



## Foreword

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This Guidebook contains necessary information for international students enrolled in the Foreign Language Faculty of Kibi International University.

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## Annual Schedule & Holidays

The Academic year starts from April and ends in March. It consists of two semesters (Spring semester: April 1 – September 30 Autumn semester: October 1 – March 31)

Schedule may change without prior notice.

April	5 5      2 6	Entrance Ceremony Student Orientation Course Registration Period Spring Semester Begins Hiking Event
May	2 6 ?	No Classes Regular School Day Sports Competition
July	7      2	Regular School Day Spring Semester Exams.
August		Re-exam. announcement Re-examination Period Summer Vacation
September		National Holiday Entrant Orientation
October		Entrance Ceremony Course Registration Period Fall Semester Begins
November		Regular School Day Student Festival
December		Japanese Speech Contest Winter Vacation
January		Class Begins Coming-of-Age Day
February	0	Fall Semester Exams Re-exam. announcements Re-examination Period
March		Spring Vacation



C	1	Satisfactory	69	60		
D	0	Unsatisfactory	59	0	Fail	Denied
E	-	Withdrawal	N/A			

3. Issuance of Certificates

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Please fill out an application, and submit it to the office. An application fee may be charged depending on the certificate.

Certificate of being a commuting student

Certificate of student status

Academic Transcript

Certificate of graduation


Certificate of completion

Certificate of attendance period

Facility opening hours

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stay in Japan of over three months will be issued a residence card. People entering Japan at other airports must apply at their city office. It is also possible to apply for Permission to Engage in Activities Other Than That Permitted Under The S





Necessary documents for the application

Application for Permission To Engage In Activity Other Than That Permitted  
Under The Status of Residence Previously Granted

Residence card

Passport

Certified List of registered classes



Hiroshima Immigration Office, Okayama Branch Office

Address: 700-0907 Okayama Second Joint Government Bldg.,  
1-4-1 Shimo-Ishii, Kita-ku, Okayama City, Okayama

TEL: **086-234-3531**

Office hours: 9:00 to 12:00, and 13:00 to 16:00 (except for Saturdays, Sundays  
and national holidays)

Special Re-entry Permit System







2. Rules of disposal at garbage collection sites

The rules about how to put out garbage differ by the area you are living in. The regulations make it mandatory to separate garbage. (burnable, non-burnable, cans, bottles, plastic (PET) bottles, etc.) The collection days and what will be collected are displayed at garbage collection sites. Please check the display before disposing of your garbage. If you do not separate your garbage properly, you may be charged a fine.

3. Bicycles

Post office hours are weekdays from 9:00am until 5:00pm. However, regarding deposits, bank transfers are from 9:00am until 4:00pm. Stamps can be purchased at post offices or at convenience stores with the

## Typhoons

There are typhoons from August through September in Japan. Please do not go outside more than necessary during any heavy rain and strong winds and pay attention to the weather report. Before a typhoon comes, prepare enough food and daily necessities. Because classes may be cancelled, please call to your emergency contact and ask for instructions.

## Earthquakes

( )	700-0934	-
( )	700-0933	2-4-7

In Japan, we sometimes have earthquakes. In the case of an earthquake, it is important to stay calm. To prepare for an earthquake, please check the location of your nearest evacuation areas as soon as you arrive. The nearest evacuation places are listed below. If you feel unsafe staying in the building, please take shelter at 1 or 2.

- 1 The Bic Okuda-Nishimachi Branch: 7-11 Okuda-Minamimachi, Kita-ku,  
Okayama City 700-0934
- 2 Okayama Minami High School :2-4-7 Okuda, Kitaku, Okayama City 700-0933  
Please refer to " Living Guide" published by Okayama City Office.



Supermarket



