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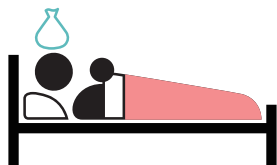
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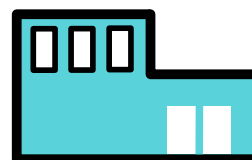
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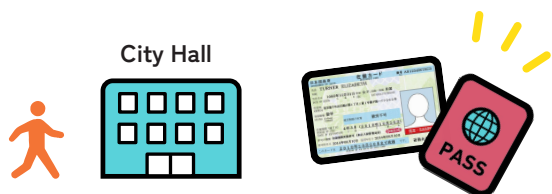
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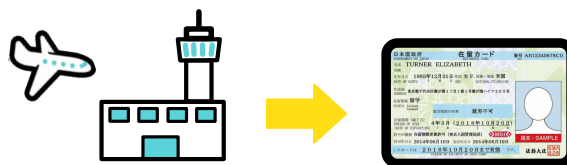
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Residential Status

1



After your arrival in Okayama and confirming your address, you must go to the City Hall **within 14 days** to notify authorities of your place of residence. Your Residence Card and your passport are required for the procedure.



For those who have received your Residence Card at the port of entry, bring it to the City Hall.

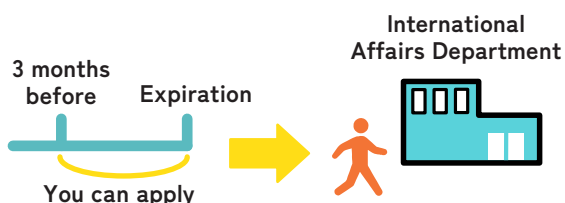


If your arrival is at a smaller airport such as Okayama airport, your Residence Card will not be issued there. In this case you only need your passport.



For those whose passports indicate that a Residence Card will be issued at a later date, the card will be mailed to the registered address within **about two weeks** after the registration at the City Hall.

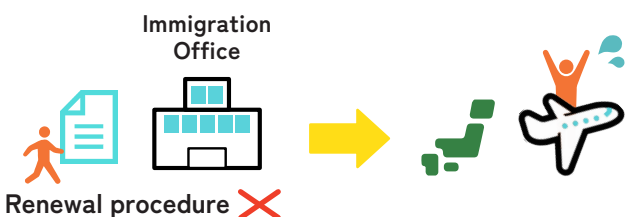
2



Your period of stay is indicated on your Residence Card. If you wish to continue to reside in Japan, you can apply for an extension of your period of stay **from 3 months before the end of your period of stay**. Please get the application documents from the International Affairs Department.



It takes **3-4 days** for the International Affairs Department to process your application for an official seal. After that, you will need to submit your application documents to the Immigration Office on your own, so please make sure to give yourself enough time to prepare the necessary documents.



Staying in Japan beyond your period of stay is **illegal** and may result in being deported.



Okayama University will not notify you, so please **check your period of stay** and remember when you need to complete the procedures.

3



If you change your address, notify the City Hall authorities **within 14 days** from the date of the change.



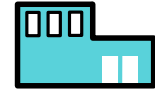
Lost Residence Card
If you lose your Residence Card, contact the Immigration Office immediately and apply for reissuance.

4



You must carry your Residence Card with you at all times during your stay in Japan.

International Affairs Department



Bring your Residence Card to the International Affairs Department in the following cases.

- At the time of enrollment
- When you extend your period of stay
- When there are any changes to the information on your card



Using ORRS*, you can now submit your residence card from your home with your smartphone. Login URL, ID and password for ORRS will be sent to your email.

*ORRS (Okayama University Residence Registration System)

Temporary Leave



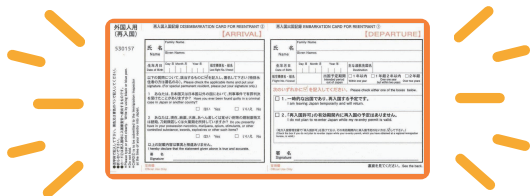
Faculty's academic office



If you plan to leave Japan temporarily, inform your faculty's academic office and complete the required procedures.

Register with the Overseas Travel Registration System online before departure.

Overseas Travel Registration System



If you plan to return within 1 year or within the period of stay, be sure to fill in an ED card for reentrants and present it upon departure.

Re-apply



STUDENT VISA

You will be required to re-apply for a student visa if you are away for more than one year or your period of stay expires while away from Japan.

Extra-Status Activities

Immigration Office



Permission



For an international student to have a part-time job, you need permission from the Immigration Office.

Website



Application form



Immigration Office



The application form is available at the International Affairs Department or you can download it from the Immigration Office's website. You must fill it in and take it to the Immigration Office Okayama Branch.

You must observe the following conditions regarding your part-time jobs:

During semester

28 hours per week

During vacations

8 hours per day

Summer Vacation

11th of August to 30th of September

Winter Vacation

25th of December to 4th of January

Spring Vacation

15th of February to 31st of March

The maximum working hours **during semester is 28 hours per week, during vacations 8 hours per day.**

Please note that the vacation periods are not when you do not have classes but those dates that are stipulated in the university rule.

Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue
4		2	4	5	5	5	5		3
Total 25									
Total 26									
Total 26									
Total 27									

The maximum working hour must always be within 28 hours, no matter which day of the week it is counted from.

For example, there are no classes during the first week of April, however, it is not spring vacation, so the working hour limit is 28 hours per week.



You should not work when you are taking leave of absence from the university.

Precautions Regarding Part-time Jobs

Some bad employers do not pay wages for part-time work or only pay illegally low wages. If you face these problems, please talk to someone. You may use the Consultation Service for Foreign Workers offered by the Okayama Labor Office.



Okayama Labor Office

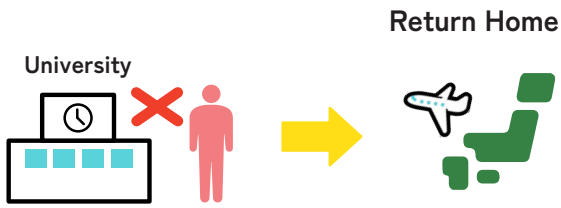


There are **illegal** places for international students to work;

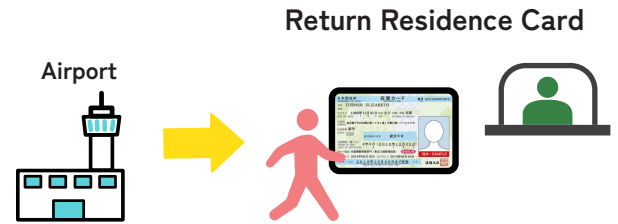
- Dark bars, pubs, clubs, and other places that have little lighting darker than 10 lux
- Pachinko, mahjong or other gambling parlors
- All sex-related industries such as host/hostess clubs, bars, and internet and telephone-based clubs

These are illegal jobs even if you have obtained the **Permission to Engage in Activity Other Than That Permitted Under the Status of Residence Previously Granted**. You may be immediately deported if found.

Leave of Absence



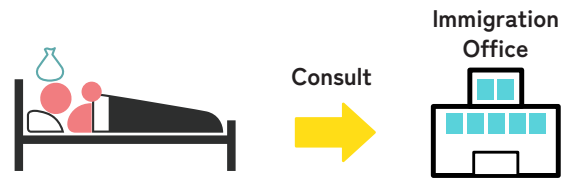
If you are away from your studies for more than 3 months, such as on a leave of absence, you will be subject to revocation of your status of residence if you stay in Japan under the status of "Student". In the worst case, you may be deported.



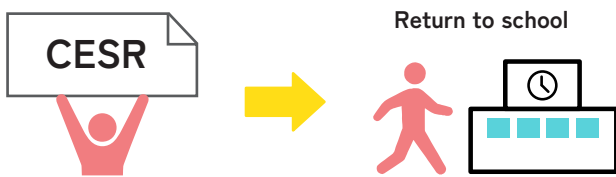
As a general rule, neither "Special re-entry permission" or "Re-entry permission" will be granted. Please return your Residence Card at the immigration check at the port of departure.



Universities and schools are obliged to report the attendance of their international students to the Immigration Office, and Okayama University has been reporting students with long term absence.



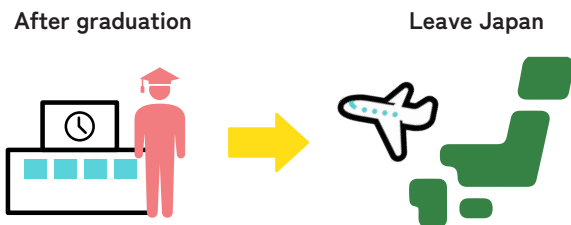
You may be permitted to stay if you have a justifiable reason, such as long-term hospitalization due to sickness. Please be sure to consult the Immigration Office in advance.



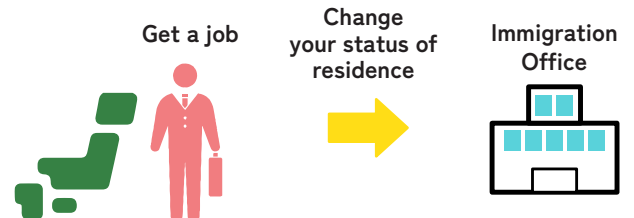
Please note that you must obtain a new "Certificate of Eligibility (CESR)" to return to school. Please contact your faculty at least 3 months prior to returning to Japan.



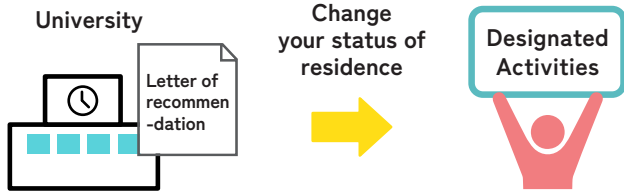
After Graduation



The period of stay is generally set 2-3 months longer than the scheduled graduation period, however, even if the period of stay is still valid, you are not permitted to remain in Japan with your present residence status after graduation. Your status as a "Student" is for your studies, and this will expire once you graduate.

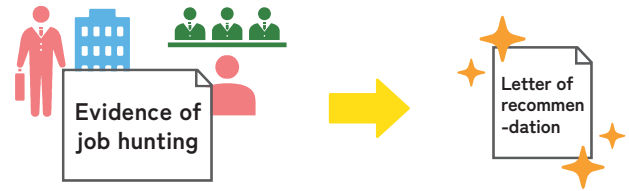


If you get a job in Japan and remain in Japan, please change your status of residence.



If you continue to find employment in Japan, you need to change your resident status to “Designated Activities”.

A recommendation letter from the university is necessary for the procedure.



If you plan to continue job hunting in Japan after graduation, please apply for a letter of recommendation **before graduation**. In doing so, a proof of your job hunting activities so far will be required. If the previous job hunting is not sufficient, we cannot issue the letter of recommendation.

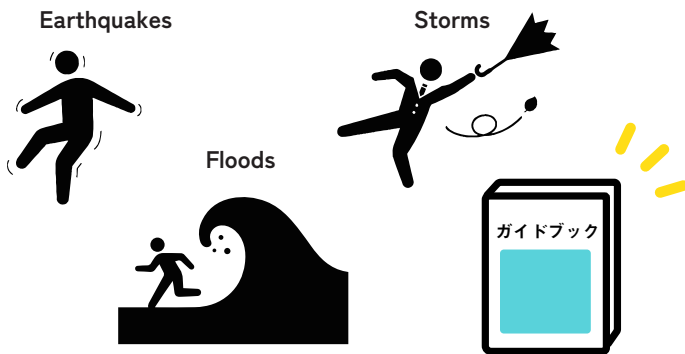
Also, please note that you will not be able to issue a letter of recommendation after graduation.



Check the contents from Residential Status (p3) to After Graduation (p7) on the website of the Institute of Global Human Resource Development.

Safety

Leading a Safe Life



Japan has earthquakes and storm/flood disasters. The “Disaster Prevention Guidebook for Foreign Residents” from the City Hall contains important and useful information on how to stay safe in your daily life.

Please read it carefully and check what you should do in case of storms, floods and earthquakes.

警戒レベル	新たな避難情報等	
5	災害発生 又は切迫	きんきゅうあんぜんかくほ 緊急安全確保
〜<警戒レベル4までに必ず避難!>〜		
4	災害の おそれ高い	ひなんしじ 避難指示
3	災害の おそれあり	こうれいしゃとうひなん 高齢者等避難
2	気象状況悪化	大雨・洪水・高潮注意報 (気象庁)
1	今後気象状況 悪化のおそれ	早期注意情報 (気象庁)

Remember the emergency numbers in Japan.

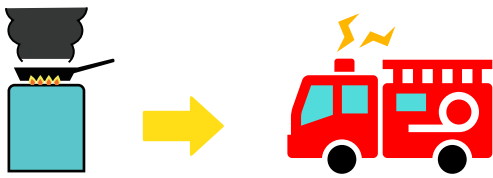
Crime, theft, or traffic incidents



Fire, serious illness, or injury



Be careful when cooking: carelessness can cause a fire



An international student left the room with a pot on a fire. The pot got burnt, causing the smoke alarm to go off, and caused a great commotion with the fire engine, the neighbors, and the university staff gathering at the apartment.



Another fire alert went off at the international dormitory when a student left a stove with a pan toasting bread. The burnt bread caused black smoke to start the fire alarm. The whole dormitory panicked and had to evacuate from the building.



Luckily, both cases did not develop into a serious fire, but they could have easily become one. Please be cautious and stay by the stove when using fire.

There are several other items we would like you to be careful.



Drugs

It is strictly prohibited to carry, use, buy and sell drugs in Japan. You will be arrested if found with drugs under your possession.



Under 20



Accidents caused by drinking

The legal drinking age in Japan is over 20 years old. Encouraging minors to drink is also illegal. You should drink appropriately and moderately. You should not do "Ikki" - "bottoms up" nor force it on others. If a person becomes ill after drinking too much, call an ambulance immediately and take proper care.



Suspicious Persons

Although Japan is a relatively safe country, avoid walking alone at night, and take a brightly lit and safe route. Make sure to lock the doors and windows of your residence.



Religious Cults

Several religious cults are trying to involve international students. Usually, they pretend to invite you to a club or circle, or a free event. Please be alert.



Bank Transfer Scams

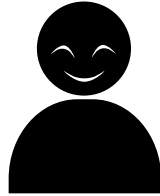
Recently, bank transfer scam has greatly increased. There have been cases of exchange students receiving strange emails on their mobile phones demanding payment for false claims. If you happen to receive such suspicious emails, please ignore them.



Name



Address



Phone



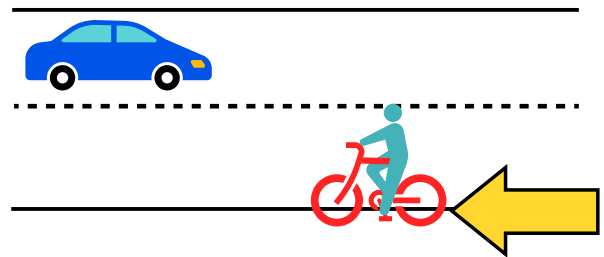
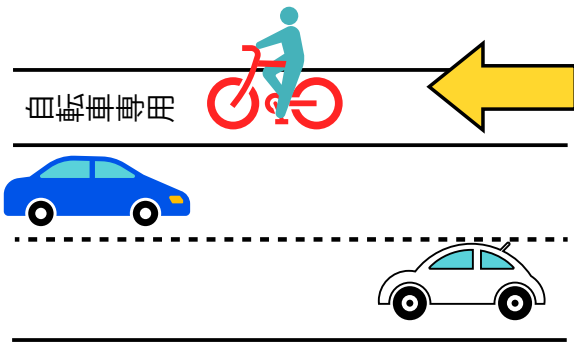
Mail

Protection of your own individual information

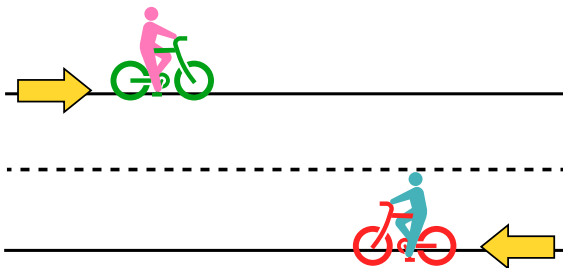
Do not disclose your personal details such as your name, address, mobile phone number, and email address to strangers. There has been a case where international students shared their contact number to a friendly woman who invited them to a speech contest with prizes or parties with free food. These cases may develop into huge problems such as stalking, scam and religious cult activities, so please be cautious of these risks when meeting a stranger.

Bicycle Laws in Japan

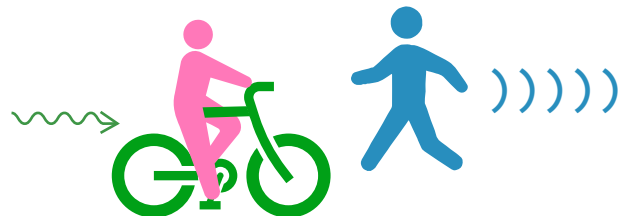
1 Ride in the designated bicycle lane, if there is none, ride at the side of the road.



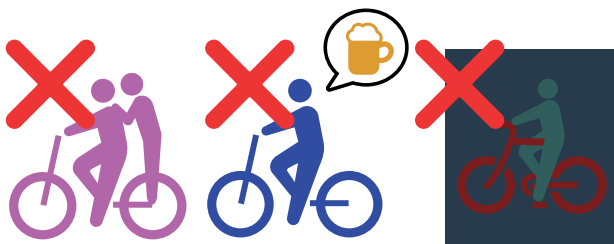
2 Stay on the left side of the street.



3 If you see a pedestrian, slow down and move out of their way.



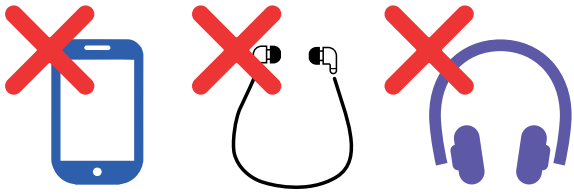
4 Do not ride double on a bicycle, after drinking alcohol, without lights at night.



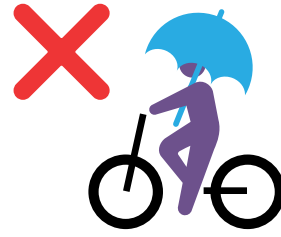
5 Wear a helmet.



6 Do not use cellphones, earphones, and headphones.



7 Do not use an umbrella.



Dangerous Offences

1 Ignoring traffic lights



2 Riding on a "NO Entry" road



3 Violating the obligation to slow down on a road for pedestrians



4 Riding in the wrong lane



Riding on the right side (of the road) is dangerous

5 Disturbing pedestrians on the side strip



6 Entering a railroad crossing when it is closed
Be careful when you cross Minami-kata, Kitakata railroad crossings



7 Disturbing vehicles proceeding straight or turning left when turning right

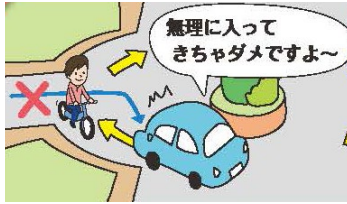


8 Failing to give way to a vehicle at an intersection when required

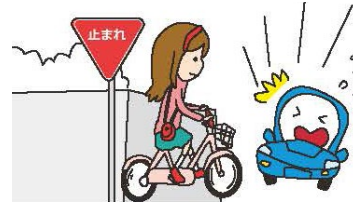


vehicles from the left should proceed first

9 Intervening other vehicles on a roundabout



10 Failing to stop at a stop sign



11 Disturbing pedestrians on the pedestrian road



12 Riding a bicycle without brakes



13 Riding a bicycle while drunk



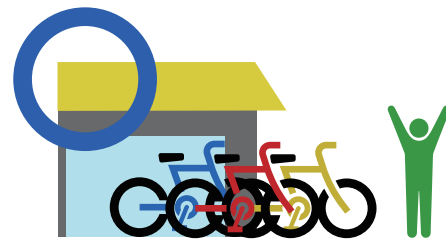
14 Violating the obligation to ride a bicycle safely



Unattended Bicycle



Do not pick up old bicycles or use bicycles given by your friend. These bicycles may be stolen ones that may cause trouble.



Buy your bicycle at a bicycle shop and remember to register your ownership under your name.

Bicycle Liability Insurance



Required to purchase



People who use bicycles are required to purchase liability insurance to compensate for damages in the event of an accident involving a bicycle. **It is required by the Okayama City Ordinance.**

The Liability Insurance for Student Pursuing Education and Research that you are enrolled in the university does not cover accidents that occur in your daily life, such as when you go to your part-time job or your friend's place. Please make sure to purchase insurance to cover damages caused by accidents in your daily life, such as insurance from the University Co-op.



Accident



Damage compensation



Liability insurance is an insurance policy that covers damages incurred by accidentally injuring another person or damaging another person's property in daily life, including compensation for damages.

Accidents in daily life are not covered

The Liability Insurance for Student Pursuing Education and Research

Okayama City



Driver's License



To drive a car in Japan, you must take the same driving test that is available to Japanese people or convert your home country's Driving License to an International Driving License or a Japanese Driving License. If you wish to own a car, you must purchase Mandatory Vehicle Liability Insurance and additionally, secondary car insurance.



Okayama Prefectural Police



Vehicle Liability Insurance

- If you injure or cause death to somebody
- ✗ If you damage your car
- ✗ If you injure yourself or die



- ✗ If you crash into an electrical pole




- ✗ If you hit someone's car
- ✗ If you break someone's belongings



Everyone who owns a vehicle must purchase the Vehicle Liability Insurance by law. The insurance covers for injuries or death caused by a car. However, insurance does not cover the cost for damages caused to your or someone else's property. **This is why secondary car insurance is required.**

Secondary Insurance

 **Everything is covered**
(Depends on the terms of your contract)

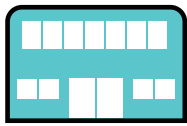


This optional secondary car insurance covers for cost or property damage that is not covered in the Vehicle Liability Insurance. The insurance fee depends on the insurance company, terms of compensation, the limit of monetary compensation, age, and so on. Purchasing secondary car insurance is not mandatory, however, as a car owner please purchase one for your safety.

Health Care

Illness and Injury

Health Service Center



Okayama University Health Service Center provides health care services for students and staff free of charge. It is open during the day on weekdays.

119



During nighttime and holidays, if you are seriously ill or injured call 119 for an ambulance.

Consult in advance



Health Service Center

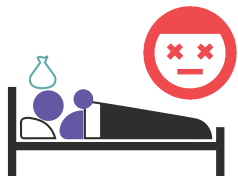


There are troubles of dental treatment reported in the clinics around the university. If you need to visit a dentist, dermatologist, or an eye specialist, please visit Health Service Center beforehand to find which clinics are reliable.

The Health Service Center provides check-ups twice a year in April and October. **You are required to take the check-up once a year.**



Infectious Disease



If you have a sudden fever, go to the Health Service Center, a clinic, or hospital immediately.



Suspension of attendance



If you have an infectious disease such as Coronavirus disease, influenza, or measles, your attendance will be suspended until the doctor determines that you have recovered. Please do not attend classes. Classes that you are unable to attend during that period will be treated as official absences upon notification.

The period of suspension will be determined by the university based on the "Certificate of recovery" issued by the doctor, so please consult with your faculty's academic office.



Issue



Certificate of recovery

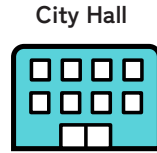


National Health Insurance



Pay for 30% of your fees

All international students, who will live in Japan for more than 3 months, must apply for the National Health Insurance. The medical fees may be expensive, but if you are enrolled in the insurance, you would only have to pay for 30% of your fees at the hospital for your illness or injury.



City Hall

- Registering of residence
- National Health Insurance enrollment procedure



Apply together

The application should be submitted to the City Hall when you register your place of residence. Your insurance fee may be reduced by reporting your income.

Accident Insurance



Personal Accident Insurance for Student Pursuing Education and Research

Liability Insurance for Student Pursuing Education and Research

Supervisor



Please apply for 2 kinds of accident Insurances, “Personal Accident Insurance for Student Pursuing Education and Research” for any injuries to yourself, and “Liability Insurance for Student Pursuing Education and Research” for any injuries or damages you caused for others or their property. Most faculties require you to purchase both insurances. Inquire with your faculty’s academic office or your supervisor for details.

Student Life

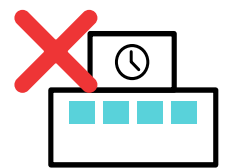
Storm Warning

If a storm warning is announced, all classes from that point will be cancelled. If the warning is announced between 6:00 am to 8:40 am, all classes for the day will be cancelled.

Even if the storm warning is called off by 8:40, classes will still be cancelled.

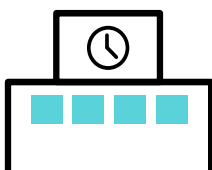


Class cancellation



Completely Smoking Free Campus

Okayama University



At Okayama University, all campus is strictly non-smoking.

Health Service Center



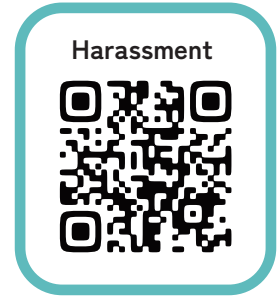
Smoking cessation support window



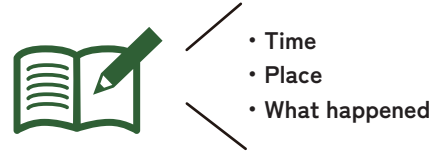
If you need advice or support to quit smoking, please visit the Health Service Center.

Harassment

The International Student Advising Room and international advisors are open for any consultation on sexual harassment, race discrimination, gender discrimination, academic harassment, and other concerns related to your personal wellbeing and studies. Do not suffer alone and consult at an early stage with people around you.



If you feel that you are being harassed, tell the offender clearly to stop their behavior.



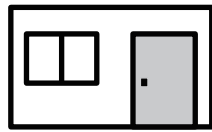
If you have been harassed, record the situation such as time, place, and what happened in detail.

If you have any troubles

Your friends and tutors



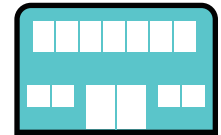
International Student Advising Room



Student Affairs Section of your Faculty or Graduate School



Health Service Center



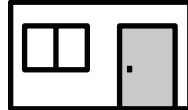
If you have any troubles, please feel free to talk to: your friends and tutors, International Student Advising Room, International Students Advisors, Student Affairs Section of your faculty or graduate school, International Affairs Department, your supervisor, Health Service Center, and off-campus free advisory services.

International Student Advising Room

Make an appointment by email



International Student Advising Room



Place

1st floor, Wing C,
General Education Building

Facebook



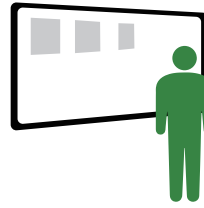
If you would like a consultation, please make an appointment by email (advising02@okayama-u.ac.jp). Feel free to consult if you have any worries or troubles.

Scholarships



Okayama University offers information on scholarships from different associations.

There are a number of scholarships for self-supported international students. The application procedure, necessary documents for submission and scholarship amount differ between associations.



Check !!



Information will be posted on the notice boards of your faculty or graduate school and the International Affairs Department. Also, check the website of the International Affairs Department regularly for the latest information.

University Co-op

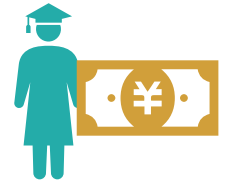


Joining the University Co-op allows you to use the Co-op's cafeterias and stores at a discount.

Membership fee: 4,000yen



Will be reimbursed



A membership fee is required when enrolling, but it will be reimbursed upon graduation.

You can also purchase Co-op Student Indemnity Insurance that covers accidents against others, if you become a member.



Information Security

Always follow the rules and use the information network at Okayama University in an appropriate manner.

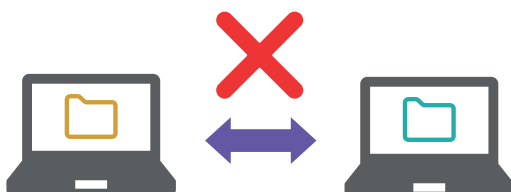
① Always update your OS and security software to the latest version.



② Properly manage your ID and password.



③ The use of P2P file-sharing software is prohibited.



Information Security Guide *On-campus only



For more information, check the website of the Center for Information Technology and Management.



Daily Life

Bank

When opening a bank account, bring a fluent Japanese speaker with you. Prepare necessary documents and follow the procedures at the counter. The necessary documents differ from banks, but it is recommended to bring the following.



Residence card



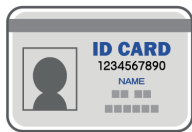
Student card or Certificate of student status



My Number card or a copy of residence certificate with My Number on it



National Health Insurance card



Personal number in your home country (if you have one)



Personal seal

Necessary!



If you have opened your account, please be aware of the following.

1



Extend your residence period



Change your address



Notify the bank

If you have extended your residence period or changed your address, you need to go to the bank counter and notify them of the changes. If you do not follow the procedures, your transaction may be limited.

2



Enter your bank book at least once a month. If you do not enter your bank book for more than 30 transactions, these transactions will not be printed on your bank book and might cause trouble when applying for extension of period of stay.

3

Return to country



Return to Japan



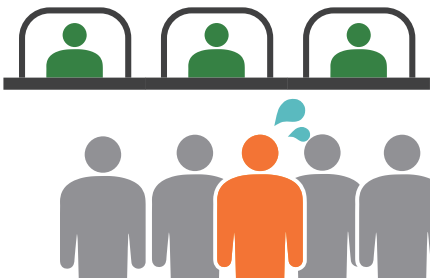
Draw money
Use or cancel account
Create new account

May not be possible



When departing from Japan, the owner of the account must close the account. If you leave your account and leave, you might not be able to draw money, use or even cancel the same account, moreover you might not be able to create a new account at the same bank, when you return to Japan.

Bank

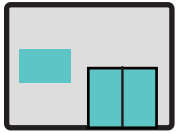


Banks get crowded in April and October. If it is not urgent, we advise going after a period of time.



Housing

Real estate agency



Introduce



Apartment



In Japan, if you want to rent an apartment, the university Co-op or neighborhood real estate agency will introduce you to the properties.

Contractor



Necessary



Guarantor



In most cases, a guarantor is required to rent an apartment. Okayama University cannot become a guarantor. Please use a guarantor service provided by private companies.

Okayama University recommends Global Trust Networks (GTN) as a guarantor company and introduces GTN to neighborhood agencies. GTN is a guarantor company exclusively for the international community, and they not only provide multi-language trouble assistance, but they also assist in the apartment search. Please check their website for more details.

Private Apartments



For those who live in one of on-campus dormitories, be sure to attend **Dorm Orientation** which is mandatory for all residents.

Garbage Disposal

Please be sure to know the rules for your area. The following are the garbage rules in Okayama City.



In Japan, garbage is categorized into five different types.

- ① Burnable trash
- ② Non-burnable trash
- ③ Plastic resources
- ④ Recyclable trash
- ⑤ Large-size garbage



← Designated by Okayama City



To dispose of Burnable and Non-burnable garbage, if you live off-campus, use the yellow plastic bag designated by the city. For those in the dormitory, use a transparent plastic bag. To dispose Plastic resources, regardless of where you live, use a transparent plastic bag.

Garbage station

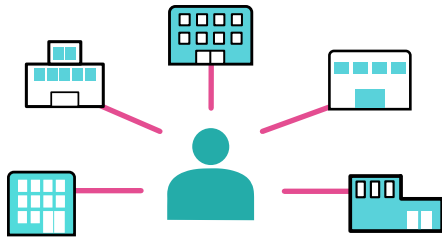


Garbage Reduction and Recycling Guide

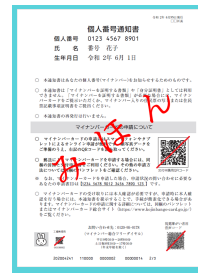


Each type has its own collection date. If you live off-campus, check the trash disposal days from your neighbors or apartment owner. For dormitory residents, refer to The Rules and Regulations handout, or ask the manager.

👤 Social Security and Tax Number System



Municipalities will issue a single 12-digit Individual Number named “My Number” to each and every person who holds a resident record in their city. The Number is used for administrative procedures related to social security, taxation, and disaster response.



You will receive the number to your registered address.

You cannot use this notification letter to prove your My Number or as an identity card. If you need to prove your My Number in cases such as creating a bank account or taking a part-time job, please acquire your Certificate of Residence with your My Number on it, or request your My Number Card.

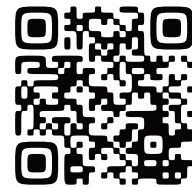
Request for your My Number Card when necessary.



My Number Card



My Number Card



👤 Japanese National Pension

Enroll in the National Pension Plan

All people that reside in Japan and are 20 years of age or older, including international students, are required to enroll in the National Pension Plan.

International students under 20 years of age at the time of arrival in Japan are also required to join it upon turning 20 years old.

Once enrolled in the National Pension Plan, you will receive a basic pension number notification and a National Pension Insurance premium payment slip about one month later.



Degree seeking students: Special Payment System for Students

You can apply for exemption of the pension plan when you complete the enrollment procedure. **The exemption needs to be made every year.** You need to show your Student ID.

Non degree seeking students : Contribution Payment Exemption System

You may be exempt from contribution payments if the previous year's income of you/your spouse is low. You will be exempt after the application is approved.



Free Advisory Services by External Associations

There are a number of places where you can receive support services free of charge in Okayama.

Legal Advice

NOZOMI Law Office 086-201-1934

Place: 4th floor, 1-10-10 Nakasange, Kita-ku, Okayama
<http://nozomi-lawoffice.com/> (Japanese only)



Okayama Prefectural International Exchange Foundation (Okayama Bar Association) 086-256-2914

Date: Every 1st Tuesday 13:00-16:00 / Every 3rd Saturday 10:00-13:00
 Place: Okayama International Center (2-2-1 Hokan-cho, Kita-ku, Okayama)
<http://www.opief.or.jp/consulting/>



Visa Consultation

Okayama Prefectural International Exchange Foundation 086-256-2914

Date: Every 1st and 3rd Saturday 10:00-12:00
 Place: Okayama International Center (2-2-1 Hokan-cho, Kita-ku, Okayama)
<http://www.opief.or.jp/consulting/>



Housing Issues

Okayama Real Estate Agent Association 086-222-2131 (Japanese only)

Date: Visit the website
 Place: 2nd floor, Okayama-ken Takken Kaikan (2-5-28, Ekimae-cho, Kita-ku, Okayama)
<http://okayama-takken.jp/soudan.html>



Consultation Service for Foreign Residents

Okayama City General Consultation Counter for Foreign Residents 086-803-1128

Date: Monday to Friday 9:00-16:00
 Place: Okayama City Hall 1st floor (1-1-1 Daiku, Kita-ku, Okayama)
<https://www.city.okayama.jp/kurashi/0000012926.html>



Okayama Prefectural International Exchange Foundation Okayama, International Support Center 086-256-6052

Date: Monday to Saturday 9:00-17:00
 Place: Okayama International Center (2-2-1 Hokan-cho, Kita-ku, Okayama)
<http://www.opief.or.jp/consulting/>



Telephone Consultation Service for Foreign Workers

Ministry of Health, Labor and Welfare

https://www.check-roudou.mhlw.go.jp/soudan/foreigner_eng.html



Telephone Consultation Service for Medical Matters

AMDA International Medical Information Center 03-6233-9266

Date: Monday to Friday 10:00-16:00

<https://www.amdamedicalcenter.com/activities>



Interpretation Volunteer

Okayama Prefectural International Exchange Foundation 086-256-2914

Date: Monday to Saturday 9:00-17:00 ※Reservation required

<http://www.opief.or.jp/supporter/>



Other information

Hospitals and Pharmacies in Okayama available in English

Okayama Medical Information Network
<https://www.iryu.teikyouseido.mhlw.go.jp>



Information about events, volunteers and living in Japan

Okayama Prefectural International
Exchange Foundation
<http://www.opief.or.jp/>



Disaster Prevention

Disaster Prevention Guidebook
for Foreign Residents

<https://www.pref.okayama.jp/page/detail-31559.html>



Okayama Portal Site
for Disaster Prevention

<http://www.bousai.pref.okayama.jp/sp.html>



International Affairs Department

Visit our website for up-to-date information on scholarships and events.
If you have any concerns, please feel free to visit us!

Reception Hours (8:30AM~12:00PM/1:00PM~5:00PM)

- Tsuhima Campus : 1st floor, Wing C, General Education Building
- Shikata Campus : 1st floor of Administration Office Building



Institute of Global
Human Resource
Development



Emergency Contact

Weekdays (8:30AM ~ 5:00PM)

International Affairs Department
086-251-7051

Every day 24h

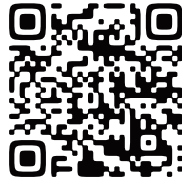
Okayama University Security Guard
086-251-7096 (Japanese Only)

Details of the orientation are on the Campus Book on Okayama University website.

English is also available. Read and understand carefully to complete all procedures promptly.



CAMPUS BOOK



<http://seikagai.csv.okayama-u.ac.jp/campusbook/eng/j.html>