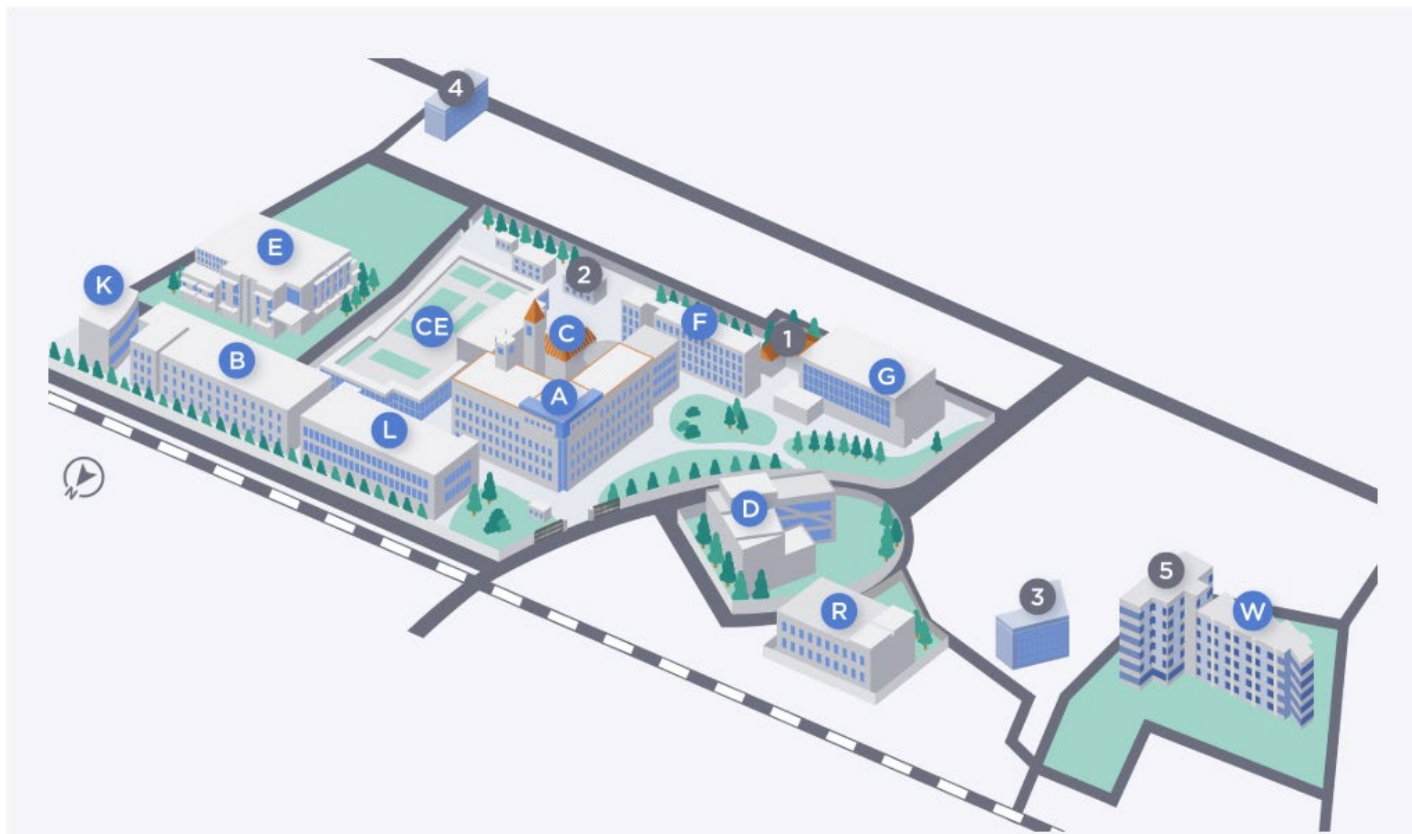
NO	書類名称	データの 種類		QRコード・書類イメージ
9	学内掲示板（トップページ） URL： https://elcms.otemae.ac.jp/elcampus_wp/ 学内ネットワークからのみご覧いただけます。 ※OCNET利用ガイドのみ学外ネットワークからも利用可能	URL		
10	学内掲示板（国際交流センター） URL： https://elcms.otemae.ac.jp/elcampus_wp/205/	URL		
11	海外渡航届 (Notification of Overseas Travel)	Forms		
12	資格外活動（アルバイト）届出書	Forms		
13	西宮市 暮らし・手続き（WEBサイト） URL： https://www.nishi.or.jp/multilingual/index.html	URL		
14	西宮市 多言語生活ガイド（英語） Multilanguage Living Guide Nishinomiya Edition URL： https://www.nishi.or.jp/shisei/seisaku/tabunkakyosei/english/gide-en.html	URL		
15	西宮市 多言語生活ガイド（中国語・簡体字） 多语言生活指南 西宮市版 URL： https://www.nishi.or.jp/multilingual/chinese/index.html	URL		

NO	書類名称	データの 種類	QRコード・書類イメージ	
16	西宮市 ごみの分別方法などが変更 (Starting April 1, 2026, garbage sorting rules and collection days will change!) URL : https://www.nishi.or.jp/shisei/seisaku/tabunkakyosei/english/siteigomi-e-2025.html	URL		
17	西宮市 ごみの分別方法などが変更 (自2026 年(令和8年)4月1日起, 垃圾分类方法及回收 日期将有所改变。) URL : https://www.nishi.or.jp/shisei/seisaku/tabunkakyosei/chinese/siteigomi-c.html	URL		
18	西宮市 ごみガイド URL : https://www.nishi.or.jp/hayabikiindex/gomi/gomiguideo/index.html	URL		
19	尼崎市 URL : https://www.city.amagasaki.hyogo.jp/	URL		
20	尼崎市 くらし・手続き URL : https://www.city.amagasaki.hyogo.jp/kurashi/index.html	URL		
21	尼崎市 ごみ分別アプリ URL : https://www.city.amagasaki.hyogo.jp/kurashi/gomi/manner/1003600.html	URL		
22	大阪市 生活ガイド A GUIDE FOR LIVING IN OSAKA URL : https://www.city.osaka.lg.jp/contents/wdu020/enjoy/en/index.html	URL		

NO	書類名称	データの種類	QRコード・書類イメージ	
23	大阪市 くらし URL : https://www.city.osaka.lg.jp/kurashi/index.html	URL		
24	大阪市 ごみ・環境保全 URL : https://www.city.osaka.lg.jp/kurashi/category/3016-0-0-0-0-0-0-0-0-0-0.html	URL		
25	神戸市 くらしガイド (英語) KOBE Living Guide URL : https://www.kicc.jp/en/living_guide	URL		
26	神戸市 くらしガイド (簡体中文) KOBE Living Guide URL : https://www.kicc.jp/zh/living_guide	URL		
27	出入国在留管理庁 URL : https://www.moj.go.jp/isa/index.html	URL		
28	出入国在留管理庁 (生活・就労ガイドブック) URL : https://www.moj.go.jp/isa/support/portal/guidebook_all.html	URL		
29	出入国在留管理庁 (外国人生活支援ポータルサイト) URL : https://www.moj.go.jp/isa/support/portal/index.html	URL		

NO	書類名称	データの 種類	QRコード・書類イメージ
30	出入国在留管理庁（生活オリエンテーション動画） URL： https://www.moj.go.jp/isa/support/coexistence/04_00078.html	URL	 
31	出入国在留管理庁（ハーモニーアップ!） このパンフレットでは、政府が日本人と外国人との共生社会を築くために進める取り組みの一部を分かりやすく紹介しています。 URL： https://www.moj.go.jp/isa/support/coexistence/04_00070.html	URL	 
32	マイナンバーカード URL： https://www.moj.go.jp/isa/support/portof/mynumbercard.html	URL	 
33	日本に入国された外国人のみなさまへ～新規入国者向けガイダンスページ～ URL： https://www.moj.go.jp/isa/support/guidance/index.html	URL	 

Facilities within the Nishinomiya Shukugawa Campus

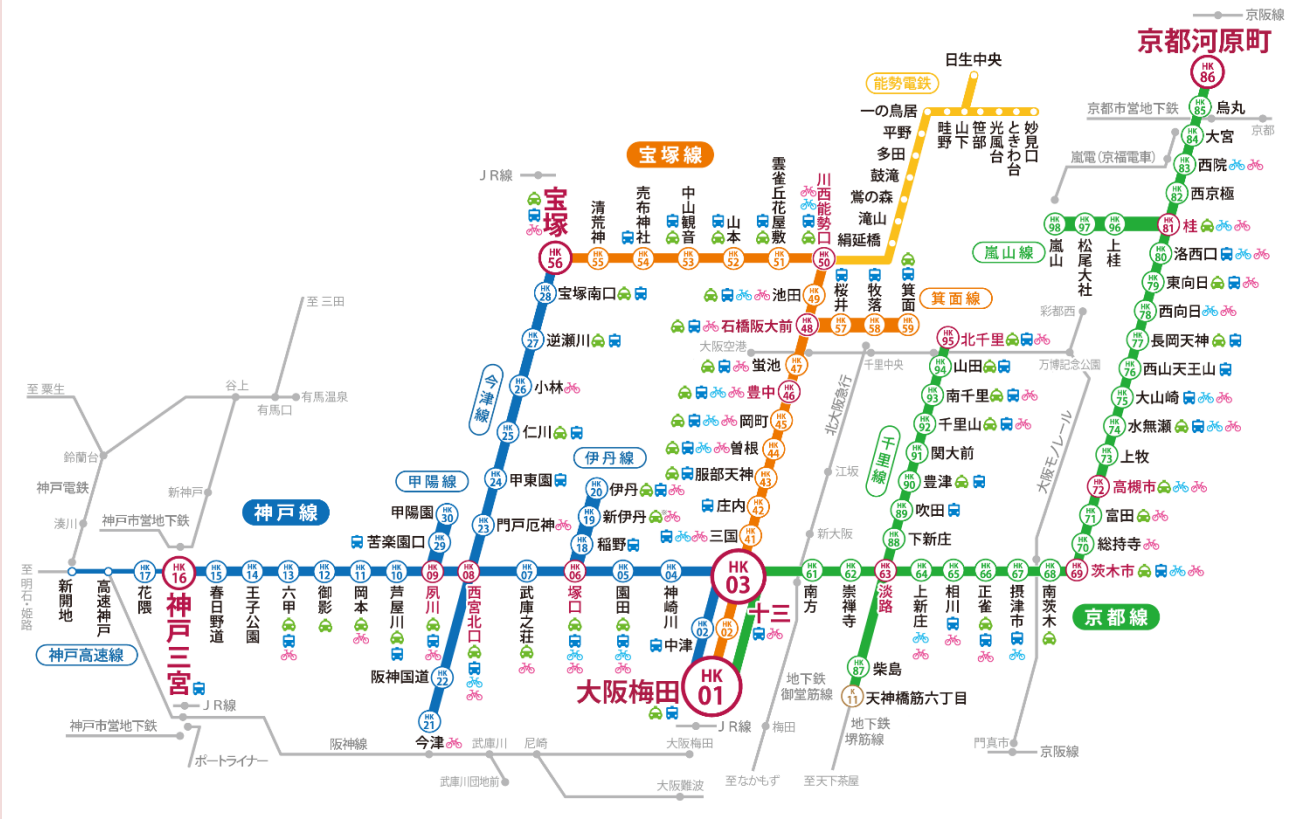


The Global Center is on the 2nd floor of Building E

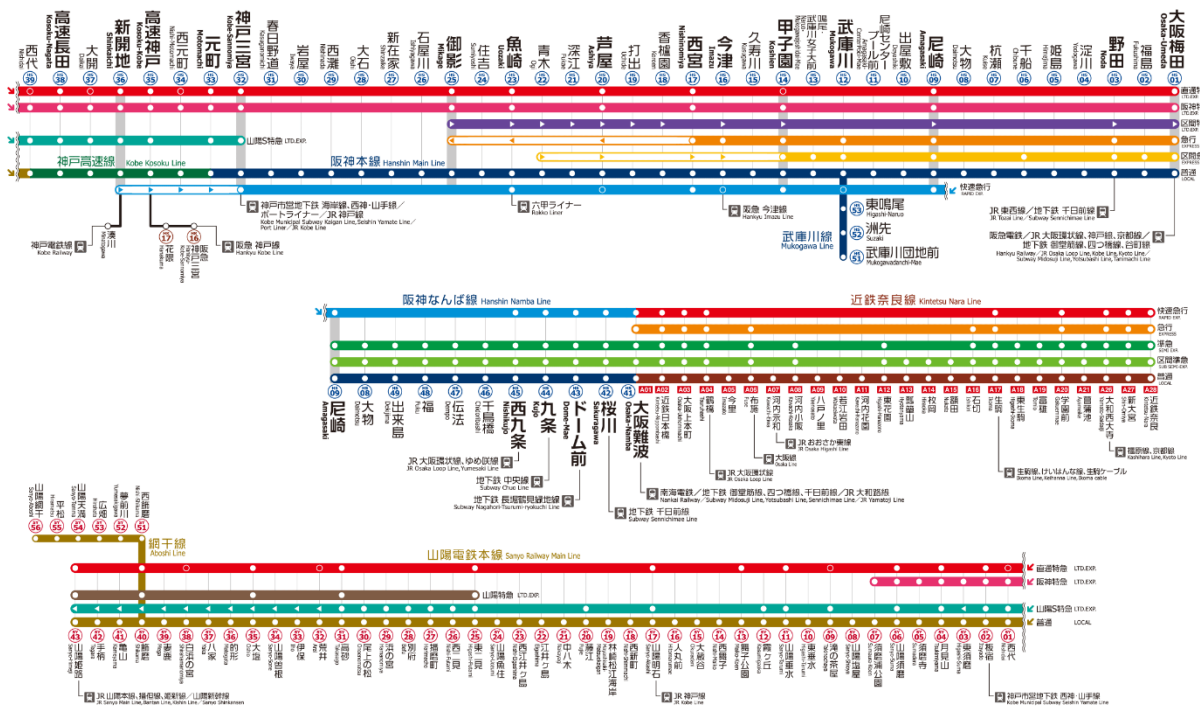
A 棟：本館	K 棟：講義室
B 棟：美芸院 デザイン・造形美術技術実習棟	アクティブラーニングスペース
C 棟：聚学院 学生ラウンジ Mirou（ミル）	L 棟：健学院 大学院研究室 通信教育部事務室
CE 棟：図書館 メディアライブラリーCELL	R 棟：史学研究所
D 棟：アートセンター	W 棟：Wsst キャンパス 実習室・講義室
E 棟：学生食堂 ラーニングcommons・大学生協	①：学生・クラブ棟-清美館-
F 棟：教員研究棟	②：共同研究棟
G 棟：健身館 体育館、クラブ部室	③：学生寮（JUDY'S WEST）
	④：学生寮（JUSY'S EAST）
	⑤：男子寮（Goumen）

10. Transportation Route Map

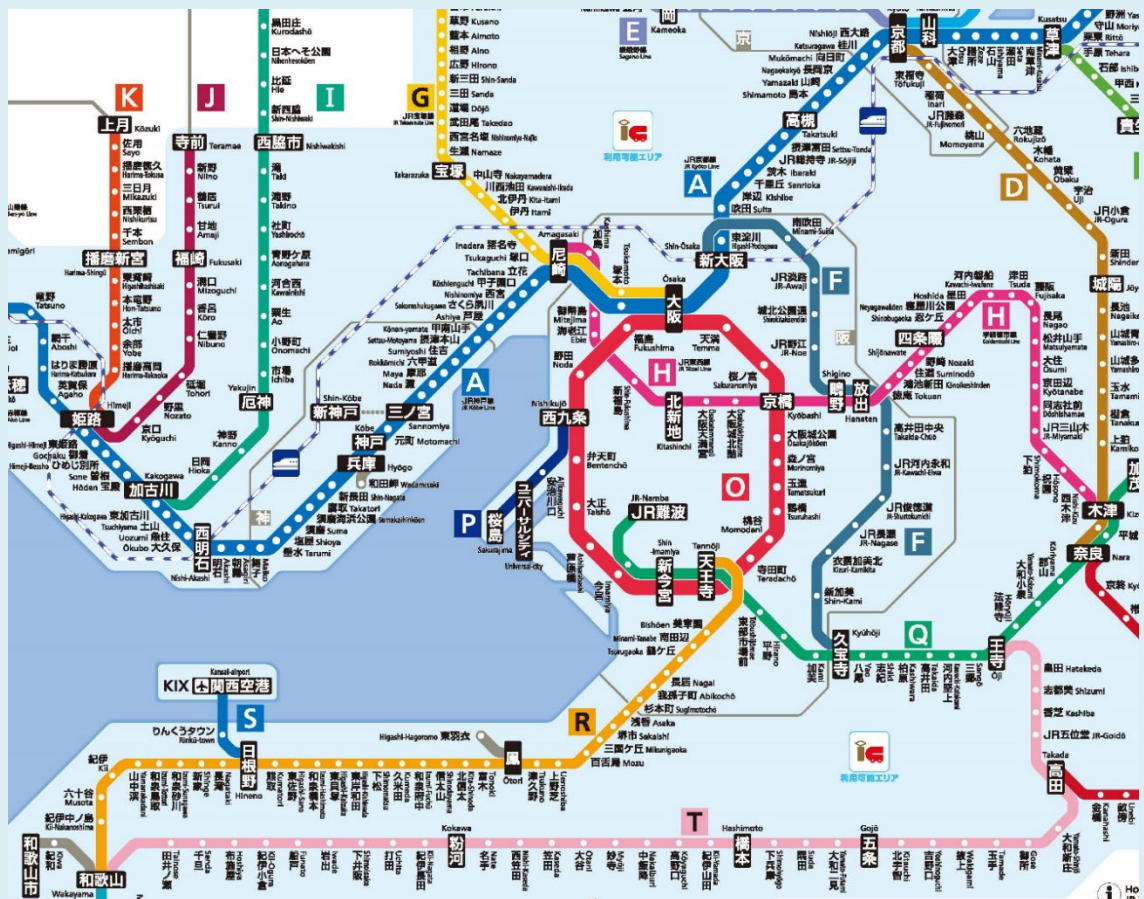
The Hankyu Railway Route Map



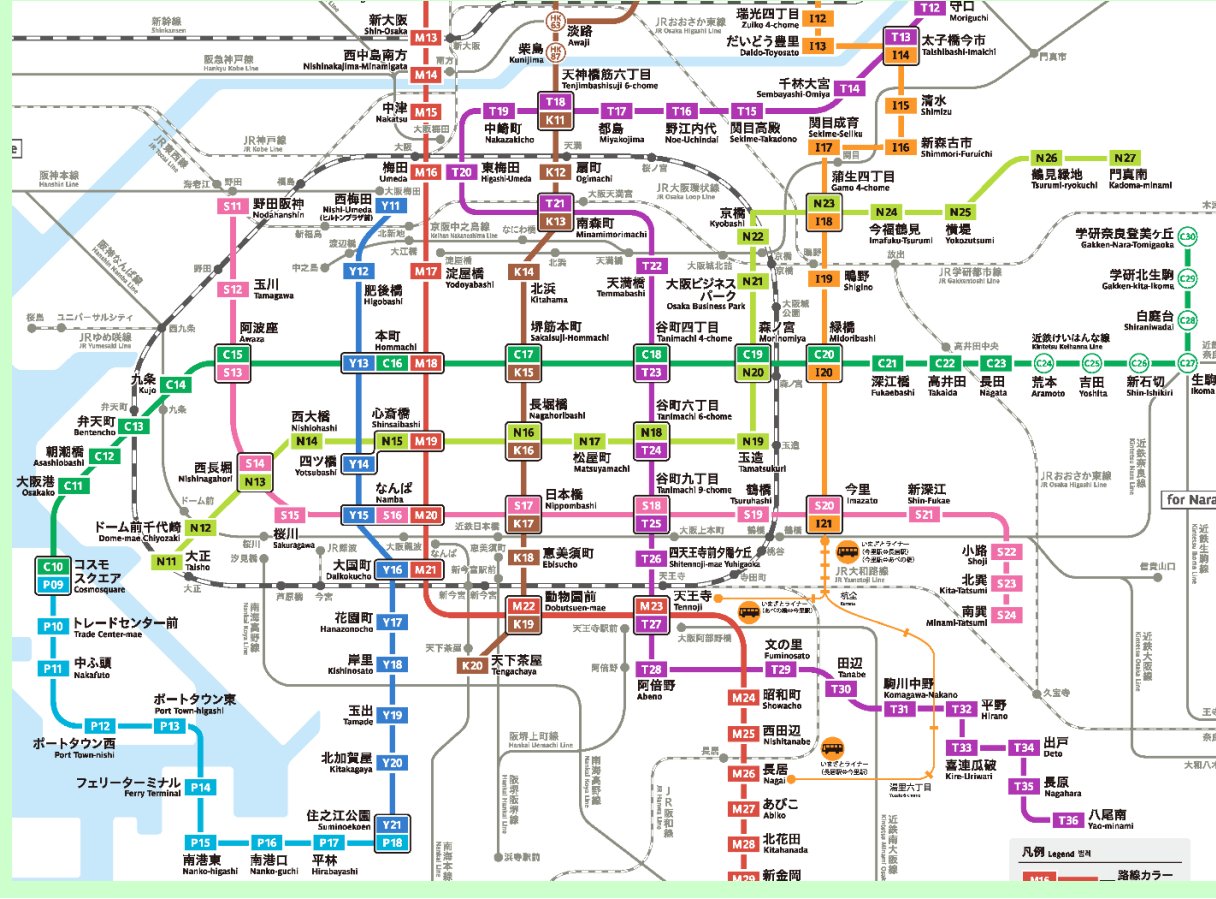
The Hanshin Railway Route Map



The JR West Route Map



The Osaka Metro Route Map





International students, please feel free to visit the Global Center anytime.