

		[ Koganei Campus ]		[ Fuchu Campus ]		
		Koganei Student Support Office		Fuchu Student Support Office		
		Graduate School / Faculty of Engineering and BASE		Graduate School / Faculty of Agriculture		United Graduate School of Agricultural Science
		Student Support Section	Educational Affairs Section or Admissions Section	Student Support Section	Educational Affairs Section or Admissions Section	Office of United Graduate School of Agricultural Science
Immigration procedures	Documentation Issuance for COE Application	○ (apply through supervisor)			○ (apply through supervisor) Admissions Section	○ (apply through supervisor)
	When you apply for Visa / Extension of Period of Stay	○			○ (Admissions Section)	○
	When you have lost your Residence Card	○			○ (Admissions Section)	○
	Temporary Departure from Japan, or Re-entry into Japan	○		○		○
Accommodation	Real estate Agencies Information when looking for apartments, etc.	○		○		○
	International Houses	○		○		○
	Student Dormitories	○		○		○
Campus Life	International Students Orientation	International Affairs Office				
	Resident Registration at City Hall	○		○		○
	National Health Insurance	○		○		○
	Japanese National Pension	○		○		○
	Change of Your Registered Address	○		○		○
	Opening a Bank Account	○		○		○
	Bicycle Registration (Koganei Campus only)	○				
	Lost and Found	○		○		○
Scholarships	New Information and Application for Scholarships	○		○		○
	Administration for Acquired Scholarships (Procedures for MEXT and JASSO scholarships, etc.)	○		○		○
Entrance Fee Tuition Fee	Entrance Fee, Tuition Fee	○		○		○
	Application for Tuition Exemption/Deferment	○		○		○
Insurances	Purchasing Personal Accident Insurance for Students and Pursuing Education and Research(Gakkensai)		○ (Admissions Section)		○ (Admissions Section)	○
	Purchasing Personal Liability Insurance for Students (Gakubai)	University Co-op Office in each campus				
	Comprehensive Renter's Insurance (Guarantor)	○		○		○
Issuance	Letter of Reference, etc. issuance for MEXT students	○		○		○
	School Commuter Pass Certificate Issuance	○		○		○
Classes & Course Registration	Student ID card	○		○		○
	TUAT-ID, Password	○		○		○
	SIRIUS, PORTAL registration etc.		○ (Educational Affairs Section)		○ (Educational Affairs Section)	○
	Course Registration		○ (Educational Affairs Section)		○ (Educational Affairs Section)	○
	Regular examinations, attendance and course completion		○ (Educational Affairs Section)		○ (Educational Affairs Section)	○
	Grades, Credits		○ (Educational Affairs Section)		○ (Educational Affairs Section)	○
	Notification of extramural research		○ (Educational Affairs Section)		○ (Educational Affairs Section)	○
	Procedures for Leave of Absence		○ (Educational Affairs Section)		○ (Educational Affairs Section)	○
	When you need to be absent from classes	Contact with professors of each class				
	Tutor System	○		○		○
	WISE Program (Doctoral Program for World-leading Innovative & Smart Education)	Educational Support Office (WISE Program)				
Off-campus /On-campus Activities	Off-Campus Activities (Part-time Jobs, Internships)	○		○		○
	Use of Gymnasium and Training Rooms, etc.	Gymnasium Reception Desk				
	Information/Consultation on Extracurricular Activities (Clubs)	○		○		○
Consultation Services	Do not know Where to Contact	○		○		○
	Academic Consultation and Advice	Please refer to the contact details on the website below: <a href="https://www.tuat.ac.jp/en/campuslife_career/campuslife/kyouiku/soudanmadoguchi/">https://www.tuat.ac.jp/en/campuslife_career/campuslife/kyouiku/soudanmadoguchi/</a>				
	Advice and consultation regarding living in Japan					
	Advisors in Department/Major/Program					
	Harassment Consultation					
	Career and Employment Consultation	Career and Employment Consultation Room (Please refer to the contact details on the website below) <a href="https://www.tuat.ac.jp/en/campuslife_career/career/sinro/sinrosoudan/">https://www.tuat.ac.jp/en/campuslife_career/career/sinro/sinrosoudan/</a>				
	Counseling for International Students	EAGLe: 【Fuchu】 YOKOMORI, Kayo-sensei , 【Koganei】 HORIKIRI, Yukiko-sensei				
	Japanese Language Consultation	EAGLe: 【Fuchu】 ITO Natsumi-sensei 【Koganei】 HONGO Tomoko-sensei				
	J-Support (Japanese Language Program)	EAGLe: 【 Fuchu】 ITO Natsumi-sensei 【Koganei】 HONGO Tomoko-sensei				
Health Consultation	Health Service Center in each campus					

◆Contact List◆		Campus Map Building No.	Phone	Email * Please change [a] to @ when you send.	
Koganei Campus Student Support Office	Student Support Section	No.34 (1st-Floor)	042-388-7011	t-life[a]cc.tuat.ac.jp	
	Educational Affairs Section		042-388-7010	tkyomu1[a]cc.tuat.ac.jp	
	Admissions Section		042-388-7014	tnyushi[a]cc.tuat.ac.jp	
Fuchu Campus Student Support Office	Student Support Section	No.10 (1st-Floor)	042-367-5579	a-gkall[a]cc.tuat.ac.jp	
	Educational Affairs Section		042-367-5662	akyomu1@cc.tuat.ac.jp	
	Admissions Section		042-367-5659	a-nyushi[a]cc.tuat.ac.jp	
	Office of United Graduate School of Agricultural Science	No.21 (1st-Floor)	042-367-5670	rendai-d[a]ml.tuat.ac.jp	
Educational Affairs Office	International Affairs Office	No.24 (1st-Floor)	042-367-5913	kokusai[a]cc.tuat.ac.jp	
	Student Support Section		042-367-5882	gakryo[a]m2.tuat.ac.jp	
	Educational Support Office (WISE Program)		042-367-5545	girkikaku[a]m2.tuat.ac.jp	
Organization for the Advancement of Education and Global Learning (EAGLe)	J-Support /Japanese Classes	Fuchu (ITO-sensei)	No.10 (1st-Floor)	042-367-5651	itonatsu[a]go.tuat.ac.jp
		Koganei (HONGO-sensei)	No.13 (5th-Floor)	042-388-7620	hongot[a]go.tuat.ac.jp
	Counseling for International Students	Fuchu (YOKOMORI-sensei)	No.10 (1st-Floor)	042-367-5920	yokomorikayo[a]go.tuat.ac.jp
		Koganei (HORIKIRI-sensei)	No.13 (5th-Floor)	042-388-7622	horikiri[a]go.tuat.ac.jp
Gymnasium Reception Desk	Fuchu Campus	No.17	—	—	
	Koganei Campus	No.26	—	—	
Health Service Center	Fuchu Campus	No.26	042-367-5548	—	
	Koganei Campus	No.34 (1st-Floor)	042-388-7171	—	
University Co-op	Fuchu Campus	No.19	042-366-0762	—	
	Koganei Campus	No.19	042-381-7213	—	

■ FUCHU Campus Map : <https://www.tuat.ac.jp/en/outline/overview/access/fuchu/>

■ KOGANEI Campus Map : <https://www.tuat.ac.jp/en/outline/overview/access/koganei/>