



J. F. Oberlin University
Reconnaissance Japan / 考察日本

Student Guide

English

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PART 1. LIVING IN JAPAN

I. General

A. Japan and the Japanese People

Japan is a volcanic archipelago located off the eastern coast of Eurasia. It consists of approximately 7,000 islands, the largest and most important of which are (from north to south) Hokkaido, Honshu, Shikoku and Kyushu. Total land area is 377,899 square kilometers. Most of the country is mountainous and covered by forests. Climate varies from cool temperate in the north to semi-tropical in the south. In most parts of the country there are four distinct seasons. There is a rainy season in June-July and a typhoon season in August-September.

The population of Japan is approximately 127 million. Most people today live in cities, of which the largest are Tokyo (23 wards, 8.1 mil.), Yokohama (3.5 mil.), Osaka (2.5 mil.), Nagoya (2.1 mil.), Sapporo (1.9 mil.), Kobe (1.5 mil.), Kyoto (1.4 mil.), Fukuoka (1.3 mil.), Kawasaki (1.3 mil.) and Hiroshima (1.1 mil.). Average life expectancy is high (78 years for men, 85 for women) and the birth rate is low and declining (total fertility per woman = 1.3). As a result, society as a whole is rapidly aging.

Economically, Japan is a post-industrial society with 5% of the workforce employed in primary industry (farming, fishing, etc.), 28% in secondary industry (manufacturing), and 66% in tertiary industry (services). The country has the second highest per capita GDP in the world, following the United States. Real economic growth has been slow since the 1990s and unemployment, while still low by world standards, is on the rise.

Politically, Japan is a parliamentary democracy. The national legislature is known as the Diet and the nation's highest official is the Prime Minister. The most important political party is the Liberal Democratic Party or LDP. Japan also has a hereditary emperor (currently Akihito) who is a symbol of the nation but has no political authority. The national government and the emperor reside in Tokyo, the nation's capital. Japan is divided into 47 prefectures (*to/do/fu/ken*), the largest unit of local government.

Ethnically, culturally, and linguistically, Japan is quite homogeneous. Foreign residents, including Japanese-born Koreans, make up less than 2% of the total population. Almost all residents of the country speak Japanese as their native language. Japanese people share a similar genetic makeup with other northeast Asians. They are often said to be polite and hard-working, indirect in terms of communication style, interested in maintaining social harmony at all costs, and highly group-oriented. While probably true as generalizations, keep in mind that these characteristics vary significantly from individual to individual.

B. Where Is J. F. Oberlin?

Good question. J. F. Oberlin is located in the city of Machida, which has a population of 400,000 and is located within Tokyo Prefecture, southwest of Tokyo proper (the 23 wards). Machida is bounded to the north by Tama City, to the west by Hachioji City (both in Tokyo Prefecture), to the south by Sagami-hara City, and to the east by Yokohama City (both in Kanagawa Prefecture). Machida is served by two train lines, the JR (Japan Railways) Yokohama Line, which runs SE-NW from Yokohama to Hachioji, and the private Odakyu Line, which runs NE-SW from Shinjuku in downtown Tokyo to Fujisawa on the Shonan Coast and points beyond. During your stay at J. F. Oberlin you will become intimately familiar with both of these train lines as well as the

extensive network of trains and subways in downtown Tokyo. Japan has a highly-developed system of public transportation and the trains are always (well, almost always) on time.

C. Living in Japan as a Foreigner

Obviously you came to Japan as an individual for your own purposes. However some Japanese people will likely view you not just as an individual but as a representative of your country or of "foreigners" in general. You will be highly visible in Japanese society unless you are of Asian descent, and even then your behavior and mannerisms will probably distinguish you from native Japanese. People will be aware of you at all times, so please be on your best behavior: act like an "ambassador" even if you did not choose this role.

You will probably find that many aspects of life in Japan differ considerably from what you are used to in your country. There may be more people and things may be more congested. You may have less privacy than you like. There will probably be a lot of things you don't understand at first--not just the language but also social customs. That's OK, you're here to learn. Always remember, you are a guest in Japan. By definition, the way Japanese people do things is the "right" way to do them in this country. Don't assume that your ways are better. Try to be open-minded and to fit in as well as possible, and you will be able to make the most of your experience in Japan.

D. Culture Shock

While in Japan you will have many experiences, most positive, some not. Often students spend their first few weeks in Japan in a state of excitement since everything is new and interesting. This stage is sometimes followed by a period of culture shock or homesickness as the novelty wears off. These feelings are entirely natural. You can deal with them by talking with friends, family, or the staff at J. F. Oberlin, who are here to help. If you are overwhelmed by your feelings and want professional help, we can arrange for that as well. Whatever you do, don't let yourself get isolated, that will only make things worse.

E. Personal Safety

As noted, Japan is a volcanic island chain. It has active volcanoes (although none terribly close to Machida) and is subject to frequent earthquakes, some of them devastating. The last major earthquake to strike Tokyo was in 1923. Another could occur at any time, although statistically the chances of it happening during your stay are small. In case of an earthquake, follow the instructions on the separate sheet we are handing out together with this Student Guide. In short, if you are indoors, get under a door jamb or under a table. If you are outside, try to get to a wide open area.

Typhoons are also common in Japan in the late summer and fall. Typhoons are generally more severe in Western Japan so the danger in Tokyo is relatively minimal. Nonetheless, there can be heavy rain and high winds, sometimes strong enough to fell trees and cause heavy objects like roof tiles to fly through the air. Stay indoors until the danger has passed and you will be alright.

Japan, like all countries, is also a potential target for terrorists. Long-term residents of Tokyo well remember the 1995 Sarin attacks on the subway system by the Aum Shinrikyo religious sect. Given current international

conditions it is not impossible that Japan could be targeted by terrorists for its support of the US wars in Afghanistan and Iraq. In that case, Americans or people appearing to be Americans could be at special risk. There is little you as an individual can do to prevent terrorism but at least you can be cautious and conscientious about personal safety.

Another thing you can do is register with your local embassy or consulate (most countries maintain embassies in Tokyo) and, in general, keep abreast of information published by your government for citizens abroad. For details check the relevant websites, such as:

[USA / US Department of State](#)

[Australia](#)

[Canada](#)

[China](#)

[Czech Republic](#)

[India](#)

[Korea](#)

[Taiwan](#)

[UK](#)

[USA / US Department of State](#)

Finally, the need for caution is not limited to natural disasters and terrorist attacks: crime exists in Japan as it does in any society. The crime rate in Japan is about one-half that in the U.S. and one-quarter of that in the U.K. It has risen significantly in recent years and this trend may continue. There are dangerous areas around major urban stations (including Shinjuku, Shibuya, and even Machida), particularly late at night. Women also sometimes find themselves victimized by "gropers" on public transportation.

Another area of concern is traffic. Streets are narrow and usually lack sidewalks, and people tend to drive quickly. It is quite common for pedestrians and bicycle riders to be struck by automobiles. Legally, if you are struck by a motor vehicle the blame rests with the driver no matter what the circumstances. Obviously you don't want to be hit in the first place, so please use caution when you are out and about.

II. Residence Formalities

A. The Immigration Office (Re-entry permit / Permission to engage in part-time jobs / Change of residence status)

Most or all of you are in Japan on student visas that were granted for the purpose of studying at an institution of higher learning (J. F. Oberlin). As a non-citizen of Japan here on a visa, you will need to go to the Tokyo Immigration Office (if you live in Tokyo Prefecture) or the Yokohama Immigration Office (if you live in Kanagawa Prefecture) if you wish to apply for a re-entry permit, for permission to engage in part-time jobs, or for a change in residence status.

1. RE-ENTRY PERMIT

If you are returning home temporarily or visiting another country, you must get a re-entry permit from the immigration office before leaving Japan. If you plan to leave the country more than once during the school year, a multiple re-entry permit is convenient. A single re-entry permit costs 3,000 yen; a multiple re-entry permit is

6,000 yen. You can apply for permits at the [Shin Yurigaoka branch office \(map\)](#).

Items required for application:

Passport
Alien Registration
Fee (3000 yen or 6000 yen)

2. PERMISSION TO ENGAGE IN PART-TIME JOBS

Holders of a student visa are granted this status for the purpose of studying at an institution of higher education in Japan. Therefore, if you wish to engage in outside activities such as a part-time job, therefore, you are required to file an application with the Immigration Office. The Immigration Office will grant permission for part-time jobs up to a maximum of 28 hours per week, or 8 hours per day during vacation.

If you are planning on getting a part-time job, please come to the Center for International Studies or the Student Affairs Office for advice and to obtain the permission form from J. F. Oberlin that you will need for your application to the Immigration Office.

3. CHANGE OF RESIDENCE STATUS

At the end of school year, if you wish to stay in Japan beyond the date stamped in your visa, you will need an extension. Three-month, six-month, and one-year visa extensions may be available. These extensions are not given automatically.

<ACCESS INFORMATION>

Tokyo Immigration Office

(Access - [Shinagawa](#) / [Yokohama BO](#) / [Shin Yurigaoka BO](#))

Place: 5-5-30 Konan, Minato-ku, Tokyo

TEL: 03-5796-7111

Office Hour: Mon. to Fri., 9:00 - 12:00/13:00-16:00, Closed on Sat., Sun., and National Holidays

Access: [Tokyo Municipal Bus](#) "Shinagawa Futo Junkan" from JR Shinagawa Station Konan-guchi (East Exit) / bus stop "Tokyo Nyukoku-Kanrikyoku Mae ," or 15-minute walk from "Tennozu-Isle Station ," [Tokyo Monorail](#) or Tokyo Rinkai Line (Saikyo Line) .

*An immigration office is also located in [TCAT](#) in Hakozaiki, or in Tachikawa.

Tokyo Immigration Office Yokohama BO

Place: 37-9 Yamashita-cho, Naka-ku, Yokohama, Kanagawa

TEL: 045-661-5110

Office Hour: Mon. to Fri., 9:00 - 12:00 / 13:00-16:00, Closed on Sat., Sun., and National Holidays

Access: Take [Yokohama Municipal Bus](#) #8 or #58 from Sakuragi-cho station and get off at Yamashita Futo Iriguchi, the 8th stop.

*An immigration office is also located at [Kawasaki Nishi Godochosha in Shin Yurigaoka](#).

B. Alien Registration

You must register at your local ward or city office within 90 days of arrival (but we recommend that you do it sooner!). At that time, you will be issued an Alien Registration Card (gaikokujin toroku shomeisho). Remember that you are required by law to carry your Alien Registration Card with you at all times.

The following are necessary to apply for alien registration:

1. A completed Application for Alien Registration form provided at the ward or city office.
2. Your passport
3. Two photographs (taken within the last 6 months and showing your shoulders and head, without a hat; 4.5 cm x 3.5 cm in size)

If there is any change in the items noted on the card, such as your address, your visa status, etc., you must report the change within 14 days. If the change involves a relocation of residence to another city or ward, the report must be made at the ward or city office nearest to your new place of residence.

C. National Health Insurance

You can register for Japanese National Health Insurance at the city or ward office in the area where you live. The cost of the insurance will be about 14,000 yen per year, but this varies according to municipality. With this insurance, you pay only 30% of the medical costs you incur in the event of illness or injury. However, some things are not covered by the plan; for example, private hospital rooms, certain types of medication and special dental treatment.

All R/J Kosatsu Nihon participants must be covered by National Health Insurance regardless of their period of study or whether they are covered under other policies. Enrollment in the Japanese system will save you from making large up-front payments in cash in the event of injury or illness.

D. Regulations and Procedures for Legal Residence in Japan

1. CARRY ALIEN REGISTRATION CARD

As noted above, by law you are required to carry your Alien Registration Card with you at all times.

2. LEAVE JAPAN UPON WITHDRAWAL

If you withdraw from school during the year, you must leave Japan immediately.

3. POLITICAL ACTIVITY

Foreign students are prohibited from engaging in political activities.

4. JOBS VIOLATING PUBLIC ORDER AND MORALS

You may not have part-time jobs that go against the public order and morals.

5. USAGE OF DRUGS AND NARCOTICS

You are prohibited from using or possessing narcotics. If convicted, you will probably NEVER be allowed to return to Japan. Even the use or growth of marijuana is a serious offence in Japan. A conviction could bring

serious consequences not only to the individual involved but disastrous negative publicity for the university. Do not even think of using recreational drugs in Japan.

6. ILLEGAL ACTS RESULTING IN DEPORTATION

You are prohibited from engaging in illegal acts that would result in expulsion from Japan.

III. Essential Services

A. Banks

Not all Japanese ATMs accept foreign credit cards, so don't count on being able to obtain cash in this way. For this reason we recommend all students to open a regular Japanese bank account (*futsu koza yokin*). Once you have opened a bank account you can have money sent directly to your account from abroad. The length of time for money to reach your account varies widely from 3 days to several weeks, depending on the method of remittance.

Please note that to open a bank account in Japan you need to have a personal seal (*inkan*) for purposes of identification. The CIS staff will help you open a bank account during the orientation period.

Bank Hours: 9:00-15:00, Mon.-Fri.; closed Sat., Sun., and Holidays

ATM Hours: 8:45-19:00, Mon.-Fri.; 8:45-17:00, Sat.- Sun.; closed on Holidays

T/C: 11:00-19:00, Mon.-Fri.; 9:00-17:00, Sat.,Sun., and on Holidays

*ATM hours vary from branch offices. Those in Shinjuku, Shibuya may be accessible 24 hours.

* Credit card fraud is on the rise. Please be careful when you use your card in ATM machines and elsewhere.

<Banks in Machida>

[Sumitomo Mitsui Banking Corporation \(at which J. F. Oberlin will help you open an account\)](#)

[Tokyo Mitsubishi UFJ Bank](#)

[Mizuho Bank](#)

B. Credit Card

Although most Japanese ATMs will not accept foreign credit cards, you may be in luck if you have a Visa, Master, or American Express card with a "Plus" or "Cirrus" mark. In any case, credit cards are now widely used for shopping in Japan. You can use them at department stores, many grocery stores, and some convenience stores. If you wish to get a cellular phone, the easiest way is with your passport and a credit card. As you are not Japanese, the phone company will also ask you for your Alien Registration card.



[Master "Cirrus card locator"](#)

* Credit card fraud is on the rise. Please be careful when you use your card in ATM machines and elsewhere.

C. Telephone

1. PUBLIC TELEPHONES

These come in different colors, and provide different levels of service. Green and gray phones take 10 yen and 100 yen coins, whereas pink phones take 10 yen coins only.

2. TELEPHONE CHARGES

Local calls from public telephones cost 10 yen per minute. You will hear a warning sound before your time is up, and will be cut off unless you deposit more coins. Unused coins will be returned at the end of your call. Change for 100 yen coins, however, will not be given. To avoid the hassle of depositing coins, telephone cards can be used with many of the green and gray telephones. These cards can be purchased at telephone offices, convenience stores, or from vending machines located near many phones.



3. INTERNATIONAL CALLS

You can call overseas in two ways; either directly or through the operator.

a. Direct Calls

Some green and gray telephones are marked "International & Domestic Card/Coin Telephone." You can use these to make a direct call overseas. International calls can be made at designated public phones with international phone cards made by [KDDI](#) (or other international phone services), 100 yen coins, and credit cards. International phone cards are sold in the Student Co-op and in convenience stores.

Dial in the following manner:

001 + 010 + country number + area code + local telephone number

(001 is the number for [KDDI](#); you may also use 0041 [Nihon Telecom \(now merged with ITJ\)](#) . This is a different carrier providing international service.

<Reference> [National Code, Time Difference](#)

b. Operator-Assisted Calls

To place an overseas call through [KDDI](#), dial 0051 from anywhere in Japan. There is a basic charge for the first 3 minutes and an additional charge for each subsequent minute. Person-to-person calls, station-to-station calls, and collect calls are available. Call 0057 for information.

4. EMERGENCY NUMBERS

110 POLICE, 119 FIRE and AMBULANCE

NOTE: For both 110 and 119, if you are calling from a pay phone, you can call for free by pushing the emergency red button and dialing the number.

5. OTHER USEFUL NUMBERS

Request to place Domestic Telegrams

115

Weather	177
Operator for Calling Overseas	0051
Telephone Information (60 yen charge)	104
Information on the cost of Domestic Long Distance Call	100
Information on Dialed International Calls	0057
Time	117
Collect Calls (within Japan)	106

6. CELLULAR PHONE

Most RJ students now prefer to get their own cellular phones (*keitai denwa*). They are very convenient since you can contact anyone from anywhere, and since the phone bill comes directly to you, you don't have to worry about imposing on your host family or reimbursing them for your calls. Popular carriers are [au](#), [Docomo](#), and [Softbank](#).



<Attention>

- * Do not use cell phones on trains or buses. It will disturb other passengers if you talk in a loud voice or if the phone rings on the train. It may also affect pacemakers. Thus, it is better to simply turn it off before boarding.
- * It is prohibited to use the phone during classes at J. F. Oberlin. A ringing phone not only disturbs the class but is also rude to the professor and your classmates. Make sure you turn your phone off before class.
- * Try to avoid using the phone in other places such as theaters and hospitals (electromagnetic waves from these phones can interfere with hospital machines).
- * You will need to cancel your phone contract and pay the balance before you leave.

D. Internet Service Providers

There are many ISPs in Japan and you can sign up for whichever one you want. You are responsible for the fee. A typical monthly charge for broadband is 5,000 yen. If there is no line to your room, you may also have to pay a one-time installation fee of around 10,000 yen.

The documents required to sign up for an ISP vary from provider to provider, but in almost all cases you will need a copy of some form of personal identification such as a Japanese driver's license, Japanese national health insurance card, alien registration card, etc. If you are under 20, you won't be able to sign up yourself and will need to ask a family member over 20 to do so. That person will also have to submit documents.

When you leave Japan you will need to cancel your contract with the ISP. Sometimes it takes as much as a month to cancel, so please take care of this as soon as you are able.

Following is a list of commonly used providers in Japan.



[NTT Flets](#)

[Yahoo BB](#)

[So-net](#)

BIGLOBE

DION

DTI DREAM
TRAIN
INTERNET

[BIGLOBE](#)

[DION](#)

[Dream Train Internet](#)

E. Post Office

Post office hours are from 9:00 to 17:00 Mon.-Fri. Services such as payment of bills are available from 9:00-16:00 Mon.-Fri.

Post offices also offer savings accounts and cash cards. Unlike at some banks, there is no service charge to use the ATM at the post office. Post office accounts are convenient because every area has a post office, while every area may not have a branch of your particular bank. On Saturdays, postal service is available until 15:00 at major branches.

Refer to the websites listed below for basic rates.

Postal ([Domestic](#) / [International](#))

[Saving accounts and cash cards](#)

F. Health Care and Emergencies

Renowned Japanese doctors and hospitals are among the best in the world. There is however quite a bit of variability in quality, partly because doctors are not required to renew their licenses periodically, as they are in many other countries. In general quality is higher at university or other large hospitals, but you generally need a referral to go there. You will find many doctors in private practice specializing in one or another branch of medicine. Some are extremely good, and some are not. If you have a serious medical problem, it's probably best to get someone (at CIS or elsewhere) to recommend a doctor.

Two other issues are "bedside manner" and language. Although there are many exceptions, you will find that the majority of doctors in Japan are not very communicative. They will look at you, make a diagnosis, and then prescribe drugs or therapy, but they will not always give you a full explanation of what they're doing and a few of them actively dislike questions from patients. This situation has improved a lot in recent years, but you do need to be aware of it. If you encounter a problem, the best solution is to find another doctor.

The other problem is language. Many doctors understand written English but not so many speak it well. For an English-speaking doctor, use the Bluff Clinic. Otherwise we recommend the Fuchinobe Sogo Hospital, which is a good general hospital located close to school. For further information, click on the following links or call the phone number listed below.

[Fuchinobe Sogo Hospital \(Fuchinobe, Sagamiara : 042-754-2222\)](#)

[Bluff Clinic \(Naka ward, Yokohama, English Speaking, : 045-641-6961\)](#)

[Harada clinic \(Fuchinobe, Sagamihara : 042-730-3677\)](#)

[Hikone Orthopedic Clinic \(Tokiwa-machi, Machida : 042-797-6631\)](#)

[List of Hospitals and Clinics with English-Speaking Staff](#)

Medical Information Services for Foreigners: 03-5285-8181, 9:00 - 20:00(365 days)

Languages: English / Chinese / Korean / Thai / Spanish

G. Counseling and Advice

The following is a list of places where you can obtain reliable information and advice on culture shock or other personal problems or questions.

Japan Hotline

Tel: 03-3586-0110

Hours: Mon.-Fri., 10:00-16:00

Language: English, Japanese

Volunteer Group Ryugakusei Sodanshitsu

Tel: 03-3465-7550

Hours: Mon.-Fri., 10:00-18:00

Language: English, Japanese

TELL (Tokyo English Life Line)

Tel: 03-3498-0232 (Japanese)

Tel: 03-5774-0992 (English)

Hours: 9:00-16:00 / 19:00-23:00 (Daily)

If you have a serious psychological or psychiatric issue and need a professional counselor or psychiatrist, please contact CIS - the sooner, the better.

H. Libraries

The following is a partial list of libraries. Refer to each library's website for its location, phone number, hours, and conditions of use. You may be able to get a library card at the public library in your area. Usually all you need to do is fill out a form and show your alien registration card.

[Machida Central Library](#) (Machida / Machida Station, JR Yokohama Line)

[Sagamihara City Library](#) (Sagamihara / Fuchinobe Station, JR Yokohama Line)

[Kanagawa Prefectural Library](#) (Yokohama / Sakuragicho Station, JR/Yokohama Municipal Subway)

[Yokohama Central Library](#) (Yokohama / Sakuragicho Station, JR/Yokohama Municipal Subway)

[Tokyo Central Library](#) (Hiro Station, Hibiya Line)

[National Diet Library](#) (Chiyoda ward, Tokyo / Nagatacho Station, Hanzomon Line)

[The International House of Japan](#) (Minato ward, Tokyo / Azabujuban Station, Oedo Line / Roppongi Station, Hibiya Line)

[Fulbright Office](#) (Chiyoda ward, Tokyo / Akasakamitsuke Station, Ginza Line / Marunouchi Line)

[American Center Reference Service \(ACRS\)](#) (Minato ward, Tokyo / Shibakoen Station, Mita Line)

IV. Living Arrangements

A. Homestay

1. THE BENEFITS OF A HOMESTAY

Some of you have chosen to spend your time in Japan living with a local family. The experience will give you a valuable perspective on Japanese society far beyond that which you can get in the classroom. It will also provide you with an excellent opportunity to see how Japanese people really live.

Living with a host family may not be easy at first. Much sympathetic understanding and mutual adjustments are needed in order to make the homestay experience enjoyable and worthwhile.

2. PLACEMENT OF STUDENTS

Placement is based on the applicants' expressed preferences and the current availability of families in the Machida area. In most cases, students are placed in host families located within an hour commute to the J. F. Oberlin campus. Although this may seem long by some standards, it is considerably less than the time spent commuting by average Japanese students.

3. INTERACTION WITH HOST FAMILY

Tokyo is a busy place, and you will soon find myriad demands put on your precious time. But remember to spend time with members of your family! They have taken you in because they want to share experiences with you. Many foreign students forget this, and take little time talking and doing things with their host family.

4. USE OF LANGUAGE

There are no hard and fast rules concerning the language you use with your host family. It will vary with the individuals concerned. Some families may want to practice English with you, whereas it is to your benefit to use as much Japanese as you can. The best solution in this case is to make language teaching reciprocal; that is, you teach them English, and they teach you Japanese.

5. SUCCESSFUL HOMESTAY

In the final analysis, your success in getting along with your host family depends on your flexibility and willingness to adjust to the surroundings and circumstances. In any human relationship, tact and courtesy, with a sensitivity to the other's position, will greatly aid in smoothing over difficulties.

Listed below are some tips and pointers on cultural differences which may help to make your homestay adjustment a little smoother.

6. TIPS AND POINTERS

a. PRIVACY

Traditional Japanese notions of personal privacy differ from those of other countries. Often, Japanese rooms do not have locks on the doors, allowing unrestricted entry to family members. The concept of an "individual's private space" is vaguer than foreign students may suspect. This knowledge may help to ease suspicions of "snooping" and "interference" in one's affairs.

b. ROOM CLEANING

It is your responsibility to keep your room in order. If you sleep on a bed, you should make it in the morning and, if you sleep on a futon, you should put it away. Remember that an untidily-kept room might be a cause for offense with your host family.

c. CURFEW

Each family has its own ideas about what time a student should come home at night. Be sure you know what your family expects of you. Unlike in most Western countries, the time you return home affects others in the family. If you are coming home late, be sure to telephone in advance. Please note that curfew violations have often caused friction between students and host families in the past.

d. ENERGY CONSERVATION

Please be careful in your use of electricity and water. Turn off room lights, air conditioner, heater, etc., when you leave the room. Also, be mindful of the amount of hot water you use when taking a shower.

e. LAUNDRY

Generally you will wash your clothes by yourself using the family's washing machine. Do not disturb the family by operating the machines at night. Dry cleaning and laundry services are usually available in the neighborhood should you need them.

f. BATHING

Each family has its own schedule for taking a bath which is usually in the evening. You should observe this conscientiously, and work your daily routine around it. Do not wash yourself in the tub! Wash and rinse yourself before getting into the tub; also, do not drain the hot water after you finish your bath. The tub water must be kept clean because the entire family uses the same water.

g. TELEPHONE CALLS

You are advised to use your own cellular phone or public telephones, which are found most everywhere, whenever possible. If you must use the family's telephone, ask permission first. Be sure to reimburse the host family for all calls made, local as well as long distance.

h. MEALS

Breakfast and supper, seven days a week, will be provided by your homestay family. Be on time for meals. If you cannot be on time, or if you are eating outside, telephone ahead of time to inform your family of this. Be sure to observe the family's customs at mealtime, such as the setting and clearing of the table, the washing of dishes, etc. Offer to help with such daily chores whenever possible.

i. GARBAGE

Garbage in Japan is generally divided into three types:

- * burnable trash: paper, kitchen garbage, etc.
- * cans and bottles
- * other unburnable trash: glass, metal, plastic, rubber, china, etc.

When you discard trash, please ask the family where to separately discard the different types. Also, please note that there are fixed garbage collection dates and times that you should ask your family about.

j. INVITING FRIENDS OVER

If you are having a friend come over, be sure to notify your family. Sometimes even a short visit without notice may cause friction. Discuss with your host family the arrangements, should you wish to have a friend come for supper. No overnight guest is allowed without prior consent of the family.

Do not forget to ask permission if you want to use any possession that belongs to the family.

k. HOMESTAY DIFFICULTIES AND PROBLEMS

The above tips and pointers do not even begin to cover the wide range of cultural differences that you will experience living in Japan. Such advice is not possible in a guidebook of this length. Nonetheless, we have tried to touch upon likely sources of difficulty, which may help you avoid some common problems. We have also called the attention of your host family to the same points in a guidebook prepared for their use. Many of the families have hosted students before and have been demonstrably successful hosts. Nonetheless problems may still arise. If that happens and you cannot resolve the issue directly with the family, please tell the CIS staff as soon as possible so that we may try to work out a solution.

B. University-Arranged Apartments

J. F. Oberlin University also maintains a number of apartments for use by students. Each apartment has a kitchen, refrigerator, washing machine, toilet, bathroom, bed, desk and chair.

The following regulations apply to apartment residents:

1. GUESTS: No guests are allowed to stay overnight without permission from CIS. From Sundays to Fridays, guests are not allowed on the premises after 10:30 p.m. on Saturdays; guests are asked to leave by 12:00 midnight.
2. NOISE · PARTIES: Speaking loudly, yelling or screaming, loud TV or music, throwing parties or any other acts annoying your neighbors are strictly prohibited.
3. GARBAGE DISPOSAL: Following the city garbage disposal rules, you have to separate garbage and dispose of it in special bags on the proper days in the morning. Disposing garbage on the night before or throwing away things you are not allowed to is strictly prohibited.

4. **CLEANING**: Keep your room and all common areas clean and neat.
5. **KEYS**: Making copies of room keys is strictly prohibited.
6. **DAMAGE TO PREMISES**: You will be held responsible for any damage which occurs to your room.
7. **SCHOOL PROPERTY**: All items which come with the rooms are university property and must be returned in their original condition when you move out of the apartment. You will be responsible for repair or replacement of damaged items.
8. **PERSONAL BELONGINGS**: All personal belongings, anything you buy or bring in, must be removed from your room before you check out. The cost for removal of such items is your responsibility.
9. **MULTI-ROOM UNITS**: Shared apartments are available for specified fees, however, if one/more rooms is unoccupied the resident will still be charged for a single room(JPY55,000 per month). If your roommate moves out of the apartment during your term you will also still be charged the single room fee.
10. **UNAUTHORIZED USE OF VACANT ROOMS**: Unauthorized use of vacant rooms is prohibited under all circumstances.
11. **LIGHTING AND HEATING EXPENSES**: Your monthly rent includes up to JPY 10,000 worth of utilities. If your total monthly bill for lighting and heating expenses exceeds JPY 10,000, we will ask you to pay the difference.
12. **TEMPORARY ABSENCES**: If you are planning to be away from your apartment for one night or longer ex. visiting your friends or going on a trip, please inform CIS in advance. The purpose of this rule is to insure your security in case of an emergency. (JFO CIS TEL: 042-797-5419 Email: cis@obirin.ac.jp)
13. **CHECK-OUT**: You must inform us that you are leaving your room at least two weeks in advance. We will conduct a room inspection to check for missing items, damage, cleaning, etc. in your room. Also you must return your key either to CIS or to Campus security (open 365days, 24hours). Failure to turn in your key is a violation of regulations.
14. **MOVING**: Once you sign an apartment contract with the university, in principal you are not allowed to change to another university arranged apartment. If CIS gives permission to move, you will have to pay a rearrangement fee of JPY50,000 in case moving was attributed to your personal preferences/ reasons.
15. **FAILURE TO ABIDE BY REGULATIONS**: If you annoy your neighbors or break these regulations, CIS will officially warn you for the first violation. On the second warning, you can be asked to leave university housing. In the case of a serious offense, harsher penalties can be incurred including expelling you. In such a case any costs arising from your removal will be your responsibility. Furthermore, we will not be able to arrange any form of housing for you thereafter. Also please be aware that if there are any unpaid fines from breaking these regulations we will hold your official transcript until payments are completed.

16. JOINT MANAGEMENT THROUGH THE APARTMENT COUNCIL: Residents are obligated, as members of the council created by J. F. Oberlin University for each residence hall, to attend meetings of your residence hall council, to listen to complaints from your neighbors about loud noise and other such problems, and to take responsibility for addressing violations of rules concerning garbage disposal and infractions of rules for the use of common spaces. In cases where the council is unable to solve such problems, all residents of the building concerned may be held responsible.

17. All university arranged apartments are managed under these regulations.

V. Commuting to School

A. Getting to J. F. Oberlin

J. F. Oberlin University is easily accessible from Tokyo as well as the outlying areas of the Kanto region. There are three major railways near J. F. Oberlin.

The first is the JR Yokohama line. Use local trains, not express trains, to get to Fuchinobe Station, then take the [J. F. Oberlin School Bus](#) to Machida Campus.

The second is the private [Odakyu line \(Machida Station\)](#). From Machida, use the [Kanagawa Bus Line](#), Buses #13, #29, #30, #32, and #60, to get to the university. Buses #17 and #29 go closer to the International House (where many of the student apartments are located). The cost is 250 yen and the trip takes around 25 minutes.

The third train line is the [Keio Line](#). Tama Center is the nearest station; there are [shuttle buses](#) between it and J. F. Oberlin.

B. Rail & Bus Passes (Teiki-ken)



Full-time university students are able to use their student I.D. cards to get a student discount on train passes (*teiki-ken*). One-month, three-month, and six-month passes are available. Go to one of the designated stations on your line (there are usually signs in a train and subway stations which tell you where you can buy a rail pass), fill out the form, and take it to the office window. Similar passes are also available for municipal bus lines.

C. School Buses (Free of Charge)



There are school busses from the campus to Fuchinobe Station and Tama Center Station.

[Timetable](#)

D. Taxi Service

If the school bus is not available, you may call for a taxi.

Kanagawa Chuo Kotsu: 042-722-3131

Sagami Taxi: 042-735-1221

E. Commuting by bicycle or on foot / Municipal buses

The university-administered apartments are all located within about 20 minutes from school on foot. Some students also commute to school by bicycle.

Please note that it is illegal to appropriate and use bicycles found by the side of the road or in parking lots, even if they appear to be abandoned. Students have been arrested for riding such bicycles in the past. If you wish to commute by bicycle, buy your own!

Some students walk to J. F. Oberlin from Fuchinobe station. Walking briskly, it will take about 25 minutes. The public bus takes about 10 minutes and costs 190 yen.

[Kanagawa Chuo Kotsu Bus](#)

[Odakyu Bus](#)

VI. Food and Services Around J. F. Oberlin

A. Places to Eat

Around Campus and Fuchinobe station		
Matsuya	24 hrs./day 365 days/yr.	Beef bowl (beef on rice and the like) From 290-600 yen. You can take out all meals. Across the street from the athletic field on Machida Kaido.
McDonald's	24 hrs./day 365 days/yr.	No explanation required. Across the street diagonally from the athletic field on Machida Kaido.
KFC	24 hrs./day 365 days/yr.	No explanation is required. Next to McDonald's.
Kappa Sushi	11:00-23:00 365 days/yr.	Sushi Bar. Two sushi rolls on one plate for 100 yen a plate. You can take out. 5-minute walk toward Machida on Machida Kaido.
Bamiyan	10:00-05:00 365 days/yr.	Reasonably priced Chinese food and a drink bar with free refills. Across the street from the athletic field on Machida Kaido.
Shinkyō Noodles	11:00-17:00, closed on Tuesdays	Very small place, with extremely cheap, okay food, and generous portions of food. Menu is all in Japanese. 400-800 yen. 1-minute walk across from the Co-op.
Sakuranbo	11:00-21:00, closed on Sundays	Reasonably priced Japanese food. Most set meals are 600 yen and large in quantity. In back of Gavee.
Gavee	11:30-22:00 365 days/yr.	Serves Italian cuisine (pasta, lasagna, pizza, etc.). Somewhat expensive at 800-1500 yen for a meal. Across the street from the athletic field on

		Machida Kaido.
Steakhouse no Don	11:00-24:00 365 days/yr.	There are a few cheaper items on the lunch menu, but the prices go up considerably after lunchtime. 2-minute walk toward Machida on Machida Kaido near the 7-11.
Watami	17:00-03:00 365 days/yr.	A place to relax, drink and eat with your friends. The menu has pictures, so it's very easy to order. All meals and drinks are 300 - 700 yen. JR Fuchinobe Station near North Exit.
Around Machida station		
T.G.I. Friday's	11:30-01:00 365 days/yr.	American style restaurant (hamburgers, sandwiches, steak, seafood, fish & chips, etc.). 2-min. walk from JR Machida station North Exit in TN Square Bldg., 2F.
Hub	17:00-01:00 365 days/yr.	English pub (fish & chips and drinks, etc.). Across the street from Machida station police box.
Starbucks Coffee	9:00-20:00 365 days/yr.	Cafe. 1-min. walk from JR Machida station in Tokyu Store New Bldg.
Tully's Coffee	10:00-22:00 365 days/yr.	Cafe. 3-min. walk from JR Machida station North Exit in Docomo shop 1F.

You can also find many other Western franchise restaurants in Machida and other cities. Ask your Japanese friends or the CIS staff for more information. It's all an adventure, so try walking down a small street to find a cozy place and a warm smile. Many places have plastic sample foods outside so even if you can't speak Japanese, you can point!

B. Other Shops

Gourmet City(F/G)	10:00-21:00 365 days/yr.	A medium-sized supermarket with a variety of grocery and house hold articles. 10 min. walk from International House on the way to Fuchinobe station.
Tokyu Store (F/G)	10:00-20:00 365 days/yr.	A medium-sized supermarket with a variety of grocery and household articles. Mosburger, 100 yen shop, and laundry in same building. 15 min. walk from the campus on the way to Machida.
100 yen Shop (F/G)	10:00-21:00 365 days/yr.	All items are 100 yen (grocery, tableware, stationary, etc.) 1 min. walk from JR Machida station Tokyu Hands Exit.
Matsumoto Kiyoshi(D)	10:00-21:00 365 days/yr.	A discount drug store. 1 min. walk from JR Machida station North Exit.
Yodobashi Camera (E)	09:30-21:00 365 days/yr.	Discount store for electrical products. 1 min. walk from JR Machida station South Exit.

F=Food G=Grocery D=Drugstore E=Electrical Products

Machida has a large number of department stores. Each store is closed one day a week (for example, on Tuesday, Wednesday, or Thursday). Store hours are usually from 10:00-20:00. The basement food sections

and top floor restaurants often close somewhat later. The basements have all types of foods, from delicatessen items to gift "designer" foods. Many students enjoy wandering through these food sections because of the novelty of the atmosphere and the exoticism of the products. If you wish to purchase delicatessen-type items, try your local grocery stores or convenience stores which carry similar products for much more reasonable prices.

C. Books / CDs

Bookstores in Tokyo that carry English language books include Kinokuniya, in Shinjuku (and Shibuya), Maruzen in Nihonbashi, and Tuttle in Jinbocho. Jinbocho is the Japanese book district of Tokyo. There are hundreds of small used and new bookstores in this area, all of which specialize in particular fields. Yurindo, located in the Landmark Plaza Building in Yokohama (Sakuragi-cho Station), is also good for English-language books.

HMV	10:00-20:00 365 days/yr.	CD / Record / Video Shop. 1-min. walk from JR Machida Station North Exit in 109 Bldg. 4F.
VIRGIN MEGASTORE	09:30-21:00 365 days/yr.	CD / Record / Video Shop. 2-min. walk from JR and Odakyu Machida Station in Marui-be Bldg. 8F.
Recofan	09:30-21:00 365 days/yr.	CD / Record / Video Shop. 2-min. walk from JR and Odakyu Machida Station in Marui-be Bldg. 8F.
Yurindo	10:00-22:00 365 days/yr.	Books. 1-min. walk from JR Machida Station North Exit in Lumine Bldg. 7F.
Book Off	10:00-21:30 365 days/yr.	Second hand CDs / Records. 5-min. walk from JR and Odakyu Machida Station.
Good Day Books	10:00-21:30 365 days/yr.	Used books in English. Asahi Bldg 3F, 1-12-32 Akasaka, Minato-ku, Tokyo 107-6021 TEL. 03-5562-3527 E-mail: goodday@gol.com

D. Movie Theaters

Warner Mycal Cinemas	Shin Yurigaoka	Happy Ladies Day: Only 1,000 yen on Wednesdays. Late Night Shows: All movies starting after 21:00 cost 1,200 yen. Happy Day: All movies on the first day of every month cost 1,000 yen. 2 min. walk from Odakyu Shinyurigaoka Station in Vivre Bldg, 6F. 044-965-1133 
TOHO Cinemas	Minami Osawa	Happy Ladies Day: Only 1,000 yen on Wednesdays. Late Night Shows: All movies starting after 21:00 cost 1,200 yen. Happy Day: All movies on the first day of every month cost 1,000 yen. 1 min. walk from Keio Minamiosawa Station. 0426-79-6180



E. Travel Agencies

There are several major travel agencies that you may wish to contact before planning a trip:

JTB Machida Branch	TEL: 042-725-0111	Air, train, highway bus, and hotel arrangements
Kinki Nihon Tourist Machida Branch	TEL: 042-728-5051	Air, train, highway bus, and hotel arrangements
H.I.S. Machida Branch	TEL: 042-721-2491	Discount air ticket and hotel arrangements
JNTO (Japan National Tourist Organization) Tourist Information Center	TEL: 03-3201-3331	Domestic, Hotels, Travel Information

F. Swimming Pool

There is a swimming pool across from the recycle center up the road in back of the school. If you walk in the opposite direction on the road that goes to Fuchinobe station, you will find it on your right. It is open 9:00 - 21:30. It is closed on Mondays. The cost is 200 yen and you must wear a swimming cap.

[Machida City Swimming Pool](#)



PART 2. STUDENT LIFE AT J. F. Oberlin

I. Tuition and Fees

A. Tuition

If you came to J. F. Oberlin exchange, your tuition is already paid and you can ignore this section. Otherwise, tuition payments are due on a semester-by-semester basis, and must be paid in full by the due dates. If payment is not received on time, your course registration will be subject to cancellation.

For participants not on direct exchange programs, J. F. Oberlin University provides a J. F. Oberlin Scholarship of 119,100 yen per semester. Most non-exchange students are eligible to receive this scholarship; for details, please contact CIS.

Spring Semester (April - July)	JPY 507,000
Fall Semester (September - January)	JPY 507,000
Total	JPY 1,014,000

*Tuition rates and scholarship policies are subject to change without notice.

B. Homestay

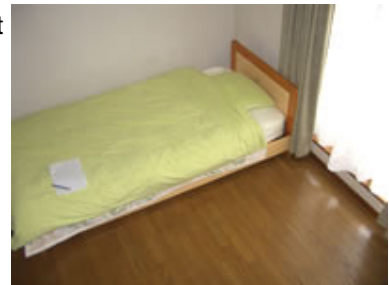
Spring Semester	JPY 300,000
Fall Semester	JPY 300,000
Total	JPY 600,000

*Please note that the homestay fee is subject to change without notice.

C. J. F. Oberlin University Arranged Apartment Rooms

Monthly rent, which includes air conditioning, lighting, gas, and water, but not meals, is as follows. (As noted elsewhere, if your utilities bill exceeds 10,000 yen per month you will also be charged for the balance of that.)

The payments for housing are also due on a semester-by-semester basis (five-month installments) and must be paid in full before the semester start.



Single room		55,000 yen - 65,000 yen
Multi-bedroom apartment	occupied	37,000 yen - 47,000 yen
Multi-bedroom apartment	one or more units unoccupied	55,000 yen

*Please note that apartment rent and conditions of use are subject to change without notice.

D. Prolonged Absence

To be eligible for these discounts, you must inform both CIS and your host family of your travel plans at least two weeks before your departure.

J. F. Oberlin Managed Apartments	Your fee represents rent for the physical facilities; no requests for reimbursement will be considered.
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Homestay

JPY1000 times days of absences. JPY30000 is an upper bound.

*Please note that the rules and amounts listed here are subject to change without notice.

E. Security Deposit

A non-refundable security deposit in the amount of 10,000 yen must also be paid in full before you arrive in Japan. The deposit will be used to pay for damage to school or apartment facilities or for any bills (e.g., for cell phone use) that remain outstanding at the time of your departure from Japan. Until you pay the security deposit we will not issue you a student ID card.

*Please note that the amount of the deposit and the rules for refund are subject to change without notice.

F. Refund Policy

Once paid, tuition cannot be refunded. Room and board payments will be refunded on a monthly (not pro-rated) basis in the case of early withdrawal from the program or independent arrangement of alternative housing.

*Please note the refund policy described here is subject to change without notice.

G. Method of Payment

Since personal checks are not used in Japan, the alternatives for payment are (1) by cash and (2) by *ginko furikomi* (bank transfer). The safest way to pay your fees is by the latter method, and you are strongly encouraged to do so. There is usually a bank employee near the ATM who can help you through the process.

[J. F. Oberlin's account information](#)

II. Rules and Regulations

A. Part-Time Jobs

J. F. Oberlin University prohibits part-time jobs that conflict with registered class hours and make-up classes. If a foreign student wishes to have a part-time job, formally, he/she must apply for special permission at the Immigration Office, as noted elsewhere in this Guide. Before applying, visit CIS or the Student Affairs Office for the required permission form from the school.

B. Driving Prohibition Rule

RJ students are prohibited from driving motorized vehicles (motor scooters, motor bikes, automobiles, etc.) to and from school during their year at J. F. Oberlin University.

C. Addresses and Telephone Numbers

To protect the privacy of students, it is university policy not to give out students' addresses and telephone numbers. On your part, to protect the privacy of your host family, it is strongly advised that you exercise great care when giving your homestay address and telephone number.

Please note that the Center for International Studies may occasionally give your personal information to other offices or individuals at J. F. Oberlin who need to contact you.

D. Withdrawal from J. F. Oberlin University

If you withdraw from J. F. Oberlin University during the school year, you must either leave immediately or take the proper legal procedures to ensure your stay in Japan.

E. Special Requests

If you have some special request to make which concerns your status at J. F. Oberlin, please put this request in writing (preferably by e-mail) to [the Director of the CIS](#).

III. Campus Facilities

A. The Center for International Studies (CIS)

(Function & Contact Information / CIS Staff / Student Affairs)

1. FUNCTION & CONTACT INFORMATION

The Center for International Studies (CIS) will be your interface with the university and your host family, as well as the wider community. CIS also acts as a go-between for students with other university offices, such as Kyomuka (Academic Affairs), Keirika (Accounting) and Gakuseibu (Student Affairs). CIS provides a comprehensive orientation program, advising, and information on other matters relating to your stay at J. F. Oberlin.

Office hours: 9:00-18:00 (Mon.-Fri.), closed Saturdays, Sundays. and Holidays

TEL: 042-797-5419, FAX: 042-797-0790

E-mail: cis@obirin.ac.jp

2. Staff

Name	Title	E-mail
Prof. Masaya Usuda	Director, CIS	mausuda@obirin.ac.jp
Mr. Hideki Matsudo	Manager	hmatsudo@obirin.ac.jp
Mr. Atsushi Nagaoka	Assistant Manager	atsunaga@obirin.ac.jp
Prof. Seijoong Kim	RJ/Kosatsu	seijoong@obirin.ac.jp
Prof. Shangbo Li	RJ/Kosatsu	shangboi@obirin.ac.jp
Mr. Fumitake Nakamura	Assistant, RJ/Kosatsu	fumitake@obirin.ac.jp

3. Student Affairs

a. Student I.D. Card

A Student I.D. card will be issued to you from CIS. This card, which is valid during the length of your program, will entitle you to all the benefits and privileges of a regular university student, including a commuting pass to school (teikiken) and discounts on travel and theaters. It should be carried with you at all times. The I.D. card is the property of J. F. Oberlin University and is not transferable. It is for the student's exclusive use, and its privileges may be cancelled at any time if the card is misused. This card must be returned to CIS when you leave J. F. Oberlin University.

b. Mailbox

RJ students have individual mailboxes which are located in the CIS office. Please make it a habit to check your box daily.

c. Electronic Bulletin Board

Most announcements from the school will be made electronically on a web-based bulletin board. Please make it a habit of checking the bulletin board frequently, as it will contain important information regarding events, registration and credit, class announcements, etc. The URL is:

<http://www.obirin-cis.com>

d. Cultural Activities and Outings

J. F. Oberlin holds special events in spring and autumn to give you an opportunity to see other places and meet new friends. In early spring there is a retreat for exchange students on the Izu Peninsula, and in late spring there is a trip to Hakone. In the fall there is a large-scale "International Camp" at Lake Yamanaka near Mt. Fuji. If students express interest, CIS will also arrange cultural excursions in and around Tokyo for RJ participants. Please note that a separate fee will be charged for some such activities.

B. Center for Japanese Learning Resources (CJL)

Even students who are not specializing in Japanese language should make the most of this resource center. Resources include reference books, dictionaries, drill books, novels, PCs, audio equipment, etc. In addition, there is always a Japanese language teacher or student staff member present at the Center. . For more details, please visit [the University homepage](#):

Please note:

Open hours may vary. Changes will be posted at the entrance.

Save all personal files to USB flash memory or other media, not on the hard drives of the CJL computers. (When the power is turned off, the computers will revert to default status, erasing all newly-saved files and newly-installed programs).

No food or drinks are allowed. [CJL Website](#)

C. Library

The J. F. Oberlin Library has a 430,000-volume collection of Japanese and foreign books and periodicals, many kinds of domestic and foreign newspapers, and magazines. A number of functions are computerized, and some CD-ROM materials are also available. You will need your student ID card to enter. Also, you must leave all bags in the lockers outside the main door. The lockers take a 100 yen coin that will be returned to you when you unlock the locker. If you have an overdue book, you will not be able to check out any new books until it is returned. There is also a penalty period based on the amount of time your book was overdue. In other words, if your book was three days overdue, you will not be able to check out another book for three days after returning the overdue book.

Main Library hours: 9:00-21:00, Mon.-Fri.; 9:00-17:00, Sat.

****Both libraries are closed Sun. and Holidays; also, once a month for shelf inventory.***

D. Student Co-op

The Student Co-op, which is called "Seikyo" in Japanese, has books, stationery, magazines, soda, snacks, boxed lunches, etc. To be a regular member, you must make a 5,000 yen deposit (refundable).

Co-op hours: 9:50-17:00, Mon.-Fri.; 9:50-13:00, Sat.

[Co-op website](#)

E. Cafeterias

(Rojitsu-kan / Sakura Cafe)

1. Rojitsu-kan

220 seats

noodles and set meals.

Hours: 10:00 - 16:00, Mon. - Sat.

2. Sakura Cafe

320 seats

Set meals, noodles, spaghetti, drinks and snacks.

Hours: 10:00 - 16:00, Mon. - Fri.; 10:00-14:00, Sat.

F. Health Center

Emergency health and other first aid care is provided at the Health Center during regular school hours. If you need to make a doctor's appointment, the Health Center can help you contact the appropriate clinic or hospital.

Hours : 9:00 - 11:30 & 12:30 - 16:30, Mon.-Fri.; 9:00 - 14:00, Sat.

Refer to the [list of clinics & hospitals around J. F. Oberlin](#) if you need more information.

G. Gymnasiums and Budokan

J. F. Oberlin has two gymnasiums as well as a Budokan for the practice of martial arts. On the first floor of the

Budokan, there is a training facility with such equipment as weights, stationary bikes, and a ping-pong table for J. F. Oberlin students. (Free if you show your Student I.D.)

Budokan Hours: 9:00 - 17:30, Mon. - Fri.; 9:00 - 14:00, Sat.

H. Language Center (LL Center)

Closed

I. Computer Center (SAC)

There are two computer centers for student use on the 6th floor of Taiheikan. All of the computers use Windows. E-mail/internet Services are available. During peak usage hours you must limit the amount of time you spend on the computers.

If you have your own laptop, you can also connect to the J. F. Oberlin LAN. Once you arrive in Japan you will receive directions on how to connect to the LAN network during the official orientation period.

Hours: 9:00 - 21:00, Mon. - Fri.; 9:00 - 16:00, Sat.

J. Multimedia Library

There is also a multimedia library containing videos, CD-ROMs, laser disks, etc., in the library. There are cultural and historical videos about Japan in Japanese as well as Western videos in English.

K. Club Activities

In addition to the formal program of activities, RJ students are also encouraged to take part in club or social activities on campus. Japanese college students invest a tremendous amount of time in extracurricular activities. Most students are involved in at least one or two clubs, which can be either cultural or athletic in nature. Taking part in club life is one of the best ways to learn how Japanese students have fun and to make friends.

If you are interested in participating in any of the above clubs, please refer to [our official web site](#).

IV. Academic Program

A. Academic Calendar

The academic year at J. F. Oberlin consists of two semesters, each 15 weeks in length. Fall semester begins in mid-September and, after a 3-week Winter Break, finishes at the end of January. Spring semester begins in April, and continues to the middle of July. Students who wish to do fieldwork (independent study) for credit during the summer or winter vacation may do so.

This year's schedule is available at the [J. F. Oberlin University Official Website](#).

B. Course Schedule for 2009

You will receive a course schedule for 2009 during orientation., please use this information for completing your registration.

C. Course Load

Typically, participants in the Reconnaissance Japan Program enroll in J. F. Oberlin's Japanese language program (usually 5-8 credits) plus two to three academic content courses (usually 4 credits per class) per semester. Students with exceptional Japanese-language skills who obtain permission from the professor beforehand may also enroll in regular courses taught in Japanese in one or more of J. F. Oberlin's academic departments.

In any case, please be aware that if a student registers for less than ten credits a semester, his/her student visa will be revoked.

D. Registration Procedures

(Schedule and Procedures / Dropping and Adding Courses)

1. Schedule and Procedures

The registration deadline for spring semester, 2009 is April 9, 2009.

For fall semester, 2009, the deadline is September 16.

Registration is done on-line; the CIS staff will help you with the procedures.

2. Dropping and Adding Courses

You may drop/add courses even after the registration deadline, until the drop/add deadline. The drop/add deadline for spring, 2009, is April 27. The deadline for fall, 2009, is October 5.

Please note that the drop/add deadlines are absolutely final; no changes are permitted thereafter. It is your responsibility to make sure on [e-Campus](#) that you are properly enrolled before the deadlines.

E. Auditing Courses

With permission from the instructor, you may also audit one or more courses each term.

F. Courses Offered in the RJ Program

1. Content Courses

Content courses are attended not only by RJ-Kosastu exchange students but also by regular university students who have received prior permission from their professors. All RJ-Kosatsu Reconnaissance Japan content courses are conducted in English or Chinese and generally meet twice a week for ninety minutes per session. Students are usually able to transfer credits received at Obirin to their home institutions (please note, however, that all courses are subject to change without notice).

Refer to pp. 33-38 of the Course Guide booklet (it says "講義案内") for regular courses. Webpages for RJ/Kosatsu content courses are listed below.

Content Courses ([English](#) / [Chinese](#))

Content Courses Taught in Japanese and Other Languages ([English](#) / [Chinese](#))

2. Japanese Language Courses

RJ students are normally required to take courses in the Japanese language program, although this requirement may be waived for very advanced students. Students will be placed in one of six different levels in the core Japanese program, depending on previous study and the results of a placement examination given during the orientation period. Classes are 90 minutes long and meet two to five times a week.

Core Courses ([English](#) / [Chinese](#))

Elective Courses ([English](#) / [Chinese](#))

G. Evaluation Procedures

1. GRADING CRITERIA

The following criteria are used for grading:

- Mid-term & final examinations
- Term papers & other written assignments
- Short quizzes
- Class participation
- Class attendance

Each instructor places different weight on the above criteria. Please check the course syllabus or talk with the instructor for details regarding your particular courses.

2. CLASS ATTENDANCE AND ABSENCE

You must attend at least 2/3rds of all of your classes to pass a course. Absences due to illness or other unavoidable factors may be excused if you submit an official absence form (*kesseki todoke*) together with appropriate documentation (e.g., a certificate from the doctor) to your class instructor for each class missed. Absence forms are available from the CIS Office. Please notify CIS if you are ill for an extended period of time.

3. INSTRUCTOR'S TARDINESS & CANCELLATION OF CLASS

If an instructor cannot hold a class, you will be notified by the CIS. If an instructor is late for class, please wait until he/she arrives.

4. GRADING SYSTEM

Students will receive course credit only after satisfactorily performing all required work. Students are issued grade reports in English at the end of each semester and a transcript in English at the end of the academic year (or upon their return home, whichever comes first).

Grades are based on the following system:

A	Excellent
B	Good
C	Satisfactory, Fair
D	Minimal
F	Failure (An F will not show up on the transcript sent to your home university but it will remain on the J. F. Oberlin University transcript. Some universities may request us to explain an absence of a grade and in such a case we are obliged to report F scores. Also if you plan to work in Japan in the future companies may request a J. F. Oberlin transcript which will contain F scores.)
I	Incomplete: In case you are unable to attend classes (including midterm/final exams) or submit reports due to serious illness, injuries, acts of God/natural disasters or other legitimate reasons, you can request an "I" evaluation provided you have official proof such as a doctor's certificate or equivalent. Faculty members can review your request and make a decision as to whether an "I" grade is appropriate. If you are able to complete the requirements of the course i.e. assignments, tests, reports etc, by the given deadlines in the following semester, your professor may reassess your "I" grade and replace it with a regular letter grade.

5. CHEATING AND OTHER IMPROPER ACTS

If a student is caught in the act of cheating or plagiarism in examinations or written assignments she/he will be dealt with in accordance with J. F. Oberlin University school regulations.

H. Transfer of Credits

If you are an exchange student, most of the credits you will earn in the RJ Program at J. F. Oberlin have been pre-approved for transfer to your home institution. Before you leave J. F. Oberlin, please check with CIS to arrange for your transcripts to be sent to your home institution.

If you are an independent student, credit transfer is your own responsibility, although of course the CIS staff will assist you in obtaining necessary documents from the academic affairs office and/or from individual teachers.

To smooth the process of credit transfer it is always wise for you to keep copies of your course syllabi, assignments, and tests.

I. Early Return Policy

Every term, some students request permission to leave J. F. Oberlin before the end of the program. In evaluating these requests the Center for International Studies distinguishes between personal and academic reasons:

Personal:

If the reason is personal (e.g., you wish to spend the Christmas holidays with your family or friends), CIS will neither approve the request nor make any special arrangements for you to obtain a grade or credits. If you still choose to leave early, you will suffer the consequences (e.g., failing the course or receiving a lower grade or an "incomplete").

Academic:

If the reason is academic (e.g., you must return home to register at your own university) special dispensations can sometimes be granted to allow you to complete your course requirements early. In order to be considered for such a dispensation, you must comply with the following requirements and procedures:

1. You must be able to attend at least 2/3 of all class sessions. For a fifteen-week semester, this means that you must be physically present for at least 10 weeks.
2. In addition to filling out the [RJ/Kosatsu Request for Early Return Form \(PDF\)](#), you must provide evidence for the academic nature of your request in the form of a statement (by letter, fax, or e-mail) from an official representative of your university (e.g., academic adviser, director of study abroad office, etc.). The statement should be addressed to the CIS Director and must be received at least one month prior to your planned departure.
3. On the basis of the above documents, CIS will then decide whether or not to approve your request for early departure. Approval is not automatic but depends upon the merits of your individual case.

If CIS determines that your case has merit, it will work with your instructors to help you obtain proper credit for the work you have performed. Please be aware that even in this case there may be grading penalties for not completing the full academic term.

In addition to the above mentioned procedures, please make sure to submit the following completed documents:

[RJ/Kosatsu Request for Early Return Form \(PDF\)](#)

A letter and copy of an email from your host institution

J. Extension of Stay at J. F. Oberlin

If you are interested in extending your stay at J. F. Oberlin, you need to download and fill out the request forms, obtain permission from your study abroad adviser at your home institution, and submit the forms and copies of your e-mail (or other) correspondence with your adviser to CIS before the application deadline.

CIS will screen your application and let you know approximately a month after the deadline whether your request has been approved or not.

Application deadline: Nov 15 for Spring Semester, May 15 for Fall Semester

Required documents: RJ extension request forms, written permission from home institution

Submit to: CIS

[Download RJ extension request guide](#)

[Download RJ extension request form](#)