

# 留学生のしおり

## Study Guidebook



★かならず<sup>よ</sup>読んでください。

Make sure to read all of this instructions.

★<sup>たいせつ</sup>大切に<sup>ほかん</sup>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

## LIVING GUIDANCE

	page
1. PASSPORT-----	2
2. VALUABLES-----	2
3. TRAVEL INSURANCE-----	2
4. HOW TO DISPOSE GARBAGE-----	2
5. BICYCLE-----	5
6. PART-TIME JOB-----	7
7. TEMPORARY RETURN -----	7
8. HANDPHONE-----	7
9. UNDELIVERABLE ITEM NOTICE -----	7
10. DRINKING AND SMOKING-----	7
11. IN CASE OF EMERGENCY-----	8
12. ABOUT DISCONTINUATION MEDICATION -----	8
13. NOISE POLLUTION ON LIFE -----	8
14. OTHERS-----	9

## THE RULES AND REGULATIONS OF ABK SCHOOL

1. STUDENT CARD-----	9
2. CLASS PERFORMANCE -----	9
3. ISSUANCE OF CERTIFICATE-----	10
4. STUDENT COMMUTER PASS-----	10
5. CLASS ARRANGEMENT IN CASE OF TYPHOONS OR EARTHQUAKES -----	11
6. INFECTIOUS DISEASE-----	14
7. OTHERS-----	14
 SCHOOL ADMITTANCE-----	 16

 **ABK Disaster Prevention Map**

# LIVING GUIDANCE

## 1. PASSPORT

Foreigners are required to carry their passport 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.

## 2. VALUABLES

Please manage your money and valuables strictly.  
If you want to entrust them, please consult ABK reception.



## 3. TRAVEL INSURANCE

The medical expense in Japan is very expensive. This is because the student of temporary visitor visa cannot join "National health insurance" and you must pay full amount of the medical expense.



We are advised you to join travel insurance before coming to Japan.

## 4. 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.

### 4-1. Type of Trash inside school

We ABK COLLEGE Students follow below. Please separate trash considerately 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

<p>かみ紙</p>	<p>ビニールコート紙</p>	<p>かみざら かみ紙ようき 紙皿・紙コップ・紙容器</p> <p>プラスチック・発泡スチロール容器 はプラスチックごみ</p>
<p>わりばし 割箸・つまようじ</p>	<p>ざんぱん 残飯</p>	<p>ちゃがら 茶殻・ティーバッグ</p>

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 
ひかくせいひん 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

## 4-2.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 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 supposes 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.)

## 5. 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)*

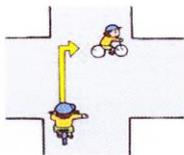
譲渡書	
20 年 月 日	
私は _____ さんに自転車を譲渡します。	
登録番号 _____	
譲渡者氏名 :	_____ サイン
住所 : _____	
被譲渡者氏名 :	_____ サイン
住所 : _____	

## Traffic 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 does 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



## 6. PART-TIME JOB

### The part-time job is prohibited.

The student who has temporary visitor visa is prohibited to do part-time job.

It breaks the law if you do any part-time job. You would be imprisoned in

Immigration Bureau or displaced from Japan because of violation of the

law of Immigration Bureau. The action taken by the immigration will be very strict.

Please note the difference with the students who have "college student visa" that can do part-time if they are holding "part time working permit".



## 7. TEMPORARY RETURN

### To Leave Japan Temporarily

For temporary leave Japan and re-entry, it's necessary to get

"Temporary visitor visa" again when you are re-entry Japan.



## 8. HANDPHONE

The student who holds a temporary visitor visa cannot contract or get a cell phone in Japan.

## 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. 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.

## 11. IN CASE OF EMERGENCY

**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)

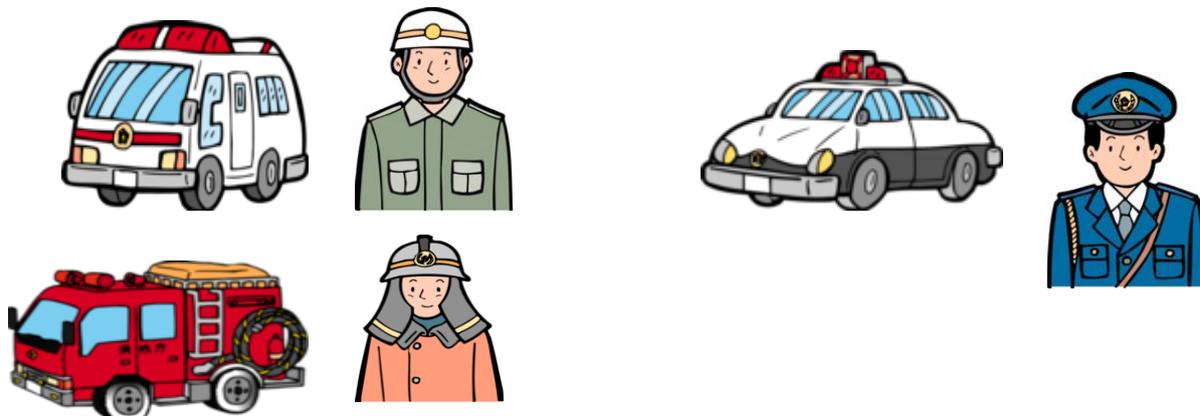
ABK COLLEGE: 03-6912-0756 (9:00~17:00, weekdays)

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】



## 12. ABOUT DISCONTINUATION OF MEDICAMENT

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!



## 13. 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 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.

## 14. OTHERS

Surrounding ABK School has 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)**

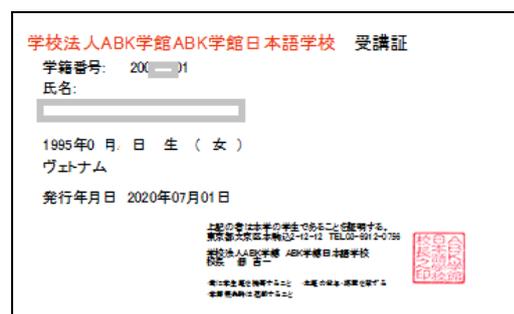
When commute to school, going to buy lunch, returning home, etc; please do not interfere with the gait of other people. If you walk spreading with your friends, it will disturb others people as well. Please pay special attention to sidewalk and the way of walking.

## **RULES AND REGULATIONS OF ABK INSTITUTE**

### **1. STUDENT CARD (FOR AUDITOR)**

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

Please carry it with you all the time (including students those who staying at the Asian Bunka Kaikan) as well as when you come to school and go back home. The student card might be required to show when taking examinations, asking 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 the Japanese Language Course Office.



### **2. CLASS PERFORMANCE**

#### **The Attendance Rate**

Students' class performance is evaluated by the regular class attendance. Poor attendance performance only causes bad influence for study but also becomes the object of punishment.

#### **High Evaluation is required to:-**

1. apply for the entrance exam of postgraduate schools, universities or colleges;
2. extend visa or change visa; and
3. 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 examination;
- 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 6)

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. STUDENT COMMUTER PASS

Students who have temporary visitor visa cannot purchase the “Student Commuter Pass” of all transportations but you can purchase “Working Commuter Pass”.

## 5. CLASS ARRANGEMENT IN CASE OF TYPHOONS OR EARTHQUAKES

### 5-1. 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.

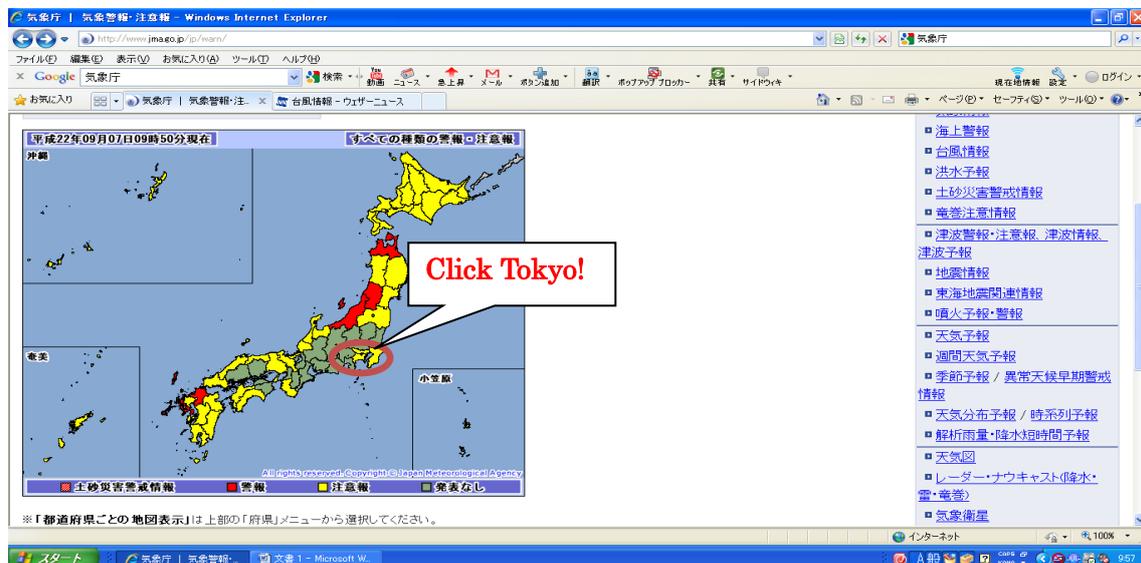
- “Storm Warning“ as of 7:00AM → AM class will be closed
- Continuous “Storm Warning“ as of 10:00AM → PM class will also be closed

#### [How to check the HP]

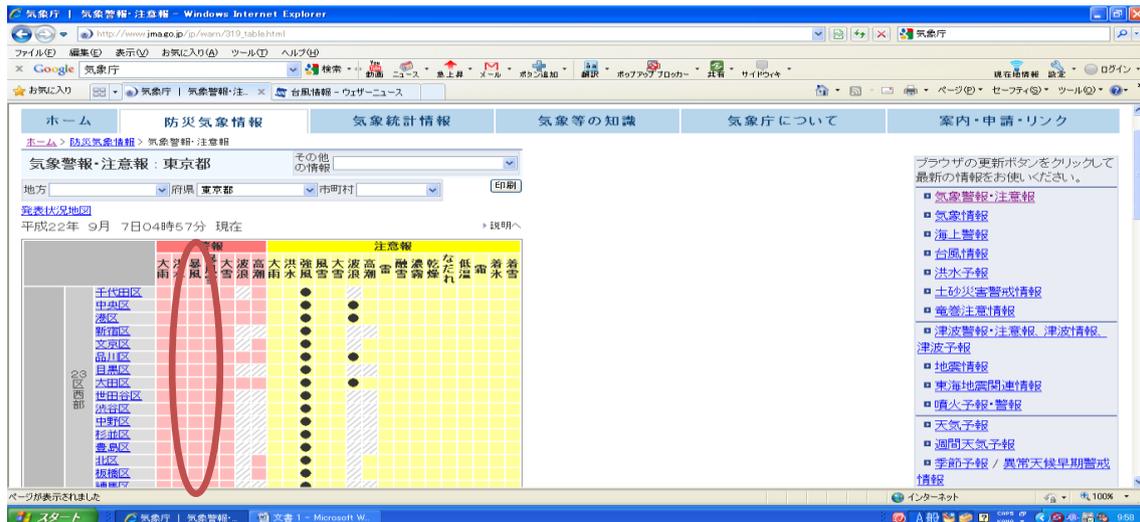
1. Please click 「気象警報・注意報 (Weather Warnings & Advisories)」 on 気象庁(Japan Meteorological Agency) HP.



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.

### 5-2. 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.

<b>Shindo Number</b>	<b>Perceived Intensity</b>
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.

## 6. 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

## 7. OTHERS

### About Alteration of Accommodation

Upon arrival in Japan, if there is need to change address due to moving of house, it is required to alter Alien Registration. Renewal of student card is mandatory, Please contact the office. Other matters like mobile phone number, country address are required updating, please contact the 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 only the places 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>

- 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



## 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.

# 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

