

## Enrollment Confirmation

- **International students must sign a ledger twice a year in the International Office (A206) to confirm enrollment.**

Since 2017, we confirm enrollment of international students twice a year, in May and in November.

International students must sign a ledger of enrollment confirmation in the International Office (A206) during these specified periods (see below).

If you neglect to sign the ledger, we will be unable to confirm your enrollment; accordingly, you will be designated as not attending school; and, ultimately, we will have to report you to the Immigration Bureau. Please remember not to forget to come to the office during these two periods to sign the ledger.

### Enrollment confirmation periods in FY 2019

**May: May 7 (Tue) to May 16 (Thurs)**

**November: Nov 5 (Tue) to Nov 15 (Fri)**

#### ※ If you forget to sign the ledger during these periods:

The International Office will e-mail you and your academic advisor as notification that your signature is not on the ledger. If you receive this email notice, **you must immediately contact your academic advisor.** If your enrollment cannot be verified for longer than a month, we will send another e-mail.

### When you have concerns, worries, or problems, please consult your academic advisor immediately

During your stay in Japan, you may sometimes become sick or have problems such as study, communication, or relationship issues. When you have such worries, concerns, or feel stress, immediately consult your academic advisor or the advisors at the Center for Global Education and Research. Together with your academic advisor, the staff at the Health Care Center and Counseling Room will offer service and support to help you solve these problems. When you are in trouble or have a problem, consult us immediately, instead of bearing things alone.

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**When you sign the ledger in May, you must also submit the following documents to the International Office.**

- A copy of your "residence card" (copies of both sides)
- A copy of your passport

**<Attention> Students should prepare these copies at University CO-OP shops or convenience stores before visiting the International Office because the**

**International Office does not make copies of residence cards and passports.**