



# R STUDY IN KYOTO PROGRAM RITSUMEIKAN 2015 FALL PRE-ARRIVAL GUIDE

Read this guide and get ready  
for life as a student in Japan!

**What to do with this guide**

- Read it over now.
- Take it with you to Ritsumeikan.
- Keep it close by when you arrive in Japan.

# Yokoso!

Welcome to Ritsumeikan University! Whether you are at Kinugasa (Kyoto), or Ibaraki (Osaka) Campus, you have chosen a wonderful place to study. We hope your time with us will be some of the best years of your life!

It is natural to feel a little nervous when preparing to leave home, or when you first arrive in Japan. Some parts of life and studying at Ritsumeikan University may be different to what you are used to. We are here to support you and help you feel comfortable, so you can realize your goals and succeed in your studies.

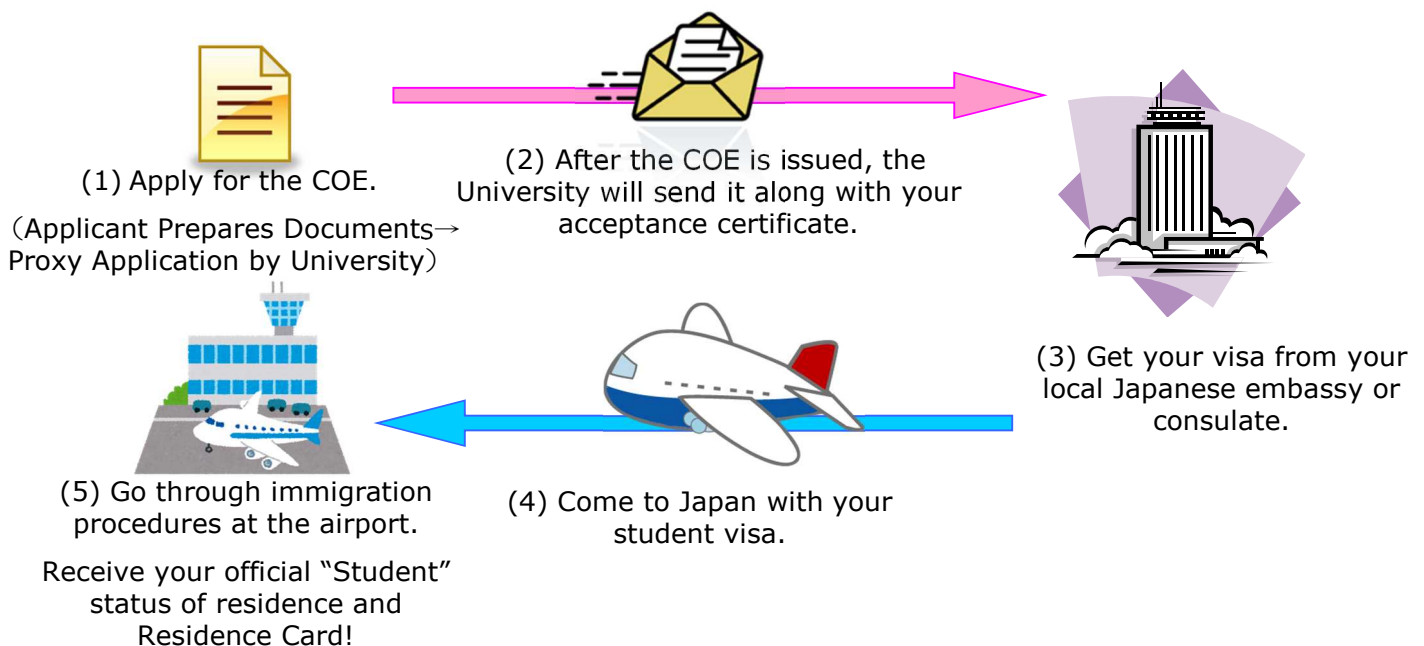
## Certificate of Eligibility (COE) & Student Visa

- **Why do I need a student visa?**

If you intend to stay in Japan for longer than three months, you will need a visa. Since you will be staying in Japan as a student, you will need to acquire a visa with “Student” status before arriving in Japan. A student visa allows you to study full-time at Ritsumeikan University for six months or one year.

- **Who will give me my student visa?**

Ritsumeikan University is currently applying to the Japanese Ministry of Justice for a Certificate of Eligibility (COE) on each student’s behalf. Once we send you your Certificate of Eligibility, you must submit it with your student visa application and passport to your local Japanese embassy or consulate. Please confirm with your embassy or consulate in advance regarding additional documents that may be required for the visa application and how long the process will take. Do not purchase your flight ticket before you receive your visa. If you happen to not receive your visa by your planned departure date, Ritsumeikan University will not be held responsible for any reason. You will be issued your official student residence status upon arrival in Japan, and receive your residence card at the airport.



- **Where do they place my student visa?**

After applying at your local Japanese embassy or consulate, your student visa will be displayed as a sticker in your passport.

- **What if I'm already in Japan?**

Please contact the Ritsumeikan University International Center as soon as possible. However, please note that it is impossible to receive a visa with "Student" status while staying in Japan. If you are currently in Japan, you will be required to return to your country to complete the process.

- **What is a Residence Card?**

Everyone planning to stay in Japan for an extended period should be issued a Residence Card at the airport. The card is proof of your status or residence and it is your duty to carry it with you at all times. Please remember to take it with you every time you go out.

- **Does my status of residence expire?**

Your Period of Stay (Date of Expiration) will be written on your Residence Card. However, regardless of the date written on your card, when the SKP program period is over your status of residence will become invalid. You cannot stay in Japan for an extended period after the program finishes. If you need to stay in Japan for any reason after the program, please talk to staff at the International Center beforehand.

## Yearly Schedule

Mid July	Housing Information Sent
Mid July	Fall Semester Tuition Fees Due*
Early Aug	Visa Materials Sent
Sep 1 - 13	Arrival & Move-in Period (Tentative)
Sep 1 - 15	Residence & Health Insurance Registry (Tentative)
Sep 14 - 18	Fall Semester Orientation (Tentative)
Sep 28	Classes Begin
Dec 26 - Jan 5	Winter Break
Jan 30	Fall Semester Concludes
Feb 1	Spring Break Begins
Mar 24-28	Spring Semester Orientation (Tentative)
Apr 6	Classes Begin
July 31	Spring Semester Concludes

\*non-partner university students only

## When Should I Arrive?

Due to visa restrictions, the earliest you will be permitted to arrive in Japan using your student visa is September 1, 2015 (Tue). Your visa status is only valid from September 1, so please do not arrive before this date as it may jeopardize your visa status.

For those of you planning to live in university provided housing, the move-in period will be from September 1 (Tue) – September 13 (Sun). Please keep in mind that some dorms have preselected check-in days, and you will not be able to check-in to university sponsored housing on Sundays or holidays as the dorm managers will not be available. More information regarding available housing locations and restrictions regarding move-in are available online, so we recommend waiting to book airline tickets to Japan until you have reviewed this information. Housing placement results will be sent at the end of July. Please be aware that depending on your housing placement, you may be requested to spend a night or two in a nearby hotel until move-in arrangements can be made.

Shortly after moving in and before orientation starts, we will hold a guidance session regarding resident registration. Therefore, please do not make plans to be away from Kyoto or Osaka during this period.

If you plan to purchase your return flight back to your home country in advance, one semester program participants are required to leave Japan around mid-February, whereas two semester program participants are required to leave around mid-August. Please be careful not to overstay after the program.

## Important Dates: Orientation Schedule

Soon after you arrive at Ritsumeikan, you are required to take part in an orientation with other new SKP students as well as a Japanese placement exam. Orientation will take place from September 14 to 18, with each day starting at 9:00am and finishing around 5:00pm with breaks in between sessions. You will be introduced to Ritsumeikan University and the Study in Kyoto Program in more detail, and students will also have a chance to spend time with the SKP Buddies. In mid-September we will also conduct a course registration guidance session.

\*Dates Subject to change

## Preparing for Departure

### ● Clothes and Luggage

Students are advised to bring clothing suitable for a wide range of climatic conditions as Japanese summers are often hot and humid, while winters can be cold and damp. Students in Japan usually attend university in casual clothing. Please be mindful of your skin exposure when visiting places such as temples or hospitals. You may also want to bring a pair of slippers with you as you will not be allowed to wear your shoes inside the dormitories/apartments. Please ensure that you only bring as much luggage with you as you are able to carry because some areas of Japan lack elevators and escalators.

You may send up to one large suitcase or box to the accommodations you have been assigned to. Please time your luggage to arrive after your own arrival in Japan. Print your full name clearly on any item you send ahead of time so that the dorm manager can easily identify it. Please be careful not to send luggage to the address of Ritsumeikan University, as the university will not accept it.



- **Voltage / Electricity**

Electricity in Japan is 100 Volts. Outlets in Japan generally accept 1 type of plug: Flat blade plug. If your appliances' plug has a different shape, you may need a plug adapter, and it may be worthwhile to get a combination voltage converter and plug adapter.

- **Narcotics & Other Drugs**

The possession and use of narcotics in Japan is a serious crime in which you can receive a fine of up to 2,000,000 yen, jail time and deportation! Please be aware that some drugs that are approved in your country may be illegal in Japan.

- **Prescription Medication**

Keep any medication you are allowed to bring to Japan in its original packaging and write your name on it. If you need to bring medication with you that is not approved in Japan, you will need to complete a Yakkan Shomei-sho. Please refer to the Ministry of Health, Labor and Welfare website (<http://www.mhlw.go.jp/english/>) for the procedures.

<http://www.mhlw.go.jp/english/policy/health-medical/pharmaceuticals/01.html>

- **Travel Insurance**

All students are advised to purchase travel insurance to cover possible loss of or damage to luggage

## Arrival in Japan

It is strongly recommended that you arrive at Kansai International Airport (KIX), as it is the closest and most convenient international airport to Kyoto and Osaka. Be sure you have enough money in yen to cover the transportation fees to your accommodation, as it may not be possible to pay with a credit card.

- **Leaving the Airport**

1. A shuttle will take you from your arrival gate to immigration and customs.
2. You will go through immigration (入国審査(にゅうこくしんさ)) before collecting your luggage. You will need your passport, Certificate of Eligibility (COE), completed disembarkation card, and completed customs declaration form. Please line up in the line for mid-to-long term visa holders (i.e. not the tourist or permanent resident lines).
3. You will be issued a Resident Card at immigration. This will be your main form of identification while in Japan, so please keep it in a safe place. At immigration, you also have the opportunity to apply for a part-time work permit\* (see below for more information).
4. Collect your luggage after clearing immigration.
5. Proceed to customs (税関(ぜいかん)). Please also have the address and phone number of your accommodation with you. If you have not found an accommodation yet, please list the address of the hotel or hostel you will be staying at while looking for an apartment.
6. Exit International Arrivals (1F of the airport).

### ※NOTE※

When you arrive at Ritsumeikan, you will not be given a password for the school computers until the start of orientation; thus, you will be out of e-mail contact during this time. We ask that when you arrive at the airport in Japan you take a few minutes to call or email your family to let them know you arrived safely.

\*the "part-time work permit" is officially known as Permission to Engage in an Activity Other Than That Permitted by the Status of Residence Previously Granted, which allows you to work part-time up to 28 hours a week. Additional details will be provided at orientation.

\*If you apply for the permit at the airport during immigration inspection, the permit will be issued immediately. However, if you decide to apply afterwards it can take a few weeks to process the request.

# Traveling to Your Accommodation

## <Arrival at Kansai International Airport (Osaka)>

- **Airport Shuttle/Taxi (Highly Recommended)**

Several taxi companies offer a convenient shuttle service that will take you all the way to your final destination. The service is ¥3,500 one way for a passenger with one piece of luggage and one item of hand luggage. There may be additional costs for extra baggage. Since you will be required to share the taxi with other passengers who may be dropped off before you, it might take some time to reach your accommodation, but this is the most convenient and least confusing method to the dorms.

NOTE: You MUST make reservations ahead of time before you leave for Japan. When you contact the taxi company, you will be asked to give a detailed address of your final destination, so have all appropriate papers ready. To arrange shuttle service in advance, please contact the company of your choice directly:

MK Taxi	<a href="http://www.mktaxi-japan.com/">http://www.mktaxi-japan.com/</a> (English) <a href="https://shuttle.mk-group.co.jp/">https://shuttle.mk-group.co.jp/</a> (Japanese) +81-75-778-5489 (Japanese only)
Yasaka Taxi	<a href="http://www.yasaka.jp/english/shuttle/index.html">http://www.yasaka.jp/english/shuttle/index.html</a> (English) <a href="http://www.yasaka.jp/taxi/shuttle/index.html">http://www.yasaka.jp/taxi/shuttle/index.html</a> (Japanese) +81-75-803-4800 (Japanese only)

- **Train**

The JR Haruka Express leaves the Kansai International Airport JR station every 30 to 60 minutes for Kyoto Station. The KIX train station is on the 2nd Floor, adjacent to the airport terminal. Travel time to Kyoto is around 75 minutes and costs ¥3,170 (reserved seat) or ¥2,850 (unreserved seat) one way. Tickets can be purchased at the ticket machines or with cash or credit card at the JR ticket booth (みどりの窓口(まどぐち)).

- **Airport Limousine Bus**

Airport limousine buses leave from the bus terminal on the 1st floor of the airport. A one-way ticket to Kyoto costs ¥2,500 and Osaka costs ¥2,050. Buses departing for Kyoto and Osaka leave at bus stop number 8 and 3, respectively. The bus stop for Kyoto Station is Hachijo Gate 京都駅八条口(きょうとえきはちじょうぐち), and Osaka is JR Ibaraki Station East Gate (JR 茨木東口). Please check with bus staff as to how to purchase tickets. The ride to Kyoto Station takes between 95min and 135min, and about 80min to Osaka depending on traffic.

## <Arrival at Tokyo-Narita Airport>

- **From Tokyo-Narita Airport to Tokyo (Shinagawa) Station (Change to JR)**

Take the JR Narita Express train from Tokyo Narita Airport Station to Shinagawa Station (¥2,990) or Tokyo Station (¥2,817). Tickets can be purchased at the airport. It takes about 1 hour. Transferring to the Shinkansen is more convenient from Shingawa Station than Tokyo Station.

- **From Haneda Airport to Shinagawa Station (Keiyu Line)**

Take the Keiyu line train from Haneda Airport International Terminal to Shinagawa Station. It takes about 15 minutes and the train departs about every 10 minutes. You can ride on the express, rapid or local train. The cost is the same.

- **From Tokyo (Shinagawa) to Osaka / Kyoto by Shinkansen (Bullet Train)**

Transfer to the bullet train (Shinkansen) at Shinagawa or Tokyo Station. It takes about 2 hours and 20 minutes, and costs approximately 14,000 yen for a one-way ticket to Kyoto/Osaka. The NOZOMI is the fastest bullet train.

- **Overnight Bus**

Overnight bus service is an inexpensive way to get from Tokyo to Kyoto / Osaka. More information can be found on the web by searching for “night bus Tokyo Kyoto (/Osaka Ibaraki)” or something similar.

## Study in Kyoto Program Tracks

### Intensive Japanese Language Track (IJL)

- Class sizes are kept small and excursions to local festivals and special events allow you a glimpse of Japanese culture unavailable elsewhere in Japan.
- Location: Kyoto Kinugasa Campus (KIC)
- Language of Instruction: Japanese
- Introductory to Advanced Levels (levels: A – F & Seiki Levels)
- Small Class sizes (10 – 15 students)
- 12 hours of study per week (4.5 hours for high level students)

### A Level Classes (9 credits, 12hrs/week)

#### <Core Subjects>

Japan Studies, Comprehensive Japanese, and Japanese Listening and Speaking.

#### <Advanced Electives (Choose 2)>

Writing and Grammar, Business Japanese, and Newspaper Reading.

### B – F Level Classes (8 credits, 12hrs/week)

#### <Core Subjects>

Comprehensive Japanese, Japanese Listening and Speaking, and Japanese Writing

### Seiki Level Classes (3 credits, 4.5hrs/week)

#### <Core Subjects>

Grammar and Writing Expression, Reading and Vocabulary, Listening and Speaking Expression.

- Students with higher level Japanese proficiency skills can take Seiki courses (regular lectures conducted in Japanese) from any of the 13 Ritsumeikan faculties. Seiki level is equivalent to JLPT N1.
- IJL students who are native speakers of English or possess a minimum TOEFL score of iBT 68/PBT 520 (or its equivalent) may register for Open Study in English (OSE) and Business Track (BT) classes, depending on availability.
- Including Japanese classes, up to 20 credits can be registered per semester.

### Open Study in English Track (OSE) / Business Track (BT)

- Students can enroll in courses taught in English by the various academic facilities. (For classes with limited availability, enrollment may be decided by lottery.)
- Students must register for a minimum of 12 credits (10.5hrs/week), and can register up to 20 credits per semester.

## Japanese Traditional Arts

These courses, taught in Japanese, are open to all SKP students and aim to increase understanding of Japanese traditional culture by providing opportunities for hands-on experience with various traditional fine arts, many with their historical origins in Kyoto. Studying such traditional art forms in the ancient capital of Kyoto will provide you with a once in a lifetime chance to experience these ancient arts. The courses available for fall are Togeï (Ceramics), Shodô (Calligraphy), and Shamisen (traditional stringed musical instrument). If the number of students registering exceeds course capacity, enrollment will be decided by lottery. Several two-credit courses taught by masters well respected in their field will be offered each semester. Activity fees for these courses range from 5,000 to 24,000 yen and are the responsibility of the participant.

An e-mail regarding online pre-registration for Traditional Arts classes will be sent in mid-August.

### **Ceramics** (Japanese Traditional Arts I)

Instructor: OGUNI Koichiro

Capacity: 10 students

Kyoto's ceramics tradition began in the Azuchi Momoyama period, in the latter part of the 16th century. It incorporates skills and techniques developed in kilns all over Japan, as well as techniques imported from China and Korea.

This course of 15 lessons enables students to experience the world of Kyoto ceramics. Classes take place on Saturdays, at the Fujihara Pottery studios situated in Gojo zaka, an area renowned for its ceramics. Students will have the chance to use tea-bowls of their own making at a tea ceremony, towards the end of the course.





## Calligraphy (Japanese Traditional Arts II)

Instructor: TANAKA Katsushige

Capacity: 35 students

- Preparation for calligraphy: equipment, posture, how to hold the brush, how to make strokes
- Practice of basic writing styles: Chinese characters, hiragana, katakana
- Practice of the "Joyo Kanji" (general use characters)
- Practical application: colored paper, short booklets, writing letters, writing a curriculum vitae
- Appreciation: study of celebrated examples of writing representative of Japanese and Chinese styles

While no textbooks will be used, students will study Tanaka-sensei's own handwriting, along with samples of representative styles of writing in Chinese and Japanese.



## Tea Ceremony (Japanese Traditional Arts III)

Instructor: KANAZAWA Sotatsu

Capacity: 25 students

Students will be taught by Kanazawa Sotatsu, a tea master of the Urasenke Tradition of Tea. The Tea Ceremony will be introduced as an art form which incorporates all aspects of traditional Japanese culture.

Students will study and practice all aspects of the tea ceremony. Students will learn the proper movements and forms associated with the practice of tea, including how to sip tea and how to eat the sweets served with tea, as well as how to serve tea and how to receive tea as a guest. In addition to learning the basics of the tea ceremony, students will be taken outside the classroom to museums, and to observe tea demonstrations. They will visit the Urasenke estate and its famous Konnichian teahouse, neither of which are open to the public.



## Hougaku: Shamisen and Song (Japanese Traditional Arts VI)

Instructor: TOKIWAZU Tokizo

Capacity: 10 students

The instrument most representative of Japan's folk music is the shamisen (three-stringed instrument). While there are many different kinds of shamisen music, in this course students will experience Japanese traditional culture through the study of traditional Japanese shamisen music and song.

As each student will develop his or her own style of playing the shamisen with practice, grades will instead be highly dependent upon class attendance and participation. Individual recitals will be conducted on the final day of class so that students can display their understanding of the material learned.



# Life in Japan

- **Housing**

Move-in can be done between 9:00–17:00 during the move-in period (September 1 to 11). Information regarding housing is being finalized and will be sent to you at a later date.

Wherever you end up living, please keep in mind that unlike other areas around the world, Japanese people do not often have “house parties,” and thus your neighbors may be very sensitive to excess noise. Keeping this in mind, if you were to be overly noisy or disruptive, it may upset not only fellow students who live in the same building, but also your neighbors in the surrounding area. In Japan it is common courtesy to always be conscious of others, so we ask that you are also conscious of those living around you and keep noise to a minimum, especially after 9 p.m., while staying in Japan.

※ The I-Houses are university run dormitories. To ensure all residents have a safe stay, there are many rules at dormitories in Japan and everyone is expected to follow these rules.

- **Food**

The cost of food in Japan is relatively high, so many students eat at the university cafeteria where a meal costs about ¥500. Ready-made lunch boxes (弁当(べんとう)) are also available on campus. If you begin to miss food from home, there are also a few foreign food stores around Kyoto and Osaka that sell a variety of ingredients.

- **Resident Mentors / SKP Buddies**

Several Japanese student buddies/resident mentors (RM) reside at each of the I-House dormitories. The buddies are available to help you with any problems you may have and to assist in communicating with the I-House managers if necessary.

SKP Buddies (full-time Ritsumeikan University students) will help you get settled during your first few weeks in Japan and will be able to answer many of your questions regarding life at Ritsumeikan. SKP Buddies will arrange various events throughout the semester to help introduce you to Japan. Many SKP students develop lasting friendships with their SKP Buddies and continue to keep in touch even after the program is over.

- **Campus Facilities**

Students are able to use all campus facilities. Additional information will also be provided during orientation.

- **International Students' Lounge**

International students are free to use the International Students' Lounge in the International Center during office hours. Facilities include computers with internet access, study space, daily national and international newspapers in English and Japanese, and international and local news magazines.

- **Club Membership & Extracurricular Activities**

There are many different types of clubs on campus that students may choose to join. Joining a club and sharing similar interests with other Ritsumeikan students can make for a fulfilling study abroad experience. Please note, however, that Japanese university student clubs can be very demanding as far as commitment and time are concerned. It would therefore be wise to evaluate your objectives carefully before deciding to officially become a member of a club or circle. It's also possible to observe clubs before officially joining them. More information regarding clubs and circles can be found from the Student Affairs Office. More details will also be provided during orientation.



## Living Expenses

	One Semester	Two Semesters
Food (absolute minimum)	180,000	360,000
Health Insurance <sup>2</sup>	9,000	18,000
Personal Liability Insurance	1,500	3,000
Local Transportation	35,000	70,000
Cell Phone	13,000	26,000
Leisure Activities	100,000	200,000
Total	338,500	677,000

## Health Care & Liability Insurance

Students are required to join the Japanese National Health Insurance (NHI) (approximately ¥9,000 per semester) for the duration of their stay in Japan. National Health Insurance covers 70% of incurred medical fees and prescription drug costs. More details will be provided during orientation.

In addition to National Health Insurance, students are required to enroll in Liability Insurance (approximately ¥1500 per semester) offered through the university co-op for the duration of their stay in Japan. This insurance covers claims made against the student in the case that he or she inadvertently injures someone or damages their property in an accident. More details will be provided during orientation.

## Currency & Banking

Students are required to have sufficient funds to cover all expenses associated with studying and living in Japan during the course of the program. We advise you to have enough money in yen upon your arrival to cover the transportation cost from the airport to your accommodation as well as living expenses for the first month. If this is not possible, you can exchange money at airport exchange counters once you have arrived in Japan. Approximately ¥85,000 is considered adequate to cover the cost of one month's basic living expenses.

Japan is predominantly a cash society. Although credit cards have gained some popularity, they are still not widely used. You will not be able to pay any university and dorm fees with a credit card. Personal checks are not used at all. If you will be using your credit card in Japan, be sure to notify your credit card company before you depart to prevent a hold being placed on your card. There are several ATM locations in Kyoto and Osaka where you can make cash advances using a VISA or MASTER CARD. Additionally, all Post Office and 7-Eleven ATMs accept ATM cards with the Cirrus or PLUS logos.

After arriving, all students will be encouraged to open a local Japanese bank account to which money from overseas may be transferred. Details of how to open a bank account will be explained during orientation. Please be aware, however, that the entire process can take up to two weeks, meaning that you should have sufficient funds to cover living expenses for your first month in Japan with you upon arrival.

## Contact Information

### International Center at Kinugasa Campus (Kyoto)

Ritsumeikan University  
Study in Kyoto Program  
56-1, Toji-in Kitamachi  
Kita-ku, Kyoto 603-8346, Japan

TEL +81-75-465-8230 (9:00 - 17:00 Japan Time)

FAX +81-75-465-8160

skp@st.ritsumei.ac.jp

[http://www.ritsumei.ac.jp/eng/html/admissions/program\\_jp/skp/](http://www.ritsumei.ac.jp/eng/html/admissions/program_jp/skp/)

※Business Track students can also direct  
questions to the above contact.

