

# 旭日本語学院

## 《 School Regulations and Guide to Student Life 》

### Table of Contents

<b>School Regulations</b>	<b>1</b>
I . Course Registration .....	1
II . Regarding Tardiness, Absences, and Leaves of Absence.....	4
III . Suspension and Expulsion .....	7
IV . Regarding payment of tuition fees.....	8
<b>Guide to Student Life</b>	<b>10</b>
I . Things to do immediately after entering Japan.....	10
II . About School Life.....	11
III . About school facilities.....	13
IV . About commuting to school .....	14
V . Regarding Residence Procedures and Temporary Returns .....	16
VI . Part-Time Work (アルバイト).....	19
VII . Medical Treatment .....	20
VIII . Earthquakes.....	22
IX . Scholarships.....	23
X . Moving.....	24
XI . Living in Japan.....	24

旭日本語学院 (ASAHI NIHONGO GAKUIN)  
ASAHI JAPANESE LANGUAGE SCHOOL

Updated : 04 Oct. 2023

# School Regulations

**The most important thing is attendance rate. Maintain a rate of 95% or higher every month.**

- The Immigration Bureau does not allow visa renewals for students with poor attendance rates.
- The school will not provide recommendation letters or graduation certificates to students with poor attendance rates who need them for further education or job applications.
- Vocational schools and universities do not accept students with poor attendance rates.

\*At this school, students study for over 1,600 hours in two years. A 95% attendance rate means missing more than 80 hours, which is equivalent to sleeping for a month. How much knowledge do you think you will miss out on? You should not miss school except for illness or injury. A 95% attendance rate is still low. Aim for 100%.

## I . Course Registration

### •Duration of Study

Courses	Enrollment	Graduation.
2-Year Preparatory Course	April	March of the year after next
1.5-Year Preparatory Course	October	March of the year after next

●Long-Term Leave and Semester (Academic Year 2024)

	Holidays	Study Periods
Spring	23 Mar. 2024 – 09 Apr. 2024	10 Apr. 2024 – 30 Jul. 2024
Summer	27 Jul. 2024 – 20 Aug. 2024	1 Jul. 2024 – 27 Sep. 2024
Autumn	28 Sep. 2024 – 09 Oct. 2024	10 Oct 2024 – 20 Nov. 2024
Winter	21 Nov. 2024 – 07 Jan. 2025	08 Jan. 2025 – 21 Mar. 2025

●Time Schedule

	AM Class	PM Class
Self-study time	08:55 – 09:10	12:45 – 13:00
1st Lesson	09:10 – 10:00	13:00 – 13:50
2nd Lesson	10:00 – 10:50	13:50 – 14:40
Break Time	(10 min.)	(10 min.)
3rd Lesson	11:00 – 11:50	14:50 – 15:40
4th Lesson	11:50 – 12:40	15:40 – 16:30
Self-study time	12:40 – 12:55	16:30 – 16:45

- There may be orientations and events held, please make sure to participate.
- Develop a habit of self-study in the classroom before and after class. How many words can you read or how many kanji characters can you write in one minute? If you spend 30 minutes in self-study every day in the classroom, it adds up to 100 hours (6,000 minutes) in a year. You can read and write a lot.
- Learning vocabulary and kanji takes time. Please continue to study at home.
- In order to advance to higher education, you must also study English, mathematics, and your major subject. Those who wish to enter university must study for at least 10 hours a day, and those who wish to enter graduate school must study for at least 11 hours a day.

●Teaching Staff

- (1) Principal
- (2) Head Teacher
- (3) Teachers : 8 or more
- (4) Student Life Counselors : 3 or more
- (5) Administrative Staff : 2 or more

●Enrollment Capacity

- School Capacity : 146 students

• Class Capacity : 20 students

●Class Organization

- Classes are organized based on students' abilities. Students cannot change their class voluntarily. Class organization is determined by the academic council after the final exam or placement test.
- Even during the semester, students may be instructed to move to a different class based on their learning progress.

●Grading

- We will conduct a final test once every three months. We evaluate test scores, class attitude, attendance, submitted materials, extracurricular activities, and overall performance and assess them on a five-point scale: A, B, C, D, or E.

(Makeup Tests)

- If a student is absent from the final exam due to illness or special circumstances, they may take a makeup test.

●Start and End Times of Classes

- Each class will start with a greeting and end with a closing ceremony.

(1) Greeting : 「起立。礼。」 「よろしくお願ひします。」 「着席。」

"Stand up. Bow." "Thank you in advance." "Please be seated."

(2) Closing ceremony : 「起立。礼。」 「ありがとうございました。」

"Stand up. Bow." "Thank you very much."

●Attendance Criteria

- Even if a person is present in the classroom at the start of the class, if they are not prepared to receive the class, they will be considered absent. Specifically, this includes actions such as.

(1) Not placing their mobile device in the designated location.

(2) Not sitting in the assigned seat.

(3) Intentionally going to the bathroom after the start of the class.

(4) Sleeping in class.

- Absence of less than 10 minutes during a one-hour class will be treated as late (or leaving early).

- Absence of more than 10 minutes during a one-hour class will be treated as an absence.
- Attendance rate will be calculated on a monthly basis. For every five cases of lateness (or leaving early), one absence will be calculated.

● Completion criteria

- Course completion will be recognized for those who meet the following criteria:
  - A total attendance rate of 80% or higher for the entire course period.
  - Having acquired the Japanese language proficiency required by the school.

You must meet either (1) or (2) below.

(1) Passed the Japanese Language Proficiency Test N4 or higher.

(2) Passed the test set by the school.

- Having no issues with character or behavior.
- Having paid the tuition in full.

● Recommendation and guarantee criteria

- In order to receive a recommendation or guarantee necessary for applying to vocational schools, universities, or graduate schools, the following conditions must be met:
  - Must have been enrolled at this school for at least six months.
  - Attendance rate from enrollment to the issuance date is 80% or higher.
  - Must have no problems with character or behavior.
  - Tuition fees must be fully paid.

## II. Regarding Tardiness, Absences, and Leaves of Absence

● Notification of Tardiness or Absence

- In the event of tardiness or absence, the person should contact the school as soon as possible.

( 0 4 - 2 9 4 1 - 5 8 5 3 )

- If there is no contact for tardiness or absence, the faculty may visit the student's home or contact the agent or guarantor (expense provider).

## ●Leaves of Absence

- If a student must be absent for an extended period due to unavoidable circumstances such as illness or injury, they must submit a leave of absence form with the reason stated and attach a doctor's certificate, and obtain permission from the school. Those who have been granted permission may return to school. However, even during a leave of absence, tuition must be paid.

## ●Common Phrases Used When Calling the School

- おはようございます。 / あのう、 / もしもし。

Good morning. / Excuse me, / Hello.

- わたしは〇クラスの〇〇です。

I am 〇〇, a student from Class 〇.

- 〇〇先生せんせいはいらっしゃいますか。

Is Mr./Ms. 〇〇 available?

- [ 体調たいちょうが悪い / 熱ねつがある / 電車でんしゃが止まっている ]ので、  
[ 休みやすます / 病院びょういんへ行きます / 遅刻ちこくします ]。

I am [not feeling well / have a fever / the train has stopped],  
so I will [be absent / go to the hospital / be late].

- 「〇〇〇〇」と 〇〇先生せんせいに伝えていただけませんか。

Could you please tell Mr./Ms. 〇〇 that “〇〇〇〇”?

## ●Official Absences

- If a student cannot attend class for unavoidable reasons, such as school information sessions, entrance examinations, or special activities, they should inform their homeroom teacher in advance. If the absence is recognized as official by the school, it will be counted as attendance.

### 1) Related to Further Education

- Absences due to school information sessions, applications, exams, etc. will be recognized as official absences.
- However, if a student intentionally attends an information session during class time, it will be counted as an absence.

### 2) Infectious Diseases such as Influenza and Tuberculosis

- Absences due to infectious diseases will be counted as official absences.

- If a student develops influenza (fever), they cannot attend school for five days, starting from the day after the onset of symptoms. After recovering from fever, they cannot attend school for two days, starting from the day after the fever subsides. This is specified by the School Health and Safety Act.
- In Japan, influenza tends to be prevalent from December to March. If a student experiences sudden high fever and body aches, they should contact the school and go to the hospital without coming to school.

### 3) Regarding School Closures Due to Natural Disasters or Epidemics

- In the event of a natural disaster such as a typhoon, heavy snowfall, earthquake, or an epidemic outbreak within the school, the decision to close the school will be made by the school director.
- If the total number of class hours falls below 800 hours per year, make-up classes will be held during the school closure period.

#### ●Attendance Rate

- Always check your attendance rate.
- The minimum requirement set by immigration is 80%. Students who have an attendance rate lower than 80% will not be able to renew their visa.

#### ●Dealing with poor attendance

- Teachers and staff will hold an interview with students with poor attendance records, and keep records of these interviews.
  - (1) If attendance is less than 80% for one month:  
The homeroom teacher or dormitory supervisor will conduct the interview.
  - (2) If attendance is less than 80% for two consecutive months:  
The homeroom teacher or dormitory supervisor will conduct the interview. [Submission of a pledge letter is required.]
  - (3) The head teacher and dormitory supervisor will conduct the interview. [A withdrawal form may be created.]
  - (4) If no improvement is observed:  
The head teacher and school director will conduct the interview.  
The student may be subject to withdrawal.

- Special Notes on Tardiness and Absences:

- **It is strictly prohibited to be late or absent due to reasons such as Lunar New Year, birthday celebrations, visits from family or acquaintances, part-time jobs, etc.** As international students studying in Japan, please prioritize your studies and take action for your future. This is also expected after you enter university or start working at a company. Those who cannot follow Japanese customs cannot live in Japan. Please demonstrate a serious attitude towards your studies and help your family and acquaintances in your home country understand that you are working hard for your future.

### III. Suspension and Expulsion

- Warning and Suspension

- In the following cases, a warning or suspension may be imposed:
  - (1) Anyone who has engaged in fraudulent use of a passport, residence card, student ID, commuter pass, etc.
  - (2) Anyone who has engaged in misconduct during an on-campus or off-campus examination.
  - (3) Anyone who has left Japan without permission.
  - (4) Anyone who has violated Japanese laws.
- In the case of serious violations, the student may be expelled or withdrawn from the university.

- Expulsion

- In the following cases, the student will be expelled and reported to the Immigration Services Agency:
  - (1) When it is recognized that the student is engaged in sexual misconduct and there is no prospect of improvement.
  - (2) When it is recognized that the student has poor academic ability and there is no prospect of graduation.
  - (3) When the student is absent from school without a legitimate reason.
  - (4) When the student disturbs the school order or acts against the duties of a student.
- In the event that a student is found to be engaged in illegal employment, such as working in the sex industry, they will not only be expelled from the school but will



also be subject to deportation from Japan.

- If the expelled student does not comply with the procedures for returning to their home country, or if there has been a serious violation of the rules, they may be deregistered from the school. In such cases, the school will not issue any certificates.
  
- Report of departure or return after withdrawal from school:
  - Within 2 weeks after withdrawal, the student must leave Japan.
  - When leaving Japan, the student must inform the customs officer that it is a "complete departure" and have a hole punched in their residence card.
  - Within 1 week after departure, the student must send a photo of their residence card with a hole punched in it and a photo of their passport (with the page containing the student's photo and the page with the departure stamp) to the school.
  
- Reporting change of status of residence after withdrawal
  - If you change your status of residence in Japan without returning to your home country, you must submit a copy of the passport you used for the application to the university.
  - Additionally, if you obtain a new visa, you must submit a copy of the passport with the new visa to the university within one week.
  
- Transfer to another school
  - As a general rule, transfer to another Japanese language school during enrollment is not allowed.

## IV. Regarding payment of tuition fees

### ●Fees

(1) Screening Fee	20,000 yen
(2) Admission Fee	60,000 yen
(3) Tuition Fee	
2-Year Preparatory Course	600,000 yen/year (total 1,200,000 yen)
1.5-Year Preparatory Course	600,000 yen/year (total 900,000 yen)
(4) Others (Facility fees, textbook fees, etc.)	
2-Year Preparatory Course	60,000 yen/year (total 120,000 yen)
1.5-Year Preparatory Course	60,000 yen/year (total 90,000 yen)

- Payment of tuition fees

- Students must pay their tuition fees by the designated deadline, regardless of their attendance during their enrollment.
- **The payment deadline is January 31st or July 31st.**
- Once the tuition fee is paid, it cannot be refunded.
- Students who have not paid their tuition fees will have restrictions on issuing certificates, visa procedures, and permission to attend classes.

- Partial Payment of Tuition Fees

- Students who wish to pay tuition fees in installments should inform the office as soon as possible. Depending on the content of the installment plan, a handling fee may be charged.

# Guide to Student Life

## I . Things to do immediately after entering Japan

### ●Acquiring Residence Card

... Refer to "V. Procedures for Residency and Temporary Return"

- You will receive it at the airport.

### ●Registering for Permission to Engage in Activities other than that Permitted by the Status of Residence

... "Refer to section VI. Part-time Job"

- Registration of non-qualified activities should be done at the airport or at the Immigration Services Agency.

### ●Resident registration

... Refer to "V. Immigration Procedures and Temporary Return"

- It is done at the municipal office.

### ●Enrollment in National Health Insurance ... Refer to "VII. Medical Care"

- It is done at the municipal office.

### ●Enrollment in National Pension ... Refer to "VII. Medical Care"

- It is done at the municipal office.

### ●Opening a bank account

- Please open an account at "Japan Post Bank" (a government-run bank).
- If you can communicate in Japanese after six months of entry, you can also open an account at other banks (private banks).
- You need to bring your passport and residence card to open an account.



- Transaction records are very important documents to submit to the Immigration Bureau when renewing your visa.

- **Phone contract**

- Once you have opened a bank account, you can sign up for a phone contract (mobile phone or smartphone). Please bring your passport, residence card, and cash card to the store.
- If you buy a new phone or your phone number changes, be sure to inform the school of your new phone number.

## II . About School Life

**Your behavior and attitude determine the evaluation of your country and ethnicity.**

- **Regarding Writing Instruments**

- Please use a mechanical pencil or a regular pencil for things like exams or homework that may need to be rewritten.
- Please use a black ballpoint pen for things like entrance applications that won't be rewritten. Do not use friction pens or pens other than black.

- **About eating and drinking**

- Eating or chewing gum during class is prohibited.
- If you bring a drink to school, please use a container with a lid such as a plastic bottle or a water bottle. Alcoholic beverages are prohibited.
- When eating inside the school, please be considerate of the odor.
- Do not place food or drinks on the desk during class.

- **Regarding attire and posture within the school premises**

- Do not attend classes in sandals or barefoot.
- Remove your hat.
- Do not cross your legs or fidget.
- Do not talk or sleep during class.
- If you forget your textbook, prepare a copy.

●Notes after class:

- Check your tests, homework, etc. after class.
- Take all your belongings and trash with you.
- Fold up your chair.

●Smoking

- Smoking is prohibited inside the school, school dormitories, and in the surrounding areas.
- Smoking while walking is prohibited in Japan. In particular, there are many no-smoking areas around train stations, and violators will be fined.
- Smokers should carry portable ashtrays. There are more non-smoking restaurants and companies that do not hire smokers. We encourage you to quit smoking.

●Usage of Portable Electronic Devices (e.g. smartphones, mobile phones)

- Recording, filming, or photographing during class is prohibited unless permission is granted by the teacher.
- Do not use the school's outlets to charge your device.
- Turn off your device and place it in the designated location before class starts.
- In principle, do not touch your device until you leave the school. (Preparation such as learning new vocabulary should be done at home.) If you need to use your device, please use it appropriately in a study-friendly manner.

※Some people may not be able to concentrate on their studies if they have their devices with them, which is why we have established these rules. Please understand that it may be inconvenient, but we appreciate your cooperation.

●Regarding waste disposal in school:

- In principle, students should take their trash home with them. In modern Japan, people typically dispose of their waste at home.
- Dust and tissues collected during cleaning of the classroom and corridors may be disposed of in the school's trash cans.

●Cleaning inside the school

- Each class will appoint a daily leader to clean the classroom.
  - The hallways and other areas will be cleaned by custodians, but students should cooperate to keep the school clean.
- Regarding Prayer <Islam>
    - We understand that prayer is an important act for Muslims, but please consider the time and place that is appropriate for your daily life in Japan. If necessary, we permit the use of some school facilities as a place of worship, but please consult with the school beforehand.
- Other points
    - Please be considerate of others and avoid any behavior that may make them uncomfortable.
    - Absolutely do not borrow or lend money to others.
    - If you change your phone number, address, or place of employment, please inform your teacher and the school office of the changes.

### III. About school facilities

- Entering the office or faculty room
  - Knock and get permission before entering the office or faculty room.
  - Be mindful of your attitude and don't talk to faculty or staff with your hands in your pockets or wearing a hat.
- Office  
(Issuing certificates)
  - Office hours for issuing certificates are from 9:00 a.m. to 5:00 p.m. Monday through Friday.
  - Please apply for various certificates and documents with the required fee three business days before. **In case of emergency, an express fee of 500 yen per document will be charged.** However, please note that some documents cannot be issued immediately, so please apply with plenty of time.

(Student ID)

- The student ID is valid only during the tuition payment period. If the validity period has expired, please report to the office for renewal. However, in case of loss, a re-issuance fee of 2,000 yen will be charged.

●Regarding Toilets

- After use, please make sure to flush the toilet and **clean it if you have dirtied it.**
- Please do not flush anything other than toilet paper.

●Use of the Library

1. The books on the first floor of the library can be borrowed by students. "レベル別日本語多読ライブラリー" is a series of books written for international students. Please use them actively.
2. When borrowing a book, please sign in the lending notebook. The lending period is two weeks. Please do not lend books to others.

●Self-study at school

- Please feel free to use the first-floor library and empty classrooms. (08:50-17:00)
- When leaving, please remember to take your trash with you and turn off the air conditioning.

●Bulletin Board

- Please check the bulletin boards in the hallways and classrooms for information on further education, part-time jobs, international exchange, school events, exam results, etc.
- If students want to use the bulletin board, they need to get permission from the school.

## IV. About commuting to school

●Commuting by Bicycle or Motorcycle

- Be sure to park your bicycle in the school's designated bicycle parking area. In Japan, illegal parking can result in fines.
- Commuting by motorcycle is prohibited.

## ●Transportation Expenses

- Students are responsible for their transportation expenses to school.
- Our school is different from regular universities and high schools, so you cannot purchase discounted commuter passes (student commuter passes). You can buy regular commuter passes (commuter passes for workers).
- There may be occasions when you need to travel outside of school for field trips or events. In such cases, students are responsible for their transportation expenses. However, if the school rents a bus for a trip to a distant location, the school will cover the cost.

## ●Bicycle Laws

- When you purchase a bicycle, you must register it for theft prevention at a bicycle shop. The registration is valid for eight years and costs 600 yen.
- In Saitama Prefecture, bicycle insurance has been mandatory since April 2018. While there are no penalties for non-compliance, we strongly recommend obtaining insurance. Premiums vary (1,000 to 6,000 yen per year).
- Please ride on the left side of the road. Only use the sidewalk cautiously if the road feels dangerous.
- Riding with a passenger, riding under the influence of alcohol, riding with an open umbrella, riding side by side, riding without lights at night, and disregarding traffic signals are all prohibited.
- In Saitama Prefecture, using single-ear headphones is also prohibited.
- Starting from April 1, 2023, wearing a helmet is now an effort obligation under the Road Traffic Act.



# V. Regarding Residence Procedures and Temporary Returns

- About the Residence Card (在留カード)
  - It is a legal requirement to always carry your residence card with you. If you are not carrying it and are asked to present it, you may be subject to a fine of up to 200,000 yen.
  - Within 14 days of your arrival in Japan, you must submit a change of residence notification to the municipal office in the city where you live. Please bring your residence card with you when doing so.



表面



裏面

- About Resident Registration (Change of Residence Notification)
  - Within 14 days of your arrival in Japan, you must complete your resident registration at the municipal office of the city, town, or village where you live. At the city hall, fill out a "change of residence notification" form and submit it along with your residence card and passport to the designated counter.
- Regarding Visa Renewal
  - Visa renewal is handled collectively by the school. However, you must meet the following conditions to be eligible for collective renewal. Students with low attendance or behavioral issues should individually apply to the immigration authorities.
    - Attendance rate of 80% or higher since enrollment.
    - Good conduct and behavior.
    - Payment of tuition fees and dormitory fees in full.
  - As the renewal application period approaches, we will hold an explanatory meeting, which you must attend. If your visa renewal or change is approved, you will be issued

a new residence card.

※If you are going to the immigration office individually, please have the school's office review your application form to ensure there are no omissions or errors.

#### ●About Temporary Returns

- Generally, temporary returns outside of long vacation periods are not permitted.
- Before purchasing an airline ticket, obtain the required form from your homeroom teacher or the school office. After filling out the form, obtain approval from your homeroom teacher. Unauthorized temporary returns or exceeding the approved period will result in suspension.

※Long vacation periods are an excellent opportunity to explore various parts of Japan and learn more about the country. Please keep in mind that there are many tourists in Japan during long vacation periods.

#### ●About Re-entry Permission

- When departing from Japan, please remember to take your residence card with you.
- Before undergoing exit procedures, obtain an "Exit/Re-entry Record" (ED card) at the airport or from the immigration office.

**Be sure to check (☑) the box that says, 「みなし再入国許可による出国を希望します。」** ("I wish to depart and return to Japan using the special re-entry permit.")

If you forget to check this box, you may not be able to return to Japan immediately.

- You must re-enter Japan within one year of your departure, or you will lose your residence status. If your period of stay is set to expire within one year of your departure, you must re-enter Japan before that period expires.
- If you have more than one year remaining on your period of stay and wish to re-enter Japan more than one year after your departure, you need to obtain a 「再入国許可」 (Re-entry Permit) in advance.

#### ●About Cancellation of Residence Status

- If you graduate or withdraw from school, your residence status (student visa) will be canceled three months later. When your residence status (student visa) is canceled, even if you have time remaining on your period of stay, you will become an illegal resident, so please exercise caution.

●In Case of Marriage or Other Change

- If there are changes to your name, nationality, or affiliated institution, you must notify immigration of these changes.

---

■Tokyo Immigration Bureau (@ <sup>しながわ</sup>品川)

Business Days : Monday to Friday 9:00 AM to 4:00 PM  
(Closed from 12:00 PM to 1:00 PM for lunch)

Closed : Saturdays, Sundays, Holidays,  
and December 29th to January 4th

Address : 5-5-30, Konan Minato-ku, Tokyo 108-0075

Access : From JR Shinagawa Station, Minato Exit (East Exit), take the  
Tokyo Bus "Shinagawa Port Terminal Loop" and get off at "Tokyo  
Immigration Bureau."

# VI. Part-Time Work (アルバイト)

## ●Part-Time Work Hours

- People holding a student visa are allowed to engage in part-time work for up to 28 hours per week, within the limits that do not interfere with their studies. However, industries related to adult entertainment, such as bars, cabarets, and pachinko parlors, are not permitted.
- During long vacation periods like summer holidays, part-time work of up to 8 hours per day (40 hours per week) is allowed.

- **「資格外活動許可」**<sup>しかくがいかつどうきょか</sup>  
When engaging in part-time work, you must obtain a 「資格外活動許可」 (Permission to engage in activity other than that permitted under the status of residence previously granted) at the airport upon entry to Japan or at the immigration office.

- It is convenient to complete a dedicated application form with the required information before entering the country and submit it to the immigration officer at the airport during entry inspection.

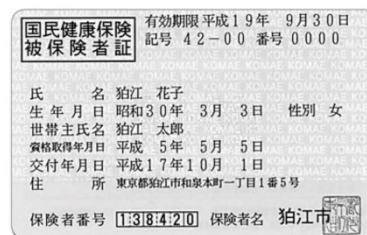
The image shows a Japanese immigration application form titled '申請書 資格外活動許可申請書' (Application for Permission to Engage in Activity Other Than That Permitted Under the Status of Residence Previously Granted). The form includes fields for personal information, passport details, and specific activity information. It is a standard document used by international students in Japan to request permission for part-time work.

- Failure to obtain a **資格外活動許可**<sup>しかくがいかつどうきょか</sup> or working beyond the approved hours or job categories can result in penalties such as deportation, fines, or imprisonment. This **資格外活動許可**<sup>しかくがいかつどうきょか</sup> applies even to part-time work conducted on campus, so be sure to apply for a **資格外活動許可**<sup>しかくがいかつどうきょか</sup> as necessary.

## VII. Medical Treatment

### ●National Health Insurance (国民健康保険) こくみんけんこうほけん

- All students with a student visa must enroll in National Health Insurance at the municipal office. National Health Insurance is both a right and an obligation for international students. To enroll, you will need your residence card (在留カード)  
ざいりゅう and passport.
- After enrollment, you will be issued a National Health Insurance card. Always remember to present it at the counter when visiting a hospital. When insured individuals visit a hospital, their co-payment is 30% of the total cost.
- Later, you will receive a bill for insurance premiums at your home, which you can pay at a nearby convenience store. Insurance premiums vary depending on income and location.



### ●National Pension (国民年金) こくみんねんきん

- Individuals aged 20 and older, including international students, are required to enroll. The monthly contribution is 16,520 yen (as of the 2023 fiscal year). By paying for ten years or more, you will be eligible to receive a monthly pension from the Japanese government when you reach retirement age. Additionally, if you become disabled or pass away due to an accident, both you and your family may receive a monthly pension.
- If you are unable to pay, there is an exemption system called the "Student Payment Special Exemption." You can apply for this at the municipal office.
- International students can receive 脱退一時金  
だつたいいちじきん (a lump-sum withdrawal payment) upon returning to their home country. It is advisable not to withdraw if you have the potential to work in Japan in the future. You can also continue to pay your pension contributions while living abroad. For more details, please check the Japan Pension Service website.

にほんねんきんきこう  
(日本年金機構 (Japan Pension Service) <http://www.nenkin.go.jp/international>)

### ●Regular Health Examinations

- Twice a year, in May and November, the school conducts tuberculosis screening using X-rays (free of charge). It is mandatory to undergo this examination. A health

examination certificate may be required when applying to universities and other institutions.

- If you do not undergo the examination at school, you will need to visit the local health center for tuberculosis screening (at your own expense).
- On the day of the X-ray, please do not wear necklaces and wear a plain shirt. If you have long hair, please bring a hair tie.

#### ●Local Hospitals

- When you need a health examination certificate, first obtain a proof of X-ray examination at school and then go to the hospital. This will result in slightly lower fees for the certificate.
- Please note that obtaining the certificate on the same day may be difficult, so make sure to allow for 4 to 5 days when requesting it at the hospital.

---

#### ■社会医療法人 東明会 原田病院 (Harada Hospital)

Tel : 04-2962-1251  
Address : 1-13-3 Toyooka, Iruma, Saitama  
(埼玉県 入間市 豊岡 1-13-3)  
Website : <http://www.harada.or.jp/>

(Monday to Saturday) 08:00 AM to 11:30 AM / 11:40 AM to 04:30 PM

---

#### ■医療法人 永仁会 入間ハート病院 (Iruma Heart Hospital) [English OK]

Tel : 04-2934-5050 Fax : 04-2934-5033  
Address : 1258-1 Koyata, Iruma, Saitama  
(埼玉県 入間市 小谷田 1258-1)  
Website : <http://www.eijinkai.jp/>

Internal Medicine :

(Monday to Friday) 08:30 AM to 11:30 AM / 03:00 PM to 05:30 PM

(Saturday) 08:30 AM to 11:30 AM

---

# VIII. Earthquakes

## ● What to Do Immediately After an Earthquake

- Stay away from furniture that can topple over and glass windows. Protect your head and hide under a desk.
- You do not need to try to turn off gas or stoves; they will automatically shut off.
- In the event of a major earthquake, be cautious of falling objects from above once the shaking stops. Move to an open area outside.
- Absolutely do not panic and rush outside. In Japan, staying inside buildings is safer.
- Do not use elevators; you may become trapped.

## ● Contacting Your Safety After the Earthquake

- If a major earthquake occurs, immediately contact the school or your teacher to inform them of your safety (whether you are injured or not) and your whereabouts.
- It may be difficult for the school to contact each student individually, so it is crucial that students themselves contact the school or their teacher.
- During emergencies, regular phone lines may be restricted. Using the internet as a means of communication can be effective, and public phones can also be used.
- Information from the school will be posted on the school's website, so please check it daily.

## ● Evacuation Shelters

- In the event of a major earthquake, places like elementary schools and junior high schools become evacuation shelters. If your home is in a dangerous condition, please sleep at the evacuation shelter. There will be water and blankets available, and information will be gathered.
- In Japan, even in the event of significant disasters, electricity and water supply are usually restored quickly. Relief supplies and volunteers also come from other regions promptly. Please rest assured.
- There may be foreign nationals with weaker Japanese language skills than yours. Be prepared to assist them as an interpreter.

- **Everyday Preparedness**

- **Water**

Having water is essential for survival. Keep a bottle of water at home.

- **Radio**

You can receive accurate earthquake information. Be sure not to be misled by internet rumors.

- **Hand-Crank Charger**

There are devices with radios or USB charging capabilities. They are convenient.

- **Familiarize Yourself with Evacuation Shelter Locations**

Remember the locations of nearby elementary and junior high schools. You can stay there, obtain water, and food if necessary.

- **Building a Network**

Do you have fellow students from Asahi Nihongo Gakuin in your neighborhood? Are you greeting your Japanese neighbors? It's important to maintain regular communication. In times of emergency, you'll need friends to help each other.

## IX. Scholarships

- **Multiple Scholarships Available**

---

For example:

- **Private Foreign Student Learning Incentive Scholarship**

- Approximately 52,000 yen per month (provided for 6 months)

- Requirements: ① 100% attendance    ② All A grades

※Note: Even if recommended by our school,  
there may be cases where you are not selected.

---



## X. Moving

### ●Procedures

- When moving to a different city, you must go to the municipal office of your current city and submit a「てんしゅつとどけ転出届」(Moving Out Notification) to receive a「てんしゅつしょうめいしょ転出証明書」(Certificate of Moving Out).
- Within 14 days of moving, you need to take the "Certificate of Moving Out" and your residence card to the municipal office in your new address area and submit a "Moving In Notification." Failure to do so within the 14-day period may result in fines.
- You need to arrange for utilities such as water, electricity, gas, and internet at both your previous and new residences. Contact the respective utility companies for assistance. They may ask for the account holder's name and customer number, so it's advisable to have your bills or receipts on hand while making the calls.
- Visit the post office and submit an address change notification. They can forward mail sent to your old address to your new one for one year.
- You must also update your address with your bank, credit card companies, and mobile phone provider.

### ●Guarantors

- When renting a room, you may need a guarantor. It is the responsibility of the individual student to find a guarantor, such as using a guarantor company. The staff at our school will not serve as guarantors for students.

## XI. Living in Japan

### ●Try to live only in Japanese

- Try to think in Japanese even inside your head. When you encounter kanji characters you don't know in town, look up their meanings right away.
- Remember that while you're watching dramas from your home country or chatting in your native language, other international students (at other Japanese language schools) are studying Japanese language.

- When problems arise, that's the chance to use Japanese. Instead of thinking, "I want to consult in my native language because I'm in trouble," make an effort to explain your situation to Japanese people in Japanese.
- You can study for five minutes whenever you have the chance. Make good use of your commuting time and break time.
- If you're tired of studying, take a walk around town. You'll always find something interesting. Observing Japanese daily life and talking to store clerks are also part of your learning experience. Participate in various events like festivals and social gatherings whenever possible.

#### ●Avoid Speaking Loudly

- Imagine this: You're surrounded by a group of people speaking in a language you don't understand for a long time. It would likely make you feel frustrated or anxious, right? Keep in mind that for Japanese people, your native language is also an unfamiliar language. So, wherever you are, please avoid speaking loudly in your native language.
- Apartments in Japan often have thin walls. Please refrain from using the washing machine or vacuum cleaner at night. Also, be mindful of the volume when using items like TVs, stereos, or musical instruments. Try not to give the impression to Japanese people that "there are noisy foreigners."

#### ●Trains

- Having a スイカ SUICA (or パスモ PASMO) card is convenient because you can ride trains without buying tickets. You can also use SUICA for shopping at convenience stores and supermarkets.
- 「じょせいせんようしゃ女性専用車」 (Woman Only) cars are designated for female passengers, although during non-rush hours, men are allowed to use them.
- It is considered rude to eat or talk on the phone in crowded trains.
- While waiting for a train, please line up and wait in a queue. Board the train only after everyone has disembarked.

#### ●Garbage

- When disposing of trash at home, please follow the local garbage disposal rules.
- Only dispose of items purchased from the specific convenience store in their garbage bins.
- Recyclable garbage is collected daily in recycling bins in front of supermarkets.

- Cleaning the Unit Bath, Washroom, and Toilet

- It's a good idea to clean them at least once a week to prevent the build-up of limescale and mold.
- Avoid flushing hair down the drain as it may lead to clogs. Use a net or other means to prevent hair from entering the drain.

- Ventilation (Replacing the air in the room)

- Japan is humid in summer and prone to condensation in winter, making it susceptible to mold growth. Make an effort to ventilate the room using ventilation fans or windows.
- If you discover mold, promptly clean it up. Failure to maintain a clean living space may result in the forfeiture of your security deposit when you move out.

- Crime Prevention

- Always lock the door even when you are at home.
- When leaving your apartment, be sure to lock all windows, even if it's just for a short time.
- It's advisable for women not to hang underwear outside. Keep curtains closed to prevent the interior of your room from being visible.
- When disposing of garbage, tear up any paper with your name or address on it into small pieces before throwing it away.

- The following activities are also considered criminal. Please be cautious.

- Going out without your residence card
- Lending or borrowing your residence card, student ID, or national health insurance card
- Distributing flyers for adult entertainment establishments or working as a cleaner in such establishments
- Working part-time in pachinko parlors, mahjong parlors, bars, or snack bars
- Carrying knives or blades longer than 6 cm without permission
- Taking items left at a garbage disposal area
- Capturing animals, birds, fish, or insects without permission
- Picking fruits or plants in someone else's garden or public parks (even fallen ones are not allowed)

※ When you are abroad, always remember that you are seen as a representative of your country. Your actions and words can shape the image of your country and ethnicity.

This booklet has been translated from Japanese. If there are any discrepancies in the translated languages, the original Japanese version will be prioritized.