

【英語】

留学生のしおり

Study Guidebook



★かならず^よ読んでください。

Make sure to read all of this instructions.

★^{たいせつ}大切に^{ほかん}保管してください。

Please always keep this file while you are in Japan.

学籍番号 Student No.	氏名 Name

ABK

LIVING GUIDANCE

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LIVING GUIDANCE

1. RESIDENCE CARD and BASIC RESIDENT REGISTRATION

Residence Card (Zairyu card)

It will be issued to mid- to a long-term residents when granted permission pertaining to residence, such as landing permission, permission for change of resident status and permission for extension of the period of stay. It is a worthy ID card, please take it carefully.

Regarding the procedure of Residence Card, there is an expiry period of procedure. If you don't proceed with the term, you will be fined 200,000 yen, etc.

Carry the Card with You All the Time

Foreigners are required to carry their residence card all the time and present it when be requested by a police or a government officer. If not having it or not present it, you will be subject to penalty.



What to Do When You Lost the Card?

If you lost your residence card or have been stolen,

- ① Please inform school office.
- ② You are required to submit a missing report at the police station and obtain the number of missing report.
- ③ You must submit a reissue application of residence card at immigration bureau within 14 days from the date of the loss.

Please inform school office about your residence card number whenever you change your visa status and address. Please surely you have report to the office.

Basic Resident Registration

The Basic Resident Registration will list all members of single household, including Japanese and foreign nationals. When you find a place to settle down, you must notify to city council office where you live with your resident card within 14 days. There is your personal information such as name, date of birth; sex, address and the information are useable for office process when issuing a copy of your resident record (jumin hyo).

Intent to borrow and lend a residence card or an insurance card is an illegal action. Nor, borrower and lender will get punishment by criminal law. You must not borrow or lend it even though someone asks from you.

When You Move

- ① If you decide to move your house or change new address/leave Japan, you need to apply the moving out notification (tenshutsu shomeisho) at city council office before leaving.
 - ② You are requested to apply the moving in notification within 14 days at the city council office of new location.
- ※Please bring along your residence card when you apply.
※Please apply the moving out notification when you return to hometown.
※In case the address in the residence card does not same with current address, you will be subject to penalty.

When You Change an Affiliated Organization

When you graduate/leave Japan, you need to report to **immigration bureau** within 14 days. By the way, you can get the application form from our school office.

※”immigration bureau” is not the same “word office or city office.”

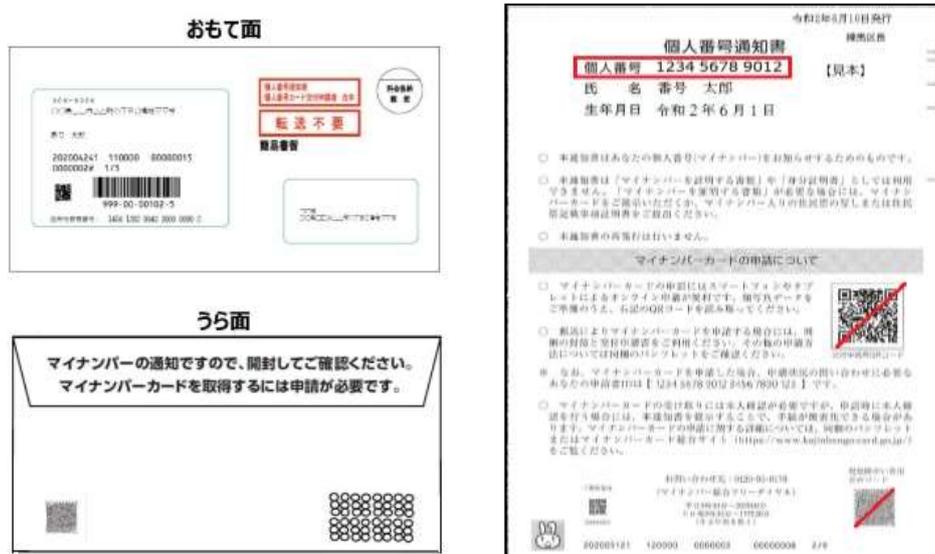
2. MY NUMBER (INDIVIDUAL NUMBER) SYSTEM

Every resident who possess a resident card including foreigner student, will be assigned with a My Number individually.

My Number’s Notification Letter

Notification Letter is given to notify resident about My Number. After registered as a resident in Japan, notification letter will be sent to resident from city council office. My Number is as equally important with passport and residence card in Japan. After receiving the notification letter, **do not throw away and lost your notification letter.** Please take good care of it.

▼ <個人番号通知書 (My Number’s Notification Letter) >



When to use My Number

For procedure under law and ordinances, you will need to present your My Number to city council office or employer. As for students, your part time job work place might need your My Number. My Number contains important personal information. Do not share your My Number with friends or acquaintance. Please be careful when handling to prevent any illegal use of My Number.

Individual Number Card

This card contain your My Number and ID photo. It serves as your official ID card. It can also be used when receiving municipal services. My Number card application form will be sent to you along with My number’s notification Letter.

Follow the procedure on the application form to apply for My Number card. However, it is not a compulsory to apply for My Number card. If it’s not needed, it is fine to not apply the My Number card.



3. NATIONAL HEALTH INSURANCE

National Health Insurance

Foreigners who have registered the basic resident registration must join the National Health Insurance at the same city council office. Japan is a country which all people are insured. The payment of insurance is depending upon the individual income.

Cautions: In case your family has joined social insurance, please consult to school office.

National Health Insurance Provides A Guarantee for Medical Expense While You Are Sick

If you didn't join the National Health Insurance, even a small illness like appendicitis in which requires a surgery and one week of hospitalization, etc. It will cost up to few hundred thousand yen. For foreign students, the high cost of medical care will affect many facets of their lives. Therefore, National Health Insurance Policy is a helping society system that can minimize your burden during the illness.

How to Join National Health Insurance

Place: Application can be made at city council office which nearby you.

Things needed:

- I) Residence card
- II) Passport.

国民健康保険被保険証	
有効期限	平成 年 月 日
記号	45-99 番号 9999
氏名	東久留米 一郎
生年月日	昭和 年 月 日 性別 男
資格取得日	平成 年 月 日
交付年月日	平成 年 月 日
世帯主名	東久留米 太郎
住 所	東京都東久留米市本町三丁目3番1号
保険者番号	*138453 保険者名 東久留米市 印
東京都東久留米市本町三丁目3番1号 電話 0424(70)7732	

Reduce Of Premium

Foreign students who have no income in last year, premium amount is deductible. Please report your income status every year to the city council officer when you are joining this policy.

Premium Payment

The total payment bill of insurance will be sent to you on July every year and you are allowed to pay in installment. You can make your payment via bank, post office, city council office, or convenience store before the deadline. The premium amount is different, it's depending on areas. However, those who have no any income last year, normally it costs around ¥12,000 per year. In case you do not make a payment of insurance, you may not be able to receive National Health Insurance Card and the expiration date may be shorten. Showing the national Health Insurance card will be required by the immigration bureau when you renew/extend your visa period or change the visa status.



When You Move

1. If you move to new address, you have to return your old national health insurance card to the previous city council office when you submit the moving out notification form.
2. You will get a new national health insurance card at the city council office which nearby your new house address when you submit the moving in notification.

How to Use Premium

When you are sick and need to see a doctor, you must show your national insurance card at any national, public, or private hospitals or clinics you go. The payment scheme of medical fee is 70% afford by the National Health Insurance and the 30% pay by you.

Please inform our school officer when you have made a new or changed your national healthy card number.

Application for Homecoming

When you decided return to hometown, you are required to tender your national health insurance card and clear the outstanding premium amount. (For temporary home coming person, application can be exempted.) Application procedure is based on the city you live; please apply at your current living city's National Health Insurance Department.

4. NATIONAL PENSION SYSTEM

In Japan, public national pension system is applicable for all residents in Japan including foreign students; this is financially supporting them when being accidentally disabled and other designated cases. Under this National Pension System, the national pension number notification will be sent to you from city council office when you reach 20-year-old. Please keep it after receiving. On the other hand, this pension system has an exemption or discount for foreign students. Besides, the way of application on these two schemes are different. Please consult school office when you receive the pension number notification.

▼ きそねんきんばんごうつうちしょ 基礎年金番号通知書 (the national pension number notification) ▼



5. HOW TO DISPOSE GARBAGE

Someone may think that it is the same method in their country when dispose garbage. However, in Tokyo, all the trash must be separated according to the sort of trash, collecting day, and disposing places. Otherwise, the garbage staff will not take it away. Follow this rule is the first step of living in this city.

5-1. Type of Trash inside school

We ABK COLLEGE Students follow below. Please separate trash considerably and throw them into the correct trash bin. Don't leave them at the rest room or classrooms.

1) Combustible Trash: paper trash, Tissue papers, Kitchen garbage, wooden chopsticks, wooden tooth sticks, paper plates or cups, tea bags, photo pictures



II) Plastic Trash: plastic side dish containers from convenience stores, plastic containers, plastic bags, instant noodles plastic bowls, snack bags, labels or caps of pet bottles, plastic stationery, plastic straws, sponges, Foam polystyrene

*Note: Please throw garbage into combustible trash bin and plastic lunch boxes into plastic trash bin.

弁当箱・トレイ 	ビニール袋 	カップ麺容器 	菓子袋 
ペットボトルラベル 	キャップ・ふた 	プラスチック製文具 	使い捨てスプーン 
ストロー 	ウレタン・スポンジ 	発泡スチロール 	プラスチック・ビニール製 容器 

III) Noncombustible Trash: Rubbers, metals, glasses, ceramics, leather goods, aluminums, CDs, DVDs

ゴム 	金属類 	ガラス 	陶磁器 
皮革製品 	アルミホイル 	CD、DVD 	

IV) Plastic Pet bottles for recycling resource: Please drain the liquid into toilet or sink not to leave it inside. Please peel labels off and take caps away, throw them into plastic trash bin.

V) Cans for recycling resource: Please drain the liquid into toilet or sink not to leave it inside.

VI) Glass bottles for recycling resource: Please drain the liquid into toilet or sink not to leave it inside. Metal caps should be thrown into Noncombustible Trash bin.

ビン



カン



ペットボトル



キャップ・ラベルはプラスチックごみ

5-2.Type of Trash

Garbage collecting way is different in each area that you live in. Bunkyo-ward is following below:

- I) Combustible Trash: Flammable Trash. (Kitchen garbage, paper, clothing, plastic and rubber, etc.) It must be disposed in the city government endorsed semitransparent polyethylene waste bag that contains calcium carbonate. Please tie it up.



- II) Noncombustible Garbage: Nonflammable things such as metal, glass, ceramic and light bulbs, etc. Dangerous substances must be disposed in a transparent bag so that the content can be confirmed easily.



- III) Bulky Trash: (Furniture, electric appliances, bicycles, etc.) Bulky trash collecting is chargeable and notification must be given in advance. Please contact to sanitary office before throwing.



- IV) Recycle Trash: (newspaper, bottles, cans, pet bottles etc.) Please tie up the newspaper properly with thread.



How to Dispose Garbage

The date and time of collecting trash are different in every each state. Please make sure the notice of collecting trash in your area or ask your neighbor.

☆In Japan, there is the home electrical appliances recycling law. The content of this law is about the method of throwing away with home electrical such as air-condition, television, fridge, washing machine, etc. Additionally, this law is also providing that the electrical appliances seller suppose to collect them when buyers want to throw away. If you don't remember or don't know the shop which you've bought from, you should contact the city recycle center to collect them. The collection charge is about 2,800 yen + carry fee for a TV set.

It's better not to receive any old electrical appliances from friends and also don't get old electrical appliances which has thrown. (The items that are tossed out will be under the scrutiny of the electrical appliances recycle law. And you will violate the law by picking up the things at garbage collection places.)

6. BICYCLE

To use ABK bicycle parking lot, please register at the school office. In case there are many applicants, we'll decide the parking lot by lottery because the parking lot is limited. If you didn't get chosen, please park your bicycle at pay parking lot. Do not park your bicycle in the neighboring bicycle parking lot without permission.

Do Not Pick Up Any Unattended Bicycles

On the sidewalks or at train stations, you will notice that there are many usable bicycles parking there for many days without being taking care of. Though they look like a waste, they should not be picked by anybody. In Japan, in order to prevent a bicycle from being stolen, all bicycles must be registered. If a police finds out that the bicycle that you're riding on is from picking up, you will be charged / arrested as a "bicycle thief".

Buying a Bicycle

When you're buying a bicycle, ask the shop for avoiding stolen of bicycle registration.

Secondhand Bicycle

If you get a free bicycle from a friend or somebody, Please confirm it's under avoiding stolen of bicycle registration. Besides, don't forget to submit the conveyance letter and also get the bicycle registration letter from the owner.

(Sample of Conveyance Letter)

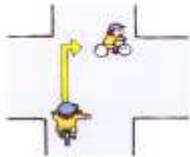
譲渡書	
20 年 月 日	
私は _____ さんに自転車を譲渡します。	
登録番号 :	_____
譲渡者氏名 :	_____ サイン
住所 :	_____
被譲渡者氏名 :	_____ サイン
住所 :	_____

Bicycle Accident

Recent years, the bicycle accident of ABK students has increasing. Bicycle collision with a car, a tram, or with a bicycle has occurred in previous bicycle accident cases. This has brought heavily affected to ABK students. Moreover, the bicycle accidents will affect your study life in Japan no matter you are the victims or victimizer. Please bear in mind that bicycle rider do not allowed to ride any passenger, must switch the light on at night, holding umbrella while riding is prohibited, do not make/receive any mobile calls and so on are the basic safety rules and regulations for bicycle riders; please do not commit any transgression. By the way, please understand the risk of riding bicycle in this big city. Your cooperation will be highly appreciated.

Below are the Rules and Regulations for Bicycle Rider

The Five Safety Codes for Riding Bicycles



1. **"Stay on the Roadway"** Bicycles are required to stay on the roadway by law. However, they are allowed to travel on sidewalks under some circumstances. Please see below for details.
2. **"Keep Left"** on the roadway
3. When riding on the sidewalks, **"Pedestrians have Priority"**, **"Slow Down"** and **"Stay on the edge close to the roadway"**.
4. **Follow the "Safety Rules"**
 - ◆ Drinking and driving / Riding Double / Paralleled Riding are prohibited
 - ◆ Turn on your light at night
 - ◆ At crossroads, follow the traffic lights, or stop and confirm the safety around you where there is no traffic light
5. Children must wear **"Bicycle Helmets"**

Revision of the Bicycle Rules

An amendment to the Road and Traffic Law (effective as of June 1, 2008) has caused major changes in the bicycle rules

1. Bicycles are allowed on sidewalks **WHEN** -
 - ◆ A road sign shows <BICYCLES PERMITTED> (see image on right)
 - ◆ The bicycle riders are **children under 13 years old, elderly people over 70 years of age or people with physical disabilities**.
 - ◆ The roadway or traffic condition is not suitable for riding bicycles, e.g. the roadway under construction.
2. Bicycle helmets are required by law for children under 13 years old. Their parent(s) must encourage their children to put on their helmets.



* **DO NOT** use mobile phone or hold an umbrella when riding a bicycle.



7. PART-TIME JOB

Application for Part-Time Job Permission

Basically resident students with “college student” or “dependent” status are not allowed to work legally. If you intend to work, you must get a part-time working permission from the immigration bureau office.

For those students who didn't apply the working permission when touch downed in Japan but intent to work now, they need to go to immigration bureau office to make the request.



The Procedure of Application

Application Place: Immigration Bureau Office

Things needed:

- ① Application of the “Permit to Engage in Activity Other Than Status Qualification”
- ② Passport ③ Residence Card ④ Student Card

If you get a stamp on residence card or a sticker of "part time working permit" on your passport at Immigration Bureau, please bring along your resident card and passport to school office. We have to make a copy of the original permission sticker.



Part time job Report <https://forms.gle/JHkcG1dbxpFJbUpJ6> (← GoogleForm →)

When you start to do part time job, please fill the form of “Part time job report” and make a submission to the office. For the management of working hours, we do not recommend you work in several jobs at different companies, but if you do work in several jobs, please report to the office by submitting the “Part time job report”.

Also, if you changed your part time job, please report to the office by submitting new form.



Working Hour

For students who holding the “college student” status of residence, the working hour is **within 28 hours per week**. Still, for the college student residence, they are allowed to work up to 8 hours per day (within 40 hours per week) during their long holiday such summer/winter holiday.

For students who holding the “dependent” status of residence, the working hour is **within 28 hours per week**.

※Working hours in summer, winter, spring holidays are all under 28 hours in a week. 8 hours in a day is not allowed.

★ Night-shift work (22:00 to 5:00) is prohibited for ABK's students because it affects schoolwork.

Classifications of work

★ Students are not allowed to work at any entertainment service sector, not even any cleaning or dishwashing jobs at this kind of places.

★ Foreign students are not allowed to do home delivery services (Uber-Eats, Demaecan, etc.) because these kind of works are illegal for foreign students.

★ Please make sure that notices like “30,000 yen per day!” or “ Earn a large amount of money in cash in short hours! ” are not safe works or not allowed to work as a foreign student.

Hourly rate of part time job in Tokyo is around 1,100 Yen~ 1,200Yen.



If you Work Overtime or Work under Prohibited Jobs

If you work overtime or work under prohibited jobs even though you are holding working permit, you would be imprisoned in Immigration Bureau or displaced from Japan because of violation of the law of Immigration Bureau.

If the company is hiring a foreigner student as you, the company must submit documents of the employment to Immigration Bureau. Everyone's work status is controlling by the government office, so The Immigration Bureau can check easily your working status at any time.

When you over worked, all of your study abroad plan will be broken.

Please follow the rules of part-time job.

8. BANK ACCOUNT

Your personal seal impression and Residence Card with address registered are necessary for opening a bank account.

You have to go to city council office to register your address on the Residence Card. Please register it as soon as possible.

You have to go to nearly Bank office to open 「Japan Post Bank」 account by yourself.

☆ Japan Post Bank (Yucho) for oversea transferring

When making money transfer from overseas bank with savings account and P.O. Savings Transfer account of Japan Post bank, the money will be remitted into euro or US dollars via brokerage bank designated by Japan Post Bank. Depends on the remittance bank and the content of oversea transfer, there might be chance that the transfer will not be approve. Please double confirm it with local bank.

For more information, please log on to Japan Post Bank homepage.

<Japan Post Bank Homepage>

Japanese:http://www.jp-bank.japanpost.jp/kojin/sokin/kokusou/kj_sk_ks_gaikoku.html

English: http://www.jp-bank.japanpost.jp/en/djp/en_djp_index.html

☆ About the Seal Impression

In Japan, we use seal impression in our daily lives including examination in university. It's not only for bank account opening; it's also for receiving mail or courier, and so on. Therefore, must keep it well with you. In addition, please make a wood/stone/plastic seal impression, other than these is not available especially rubber made seal impression. Please bear in mind.

9. UNDELIVERABLE ITEM NOTICE

When you are away from home but your documents/EMS/parcels have arrived, officer of post-office or logistic company will leave an Undeliverable Item Notice into your postbox. You will receive either one of the below sample of Undeliverable Item Notice. If you receive this form, you can scan the QR code to log-in online or make a call to rearrange the date/time of the delivery service. Please contact the authorities before the expiry period because if didn't do the necessary, authorities might return your documents/EMS/Parcels to sender or disposal it. Please bear in mind. By the way, if there is any inquiry, please come to school office, we are glad to assist you.

[U.I.Notice of Post Office]



[U.I.Notice of Yamato Logistics]



10. TEMPORARY RETURN

To Leave Japan Temporarily

A foreign students who wish to leave Japan temporarily to return to their home country during holidays are not be required to apply for a re-entry permit. They can use a special re-entry permit system if they are in possession of valid passport and holding a re-entry residence card. With these valid documents, they are able to re-enter Japan to



continue their activities within 1 year of their departure or before the expiration of their period of stay, whichever comes first. Be sure to present your resident card at the time of departure.

The Special Re-entry Permit Must Be Made No Later Than Expiration Date

Highly take note that the special re-entry permit would not be effective anymore if you didn't returning to Japan within a year or before the expiration date of the visa permit period.

And, you should not absent from class for returning country except you have strong reason. Anyhow, parents/guardian's explanation letter needed even though reason provided. Please kindly check the method of how to submit an absence permission slip on Page 13.

11. MOBILE PHONE

In Japanese lifestyles, there are many people who are fond of purchasing cell phones. There is a case that ever happened to students while they have no intention to use the cellular data as much as they've thought, but the telephone company has sent them expensive bill charges. Actually, this is because they have made international calls, access to internet; download music, game and so on without realizing. In the meanwhile, internet data will also connect internet automatically by following the cellular model even though it's free download application. Consequently, it will still charge your cellular data network. So please do pay attention to the particular conditions of contract and service plan when you sign up for buying cellular phone. Do not let others use your name to sign up any contract in buying cell phone; it may lead to criminal issue.

Lastly, do not forget to cancel your cell phone contract with the telephone company before going back to your own country except it's just a temporary homing.

12. DRINKING and SMOKING

The minimum legal drinking age and smoking age is 20 year-old or more in Japan. And, underage drinker or smoker is illegal. Drinking and smoking should be done at the appropriate location.

Smoking has to be done at the designated area, please keep in mind, and do not to litter the cigarette butts.

13. EMERGENCY CONTACT

IN CASE OF EMERGENCY, please contact school office or ABK Reception!

In case of incidents, accidents and sudden illness, please contact the administration office or reception immediately.

ABK Japanese Language Course Office: 03-3946-2171 (9:00~17:00, weekdays)

ABK COLLEGE: 03-6912-0756 (9:00~17:00, weekdays)

ABK Reception: ①03-3946-4121(weekdays 9 : 00~19 : 00, Saturday 9 : 00~17 : 00)

②090-8729-9354(★Except for the above time, in case of an emergency)

Call to ambulance car and fire engine: **【119】**

Call to police station: **【110】**



14. ABOUT DISCONTINUATION MEDICATION

As we know that the abusive use of drug is treacherous and also against the law.

Anyhow, we would like to mention and warning once again about the dangerousness.

There are various types of drug abuse such as cocaine, cannabis and etc.

Nowadays, these drugs are so easily obtainable, that's why the range of young age drug abuse has expanded. Please do not be tempted to drug abuse or getting involved in any kind drugs activities. Trafficking, selling the drug or simply having the drug will be strictly punished. Drug can take away all the purpose of your study in Japan. Never ever take drug!



15. NOISE POLLUTION OF LIFE

In apartment or dorm, the sound from your own room is transmitted to the next room and up/down floors. Please stand with it because of the inhabitant of countries may bring trouble but if the sound is too louder, it will bring noise pollution to the people around you. In generally, please get more quieter after 9:00 PM if possible. It's very joyful when gathering and chatting with friends inside the room but it may annoy your neighbors especially when talking volume is getting louder even though things happen unconsciously. Besides that, please pay attention to the volume of TV and music or vacuum sound especially when in summer because you may open your room's window while playing music/ open TV.

16. OTHERS

Surrounding ABK School have many facilities such as school, garden, company and it's also apartment area. Let's take good care of the environment and facilities, so that everyone can live comfortably and safely.

Pay attention to sidewalk. (Do not obstruct others walking)

When commute to school, going to buy lunch, returning home, etc; please do not interfere with the gait of other people. If you walk spreading with your friends, it will disturb others people as well. Please pay special attention to sidewalk and the way of walking.

RULES AND REGULATIONS OF ABK INSTITUTE

1. STUDENT CARD

Student card is to prove you as our school's student.

Please carry it with you all the time (including students those who staying at the Asian Bunka Kaikan), which is same as residence card. The student card might be required to show when taking examinations,

requesting to issue certificates, certifying your studentship

and so on. If the card is lost, damaged or contents in the card is changed, re-issuance should be required at school office.



2. CLASS PERFORMANCE

The Attendance Rate

Students' class performance is evaluated by the regular class attendance. Students with poor attendance rate are not only bringing affect on your school result, it will also make no guarantee of university entrance examination, vocational school, and so on. Moreover, the attendance certificate of school will be required by the Immigration bureau when renewing even though you have graduate from our school. Please take note that with poor attendance, you may not be allowed to renew visa.

Attention! Based on the new law from 2016, the management of students' attendance rate had been stricter than the past. Japanese language school have the obligation to inform Immigration bureau about student with poor attendance rate every month.

Attendance Award

An award will be present to the students who make a perfect attendance rate or get almost full attendance rate in a year.

High Evaluation is required to:-

1. apply for the entrance exam of postgraduate schools, universities or colleges;
2. apply for the nomination/recommendation to the universities
(More than 95 % attendance rate is required to apply);
3. apply to the scholarship(More than 95 % attendance rate is required to apply);
4. extend visa or change visa; and
5. others

The Calculation of Attendance Percentage

(Number of yearly regular classes - Number of absent classes in a year) ÷ Number of yearly regular classes × 100

Being Late & Leaving Earlier

To be late or to leave class earlier for 3 times will be considered as one period of class absence. Late arrival of up to 20 minutes or more will be deemed as being absent.

Contact School Whenever Absent

It is compulsory to contact school office at 9:00a.m~9:30a.m if you absent from the class. A reasonable explanation is needed. However, some reasons are exempted from the absence hours of evaluation. Please take the leave application form from class teacher. If students are absent for the reason which under (1), they should submit an absence permission slip (公欠願い) to their class teacher. The absent day will be exempted from the absence hours of evaluation.

(1.) Reasons that considered as present when students are being absent caused by:-

- I) being present at an interview with professors of postgraduate schools
- II) have to go to university or school for application.
- III) taking the admission exam of postgraduate schools, universities or colleges/ having employment examinations;
- IV) renewing the visa or changing of the visa status at the Immigration Office;
- V) making the procedure of residence card;
- VI) being present at an interview for scholarship;
- VII) a member of family passed away (Please submit a letter of certificate); and
- VIII) participation in events that the principal accepted in particular (ex. attend to a graduation ceremony in home country)

(2.) Reasons that considered as present when students are being absent caused by:

- Proven documents are required -

- I) the traffic accident or delay of train (Please take the delay paper from the train station)
- II) having a legal infectious disease
(Details of INFECTIOUS DISEASE is on section 8)

(3.) Reasons that not considered as present caused by:-

- I) sick and childbirth;
- II) applying the "Permit to Engage in Activity Other Than Status Qualification"
- III) visiting postgraduate schools, universities or colleges for information; and
- IV) others



3. THE ISSUANCE OF CERTIFICATE

You can issue various certificates at school office. Must fill in the required data in the sheet and get signature from class teacher. Thus, submit the sheet to school office for issuing certificate. Be sure to fill in your Student ID Number.

4. THE REQUIREMENTS TO COMPLETE THE COURSE

In order to complete the course and get the diploma, a student is required to:

- I) have more than the regular percentage of annual attendance;
- II) take all the examination subjects of term examination;
- III) take all the examination subjects of final examination.



Students of **“Prep. Course 2” at ABK Japanese Language Institute** is required to complete the course and obtain ABK Diploma for enrollment in universities (bachelor degree course) or professional training college. In order to complete the course, a student is required to:

- I) Take all the examination subjects of term examination;
- II) Take all the examination subjects of final examination;
- III) Have more than the regular percentage of annual attendance;
- VI) Complete all the general subjects;
- V) Obtain higher school record than the regular standard.

It is necessary to attend both Japanese class and General subject class more than a certain degree, so please be aware of that. If not met with these requirements after the course, he/she is not able to proceed to bachelor degree course or professional training course. Furthermore, if his/her performance does not meet the expected standards, a “Letter of Candidate as diploma of “Prep. Course 2” will not be issued even during the course and he/she can not take an entrance exam of bachelor degree course or professional training course without this letter. Under this line, students in this Prep. Course is highly advised to attend the class regularly and study Japanese with class teacher’s instruction to meet the requirements.



5. ABOUT SCHOLARSHIP

We have scholarships annually. The details information of scholarship will be announced in class or put on the notice board.

6. SCHOOL INSURANCE COVERAGE

We have taken an insurance cover for our school students (Basic Compensation Type). In case you hit an accident, please contact school office immediately.

Compensation scheme

Insurance Coverage Details	Insurance Premium/ Reimbursement Claim (up to)
Premium Coverage (Limit of Insurance Coverage)	1,000,000JPY
Accidental Death・Activities of Daily Living	1,000,000JPY
Responsible Reimbursement Claim (School Reimbursement Insurance Coverage Programs)	50,000,000JPY

Attention:

1. This insurance is different from national health insurance or social insurance.
Even you have joined this compensation you also have to apply national health insurance.
2. If indemnification is occur, please contact with police and school immediately.

7. CLASS ARRANGEMENT IN CASE OF TYPHOONS OR EARTHQUAKES

7-1. CLASS ARRANGEMENT IN CASE OF TYPHOONS

If there is “Storm Warning” towards Tokyo 23 Wards (same if only in East district or West of 23 wards) from Meteorological agency by Typhoon approach, class status will be as follows.

Please check the Japanese Meteorological Agency (JMA) website or TV broadcast in the morning to get latest information.

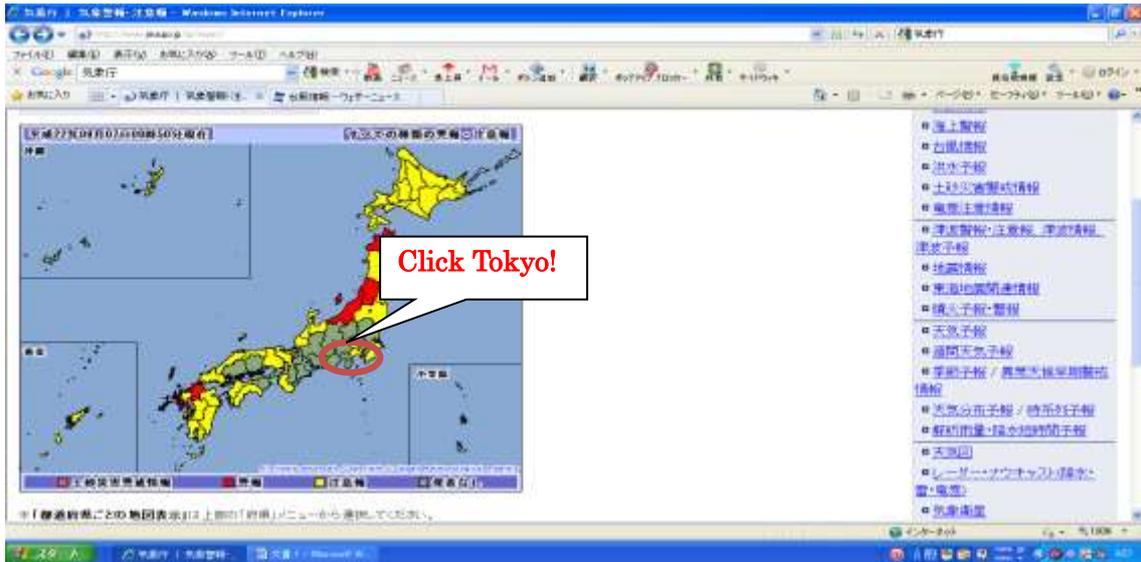
- “Storm Warning” as of 6:00AM → AM class will be closed
- Continuous “Storm Warning” as of 10:30AM → PM class will also be closed

[How to check the HP]

1. Please click 「気象警報・注意報 (Weather Warnings & Advisories)」 on 気象庁(Japan Meteorological Agency) HP.



2. Please click Tokyo.



3. If you can see the mark (●) in the boxes of 「暴風警報 (storm warning)」 of Tokyo, it means a storm warning is in effect for Tokyo 23 wards.



☆If you live outside of Tokyo 23 wards and there is “storm warning” in that region, please follow the instructions above and do not force yourself to come to school.

7-2. CLASS ARRANGEMENT IN CASE OF EARTHQUAKES

Should an earthquake of intensity 5 and above occur at or after 5pm the previous day before a school day, classes both in the morning and afternoon will be cancelled.

Please confirm class arrangements via the Japan Meteorological Agency website (<http://www.jma.go.jp/jma/index.html>) or television reports.

Additionally, classes may be cancelled, based on the judgement of the school principal, due to bad traffic conditions and extenuating circumstances arising from the earthquake.

*For more information on Japan’s seismic intensity scale, please refer to the following table.

Japan Seismic Intensity Scale

In Japan, seismic activity are observed in 4,300 locations (as of 2012) and given assigned a *Shindo Number* based on the intensity of seismic activity from 0 to 7. There are 10 *Shindo Number* in total.

Shindo Number	Perceived Intensity
0	Imperceptible to people, but recorded by seismometers.
1	Felt slightly by some people keeping quiet in buildings.
2	Felt by many people keeping quiet in buildings. Some people may be awoken.
3	Felt by most people in buildings. Felt by some people walking. Many people are awoken.
4	Most people are startled. Felt by most people walking. Most people are awoken.
5 Lower	Many people get a shock from the tremor and feel a sense of danger. Dishes in cupboards and items on bookshelves may fall. Many unstable ornaments fall. Unsecured furniture may move, and unstable furniture may topple over.
5 Upper	Many people find it hard to move; walking is difficult without holding onto something stable. Heavy, unsecured furniture may topple over. Unreinforced concrete walls maybe collapse.
6 Lower	It is difficult to remain standing.
6 Upper	It is impossible to remain standing or move without crawling. People may fall over or be thrown through the air.
7	It is impossible to remain standing or move without crawling. People may fall over or be thrown through the air.

8. INFECTIOUS DISEASE

If students infected by infectious disease as stated below, according to the law of school health, students are not allowed to come to school. They are able to return to school by getting the doctor permission letter which must prescribed to school.

1. Influenza (they must be absent until passing 5 days after developing and passing 2 more days after high fever subsided)
2. Whooping cough (they must be absent until characteristic cough disappear or finishing the treatment by antibacterial products for 5days)
3. Measles (they must be absent until passing 3 days after temperature has dropped down)
4. Mumps (they must be absent until passing 5 days after getting swollen and your general symptoms become well)
5. German measles (they must be absent until rashes disappear)
6. Chicken pox (they must be absent until all of rashes changed to scab)
7. Pharyngoconjunctival fever (they must be absent until passing 2 days main symptoms disappear)
8. Tuberculosis, Meningitis, Bacterial meningitis (they must be absent until Doctor diagnoses it's NOT infection)
9. Others

9. OTHERS

About Alteration of Accommodation

After arriving Japan, if there is a change of home address because of moving new house, you are required to alter residence card and national health insurance card. Besides that, re-issue student card after renewal/changing of residence card and national health insurance card is mandatory; please contact school office. Other matters like mobile phone, part-time job, country address or phone number which also requires updating us. Please don't forget to update school office as well.

ABK PC Corner, ABK College's PC Corner

Students at ABK or ABK COLLEGE and ABK's residents are allowed to use the PC corner for free during 12:00pm to 17:00pm on weekdays. Food and beverage are prohibited at PC Corner. Please refrain from talking, too.



Printing service is available. Black & white printing: ¥10 per page,
Color printing : ¥50 per page.

All PCs connected Wi-Fi scanner.

Student ID Number

Students' information will be managed and corresponded by the Student ID Number. Please use Student ID Number in all the application of certificate, remittance of tuition fees, class attendance evaluation, and etc.

Classroom

- Please turn your cellular phone off during the class hours. Your phone will be confiscated if you are found talking over the phone during the class hours as it is considered as disturbing others' concentration in class.
- The last student who leaves the classroom is responsible for turning off all the lights, cooler or heater.
- Do not keep or leave your important things in the classroom during a break.
- Please throw the trash to the designated places. DO NOT leave any trash or unnecessary papers in your drawer.
- No smoking in the classroom. Please smoke at smoking area that provided with ashtray.
- Cannot use a classroom after class and holidays.



Toilets

- Please flush after using the toilet.
- Sanitary basket is provided in each Women toilet. Please put the sanitary towels/pads into the sanitary basket.

Withdrawal

In case of students who have to return home country necessarily before graduation of school, please consult school office as soon as possible.

Before they return to home country, they should take procedure as follows;

- submit a notice of withdrawal to school office
- return his/her student ID card to school office
- fill in Air waybill (postage:1,500yen)
- submit "a notification of the accepting organization (left the organization)"
- others

Homepage

ABK Japanese Language Institute: www.abk.or.jp

ABK COLLEGE: www.abk.ac.jp

- Various types of school information can be obtained from each homepage.

Counseling

If you have any concern, please do not hesitate to contact school teachers or staffs about your universities or course of studies, living problem, etc. You are welcome to visit us anytime whenever you are facing with any troubles or problems. We will fully support our students.

<ABK Japanese Language Institute>

- Office Hour: Open Mon. – Fri. 9:00~17:00 Except Saturday, Sunday and holiday
- Tel: 03-3946-2171 E-MAIL: nihongo@abk.or.jp

<ABK COLLEGE>

- Office Hour: Open Mon. – Fri. 9:00~17:00 Except Saturday, Sunday and holiday
- Tel: 03-6912-0756 E-MAIL: info@abk.ac.jp

登校許可書

_____ 殿

クラス _____

氏 名 _____

上記の者は、下記の○印の学校伝染病が軽快しかつ学校保健法の基準により、伝染予防上支障がないと認めたので登校を許可します。

記

- 1 . インフルエンザ (発症した後5日を経過し、かつ解熱後2日を経過するまで)
- 2 . 百日咳 (特有の咳が消える、または五日間の抗菌性物質製剤による治療終了まで)
- 3 . 麻疹 (解熱した後3日を経過するまで)
- 4 . 流行性耳下腺炎 (腫れが出た後5日を経過し、かつ全身症状が良好になるまで)
- 5 . 風疹 (発疹が消失するまで)
- 6 . 水痘 (すべての発疹が痂皮化するまで)
- 7 . 咽頭結膜熱 (主要症状が消退後2日を経過するまで)
- 8 . 結核、髄膜炎、菌性髄膜炎
(医師によって伝染のおそれがないと認められるまで)
- 9 . その他 ()

登校してはいけない期間 月 日 ~ 月 日

年 月 日

住 所

T E L

医師氏名

Ⓜ

ABK防災マップ ABK disaster prevention map

《地震などの災害が授業時間内だった場合》 In case of classhour

- ① 文京グリーンコートに各クラスごとに集合し、点呼
Congregate each class at Bunkyo green court and make a muster
- ② 駕籠町小学校（避難所）に避難 Go to a place of refuge (Kagomachi elementary school)
- ③ 食糧調達が必要になったら、第九中学校（避難所）に移動
If we need foods, change to another place of refuge (Daikyu junior high school)
- ④ 各避難所にいる時に、自治体から火災等による避難勧告が出た場合、六義園（避難場所）に移動 In case that Bunkyo ward advices to go out from a place of refuge because of fire or something else, we go to Rikugien (refuge area).

《地震などの災害が授業時間外だった場合》 In case of after school

上記の①はなしで、②以降へ続く。From ② same as above

