

International Exchange Center

New Student Manual



昭和大学
SHOWA University

Welcome to Showa University!

This manual is designed to help our visiting students become accustomed to their new life in Japan as quickly as possible. In particular, it contains important information and rules about staying in the dorms and training in the hospital/pharmacy. We highly recommend that you read this BEFORE your arrival to Japan.

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1. Dormitory Key

- You have 2 Keys (those who live in room 203 and 303 have one key)
- Key #1 : Opens both the front door of your apartment and entrance of the building
- Key #2 : For your bed room

* Having a duplicate key made is strictly forbidden.

* Do not lose your room key.

- If you lose your key, report it to the International Exchange Center immediately.

You must pay a fee to change the key.

- The IEC has master keys for each room. These keys are used only in the case of emergency, and room inspections (if you are not present), or when we may be asked to go to see if you are OK by your department seniors. The scheduled dates for the room inspections will be announced to you in advance.



2. Student Card

- You must put it on your white lab coat while you are in hospital, laboratory or pharmacy.
- Return it to the International Exchange Center when you return to your home country.
- If you lose your card, report it to the International Exchange Center immediately.
You must pay to reissue it.

3. Time Card

- Be sure to place your “time card” on the sensors located in all campuses and hospital buildings to check in. (to be done every day your work).
- Return it to the International Exchange Center when you return to your home country.
- If you lose your time card, report it to the International Exchange Center immediately.
- You must pay to reissue it.

4. Travel Request

- When you go abroad (including your home country), you should submit a "travel request" form to the IEC through your department.
- If the purpose of your trip is related to your study or to attend a conference, you should also submit the relevant documentation which shows conference/meeting location, times, and also allocated dates. For example, a print out of the conference's website homepage or confirmation email from the conference. Also, you must give a copy of "Participation Certificates/Attendees badge" to the IEC when you get back.

5. Residence Registration

- Foreign residents who live in Japan for 90 days or longer/who received Residence Card at the airport must register as a resident at a city office.
- When you return to your home country, you must give the Residence Card back to the Immigration Office at an International Airport.

* The International Exchange Center will take you to the Shinagawa Ward Office to complete Resident Registration and join the National Health Insurance within 2 weeks of your arrival.

* When you return to your home country, we will take you to the city office to complete the moving-out procedure.



6. National Health Care Insurance (One of the Public Health Insurance Programs)

- Foreign residents who live in Japan for 90 days or longer/who received Residence Card at airport must purchase National Health Insurance.
- National Health Insurance covers 70% of medical and dental costs and it includes consultation with doctors/dentists, treatments, prescription medicines, and hospitalization. When you see the doctor, please bring the card with you to hospital and show it at the reception desk.



- The bills (about ¥1,200/month) will be posted in June and November and sent to your mailbox.
- You can pay at any convenience store, such as Seven-Eleven, Lawson or Family-Mart.
- Bills will be written in Japanese. If you need help reading them, please do not hesitate to contact us!

* When you return to your home country, return the card back to Shinagawa Ward Office by giving it to the International Exchange Center.

7. **International Exchange Center** (email: int-exc@ofc.showa-u.ac.jp)



- Working Hours
9:00am -5:30pm, Monday-Friday (except National Holidays, the New Year holidays and the anniversary of the founding of the University-November 15th)
- Address
Showa University Building #15
Room #105, 6-8-7 Hatanodai, Shinagawa-ku
Tokyo 142-0064 Japan
Phone:03-3784-8266
- The International Exchange Center will receive and keep packages or/and letters for you during the working hours. When you are expecting packages too big for your mailbox, tell the sender to drop it off at our office address.

8. **Scholarship**

- You will receive your scholarship on the 25th of the month.
- To pick up the money, please visit the university's Accounting Department of on the 1st floor in building #1 at Hatanodai Campus after 2 pm with your Student Card. If the 25th is a Saturday or Sunday, the Accounting Department will prepare the scholarship for the previous Friday.
- If you want to transfer the scholarship directly to your bank account (Japanese banks only), please contact us. We will help you open a bank account. ☺

- Especially if you study at Fujigaoka Hospital, Northern Yokohama Hospital or Koto-Toyosu Hospital, having a bank account must be convenient for you.

* If you take any days off from studying, the scholarship amount will be deducted for those missing days.



9. Commuter Ticket

- The IEC will help doctors who study at Fujigaoka Hospital, Northern Yokohama Hospital or Koto-Toyosu Hospital to purchase a commuter ticket. Compared to buying train ticket 5 days a week, purchasing a commuter ticket is more economical.

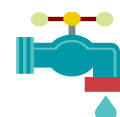


10. Utility Charges – Water, Electricity, and Gas

- Residents have to pay the utility charges of their own apartment. Please split the bills with your roommate.
- Bills will be delivered to the International Exchange Center from each company, and we will pass them along to you with English instructions.

* The electricity and gas bills will be delivered every month. The water bill will be delivered every **other** month.

- You can pay at any convenience store, such as Seven-Eleven, Lawson or Family-Mart.
- When you return to your home country, the International Exchange Center will arrange from someone from each of the three companies to adjust the fee. Let us know the date of your flight as soon as it's finalized.



11. Showa University Library (<http://lib.showa-u.ac.jp/eng/eng-index.html>)

- It's located on the second floor in building #1, Hatanodai Campus.
- You need to submit an application form to borrow books from the library.

Please bring your Student Card with you.

- For the details, please look at the separate sheets of paper and ask the library staff .

12. When you leave Japan

- Return your library card to the library.
- Submit your schedule, flight detail and “Questionnaire” to the International Exchange Center (int-exc@ofc.showa-u.ac.jp)
- Submit “Foreign Scholar Fellowship Report” to the secretary of your supervisor’s department.

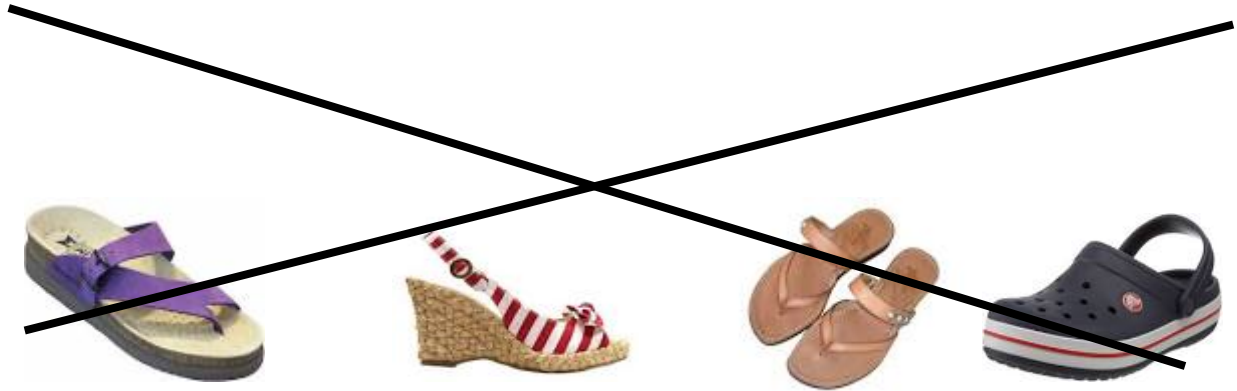
(mhashimoto@ofc.showa-u.ac.jp) (kahiraizum@ofc.showa-u.ac.jp)

- Give your room key(s), Student Card, Time Card, and National Health Insurance Card back to the International Exchange Center.
- Make sure that you turn off the lights and air-conditioner in your room and lock the windows.
- Do not leave any personal belongings, such as food, seasonings, clothes, shoes, books, posters, cosmetics or shampoo in the dormitory.
- Put all garbage into the garbage cans in the basement of building #15.



13. In Hospital and Pharmacy

- Put your Student Card on your white lab coat always.
- Sandals are not allowed. You must wear covered shoes or sneakers.



- Tie your hair neatly.



- Do not cross your legs while you are training and when you are with your supervisor or patients. In Japanese culture, this behavior is considered impolite.
- You should not take any type of personal information from the hospital, departments and pharmacy such as medical records and photos of patients
- Do not play with/use your mobile phone while you are training or when you are with your supervisor or patients.

14. Appearance Check List for Patient Care Practice

Check list for appearance		
Item	Both of Male and Female	
Hair	Presentation must be clean-cut, hair bangs cannot touch your eyes	
	Pin your hair so that when you bend at the waist it does not droop down	
	No dandruff and be clean	
	Male	Female
	Hair length shall not touch the shoulders	If the hair touches your shoulder, bundle your hair on your head
	Use hair conditioners which have little smell	
Color of Hair	Natural color	
Accessory	Do not use sharp hairpins and accessories with bright color	
	Do not wear accessory like rings and pierced earrings	
	Wear white robe/gown on the top and long pants. When bending your back cannot be shown	
Uniform	No bright color pants or jeans	
	Utilize the correct uniform in which undergarments cannot be seen	
	No stain, no dirt, or tears on your uniform. Replace all missing buttons	
	Place the name tag on the uniform Put your ID card	
	Do not stuff many items into your pockets	
	Do not hold unnecessary item	
	Do not wear bright socks	
Name tag	Position your name tag where it is clearly visible	
	Ensure uniform covers the entire chest area	
	Use pin type name tags, do not use the string type	
	No visible dirt on your nail. When you observe your hand from palm side up, you should not see your nails	
Nail	Male	Female
		Do not paint your nails
		Do not wear false nails
Shoes	Wear whitish sneaker or leather shoes that are not brightly colored. Do not wear sandal, boots, and slippers	
	Ensure shoes strings are tied tightly	
	Wear clean shoes. Ensure shoes are not stained or have foul odors.	
	Wear the shoes correctly and do not fold the heel of the shoes	
Other	Hand creams and anti-perspiration deodorants with light fragrances can be used	
	Use good personal hygiene to prevent body odor	
	Use good personal hygiene and ensure you do not have mouth odor (i.e smoke)	
	Prohibit the use of colored contact lens	
	Prohibit to use of false eyelash	
	Do not use cell phone.	
	No long nose hairs	
	Do not use perfumes	

15. Inventory in your Studio Apartment

In Your Bedroom:

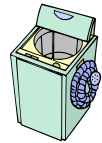
- A bed, a set of bedding and bed linens
(Bring your used linens to the International Exchange Center for laundry on Tuesdays or Wednesdays. We can give you fresh linens.)

- A TV
- An air conditioner/heater
- A table set, chair, and lamp
- LAN cable

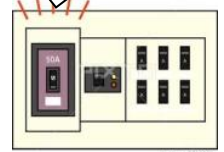


In the Common Space:

- An air conditioner
- A refrigerator
- A table set, chair, and lamp
- A refrigerator
- A washing machine
- Induction cooktop
- A microwave oven
- A toaster
- A frying pan and pot
- A ladle and a tuner (spatula)
- An electric kettle
- A kitchen knife
- Plates, cups and cutlery



Put this lever to the upper side to reset it.



* In the case of power outage or if you use too much electricity at one time, the circuit breaker will cut out. If it drops, please reset it.

* You cannot carry out any items listed above from your room. All items belong to the room.

* If you break any of them, you should report to the International Exchange Center immediately.

Please note that you must pay to get a new one if you break any of them.

Please use equipment carefully and keep everything in good condition for the residents who will use them after you.

Consumables - such as toilet paper, detergent (DO NOT use washing powder), batteries, light bulbs and transformers - should be purchased by residents.

We have rice cooker, vacuum cleaner, iron and ironing board available. If you would like to use any of them, please ask at the International Exchange Center.



16. In-Room Policy at the Dormitory

* The dormitory is only for the doctors/students approved officially at Faculty Meeting and Board of Directors Meeting by the university. You can neither let your family/friends stay nor keep animals in your room.

* Holding religious meetings or any kind of business activities are strictly prohibited.

* Bringing any kind of dangerous objects is strictly prohibited.

- Room inspections will be held several times a year. You don't need to be present in your room at this time.
- The scheduled dates for the room inspections will be announced to you by email a couple days prior.
- When entering the room, replace your outdoor shoes with the slippers at the doorway. Slippers will be used only in the room (GENKAN).
- Stay by the gas range when you cook, and do not leave the premise, and concentrate on your cooking.
- Do not carry out any items listed on "Inventory in your Studio Apartment" from your room. All items belong to the room.
- Turn the gas off when you are not cooking.
- Use the fan in the kitchen when you cook.
- Do not put pan or kettle directly on the floor.
- Do not make noise in the room or talk loudly in the corridor.
- Do not play music or talk with others while leaving the front door open.
- Always keep your room, kitchen, bathroom and toilet clean.
- Leave the bathroom fan on after you take shower and avoid outbreak of mold.
- Remove your hair from drain after you take shower.
- Please do not dispose of anything but toilet paper into the toilet.

When you are moving out:

- **Return the room condition as clean/tidy as you arrived.**
- If you cause damage to the room such as floor, wall, and/or equipment in the bathroom/bedroom/kitchen you should report it to the International Exchange Center immediately.
- Please note that you have to pay to fix them if you cause damage to the dormitory.
- DO NOT leave any personal belonging, such as clothes, shoes, food, seasoning, book, cosmetic or shampoo etc.






No Smoking either in the dormitory (Flag) or building #15.



17. Garbage Rules

Divide garbage into 6 groups:

(There are garbage cans for 1-5 in the basement of building #15. Take your garbage out in plastic bags.)

1. Noncombustible Waste 	2. Combustible Waste 	3. PET bottle (plastic) 	4. Can 	5. Jar, bottle (glass) 
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- Noncombustible waste is...

Shampoo bottle, leather, aluminum foil, metal, empty spray can, light bulb, glass, ceramic ware
(Fragile items, such as light bulb, glass and ceramic ware, have to be wrapped in paper)



- Combustible Waste is...

Garbage from kitchen, such as vegetable skin, flower, plastic wrap, meat/fish/vegetable trays, tissue paper, piece of paper, empty milk carton

Do not dispose of used oil into the sinks.

To dispose of oil: Pour oil into empty milk carton filled with napkins and let the napkins absorb the oil. Then, put the milk carton in a plastic bag and discard it.

- Newspaper and magazine

Take them out in a plastic or paper bag and put them on the ground in the cage.



18. Dorm/Campus Wi-Fi setting, set-up

- Throughout the Flag Dormitory (Building #13), Hatanodai campus, and Dental Hospital, free Wi-Fi is accessible to our visiting fellows. Please follow these steps to set up your computer:

1. Turn on your computer's Wi-Fi connection

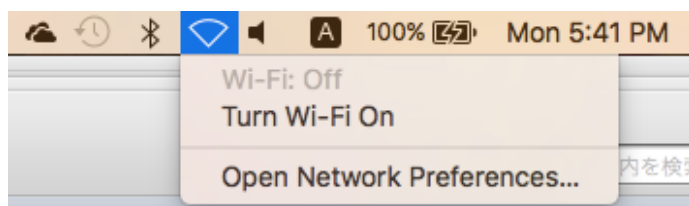
(ア) For Windows

- ① The Wi-Fi icon is located on the bottom right of the screen
- ② Right-click on this icon with your mouse



(イ) For Macs

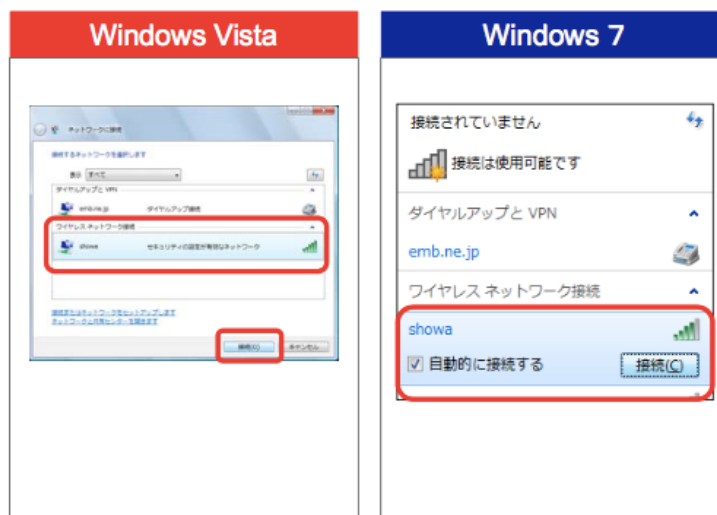
- ① The Wi-Fi icon is located on the top right of the screen of the screen
- ② Click on this icon and then “Turn Wi-Fi On”



2. Choose your network

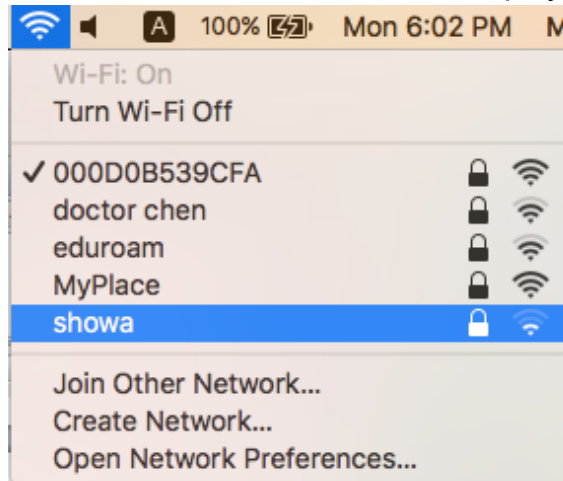
(ア) For Windows

- ① Selected “showa” from the list of displayed networks and press the “Connect (C)” button



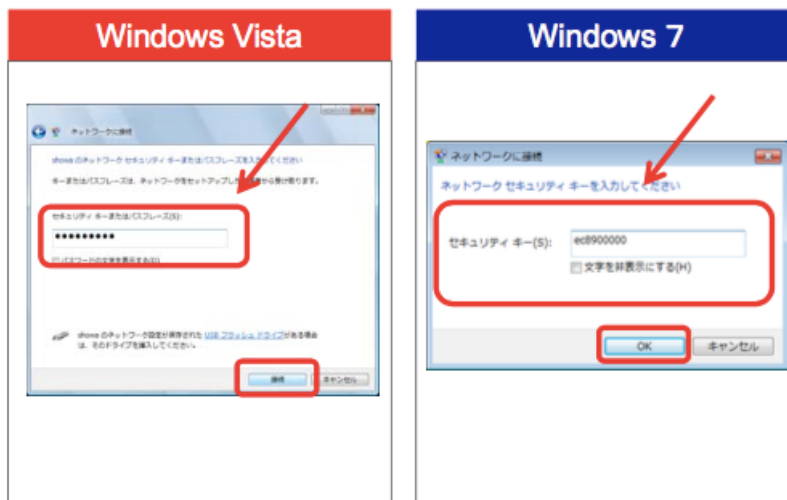
(イ) For Macs

- ① Click on “showa” from the list of displayed networks



3. Enter your Network/Security Key

(ア) For Windows



(イ) For Macs

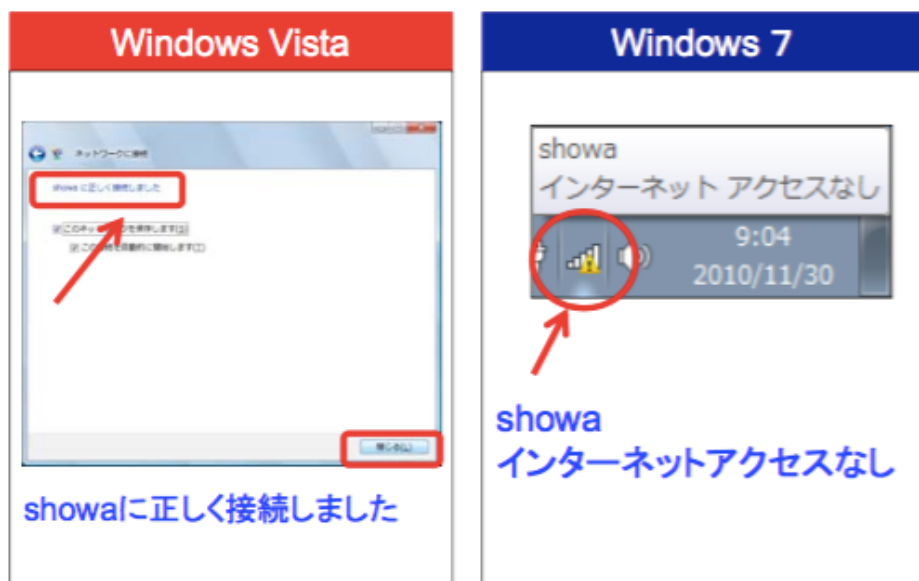


- Staff at the International Exchange Center will give you the Network/Security Key when you arrive on campus.
- Telling or letting others use the “showa” network password is strictly prohibited.

4. Completing set-up

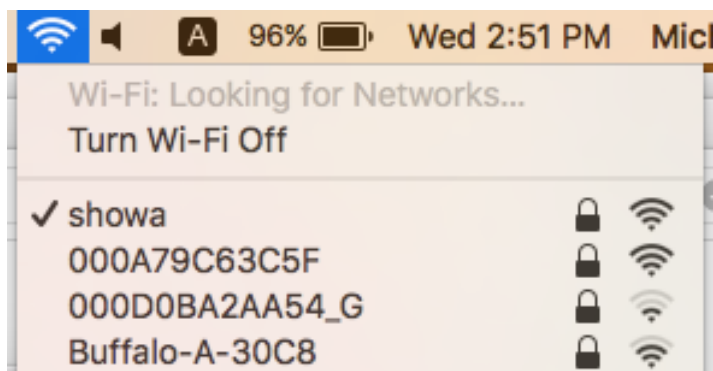
(ア) For Windows

- ① If the following screens appear, Wi-Fi set-up has been successfully completed



(イ) For Macs

- ① If a ✓ mark appears and remains next to “showa”, set-up has been successful completed



- In order to access the internet in Hatanodai Campus including dormitory, library, hospitals and Dental Hospital in Kitasenzoku, you need to ALSO sign in with your Showa User ID (ユーザーID) and Password (パスワード)

5. Open up a new browser window (Internet Explorer, Fire Fox, Google Chrome, Safari, etc.)
 - The following authentication page should automatically open



The image shows a login page for Showa University's Academic Information Network. At the top, the university's name is written in Japanese (昭和大学) and English (Showa University). Below this, it says 'Academic Information Network'. A horizontal line separates the header from the login area. The text 'Please enter your Showa-ID and password.' is centered. There are two input fields: one for 'Showa-ID' and one for 'Password'. Below the 'Password' field are two buttons: 'login' and 'logout'.

- If this screen doesn't automatically appear, please go to this page:
<http://sUNET.showa-u.ac.jp:8081/>
6. Enter your User ID and Password
 - Staff at the International Exchange Center will give you an individualized User ID and Password when you arrive on campus.
 - Telling or letting others use your ID and Password is strictly prohibited.

19. Your Mailbox

- Each fellow will receive his/her own mailbox at the entrance of building #15.



- A 3-digit pin to open your mailbox will be given to you upon your arrival
- Your address is;
Showa University Building #15
Room #(assigned upon arrival), 6-8-7 Hatanodai, Shinagawa-ku,
Tokyo 142-0064 Japan

*International Exchange Center will receive and keep your package from your country or shops during our working hour - 9am to 5:30pm, Monday through Friday-except national holidays and New Year holidays.

- International Exchange Center's address is;
Showa University Building #15
Room #105, 6-8-7 Hatanodai, Shinagawa-ku,
Tokyo 142-0064 Japan

20. Air Conditioner/Heater Remote Control

- Below is a diagram explaining the different buttons on your controller.



エコ自動
= Eco-friendly mode

運転/停止 = ON/OFF

運転切換=Function

↑
温度
=
Tempe
rature
↓

風向=Direction of the
wind

風量=
Strength of the wind

風ないス=Avoid Direct
Wind

快眠
=For when it's hot
and humid, and
hard to sleep

空気清浄=Air Cleaner

内部クリーン=Clean inside
of Machine (Hold for 2
Seconds)

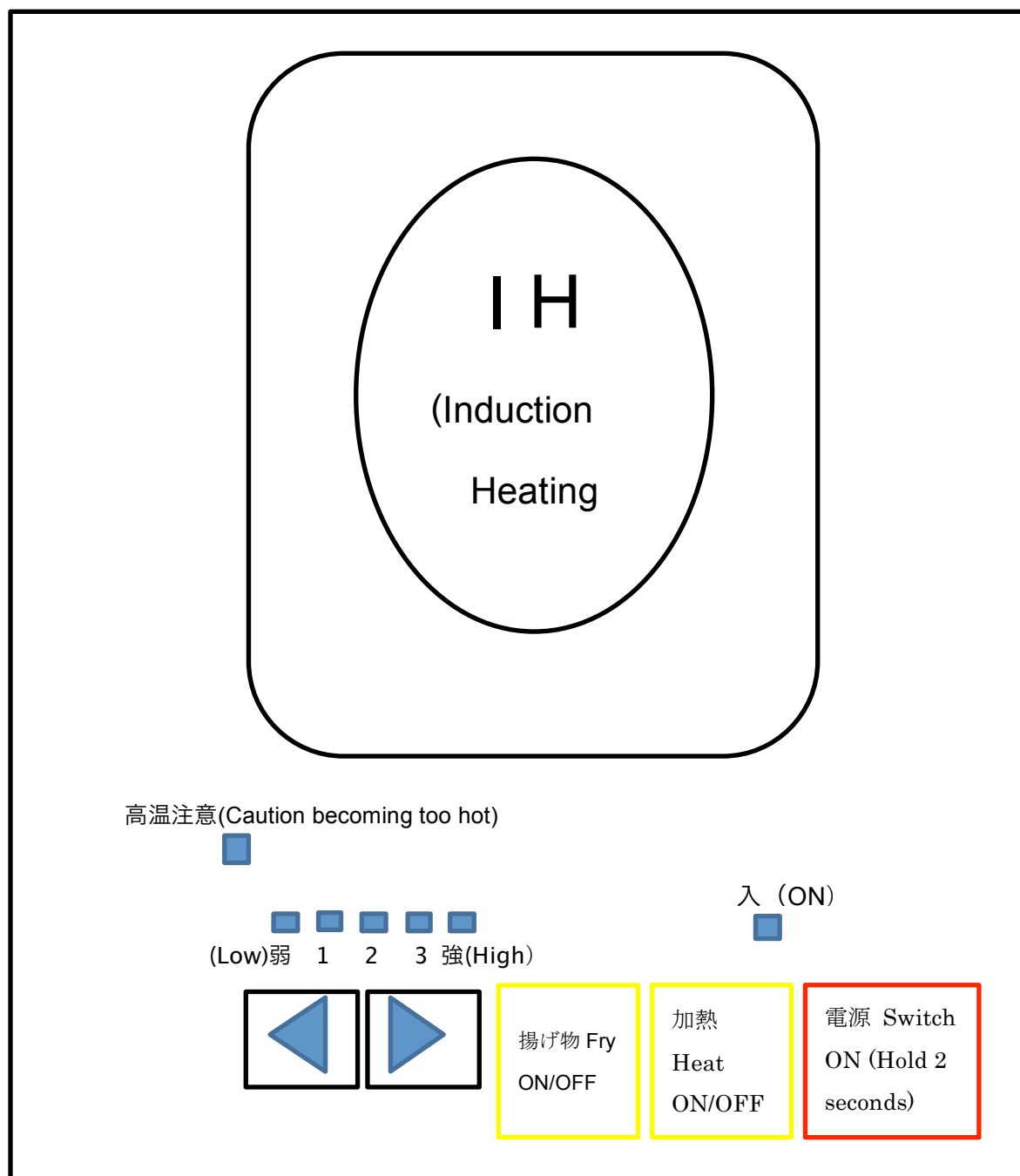
切タイマー=Timer:Off
時間=Time (Hours)

取消=Cancel

入タイマー=Timer:On
時間=Time (Hours)

21. IH (Induction Heating) Cooker

- The cooker doesn't work without putting a pan on it. (IH pans only)
- DO NOT put anything besides an IH pan on it.
- DO NOT splash water.

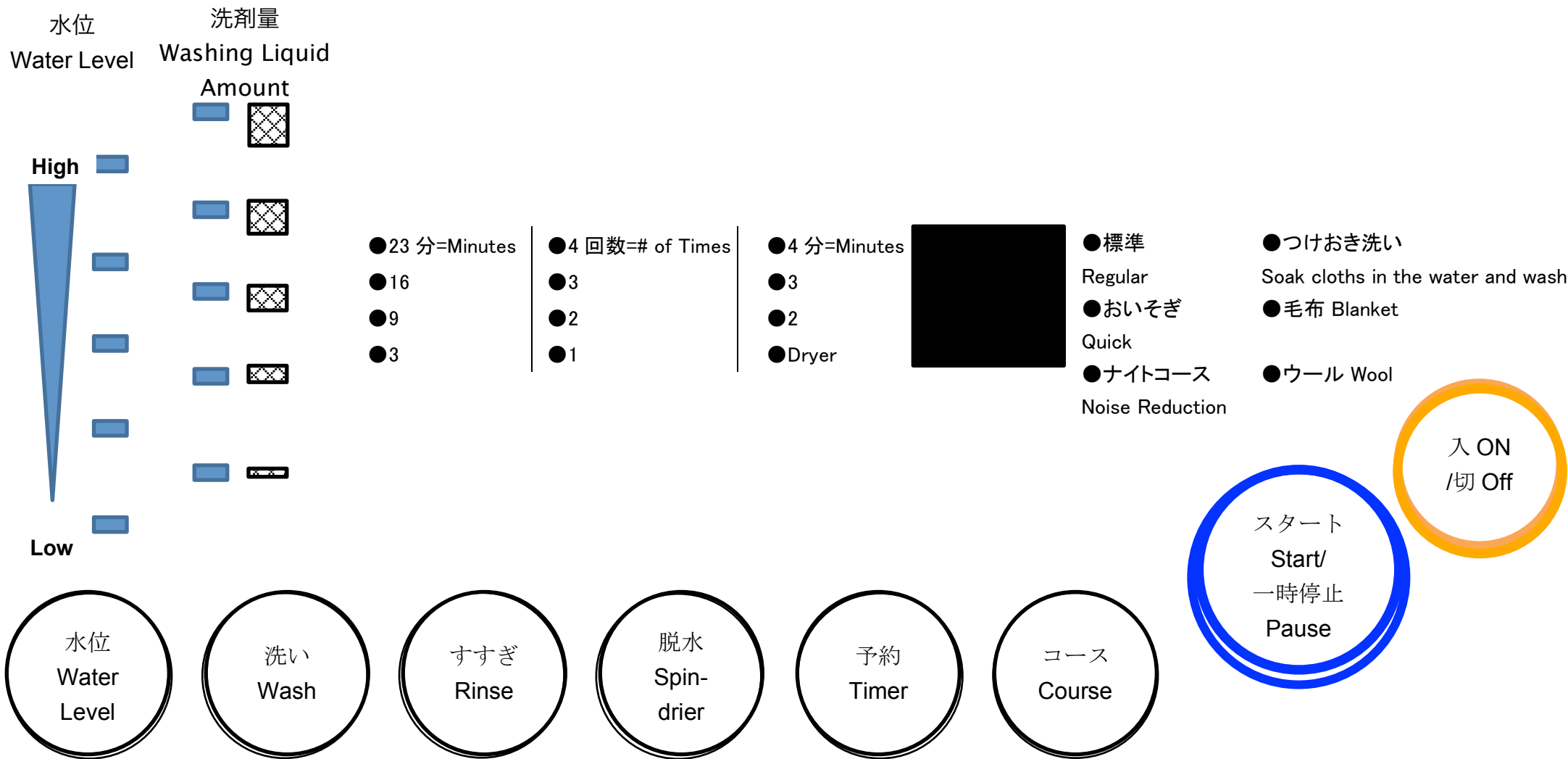


- Do not use a knife or metal turner on the surface of the pans/pots.
- If you do, the coating of the pans will come off and you will have to buy a new one for the people who use this room after you.

* The International Exchange Center will check the condition of the pans when you leave Japan.

22. Washing Machine

* Please use washing liquid. Please do not use washing powder.
* When you finished washing, keep the cover open until inside of the machine dries.



23. Washlet in Toilet

- If the monitor and flushing stops working, please flip the panel up and change the battery.
- Residents are responsible for providing the battery.

大=
Flush for
ladies

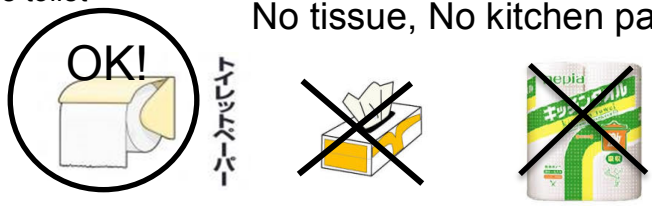
小=
Flush for
men

Please do not dispose of anything but toilet paper into the toilet

No tissue, No kitchen paper

OK!

トイレペーパー



止=Off おしり=wash やわらか=gentle wash ビデ=bidet/douche

ムーブ move ムーブ move ムーブ move

入/切 On/Off 入/切 On/Off 入/切 On/Off

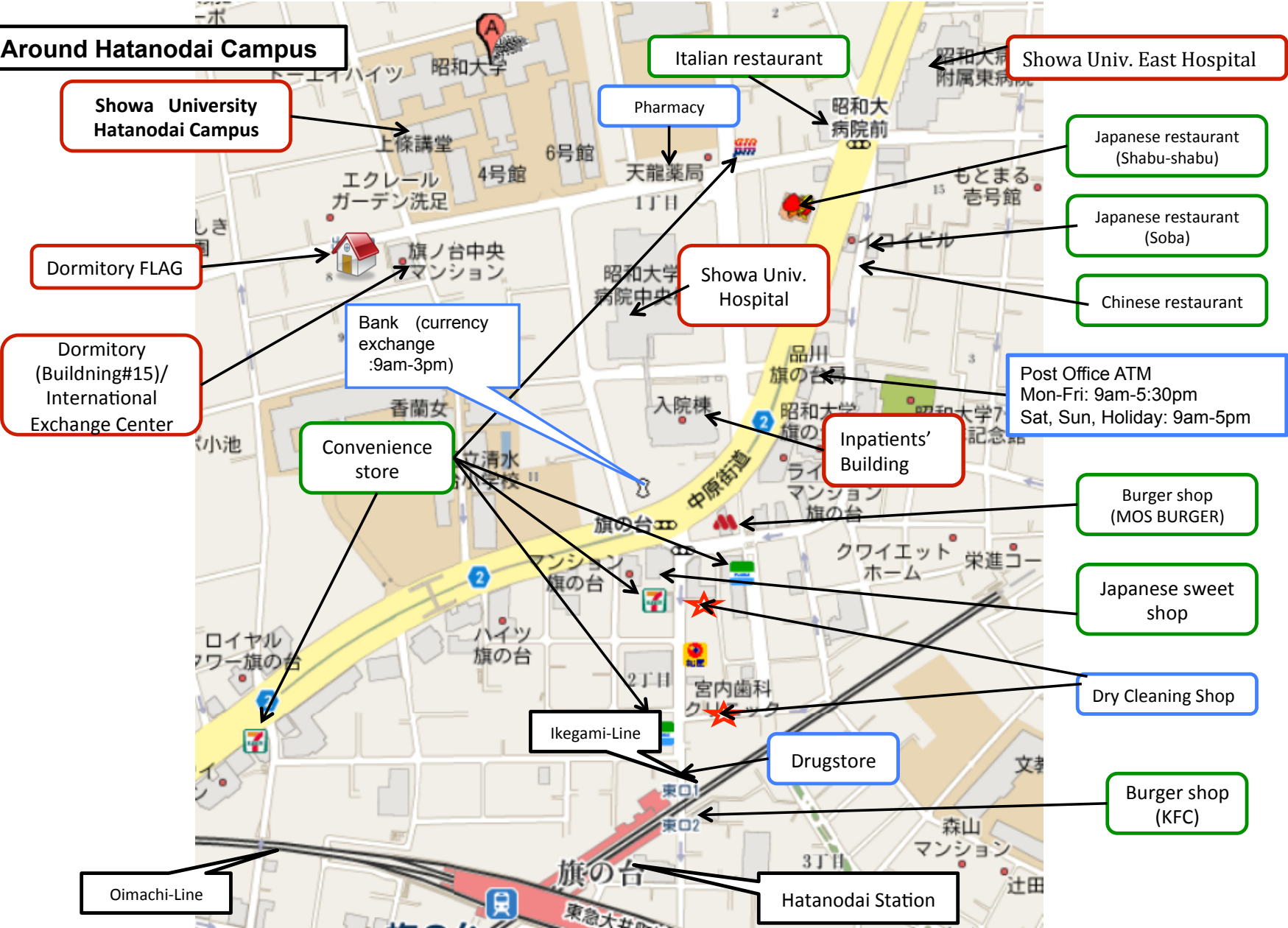
水勢=water strength 洗浄位置=location パワー脱臭=deodorizer

弱=soft 強=strong 前=forward 後=backward 入/切=On/Off

低=low...高=high ノズル掃除=clean the nozzle オート洗浄=wash the inside おまかせ節電=eco mode タイマー=timer (3 6 9 min)

便座=toilet 温水=hot water 入/切=on/off 入/切=on/off 入/切=on/off 入/切=on/off 入/切=on/off

24. Around Hatanodai Campus



25. How to get to the Dental Hospital



26. Around Dental Hospital

Super market
(Tokyu-store)

Senzoku Station-Meguro Line

Convenience
store

Café
(Doutor Coffee)

Bakery

Post Office ATM
Mon-Fri: 9am-5:30pm
Sat, Sun, National Holiday: 9am-5pm

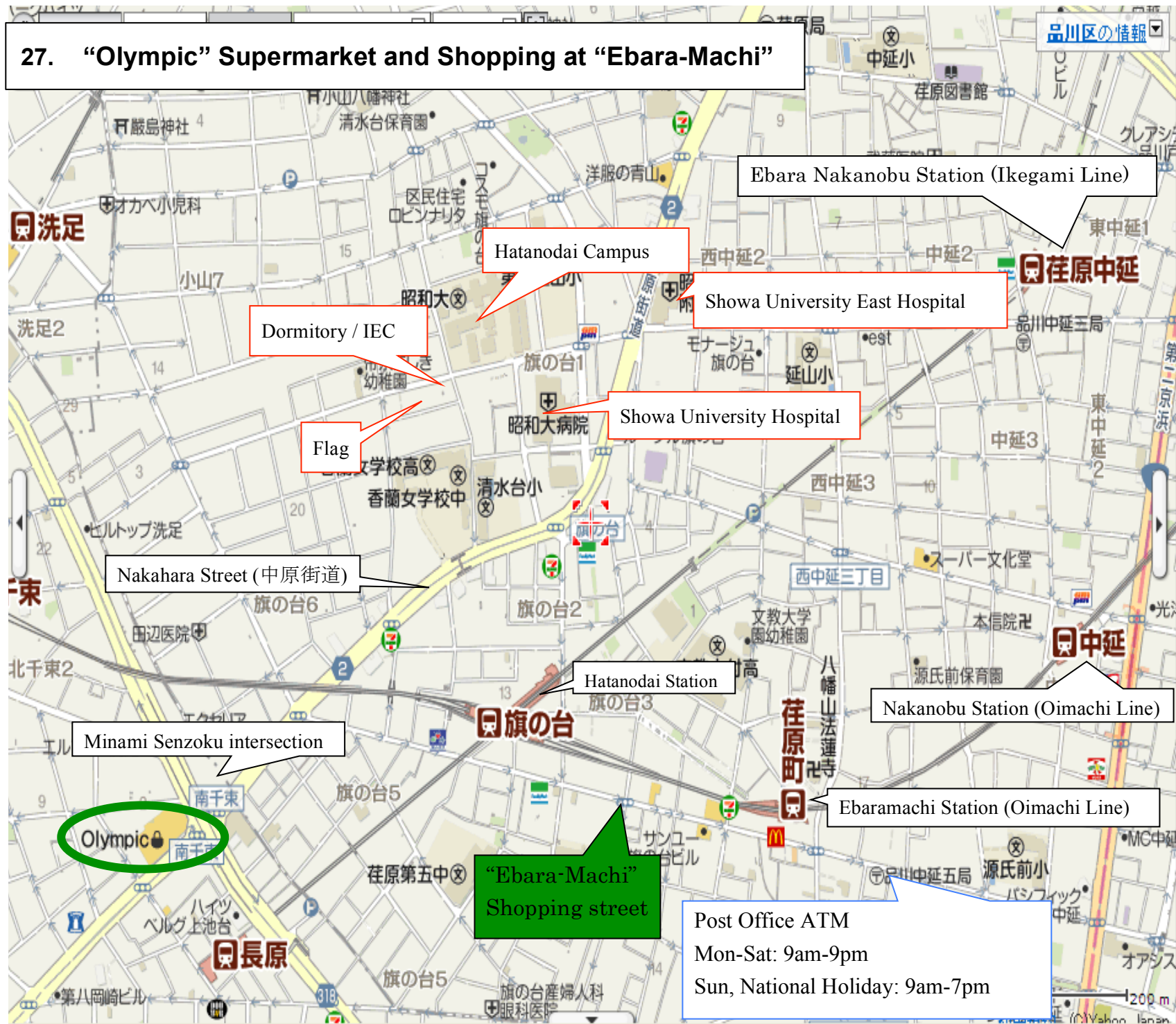
Showa
Univ.
Dental
Hospital

Convenience
store

Kita-Senzoku Station-Oimachi Line



27. “Olympic” Supermarket and Shopping at “Ebara-Machi”



28. “LABI” (Yamada Denki) Electronics Store and “Ito Yokada” Supermarket in Oimachi

