CGIS: Waseda University in Tokyo, Japan

Student Handbook Supplement

Academic Year 2017-18

University of Michigan
Center for Global and Intercultural Study
Congratulations on your selection as a CGIS exchange student to Waseda University in Tokyo, Japan. A very exciting and rewarding experience awaits you – one that surely will be among the most formative and memorable of your life. This handbook is to be read carefully before you leave and to be taken with you to Japan for future reference.

As an exchange student, you will be one of a very small group of U-M students (perhaps the only one) spending a year at your host university and your program will be a fairly independent one. This manual is designed to provide you with general information about the host universities as well as specific details as regards support services and other local contacts. It is intended to supplement the information provided in the CGIS General Handbook, and we suggest that you take both of these manuals with you when you go and consult them as necessary.

**EXCHANGE PROGRAMS IN JAPAN**

Exchange programs are different in design from most global study programs. Most importantly, they are reciprocal programs, designed to permit students to switch places for a semester or year, with the incoming student taking the “spot” that the outgoing student has vacated. As a general rule, academic fees, including tuition, are paid to the home university by the outgoing student on behalf of the incoming student; the host university in turn waives all university-related fees for the “guest” student.

In contrast to global study programs, exchange programs are small in size, and operate without the presence of a faculty director from U-M. Instead, important local support services, such as orientation, academic advising, and assistance in locating housing, are provided by staff overseas. Staff in the School of International Liberal Studies (SILS) at Waseda University are assigned to help you in these and other areas, and you should rely on them as necessary. You may find the level of institutional support differs from, and sometimes exceeds, what you are accustomed to at U-M. Patience, persistence, politeness, and recognition of yet another area of cultural difference is important in dealing with international exchange staff at your host institution.

If a problem persists after you have exhausted local resources or if you would like clarification, you should contact CGIS. We will do our best in such cases to assist you in resolving the situation. Please keep in mind that, since we do not have an actual official presence on campus, we may not be immediately aware of problems. We depend on you to inform us if you are having difficulty.

With respect to the demands of academic life, often less self-reliance and independence are required, expected, or desired of students in Japan as compared to students at universities in Europe or the U.S. Your teachers usually will take considerable interest in your work and classroom performance, offering analysis and coaching sometimes to the point of what Americans would consider intrusiveness, as well as inquire into the reasons for any absences or failures to complete assignments. Students are expected to confide in their instructors, even on personal matters, as this is seen as usefully contributing to the student-teacher relationship, and hence to a successful education.

A degree of uncertainty characterizes Japanese university courses, which American students may find challenging: you will not necessarily receive a syllabus outlining lecture topics and required readings on a weekly basis, as this is not part of traditional Japanese pedagogical culture. Rather, readings, writing assignments, course-related excursions, and exams are occasionally announced at last minute. Tutorial support also will be offered to those who want or need it, but again, you must take steps to initiate this assistance.

U-M students at Waseda will have the opportunity to live and study with local students from Japan, as well as other international students from countries all over the world. In such international communities, the lessons, surprises, and benefits of encountering cultural diversity quickly will become apparent, enriching the exchange experience. You will be observed and judged closely by your Japanese hosts, with regard to your behavior and attitudes, and compared to students of other
nationalities attending your program. This puts an unusual burden on U-M exchange students, who are called upon to conduct themselves appropriately in all circumstances, exhibiting, among other things, seriousness toward their work, and tact, sensitivity, and appreciativeness toward their hosts. Self-consciously appropriate conduct requires discipline and sacrifice, but over the long-run builds character and the cross-cultural competency needed for leadership and successful functioning in an interdependent world—personal qualities that ultimately make the exchange experience worthwhile.

ACADEMICS

You will be taking courses with other visiting international students, and a small handful of local Japanese students. There will not be an orientation program or intensive language classes specially designed for U-M students, nor will you be evaluated on a different basis from your classmates; you will all have an orientation together and be evaluated in the same way. At the end of your stay, the SILS office will forward a course, credit, and grade report to CGIS, which in turn will record this information and then send it on to the Office of the Registrar, for entering in your U-M academic record.

Your U-M transcript will display the course titles, credits, and grades of classes taken abroad.

**LSA students:** the credit you earn on the program will be considered in-residence credit and your grades will be calculated into your overall GPA.

**Non-LSA students:** please contact your home school to determine if grades from CGIS programs will calculate in to your overall GPA and what type of credit (transfer credit versus in-residence credit) you will receive for the program.

CONTINUING JAPANESE STUDY AT U-M UPON RETURN

Students who plan to continue their study of Japanese language at U-M will be required to take a placement test, administered by the Department of Asian Languages and Cultures, once they return:


Please note that grades from overseas university take much longer to receive, and record, than grades at U-M.

ACADEMIC ARRANGEMENTS

As a U-M student participating in a CGIS program, you will be enrolled at U-M simultaneously while you are taking classes at Waseda. Before you leave Ann Arbor, you need to register for 15 credits of **STDABRD 347** in Wolverine Access for the fall term of the program, and then register again for Winter term (following the U-M calendar), for the same credits and course number. This is the only course you will be registered for, and it serves as a “place holder,” maintaining your status as a fully-enrolled student at U-M.

Students should make sure to take the minimum full-time course load as listed by UM. The full-time load consists of 12-18 credits. Students who’s transcripts indicate less than 12 credits earned at Waseda may face repercussions with regard to financial aid and scholarships, and may be responsible for paying back the some of their award based on their part-time enrollment status.

When you arrive at Waseda, you will choose your classes, but in preparation for that Waseda (and CGIS) expect that prior to traveling to Japan, you have met with a U-M concentration and/or general advisor prior to discuss with the advisors the courses you plan to take at Waseda and how they may be used toward your degree. During the orientation at Waseda, you will draw up your plan of study,
and if, for some reason, your final choices differ from what you had originally discussed with your U-M advisor, you should contact the U-M advisor and review with him/her your new selections. (It is useful to cc: the CGIS on these e-mail messages, as it will then become part of your CGIS file and can be referred to when you return.)

U-M requires all CGIS to be enrolled for a full load of classes at their host universities. At Waseda, courses will consist of language courses plus core courses. Most courses are either 2 or 4 credits. If you wish to add or drop courses, you will be subject to Waseda deadlines. If you drop a class, be sure not to fall below program and CGIS requirements for minimum full-time load.

Waseda’s grading scale is as follows:

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<thead>
<tr>
<th>Numerical Score</th>
<th>100-90</th>
<th>89-80</th>
<th>79-70</th>
<th>69-60</th>
<th>59-0</th>
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<tr>
<td>On grade reports, grades are shown as</td>
<td>A+</td>
<td>A</td>
<td>B</td>
<td>C</td>
<td>F</td>
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<td>(GPA)</td>
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<td>On official transcripts, grades are shown as</td>
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<tr>
<td>Status</td>
<td>Pass</td>
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<td>Fail</td>
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Waseda will announce grades in early March and early September, and official transcripts will be issued and sent to home universities in May or October after the program is completed. If you need an official transcript sooner than this, please submit a request to SILS. It is also possible to check your grades via MyWaseda.

PASS/FAIL

CGIS students are allowed to elect courses pass/fail on the program. Please refer to the section on Pass/Fail in the General Handbook for details. If you plan to take a course or courses on a pass/fail basis, notify your CGIS Advisor and submit the Pass/Fail form via e-mail by the deadline: [http://www.lsa.umich.edu/cgis/mgap/acceptance.html](http://www.lsa.umich.edu/cgis/mgap/acceptance.html).

ACADEMIC PROGRAM

University of Michigan students studying abroad at Waseda University participate in the School of International Liberal Studies (SILS) one-year exchange program. While at Waseda you will be considered a Study Plan 3 or “SP3” student. Participants of the program take classes with students from all over the world, in addition to regular (4-year) SILS students. The mission of SILS, according to its website, is “to educate future world leaders, imparting them with the initiative and ability to contribute to solving the challenges facing our ever-changing world.”

The majority of SILS courses deal with topics in Asian culture, history, society, politics, economy, geography, arts, and literature. With the exception of Japanese language classes, all courses are conducted in English. Japanese language courses range in level from elementary to pre-advanced. Additional information about courses and syllabi can be found on the SILS website: [http://www.waseda.jp/sils/en/student/oneyear/course_information.html](http://www.waseda.jp/sils/en/student/oneyear/course_information.html).
LOCATION

Japan’s capital, Tokyo, is home to more than 13 million people, making it one of the most populous cities in the world. Its name is recognized globally as a center not only for politics and economics, but also culture and manufacturing. Tokyo is strongly characterized as a city that mixes the old with the new. You can come into contact with it all, from traditional culture and the performing arts through to the latest trends and cutting-edge technology. The abundant lush green parks and an extremely convenient public transport network of trains and buses also significantly aid in making Tokyo a very comfortable place to live.

Waseda University is located in Shinjuku, the center of Tokyo. Even within bustling Tokyo, Shinjuku marks a clear center for business, shopping, and entertainment, and is an active and exciting city hub through which people flow day and night. In particular, the direct vicinity of Shinjuku station is known as Japan’s biggest entertainment district. More than three million people get on and off the trains here every day, ranking it as one of the busiest stations in the world. In the west Shinjuku area you will find a cluster of skyscrapers, among them the 48-story Tokyo Metropolitan Government Building. Shinjuku has been called the center of Tokyo since the Metropolitan Office moved there from Marunouchi in 1991.

UM students participating in the SILS program can choose to be housed on campus in one of three international student dormitories located near campus, or in a homestay. After students are officially accepted into the SILS program, students will complete an accommodation questionnaire on which they indicate their preferred housing option.

Additional information about accommodation can be found on here:

Details about the dormitory accommodations are listed on the following website:
http://www.waseda.jp/rlc/exchangedorm/index.html

CALENDAR

The year-long SILS program begins in early September and concludes in late July or early August, depending on the courses in which a student enrolls. The calendar includes two scheduled breaks, a short Winter vacation, late December through early January, and a two-month Spring vacation beginning in early February and ending in late March.

COSTS

Program costs include U-M tuition (At appropriate resident/non-resident upper-/lower-division rate. For more info see: http://umich.edu/~regoff/tuition ) and the cost of your mandatory Geoblue-HTH Insurance coverage at a rate of $1.10/day, plus a one-time $5 registration fee. The estimate for insurance costs will be reflected on your CGIS program budget sheet.

All students who participate in the Waseda exchange program have to pay for their housing, meals, and personal expenses out-of-pocket.
BEFORE YOU GO: TRAVEL, MONEY, AND VISAS

TRAVEL

Because students have individual schedules and often want to travel either before or after programs, CGIS does not arrange travel for students. All students, except those who plan to travel in Asia before the start of the academic year, should avoid making firm reservations until you receive word from Waseda about the academic year schedule. You must arrive at your host university in time to participate in the mandatory orientation programs both universities offer for incoming international students. Note that the dorms will only be open on a certain day for you to move in- if you arrive prior to that date, you should be prepared to stay in a hotel until the dorms open. The official arrival dates will be given to you some time in the summer.

MONEY

As exchange students, you will not be required to pay tuition to your host university, but you will be responsible for the costs of housing, food, local transportation, books, and all personal expenses while you are abroad. Please read carefully through the materials supplied by your host university as well as the budget sheet provided by CGIS to calculate what expenses to expect and how best to handle your money.

You probably will spend more overseas than in a comparable period at home because of unusual opportunities. Some students recommend that you bring a generous estimate of what you will need for your first two months (keeping a small amount on hand for emergencies) and record your expenses so you can get additional money sent to you based on a budget for the rest of the year. Students estimate that they spend at least ¥10,000-¥15,000 per week on postage, snacks, meals, transportation, gifts, books and magazines, bars, and field trips.

It is wise to have some yen on arrival in Japan; take about ¥40,000-¥50,000 to be able to handle a taxi, train ride or meal. You can easily change money at the airport, where rates are the same as banks. Most U.S. banks with international operations can special-order yen, although you may not receive as many yen when you exchange dollars in the U.S. as you will in Japan. Most people in Japan pay cash and feel safe carrying significant sums around with them.

ACCESSING FUNDS IN JAPAN

Past students have found different ways to meet their financial needs in Japan.

1) **ATM Machine**: One of the easier ways for you to access money will be for you to keep your US-based bank account and ATM card. You can use the ATM card in Japan, at machines and banks where the logos on the back of your card match the logos on the ATM machine (PLUS, CIRRUS, etc). Your family can deposit money for you in the US, and you can withdraw money (in yen) in Japan. There will be withdrawal fees associated with cash withdrawal, so you should investigate the best way to withdraw the most money with the least fees.

Prior to departure, inquire with your bank or card companies in the U.S. to see if you can use your ATM card or debit card and personal identification number (PIN) from abroad to access funds in your U.S. account. In addition, find out if ATMs are accessible in the area where you will reside in Japan. The cash amount you will be able to withdraw from an ATM in Japan is limited to the amount you can withdraw in America rounded down to the closest ¥10,000. Be careful: some students report that foreign cards can get stuck in ATMs.

ATMs at 7-Eleven convenience stores across Japan accept many international debit or credit cards. According to 7-Eleven, most Plus and Cirrus cards should work, including Visa, MasterCard, Maestro, American Express, JCB, and UnionPay cards. The service charge
differs depending on the card. This service is available in most regions of Japan, including most of Honshu, all of Hokkaido, and much of Kyushu.

2) Post Office Savings Account: It is possible to open a savings account at a post office. With this type of account, you can withdraw money at post offices throughout Japan for free. Major post offices have facilities for exchanging cash and travelers checks. In addition, many post offices have ATMs. These ATMs are usually open longer hours than the bank, and you can withdraw money from these ATMs during the weekends for free.

3) Japanese Bank Account: Although it is recommended for convenience, you do not need to open a bank account in Japan, but some students feel this is a great way to handle money if you will be in Japan for a year program. You might also open an account at the U.S. branch of a large Japanese bank (Sumitomo, Sanwa, Tokyo-Mitsubishi, etc.) before you leave for Japan. (Be sure to leave your account number with your parents so they can make deposits for you if necessary.) Most banks are open weekdays (9 a.m. to 3 p.m.) and closed on weekends and national holidays. ATM hours are usually weekdays from 8:30 a.m. to 6 or 9 p.m., and there is an extra fee between 6 p.m. and 9 p.m. On weekends, ATMs may be used until 5 p.m. for a fee of U.S. $1 to $2 per transaction. Some convenience stores have ATMs connected to major banks. Verify this information with your bank when you open an account.

PAYING FOR THINGS IN JAPAN

1) Most purchases must be paid in cash, so don’t expect to charge most of what you buy. Most banks will not allow you to withdraw cash with a credit card, but there are ATMs where you can withdraw funds directly with debit cards that access the Plus, Cirrus, NYCE, and other global networks. Most people in Japan pay cash and feel safe carrying significant sums around with them.

2) Debit Cards: Debit cards are not used in Japan to pay for things (but if your debit card is also a credit card, you should be fine). Credit cards such as JCB (Japan Credit Bureau), Visa, MasterCard, Diner’s Club, and Bank Americard are widely accepted (Visa is accepted more than MasterCard) at major restaurants, hotels, and in department stores.

3) Traveler’s checks (some in yen and most in dollars) are convenient, can be replaced if lost or stolen, and can be exchanged at most bank branches or hotels (you may be asked to show your passport for identification). They are not often accepted at stores.

4) Personal checks are not used in Japan. Personal checks or bank checks (drawn against either a dollar or a yen account) are difficult to cash at best, and the process takes five-to-six weeks. Where possible to cash, there will be a large handling fee per check. Japanese banks will not accept personal checks made out to students. You should ask at your bank at home, however, if special bank account arrangements are possible with cooperating banks in Japan.

VISAS

The CGIS office does not provide visa application assistance; you are responsible for applying for and obtaining the visa required for your program. Information about visa requirements and application procedures can be found at www.us.emb-japan.go.jp/english/html/travel_and_visa/travel_and_visa_index.htm

U.S. citizens must obtain a student visa in the U.S. prior to departure. (Non-U.S. citizens, please check with the Japan Embassy to determine if a study visa is required: Electronic Embassy. When researching the visa application process, pay close attention to requirements to exit the country and reenter the U.S.)
About two to four weeks prior to departure, you will receive the various documents (e.g., official program admission letter, Certificate of Eligibility, verification of scholarship award, etc.) needed to apply for a student visa from the Japan Consulate nearest to your state of permanent residence. After receipt of this document, immediately apply for a student visa at the Japan consulate. You cannot apply for your student visa until you have received the Certificate of Eligibility from your host university.

You are responsible for ensuring that your visa does not expire before you leave Japan. Per Japan government regulations, students who stay in Japan illegally, even one day past the visa expiration period, will be fined, sent to a detention center, expelled immediately, and banished from returning to Japan for five years.

WHILE THERE: ETIQUETTE, INSURANCE, AND SAFETY

ETIQUETTE / INVITATIONS

When invited to someone’s home, arrive on time, take an omiyage (gift), and thank the host afterwards by telephone, postcard, or letter. Avoid bringing food that must be eaten immediately, so that your host does not feel obligated to serve it.

NAMES

As you probably already know, the Japanese use one's family name rather than one’s first name. Since your family name may be difficult to pronounce in Japanese, use a nickname or your first name. Most Japanese use their surname followed by san, sensei (literally, "teacher," but also used in addressing politicians, doctors, and dentists) or the title of the person being addressed (for example, Suzuki Kyoju = Professor Suzuki, Suzuki Bucho = Director Suzuki, and Suzuki Gakucho = University President Suzuki).

SOCIAL DRINKING

Drinking alcohol is acceptable social behavior in Japan and Japanese students frequent pubs (izakaya). Although the legal drinking age is 20, beer and whiskey are available everywhere, including in vending machines. Among Japanese, excessive drinking is tolerated; an individual's actions while drunk are excused--even bad-mouthing the boss or fighting. Your status as a visitor, however, makes you fall outside the boundaries of acceptable Japanese social behavior. Such actions are not considered proper for you and may reflect badly upon you and on Michigan and the United States. We do not recommend you take advantage of Japanese tolerance for drinking! (Please refer to the handout on responsible drinking included the CGIS Download Center.) If you do not wish to drink in a social situation, it is fine to request a non-alcoholic substitute. If invited out, do order something, even a soda; your host may be uncomfortable if you do not ask for anything to drink.

THE GAIJIN SYNDROME

You may be addressed in Japan as Gaijin or Gaijin-san. Literally translatable as "outside person," it is commonly used to mean something like "that person who doesn't look (act, talk, whistle, choose your verb) like a Japanese." Tokyo and Fukuoka have lots of foreign visitors every year, so you may not be referred to as gaijin as often as if you were living in the countryside. Put your energies into learning the language and customs and soon the gaijin-ness will be a non-issue.

GENERAL POLITENESS

Japanese are taught from childhood to observe the following customs:

- At the entrance of a home (genkan):
  - Remove shoes and turn them towards the front door to step into when leaving
• Place slippers in the slipper rack or turn them for the next guest to step into when leaving
• Avoid wearing slippers on tatami and in areas where outdoor shoes are worn

• At the tokonoma (the place of honor in a house):
  o Upon entering the guest room (kyakuma), a guest approaches the tokonoma and sits
    Japanese-style to view the flower arrangement or art object placed there by the host

• On a zabuton (a cushion for sitting in a tatami room):
  o Guest waits for the host to offer the zabuton s/he is to use
  o Be careful never to step on a zabuton
  o Avoid sitting with legs crossed if you are female (this acceptable if you are male), and instead
    to lean to one side with legs parallel and folded beneath you

• At the table:
  o Keep one’s hands off the table during meals
  o Use both hands when picking up a teacup
  o Use both hands when passing the rice bowl for a second helping
  o After using chopsticks, to lay them on the backside of the dish (farthest from you), parallel to
    the edge of the table
  o If serving chopsticks or spoons are not provided with a dish of food, to use one’s own
    chopsticks to take from the dish, but using the end of the chopsticks not put into one’s mouth
  o Never to stick chopsticks straight into a bowl of rice, or when not using chopsticks, to rest them
    on the rim of one of one’s bowls
  o Never to scrape waribashi (disposable wooden chopsticks) against each other after breaking
    them apart, but rather to remove splinters quietly and without display
  o Hold or at least touch the sake cup or beer glass when someone is refilling it
  o People usually only pour for others, waiting patiently for someone else to refill their own cup (it
    is important to be mindful of other peoples’ cups)

• Use of the hands and feet:
  o Pass, not throw, small things to another person
  o Not kick a door shut, or slam doors
  o Never point at objects with the foot, or put one’s feet up on a chair, desk, etc., especially if it
    would mean facing the bottom of one’s feet toward a professor or other meue na hito (person
    with status above yours), considered extremely rude

• When walking:
  o Keep to the left except on roads where there are no sidewalks
  o Walk on the right side facing traffic where there is no sidewalk
  o Cross at pedestrian crossings, and not between corners
  o Refrain from eating or drinking while walking (though younger people increasingly do this, it is
    still considered bad manners)

MEDICAL COVERAGE FOR UNIVERSITY OF MICHIGAN STUDENTS

INSURANCE

All University of Michigan students are required to be covered by HTH Worldwide health insurance
while abroad and are automatically enrolled by CGIS. Details of your plan can be found in the CGIS
General Handbook (p19), on the CGIS website: http://www.lsa.umich.edu/cgis/mgap/acceptance.html
JAPANESE NATIONAL HEALTH INSURANCE

Additionally, if you are spending at least one academic year in Japan, you are required to purchase the Japanese National Health medical insurance plan (students going to AIKOM may purchase this if they wish). Relatively inexpensive--approximately 5,000 yen per month for the first three months and 2,000 yen per month thereafter--the plan covers 70% of medical bills (hospital fees and related medical expenses).

SAFETY

Although Japan is one of the safest countries in the world (see the Consular Information link available on the CGIS Download Center), you should still keep an eye on your possessions and lock your doors. Wallets get lifted in Tokyo as well as in New York and, since you often will be carrying important documents (ATM card, Alien Registration Certificate), be careful.

You usually need not fear walking by yourself, even late at night. However, when you are in an unfamiliar area (or even in a familiar one), be alert. Waseda’s Center for International Education staff will be able to tell you which areas in Tokyo and Fukuoka respectively are less safe than others, and at which times.

Women are usually safe in Japan, even when traveling alone. Occasionally, you may be approached or propositioned (more likely if the man is drunk), but remember that for some Japanese, you are the manifestation of a movie or television image they have of American (or Swiss, or French, etc.) women. Most of the time, the approach will be verbal, and will not become physical, so stay calm and in control of the situation. Tell a harasser firmly to leave you alone. Almost always, a harasser will give up and leave you alone. If not got to the nearest police box (kouban) or draw public attention to the situation—shouting kaji ("fire") is the quickest way to gain attention. Fortunately, as more foreigners go to Japan, as more Japanese travel abroad, and as media images improve, fewer people assume that Western women are as "liberal" as they are portrayed, and such incidents are decreasing. Do not let fear prohibit you from going anywhere (within reason), but take your self-confidence and prudence along.

Note: The relative safeness of Japan is not necessarily found elsewhere in Asia. When traveling outside of Japan, heightened concern and additional precautions are called for. Consult the relevant Consular Information Sheet for the country you will be visiting: http://travel.state.gov/travel/cis_pa_tw/tw/tw_1764.html

NATURAL DISASTERS...

EARTHQUAKES (JISHIN)

Japan has an average of three to seven earthquakes a day, but most are so small that you will not feel them. Historically, earthquakes are more prevalent in Tokyo than in other areas. In case of a major earthquake,

1. Think quickly and do not panic
2. Turn off gas, oil, and electricity if you know how to do so (ask program staff ahead of time what you should do in the event of a earthquake)
3. Clear an exit by opening doors or windows
4. Seek a safe place—the best place is outside if you are already outside, away from buildings, but if you are inside at the time of the quake, stand in a doorway or get under a strong table or desk
**TYPHOONS (TAIFU)**

Typhoons are winds born at sea which grow to exceed 75 mph. If they move to land, they bring terrific winds and torrential rains that can cause flooding and damage. The typhoon season is typically from August to October. The radio and TV broadcast warnings of impending typhoons. The best way to prepare is to stay inside, securing doors and windows (in a Japanese-style house, shut the *amado* (rain shutters).

**IF YOU GET LOST…**

When traveling, always carry your address (written in *kanji*) and telephone number, as well as a copy of the information and photo pages of your passport. Always also carry your Alien Registration Certificate; this is required by law, and it could help someone assist you in case of an emergency. Keep some small change to make a telephone call if you don’t have a cell phone (*keitai denwa*) or don’t have cell phone service. In an emergency situation without enough money to get home, go to the nearest police box and explain your circumstances. Usually the police will ask you to sign a form and then give you money for transportation or a telephone call. You are expected to return the amount later.

Japanese are usually willing to help you if you are in need, but it is important to express your gratitude and not to take advantage of their kindness. When someone has gone of his or her way to help you, get a telephone number or address and do something kind to show your appreciation.

The CGIS General Handbook offers additional advice on staying safe while abroad.

**A FINAL WORD**

Enjoy your experience abroad – it will be a truly unique period in your life, and will pass more quickly than you think. Make time to pursue interests and take advantage of opportunities that might not present themselves here. If there is anything our office can do to make your stay easier, please let us know.

**CONTACT INFORMATION**

**WASEDA UNIVERSITY**

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Contact your local program/on-site staff immediately if you are the victim of crime or need emergency assistance. Please also contact the University of Michigan to let us know of the situation as soon as you are able. The University of Michigan Department of Public Safety has a 24 hour number which is (734) 763-1131. They will then contact the necessary on-campus offices, including CGIS, to respond to your situation. You may provide this same 24 hour number to your parents should they experience an emergency and need to get a hold of you while you are abroad and are unable to contact you directly. To contact HTH Worldwide in the event of an emergency, call 1-800-257-4823 or globalhealth@hthworldwide.com.