

日本 UNO-JAPAN
Study at Doshisha University

Pre-Departure Guide

2017



THE UNIVERSITY of
NEW ORLEANS

DIVISION OF
INTERNATIONAL EDUCATION

INTRODUCTION

This handbook has been created to be a resource for you as you prepare for your study abroad experience. Be sure to take it with you as it contains useful information which you will need before you leave and while you're in Japan. We have included practical information, as well as suggested pre-departure and host country considerations.

The information in this handbook is subject to change. As its purpose is to inform you of practical tips and to relieve some of your and your family's concerns, we are constantly revising the information and looking to you for assistance with information for your experiences abroad.

The faculty and staff of the UNO-Japan: Study at Doshisha University Summer Program would like to wish you an exciting, educational, and memorable international experience!

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Burning incense at Nigatsudou in Nara



A pagoda at Fushimi Inari-taisha

BEFORE YOU LEAVE

PASSPORT & VISAS

PASSPORT: If you do not have a valid passport, you should have applied for one by now. If you have one and it is set to expire within 6 months of your return, you must get a replacement or you may be denied ENTRY to Japan. It is important to know that losing your passport while in Japan can be a major problem. Not only is it difficult to replace, but you may not be able to leave the country until you have a new one. In the event you do lose your passport, you should notify the UNO-Japan office and the nearest US embassy. To make the reissuing process much easier, make sure you have provided us with your uploaded copy, plus photocopy the page showing your passport number, picture, and place of issue, and keep it separate from your passport. Leave a copy with someone at home as well.

Some hotels and hostels may require you to leave your passport at the front desk during your stay. This is customary, and your passport will be returned to you when you check out. Just make sure you give your passport only to the official who asks for it.

VISAS: Visas are not required for US citizens who stay in Japan less than 90 days and who do not earn money while in Japan. All students who are not US citizens are responsible for obtaining visas for travel in Japan, if necessary. Students who are not US citizens should also contact their country's consulate for more info on visa requirements.

STUDY ABROAD MEDICAL INSURANCE

Each student is covered by the University of New Orleans's Study Abroad Insurance Plan as part of the program cost. This is a comprehensive medical/accident insurance policy and covers you from the program start date until the program end date. Students flying before or after the program dates should confirm whether your major medical policy in the US will cover you for the extra dates you are abroad (many do not). You can extend the UNO policy for travel related to the trip before or after the official dates of the trip by contacting T.W. Lord and Associates at 1-800-633-2360. Please refer to the brochure entitled UNO Study Abroad Insurance Plan available online at <http://inst.uno.edu/insurance.cfm>.

STUDENTS WITH DISABILITIES

It is the policy of the University of New Orleans, on a flexible and individualized basis, to provide reasonable accommodations to students who have disabilities that may affect their ability to participate in course activities or to meet course requirements. Students with disabilities must inform The Division of International Education before departure of their disability as well as specific needs and/or accommodations. Students with disabilities are also encouraged to contact their instructors to discuss their individual needs within the academic context of the class requirements. The Office of Student Accountability, Advocacy, and Disability Services is the University's designated office for determining eligibility for services, reviewing and maintaining documentation, and recommending appropriate accommodations. We cannot provide accommodations if we are not notified prior to departure.

BRINGING MEDICINE INTO JAPAN

It is illegal to bring into Japan some over-the-counter medicines commonly used in the United States, including inhalers and some allergy and sinus medications. Specifically, products that contain stimulants (medicines that contain amphetamine, such as Adderall, pseudoephedrine, such as Actifed, Sudafed, and Vicks inhalers), or Codeine are prohibited.

It is also important to obtain permission to bring in more than a one-month supply of most prescription drugs or other types of medications. For helpful information visit the Japanese Ministry of Health, Labour and Welfare web site: <http://www.mhlw.go.jp/english/policy/health-medical/pharmaceuticals/01.html>. You may be required to apply for a "yakkan shoumei," which is the form allowing you to carry certain types of medications with you into Japan.

SUGGESTED GUIDELINES FOR A SAFE TRIP

Participants Should:

- Read and consider all materials issued by the sponsor that relate to safety, health, legal, and cultural conditions in the host country.
- Consider their health and other personal circumstances when applying for or accepting a place in the program.
- Make available to the sponsor accurate and complete physical and mental health information and any other personal data that is necessary in planning for a safe and healthy study abroad experience.
- Assume responsibility for all elements necessary for their personal preparation for the program and participate fully in orientations.
- Obtain and maintain appropriate insurance coverage and abide by any conditions imposed by the carriers.
- Inform parents/guardians/families, and any others who may need to know about their participation in the study abroad program, provide them with emergency contact information, and keep them informed on an ongoing basis.
- Understand & comply with the terms of participation, codes of conduct, and emergency procedures of the program.
- Be aware of local conditions and customs that may present health and safety risks when making daily choices and decisions. Promptly express any health or safety concerns to the program staff or other appropriate individuals.
- Behave in a manner that is respectful of the rights and well being of others, and encourage others to behave in a similar manner.
- Accept responsibility for their own decisions and actions.
- Become familiar with procedures for obtaining emergency health and law enforcement services in the host country.
- Follow the program policies for keeping program staff informed of their whereabouts and well being.

Parents/Guardians/Families Should*:

- Obtain and carefully evaluate health and safety information related to the program, as provided by the sponsor and other sources.
- Be involved in the decision of the participant to enroll in the study abroad program.
- Engage the participant in a thorough discussion of safety and behavior issues, insurance needs, and emergency procedures related to living abroad.
- Be responsive to requests from the program sponsor for information regarding the participant.
- Keep in touch with the participant while he/she is overseas.
- Be aware that the participant rather than the program administration may most appropriately provide some information.

**The University of New Orleans Division of International Education does not warrant or guarantee the accuracy or effectiveness of the following information. This information is presented only as suggestions for a safe trip and is intended generally to help students and their families in planning their international travel and education experiences.*

TRAVEL ADVISORY

You should realize that anytime you travel abroad there is potential for danger due to crime, political unrest, unforeseen "Acts of God," strikes that will affect your travel plans. We simply cannot list every possible scenario in this pre-departure guide. Therefore, we recommend that if you have any concerns about traveling to a particular place, you contact the US Government Travel Advisory. This can be found on the Internet at: www.travel.state.gov/.



Finding a Pikachu at the Pokémon store

MONEY

One very important item of consideration when planning your trip is money. Japan operates on a cash economy. However, carrying around a lot of cash is risky. Before you leave the US, many major banks allow you to request that a certain amount of yen be available for you, and the amount will be debited from your account. These arrangements generally have to be made well enough in advance for the bank to acquire the yen from other cities.

Once in Japan, the best method for money exchange is through International ATMs. In Japan, US credit cards are accepted only at certain ATMs. Those include International ATMs at Japan Post Offices and some are accepted at 7/11 *konbini* (convenience) stores. The Seven Eleven ATM can be accessed twenty-four hours a day. If you don't have one, apply for a debit card now.

ALERT: Check with your bank to make sure that your ATM/Debit/Credit card can be used overseas. Most banks have a security policy that may make your card invalid outside of the U.S. unless you notify your bank that you will be traveling internationally and that there will be some transactions in foreign currencies.

Traveler's Checks are also an alternative, but not recommended anymore. Many stores do not accept Traveler's Checks. If you use Traveler's Checks, record each check number so you will easily be able to report exactly which checks are missing, if necessary. Keep part of your supply of checks in a separate location; if you have the misfortune of losing checks, at least you won't lose them all. If you have any questions please contact the UNO-Japan Office.

Although it fluctuates daily, the current rate of exchange is approximately **109 yen to the US Dollar** (as of 04/19/2017). Banks are usually open between 9:00am - 3:00 PM. They are closed on Saturdays and Sundays. Exchange as much money as you feel safe carrying around and no more. Don't buy more currency than necessary. The safest way to carry your money and valuables is to wear them either in a money belt or in a travel pouch worn around your neck and under your shirt. These can usually be purchased at any good camping or luggage store. Waist packs (fanny packs) are convenient, but are worn outside your clothing where the strap can easily be cut or unfastened by a skilled thief. In case of a financial emergency, a credit card can be very helpful. As far as purchasing power goes, however, credit cards are not of great value for the budget traveler because many small businesses in Japan do not accept them. If by chance you need to have money wired from home, the best way to do this is to have someone in the States wire it through a major bank that has a local office in the country you're in. This process can be both complex and expensive, so do your best to avoid it. Plan your spending wisely!

How MUCH? All students seem to have a different idea of what Japan will cost and what they intend to spend during their stay there. The best rule of thumb is to take enough to cover your anticipated expenses and then a little extra. You will have a much better time if you don't have to worry about every purchase. \$350 to \$450 per week is the suggested amount to cover evening and weekend meals, travel, and other personal expenses.

If you feel like you need a guide for spending money, you should first begin by calculating what you will already have paid for before you depart and what you will have to pay for once you arrive. If you are going over early on your own, then you will need to consider transportation (do you have a rail pass?), food and lodging during the period prior to your arrival in Kyoto. Also, free weekends will have to be considered for travel, food, and lodging (if staying elsewhere). If you intend to remain in the housing during these weekends, then your expenses will be considerably less. Consider the costs of evening meals during the week and the costs of souvenirs, transportation, etc. By planning in advance you will be better prepared for your trip. Spend your money wisely but don't forget to have a good time!

- Gifts
- Souvenirs
- Non-sponsored weekend trips
- Transportation
- Personal items
- Recreation
- Food (not included in package)
- Postage (can be quite expensive in Japan)



Exploring the Doshisha campus

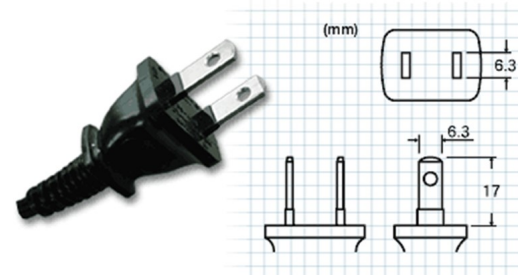
WHAT TO BRING

PACKING: We suggest you pack the following items in your carry-on luggage (see next page for a full packing list):

- This guide
- Your passport
- Some cash (including yen if you have ordered it from your bank)
- Bank and credit cards
- A change of clothes
- Immediate essentials such as prescription drugs, minimal toiletries and personal supplies
- Electronic devices (camera, computer, cell phone, etc.)
- Hand towel

COMPUTERS: All students should bring a laptop computer with you. There is Internet access in the dorm rooms but you should bring a LAN (Local Access Network) cable. Bring a travel wifi router -- especially if your laptop does not have a LAN cable jack. There is wireless internet in some student areas on campus, but connectivity is usually spotty and very restricted. Cyber cafes are also very reasonable and fairly easy to find in Japan. Pocket Wifi, is also an option for students that would like to be connected to their own private network inside and outside of the keishikan. Pocket Wifi usually works on a rental basis and must be returned at the end of your stay in Japan. Prices may vary.

ELECTRICAL ITEMS: Electrical outlets in Japan are 100V (the US is 110V). The Japanese outlets are the same as in North American outlets, but only two-pronged. If your equipment has three prongs then you must buy an adapter which can be found at any travel accessory store or online. Also, check the label on your appliance to make sure it can handle the current. Some will have a switch, and on some the label will indicate a range of allowable voltage (100-240V, for example). Some North American equipment will work fine in Japan without an adapter and vice versa; however, some sensitive equipment may not work properly or may even get damaged. If you intend to purchase electronic appliances in Japan for use outside of Japan, you are advised to look for equipment specifically made for overseas tourists.



The rooms come equipped with hair dryers, so you won't need to bring your own. We strongly suggest that you do NOT bring electrical appliances that use heating elements, such as curling irons, flat irons, etc. These often do not work properly with the different voltage, and can create problems with the electricity such as shorting out a system or burning up a device. We recommend that you purchase these kinds of items in Japan if you cannot survive without them for 5 weeks.

CLOTHING: The weather in Kyoto during the summer is quite humid due to the rainy season called *Tsuyu* and will likely last until the middle of July, so an umbrella or windbreaker would be a good idea. The average temperature is 72.9°F but, you should also bring a light jacket or a long sleeved shirt as the air-conditioned facilities can get quite cold. The dress for most of our events will be casual. There are a few occasions where more formal clothes are expected (slacks & nice shirts for men; dress/skirt/dress pants & blouse for women; appropriate, yet comfortable footwear that will have to be removed at receptions). It is perfectly ok to wear an outfit more than once. In fact, it's the smart way to travel.

Be SURE to bring some good walking/hiking shoes and socks. You will be doing a lot of walking and a blister on your foot can be a major distraction from the experience.

Don't over pack! Remember that you have to carry everything to and from the airport and to various places if you travel afterward. A good tip is to pack at home, carry your bags around your house or neighborhood for a while and see how much you need to lighten your load.

LAUNDRY: There is one shared laundry space in the dorm with two washers and two dryers. Japanese clothes dryers are not as powerful as the ones in the U.S., so bring lightweight clothing.

Our best advice is to travel as lightly as possible. **If in doubt, leave it out!** We cannot stress this enough! Too many clothes and too much equipment quickly become an unwanted burden. The important thing to keep in mind is that YOU will have to carry what you bring for five or more weeks. And remember, you will bring home more than you take with you, so leave room in your suitcase for all those souvenirs.

PACKING CHECKLIST

Here's a list of things we think are a good place to start when making your packing list:

- Clothing
 - 1 light jacket, poncho or windbreaker (NOT a heavy coat. The weather in Kyoto in the summer can be rainy)
 - 2 pairs of jeans/slacks
 - 2 pairs of shorts
 - 1-2 dress shirts
 - 3-4 casual shirts
 - sturdy, comfortable shoes for walking/hiking
 - Shoes that slip on and slip off easily
 - socks
 - underwear
 - belt(s)
 - Bathing suit
 - Hat
 - For Women:
 - A dress for special occasions (not formal) or a nice skirt and blouse
 - 1-2 casual dresses or skirts
 - For Men:
 - 1 dressy outfit (slacks and a nice shirt, with maybe a tie) for special occasions
- (After a few weeks of travel in T-shirts and jeans, it's a treat to indulge in a nice evening, so plan for it!)
- Extra set of eyeglasses/copy of prescription
 - Smaller bag/carry-on for weekend trips
 - iPod/mp3 player/gaming device
 - Camera
 - LAN cable
 - Travel wifi router
 - Alarm clock (cell phones are often sufficient)
 - Electrical adapter
 - Travel sewing kit
 - Sunscreen
 - English/Japanese dictionary or phrase book
 - Bath towel
 - Washcloth
 - Travel first aid kit
 - Powdered Gatorade (or electrolytes) for upset stomach etc.
 - Prescription meds (with "Yakkan Shoumei" if required)
 - Vitamins, ibuprofen, OTC meds like cold medicine
 - Sunglasses
 - Plastic baggies (great for transporting toiletries, food, foreign currencies, wet clothes)
 - Important Documents:**
 - Passport (Make 2 or 3 copies. Leave one with a family member and bring the others)
 - Itinerary
 - Credit/ATM Card and some Cash
 - Pre-Departure Guide (For important contact numbers)
 - School supplies** – All students must purchase their school supplies prior to starting the online classes on May 22, 2016
 - Textbooks
 - Computer (with charger)
 - Notebook(s)
 - Writing utensils



Climbing Mt. Inari with Tomodachi partners

Note: We have provided you with luggage tags with the dorm address on them. Be sure to use them in case a bag gets lost! If you are only checking one bag, put the second on your carry-on. It never hurts to have it.

AFTER ARRIVAL

YOUR MAILING ADDRESS IN KYOTO

In Japanese

〒602-0932
京都市上京区新町今出川下る徳大寺殿町345
同志社大学継志館
J A P A N
(your name)

Romanization

(your name)
Doshisha University Keishi-kan
345 Tokudaijiden-cho
Shinmachi Imadegawa Sagaru
Kamigyo-ku, Kyoto
602-0932 Japan



When you receive mail on site, Doshisha keishikan staff will put a notice on your door to pick it up at the office. You can pick up mail from 9:00am-5:00pm (M-F). You will have to present ID and your room key. To send mail, you can either purchase stamps at a *konbini* or at the post offices around Kyoto, and dropped off at a post office, or into a post box (see picture). Airmail letters to the U.S. are individually weighed, but begin at 110 yen; airmail postcards cost 70 yen.

Students may not ship their luggage to Kyoto. **The housing facility will NOT accept luggage.** The UNO-Japan Office will assist students with their luggage problems when possible.

TELEPHONING

What kind of options do you have for using phones in Japan, or calling home from Japan?

1. Try VOIP Programs, such as FaceTime or Skype, on your computer or handheld device. You can talk for free from computer to computer, and the international calling rates can be very inexpensive.
2. **Cell phones:** Trying to decide how to utilize cell phone and wifi service in Japan can be confusing. Here are a few tidbits we've garnered from our research:
 - We found a helpful web site online: <http://prepaid-data-sim-card.wikia.com/wiki/Japan>
 - Check your US cell service provider for their cell and data service abroad (apparently T-Mobile has an excellent deal for its contracted customers, also Verizon has some reasonable international bundles)
 - If your US service provider does not have a good plan, you might want to consider:
 - Buying a data only SIM at KIX (airport) or Yodobashi Camera (a large electronics store) once you arrive in Japan (will need unlocked, compatible phone).
 - Renting a data only SIM from one of the web sites referenced in the article mentioned above (will need unlocked, compatible phone).
 - Renting a mini wifi router called "Pocket wifi" from one of the web sites referenced in the same article or by doing a web search (should be able to use any wifi capable device, including smart phones)
4. We recommend you shop around to find the best plan that fits your need.
5. For using phones in Japan, phone cards are another option. They are sold in most *konbini* (Convenience Stores) and at tourist destinations as souvenirs. They come with pre-paid credit and are inserted directly into public telephones. They are most useful when making local calls, but can be used for international calls. Just be careful when calling overseas because the credit runs out REALLY quickly and you'll get cut off!



TELEPHONING TO JAPAN:

011: International Access Code (use when dialing to Japan from the US)
81: The Country Code for Japan (use when dialing to Japan from the US)
75: The Area Code for Kyoto (use when dialing to Kyoto from outside the city)
Example: to dial the Doshisha Office from the US, dial **011 81 75-251-3015**

Please remind family members of the time difference so if they must call program staff, they are mindful of this!

In case of emergency, all calls should be placed to Noriko and/or Mary. The local office telephone number will be provided during the onsite orientation. Family may also contact Mary at 504.280.1218 or Skype username mihicks504 or Noriko (tel. no. TBA) or Skype username norippe5.

The Doshisha University Office of International Students office number is +81 75-251-3015. This number will only be available during Japanese business hours (9-5 Mon – Fri).

GETTING TO KYOTO

If you will be traveling independently, you need to know how to get from the airport to **Kyoto Station**.

From Kansai International Airport (KIX <http://www.kansai-airport.or.jp/en/index.asp>): Take the JR (Japan Railway) limited express named **Haruka**. The train station is connected to the airport. Make sure that you use the JR line (there are other rail companies and it can be confusing). The train ride is approximately 75 minutes, and the last **Haruka** leaves the station at 66:50 (54:50 pm). Price: approximately ¥ 3000 for a non-reserved seat.

You may be able to purchase a JR West Kansai Area Day Pass (<https://www.westjr.co.jp/global/en/travel-information/pass/kansai/>) for approximately ¥ 2,000 or the ICOCA+Haruka pass (<http://www.westjr.co.jp/global/en/travel-information/pass/icoca-haruka/>). Because you must pick up this ticket in person, you must arrive within the train ticket office hours (05:30 - 23:00). Also, don't purchase a round-trip ticket as you must use the return within 28 days.

It is best if you have cash on hand to purchase any of these tickets, although at the JR counter you can use a credit card.

Note: military time is used OFTEN in Japan, especially for transportation schedules... get used to it!

From Itami Airport (ITM <http://osaka-airport.co.jp/en/>): Take the Airport Limousine Bus. Bus Stop is #15 for the South Terminal, #5 for the North Terminal. Purchase ticket at the automatic machine/ticket counter first. Price: approx. ¥ 1300 (one-way). **Bring cash** to use the automatic ticket machine. The last limousine bus leaves the airport at 21:10 (9:10 pm). The bus ride is approximately 60 minutes.

Send us your itinerary and we will meet you at Kyoto Station on May 28th until 7pm.

FROM KYOTO STATION TO THE HOUSING: If your flight is delayed or something happens and you are on your own, you can take a taxi (usually under \$20) - be sure to have the address in Japanese with you. Or take the subway. To take the subway, find the entrance to the subway at Kyoto station. Ride the *Karasuma* line bound for *Kokusaikaikan*. Get off at stop number Ko6 (*Imadegawa*). When you exit the station at ground level, get your bearings. Walk west on *Imadegawadori* (Imadegawa Street). The street will fork, veering to the right. Stay to the left and continue straight. Then, turn left onto *Shinmachidori*. Walk South and you will find the housing on the left side of the street.



This is a map of the route you should take from the train stop at *Imadegawa* to the housing facility.



Front view of the *Keishikan* – our housing facility.

PROGRAM HOUSING

KEISHIKAN: Students will reside in a Doshisha University housing facility set aside for international visitors, called the *Keishikan*. This is a relatively new facility with hotel-style rooms. Rooms are equipped with a bed, a desk, bathroom and storage areas. There are no housekeepers. You are responsible for keeping your room clean and neat, and all of us are responsible for the cleanliness of the common areas. There is a shared kitchen and laundry available to students. There are also workout and pool facilities available to students (and members of the outside community) for a fee of 800 Japanese yen per day. The Keishikan is located near the Doshisha Imadegawa campus, where classes will be held. It is about a 10 minute walk.

HOUSING STAFFING: The Office of Doshisha Enterprise (the housing management office responsible for most of Doshisha housing units in Kyoto) is housed in the Keishikan. Staff members are available to assist you in case of emergency from 9:00am -5:00pm (M-F), although they may not speak English. There is security staff on duty 24 hours a day. After 10:00 pm, the facility will be closed (only people with a key card to the entrance will have access to the building from 10:00 pm to 9:00am). We may be sharing the facility with other international visitors, so please be aware of this when coming and going from the building. The UNO-Japan program staff (Noriko Krenn) will also be staying in the Keishikan and will be the primary contacts for students in case of an emergency. Cell phone numbers for faculty and staff will be provided on-site.

KEY AND CURFEW POLICY: UNO-Japan Program staff has made arrangements for each student to have a key card to the front door as well as a key to his/her room. In light of this, there will not be a formal curfew. Students will be expected to respect each others' living space and living needs, and quiet hours will be observed between the hours of 10:00 pm and 6:30 am. Violations of the quiet time will result in punitive action such as cleaning the facility, limited travel outside of the facility, etc. as needed.

If any student loses his/her key, the student will be responsible for the cost of replacing the entire locking mechanism (approximately 15,000 yen per lost key). You will be required to complete a Lost Key & Room Damage Authorization Form which we will hold until the completion of the program. Your credit card will only be charged if your key is lost or if your room is damaged.

FACILITY DAMAGE: All students are responsible for damage to their rooms and the facilities we use in Kyoto. Students are required to complete a Room Damage Form during the first two days in Kyoto. If there are any damages during the program, the student will be charged on-site. For any damage found after the completion of the program, the student will be required to pay immediately. Grades will be held until all damage fees have been paid. Any student who does not pay will have their home university (if not a UNO student) notified and will be subject to all applicable laws. Any student that does not complete the form will be held responsible for any damages in the room.

Posing in front of the Osaka Castle



GUESTS: At no time are guests allowed in the living quarters of the *Keishikan*. Non program participants are not allowed on the premises without prior approval of the program director. NO EXCEPTIONS.

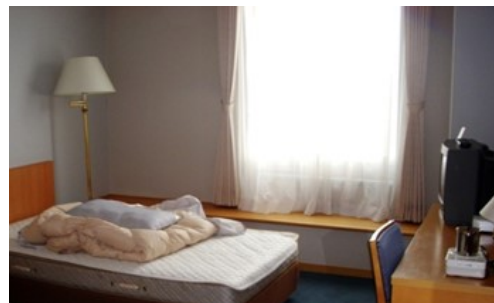
BULLETIN BOARD: A bulletin board will be located near the elevators of the housing facility. Daily and weekly schedules, sign-up sheets for activities, cultural events, rules and regulations, and other important information notices are all posted for you here. Be sure you check the board each day for the latest announcements.

TELEPHONE CALLS: The housing facility does not provide land lines in the rooms. In case of an emergency, call Mary or Noriko on their phones or via the internet. Students should make arrangements to use their computers or pay phones to make outgoing calls. Please refer to the "Telephoning" section of this guide.

LINENS: Bed linens will be rented for you by the program for use in the *Keishikan*. If you are picky about your own pillow, you should bring your own. Towels are not included. When traveling, it is always wise to carry a towel, washcloth and soap with you, as these are often not provided in Japanese hostels.

LAUNDRY: There are only two washers and dryers in the housing facility (free of charge), therefore, avoid doing your laundries on weekends. We have had 3-hour waits on Sundays in the past.

HAIR DRYERS: There are hair dryers in the rooms.



A typical room

TRANSPORTATION IN AND AROUND KYOTO

KYOTO CITY BUS PASS: A 30-day Kyoto City Bus Pass is included in the program. You will be able to use this pass on all Kyoto City Busses and the Kyoto Sightseeing Bus called the “Raku Basu.” The pass cannot be used on the Kyoto Bus (this particular line is operated by a private company – not the City of Kyoto) or the Subway (separate system).

PUBLIC TRANSPORTATION: Public transportation in Kyoto, as in most of Japan, is excellent. We encourage you to take advantage of it. The information packet you will receive upon arrival includes some public transit information, including a map for all the buses and subway lines for Kyoto and surrounding areas. Your city bus pass is good for most of the lines indicated on the map; however, certain surcharge will be assessed if you go past the city limit. Your pass is only good for Kyoto **City** busses, NOT for Kyoto busses.



Kyoto City Bus (usually green)



Kyoto Bus (usually maroon)

PEDESTRIAN PRECAUTIONS: It is important to remember that drivers drive on the left side of the road, so when you are preparing to cross the street, be sure to look to the right first!

CAR RENTAL: We do not advise car rental for students. Driving customs are very different in Japan (such as driving on the other side of the road) and accidents are usually serious. Most Japanese citizens do not drive on a regular basis. The public transportation options available (busses, trams, trains) are convenient, reliable, enjoyable, and safe. All the participants are provided with a bus pass and therefore should have no need to rent a car. If you insist on driving, you must research all requirements and laws associated with this practice.

The University of New Orleans Division of International Education assumes no responsibility for injuries or mishaps of any kind incurred on public transportation in Kyoto and its environs, as well as public transportation in Japan in general, and while using a rental car or vehicle in Japan in general.

Students assume all risk associated with the use of public transportation as well as the use of any rental vehicle.

MEALS

BREAKFAST: Breakfast is not included in the program. There is a shared kitchen downstairs in the *Keishikan*. Also, there are several *Konbini* (convenience stores) open 24 hours, a burger joint called MOS Burger, an inexpensive “beef on rice” place (called Matsuya), 2 grocery stores, and a bakery located close to the housing facility.

LUNCH: Lunch on class days (Mon-Thurs) is included in the cost of the program. Upon your arrival in Kyoto you will receive an information package containing meal tickets that are valid on Doshisha’s campus. Each day’s meal ticket is worth 600 yen. There will be no change if you purchase less. You may also choose to take more and pay the difference. Please safeguard your meal tickets. They are like cash and cannot be replaced if lost!

DINNER: You will usually be on your own for dinner. One of the pleasures of exploring a new country is sampling the local cuisine, and many Kyoto restaurant guides are available online (e.g. <http://www.bento.com/kansai/>). Be sure to try one of the “hole-in-the-wall” ramen noodle shops in the area. There is nothing like them in the US! One bowl of noodle soup is usually about 600 yen. An alternative to restaurants is to buy bread, rice balls, fruit, green tea, etc. at local stores and enjoy eating together at the *Keishikan* or have an open-air picnic. There is so much native culture and flavor to be found in local shopping markets that it would be a shame to miss out on this experience anyway. There are also several bakeries and *konbinis* nearby where you can buy all kinds of bread, rice balls, and readymade dinners. We encourage you to take advantage of the kitchen in the *Keishikan*. It will help you save a few bucks!



Lunch on the Kyoto field trip!

TIPPING: Tipping is neither customary nor appropriate in Japanese restaurants, taxis, or anywhere. Get used to not tipping!

MEDICAL FACILITIES & YOUR RESPONSIBILITY

MEDICAL FACILITIES: Students can visit the Doshisha health center for minor ailments and needs during regular business hours. Nurses are available for limited hours. Check with the UNO-Japan program staff onsite for more information. Tips on healthy traveling are included at the end of this guide. More serious illnesses will be referred to a local English-speaking doctor. The local doctors and hospitals do not file insurance claims. Payment (cash or credit card) is due at the time of service. Most pharmacies do not take credit cards. Japanese health services are socialized, so even if an emergency should arise, you can be assured of excellent medical attention in Kyoto at a reasonable cost. The University of New Orleans provides a comprehensive medical insurance plan for all students through T.W. Lord and Associates. If you also have personal insurance, it is up to you to find out if your personal major medical coverage extends overseas. Many policies do provide foreign coverage.

Some suggested medical items to bring to cover the most common ailments are: multivitamins, Imodium capsules, antacid tablets, analgesics, nasal decongestants, cold and flu medications, Band-Aids, antibiotic cream, insect repellent, antibiotics, and your prescription medications. We also suggest bringing any medications you do not use regularly but occasionally use or might need. Note: restrictions on major medications can be different overseas. If you are on a medication that might be considered a stimulant (i.e. Adderall), or a controlled substance, check Japanese law. Some of these substances are considered illegal and are not allowed in the country. Contact Mary or Noriko if you have questions about this.

You will not be able to get medication with a US prescription.

MEDICAL RESPONSIBILITY: As a student you should be aware that there are certain risks inherent in international travel and that the University of New Orleans, as a State of Louisiana educational institution, cannot assume responsibility for all or certain of your activities while traveling. You should also be aware of your personal medical needs and consult with a medical doctor before your departure regarding any personal needs while abroad. Also, be sure that you have submitted the "Medical History Form" form to the UNO-Japan Office. Full disclosure of all medical history is required on the Medial Report Form. Failure to disclose any information may result in termination from the program.

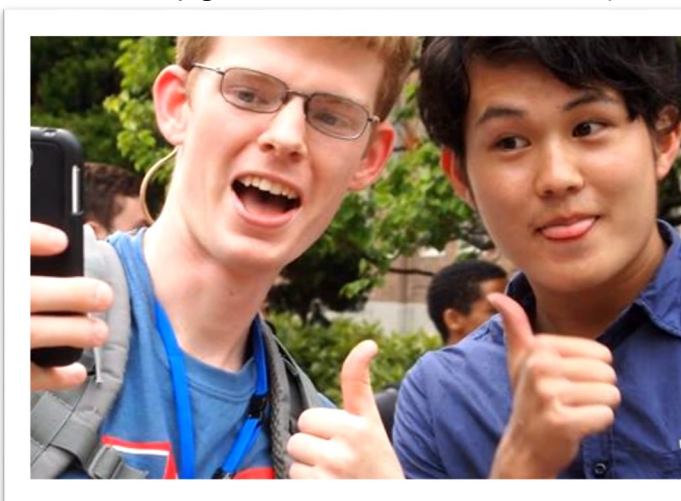
TOMODACHI PROGRAM

Before you arrive in Japan, we are actively recruiting Doshisha students to participate in our signature Tomodachi Program. These students will be available for lunch a few times per week, and generally are interested in helping to host our students while we are in Kyoto. We match them randomly with program participants, and then introduce partners electronically (via email and/or social media) prior to program commencement.

This is a great opportunity for our participants to meet a Japanese local who can help facilitate understanding of the Japanese people and culture.

Here are a few things to remember or think about with relation to the program:

1. We cannot guarantee that partners will necessarily always become close friends. Please start thinking now about what sorts of topics you would like to talk about with your tomodachi, and be prepared to possibly have to actively make conversation and/or conquer language barriers. All of the tomodachi speak some English, but we must remember how difficult language learning is and can't expect everyone to be perfectly fluent.
2. Sometimes group settings can be less stressful in these circumstances, so it might be fun to suggest getting together in groups.
3. Consider packing a gift or souvenir that you might like to give him/her.
4. Bring photos (paper or digital) from your life back home—family members, friends, things you enjoy doing. These help give new friends an idea of what your life is like back home, and can help stimulate conversation.



Tomodachi for life!



Lunch together at the cafeteria

FIELD TRIPS

Kyoto: our only mandatory field trip, we take you (by public transportation) to a few of Kyoto's most important sites. We can barely scratch the surface of the wonders that Kyoto has to offer, so be sure to plan where else you want to visit while you are there.

Osaka: visit the commercial capital of the Kansai region, also known as "Japan's kitchen," where thousands of years of tumultuous history are layered with the latest developments in business and technology.

Nara: take a walk back in time through the moss-covered pathways in Japan's ancient capital. Witness the contrast of "old Japan" with the "new Japan" you saw in Osaka. And of course, befriend the free-roaming deer who will sometimes bow to you in greeting.

Note: all of our field trips are day trips, and we make it a policy not to guide you home. That way you get truly oriented to using Japan's excellent public transportation and finding your way around.

ACADEMICS

Online Intro Week is May 21-27

- All students must have UNO online access set up prior to May 21, 2017
- Each student must make sure you can see your classes in Webstar AND in Moodle, and that they are correct (notify UNO-Japan office if not)
- Every student must have a copy of the syllabus for each course prior to May 21, 2017
- Every student must purchase and/or acquire any required class materials PRIOR TO May 21, 2017 (this includes downloading movies or online content, as international permissions may restrict access to some online content)
- Every student MUST complete the studies required during the online intro week. Failure to complete this work will impact your final grade.

On-site classes

- Orientation will be Monday, May 29, 2017
- Classes start Tuesday, May 30, 2017
- Classes meet Monday through Thursday
- Three class periods, plus lunch - see calendar.
- Attendance is required for every class day. NO unexcused absences allowed.
- Remember: every class day is almost like one week of class in a regular semester, so missing just ONE DAY can be tough to bounce back from.
- Do your best to be IN CLASS every day, and to stay on top of your studying.
- Falling behind can happen quickly in an intense program like this.



UNO-JAPAN: Study at Doshisha University 2017 Proposed Calendar

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
May 21 Online Intro Week Begins	22 Online Classes	23 Online Classes	24 Online Classes	25 Online Classes	26 Online Classes	27 Departure Day (Some flights may depart on the 26 th)
28 Arrival in Kyoto	29 Orientation, Campus & City Tour, and Welcome Party	30 First Day of Classes	31 Class day	June 1 Class day	2 Kyoto Field Trip (required)	3 Free Day
4 Free day	5 Class day	6 Class day	7 Class day	8 Class day	9 Osaka Field Trip (optional)	10 Free Day
11 Free day	12 Class day	13 Class day	14 Afternoon Activity 1	15 Class day	16 Nara Field Trip (optional)	17 Free Day
18 Free Day	19 Class day	20 Class day	21 Class day	22 Class Day	23 Free Day	24 Free Day
25 Free Day	26 Class Day	27 Class Day	28 Last Day of Regular Classes	29 Finals	30 Closing Party 6:00 to 8:00 pm	July 1 Departure Day

Notes: All dates and information are subject to change.

If you are leaving from the U.S., please make sure that you check your departure date. It must be at least one day early (May 27th) due to time differences.

Class schedule:

1st Period: 9:00 am – 10:30 am

2nd Period: 10:45 am – 12:15 pm

Tomodachi Program (Lunch): 12:15 pm – 1:10 pm

3rd Period: 1:10 pm – 2:40 pm

STUDENT REGULATIONS

Upon arrival in Kyoto you will receive a packet of information. In the packet will be a two page "Statement of Responsibilities." As a participant on the program, you will be expected to comply with these regulations. These rules of conduct govern a set of citizenship standards: living together in harmony in the dormitory, respecting your dormitory neighbors and the citizens of Kyoto, avoidance of drunkenness, disorderly conduct, drugs, dishonesty, criminal acts, academic cheating, damaging property, etc. As a student on the program you are also governed by the University of New Orleans policy and procedures regarding students as indicated in the "Student Handbook" of the University of New Orleans. A copy of this publication will be furnished upon request.

"I understand that during free time within the period of the program as well as before and/or after the period of the program I may elect to travel independently at my own expense. I agree that neither the University of New Orleans nor its agents or employees are responsible for me while I am traveling independently during such free time. I understand that such travel time will be unsupervised by the University, its agents, or employees. I also understand that I will be traveling during the program by various modes of transportation including but not limited to plane, train, bus, boat, van, or car, and I release the University of New Orleans and its agents or employees from any responsibility for loss of property, injury or death during such travel. I further agree that, in the event I become detached from the group, fail to meet a departure time (bus, train, etc.), or I become sick or injured, I will bear all responsibility to seek out, contact, and reach the group at its next available destination; and, I understand that I shall bear all costs attendant to contacting and reaching the program group or program site."

(The preceding waiver was taken from the [Student Agreement and Liability Waiver for International Programs](#))

The University of New Orleans Division of International Education does not warrant or guarantee the accuracy or effectiveness of the following information. This information is presented only as suggestions for a safe trip and is intended generally to help students and their families in planning their international travel and education experiences.

SAFETY PRECAUTIONS

SAFETY PRECAUTIONS: When traveling overseas, there are a number of precautions which you should follow in order to travel safely:

- Do not leave your bags or belongings unattended at any time.
- Do not let anyone give you something to carry when traveling.
- Never keep all your documents and money in one place and make duplicate copies of your documents (especially your passport).
- Always be alert to your surroundings and be cautious when traveling.
- Do not get involved in drugs and beware of becoming intoxicated.
- Let people know where you are going and when you expect to return.
- Have sufficient funds and/or a credit card on hand to purchase emergency items such as transportation tickets.
- Be cautious when you meet new people and NEVER bring them into the dormitory.
- Report any unusual activity or suspicious persons to the UNO-Japan Administration.
- Be conservative in your dress and never wear expensive jewelry when traveling.
- Don't flash your money and be discreet when showing your passport.
- Keep away from political demonstrations.
- Avoid the media and don't feel like you have to comment or give an interview.

These are just a few general rules you should be aware of. Most often, common sense will tell you what to do. That is why it is imperative that you avoid a situation in which common sense does not prevail, such as being intoxicated and/or using drugs.

DRUGS: In Japan, **use or possession of small amounts of illegal drugs may result in a prison sentence of between one and ten years and Japanese law allows for a fine of up to 5,000,000 Yen (approximately \$50,000).** You may be held in detention for weeks or months during the investigation and legal proceedings. Under local law, a suspect can be held for up to 23 days without being formally charged with a crime and bail is seldom granted to foreigners. People deported under these circumstances are not permitted to return to Japan for five to ten years.

INDEPENDENT TRAVEL

JAPAN RAIL PASS

The Japanese are famous for their trains. Besides, Japanese taxis are very expensive, with charges for distance and time spent in traffic. Trains are the best method of transportation. Depending on your travel needs, you will want the right pass for trains. For more help on this topic, visit the following web site: <http://www.japanrailpass.net/>

NOTE: You will not need a rail pass for the time during the program. You will receive a Kyoto City Bus pass for the time that you are on the program. The rail pass is good for travel when not on the program, and/or if you wish to travel outside of the city of Kyoto.

LODGING

As for finding a room in a Japanese city, you have several options. At the top of the price range are Ryokans and hotels, which are rather expensive, especially in populated areas. *Minshuku* offer an affordable yet pleasant alternative. Typically smaller and less expensive than hotels, they are often nicer and more personal. Usually there aren't private bathrooms in every room, but instead a common one in each hall. A Japanese style breakfast (usually rice, miso soup and often fish) and dinner are usually included in the price of the room.

Those on an even tighter budget will probably find hostels to be ideal. They offer inexpensive accommodations and an opportunity to meet people from all over the globe. The majority of lodgers are between the ages of 17 and 25, but many hostels accept people of any age. To stay in some hostels you will need an International Youth Hostel Federation (IYHF) membership card, which costs \$25 and can be obtained through CIEE or by calling Hostelling International headquarters. The telephone number is (301) 495-1240.

There are, however, some disadvantages to staying in hostels. In addition to a possible early curfew, some hostels impose a daytime "lock out," which means you cannot come back and take an afternoon rest as you could in a pension or hotel. You might also have to take your bags with you throughout your day's activities since many hostels don't have the storage space for luggage. There is often little privacy and the rooms are generally cramped and segregated by gender. So, as with most bargains, hostels have their drawbacks.

However you do your traveling, we advise investing in a travel guide such as *Let's Go: Japan* and doing some planning ahead (Barnes & Noble has a great selection). Some guide books are available in the UNO Honors office as well.



Enjoying a baseball game with local fans



Trying on period costumes in the
Osaka History Museum

ADDITIONAL INFO

UNO- JAPAN OFFICE

The main administrative office is located on the Imadegawa Campus of Doshisha University. This is the office where you will conduct any program business. Staff members will be available during posted office hours to assist you in every way possible.

CULTURAL AWARENESS

You are about to be a guest in a country, which in many ways is quite different from your own. Japan has a unique culture that has evolved out of a rich past. Before you go, it is an excellent idea to familiarize yourself with the history and culture of Japan. Find out something about current social and political issues, and take the time to learn the most important words of the language, "please" and "thank you." In Japanese, *onegaishimasu* is one way to say "please;" *arigatou* means "thank you." Also, please note that most trash in Japan is separated. Be sure you throw the right thing in the right bin!

STORES & VENDING MACHINES: You cannot walk the streets of Japan without running into at least 20 vending machines a day. They are on street corners and sell just about anything. Also, many stores in Kyoto are open every day. The big department stores are open 10:00am -7:00pm every day. *Konbini* stores are generally found every few city blocks and are often open 24 hours, 7 days a week.

It is important to note that some Japanese laws and customs differ from those of the US. You must respect the laws of your host, or you risk tarnishing their views of American travelers and possibly risk a run-in with authorities. PLEASE remember this important concept.



Drink Vending Machine

CULTURAL EVENTS: There are always opportunities in Kyoto to attend wonderful concerts, tea ceremonies, plays, or enjoy special events like the firefly festival at *Shimogamo Shrine*. Information on many of the events scheduled for May and June will be posted on the bulletin board in *Keishikan*.

US CUSTOMS

When returning home, keep in mind that US Customs requires you to declare all purchases acquired abroad. Therefore, be sure to keep the receipts for all the major items you buy. For a more detailed description of what you can and cannot bring back and what it might cost you, get a copy of the US Customs publication "Know Before You Go."



Sacred deer of Nara Park



Martial arts afternoon activity

10 COMMANDMENTS OF TRAVEL

If you can obey these simple rules you will indeed have a more enjoyable trip:

1. Thou shalt not expect to find things as thou hast at home, for thou has left home to find things different.
2. Thou shalt not take anything too seriously for a carefree mind is the start of a good holiday.
3. Thou shalt not let the other travelers get on thy nerves, for thou has paid good money to enjoy thyself.
4. Thou shalt take half as many clothes as thou thinkest and twice the money.
5. Know at all times where thy passport is, for a person without a passport is a person without a country.
6. Thou shall not forget that if we had been expected to stay in one place we would have been created with roots.
7. Thou shalt not worry, for he that worrieth hath no pleasure and few things are that fatal.
8. Thou shalt be prepared to do as the locals do.
9. Thou shalt not judge the people of the country by the person who hath given the trouble.
10. Remember thou art a guest in other lands and he that treats his host with respect shall be honored.

HELPFUL WEBSITES

If you surf the net we recommend the following web sites for more information on travel, safety, interest, etc.:

- ◇ UNO Division of International Education's official web site - <http://inst.uno.edu/>
- ◇ Japan National Tourist Office - <http://www.japantravelinfo.com/top/index.php>
- ◇ City of Kyoto official website - <http://www.city.kyoto.jp/koho/eng/>
- ◇ Doshisha University - <http://www.doshisha.ac.jp/english/>
- ◇ STA Travel web site - <http://www.statravel.com/>
- ◇ Lonely Planet travel books and advice - <http://www.lonelyplanet.com/japan>
- ◇ Frommers travel books and other travel information - <http://www.frommers.com/>
- ◇ US Government Travel Advisory web site - <http://www.uno.edu/~inst/inns2/www.state.gov>
- ◇ US Passport Services - <http://travel.state.gov/passport/>



New friends!

RESPONSIBILITY

The University of New Orleans or its agents assume no responsibility or liability in connection with the service of any train, vessel, carriage, aircraft, motor coach, or any other conveyance which may be used wholly or in part in the performance of their duty to the participants. Neither will they be responsible for any act, error or omission, or for any injury, loss, accident, delay, or irregularity which may be occasioned by reason of any defect in any vehicle, or through negligence or default of any company or person engaged in conveying the participants; or, for any hotel proprietor, or hotel service, or for any other person, engaged in carrying out any services in connection with this program. In the event it becomes necessary or advisable for the comfort or well-being of the participants, or for any reason whatever, to alter the itinerary or arrangements, such alterations may be made without penalty to the operators. Additional expenses, if any, shall be borne by the participants. The right is reserved to cancel the program should conditions warrant, also to decline to accept or retain participants as members of the program. The airlines concerned are not to be held responsible for any act, omission, or event during the time the passengers are not on board their planes or conveyances. The passenger contract in use by the airline concerned, when issued, shall constitute the sole contract between the airline and the purchaser of this program and/or passenger. Similar responsibility as noted above applies to all types of carriers, including car rental companies.