

Quick reference guide

The following table provides a list of situations and corresponding points of contact that will help you address them.

Situation / information needed	Point of contact
Problems related to everyday life	International Students Section
Difficulties involving relations with other people	Student Consultation Room
Harassment	Academic supervisor, International Students Section, Student Consultation Room, harassment counselors
Information and consultation regarding career opportunities	Career Support Section
Information about course registration and classrooms	Academic Affairs Section (Shinagawa and Etchujima)
Impossible to attend an exam, train service interruption	
Using the library	Library information counter
Acquiring a student commuter pass (regular students only)	Student Support Section (Shinagawa) Student Support Section (Etchujima)
Student discount tickets for train journeys exceeding 100km (regular students only)	
Lost property / accident	
Questions regarding student dormitories	International Students Section
Questions regarding the payment of tuition fees	Finance Division, Fund Management Section
Application for tuition fee exemption	Scholarships Section
Information on scholarships for international students	International Students Section
Illness / injury	Health Center
Injury sustained on campus, during extracurricular activities or while commuting to/ from university (personal accident insurance)	Student Support Section (Shinagawa) Student Support Section (Etchujima)
Causing an injury to a third party on campus, during extracurricular activities or while commuting to/from university; damage caused to equipment (liability insurance)	
Information on university circles and student associations	
Borrowing university equipment	
Using university facilities for sports and extracurricular activities	
Information on student camps, events and other activities	
Permission to set up a poster, a signboard or to engage in other public information activities	
Information on studies abroad, questions related to the International House	International Students Section
Information on class cancellations and other important matters	University notice boards
Information on apartment rentals and part-time jobs for students	Scholarships Section, University Coop (Seikyo)