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AIU SPIRIT!

Pre-Arrival Information

Spring 2017, Undergraduate Students

Akita International University, Japan

国際教養大学

入寮・入学ガイド



公立大学法人
国際教養大学
Akita International University

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Akita International University (AIU) aims to foster competent human resources who have the ability to tackle and overcome various problems or challenging situations by themselves. If you, as a future AIU student, have any questions about this booklet, please ask us by yourself, as your first step towards independence.

Philosophy of Akita International University

In this age of globalization, where multifaceted exchanges are ever increasing across national borders, we need to mutually accept different worldviews and value systems, work together to solve various issues, and have the strength to pioneer new paths to the future.

With this understanding, Akita International University, through its distinct International Liberal Arts approach, strives to help students acquire superior communication skills in English and other languages and provides them with a rich and holistic education. With a strong commitment to nurture students with practical expertise and specialist knowledge born of a global perspective, it is our mission to foster individuals who will contribute significantly to the international and local communities.

1. TUITION, RESIDENCE HALL RENT AND OTHER FEES

(1) Payment Amount and Deadline

A total of ¥696,000 must be paid in two installments by the deadline of each semester. Please note that when tuition is amended, the new tuition amount will be applied from that day forth.

Semester	Amount	Deadline
1st Semester	348,000 JPY	Monday, October 2, 2017
2nd Semester	348,000 JPY	Tuesday, May 1, 2018

(2) Payment Method

In dividing the tuition into halves, each amount must be paid either by a bank transfer to the AIU bank account or through an automatic withdrawal from your Japanese bank account each semester. For more details about a bank transfer and an automatic withdrawal will be distributed after you arrive at AIU.

(3) Tuition Reduction and Exemption

The university may reduce or exempt the tuition payments for students in financial difficulties. The "Application Form for Reduction or Exemption from Tuition Payment" must be submitted to the Office of Student Affairs by 5 p.m. on September 13 (Wed) for your 1st semester. You may be also required to submit additional documents to certify financial situation by 5 p.m. on September 29 (Fri). Please contact the Office of Student Affairs before deadline. The university will not accept any applications after this deadline. While the applications are under review, the applicants are not required to pay tuition by the deadline above. Sometime in November for your 1st semester and July for your 2nd semester, you will be requested to pay an amount specified by the university. More detailed information will be notified to you during the New Student Orientation and by e-mail.

(4) Payment Amount and Deadline

The Residence Hall rent and the miscellaneous fees must be paid in two installments by the deadline of each semester. Other miscellaneous fees must be paid together with the first installment of the Residence Hall fees.

The university will not issue an invoice. Therefore, please make the required payment based on the information given here. Also note that when the Residence Hall rent and fees are amended, the new fees will be applied from that day forth. <For Transfer students, APU students: See the separate document>

* the residence hall fees for your 1st Semester and other fees for matriculation should be paid at the same time.

	Amount	Deadline
1st Semester	344,860 JPY	Thursday, August 17, 2017
2nd Semester	205,200 JPY	Friday, March 30, 2018

Breakdown of the residence hall and other fees paid upon matriculation are as follows:

	Breakdown	1st Semester	2nd Semester
Residence Hall Fees	Room Rent (20,000 JPY /month) * Utilities included	140,000 JPY (September- March)	90,000 JPY (April – First Half of August)
	Meal Plan (28,800 JPY /month)	115,200 JPY (September-December)	115,200 JPY (April-July)
	Cleaning Fee	3,000 JPY	-
Other Fees	① Influenza Immunization Fee/ One injection	3,000 JPY	-
	② Insurance Fee	4,660 JPY	-
	③ Student Activity Fee	39,000 JPY	-
	④ Guardian Association Fee	20,000 JPY	-
	⑤ Alumni Association Fee	20,000 JPY	-
	Total	344,860 JPY	205,200 JPY

(5) Other Fees

① Influenza Immunization Fee (3,000 JPY/shot)

Influenza is a contagious disease caused by a virus. All students without a valid excuse must be vaccinated against influenza in order to prevent transmission on campus. It is scheduled in November. An influenza immunization fee must be paid in advance upon matriculation.

② Insurance Fee (4,660 JPY /four years)

Insurance organized by JEES (see details below) will cover you for 4 years from September 1, 2017 to August 31, 2021. If you remain at the university longer than 4 years, you must consult the Office of Student Affairs about the re-entry procedure into the insurance before it expires.

【Required Insurance】 University will take care of the application process.

❖ **Personal Accident Insurance for Students Pursuing Education and Research (PAS)**

All AIU students are required to join “Personal Accident Insurance for Students Pursuing Education and Research (PAS)” while enrolled in the university. This insurance is a compensation system, which covers injuries that students may suffer due to unexpected accidents during classes, extracurricular activities, or when they are on their way to or from campus.

❖ **Liability Insurance Coupled with PAS**

All AIU students are also required to join a liability insurance program called “Liability Insurance coupled with PAS.” This insurance covers injuries and destruction of properties, which may be caused by students during classes, internships, university events, and on the way to or from campus.

【Optional Insurance】 Student have to apply by yourself.

❖ **Student Life Insurance Coupled with PAS**

In case the above insurances are insufficient, students can join for the “Student Life Insurance coupled with PAS.” This covers academic expenses when students’ guardians suffer an injury or pass away as a result of an unexpected accident, in addition to students’ medical expenses. If you wish to join this insurance, please directly contact Nakamura Insurance Service (Only Japanese speaking operators are available).

For more details, please see the “Guide to Personal Accident Insurance for Students Pursuing Education and Research,” “Guide to Liability Insurance coupled with PAS,” and “Guide to Student Life Insurance coupled with PAS.”

③ Student Activity Fee (39,000 JPY, one-time-only)

All students are required to pay the student activity fee. It is a membership fee of the Student Government and is used for various activities conducted both on and off campus. This fee is non-refundable.

④ Guardian Association Fee (20,000 JPY, one-time-only)

All guardians of AIU students are required to join the AIU Guardian Association. It was founded in October, 2004 with the aim to strengthen cooperation between the university and guardians for the benefit of our student services. This fee is non-refundable.

⑤ Alumni Association Fee (20,000 JPY, one-time-only)

All AIU students are required to pay the AIU Alumni Association Lifetime Membership Fee upon matriculation. The AIU Alumni Association was founded in March, 2008 to contribute to the development of the university, contribute to the international and local communities, and to deepen connections among its members.

Current students at the university are all considered as pre-members of the association. After graduating, you automatically become full members. As pre-members, all students have the opportunity to communicate with graduates and consult them on matters ranging from job hunting to study abroad. This fee is non-refundable.

(6) Payment Method

The exact amount of the residence hall fees and other fees must be paid by bank transfer **under student's name** to the bank account below by the deadline.

AIU Bank Account Information	
Beneficiary Name	Akita International University
Beneficiary Phone Number	+81-18-886-5900
Beneficiary Account Number	195034
Beneficiary Address	Yuwa, Akita-city 010-1292, Japan
Beneficiary Bank ABA or SWIFT Bank Identification Code (BIC)	AKITJPJT
Beneficiary Bank Name	Akita Bank, Kawabe Branch
Beneficiary Bank Address	12-4 Aza Hojogasaki, Wada, Kawabe, Akita-city, Akita 019-2601, Japan

2. PREPARATION FOR ENROLLMENT

All freshmen are required to stay at our Residence Hall (Komachi Hall) for one academic year. All residents are assigned to double-occupancy rooms and are expected to experience room sharing with other students. Your roommate will be a degree-seeking Japanese/international student, a study abroad/exchange student, or a student in other programs. Roommate matching is made by the university. Your roommate may change every semester. Your room number will be given to you when you move-in.

Please know that about 20% of the Komachi residents are international students. In addition, some students may be assigned to the co-ed floor. Freshmen are advised to carefully read sections regarding the Residence Hall, roommate, and etc in order to adjust to the residential community environment as smoothly as possible.

The preparation of meals is permitted only in the Common Kitchen located on the 1st floor of Komachi Hall. Therefore electrical appliances which student can bring into their rooms are limited. Please refer to the page 7 for further information.

(1) Personal Belongings

Using the following mailing address, you may send up to three packages to the Residence Hall Office before your arrival. There is no limit on bring-in personal belongings to the Komachi Hall rooms. However, new students are encouraged to keep them at minimum since you may be asked to change the room at the end of every semester.

All sending packages must be arrived on or after Wednesday, August 23. If your packages are arrived on or before August 23, they may be returned.

Mailing Address
<p>STUDENT'S NAME Komachi Hall Akita International University 193-3 Aza-Okutsubakidai, Tsubakigawa, Yuwa Akita City, Akita 010-1211 Japan</p> <p>+81-18-881-0357</p>

(2) Things to Bring

Upon moving into the Komachi Hall, students will need items such as a bedding*, toiletries, a first-aid kit, and detergent. These can be purchased at the AIU Shop at the university, AEON Shopping Mall, AMANO (a home amenities shop) or Yamada Denki (an electronic store), which is at a 10-minute drive from the university.

*Bedding: The inside dimension of our bed is approximately 2 meters × 1 meter.

*A first-aid kit: plasters, disinfectant, thermometer, medicine for stomach, a cold, and fever) and etc.

*There are laundry machines in common use. You need coins and detergent.

Rental Bedding

A Rental bedding set is available under a one-year binding contract. For more information about the application, see page 14 "Document 1: Student Information and Service Application Form."

Cleaning Service	Items	Fee
Sheet/covers can be changed at the Residence Lobby on Mondays 11:00 a.m. – 2:00 p.m.	Pillow, Pillow Case, Mattress, Bed Sheet, Quilt, Quilt Cover, Blanket, Blanket Cover	25,300 JPY

Rental Period	Thursday, August 24, 2017 – Tuesday, August 7, 2018
Application Deadline	Thursday, August 17, 2017
Payment Deadline	Friday, August 25, 2017
Payment Method	Pay by cash at the AIU Shop located at the first floor of the Student Hall (F build.)

(3) Home Appliances

Students should not have, or use, any appliance with high power consumption in any individual room because it may trip the circuit breaker. **Using some electrical cooking appliances in individual room is strictly prohibited.** Refer to the following table for acceptable appliances in your room.

● Electrical Cooking Appliances

Microwave	Electric Grill	Toaster	Oven	Grill Stove
X	X	X	X	X
Coffee machine	Electric kettle	Electric pot	Rice Cooker	Crockpot
○	○	○	X	X

*There is a microwave on the each floor.

● Others

Hair Dryer	Laptop	TV	Compact Refrigerator *	Small Vacuum Cleaner
○	○(No desktop PC)	X	○	○
Iron	Air Purifier	Humidifier	Dehumidifier	Fan
○	○	○	○	○
Kotatsu*	Heated Blanket	Heated Carpet	Electric Space Heater	Kerosene Heater
X	○	X	X	X

*Kotatsu (こたつ): A table with a built-in heater.

*** Please remember that the residential space is limited. Before bringing any big or bulky items there, please make sure the size of your room.**

*** The "Compact Refrigerator" means refrigerator with a capacity of less than 100 Liter.**

(4) Internet access

Cabled internet access is available in individual rooms and residents must prepare their own LAN cables (3 meters or longer recommended). If your laptop computer does not have a LAN port, please bring a USB-LAN adapter with you. Wireless Internet is available in the Komachi Lobby only. If you want wireless internet access in your room, you must provide your own wireless access point and contact the university IT Office before setting it up. Additionally, your personal computers must have an Anti-Virus software installed with the latest update before connecting to the internet.

(5) Notification of moving in

You need to submit a notification of moving in to the Akita City Hall. The nearest City Hall is located at the Kawabe area (Operation hours: 8:30 a.m. -5:15 p.m. Monday to Friday).

Direction: Take the Wada line bus* from AIU bus stop and Get off at “Kawabe Shimin Center”. It takes for 10 minutes by bus from AIU campus. See a map below.

*If you are a Japanese national, your residence registration is very important in order for you to vote in any local or national level election. To vote, you must be included in the eligible voter list of the municipalities of your residence, as well as having reached voting age. Therefore, each time you change your address, please make sure to also register your residency. http://www.soumu.go.jp/senkyo/senkyo_s/index.html
(Japanese Only)

(6) On-campus ATM

There is an Akita-Bank ATM on campus (operation hours: 9 a.m. – 6 p.m. between Monday and Friday, 9 a.m. – 5 p.m. on Saturday, Sunday, and holidays). Please note that only limited cards of other banks can be used at this ATM. If you need to open an Akita Bank account, please refer to the map below showing the closest branch of the Akita Bank.

Direction: Take the Wada line bus to Wada Station and get off at ‘Tajika lin Mae.’ From Tajika lin Mae. It takes 10 minutes by bus from AIU.



(7) Textbooks

Textbooks and supplies may cost 50,000 JPY - 70,000 JPY per semester. You can purchase them at the AIU shop on campus. Please note that they accept Japanese yen in cash only.

(8) Academic Year Calendar

Please visit the following site for Academic year calendars: http://web.aiu.ac.jp/wp/wp-content/themes/aiu2016/doc/about/academic/un_calendar/AcademicCalendar_2017-2018.pdf

3. CHECK-IN DAY: Thursday, August 24, 2017

All freshmen must check into the university at the Cafeteria and attend the New Student Orientation. Resident Assistants and Orientation Peer Supporters will support you with the check-in procedures.

If you come by car, park in the parking lot on the northern side of the dormitory or the parking lot in Akita Prefectural Park across from the university (Please refer to the campus map). Please do NOT park in front of Student Hall or at Cycling Terminal. You are allowed to stop your car in front of the Komachi Hall within 5 minutes for bringing your baggage.

CHECK-IN
10:00a.m.-2:00p.m.

- Check-in desk will be open between 10:00 a.m. and 2:00 p.m. at the Cafeteria.
- Receive the Student Life Handbook, Orientation Schedule, Meal Plan Card, Name Holder, Room Keys, etc.
- Do paperwork (residence record, national health insurance, etc.) at the desk for students who possess a residence card only (next to the check-in desk).
- Carry personal belongings, including bring-in luggage and pre-sent packages, to your assigned room.
- Join a campus orienteering.
- Take an ID photo for your student ID card at the library.
- After completing the check-in procedures, enjoy some free time until the new student orientation begins.

LUNCH
11:30a.m.-2:00p.m.

- The Meal Plan begins from lunch on Thursday, August 24.
- The Cafeteria is also available for parents and guardians. (cash only)

NEW STUDENT ORIENTATION
3:30p.m.-5:00p.m.

- Students must attend the New Student Orientation.
- The classroom for the orientation will be announced on the check-in day.

DINNER
5:30p.m.-8:00p.m.

- Take a good rest to be ready for the next day.

4. NEW STUDENT ORIENTATION

All freshmen are required to attend the New Student Orientation. The aim of this orientation is to adjust you to your new environment as smoothly as possible. Important and useful information will be provided, such as information on EAP (English for Academic Purposes), Academic Advising System, class registration, residence life, clubs and circles, and culture shock, etc.

(1) Financial Aid Guidance (“Financial Aid Orientation”)

Important information on the student loan from JASSO (Japan Student Services Organization) will be provided in this orientation. Freshmen who want to have the student loan should attend this orientation.

(2) EAP Orientation

All freshmen are required to attend this orientation. This orientation aims to give you a deeper understanding of the EAP program and to provide you an opportunity to be introduced to the EAP faculty.

TOEFL ITP

All freshmen are required to take the TOEFL ITP during the orientation week, free of charge. The score will determine your placement in the EAP program. Therefore, students are encouraged to look through TOEFL textbooks in advance. Freshmen who have taken the official TOEFL prior to enrollment are requested to submit a copy of your score report to our EAP faculty members.

Orientation Schedule (tentative*)

August	24 (Thu)	Check-in, the New student orientation
	25 (Fri) - 31 (Thu)	Orientations (include TOEFL-ITP test taking)
	29 (Tue)	Health Check-up
September	1 (Fri)	Matriculation Ceremony
	2 (Sat)	Free shuttle bus service ※2
	4 (Mon)	Classes begin

※1 Fixed and detailed schedule will be distributed on the check-in day.

※2 Free Bus Service to Akita City

The university will provide a bus service to Akita city between 9:30 a.m. and 7:30 p.m., free of charge for students. The bus route will be: AIU → JR Akita Station → AEON Shopping Mall → Yamada Denki (an electronic store) → AIU. Freshmen are encouraged to use this service for shopping or walking around Akita city.

5. MATRICULATION CEREMONY

The Matriculation Ceremony will be held at the following times and venues on **Friday, September 1.**

	Time	Venue
Matriculation Ceremony	1:30 p.m. – 3:00 p.m.	Suda Hall

(1) Matriculation Ceremony

All freshmen are required to attend the Matriculation Ceremony wearing semi-formal attire. If your guardian will attend the ceremony, you should sign up in advance. For more information, see page 14 “Document 1: Student Information and Service Application Form.”

❖ Lunch for Guardians

If guardians wish to have a lunch on or around campus, please refer following information. If you bring your own lunch, a waiting room for guardians (Building D) will be available for lunch.

The university suggests the following lunch places as options:

1. Cafeteria
2. College Café on campus (The number of table is limited).
3. Plaza Crypton (Seat reservation is recommended. The number of table is limited)
<http://www.plaza-crypton.jp/restaurant/> or Cycling Terminal adjacent to the campus

(2) Overnight Guests in the Residence Hall

Between Thursday, August 24 and Wednesday, August 30, you may not have overnight guests in your rooms. However, you are permitted to have overnight guests from the evening of August 31 up to three nights by obtaining permission in advance from the Office of Student Affairs using the “Application for Overnight Visitors in the Residence Hall.”

Guests are able to rent a bedding set (Fee will be charged). Please contact AIU shop ([TEL:018-886-3799](tel:018-886-3799)) for more information.

(3) Accommodations

Students and family or friends can stay at the following hotels with a special AIU discount by presenting the attached “A I U 優待カード” at the time of check-in. Please direct inquiries to the hotels.

VICINITY OF AIU	
Plaza Crypton	
http://www.plaza-crypton.jp	
018-882-4811	

JR Akita Station Area	
Akita View Hotel	Hotel Metropolitan Akita
http://www.viewhotels.co.jp/akita/	http://www.metro-akita.jp
☎ 018-832-1111	☎ 018-831-2222
Hotel Alpha-One Akita	Toyoko Inn Akita
http://www.alpha-1.co.jp/akita/	http://www.toyoko-inn.com/hotel/00087/index.html
☎ 018-836-5800	☎ 018-889-1045

(4) Certificate of Enrollment

Certificate of Enrollment will be available from right after the day of Matriculation Ceremony. You can use a machine at the Administration Office with free of charge. Office hours are from 9:00 a.m. to 5:00 p.m., Monday through Friday except holidays.

(5) Parking

If you come by car, park in the parking lot on the northern side of the dormitory or the parking lot in Akita Prefectural Park across from the university (Please refer to the campus map). Please do NOT park in front of Student Hall or at Cycling Terminal. You are allowed to stop your car in front of the Komachi Hall within 5 minutes for bringing your baggage.

6. PICK-UP BUS SERVICE

Freshmen students and family members can use the free pick-up bus services on August 24 for check-in, and September 1 for the matriculation ceremony (The reservation is required). The bus service is provided between: Akita Airport and AIU, JR Akita Station and AIU, and Plaza Crypton and AIU. A bus could be cancelled if nobody signed up for it. Therefore, make sure to apply by the deadline. The bus schedules for each day are posted on the link of “New Student Information and Service Application Form” on page 14.

Pick-up Location

AIU staff or Orientation Peer Supporters will meet you at the following pick-up locations. If you do not arrive at the pick-up locations by the bus departure time, the bus will leave without you even if you have reserved a seat.

❖ Akita Airport

Please meet in front of the convenience store “FamilyMart” on the 1st floor of Akita Airport.

❖ JR Akita Station

Please meet at the JR Akita Station, East Exit, **Bus Terminal #5. (See below)**



7. DOCUMENTS TO BE SUBMITTED

Please submit the following four documents by no later than the deadline indicated (Even by post, too). The information provided by new students will be used exclusively for student health care, housing management, and educational purposes at the university. All information will be kept confidential.

MAILING ADDRESS
The Office of Student Affairs Akita International University Aza-Okutsubakidai Tsubakigawa Yuwa Akita City, Akita 010-1292 Japan

	Documents	Deadlines
1	New Students Information and Service Application Form (ONLINE ONLY)	Thursday, August 17, 2017
2	Letter of Agreement Regarding Personal Data Processing	
3	Request for Permission to Move into Residence Hall and Agreement to Abide by Residence Hall Contract	
4	Medical Information Form	

If you wish to correct the information after filling out, please erase it with double lines, put your stamp on it, and write the correct one in any blank space nearby. Please remember that we do not accept the documents, if your signature or stamp image is considered identical.

(1) Online Application: “New Students Information and Service Application Form”

This is to register your basic information, attendance at the Matriculation Ceremony, Bus application and rental bedding. The “Bus Service Application Form” must be submitted online.

* Once you completed the online form, confirmation email will sent to the designated email address from studentaffairs@gl.aiu.ac.jp. If you are protecting your email account with protection software, please adjust setting so that you can receive email from studentaffairs@gl.aiu.ac.jp.

<https://goo.gl/forms/rSvA4RbN9wokSR4P2>



If you have a trouble submitting those forms on line, please contact the Office of Student Affairs at 018-886-5934 or 5935.

(2) “Letter of Agreement Regarding Personal Data Processing”

Please read the “Letter of Agreement Regarding Personal Data Processing (P.16)” thoroughly, and mail the signed document to us by the deadline.

(4) “Request for Permission to Move into Residence Hall and Agreement to Abide by Residence Hall Contract”

Please read “Resident Responsibilities and Obligations (P.17),” and “Residence Hall Rules and Regulations (P.18-19)” thoroughly. Once you understood it, fill the “Request for Permission to Move into Residence Hall and Agreement to Abide by Residence Hall Contract,” put a hanko seal or signature by both the student and the guarantor, and send it to the Office of Student Affairs by postal mail by the deadline.

(5) “Medical Information Form”

Please read the “Completion of ‘Medical Information Form’ and Vaccination (P.22)” thoroughly, fill out the form, and submit it to the Student Affairs staff by the deadline. If you have the latest medical examination report written in English from your home country, please submit a photocopy of the report along with the “Medical Information Form.” In this case, the “Medical Information Form” may be completed by the student.

Letter of Agreement Regarding Personal Data Processing

Akita International University is committed to treating all personal data properly in accordance with the Act for Protection of Computer Processed Personal Data Held by Administrative Bodies and the Akita prefecture ordinance regarding personal data.

In accordance with the above ordinance, the university will inform you of the purposes and usages of personal data as indicated below. If you agree with the usage of your data below, please sign and submit the attached form to the Division of Student Records in the Administration Office.

If you have any objection to the usage of your data as described below, please notify the university in writing. The usage below is limited to educational purposes at the university. If the usage below is not allowed, the university may not be able to respond in its full capacity in cases such as emergency situations. We would appreciate your understanding and cooperation on this matter.

1 Personal data that the university will collect

Person	Information	Main Purposes
Student	Photo, Student ID(*1), Admission ID(*1), Name, Faculty & Program or Graduate School & Program(*1), Date of Birth, Sex, Educational History, Nationality, Home Address and Telephone Number, Current Address and Telephone Number, Addresses and Telephone Number During Study Abroad, Cell Phone Number, Place of Origin, Commuting Route, Vehicle Investigation Information, Passport Information, Eligibility for Stay in Japan, Certificate of Graduation, Certificate of Enrollment, Period of Stay in Japan (In Case of Non-Japanese Students)	Contacting Student and Guarantor Posting, Emergency Contacts Developing Student Database Processing Admission and Graduation Creating Certificates Creating Diplomas, Student E-mail Accounts Selecting of Recipients of Tuition Waiver Assigning, Selecting Awards Recipients Administering Academic Information (Registration, Grading, Examinations, Certificates) Sending Grade Summary
Guarantor	Name, Relation to the Student, Sex, Address, Nationality, Place of Origin, Telephone Number, Workplace, Work Address, Work Telephone, Emergency Contact	Health Check Producing Official Documents Publication of Promotion Documents Supporting Study Abroad, Career Development and Internships
Student and/or Guarantor	Bank Account Information (Bank Name, Bank Code, Bank Book Number, Type of Bank Account, Bank Account Number, Stamp), Health Situation	Automatic Withdrawal of Tuition Insurance Registration

2 Data that the university will provide

Recipients	Type of Information	Information	Purpose
Guarantor	Student Information	Student ID(*1), Faculty & Program or Graduate School & Program(*1), Name, Date of Birth, Admission Date, Grade Information (Course Title, Instructor, Grade, Credits, etc.)	Sending Grades
Overseas Insurance Company (*2)	Student Information	Name, Student ID(*1)、 Sex、 Destination of Study Abroad	Facilitating Insurance Application Process
Organizations which host or participate in community outreach/cultural exchange programs(*3)	Student Information	Name, Sex, Age, Place of Origin (Country or Region)	Create a List of Participants and Event Materials for the Purpose to Facilitating Cultural Exchange Activities.

(*1) The Admission ID, Student ID, Faculty & Program or Graduate School & Program are all considered as personal information.

(*2) The insurance company which the university requires students to purchase overseas insurance from at the time of departure for study abroad.

(*3) The organizations which the university recognizes as proper and appropriate for students' cultural exchange experience.

[INQUIRIES]

The Division of Student Records, Office of Academic Affairs
Akita International University

9:00 a.m.- 5:00 p.m., Monday-Friday except Holidays (Japan Time)

☎ +81-18-886-5871

✉ studentrecords@aiu.ac.jp

8. RESIDENT RESPONSIBILITIES AND OBLIGATIONS

New students are obliged following conditions. Please read and submit an enclosed document "Request for Permission to Move into Residence Hall and Agreement to Abide by Residence Hall Contract."

1. Residence Hall Security

Residents are requested to keep the security of the Residence Hall. They should keep their own doors and entryways locked and their windows secured. They should report to RAs, or the Residence Hall Office, any activity or the presence of any person that they think might constitute a threat to security. RAs and the Residence Hall Office should be notified immediately in the event of violations. They are responsible for ensuring their own security or that of others.

2. Events and Meetings

Residents should participate in meetings and events held in the Residence Hall.

3. Individual Interviews with RAs

Residents should have individual interviews with their RAs at least once per semester. This aims to assist residents in resolving problems they are having.

4. Roommate Contract

All residents are required to make a roommate contract. RAs will check and collect them later.

5. Quiet Hours

All students must respect other students and observe the quiet hours between 10:00 p.m. and 7:00 a.m. on the following day.

6. Emergency Evacuation Drill

All students must participate in the fire drill held once per semester, for this gives students an opportunity to learn the evacuation procedures.

7. Report of Damages and Malfunctions

All damages must be reported to the Residence Hall Office immediately. If residents accidentally cause damage, notice damage, or witness someone causing damage, they should report the incident to the Residence Hall Office. If any equipment is found inoperative, it should be reported to the Residence Hall Office.

8. Overnight Stays Outside of the Residence Hall

For overnight stays outside the residence hall, residents are required to submit a form "Permission of Intent to Spend a Night/Nights Outside the Resident Hall" to the Residence Hall Office. This is to let the university know who are away from the residence hall so that it can properly respond to emergency situations.

9. Questionnaires

The university sometimes conducts student satisfaction survey or other surveys/questionnaires (to know the residents' absence periods during the long breaks, for example). Residents should answer survey questionnaires on new student orientation, student satisfaction, and plans for staying in the Residents are required to respond to these.

10. Health Check-Up

AIU provides an annual health check-up, in accordance to the School Health and Safety Act. All degree-seeking students (including special non-degree-seeking students) and graduate students must undergo compulsory annual medical examinations at a designated time.

【National Health Insurance Card and First-Aid Kit】 For unexpected injuries and diseases, please always keep your National Health Insurance Card and first-aid kit at hand. You will always be required to present your National Health Insurance Card each time you go to the hospital. In addition, your first-aid kit should contain the following items, including medicines suited for you.

- Medicine for Cold ● Antipyretic Analgesics ● Gastrointestinal Drugs ● Ointment ● Disinfectant
- Other items for injury care (thermometer, scissors, tweezers, sterile gauze, absorbent cotton, plaster tape, bandage, plastic bags)

9. RESIDENCE HALL RULES AND REGULATIONS

The following rules and regulations of the Residence Hall are designed to ensure the safety and keep the quality of life for all individuals in the Residence Hall. As a member of the Residence Hall community, each resident is expected to abide by the rules and regulations and to know what types of conduct and activities are prohibited in the Residence Hall. **Violations of the rules and regulations are taken very seriously and may result in disciplinary actions and may not be able to reside on campus.**

(1) Home Appliances

Residents should not have or use any appliance with high power consumptions in any individual room because it may trip the circuit breaker. **Using some electrical cooking appliances in individual room is strictly prohibited.** See page 7 for more information about home appliances.

(2) Visiting Friends

During the night hours between 10:00 p.m. and 7:00 a.m., residents are prohibited from visiting the rooms of the opposite sex. Residents are also not allowed to accept visits by any non-residents, including the students who live in the on-campus apartments.

(3) Guests and Visitors

Residents who accept guests/ visitors should get prior permission from their roommates and/or suite-mates. They are also responsible for making their guests/ visitors abide by the residence hall rules and other school rules during their stay on campus.

(4) General Guests and Overnight Guests

Upon arrival, each visitor must be signed in with the host at the Residence Hall Office by presenting a valid photo identification card. Visitors will be issued a guest pass called a "Visitor Card" upon sign-in and must put this on in the Residence Hall at all times. Visitors must be signed in and out between 7:00 a.m. and 10:00 p.m. by the Residence Hall Office staff. Residents may allow the same-sex guests to stay in their rooms for up to three nights. For this, the form "Application for Overnight Visitors in the Residence Hall" should be submitted to the Office of Student Affairs by 24 hours before the guest's arrival for prior permission. The same-sex rule applies to family members as well. Unauthorized stays of overnight guests are strictly prohibited. Guests may rent bedding during their stay at the AIU shop.

(5) Quiet Hours

Residents must observe quiet hours, every day from 10:00 p.m. to 7:00 a.m. Noise should not be audible from a resident's room or outside a common space during these hours. They should use sound systems with consideration to the rights of others.

(6) Damage Charges

In case of damages to the university's properties, residents who are responsible should pay for the repairs, whether the damages were caused by deliberate actions or by accidents. If it is impossible to determine who caused the damage, the repair cost shall be shared by the residents whether of the room, suite, floor or the whole building, depending on the location of the damage.

(7) Drugs

Acts amounting to the possession, use, cultivation or distribution of any illegal or law-evading drugs are strictly prohibited and shall result in immediate expulsion from the school.

(8) Smoking

In the Residence Hall, smoking is strictly prohibited, regardless of the residents' ages. At AIU, smoking is allowed only in designated areas.

(9) Alcohol

Alcohol shall not be possessed or consumed anywhere in the Residence Hall, regardless if residents are over the age of 20.

(10) Driving

The laws of Japan regarding driving must be observed. It is illegal to drive under the influence of alcohol. It is also illegal to use a mobile while driving; except while the vehicle is stopped. In any case of consuming alcohol, drivers shall not drive and should use a replacement driver service or public transportation.

(11) Bicycles and Storage Rules

Bicycles must be provided locks for security and be stored in the designated area. Storing on any other area of university land is prohibited. The university is not responsible for any damage, loss of property, or theft of bicycles stored in the university property or any article left in such bicycles. For the Residence Hall residents, please use following Bicycle Parking Areas.

[Permitted Bicycles Parking Areas] West side of the Residence Hall

(12) Residence Patrols

To maintain the safety of the residence hall environment, RAs and/or the staff of the Residence Hall Office conduct patrols every night. The RAs and staff reserve the right to enter and inspect any resident's room when they believe that the resident may be in violation of Residence Hall rules. They also have the authority to confiscate any items that constitute the violations.

(13) Inspection and Maintenance

Inspections and maintenance works for facilities in the Residence Hall will be regularly conducted by authorized university personnel. The university reserves the right to enter any resident's room in his/her absence when there is cause to believe a situation exists that may jeopardize the health, safety, and/or welfare of the community or cause damage to a room or its furnishings. Authorized personnel may also enter the residents' rooms to perform regular housekeeping or maintenance functions with prior e-mail announcements.

(14) Items in Entryways or Stairwells

No items of any kind may be stored in the entryways, hallways, corridors, or stairwells of the Residence Hall. The university reserves the right to dispose of improperly stored items without notice and compensation.

(15) Restricted Areas

Residents should not trespass into areas that are locked, such as rooftops, mechanical rooms, and the Residence Hall Office.

(16) Unauthorized Key Possession or Use

Keys should not be duplicated or given to anyone else. Only original keys will be accepted at the time of move-out.

(17) Fireworks and Firecrackers

Use, possession, or carrying of fireworks, firecrackers, candles, incense, combustible fuels, any other explosive material, or chemicals which are of an explosive or corrosive nature is strictly prohibited while on the university property.

(18) Firearms and Weapons

Use, possession, or carrying of firearms, ammunition, weapons of all kind (BB guns, water guns, swords, stun guns, knives, or any other item that could be seen as intimidating or mistaken for a weapon) is strictly prohibited while on university property.

(19) Acts/Behavior that Threaten Safety and Order on Campus

Acts / behavior that threaten safety and order on campus are prohibited.

(20) Animals

Keeping or feeding any animal is prohibited on university property.

(21) Solicitations and Sales

Activities which intend to promote or sell any merchandise or services, or solicitations of any religion or campaign contributions for commercial purposes are prohibited on university property. Residents may not invite dealers or other trades people into the Residence Hall.

10. PUBLIC TRANSPORTATIONS

(1) JR (Japan Railway)

You can take Akita Shinkansen, Komachi, get off at the JR Akita station, and then transfer to the JR Oh'u Line bound for Innai, Shinjo, Yuzawa, or Yokote (13 minutes, 240 JPY/one way, the second stop from the JR Akita station). Get off at the JR Wada station and from the north exit of the JR Wada station, take the Akita Chuo Kotsu bus bound for the university (10 minutes, 160 JPY/one way) to reach the university.

【Railway Schedule】

- ❖ JR Oh'u Line (奥羽本線) : JR Akita station (秋田駅) ⇒ JR Wada Station (和田駅)

<http://www.jreast-timetable.jp/1701/timetable/tt0039/0039051.html>

*Holiday Time Table for April 2(Sun) and 8(Sat)

(2) Local Bus Services

From the Bus Terminal #3 of the east exit (approx. 30 minutes, 510 JPY/one way), or #13 of the west exit (approx. 30 minutes, 550 JPY/one way) of the JR Akita Station, and take the Akita Chuo Kotsu bus bound for AEON Shopping Mall, get off at the bus rotary of AEON Shopping Mall, and then take another Akita Chuo Kotsu bus bound for the university (approx. 15 minutes, 160 JPY/one way) from the same bus stop you got off to reach the university.

【Bus Schedules】

- ❖ Hiroomote/Goshono Line (広面・御所野線) : JR Akita station (秋田駅) ⇔ AEON Shopping Mall (イオンモール秋田)

<http://akita-aeonmall.com/static/detail/access-bustime1>

- ❖ Goshono Line (御所野線): AEON Shopping Mall (イオンモール秋田) ⇔ AIU (国際教養大学) &

Wada Line (和田線): JR Wada station (和田駅) ⇔ AIU (国際教養大学)

<http://www.akita-chuoukotsu.co.jp/aiu.html>

*Click on the tab of “休日 (和田駅) ”.

(3) Taxi

Local Taxi Companies	Telephone
Takao Hire	018-839-2231
Individual Taxi Association	018-863-9993

Route	Fare	Time
JR Akita Station ⇒ AIU	Around 6,000 JPY	About 35 minutes
JR Wada Station ⇒ AIU	Around 2,000 JPY	About 15 minutes
Akita Airport ⇒ AIU	Around 2,000 JPY	About 15 minutes

11. CAFETERIA AND MEAL PLAN

(1) Cafeteria

The Cafeteria has a “Meal Plan Menu,” a “Restaurant Menu,” and a “Menu of the Day” for Residence Hall residents, current students, faculty, and staff members. Microwaves and toasters are available in the Cafeteria for students to use when needed.

Hours			
	Breakfast	Lunch	Dinner
Monday – Friday	7:00 a.m. – 8:30 a.m.	11:00 a.m. – 1:30 p.m.	5:00 p.m. – 8:00 p.m. (Last Call 7:45 p.m.)
Saturday, Sunday & Holidays	7:30 a.m.– 9:00 a.m.	11:30 a.m. – 1:30 p.m.	5:30 p.m. – 8:00 p.m. (Last Call 7:45 p.m.)

(2) Meal Plan

The Meal Plan is specially arranged for meal plan students, serving three meals a day. A nutritionist creates well-balanced menus. Lunch can be chosen from four main dishes and dinner can be chosen from three main dishes. Please note that the meal plan fee cannot be reimbursed to students even if you are, at any time, unable to have a meal during the cafeteria hours. However, the cafeteria will arrange food if you cannot have a meal because of your class schedule.

① Meal Plan Requirement

All degree-seeking students living in Komachi Hall, except RAs, are required to take a meal contract. If you cannot be on the Meal Plan for particular reasons, you should consult the Office of Student Affairs during the new student orientation.

② Dietary Restriction

If you have dietary restrictions, please consult the Office of Student Affairs in order to arrange a well-suited menu for you with the cafeteria staff.

③ When Feeling Sick

When feeling sick, the cafeteria provides easily digestible food, such as udon noodle or porridge. You can request these meals from the Komachi Hall Office. You will be asked to fill out the application form and submit it to the cafeteria staff members. If you are unable to go out from your room for any contagious disease (ie: Influenza), please ask an RA or your friends to bring the meals to you from the Cafeteria.

④ During Long Breaks

The cafeteria will be closed during summer break, year-end/new year holidays, or spring break. In addition, the meal plan does not cover Golden Week (between May 3 and 6), Winter Program, but you can buy meals on a cash-basis during these periods

(3) Meal Plan Card

A temporary Meal Plan Card for the first two-weeks will be given to you when checking in at the university. The official Meal Plan Card with your ID photo will be given to you later. You are required to show your Meal Plan Card every time you have a meal at the cafeteria.

Completion of “MEDICAL INFORMATION FORM” and Vaccination

We request all the matriculants to complete and submit the “MEDICAL INFORMATION FORM”. The provided information will be used exclusively for student health care and for providing necessary information for medical personnel and/or the hospital in case of an emergency. All information will be kept confidential.

(1) Form Instructions

- Please fill in part 1 to 5. Please specify the illness(es) or allergy (ies) you have experienced until now (if applicable) and write the details of the illness in the box. You will be asked to list your past vaccinations and the date of each.
- Academic support will be provided to students with disabilities. If you wish to receive support, please specify your medical condition(s), its history, and the type of assistance you require. In addition, please submit any of the following; a medical certificate, etc.

(2) Vaccinations

To prevent the possible risk of infection, we strongly request you to receive the following vaccinations before your arrival at AIU:

- MMR vaccine (measles-mumps-rubella vaccine)

You are NOT required to receive vaccinations, but we do require information about your vaccine history on the Form. You may also want to consult with your physician about other vaccinations if necessary.

AIU aims to foster global human resources who can contribute to the international community. To achieve this goal, each student is required to take action towards a healthy lifestyle and manage time wisely for his or her health maintenance.

It is highly recommended that students be prepared for life at AIU. There are neither hospitals nor pharmacies within walking distance from campus. If any medicines need to be taken regularly for any chronic symptoms including allergy or stress, please go to see a doctor to receive them and learn the daily treatments for your condition.

The AIU Health and Medical Care Room not only offers first-aid treatment, but also conducts regular health check-ups and health care education so that students can better manage their health.

[INQUIRIES]

Health and Medical Care Room

(Weekdays 9:00 a.m.-12:00 p.m., 1:00 p.m.-5:00 p.m.)

☎ 018-886-5926

✉ healthcare@aiu.ac.jp

Paperwork and Procedures for International Students

We will open a desk for international students in the Cafeteria on August 24 (10:00 a.m. – 4:00 p.m.) to assist with all procedures for your residence record and national health insurance. Please visit the desk with your passport and residence card.

- **National Health Insurance**

National Health Insurance is a mandatory insurance program in Japan, which you must join even if you already have your own health insurance coverage. With this insurance, 70% of your medical costs (visits to clinics, medications, hospitalizations, etc.) will be covered. Student Affairs will complete the procedure at the municipal office on your behalf.

- **Resident Registration**

A residence card will be issued to foreign nationals who enter Japan through Narita, Haneda, Chubu, or Kansai International Airport under a student visa. All residence card holders must register their address at a municipal office within 14 days after arrival.

If you enter Japan through airports other than the above, a note “A residence card will be issued later” (lower right) will be stamped next to the landing verification seal (lower left) on your passport. In this case, your residence card will be directly mailed to you about a week after registering your address at the municipal office.

Student Affairs will assist you with this procedure at the check-in desk. For further information on residence card, please visit the following website:

http://www.immi-moj.go.jp/newimmiact_1/en/point_1-2.html



For current residents in Japan

If you currently reside in Japan but not in Akita city, you should move your resident registration to Akita city. In order to complete this, you must get a certified copy of your moving-out record at the municipal office of your current residence. You are encouraged to do this BEFORE coming to Akita.

If you made a resident registration in Japan in or after October 2015, you are automatically assigned a “My Number,” which is a unique social security number in Japan. If you have either of the two “My Number” cards (right), please make sure to bring it with you when you register

your residency in Akita city.



- **Work Permit**

Students who have a ‘College Student’ visa are allowed to work part-time for up to 28 hours per week during a semester period and eight hours per day during a long break period (summer break, winter and spring break). In order to be eligible to work, you must obtain a work permit (officially called ‘Permission to Engage in Activity other than that Permitted under the Status of Residence Previously Granted.’) beforehand. If this is your first entry into Japan, you can apply for a work permit at the airport of your arrival. After this point, you can still obtain a work permit, but will have to go to the immigration bureau in downtown Akita. For further information on work permits, please visit the following website: http://www.immi-moj.go.jp/newimmiact_1/en/port-city.html

- **Visa Orientation**

There will be an orientation session regarding visa-related issues for degree seeking international students during the new student orientation. The time and venue will be notified to you via email. Topics will include, how to extend your residency when it expires, and what you should do before and after your study abroad program. You are required to attend this Visa Orientation.

Letter of Agreement Regarding Personal Data Processing

I hereby agree to the personal data processing of Akita International University, which was explained in the booklet (P.28).

Name of Student: _____

Signature: _____

Date: _____

(DD/MM/YY)

Name of Guarantor: _____

Signature: _____

Date: _____

(DD/MM/YY)

様式第1号(第10条第1項関係)

Form 1 (Related to Article 10 Paragraph 1)

入寮承認願及び入寮誓約書

Request for Permission to Move into Residence Hall and Agreement to Abide by Residence Hall Contract

Date: 年 月 日

Year: _____ Month: _____ Day: _____

国際教養大学長様

To the President of Akita International University

国際教養大学学生寮に入寮したいので、承認して下さるようお願いします。

なお、在寮中は学生寮に関する諸規程を守り、本人の身上に関する一切については保証人において引き受け、大学に迷惑をかけることを連署をもって誓約します。また、規則を破った場合、2年次以降の学内居住禁止などの処分を受けても不服は一切申し立てません。

I hereby request permission to move into the Komachi Residence Hall at AIU. I promise to observe all relevant rules and regulations. The listed guarantor accepts responsibility for the applicant. Both agree to refrain from any activity which would cause undue trouble to the university. In case I break any of the rules set by the university, I am willing to waive my right to apply for and live in an on-campus apartment from my sophomore year and thereafter.

本人 氏名

⑩

Applicant: Name

生年月日 / Date of Birth

性 別 / Sex

保証人 氏名

⑩

Guarantor: Name

生年月日 / Date of Birth

本人との続柄 / Relationship to Applicant

職業及び勤務先 / Occupation and Place of Work

現 住 所 / Home Address

電話番号 / Telephone Number

※いただいた個人情報については、学生寮・学生宿舎の管理以外の業務には使用しません。

Personal information on this form will be used exclusively for the purposes of student housing.

*Please fill in yourself

Health Information Form

Document No. 4
 By August 17

1. Basic Information

Date: _____

Student	Full Name			Age		
				Sex	Male/Female	
	Blood Type	A · B · O · AB · Unknown	Date of Birth	YYYY/MM/DD		
		RH+ · RH- · Unknown	High School			
	Cellphone		E-mail			
Travels abroad (countries, periods of stay)						
Emergency Contact	Full Name					
	Cellphone		E-mail			
	Address					

2. Past Vaccinations

* Please circle the number.

<p>• Measles (Measles·MR·MMR) vaccine</p> <p>① I had vaccination twice. ② I had the measles.</p> <p>③ I had vaccination once. / I have never vaccinated. (→Please be vaccinated)</p> <p>④ I do not know about my vaccine history.</p> <p style="text-align: center;">(→ Please have an antibody test and be vaccinated of there is not antibody.)</p>
<p>• Rubella (Rubella·MR·MMR) vaccine</p> <p>① I had vaccination twice. ② I had the rubella.</p> <p>③ I had vaccination once. / I have never vaccinated. (→Please be vaccinated)</p> <p>④ I do not know about my vaccine history.</p> <p style="text-align: center;">(→ Please have an antibody test and be vaccinated of there is not antibody.)</p>
<p>• Mumps (Mumps·MMR) vaccine</p> <p>① I had vaccination once. ② I had the mumps.</p> <p>③ I have never vaccinated. (→Please be vaccinated)</p> <p>④ I do not know about my vaccine history.</p> <p style="text-align: center;">(→ Please have an antibody test and be vaccinated of there is not antibody.)</p>

3. History of Illnesses, Disabilities, and Allergies

* Please circle the name of the disease(s) you have experienced in the past and/or disability(ies) you have.

Then write about the medical treatment you have received.

① Heart Disease	② Kidney Disease	③ Liver Disease	④ Hypertention	⑤ Diabetes
⑥ Asthma	⑦ Anemia	⑧ Epilepsy	⑨ Blindness/Low Vision Disabilities	
⑩ Deaf/Auditory Disabilities	⑪ Physical Disabilities		⑫ Schizophrenia	
⑬ Pervasive Development Disabilities		⑭ Attention Deficit/Hyperactivity Disorders (ADHD)		
⑮ Learning Disabilities	⑯ Eating Disorder	⑰ Adjustment Disorder	⑱ Other ()	
⑲ Allergy: Pollen() / Animals() / Medication() / Foods() / House dust, mites, mould() / Others ()				

Illness/Disabilities	Age of onset	Hospitalization	Operation (age when you had one)	Ongoing medical treatment
		No / Yes: months	No / Yes ()	No / Yes: Medication: ()
		No / Yes: months	No / Yes ()	No / Yes: Medication: ()
		No / Yes: months	No / Yes ()	No / Yes: Medication: ()
		No / Yes: months	No / Yes ()	No / Yes: Medication: ()

*Please print and submit both page 1 and 2.

4. Applying for Accommodations

AIU provides academic accommodations (including support for student life) for students with disabilities based on documentation from a medical professional. Accommodations are provided on a case-by-case basis following review of this documentation and a meeting with an administrator.

If you seek any type of accommodation, please specifically describe 1) your medical history and current symptom and 2) accommodation(s) you expect the University to provide. Also please submit an original copy of medical certificate or a copy of physical/mental disability certificate together with this form.

Please note that you will be able to discuss about the accommodations with the administrator after your enrollment as well.

•Medical history and current symptom

•Specific accommodation(s) you wish to receive from the University

5. Remarks

Venue of AIU Special Discount

Special discounts have been provided for AIU students and your family and friends. Please show this information at each venue before you make a payment. The discount for the hotels is applicable only when you make a direct reservation by phone or through the websites of each hotel. For further details of discount, please contact the shops, the restaurants, and the hotels of your choice, respectively.

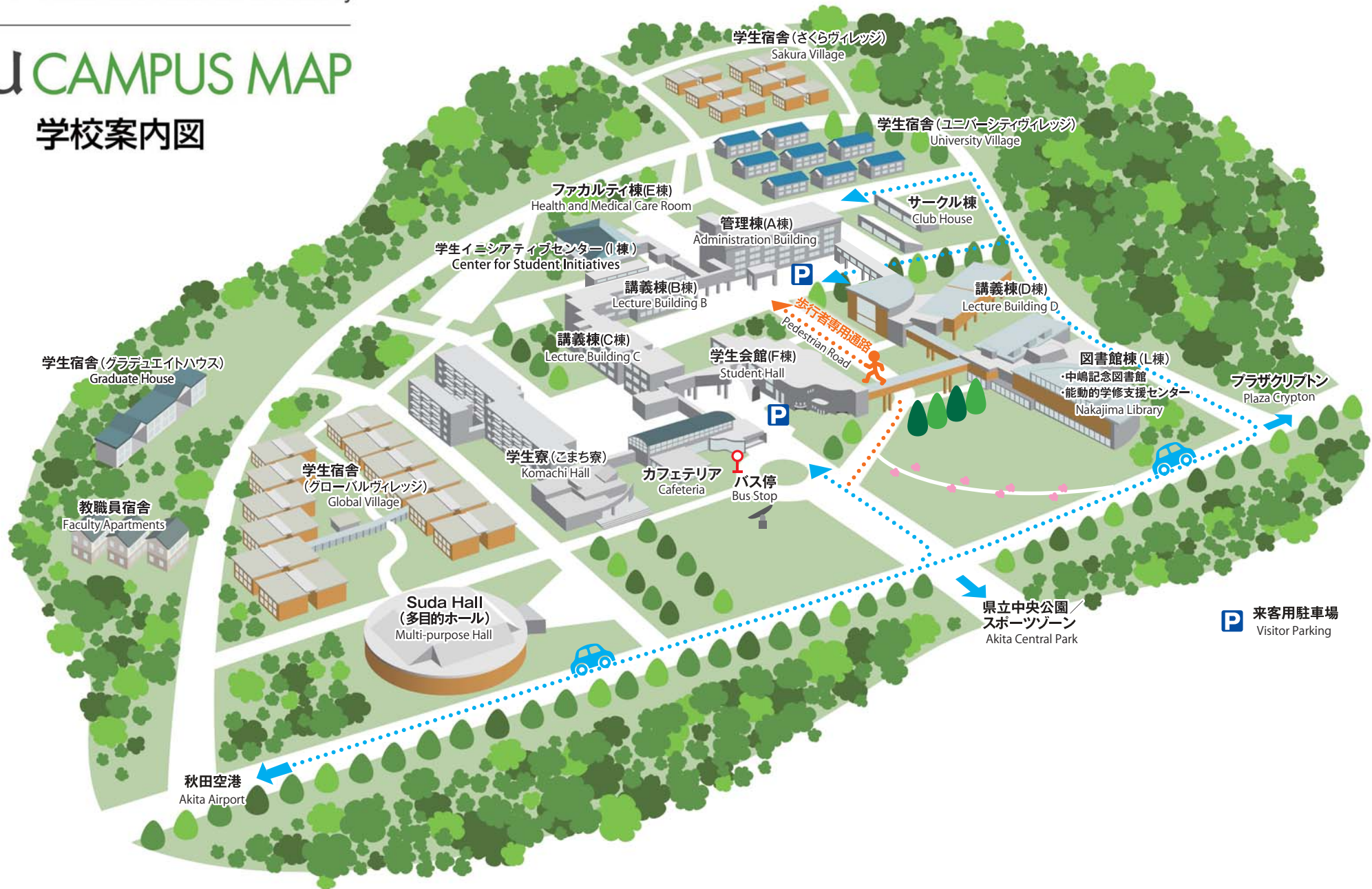
Hotel	Akita View Hotel	http://www.akitaviewhotel.jp ☎ 018-832-1111
	Toyoko Inn Akita	http://www.toyoko-inn.com/hotel/00087/index.html ☎ 018-889-1045
	Plaza Crypton	http://www.plaza-crypton.jp ☎ 018-882-4811
	Hotel Alpha-One Akita	http://www.alpha-1.co.jp/ ☎ 018-836-5800
	Hotel Metropolitan Akita	http://www.metro-akita.jp ☎ 018-831-2222
Restaurant	Komorebi Café at Akita Airport	http://www.akita-airport.com/floor/shop.php ☎ 018-886-3366
Souvenir	A-air at Akita Airport	http://www.akita-airport.com/floor/shop.php ☎ 018-886-3366
	Akita Souvenir Plaza	http://www.a-bussan.jp/ ☎ 018-836-7830



公立大学法人
国際教養大学
Akita International University

AIU CAMPUS MAP

学校案内図



P 来客用駐車場
Visitor Parking