

# SOPHIANS' GUIDE 2025

SOPHIA UNIVERSITY  
STUDENT GUIDEBOOK

# SOPHIANS' GUIDE 2025

Sophia University | Student Guidebook

## Introduction

This guidebook is designed to navigate students with basic essential information for a campus life. For further information, please refer to Sophia University Official Website and WEB PILOTI.

Sophia University Official Website:

<https://www.sophia.ac.jp/eng/>

Sophia University WEB PILOTI:

<https://piloti.sophia.ac.jp/eng/>

### Overview of Sophia

Sophia University Official Website > About

### Student Life

Sophia University WEB PILOTI

---

## FIND SOPHIA

Information on day-to-day life, from student activities to hot events, volunteer programs, daily menus in the school cafeterias, and more, is available on FIND SOPHIA.

The Sophia Topics, a weekly blog edited by student reporters, is also popular.

We welcome your information on people or topics you would like to feature.

<https://findsophia.jp/>



---

### “Sophian-kun”, Sophia University’s Official Mascot

Sophia University is known for its diverse culture since its establishment. Students and alumni are called Sophians, while “Sophian-kun” is the school mascot, the eagle flying toward Lux Veritatis, the Light of Truth. The Greek letters standing for Lux Veritatis are displayed on Sophian-kun's chest.

## **Welcome to Sophia University**

The University's name, Sophia, originates from Sedes Sapientiae, or Seat of Wisdom, found in the traditional Catholic prayer the "Litany of the Blessed Virgin Mary". It is a title to celebrate the Virgin Mary whose lap on which Jesus, the eternal wisdom, sat.

The Latin word "sapientia" is a translation of the Greek word "ΣΟΦΙΑ". The mission of Sophia University is to nurture in students a heart that pursues and acquires supreme wisdom (sophia) and also sympathizes with and devotes themselves to others.

This is the very meaning of "For Others, With Others", which is the common objective of Jesuit Schools worldwide. The spirit of Sophia University is captured in the campus atmosphere.

In an increasingly globalized world, there is a greater call to embrace diversity. Sophia University is represented by students from all over the world, a melting pot of cultures, a vibrant part of campus life.

We hope your educational journey at Sophia University is fruitful.



"The Virgin and Child with Two  
Music-Making Angels"  
by Rogier Van Der Weyden

The Virgin Mary is elaborately  
depicted as the Seat of Wisdom

# SCHOOL ANTHEM

Words by Sadao Hemmi  
Music by Naotada Yamamoto



1. Miyo tokoshie ni, haru yomigaeru, midori no kodama, takanaru hotori.  
Yasura ni ikou, Sophia no washi no, manazashi iru wa, Lux Veritatis.  
O, sogon no gakufu Sophia, uruwashi no Alma Mater Sophia.
2. Kike, shinonome no, ama kakeriyuku, washi no tsubasa no, sora utsu  
hibiki. Hagai ni tsudou, Inochi no mure no, mezasu yukute wa, Lux Veritatis.  
O, sogon no gakufu Sophia, uruwashi no Alma Mater Sophia.
3. Yuke, kondaku no, yami uchihiraki, washi no michibiku, kagayaku kata e.  
Moyuru kokoro ni, kataku musubi te, sakebe todomo ni, Lux Veritatis.  
O, sogon no gakufu Sophia, uruwashi no Alma Mater Sophia.

## **The Lyrics of the School Anthem**

Suggestions were made to ask a famous poet to write the lyrics, but finally it was decided to publicly solicit the words from the students to give the song a young spirit. Sadao Hemmi, a junior student of the Department of Philosophy in the Faculty of Humanities, was selected for his version of the school song. The school anthem was completed in 1932 and sung for the first time at the inauguration of Building 1. The lyrics represent the enthusiastic spirit of a young man earnest in his pursuit of truth.

## **The Origin of the Words in the School Anthem**

“Sophia” is taken from the Greek ΣΟΦΙΑ, meaning “the wisdom which is expressed in ethical activities that further the goals of human existence”. The wisdom, or “SOPHIA”, is the ultimate treasure which Sophia aims to give to students.

“The Eagle”: The School Insignia is modeled after the eagle which flies toward the Light of Truth, and its figure expresses the essence and the ideal of Sophia University.



“Lux Veritatis”: Latin for “the Light of Truth”, the motto of Sophia University. The characters inscribed in the center of the school badge are the initials of the motto, “L” and “V”.



## CALENDAR OF EVENTS

4

### Entrance Ceremony

Undergraduate and Graduate Students:  
Tuesday, Apr.1 and Sunday, Sep.21

### Orientation Day

Spring Freshman: Early April  
Autumn Freshman: Late September

### Freshman Week

Thursday, Apr.10–Friday, Apr.11

7



### Sophia Yukata Day

Early July at Yotsuya Campus (organized by nexnect). Many students, faculty, and staff members come to the University dressed in Yukata on this day.

### Johnan the Classic (Sophia-Nanzan Sports Festival)

Friday, July 4–Sunday, July 6  
at Sophia University (organized by Johnan the Classic Committee)

April

May

June

July

August

September

5

### All Sophians' Festival (ASF)

Last Sunday in May  
Organized by Sophia Alumni Association, ASF is a home-coming day at alma mater for alumni, current students, faculty and staff members, as well as their families.



### Sophia University Official Social Media Accounts

Sophia's social media are great ways to keep connected to campus life as well as being informed in times of emergency. Join us on our Facebook, X(formerly Twitter), Instagram, TikTok and YouTube channel!

### Sophia University Official Instagram

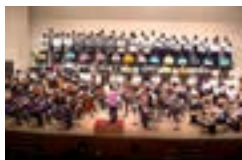
[www.instagram.com/sophiauniversity](http://www.instagram.com/sophiauniversity)

### Sophia University Official YouTube Channel

[www.youtube.com/c/SophiaAcJp](http://www.youtube.com/c/SophiaAcJp)

Please take caution not to follow false accounts with similar names.

# 10



## Music Festival

Early-October  
At an outside venue (organized by Sophia Music Society). A concert held by ten groups with individual features belonging to Sophia Music Society on a joint stage formed for this music festival.

# 12

## St. Xavier's Day

Wednesday, Dec. 3  
A day to honor the memory of St. Francis Xavier, the founder of Sophia University;  
School holiday.

## Foreign Language Drama Festival by Sophia University Faculty of Foreign Studies

Mid-December

## Sophia Marathon

December or January  
Near the Imperial Palace (Sakurada-mon, Inui-mon) (organized by Marathon Executive Committee). Held for groups and individuals; participation is open to the public. At the same time, another marathon is held for ex-team members of athletic groups. Higher rank winners are presented with prizes.

October

November

December

January

February

March

# 11

## Foundation Day Memorial Mass for the First Founders

Saturday, Nov. 1

## Sophia Festival

Saturday, Nov. 1-Tuesday, Nov. 4  
at Yotsuya Campus (organized by Sophia Festival Committee)  
The University's festival with lively student performances attracts about 30 thousand participants each year.



# 3

## Graduation Ceremony

Undergraduate and Graduate students:  
Friday, Sep.19 and  
Tuesday, Mar.24

Partial Photo Credit: KEIGADO

Sophia University Official Facebook

[www.facebook.com/SophiaUniversityE](https://www.facebook.com/SophiaUniversityE)

Sophia University Official TikTok

<https://www.tiktok.com/@sophiauniversitypr>

Sophia University Official X

[twitter.com/SophiaUniv\\_ENG](https://twitter.com/SophiaUniv_ENG)

# SOPHIANS' GUIDE 2025

## CONTENTS

### 1 ACADEMIC AND STUDENT SUPPORT

1-01 EXTRACURRICULAR ACTIVITIES • FINANCIAL SUPPORT	
DORMITORIES	12
1-02 CARRER & JOB SEARCH SUPPORT	
1-03 GLOBAL EDUCATION • STUDY ABROAD	13
1-04 MENTAL AND PHYSICAL HEALTH	14
1-05 DISABILITY SUPPORT	15
1-06 STUDENT INFORMATION SERVICE	

### 2 BASIC INFORMATION FOR UNIVERSITY LIFE

2-01 FACILITIES	18
Offices and Service Counters/Office Hours	
Opening and Closing Hours of the Gates	
Class Hours /Library	
Learning Commons /Active Commons	
Sophia Student Integration Commons (SSIC)	
Language Learning Commons (LLC)	
Campus Stores /Convenience Store	
Sophia Campus Support Co.Ltd	
Dining Hall/Cafeterias/Prayer Room/Exhibition Space	
Health and Wellbeing Center Health Services	
Training Room/Swimming Pool	
2-02 PROCEDURES/NOTIFICATION/ISSUANCE	25
Certificates/Application at Service Counters	
Student Travel Discount Certificate	
Request for Group Tour Permission	
Disaster and Accident Insurance for Students	
National Health Insurance for International Students	
Medical Institution Information Service	



### **3 PRECAUTIONS** Safety and Security Awareness

3-01 EMERGENCIES	30
Emergency Manual for injuries, sudden illness, etc./AED	
3-02 PRECAUTIONS	31
Precautions for Overseas Travel	
Confirming Students' Safety in Event of Overseas Emergencies, Disasters, and Terrorism	
Safety and Crisis Management During Overseas Research Activities	
3-03 DISASTER PREVENTION	35
Guidelines for Action in Case of an Earthquake	
Safety Confirmation System/Prevention of Fire	

### **4 WHERE SHOULD I SEEK HELP?**

STUDIES AND CAREERS	40
STUDENT LIFE	41
EXTRACURRICULAR ACTIVITIES	42
WHISTLEBLOWING SYSTEM	43
YOTSUYA CAMPUS ACCESSIBILITY MAP	44

# 1 ACADEMIC AND STUDENT SUPPORT





## Extracurricular Activities • Financial Support • Dormitories

### Center for Student Affairs



Location | Building 2, 1st Floor  
Tel | 03-3238-3525  
Office Hours | 10:00–11:30, 12:30–15:30  
Official HP | FIND SOPHIA:  
<https://findsophia.jp>

Beyond achieving academic success at Sophia University, we hope that you will have many experiences that will enrich your time here. At the Center for Student Affairs, you can ask questions and consult about scholarships, extracurricular activities, dormitories, volunteer activities, and more. Our staff will support you in your individual situation, so please feel free to come and consult with us.

#### Available Support

- Student advice service
- Scholarships
- Offense report
- Accident insurance
- Nursery application
- Study tour
- Extracurricular & volunteer activities
- Sophia Dormitories
- Student commuter certificate for practical training
- Part-time jobs
- Yearbook
- Training room

## Career & Job Search Support

### Career Center



Location | Building 2, 1st Floor  
Tel | 03-3238-3581  
Office Hours | 10:00–11:30, 12:30–16:30  
Official SNS | X / Instagram:  
@Sophia\_Career

Here you can chat with career advisors to discuss your future or job hunting. First and Second year students may also use the Career Center. We can support students looking to attain their desired career, and also those students who may still be discovering what they would like to do. Talking with an advisor can help you learn about new possibilities and realize your potential. We invite you to visit us whenever you need assistance.

#### Available Support

- Job search workshops
- Career development seminars and lectures
- Company recruitment talks
- Individual consultation
- Internship and employment information
- Job hunting experience reports
- Access to newspapers, reference books, and materials
- Private space for online interviews (Telecube)

## Center for Global Education and Discovery

The Center for Global Education and Discovery offers university-wide learning opportunities to equip all students with the skills and knowledge to thrive as global citizens in our interconnected world. We offer many diverse University-wide General Studies Courses (Zengaku kyotsu kamoku), alongside a variety of programs such as overseas exchange programs, experiential programs, short-term overseas study programs, internship courses.

Courses offered by the Center are taught by faculty members with extensive international experience, and focus on themes such as global peace, human rights, diversity, and environmental protection. Students from different faculties and international students often study and learn together in these courses. Additionally, students have the unique opportunity to connect and collaborate with peers from overseas universities online, enabling a truly global learning experience without leaving Japan.

Location | Building 2, 1st Floor  
Tel | 03-3238-3521 (Outbound)  
| 03-3238-4090 (Inbound)  
Office Hours | 10:00–11:30, 12:30–15:30  
Official SNS | X(formerlyTwitter):  
@Sophia\_GoGlobal  
Instagram:@sophia\_cged

Study Abroad Materials |  
<https://piloti.sophia.ac.jp/jpn/studyabroad/international/exchange/tebiki/>

### Available Support

- Exchange Program (Outbound/Inbound)
- Short-term Language Programs and Short-term Study Abroad Programs (Outbound)
- Social Engagement Programs (Outbound)
- Internship Courses
- Sophia Short-term Program (Summer/January Session)
- Special Admissions for Overseas Graduate Schools
- Study Abroad Counseling
- Overseas Travel Insurance and Crisis Management Services Designated by the University
- Study Abroad Expenses and Scholarships
- International Exchange Opportunities on Campus
- Courses offered by the Center for Global Education and Discovery

# Mental And Physical Health

## Health and Wellbeing Center Health Services



Location | Hoffmann Hall, 2nd Floor  
Tel | 03-3238-3394  
Office Hours | Monday-Friday  
9:30-11:30, 12:30-17:00

If you wish to discuss your physical and mental health concerns, or would like to be referred to a medical institution, please contact the Health and Wellbeing Center Health Services. For details, please check p.24.

## Counseling Services



Location | Building 10, 3rd Floor  
Tel | 03-3238-3559  
Office Hours | Monday-Friday  
9:30-11:30, 13:00-16:30

The Counseling Services is here to help you deal with your issues and concerns regarding campus life and yourself. You can talk to a certified public psychologist/certified clinical psychologist and work together to address the challenges you are facing with psychologically based approaches. Please make an appointment at the front desk or by phone.

### Some of the common issues brought to us.

Feeling depressed or anxious, adjustment issues, academic challenges, relationship issues, LGBTQ+ related concerns

\*By appointment only  
\*Japanese, English, and Chinese  
counseling available

# Disability Support

1-05

## Coordinators for Students with Special Needs in Health and Wellbeing Center

Website |  
[https://piloti.sophia.ac.jp/eng/soudan/with\\_others/](https://piloti.sophia.ac.jp/eng/soudan/with_others/)  
 Email | [with\\_others-co@sophia.ac.jp](mailto:with_others-co@sophia.ac.jp)  
 \* For consultation, please make an appointment by email.

Sophia University will provide reasonable accommodations to students with disabilities so that they can proceed with their studies and research in a safe and comfortable environment.

For details of support for students with disabilities, please refer to WEB PILOTI.

For any inquiries and concerns, please contact us by email.

# Student Information Service

1-06

Website |  
<https://piloti.sophia.ac.jp/eng/soudan/consultation/studentinformationservice/>

Office Hours |  
 Monday-Friday 10:00–11:30, 12:30–17:00  
 \*Japanese and English available

You can use “Student Information Service” when you are in need of help, such as when you do not know which department to consult, or when you are not sure whether you should consult with the university.

For any inquiries or consultation, please complete the “Application Form” on the website.





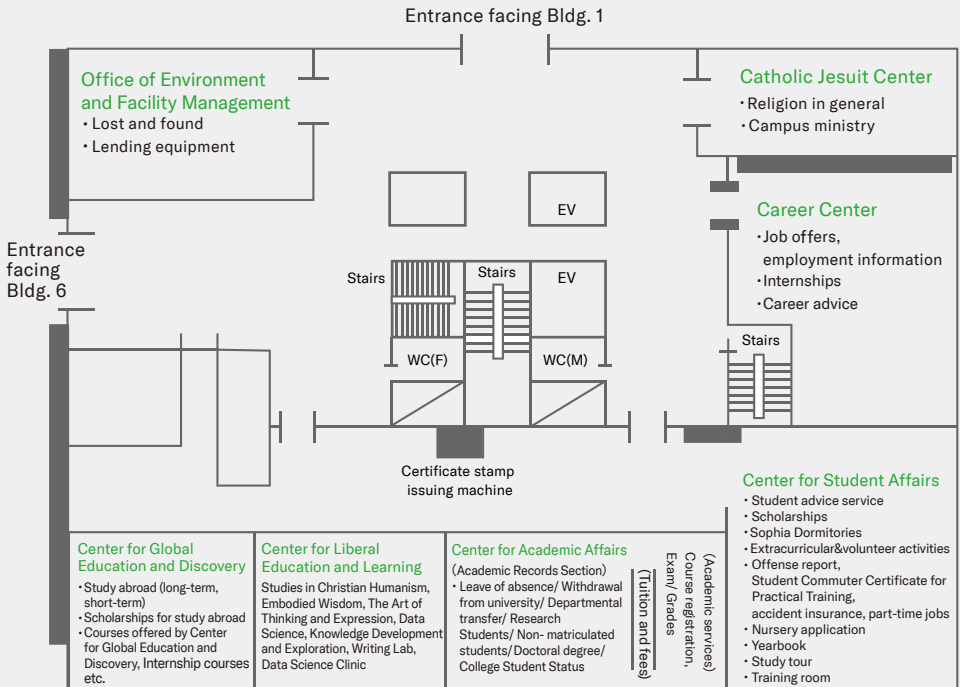
## **2** BASIC INFORMATION FOR UNIVERSITY LIFE





## Facilities

## Offices and Service Counters (Building 2, 1st Floor)



Admissions Office: Bldg 12, 1F,

Center for Teaching and Curator Credentials: Bldg 2, 2F

Center for Language Education and Research: Bldg 6, 5F

## Office Hours

Center for Global Education and Discovery  
Center for Liberal Education and Learning  
Center for Academic Affairs  
Center for Student Affairs

Period	Office Hours
April 1 to July 31	10:00 - 11:30, 12:30 - 15:30
August 1 to September 20	12:30 - 15:30
September 21 to January 29	10:00 - 11:30, 12:30 - 15:30
January 30 to March 31	12:30 - 15:30

\*Services are available only during the above office hours for providing information, accepting applications and required documents.

\*Offices are closed on Saturdays, Sundays, national holidays and school holidays.

\*Office hours during summer and winter recess and in special circumstances are announced on My Sophia.

\*The office hours differ except for the offices listed on the left. For details, please contact the offices.

## Opening and Closing Hours of the Gates (Yotsuya Campus)

	Mon–Fri	Sat	Sun/Holidays
Main Gate	open 24 hours	open 24 hours	open 24 hours
North Gate	8:00–19:30	8:00–19:30	9:00–18:00
East Gate	8:00–21:00	9:00–18:00	9:00–18:00

## Class Hours

1st period	9:00–10:40	3rd period	13:30–15:10	5th period	17:20–19:00
2nd period	10:55–12:35	4th period	15:25–17:05	6th period	19:10–20:50

## Library

### Central Library

The University library is a core facility for academic learning, education, and research. It offers a multi-faceted collection of information and data from various databases, books, periodicals, audio-visual material and major newspapers in and outside of Japan. For information on its services, facilities, and functions, please refer to *Sophia University Central Library User's Guide* (available at the Central Library). Please check the open hours and other detailed information on the Central Library's website.

Central Library website: <https://www.lib.sophia.ac.jp/?long=en>

Open Hours (During Class and Exam Periods)

Mon–Fri	9:00–22:00 <sup>*1</sup>
Sat	9:00–20:00 <sup>*2</sup>
Sun/ Holidays	10:00–18:00

<sup>\*1</sup> (Reading areas on B2–2nd floor are open from 8:00)

<sup>\*2</sup> (18:00–20:00 for reading only)

Any changes in the open hours will be posted on the library website. For other open hours and service hours such as for the circulation desk, please check Central Library Service Hours on the library website.

### Services Available

- ① Circulation Counter check out, book return
- ② Reference service
- ③ Online data search
- ④ Use of audio-visual materials
- ⑤ Use of Learning Commons\*
- ⑥ New Arrival Books display
- ⑦ Use of copying service

\*Learning Commons (refer to p.20)

Located on B1 Floor, this facility can be used for various purposes including group study, wired or wireless LAN connection, preparation for presentations, writing essays and reports, etc. PCs are available in the library for student use.

### Other Libraries

#### Law School Library

Located in Bulding 2, 2nd floor: holds materials related to studies of law. Permission for use is required for users other than Law School faculty members/students, faculty members of Faculty of Law, and students of the Graduate Program of Law; use is limited to materials not held in Central Library collections.

#### Mejiro Seibo Campus Library

Located in Bulding 1, B1 Floor: Mejiro Seibo Campus library holds collections of materials focused on nursing science. PCs are available in the library for student use. For open and service hours, please check schedule on the official website of the specific Library.

# Sophia Commons

Sophia University offers 4 Common areas with a variety of different features.

## Learning Commons (Central Library, B1 Floor)

The Learning Commons is a multipurpose study area. Books, magazines, databases, and online journals are available for you to utilize at your leisure.

Open Hours During Term		Open Hours During Break	
Mon-Fri	8:00–22:00	Mon-Fri	9:00–20:00
Sat	9:00–20:00	Sat	9:00–18:00
Sun	10:00–18:00	Sun	10:00–18:00

The Learning Commons is open during weekends and holidays. However, please note that presentation equipment and laptops are not available for rent during these periods.

### Group Work Area (48 seats)

Students can work in groups using movable chairs and tables which allows flexibility in changing of the layout based on the number of students, etc.

### PC Area (18 seats)

This area is prioritized for PC users. Wi-Fi as well as LAN cables are provided.

### Presentation Area (34 seats)

This area can be used for academic presentation preparations and rehearsals. Please make a reservation at the service desk in the Learning Commons during open hours (Mon-Fri).

### Learning Support Space (2 seats)

This space provides support for undergraduate students through the guidance of graduate student staff. Feel free to ask about anything from how to write a thesis to how to do a presentation. Open hours are from 12:30–17:00, Monday to Friday, except during long school holidays. Inquiries are accepted until 16:30.

## Active Commons (Building 9, B1 Floor)

This space is not only a cafeteria, but also a space used for students' performances and events.

[www.sophia.ac.jp/jpn/studentlife/support/shisetsu/gakunai/gakunai\\_shokudo.html](http://www.sophia.ac.jp/jpn/studentlife/support/shisetsu/gakunai/gakunai_shokudo.html) (Japanese)

Class and exam period		Outside of class period	
Mon-Fri	8:00–21:00	Mon-Fri	10:00–19:00
Sat/Sun/ Holidays	10:00–19:00	Sat/Sun/ Holidays	10:00–17:00

### Learning Commons Area

This area is equipped with movable furniture and a whiteboard for students to work in groups. Students can also rent equipment such as projectors needed for presentation rehearsals.

### Private Study Space: Sofa Area

This area can be used for both studying alone or in groups: seats by the wall are set to consider your privacy and sofa seats are available for groups of students. Electrical outlets are equipped at each individual seat.

### 9 CAFÉ by PRONTO

This Café offers delicious menus such as pasta and sweets. Also, breakfast is available for 100 yen!

## Sophia Student Integration Commons (Building 11, 1st Floor)

SSIC organizes events that encourage students to interact with each other across faculties, grades, and nationalities. Information on events can be found at My Sophia and FIND SOPHIA.

<https://findsophia.jp/ssic/>

### Student Activities

SSIC hosts events related to regions around the world, and also organizes study tours that take students out of the university to experience and learn about various cultures.

Events in 2024:

Sumo Tour, Kumano Study Tour, Tea Making Experience, Hiroshima Study Tour, etc.



## Language Learning Commons (Building 6, 1st Floor)

Language Learning Commons (LLC) is a facility to provide language-learning support programs to Sophia students.

### Open Hours

Mon–Fri	10:00–17:00
---------	-------------

[www.sophia-cler.jp/llc/japanese.html](http://www.sophia-cler.jp/llc/japanese.html)

### Language Exchange

Feel free to participate in this lunchtime event at LLC where Japanese speaking students studying foreign languages interact with foreign students who are studying Japanese.

### Watching DVDs

Watching popular movies in target languages is a great way to study foreign languages.

### Japanese Language Learning Support Session

Japanese supplementary tutoring and conversation lessons are available for international students.

### Writing Tutorials for Japanese Academic Writing

Our experienced writing tutors will help you improve your writing skills.

These programs might be offered online. Latest information will be posted on My Sophia.

## Campus Stores

(Building 2, B1 Floor)

### Store Hours

Mon–Fri	10:00–18:00
Sat*	10:00–14:00

\*Closed on first and third Saturdays  
(Store hours will differ during Spring, Summer, and Winter breaks)

### Kinokuniya Sophia Square

\*For items not available in the store, orders can be placed

#### Items Available

- Textbooks, books, journals (12% discount)
  - Stationery (22% discount)
  - Commodities, miscellaneous items (12% discount)
  - Sophia goods (22% discount)
- some exceptions to above discounts

#### Services Available

- Applications for English Language Proficiency Tests
- Applications for various qualification courses (Student discount available)
- Business card services

### Patine Sports

#### Items Available

- Sportswear / Sports articles (10–20% discount with some exceptions)
  - Sophia Logo wear, items
- \*No discount for some items



## 7-Eleven Convenience Store

(Building 12, B1 Floor)

### Store Hours

Mon–Fri	8:00–19:30
Sat	8:00–19:30
Sun/Holidays	9:00–18:00

Open 7 days a week\*

\*Closed on year-end and New Year holidays, and power outage days (twice a year). Store open hours will differ during Spring, Summer, and Winter breaks.

\*Please check My Sophia for the latest updates.

\*An eating area is available for light meals, etc.

## Sophia Campus Support Co., Ltd.

(Building 13, 2nd Floor)

Business corporation

100%-owned

by Sophia School Corporation

### Services Available

- Beverage vending machine management (shortage of change, etc.)
  - Photo BOX management (located in front of campus store)
- Information on:
- Student accommodations (rental apartment, dormitory)
  - Hakama, formal graduation attire for women
  - Driving schools
  - Photos for graduation commemorative photo (taken on campus; rooms will be arranged)

- Recruit suit (appropriate for job interviews, etc.)
- Moving companies and disposal of unwanted articles
- Courses of qualification for career program
- Accommodations for seminar or extracurricular activities
- Overseas travel insurance for private travel and various types of non-life insurance
- Battery rental service

For more details, please visit Sophia Campus Support's official website.  
[www.sophia-cs.co.jp](http://www.sophia-cs.co.jp) (Japanese)

## Dining Hall/Cafeterias

Campus dining hall and cafeterias are all self-service; after meals, return the dishes to the dish counter.

Stores	Location
Bldg. 2 Student Dining Hall	Bldg. 2, 5Floor
Bldg. 2 Lounge (SUBWAY)	Bldg. 2, 5Floor
S-CAFÉ	Bldg. 6, 1Floor
9-CAFÉ	Bldg. 9, B1Floor
Bldg. 11 Lounge	Bldg. 11, B1Floor
TOKYO HALAL DELI & CAFE	Hoffmann Hall, 4Floor

\*Check My Sophia for open hours

\*On Mejiro Seibo Campus, Swan Bakery sells bread during lunch once a week (day of week varies by semester), in Building 1, B1F, Student Lounge

## Prayer Room

(Building 11, 1st Floor)

Sophia University provides a Prayer Room on campus (Room 108, Building 11) for students, faculty and staff to serve the needs of increased diversity in cultures and religions. Students who wish to use the Prayer Room must register at the Center for Student Affairs (Service Desk 9, Building 2, 1st floor). For details of the use of the Prayer Room, please check the following website:

[www.sophia.ac.jp/eng/studentlife/support/prayerroom.html](http://www.sophia.ac.jp/eng/studentlife/support/prayerroom.html)



## Exhibition Space

(Building 6 "Sophia Tower", 1st Floor)

The exhibition space in Sophia Tower has been designed as a "road" combining the history of Sophia and today's Sophia with the future. In the permanent exhibition, we describe the establishment of Sophia University and its parent organization, the Society of Jesus. In the two exhibition spaces, we hold special exhibitions a few times a year demonstrating the developments initiated by Sophia University in academic, cultural, and international fields. A large timeline of history beginning in the pre-founding days of the University and four monitors to show today's Sophia are displayed. Also, the "Wisdom Trees" (Chie no ki) display the recent academic works by the faculty members, student activities, and information on campus events, including various other recent topics, which are constantly updated.

Please refer to the website of Sophia Archives for the latest information and the blog:

<https://piloti.sophia.ac.jp/jpn/archives/>

## Health and Wellbeing Center Health Services

(Hoffmann Hall, 2nd Floor)

The Health and Wellbeing Center not only offers regular health checkups, but also first-aid treatment, consultations on health issues, and referrals to a medical institution. Although prescription of medication and treatments covered by health insurance are not available, students may see the school doctor for consultation on general medical concerns and smoking cessation, as well as a psychiatrist for mental health concerns. Medical specialists such as gynecologists are also available for consultations several times a year.

Please rest assured that all information obtained at the center is strictly confidential in accordance with the law.

\*1 Please note that this information is subject to change

\*2 To receive medical certificates in Japanese, please use the automated certificate issuing machine (Building 2, 4th floor)

Services	Office Hours
Internal medicine consultations	[By appointment] Please check WEB PILOTI for the schedule
Mental health consultations	[By appointment] Mon to Fri 12:30–16:30 (*1)
Health consultations by specialists such as gynecologists	Several times a year For the schedule, please check WEB PILOTI and My Sophia
First-aid	Mon to Fri 9:30–17:00 Emergency/first-aid is also available during lunch (11:30–12:30)
Health consultation/ Hospital referrals	Mon to Fri 9:30–11:30, 12:30–17:00
Medical checkup certificate (English version)	Mon to Fri 9:30–11:30, 12:30–17:00 (*2)

## Training Room

(Hoffmann Hall, 1st Floor)



Mon–Sat	8:00–21:00
Sun	9:00–19:00

### For Use of Facilities

- You need to register before using the facility. Please check My Sophia. (You must also carry your Student ID card at all times)
- For the schedule of monthly opening hours, please check My Sophia.
- If you have any questions, please contact Service Desk 9 in the Center for Student Affairs (Building 2, 1st Floor).

## Swimming Pool

(Gymnasium, B1 Floor)



In the basement of the Gymnasium, there is a heated pool open throughout the year. Please show your Student ID card at the service desk of the pool and pay the fee (200 yen per use or you can purchase a book of 11 tickets for 2,000 yen).

Mon–Fri	12:00–15:00, 17:00–18:50
Sat	12:00–14:00
Sun·Holidays	closed

\*Changes may be made; be sure to check the Bulletin Board in front of the Gymnasium for updated information



# Procedures/Notification/Issuance

## Certificates

Some certificates may be issued at the automated certificate issuing machine (for current students only); for other certificates, you will need to affix a fee payment stamp to the request form and submit it to the issuing office.

\*The procedures and fees for issuing certificates are scheduled to change during the AY2025. Details will be announced on My Sophia.

### Automated Certificate Issuing Machine

Certificate	Fees
Certificate of Attendance (Japanese/English)	200 yen
Transcript (Japanese/English)	200 yen
Certificate of Prospective Graduation (Japanese/English)	200 yen
Certificate of Medical Checkup (Japanese)	300 yen
Student Travel Discount Certificate	Free

Location: Building 2, 4th Floor

Mejiro Seibo Campus Building 1, 1st Floor

Operating hours: Mon to Fri, 9:00 – 17:00

## Application at Service Counters

Fill out the application form available at the issuing offices. Buy the fee payment sticker from the vending machine. Paste it on the application form and submit it.

Certificate	Issuing office	Fees	Number of Days for Issuing
Certificate of Prospective Teaching License	Center for Teaching and Curator Credentials	400 yen	Three business days or more
Application for Change of Residence Status and Renewal of Period of Stay	Center for Academic Affairs	200 yen	
Payment Certificate of Tuition and Fees		300 yen	
Reissuance of Student ID Card		2,000 yen	The same day
Student Commuter Certificate for Practical Training	Center for Student Affairs (student life support)	*Each separate railway company costs 300 yen	It may take about a month for issuing from date of application
Scholarship Certificate	Center for Student Affairs (financial support)	300 yen	4 to 7 days
Certificate of Medical Checkup (English) Limited to the designated form of Sophia University	Health and Wellbeing Center Health Services	500 yen	The same day (not guaranteed)

Payment sticker vending machine

Location: Center for Academic Affairs

Operating hours: same as office hours.

\* Student Commuter Certificates for compulsory courses are issued for free

## **Student Travel Discount Certificate**

The Student Travel Discount Certificate can be used on JR trains for traveling 100km or more one way; you can get a 20% discount on basic fare.

### **Student Travel Discount Certificate**

Situations when issued:

1. Traveling to hometown
2. Co-curricular program
3. Extracurricular activities
4. Job search/exam
5. Study tour
6. Accident/illness treatment
7. Trip accompanying guardian or guarantor

- Student Travel Discount Certificate is issued at the automated certificate issuing machine (see p.25).
- Up to two tickets issued at a time.
- Period of validity is three months from date of issue.
- One-way tickets, round-trip tickets, and connected train ride/excursion tickets can be covered with one Student Travel Discount Certificate.

### **Points to Note**

- Student Travel Discount Certificates must be used in person.
- It is a crime to give away a Student Travel Discount Certificate to or receive it from another person. If you are found using a Student Travel Discount Certificate which has expired or which you received from another person, not only will you be charged a penalty, but also the service of student travel discount may be terminated for the entire student body of Sophia. Please be aware that you are a university student and never commit any fraudulent acts.

## **Request for Group Tour Permission**

A group of eight or more students led by a member of faculty or staff are eligible to receive the railway student group discount (50% off the basic fare ticket). Submit the Request for Group Tour Permission together with the Railway Group Tour Application to the Center for Student Affairs or Office of Mejiro Seibo Campus.

## **Disaster and Accident Insurance for Students**

All Sophia students are required to purchase this insurance, paying all fees upon entering University. It covers accidents that cause injury while engaged in research and education activities, or those occurring during commuting or moving between facilities on campuses.



## National Health Insurance for International Students

International students staying in Japan for three months or more are required to affiliate with the Japanese National Health Insurance. The local ward or municipal office of your residence region will handle the procedures. The insurance fees are different depending on the ward or city; you may request to have a reduction if your income is below a certain amount. For more information, please inquire directly at ward or municipal offices. Those insured by the National Health Insurance system only have to bear 30% of the medical expenses for any treatment at clinics or hospitals (Expenses for medical treatment not covered by the insurance must be paid in full).

## Medical Institution Information Service

Medical information net (NAVII)  
(in Japanese, English, Chinese, and Korean) :  
<https://www.iroyou.teikyouseido.mhlw.go.jp/zkn-web/juminkanja/S2300/initialize>

Medical Information Services for Foreign Patients  
The Tokyo Metropolitan Government  
(in English, Chinese, Korean, Thai, Spanish)  
TEL | 03-5285-8181 (9:00-20:00)





# 3 PRECAUTIONS

## Safety and Security Awareness

## Emergencies

### If You are Injured on Campus

The Health and Wellbeing Center provides first-aid treatment or referrals to hospitals. For more information, refer to p.24. The Disaster and Accident Insurance for students may be applied; notify the Center for Student Affairs immediately upon injury.

### Emergency Manual for injuries, sudden illness, etc.

#### If you find an injured or suddenly ill person on campus

[Process]

- 1 Please do not handle alone, call for help immediately. Contact the Health and Wellbeing Center Health Services (03-3238-3394) for first-aid treatments. In case of emergency (unconsciousness, etc.) contact the Main Gate Guard Station (03-3238-3000) to request call 119.  
\*On Mejiro Seibo Campus, contact the Gate Guard (03-3950-6139) or Office of Mejiro Seibo Campus (03-3950-6151).
- 2-1 If injury/sudden illness occurs during extracurricular activities, the group leader/supervisor should accompany the ill/injured student in the ambulance (or taxi). (If a faculty or staff member is on the site, he/she may accompany the patient)
- 2-2 The group leader/supervisor must notify the family or guardian of the ill/injured student about: (1) the condition of the illness or injury (2) name and contact information of the hospital, etc.
- 3 After the incident, the ill/injured person (or the group leader/supervisor if medical condition prohibits or makes it difficult) is asked to visit the Center for Student Affairs to report the incident on form specified.

#### Primary life-saving measures considering infection prevention

Because CPR can generate aerosols (airborne particles containing viruses and other contaminants), treat all cardiac arrest with traumas and illnesses as if they were suspected to be infected.

1. Check if the area is safe
2. Check the person's response (consciousness) \*Keep the face away from the person
3. If the person is unconscious, ask others around you to bring an AED and contact the Main Gate Guard Station.
4. Check the person's breathing \*Keep your face away from the person.
5. Place a handkerchief or towel over the person's nose and mouth before starting chest compressions to prevent aerosol from scattering. A mask or clothing may be substituted.
6. Chest compressions at a rate of 100~120/minute for at least 30 compressions and repeat it. Do not give rescue breath.
7. When the AED arrives, attach pads quickly and follow the voice guidance instructions

## AED (Automatic External Defibrillator)

AED is a medical device that allows the heart to restore a normal rhythm by delivering an electric shock when the heart muscles spasm, disrupting the heart's pumping function (ventricular fibrillation). AED also uses voice prompts to explain what to do and when, so anyone can use it.

### Location

AED is located at the following sites on Yotsuya and Mejiro Seibo campuses

Yotsuya campus: (1) Main Gate Guard Station (2) North Gate Guard Station (3) South Gate Guard Station (4) In front of classroom 307 of Building 6 (5) Entrance hall of Building 11 (6) Gym control room (B1 Floor) (7) Library Information desk (1st floor) (8) Health and Wellbeing Center (Hoffmann Hall, 2nd floor) (9) Sanadabori Ground Management Office

Mejiro Seibo Campus: (1) Gate Guard (2) Entrance hall in front of the Office Center (Building 1)

# 3-02

## Precautions Safety and Security Awareness

### Precautions for Overseas Travel

Make sure to check the latest university policy regarding the study abroad at Sophia website; [https://piloti.sophia.ac.jp/eng/article/news/general/230401\\_overseas/](https://piloti.sophia.ac.jp/eng/article/news/general/230401_overseas/)

Exercise caution against accidents, illnesses, injuries, and thefts while traveling overseas.

1. Before you travel abroad, leave your travel itinerary, overseas accommodation, and contact information with your family/guarantor.
2. Be aware that acts of terrorism can happen in any countries or territories. Avoid places where large crowds gather and places that are likely to be targets of terrorist attacks. Be prepared to leave the area when you sense danger.
3. Check the Travel Advisory and Warnings posted on the Ministry of Foreign Affairs Overseas Travel Safety Information and avoid traveling to countries and regions of political instability where security is poor (University programs are operated in areas at Travel Advisory and Warning Level 1 or below only).
4. Exercise caution and avoid getting involved in money troubles or losing passports. Find out before traveling what measures to take in case accidents occur (e.g., have passports reissued, credit cards canceled). Always keep an eye on your luggage and never leave it unattended.
5. When purchasing overseas travel insurance, be sure to look into the coverage and services (some credit card travel insurances may not have enough coverage to compensate your losses in full).
6. Understand and respect the customs of the country or region and act accordingly.
7. Exercise caution and protect yourself from infectious diseases.
8. If you choose to participate in a group tour, check the legitimacy of the travel agency before committing to take part.

**Center for Global  
Education and Discovery  
(Building 2, 1st Floor)  
03-3238-3521**

9. Regardless the length of the period of your stay, for your own safety, register at the Ministry of Foreign Affairs “Tabi-regi”, overseas travel registration.
10. If your extracurricular activities group is traveling overseas, first notify the Center for Student Affairs at least 1 month before departure. The Center for Global Education and Discovery will then notify you to purchase the University-designated insurance and register for crisis management service, both of which are required for trips abroad. Lastly, you must attend the Crisis Management Orientation held by the Center for Global Education and Discovery prior to departure.
11. Including the item 10. on p.13, all students who travel abroad with submission of a report to the University are required to purchase the designated insurance and register for crisis management service.

**Ministry of Foreign Affairs,  
Overseas Security Travel  
Safety Information**  
[www.anzen.mofa.go.jp/](http://www.anzen.mofa.go.jp/)

**Ministry of Foreign Affairs,  
“Tabi-regi”**  
[www.ezairyu.mofa.go.jp](http://www.ezairyu.mofa.go.jp)

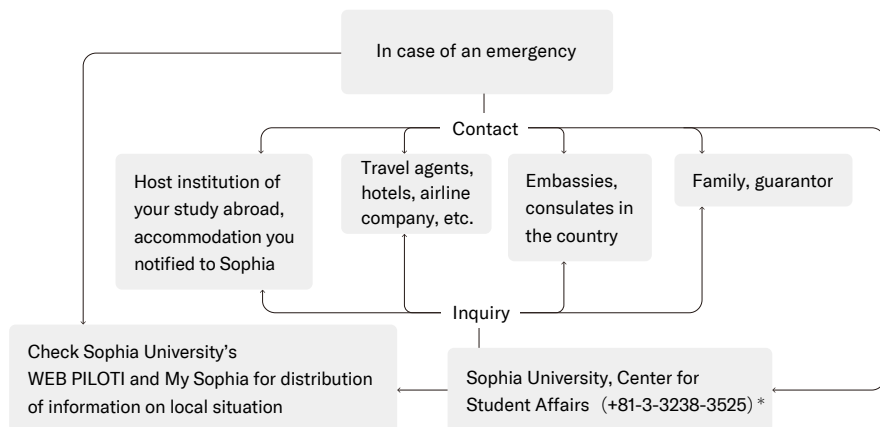
**FORTH (Quarantine Station,  
Ministry of Health, Labor and Welfare)**  
[www.forth.go.jp/](http://www.forth.go.jp/)

## **Confirming Students’ Safety in Event of Overseas Emergencies, Disasters, and Terrorism**

When traveling overseas, it is your responsibility to check and familiarize yourself with the safety status of the inbound countries and take necessary precautions. Even with good preparation, it is possible that unforeseen circumstances may be encountered, if such situations occur, Sophia University advises students to take the following measures to ensure their safety: All students should take all available steps to notify family, friends, or public agencies (embassy or consulate of your home country) as soon as possible, directly or indirectly, to inform them of your whereabouts and situation. It’s strongly recommended that you have the phone number of several backup contacts on hand as you may not be able to reach some contacts during emergency situations. Also, do not forget to check the Sophia WEB PILOTI and My Sophia. We will post important information related to the emergency at hand.

The most important priority is to notify family and trusted friends around you about your whereabouts. Take preventive measures where possible, and notify others at all times, about the situation when you require help or assistance.





\* For those attending University's programs, follow the instructions provided by each program.

## Safety and Crisis Management During Overseas Research Activities

### 1. Check Safety Information and Plan Your Travel

#### Check the Travel Advisories

It is essential to check the safety status of your destination prior to your travel. Before planning your overseas research travel and educational activities (e.g., participation in an internship), visit the Ministry of Foreign Affairs (MOFA) website for overseas travel information ([www.anzen.mofa.go.jp/](http://www.anzen.mofa.go.jp/)) and the Ministry of Health, Labor, and Welfare website ([www.forth.go.jp/](http://www.forth.go.jp/)). Updated information about travel safety and other issues related to overseas travel is provided.

\*Sophia uses the MOFA guidelines as a criterion for deciding where to conduct University programs, and only conducts the programs in areas with warning level below level 1 (Exercise caution). The University does not permit students to travel to the areas designated level 2 or above (Avoid non-essential travels). As a member of the Sophia community, keep this in mind, and refer to the websites when planning to travel. Safety situations in other countries and travel advisory information may change without notice; make sure to check for updates throughout your travel planning.

#### Consult With Your Supervisor in Advance

Consult with your program chairperson/director and your supervisor when planning a research trip overseas and make an alternative plan in the case that your plan includes the Alert Level 2 or higher destination.

For travel during a leave of absence, write your destinations on the Request for Leave of Absence form, and also consult with your program chairperson, director/supervisor (for questions on the submission of a Request for Leave of Absence, contact the Academic Records Section of the Center for Academic Affairs).

## 2. Preparations Before Travel

### Register with the Ministry of Foreign Affairs

For Japanese citizens staying overseas for over 3 months, registration at a local Japanese embassy/consulate is mandatory. Submit the form online as soon as you arrive on site. ([www.ezairyu.mofa.go.jp/RRnet](http://www.ezairyu.mofa.go.jp/RRnet))

\*International students are advised to check the travel advisory/alerts issued by your country for safety information, and complete the necessary procedures required by your country for traveling/staying abroad.

For short-term overseas travel of less than three months in length (for research such as attending a conference or conducting fieldwork, etc.) register your travel information via the website of the Ministry of Foreign Affairs (MOFA), “Tabi-Reji” (Overseas Travel Registration website) and receive useful safety information for your specific travel destination.

### Purchase Travel Insurance (University-designated Overseas Travel Support Program)

For overseas travel, students are required to purchase the international travel insurance before departure.

Sophia University requires all students who submit a request for study abroad or for travel abroad including short-term trips\* to purchase the University-designated Overseas Travel Support Program (Sophia Overseas Travel Insurance and Crisis Management Service).

\*Students participating in short-term overseas travel for educational and research activities (e.g., participation in academic conferences, fieldwork and research approved by your graduate program) are also required to purchase the University-designated Insurance and Crisis Management Service.

Contact the Center for Global Education and Discovery one month before travel for details. Keep in mind that medical treatments and rescue fees abroad are costly, so students are strongly recommended to invest in insurance that has sufficient coverage for personal travel.

## 3. During Your Travel

In regions with poor network access (e.g., rural towns and mountainous terrain), it is important to secure reliable communication means, such as roaming mobile phones. Network may be restricted in some regions, so check the available communication methods at your destination before departure. In addition, there are risks of unexpected terrorism or accidents as well as outbreaks of infectious diseases in this rapidly changing world. Make sure you attend the Crisis Management Orientation for overseas travel held on campus during the semester and acquire necessary knowledge to formulate action and safety management plans while keeping your safety the highest priority.

# Disaster Prevention

## Guidelines for Action in Case of an Earthquake

Please Follow the Guidelines Below:

- Personal safety is the first concern. Take cover under a desk or table until the tremors subside. Look out for things that might fall or topple over. Do not rush outside.
- If you are using any device that has an open flame, extinguish the device immediately.
- Stay calm and survey the situation. Aftershocks may set off secondary fires and other damage may appear in response to aftershocks. Make certain that the place where you are is safe before you decide whether to stay there or move to another location.
- If a fire starts, first inform the people around you in a loud voice and check to be certain that you have an escape route. If you are not in danger, use the fire extinguisher nearby to extinguish the fire; please also press the fire alarm button.
- Do not try to extinguish fire if the flames reach the ceiling; evacuate immediately. When evacuating, close all accessible windows and doors to shut off smoke and air. Never re-enter the building once you are outside.
- If evacuating in smoke, crawl or keep low, and cover your mouth and nose with wet towels or handkerchiefs to avoid inhaling smoke.
- Do not use elevators.
- Cooperate with students and others who are nearby. If you or others near you are injured, do what you can to work together to take care of each other. Use the emergency telephone numbers on the next page to request assistance.
- Follow directions provided in University announcements. Those directions will be provided in several ways: first through the public address system, and then in person from University staff members.
- If you need to evacuate, please move to the assembly areas designated by the University. Whether or not you go home should be decided carefully based on the availability of transportation, etc.
- If you are willing and able, please volunteer assistance to those who need it.

**Safety Confirmation System**

The Safety Confirmation System is a new system at Sophia University that helps to confirm and ensure each student's safety, communicate information, and to provide quick instructions in the event of a large-scale disaster such as an earthquake.

**Overview of the System**

1. If an earthquake has a scale of Lower 6 or higher in your area, the system will automatically send a safety confirmation email to the contact information of the subject located where the earthquake has occurred.
2. Headquarters for disaster control at Sophia or offices in charge may send messages to specific users (e.g., only students with the ability to commute) manually through this system.
3. Safety confirmation of family members- You can exchange messages among family members in the system if you register them (No involvement by Sophia).

\*A drill on safety confirmation will be conducted periodically.

**Prevention of Fire**

Heed the following and avoid causing fires at any cost:

- Do not try to extinguish fire if the flames reach the ceiling; evacuate immediately. When evacuating, close all accessible windows and doors to shut off smoke and air. Never re-enter the building once you are outside.
- If evacuating in smoke, crawl or keep low, and cover your mouth and nose with wet towels or handkerchiefs to avoid inhaling smoke.
- Do not use elevators.
- Be familiar with the several different evacuation routes available.

**Emergency Phone Numbers:**

Main Gate Guard Station:	03-3238-3000 (24h)
Disaster Prevention Center:	03-3238-3119 (24h)
Center for Student Affairs:	03-3238-3525
Health and Wellbeing Center: Health Services	03-3238-3394
Guard Station of Mejiro Seibo Campus:	03-3950-6139

Contents	
1 Academic and Student Support	
2 Basic Information for University Life	
<b>3 Precautions</b>	
4 Where Should I Seek Help?	



# 4 WHERE SHOULD I SEEK HELP?

# Where Should I Seek Help?

## Studies and Careers

Concerns	Office	Location	Page
<b>I wish to take leave of absence or withdraw from university I wish to change the department</b>	Center for Academic Affairs (Academic Records Section)	Bldg. 2, 1F	–
<b>I wish to acquire a teaching licence or curator certificate</b>	Center for Teaching and Curator Credentials	Bldg. 2, 2F	–
<b>I want to study abroad. I wish to learn about travel insurance and safety management measures while abroad.</b>	Center for Global Education and Discovery	Bldg. 2, 1F	p.13
<b>I wish to buy a student commuter pass to go to training sessions</b>	Center for Student Affairs *Students of the Nursing Department are advised to go to the Office of Mejiro Seibo Campus	Bldg. 2, 1F Mejiro Seibo Campus (Bldg. 1, 1F)	p.12
<b>I want to know about internship programs, job search activities and career programs</b>	Career Center	Bldg. 2, 1F	p.12
<b>I wish to use accommodation facilities such as Hadano Seminar House, Kawaguchiko Heim, Lodges (Yatsugatake · Hodaigi) for seminars</b>	Sophia Campus Support Co., Ltd.	Bldg. 13, 7F	p.22
<b>I wish to seek advice for my studies</b>	Center for Academic Affairs, Department faculty member	Bldg. 2, 1F	–
<b>I want to learn more about the use of campus computers/email/Wi-fi/ Moodle, etc. as well as ICT services (e.g., Zoom, etc.)</b>	ICT Office *Check the "User Guide" of the ICT Office website for more information on network failures and troubleshooting <a href="https://ccweb.cc.sophia.ac.jp/en/">https://ccweb.cc.sophia.ac.jp/en/</a>	Bldg. 2, 3F	–
<b>I am having problems with the University's network, software, etc. and would like someone to help me</b>	ICT Office *Check the "User Guide" of the ICT Office website for more information on network failures and troubleshooting <a href="https://ccweb.cc.sophia.ac.jp/en/">https://ccweb.cc.sophia.ac.jp/en/</a>	Bldg. 2, 3F	–



## Student Life

Concerns	Office	Location	Page
<b>I want to register or change my address, guarantor, or other personal information</b>	Center for Academic Affairs (Academic Records Section)	Bldg. 2, 1F	-
<b>I would like to receive my Certificate of Attendance, my transcript, and various other certificates</b>	Automated certificate issuing machine	Bldg. 2, 4F Mejiro Seibo Campus (Bldg. 1, 1F)	p.25
<b>I want to know about tuition fee bills and payment deadlines</b>	Center for Academic Affairs (Tuition and Fees)	Bldg. 2, 1F	-
<b>I want to know about scholarships</b>	Center for Student Affairs	Bldg. 2, 1F	p.12
<b>I want to receive advice on medical checkups and health care</b>	Health and Wellbeing Center Health Services	Hoffmann Hall, 2F	p.14-24
<b>I was injured on campus (in class, at extracurricular activities)</b>	Health and Wellbeing Center Health Services *Students of the Nursing Department are advised to go to the Office of Mejiro Seibo Campus	Hoffmann Hall, 2F Mejiro Seibo Campus (Bldg. 1, 1F)	p.24
<b>I want to talk with someone about my struggles</b>	Counseling Services	Bldg. 10, 3F	p.14
<b>I want a referral to a hospital or clinic</b>	Health and Wellbeing Center Health Services	Hoffmann Hall, 2F	p.14-24
<b>I want to call an ambulance on campus</b>	Main Gate Guard Station Health and Wellbeing Center Health Services	Main Gate Hoffmann Hall, 2F	p.30
<b>I want to make photocopies on campus</b>	-	Central Library, Bldg.2, Bldg.6, Bldg.9, etc.	-
<b>I want information on Sophia Dormitories</b>	Center for Student Affairs Sophia University WEB PILOT >Housing>Sophia Dormitories	Bldg. 2, 1F	p.12
<b>I want to receive advice on apartments and condominiums</b>	Sophia Campus Support Co., Ltd.	Bldg. 13, 2F	p.22
<b>I want to take on a part-time job</b>	Center for Student Affairs	Bldg. 2, 1F	p.12
<b>I wish to use the nursery</b>	Center for Student Affairs	Bldg. 2, 1F	p.12
<b>I want to learn about the Catholic Church, or participate in the Catholic Mass</b>	Catholic Jesuit Center	Bldg. 2, 1F	-
<b>I want to use the illustration of Sophian-kun or University logo</b>	Center for Student Affairs	Bldg. 2, 1F	p.12

Concerns	Office	Location	Page
<b>I have lost an item or picked up someone's misplaced belongings</b>	Office of Environment and Facility Management  Office of Mejiro Seibo Campus  (Open 9:00–17:00 on weekdays. Inquiries by phone are not accepted. Please bring your ID to claim lost items. Please also note that items kept for one month will be discarded. If you have discovered lost items, please bring them to the Office of Environment and Facility Management or the Main Gate Guard Station)	Bldg. 2, 1F Main Gate Guard Station Mejiro Seibo Campus (Bldg. 1, 1F)	p.18
<b>My belongings were stolen</b>	Center for Student Affairs Office of Mejiro Seibo Campus	Bldg. 2, 1F Mejiro Seibo Campus (Bldg. 1, 1F)	p.12

## Extracurricular Activities

Concerns	Office	Location	Page
<b>I want to know about campus student clubs and the ways to join</b>	Center for Student Affairs Sophia University website > Campus Life > Student Support > Extracurricular Activities	Bldg. 2, 1F	p.12
<b>I want to know student club activity rules and campus facilities available to student clubs</b>	Center for Student Affairs Sophia University website > Campus Life > Student Support > Extracurricular Activities	Bldg. 2, 1F	p.12
<b>I want to know about volunteer activities and the ways to participate</b>	Center for Student Affairs	Bldg. 2, 1F	p.12
<b>I wish to go on a group tour. (A group of eight or more students led by a faculty member or staff are eligible for the railway student group discount at 50% off the basic fare ticket)</b>	Center for Student Affairs *Students of the Nursing Department are advised to go to the Office of Mejiro Seibo Campus	Bldg. 2, 1F Mejiro Seibo Campus (Bldg. 1, 1F)	p.26
<b>I want to visit exhibitions in a museum at a free or discounted rate</b>	Office for Community & Alumni Relations  Sophia students who show their University IDs or apply through the dedicated website can use the following museums at a free or discounted rate: The National Museum of Art, Tokyo National Museum, National Museum of Nature and Science, Ancient Orient Museum, Suzumoto Engeijo (Hall), Kioi Hall (Classical music, Japanese traditional music), National Theatre, National Engei Hall and National Noh Theatre	Bldg. 13, 6F	–

Concerns	Office	Location	Page
<b>I want to eat and drink at a discounted rate near the University</b>	With your Student ID card, you can receive a 10% discount on your purchase at Saint Marc Café (Yotsuya Station)	–	–
<b>I want to know about the Sophia Alumni Association</b>	Alumni Association Office	Bldg. 6, 6F	–

## About Whistleblower Protection at Sophia School Corporation

Sophia School Corporation has established “Sophia School Corporation Whistleblowing Regulations” to properly address the issues of whistleblowing according to the following procedures.

### The Purpose of the Whistleblowing System

The purpose of the System is to maintain the social confidence of Sophia School Corporation and to ensure fairness and equity in operational management through early discovery and correction of illegal acts pertaining to the operational management of the Corporation and the schools established by the Corporation. Injustice and improper conducts that violate the school regulations are also included.

### The Scope of Whistleblowers

Not only the faculty and staff members at Sophia School Corporation, but also Sophia University students can blow the whistle on illegal acts.

### Protection of Whistleblowers

Sophia School Corporation, following the Whistleblower Protection Act and any other relevant laws and regulations, promises that the Corporation shall not give a whistleblower who

is a Sophia University student disadvantageous treatment in the school.

### Contents of Whistleblowing Reports

The contents of a whistleblowing report should be about any illegal act and the like pertaining to the operational management of Sophia School Corporation and the schools established by the Corporation that have occurred or is about to occur. However, the contents of a report should not be for any fraudulent purpose, such as obtaining fraudulent profits, causing damage to others, making false information, or slandering others.

### Method of Whistleblowing Reports

The reporting office is located in the Audit Office (Kansa-shitsu) (Room #L-913, 9th floor of Central Library Building. 03-3238-4389). Whistleblowing reports can be made through: (1) direct interview or phone call; (2) documentation (any style); and (3) an email hotline (email address: koekitsuho110-co@sophia.ac.jp). Whistleblowers may choose to stay anonymous. The reporting office also accepts requests for consultations before and/or after reporting.

<https://piloti.sophia.ac.jp/eng/info/whistleblowing/>

# 四谷キャンパス アクセシビリティマップ Yotsuya Campus Accessibility Map



守衛所  
Guard Station



ウェルネスセンター(健康支援)  
Health and Wellbeing Center (Health Services)



購買  
Campus Store



食堂  
Restaurant



カフェ  
Cafeteria



祈りの部屋  
Prayer Room



託児室  
Nursery



自動販売機  
Vending Machine(Universal Design)



コピー機  
Copier(Universal Design)



AED(自動対外式除細  
Automated External Defibrillator)



みんなのトイレ  
Restroom for Everyone



オムツ替え対応トイレ  
Restroom with diaper changing



オストメイト対応トイレ  
Ostomate Restroom

みんなのトイレ

Restroom for Everyone



2024 年 4 月 1 日現在  
As April 1st,2024



動器)  
rillator

ing table



優先駐車場  
Reserved Parking



エスカレーター  
Escalater



エレベーター  
Elevator



段差解消機  
Wheelchair Lift



— スロープ  
Slope

※1号館、マシン・ホールにはエレベーターがありません。

※「クルップ・ホール、パワーステーション」のエレベーター  
ご利用の際は正門守衛所までお問い合わせください。

※段差解消機利用の際は守衛所まで  
お問い合わせください(03-3238-3000)



## **SOPHIANS' GUIDE 2025**

Issued on April 1, 2025

Sophia University Center for Student Affairs

7-1 Kioicho, Chiyoda-ku, Tokyo 102-8554

03-3238-3525