

VI

Campus Life

1. Change of your e-mail address, residence address and phone number

If you change your e-mail address, residence address, and phone number, you will need to inform the Office of the Center for Global Education and Japanese Studies. You will also need to submit your new address to the post office, the bank where you have an account and your cellphone carrier.

2. Request for Certificates

Please apply for certificates through the Certificate Issuance Service (Online).

For details on the application procedures, please refer to the university's official website.

Doshisha University -> Certificate

<https://www.doshisha.ac.jp/en/education/certificate/index.html>



① Doshisha University Designated Form

You can issue the following certificates through Certificate Issuance Service.

All certificates can be issued either in paper format or digital (PDF).

- Certificate of Enrollment • Certificate of Enrollment Period
- Official Transcript

② Other Form (specified by home university etc)

If you need certificates specified by other institutes, you need to pay for the certificate fee through Certificate Issuance Service. Please make sure to contact the Office of the Center for Global Education and Japanese Studies in advance. We will be able to issue it after 3-days from your application date. We do not accept applications by proxy or by phone.



On-campus Certificate Issuing Machine,
1st floor, Ryoshinkan

3. Student Discount Card

Apply at the Office of the Center for Global Education and Japanese Studies directly. The Student Discount Card is issued only for students who will stay for 1-year or more.

* The Student Discount Card can be used by the student who is registered in the designated school/university only to travel on JR (Japan Railway) trains for more than 100km one way. You will receive a 20% discount on the fare.

You must carry your Student ID card to use the discount. Unauthorized use of the card is strictly prohibited. Many of the major private railway companies, ferry and long-distance bus companies have similar student discount systems.

4. How to buy Student Commuter Pass

Fill in your residence address and commuting zone on this form.

通学証明書 京都市上区今出川通鳥丸東入 京都市京田辺市多々羅第1-3 同志社大学東

学生ID 氏名

住所

本証の有効期限は、発行の日から 年3月末日までとする。

通学区間

注意

1. この証明書は、通学定期乗車券または学生用割引乗車券によって乗車する場合には、必ず携帯し、係員の請求があったときには、いつでも提示しなければならない。
2. 通学定期乗車券を購入するときは、定期乗車券購入申込書に必要事項を記入して、この証明書および学生証とともにさし込まなければならない。
3. この証明書は、他人に貸与したり譲渡することはできない。
4. この証明書を紛失したときは、直ちに届け出なければならない。
5. この証明書は、新たに証明書の交付を受けたとき、または卒業・退学等により学籍を離れたときは、直ちに返却すること。
6. この証明書に必要事項を記入するときは、ペン書きとすること。

Student Commuter Certificate

To buy a student commuter pass, it is necessary to submit both the Student Commuter Certificate and Student ID card. Write down your address and commuting zone on the Certificate which is distributed with Student ID card. To buy a student commuter pass, show your Student Commuter Certificate and student ID card at the railroad and bus ticket counters. The available zone is between the nearest station from your home and the nearest one from Doshisha University (Imadegawa Campus).

***Student Commuter Certificate pass cannot be issued for students who enrolled less than 1 year. However, those students can still purchase the student commuter pass for Kyoto city subway and bus, and the detailed procedure how to purchase is given to those who are eligible.**

5. Use of Computers

For details on use of computer room and PC corner, refer to the following URL: <https://it.doshisha.ac.jp/>

6. User ID

A user ID is necessary to use any computer, printer, or network on campus. We will pass this out with your student ID card. Please do not keep your initial password, and promptly change and secure the password. To change the password, please access Change Password Service at web Single Sign-on (SSO).

Web Single Sign-on : <https://sso.doshisha.ac.jp/>

The image shows a sample of a 'Notification of user ID' card. It is divided into two main sections. The left section contains information about the user ID and email address, while the right section contains information about the password. Arrows point from labels to the corresponding fields on the card.

Your user ID points to the field: あなたのユーザIDは [] です。

Your email address points to the field: 電子メール アドレス []

Your password points to the field: あなたのパスワードは [] です。

The card also includes a QR code and a URL: <https://sso.doshisha.ac.jp/>

Notification of user ID

Notification of User ID

A user ID is required in order to login and access to the computer networks at Doshisha University. You do not need to renew your user ID as long as your student number does not change. The user ID expires upon the end of your study period.

Password

The password is a confidential phrase to protect your user ID from being used by others. Ensure that it is never disclosed and is managed securely. In case you forget your password, visit the IT Support Office (1st basement, Ryoshinkan) with your Student ID Card and reissue a new one.

7. Library and Reading Room

Students can enter and use both Imadegawa Library and Learned Memorial Library on the Kyotanabe Campus.

To enter the library and borrow books, it is necessary to present your student ID card.

Please check the university website for the opening hours.

You can also browse / borrow books in the reading room located on the 5th floor of Kofukan Building.

The reading room can also be used as a space for self-study.

Open Hours: Monday - Friday, 9AM - 5PM

Days Closed: Saturdays, Sundays, National
Holidays and Doshisha
University Holidays

Doshisha University Library Opening Hour

<https://library.doshisha.ac.jp/library/en/floorplan/hour.html>



Reading room on the 5th floor of Kofukan Building

8. Doshisha Global Archives (DGA)

Doshisha Global Archives has over 9,000 books available for browsing, and may be used by any member of Doshisha University's faculty student body, or administrative staff.

To borrow books, your student ID card is necessary.

Open Hours: Monday - Friday, 10AM - 5PM
(11:30 - 12:30 Closed)

Days Closed: Saturdays, Sundays, National
Holidays and Doshisha University
Holidays



Place: Fusokan basement 1st floor