

# Japan, Tokyo- Keio University Exchange

## ACADEMIC YEAR / SPRING SEMESTER PROGRAM HANDBOOK

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International Academic Programs (IAP) at the University of Wisconsin-Madison offers this program in cooperation with Keio University. This IAP Program Handbook supplements handbooks or materials you receive from Keio University as well as the IAP Study Abroad Handbook and provides you with the most up-to-date information and advice available at the time of printing. Changes may occur before your departure or while you are abroad.

Questions about your program abroad (housing options, facilities abroad, etc.) as well as questions relating to your relationship with your host university or academics (e.g. course credit and equivalents, UW grades, etc.) can be directed to IAP at UW-Madison.

## Contact Information

### ON-SITE PROGRAM INFORMATION

International Center  
Keio University  
2-15-45 Mita, Minato-ku  
Tokyo 108-8345  
Japan  
[ic-student@adst.keio.ac.jp](mailto:ic-student@adst.keio.ac.jp)  
<http://www.ic.keio.ac.jp/en/>

### UW-MADISON INFORMATION

International Academic Programs (IAP)  
University of Wisconsin-Madison  
3<sup>rd</sup> Floor Red Gym, 716 Langdon St.  
Madison, WI 53706  
Tel: 608-265-6329 Fax: 608-262-6998  
Web: [www.studyabroad.wisc.edu](http://www.studyabroad.wisc.edu)

Your assigned IAP Study Abroad Advisor, Enrollment Specialist Advisor, and Financial Specialist are listed in the *Contacts* tile of MyStudyAbroad.

### EMERGENCY CONTACT INFORMATION

In case of an emergency, contact your on-site staff first using the emergency contact information provided on-site. For IAP emergency contact, call the main IAP number (608) 265-6329 between 8:00 a.m.-4:30 p.m. Monday-Friday; after-hours or on weekends call the IAP staff member on call at

(608) 516-9440. If you call the main IAP number after hours, the message will direct you to call the emergency number, so it's a good place to start if you're not sure about the time difference.

## Program Dates

### Semester 2 (Autumn)

Classes Begin	Early October
Winter Recess	Late December-Early January
Final Examinations	Late January-Early February
Spring Vacation	Early February-Late March

### Semester 1 (Spring)

Classes	Early April - Late July
Final Examinations	Late July

Students will receive more specific dates from Keio University – including orientation and arrival information - closer to the start of the program.

## Preparation Before Leaving

### IMMIGRATION DOCUMENTS

**Passport:** A passport is needed to travel to Japan and to obtain your visa. Apply immediately for a passport if you do not already have one. Passport information and application materials can be found on the U.S. State Department website. If you already have your passport, make sure it will be valid for at least 6 months beyond the length of your stay abroad.

**Visa:** In addition to your valid passport, you must have a student visa to enter Japan. A Certificate of Eligibility for the status of resident College Student is required to obtain a student visa and must come directly from the Japanese host university. More information about this is available in the *Travel, Passport & Visa* tile of MyStudyAbroad.

### HANDLING MONEY ABROAD

The official currency of Japan is the yen (JPY or ¥). When you arrive in Japan, be sure to have adequate funds to cover your first month's rent, pay for transportation expenses, purchase furnishings and other necessities for your room, and any other expenses that may arise. Generally, we recommend that students take a small amount of US dollars with them and plan to withdraw money on a regular basis using a debit card from ATMs. Japan is still a very cash-based society, so consider the following:

**Banks:** Unlike the United States, personal checks are not used in Japan; it is very common to do all of your banking and money transactions using cash or inter-bank transfers. To facilitate your access to money, you may want to open a bank account after your arrival.

To fund your new account, consider a wire transfer, cash, or international postal money order. International postal money orders may be purchased at certain U.S. post offices for a small fee (approximately \$5) and can be cashed at any post office in Japan (cashing at a bank can take up to one

month). After you open an account, note that your statements and all transactions will most likely be in Japanese (CitiBank offers statements in English and as well as bank employees that speak English).

Banks in Japan are open from 9:00 a.m. to 3:00 p.m. Post offices also offer many banking services, including cashing of International Postal Money Orders, access to ATMs, and acceptance of payments for phone, insurance, and utility bills.

Postal Savings <http://www.jp-bank.japanpost.jp/>

UFJ [www.bk.mufg.jp](http://www.bk.mufg.jp)

Mizuho [www.mizuhobank.co.jp](http://www.mizuhobank.co.jp)

Sumitomo Mitsui [www.smbc.co.jp](http://www.smbc.co.jp)

Traveler's Checks: Traveler's checks in U.S. dollars and other denominations can be exchanged for yen at most banks with exchange services and at major hotels and department stores throughout Japan (a passport is required). CitiBank and American Express traveler's checks are the most widely accepted. Traveler's checks are becoming rare, but if you plan to carry a larger amount of money to Japan to make a deposit, it is much safer than carrying it all in cash.

ATM/Debit cards: If you open a Japanese bank account, a cash card for automatic teller machines will be issued to you by mail free of charge. You may withdraw yen using your cash card at any ATM run by your bank. If you use another bank's ATM or withdraw outside of peak hours, there is often a small service charge. Not all ATMS are available 24 hours a day. Convenience stores have ATMs which support most major bank cash cards, and many have begun offering 24 hour services.

To withdraw yen using your U.S. ATM/debit card, consider visiting a Japanese post office, as ATM machines in Japanese banks accept only cards issued by Japanese banks while post offices will accept foreign bankcards operating on the Cirrus (MasterCard) or PLUS (Visa) systems. Seven Eleven ATMs also accept foreign debit cards. Besides post offices, other places with ATMs that may accept foreign-issued cards include Citibank (which usually accepts both Visa and MasterCard and sometimes American Express as well), large department stores, and airports.

Credit cards: Japan is primarily a cash-based society, with most establishments not accepting credit cards for purchases. Credit cards may be used for obtaining cash and paying for accommodations, meals at expensive restaurants, train or air tickets, and major purchases. The most readily accepted cards are MasterCard (also called Eurocard), Visa, and the Japanese credit card JCB (Japan Credit Bank). Train passes can now be used as payment at many department stores and convenience stores. This is another way to carry money around without having to carry bills and coins.

## **PACKING**

While most things are readily available in Japan, some items may be more expensive, difficult to be mailed internationally, or simply inconvenient to purchase there; hence, you may wish to bring particular items with you from home. Recommendations include:

**Passport-size photos:** 2 extra passport-size photos (for ID cards, forms, and applications)

**Clothes:** Temperatures on Honshu (Japan's main island) can range from about 10 degrees Fahrenheit in the winter to 100 and humid in the summer. Hence, a wide range of clothing sufficient for the entire year is necessary:

- Comfortable shoes – you will do a lot of walking.
- For men, semi-dress pants like cotton khakis.
- Women should make sure they have at least one dress or skirt.
- Collared long sleeve shirts are useful. You can wear them under sweaters in the winter and roll the sleeves up during autumn and spring.
- Jeans for casual wear.
- Shorts (comfortable to wear at home in the summer, but are seldom worn by Japanese students to school).
- Rain jacket/rain boots – Japan has a rainy season. Some past participants have found these helpful.

**Personal Items:**

- Deodorant (it is difficult to purchase U.S.-style anti-perspirant in Japan)
- Any over-the-counter medicines you think you may need. While it is possible to get Japanese brands of over-the-counter medicines, if there is something you are accustomed to using often (pain relievers, cold medication, etc) you may wish to bring it with you.
- Contact lens solutions in Japan differ from American brands and American brands can be difficult to find, so you might want to bring your preferred brand.

**Prescription Medications:** A one-month supply of prescription medication is allowed. Medications must be in their original container with the prescription label. Most prescription drugs are permitted, including drugs that may not be available in Japan, such as birth control pills. Drugs that are hallucinogenic, narcotic, and/or psychotropic in nature will be confiscated, except in extenuating circumstances where prior approval has been obtained from the Ministry of Health, Labour, and Welfare. If more than one month's supply is required, prior permission from the Ministry of Health, Labour, and Welfare in Japan is required:

Ministry of Health, Labour, and Welfare

[www.mhlw.go.jp/english/](http://www.mhlw.go.jp/english/)

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

Be sure to have a copy of the prescription and/or letter from your prescribing physician explaining the nature of the medication, the purpose of taking it, recommended dosage, and frequency of ingestion.

## Travel and Arrival

You are responsible for arranging your own transportation to Tokyo. The major airport near Tokyo is Narita International Airport (NRT) [www.narita-airport.jp](http://www.narita-airport.jp).

**Transportation from Narita into Tokyo:**

Narita airport is located about 35 miles outside of Tokyo and there are several options for transportation with ranging costs and times:

**By Taxi:** Taxi rides are quite expensive in Japan. While taxis can be convenient, the ride from Narita airport into Tokyo has costs as high as 20,000 yen and the drive takes between an hour and a half to two hours or longer depending on the traffic situation.

**By Bus:** Buses run regularly from the airport to various stations and hotels in the Tokyo area. The Airport Limousine Bus Service is a popular choice and tickets can be bought at the airport terminals after your arrival. The buses run from every hour to up to 3 or 4 times an hour and the costs is about 3,000 yen. The buses pick passengers and their baggage up outside of terminal one and terminal two and the rides varies from an hour and a half to two hours depending on the destination and on traffic.

**By Train:** There are varying degrees of local and express trains from Narita into Tokyo. Via local train, the ride starts at around 90 minutes and the costs vary depending on the type of train. However, there is no luggage rack on the train and no seat reservations so you may end up standing in a crowded train. To avoid this there are two specialty trains running from Narita into Tokyo;

Narita Express (East Japan Railways): The Narita express train runs from Terminal one and Terminal two of Narita airport and stops in various stations within Tokyo including Tokyo station and Shinjuku station. The cost is about 3,000 yen and the ride takes about an hour. There are luggage racks in each train car and train tickets can be purchased in advance.

Narita Express: <https://www.jreast.co.jp/e/nex/index.html>

Keisei Skyliner (Keisei Railways): The Skyliner departs from Terminal one and Terminal two of Narita airport and reaches Ueno Station a short 40 minutes later with one stop at Nippori station. The cost is about 2,000 yen. There is an area on each train car to place luggage bags and tickets can be purchased in advance or after you arrive at the airport.

Keisei Skyliner: [http://www.keisei.co.jp/keisei/tetudou/skyliner/us/ae\\_outline/index.html](http://www.keisei.co.jp/keisei/tetudou/skyliner/us/ae_outline/index.html)

**Baggage Delivery Service (takkyubin):** If you are traveling with multiple large suitcases or simply don't want to have to worry about your luggage, there are many baggage delivery services available. You can bring your bag(s) to one of the baggage service counters in the airport and they will deliver your bag to your destination. The cost per piece of luggage depends on the size and the destination, with costs from 2,000 to 4,000 yen. It is usually next day delivery so you might want to keep some necessities and a change of clothes with you. These same services also do baggage pick-up for when the time comes to return to the airport. Baggage can also be dropped off at many convenience stores across Japan and be picked up from a counter in Narita Airport.

# The Academic Program

## KEIO UNIVERSITY

Keio University has a proud history as Japan's very first private institution of higher learning, which dates back to the formation of a school for Dutch studies in 1858 in Edo (now Tokyo) by founder Yukichi Fukuzawa. It has now grown to include an elementary school, three junior high schools, five senior high schools, the university, one professional school, one junior college, and other research institutions. Keio University has a student body of more than 11,000 undergraduate and graduate students. Keio University boasts numerous renowned alumni including former Prime Ministers Junichiro Koizumi and Ryutaro Hashimoto.

Keio University has five campuses in Tokyo and the neighboring Kanagawa Prefecture. Mita Campus, the main campus, is home to all of the historic buildings of the original university with its rich history. Students in Letters, Business & Commerce, Economics, and Law faculties attend classes at this campus. All Japanese language courses and other courses for international students are also held on Mita Campus. Mita is the location of the annual student-organized Mita Festival in November which is one of the most popular university festivals in Japan. Mita is located in downtown Tokyo a short walk from Tamachi station on the central Yamanote line. The campus is within walking distance of popular destinations such as Tokyo Tower and the Roppongi district.

## INTERNATIONAL CENTER

The International Center functions as the central international affairs office for the entire university and the administrative office for international-related student affairs. Its main functions involve:

1. Admissions for exchange students and Japanese Language Program students
2. Scholarships for international students and Japanese students studying abroad
3. Student exchange programs and short-term study abroad program
4. Medical insurance for international students
5. Registry for International Studies and Japanese Studies courses
6. Registry for Japanese education in conjunction with the Center for Japanese Studies (Japanese Language Program and Teaching Japanese as a Second Language)

Keio University International Center <http://www.ic.keio.ac.jp/en/>

## ORIENTATION

You will attend an orientation hosted by the International Center. At the orientation you will receive information regarding registration, the university libraries, computer access, life in Japan, counseling, housing, immigration procedures, insurance policies and other practical matters.

## COURSE INFORMATION

**Courses:** Students will participate in the full-time Japanese Language Program (JLP) offered through Keio University's Center for Japanese Studies. Designed for students who wish to study Japanese language

intensively, this program offers courses in Japanese Language as well as courses in Japanese Studies taught in English. <http://www.ic.keio.ac.jp/en/study/exchange/courses/jlp.html>

The curriculum is designed to assist students in attaining the high level of Japanese proficiency required for research and other academic activities in specialized disciplines. There are different types of courses offered on the program:

**Japanese Language Subjects (Subjects with a Specific Focus, Comprehensive Subjects):**

The following subjects (among others) are offered at various difficulty levels.

Grammar, Composition, Orthography, Modern Text Reading, Newspaper Reading, Conversation, Presentation, Aural Comprehension, Comprehensive Japanese, Applied Composition, and Situational Conversation

**Japanese Studies on Society and Culture:**

These are the subjects to deepen the students' understanding of Japanese Culture. Classes are conducted solely in Japanese.

Japanese Social Studies (Linguistics, History, Economics, Law & Politics)

Japanese Cultural Studies (Traditional culture, Japanese painting, Japanese animation and TV game)

**Optional Subjects:**

International Center Courses conducted in English by Keio International Center are available as Optional Subjects. The subjects to be offered can be found on [the Keio International Center's web site](#).

Students who fulfill the designated requirements may also take up to 2 subjects taught in Japanese (for a total of up to 4 credits) offered under Keio University's regular undergraduate and graduate programs each semester. However, as it requires a high level of Japanese language ability to take subjects conducted in Japanese, please decide to register these subjects after careful consideration. The ability to register in regular subjects taught in Japanese will depend on a student's performance on the Japanese placement examination.

Together, the varied courses are designed to enable students to compose a course of study that suits their particular academic needs and interests.

**Equivalents and Course Equivalent Request Form (CER):** Each course you take abroad must be assigned a UW-Madison "equivalent" course in order for your grades and credits to be recorded on your UW-Madison transcript. In order to establish UW-Madison course equivalents for your study abroad courses, you will submit a Course Equivalent Request (CER). Detailed information on the UW course equivalent process is available in the IAP Study Abroad Handbook and in your MyStudyAbroad account.

Please note that every course you take abroad must be awarded an equivalent UW course. There are no exceptions. It is important to start the equivalent process as soon as possible to avoid any delay in posting your study abroad courses to your UW Madison transcript.

If you are abroad for a single semester, you will receive credit for the next course in the UW-Madison Japanese language sequence. If you are abroad for two semesters, you will receive credit for the next two courses in your Japanese language sequence. Some Japanese courses abroad are low in credit (1 or 2 credits apiece). These courses can be "bundled" together to form one UW-Madison course equivalent.

If you plan on bundling multiple small language courses together into one UW course, please submit only **one** CER using the “Japanese language courses (various)” pre-approved equivalent and indicate this. Your course equivalent determinations are made by the Department of Asian Languages and Cultures (ALC) in consultation with IAP. Courses that are offered in other academic areas can be reviewed by the appropriate UW-Madison academic department to determine the course equivalent.

## CREDITS

**Conversions:** The number of credits you receive for a given course at Keio University will convert to the same number of credits at UW-Madison. For example, 6 credits of Japanese Language will convert to 6 credits at UW-Madison.

**Limits and Load:** UW-Madison students are required to be registered for at least the equivalent of 12 UW credits each semester. You may bring back no more than the equivalent of 18 UW credits per semester.

## GRADES AND GRADE CONVERSIONS

Grades will be converted according to the following scale:

Keio University Grade	UW-Madison Grade
S (90-100 pts)	A
A (80-90 pts)	A
B (70-79 pts)	B
C (60-69 pts)	C
D (0-59 pts)	F
* no grade reported	F

## Living Abroad

### JAPAN

Japan is an archipelago comprised of four main islands: Hokkaido, Honshu, Shikoku and Kyushu, although thousands of smaller islands occupy the surrounding water. Its climate is temperate, with four seasons. It rains between 40 and 120 inches a year, contributing to Japan's long growing season from early spring to early autumn. Steep hills and mountains cover over 70% of the land which divide the habitable parts of the country. Due to this, Japan is one of the most densely populated countries in the world, with a population of over 120 million people.

Japan has few natural resources, apart from some wood, fish and rivers for hydroelectric power. Unlike most industrialized nations, Japan is almost completely dependent on imports for its raw materials and is one of the world's major importers of oil, coal, iron ore, lumber, cotton, wool and even silk. And even though its farms are among the most productive in the world, Japan still imports much of its wheat and other foods. Nevertheless, no other country in the world with so few natural resources has achieved the level of economic success that Japan has. After World War II, the Japanese people built their country



from virtual devastation to a leading economic power. Textile manufacturing was its first success, then shipbuilding. Today, the automobile industry is key, as well as its advancements in a variety of technological industries.

The government in Japan is democratic with a constitution that guarantees representation and individual rights. Japan has one of the world's oldest unbroken monarchies with an emperor that, while possessing no governmental power, continues to perform many ceremonial state functions.

While most Japanese people do not practice religion on a regular basis, Japan has been influenced by two major religions: Shinto and Buddhism. The basic Shinto belief is that people should live in harmony with all living things. Shinto established a set of ethics that guide the relationships between human beings and nature, and between the individual and society. Buddhism taught that salvation was possible by purging oneself of personal desires and attachment to worldly things. In practice, millions of Japanese are both Shinto and Buddhist, for example, using Shinto rites when they marry and Buddhist funeral rites when they die. The two beliefs are not incompatible. In everyday life, also, the Japanese perspective on morality and ethics has been influenced by Confucianism, which is not a religion but a philosophy of personal behavior. Most Japanese do not consider themselves to be Confucianists, but its concepts of a rational approach to life and society strongly influence the culture.

## **TOKYO**

About 10% of Japanese people live in Japan's three major cities: Tokyo, Yokohama and Osaka. Located on the largest island of Honshu, Tokyo has over 38 million people living in and around the metropolitan area. Not surprisingly, Tokyo is densely packed and is broken down into 23 administrative wards, known as *ku*, which can be difficult for non-natives to understand. You should prepare yourself for life in a large city, with long commutes, extremely crowded conditions, very high costs, and plenty of concrete. Given that land and apartments in the center of Tokyo are so expensive, it is not unusual for commuters to spend 2 to 3 hours a day traveling to and from work on the city's trains and subways. Tokyo enjoys a relatively mild winter with low humidity and occasional snow, in contrast to high temperatures and humidity in the summer months.

Tokyo: [www.metro.tokyo.jp/ENGLISH/index.htm](http://www.metro.tokyo.jp/ENGLISH/index.htm)

## **HOUSING**

The International Center at Keio University assists exchange students with securing university-affiliated housing in Tokyo. As there are no university dormitories at Keio University, students may request accommodation in one of several off-campus housing facilities located within 1 hour commute time from Mita and Hiyoshi campuses.

A number of rooms are allocated exclusively for exchange students on a first-come, first-serve basis. Rooms are furnished with basic furniture such as a bed and desk, and most rooms have a private kitchen, bath and shower. There is also a washing machine either in the apartment or a laundry room available to residents. A telephone line and internet access is available in each room.

Students will specify housing preferences after receiving their acceptance materials from Keio University. Past participants have commented that subsidized housing is by far the most convenient and easiest form of housing. Students headed to Keio will be prompted at a point in the pre-departure

process to apply for housing online. The housing application to Keio **must** be completed in this window to ensure full consideration for housing.

[http://www.ic.keio.ac.jp/en/life/housing/ryu\\_boshu.html](http://www.ic.keio.ac.jp/en/life/housing/ryu_boshu.html)

**Meals:** Past participants have eaten many of their meals at campus cafeterias. There are two student cafeterias with meals ranging from ¥500-1000. The cafeterias offer a variety of food whose quality and price is usually preferred over eating off campus. Meals in restaurants typically run from ¥800 for a cheap meal to ¥1500 or more at nicer restaurants.

## STUDENT LIFE

**Club Activities:** For information on clubs you can visit the KOSMIC (Keio Organization of Student Member of the International Center) office. The students there organize events for international students and will also help you find conversation partners. They are a good resource for learning more about Keio University. A past participant has indicated that you may not always receive a very warm welcome when you first attend because foreign students have the reputation of not completely committing to the clubs. Once you show that your interest is genuine, attitudes will change. Many clubs meet at the Hiyoshi campus or other off campus locations which may be inconvenient (or expensive for traveling), depending on where you live.

**Social Life:** Coffee shops, family restaurants, and bars are nice places to meet with friends. The biggest drawback, however, is that they are quite expensive by U.S. standards. Also be careful when you go out for just a drink, because many bars will require you to eat something along with your drink order, and some may ask for a "table charge". Nightclubs are more expensive than regular bars, so they are seldom frequented by college students except for special occasions and dates. Cover charges are around ¥1000 per person, and you are often expected to order a steady stream of drinks and food for as long as you remain there. At other clubs, you may pay ¥5000 to ¥10,000 to get in the door, but are treated to a gourmet dinner and open bar while the band performs. It is frequently the custom that the bill is divided equally among everyone, regardless of who ordered what. Thus, a person who ordered only an iced tea winds up being socially pressured into paying his or her share of a bill when others were drinking beer. Many people do not like this custom, but it is considered impolite to not pay an equal share of the bill.

## SHOPPING

Most stores are open from 10:00 a.m. to 7:00 p.m., with most convenience stores open 24 hours. Past participants recommend ¥100 Shops for buying things you may need for your dorm, including cheap snacks and drinks. For clothes, past participants recommend Gap and UNIQLO.

## TRANSPORTATION

Students typically use trains or buses. Students can purchase a train pass *teikiken* for one, three or six month periods, with six-month passes being the most economical. To receive the student discount, be sure to show your Japanese university I.D. card, *gakuseisho*, when you go to purchase the train pass. Ask your host family or dorm counselors which type of pass is best to buy given your housing location.

Taxis are very expensive. It costs about ¥650-700 just to get into one, and then the meter goes up exponentially as distance is covered. There are also “night rates” so be careful when taking taxis late at night.

## **SAFETY**

Crimes are uncommon, and those that do occur usually involve petty theft or vandalism. However, as in any new situation, it is better to be somewhat conservative until you are more familiar with the city. Common sense is the best way to avoid bad situations. Women should be aware of safety issues, such as groping (particularly on trains) and verbal harassment. Report any crimes immediately to the local police box (*Koban*).

## **HEALTH**

Medical consultation and first aid treatment are available at the Keio University Health Center. A Certificate of Health can be issued at the Health Center if a student receives a regular medical examination. Referrals to the Keio University Hospital or other hospitals will be made when needed. There are fees for medical treatment and drugs prescribed at the Health Center that are not covered by the National Health Insurance.

**Insurance:** You are required to join the Japanese National Health Insurance. The rate varies by residential ward, but is relatively low (¥1,300-3,000/month). Most ordinary medical treatments (including dental) are covered by the National Health Insurance.

Japanese health facilities will generally not accept foreign insurance policies in lieu of payment. Be prepared to pay all fees for treatment and hospitalization in cash immediately after services are rendered. You will then have to submit the required documents for reimbursement to CISI.