



東京外国語大学
Tokyo University of Foreign Studies

ISEPTUFS COURSE GUIDEBOOK

2026 Fall quarter



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1. What is ISEPTUFS?

1.1 Purpose of ISEPTUFS

Tokyo University of Foreign Studies offers International Student Exchange Program of Tokyo University of Foreign Studies: ISEPTUFS. The program provides students with the opportunity to study in Japan and helps them acquire a firm understanding of Japan and the international community. Meanwhile, the program aims to promote meaningful cultural exchange and to contribute to the cultivation of outstanding professionals with international backgrounds. At the same time, TUFS seeks to achieve the goal of 'bilateral exchange in education between international and Japanese students'. ISEPTUFS officially began accepting international exchange students from October 1998, and this year, 2026, will mark the 29th anniversary.

1.2 ISEPTUFS students

The ISEPTUFS program is an exchange program designed for international students who will study from three months to one year at TUFS. Students enrolled in a graduate school in their home universities can select either undergraduate-level courses or graduate-level courses. ISEPTUFS students in graduate-level can take graduate courses in addition to those offered for undergraduate-level students.

1.3 Characteristics of the Program

In comparison to exchange programs in other universities, ISEPTUFS has certain distinctive characteristics:

- (1) Taking advantage of the 28 regional languages offered at TUFS, exchange students can avail guidance in their mother tongue from their academic advisors.
- (2) ISEPTUFS students can take subjects offered by the School of Language and Culture Studies, School of International and Area Studies and School of Japan Studies (with some exceptions), and they can study various specialized subjects or specialties, such as Japan studies and International studies. ISEPTUFS students in graduate-level can take master's courses in addition to those offered for undergraduate-level students.
- (3) Japanese students also participate in the ISEPTUFS elective subjects, therefore there will be opportunities for the international exchange students to make friends with Japanese students.

The above three characteristics of the ISEPTUFS program reflect the goal of 'bilateral exchange in education between International and Japanese students.'

2. Academic Calendar, Class Schedule

2.1 Academic Calendar 2026-2027

	Quarter Period	Intensive Course
Fall quarter	September 28, 2026 – February 5, 2027	
Winter quarter	February 6, 2027 – March 31, 2027	February 8, 2027 – February 12, 2027
Spring quarter	April 1, 2027 – early August, 2027 (TBD)	
Summer quarter	Early August, 2027 – late September, 2027 (TBD)	Early August, 2027 – mid-September, 2027 (TBD)

Note:

- 1) Summer and Winter classes, Intensive period for 1~2 weeks are not mandatory.
- 2) Students whose period of study expires in February 2027 cannot take any subjects during Winter quarter. If you need to take the course according to the regulations of your university, please come and consult with the Student Exchange Division with a request document issued by your home universities by November 30th, 2026.
- 3) Students whose period of study expires in August 2027 cannot take any subjects during Summer quarter. If you need to take the course according to the regulations of your university, please come and consult with the Student Exchange Division with a request document issued by your home universities by May 31, 2027.

*** Be sure to confirm the semester in which the course is offered when registering for courses.**

Quarter	Day of the week and class period
<u>Fall Quarter</u>	Tue.3

2.2 Class schedule

Period 1	8:30~10:00	Period 4	14:20~15:50
Period 2	10:10~11:40	Period 5	16:00~17:30
Period 3	12:40~14:10	Period 6	17:40~19:10

3. Subjects

3.1 Available Subjects

ISEPTUFS students can choose subjects according to their Japanese language proficiency and their interests (with some exceptions). The undergraduate-level courses consist of the following four groups.

GLOBAL LIBERAL ARTS PROGRAM

Japanese Language Program

Lectures in English or Japanese

Subjects in the School of
Language and Culture Studies

Subjects in the School of
International and Area Studies

Subjects in the School of
Japan Studies

1. Global Liberal Arts Program

Global Liberal Arts Program includes Japanese Language Program (JLP), and General Courses on Japan etc. Some of the subjects will be taught in English. **Please note that ISEPTUFS students are not allowed to take Major Languages I~III.**

2. Subjects in the School of Language and Culture Studies

The School of Language and Culture Studies comprises diverse study fields: Linguistics, Language Education, Communication, Multilingual Multicultural Studies, and Regional Literature, Thought and Arts etc. Some courses will be taught in English.

3. Subjects in the School of International and Area Studies

The School of International and Area Studies covers Area Studies, Cultural Studies, International Relation, Politics, and Economics. Some classes will be taught in English.

4. Subjects in the School of Japan Studies

The School of Japan Studies covers Japanese politics, economics, society, history, literature, culture and the Japanese language etc. ISEPTUFS students can basically take only "Survey Courses", "Major Courses" and "Specialized Courses on Japanese Language Skills". (Some classes of **"Project-based Courses" and "Introductory Courses" are not available for ISEPTUFS students.**) Some classes will be taught in English.

3.2 Subjects not open to ISEPTUFS students

ISEPTUFS students **CANNOT take** the following subjects:

- (1) Major Languages (専攻言語) I~III e.g. English I, Chinese II
- (2) "Project-based Courses" (Class Code: 19J1001, 19J1002, 19J3101~19J3104), and Some classes of "Introductory Courses" (Class Code: 19J2001, 19J2005) in the School of Japan Studies
- * "Survey Courses", "Major Courses", and "Specialized Courses on Japanese Language Skills" are available to ISEPTUFS students.
- (3) Research Seminar Courses /Graduation Project
- (4) Teacher Courses: Subjects related to Teaching, Information Skills
- (5) English A (GLIP English =Titled "Interactive English")
- (6) Study tour (which is held overseas)
- (7) Short visit program
- (8) Internship
- (9) Thesis Seminar (graduate-level) *Class code: 60****, 61****, 62****, 63****
- (10) Classes in Peace and Conflict Studies Course (graduate-level)
*Class code: 52****, 550200, 551200
- (11) All the classes in the Graduate School of Global Studies (Doctor) *Class code: 7*****
- (12) Classes without the permission of lecturers (except courses offered in [GLIP English])

Examples of subjects not open to ISEPTUFS students	
(1) Major Languages (専攻言語) I~III 2026 Global Liberal Arts Program Chinese <u>I</u>	(2) "Project-based Courses" and some classes of "Introductory Courses" (19J1001,19J1002,19J3101-19J3104,19J2001, 19J2005) Schedule code <u>19J1001</u>
(3) Research Seminar Courses /Graduation Project 2026 School of Japan Studies <u>Graduation Project</u>	(5) English A ("Interactive English") 2026 Global Liberal Arts Program <u>GLIP English A1</u>
(9) Thesis Seminar (graduate-level) (60****, 61****, 62****, 63****) Schedule code <u>601003</u>	(10) Classes in Peace and Conflict Studies Course (52****, 550200, 551200) Schedule code <u>520001</u>

3.3 Japanese Language Program (JLPTUFS)

ISEPTUFS students who want to improve their Japanese proficiency can take the Fundamental Japanese Courses “Integrated” classes and “Focused” classes. These subjects are offered as **“Japanese Language Program of Tokyo University of Foreign Studies (JLPTUFS)”**. This program is organized according to Japanese proficiency and needs.

For details, please refer to the following website:

https://www.tufs.ac.jp/english/student/international_student/Japanese_Program.html

【Placement test】

Those who wish to take the JLPTUFS course must take the online placement test, which will be held from September 7th to September 13th. Levels (100-700 or Upper-Advanced) are assigned according to grades. As a general rule, students should take classes at the level where they are placed. However, students are free to take integrated and focused classes one level above or below their assigned level. It is acceptable to take courses at different levels in “Integrated” classes and “Focused” classes.

You cannot take JLPTUFS classes if you do not take the placement test (except for those who took the classes in the previous semester).

【Maximum number of Japanese language classes】

There is a limit to the number of classes students can take in the JLPTUFS.

100~600 Level Students: **up to 6 classes per week (Limited)**

700 Level Students: **up to 3 classes per week (Recommended, pre-consultation is required for taking 4 classes.)**

Upper-Advanced (超級) Level Students: **not required (up to 3 classes per week if necessary)**

Students who have not taken the placement test: **Not eligible to take JLPTUFS classes**

3.4 Subjects aside from JLPTUFS

ISEPTUFS students can take ①Global Liberal Arts Program, ②Subjects in the School of Language and Culture Studies, ③Subjects in the School of International and Area Studies, ④Subjects in the School of Japan Studies (Except for some classes of “Project-based Courses”, and “Introductory Courses”). Of these, the ones that are mainly taken are the subjects offered in English included in ①②③④. If you wish to take the classes, basically you must register for the course during the course registration period from September 24th to October 2nd, attend the first class. If you wish to take classes other than GLIP classes offered in English, ask the professor/teacher in charge for permission during the first class.

【Subjects offered in English】

Global Linkage Initiative Program (GLIP)

https://www.tufs.ac.jp/english/student/lesson_course/program/glip/

Please refer to the website above. The “List of Undergraduate Subjects in English” also includes the Japanese language, education of Japanese, Japanese culture, Japanese economy and so on in English.

Diverse Lecture-based subjects and research-based subjects that student can learn about Japan are provided.

[Other subjects offered in Japanese]

If the students have sufficient Japanese ability to understand the lecture, they can take classes offered in Japanese. If you want to find the subjects in [Global Liberal Arts Program](#) / [School of Language and Culture Studies](#) / [School of International and Area Studies](#) / [School of Japan Studies](#), please specify the "School" when you check the subjects through the Syllabi. If you see more than one class code for the same period and the same faculty member, please make sure to register for courses using the 7 or 8-digit class code that begins with "19".

[Subjects in Graduate School]

ISEPTUFS students in graduate-level can choose subjects either in Graduate School (Master) except for Peace and Conflict Studies Course or Undergraduate School. All the classes in the Graduate School of Global Studies (Doctor) are not open to exchange students. (ISEPTUFS students in undergraduate-level cannot choose any subjects in Graduate School.)

4. Course Registration (For all subjects)

4.1 Course Registration Process

① Take an Guidance for Campus Network to get your “User Account” before your first course registration period starts. For online account orientation, the person in charge will contact you by email before the course registration period. Please follow the instructions.

Note: After completing the Guidance, you must take a short quiz to confirm your understanding and click “すべてを送信して終了する/Send All and Exit” to receive your account. Please note that you will not be able to use TUFs's online systems including course registration until you have obtained your account. Be sure to check your email and complete the account setup process.

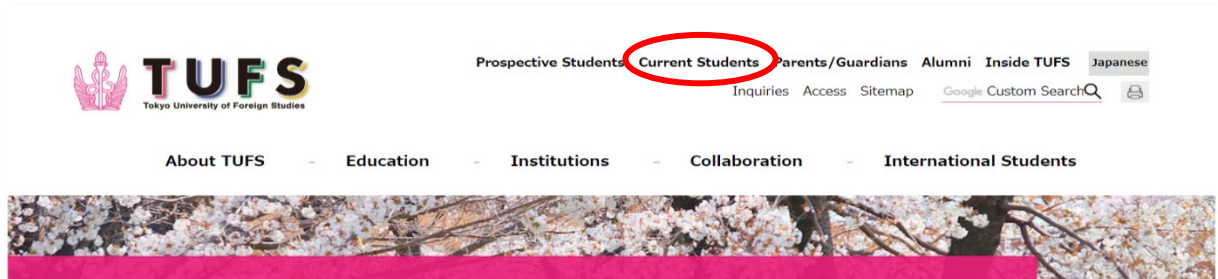
② During the course registration period, register the courses you want to take. Please see the next page and beyond on how to register courses.

Course registration period	September 24 th , 2026 10:00 – October 2 nd 16:59 * You can register(add) and delete(drop) courses. You may also attend classes before registering.
Course registration amendment period	October 5 th , 2026 10:00 – October 9 th , 16:59 * You can register(add) and delete(drop) courses. After this period, you will not be able to register(add) any more courses, so please make sure you are registered for at least 7 classes per week.
Registration cancellation period	October 19 th , 2026 10:00 – October 20 th , 16:59 * You cannot register(add) courses. You can only withdraw from courses you have already registered for. If you withdraw from a course during this period, "W" will be recorded on your transcript.

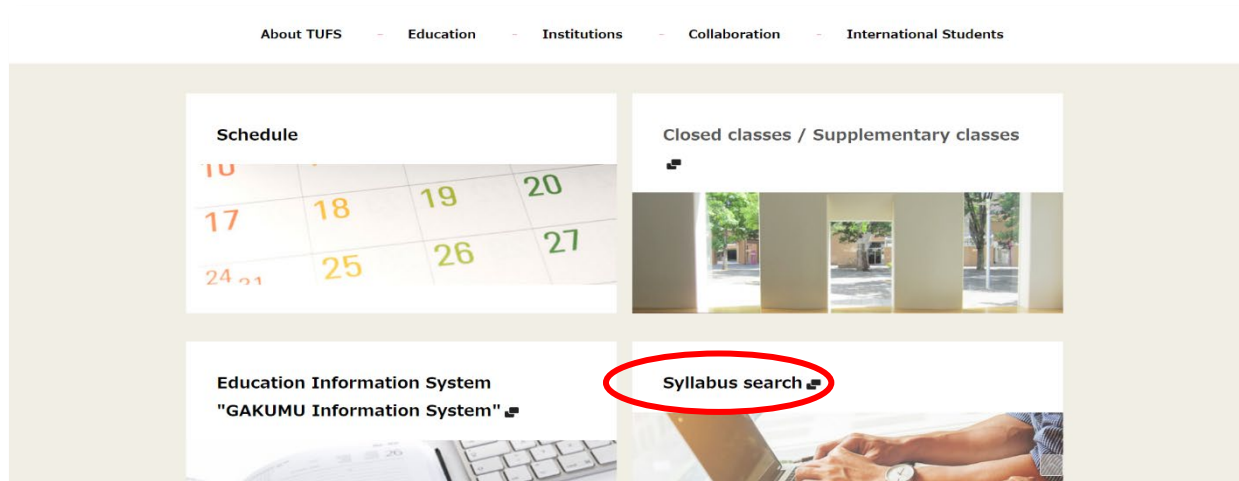
***Course registration, amendment, and deletion/withdraw are not permitted after these periods.**

4.2 How to search syllabus

1. Visit the TUFS website: <https://www.tufs.ac.jp/english/>
2. Click "Current Students."



3. Scroll down to the bottom of the page and click "Syllabus search."



4. Click "English."



5. Type in the class code (or any other relevant information) and click search.

Timetable	
Subject classification	Level1 Level2 Level3
Day of week	☐ Mon. ☐ Tue. ☐ Wed. ☐ Thu. ☐ Fri. ☐ Outside of class hours ☐ Intensive
Period	☐ 1st ☐ 2nd ☐ 3rd ☐ 4th ☐ 5th ☐ 6th
Class code	
Building	
Room	
School year	
Mode of delivery	
Class type	
Language	
Display course title	☒ Display course title
Other (Partial word searches enabled)	
Subject title search	 When searching by multiple words, leave a space between them.
Instructor name search	 Word searches using Chinese characters, Katakana reading, and the alphabet are all enabled.
Keyword search ☒ AND ☐ OR	 When searching by multiple keywords, leave a space between them.
Full-text search ☒ AND ☐ OR	 When searching by multiple words, leave a space between them.
Courses taught by instructors with practical experience	☐ Check here to search for subjects taught by instructors with practical experience related to specific careers.
<input checked="" type="button" value="Search"/> Clear conditions Close	

The simplest way to search the syllabi is to use the class code, but you may also search by day of the week, period, or instructor name, etc.

- Tips for search syllabi

To search for 教養外国語/ Foreign Language Courses

授業科目区分 Subject classification

階層 1 Level 1: 言語科目 Language Courses

階層 2 Level 2: 教養外国語 Foreign Languages Courses

階層 3 Level 3: 自分の学びたい言語を選ぶ Choose the language you want to study

***The classes in Non-Module Language Courses and Module Language Courses are not available to the ISEPTUFS students. Please choose the subjects in Foreign Language Courses.**

Timetable	
Subject classification	Level1 Language Courses Level2 Level3
Day of week	☒ Non-Module Language Courses ☒ Module Language Courses
Period	☐ 1st ☒ 2nd ☐ 3rd ☐ 4th ☐ 5th ☐ 6th ☐ 7th ☐ 8th ☐ 9th ☐ 10th ☐ 11th ☐ 12th
Class code	☒ Foreign Languages Courses ☐ Regional Languages Courses ☐ Fundamental Japanese Courses ☐ Specialized Courses on Japanese Language Skills
Building	
Room	
School year	

To search for GLIP 英語/GLIP English

授業科目区分 Subject classification

階層 1 Level 1: 言語科目 Language Courses

階層 2 Level 2: GLIP 英語科目 GLIP English language Courses

***English A is not available to the ISEPTUFS students. Choose English B or C.**

Subject classification	Language Courses
	GLIP English Language Courses
Class code	Subject title
☒	GLIP English A1
☐	Interactive English: F

Subject classification	Language Courses
	GLIP English Language Courses
Class code	Subject title
☒	GLIP English B1
☐	Academic English TOEIC under 800

*** If you wish to take English B or C, please apply via the online form below.** (*Access is not available outside the course registration and amendment period).

→ ISEPTUFS Course Registration Request form (for English B&C)

<https://business.form-mailer.jp/fms/a8387ccd331878>

To search for Fundamental Japanese Course/基礎日本語科目

授業科目区分 Subject classification

階層 1 Level 1: 言語科目 Language Courses

階層 2 Level 2: 基礎日本語科目 Fundamental Japanese Courses

Timetable	
Subject classification	Level1 Language Courses ▼
	Level2 Fundamental Japanese Courses
	Level3 ----- ▼

To search for General Courses on Japan/教養日本力科目

授業科目区分 Subject classification

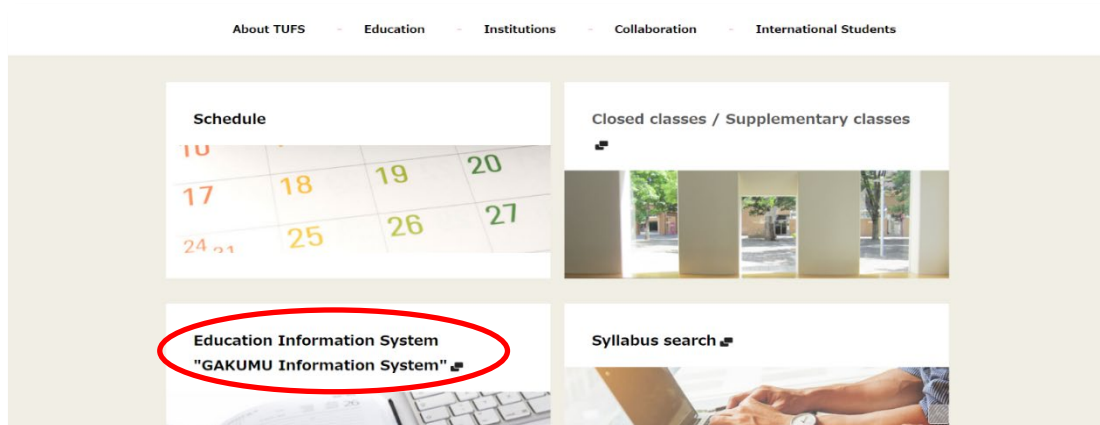
階層 1 Level 1: 教養科目 Liberal Arts Courses

階層 2 Level 2: 教養日本力科目 General Courses on Japan

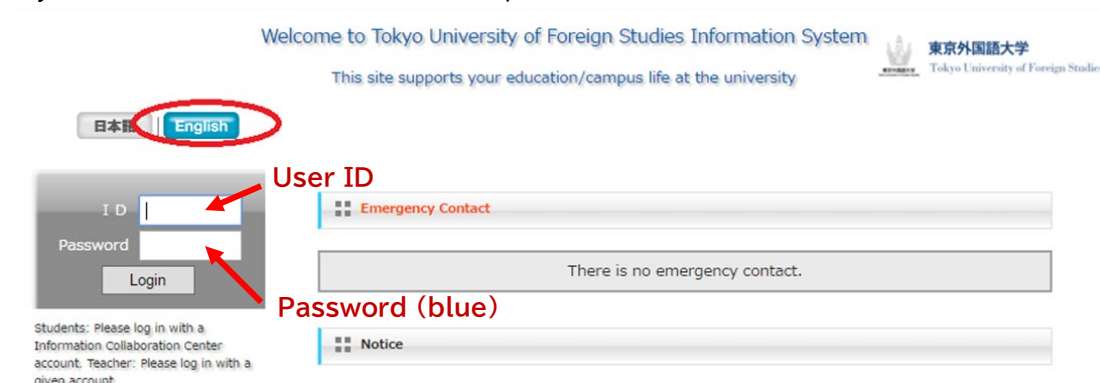
Timetable	
Subject classification	Level1 Liberal Arts Courses ▼
	Level2 General Courses on Japan ▼
	Level3 ----- ▼

4.3 How to Register for Courses

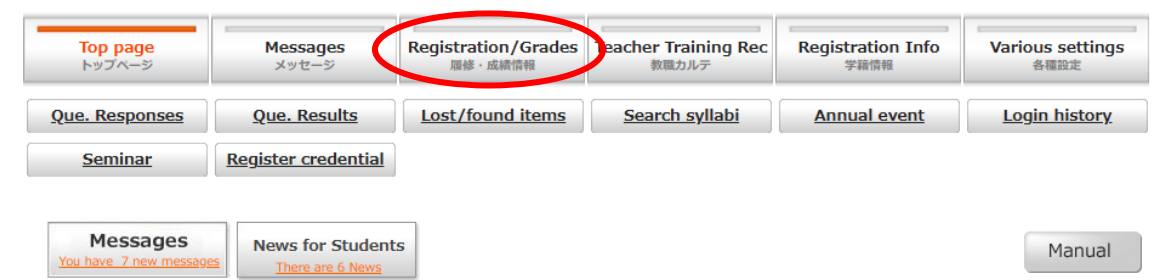
1. After checking syllabus, click "GAKUMU Information System."



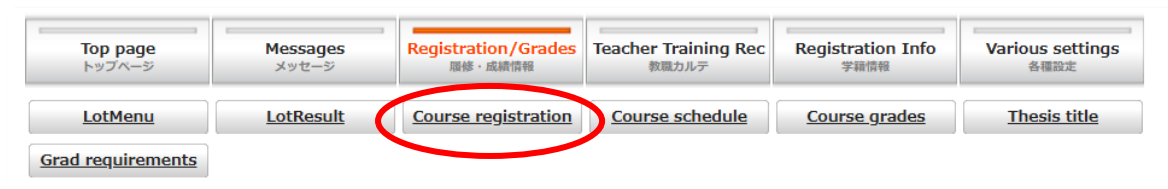
2. Type in your ID and Password (blue) on the top left side.



3. Once logged in, the following screen shows up. Click "Registration/Grades."



4. Then, click "Course registration."



5. Select the day and period for the courses and register or delete the courses.
(You can only register courses during the course registration and amendment periods, you can only delete courses during the course registration, amendment, and cancellation periods.).

Procedure of registration

1. Click 'Add' to display the schedule list and select a schedule. (Or delete registered courses)
2. Subjects will be registered / deleted at the same time as selection / deletion.
3. **Finally, check the registration details on the confirmation screen and complete registration.**

2026 Spring						
	Mon	Tue	Wed	Thu	Fri	Sat
1	Add	Add	Add	Add	Add	Add
2						

	Faculty name	Schedule (course) code	Subject title
1	Global Liberal Arts Program	19	
2	Global Liberal Arts Program	19	

In case the class you wish to register for does not appear, please contact inbound@tufs.ac.jp.

4.4 How to check after course registration

You can check the details of your registered courses at any time by checking the timetable on the top page.

Schedule table

	6/8 (Mon)	6/9 (Tue)	6/10 (Wed)	6/11 (Thr)	6/12 (Fri)	6/13 (Sat)	6/14 (Sun)
08:00							
09:00							

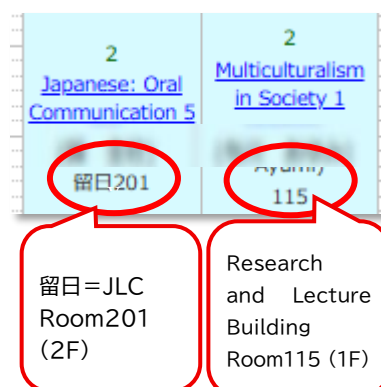
Detailed class schedule

Year	Schedule number	Subject title	Chief instructor	Day/Period	Time span	
2026	19133317	Japanese: Grammar 2	HANAZONO Satoru	Tue.1	1st	

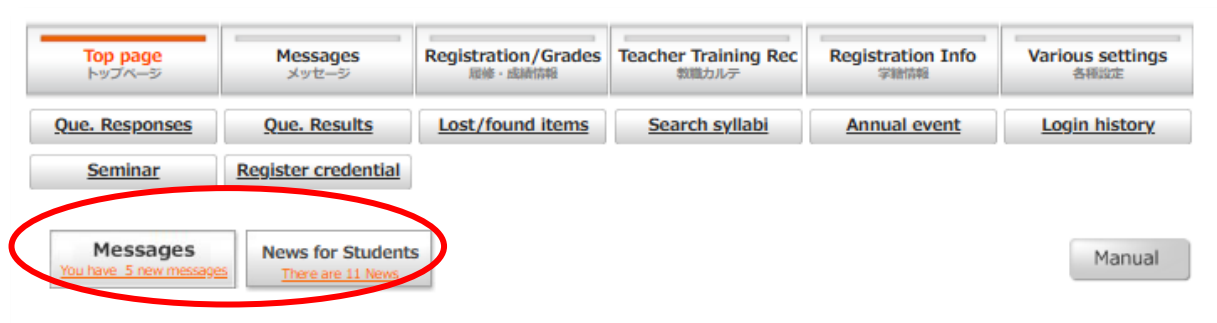
No	Date	Period	Hour	Classroom name	Chief instructor	Class notice
1	2026/04/14(火)	1限	08:30~10:00	留日107	漢野	
2	2026/04/21(火)	1限	08:30~	留日107	漢野	

Classroom names with only three-digit numbers are in the Research and Lecture Building. Classroom names labeled “留日” are located in the Japanese Language Center for International Students (JLC).

Links to online classes are usually posted in the detailed class schedule on the Gakumu system, or on Moe, Google Classroom. If the information is not listed there, please wait for the instructor to update it. The Student Exchange Division cannot verify it.



Important messages including information about your class schedule (ex. class cancellation) will be posted in the “Messages” or “News for Students” on the top page of the Gakumu system. Do not forget to check the system daily.



- Important: Check your course registration

Before completing your course registration, please be sure to check the following:

- Have you registered for **any courses you are not eligible to take**? Refer to [page 6](#) of the Course Guidebook again.
- Have you registered for more than **seven courses per week**?
- For those who registered for the **JLPTUFS classes**: Have you registered for the classes corresponding to the level indicated on your placement test, or classes one level above or below that level? You cannot take classes at other levels. Additionally, you cannot take more classes than are permitted for each level. For details, please refer to [page 7](#) and the JLPTUFS orientation. Students who have not taken the placement test cannot take JLPTUFS classes.
- Have you mistakenly registered for **summer or winter semester classes**? Go to the "Registration & Grades" > "Course Schedule" page, select either the summer or winter semester, and check the "Intensive, etc." section at the bottom of the page.

The screenshot shows a web interface for course registration. At the top, there is a dropdown menu with 'Summer' selected, circled in red. Below it is a table with columns for 'Registered Class' (green), 'Glob Prog' (blue), and days of the week. The table has rows for 'Mon' and 'Tue'. Below the table, there is a row with a '7' in the first column. At the bottom, there is a row with 'Intensive, etc.' in the first column, circled in red.

Any courses for which you are not eligible will be removed. Once the course registration amendment period ends, you cannot register for new courses. If the removal of ineligible courses results in you having fewer than seven courses per week, you will no longer meet the requirements for your student visa and for ISEPTUFS. Please be sure to check your course registration on your own responsibility.

5. Course Registration Example

5.1 Make a well-balanced course plan

- (1) ISEPTUFS students basically choose 3-6 classes from Japanese Language Program (taught in Japanese) and 2-5 classes from the other subjects provided in Japanese or English. Please have a look at a list of the subjects and make your course plan.
- (2) Exchange Students must take **7 classes** or more for the student visa requirement and ISEPTUFS requirement.

5.2 Example of course registration

Classes marked with * are conducted in English.

(Example 1) A student who takes 6 Japanese classes per week (300 level)

	月	火	水	木	金
1		Integrated Japanese -3		Integrated Japanese -3	
2	Integrated Japanese -3		Integrated Japanese -3		Integrated Japanese -3
3	Kanji 3	* Interpreting and Translation Studies			
4	*China's Economic Reform and Globalization		*Intercultural Communication	* Japanese Linguistic Studies	
5					
6					

The above student takes 10 classes per week and meets the requirements for a student visa and ISEPTUFS (7 classes or more per week).

(Example 2) A student who takes no Japanese classes

	月	火	水	木	金
1					
2		*Topics in Japanese Wartime Film and Society			*Japanese Intellectual History
3		*International Law I	* Modern American Literature II	*Modern and Contemporary Japanese Literature B	
4	*Common ground: Cultural differences and human similarities	* Modern Japanese history and Edo culture	*Naturalism and the Emergence of Human Rights Discourse in Japan		*Topics in Greek & Roman Myths
5				*Topics in World Geography 2	
6					

The above student takes 10 classes per week and meets the requirements for a student visa and ISEPTUFS (7 classes or more per week).

6. Grade and Approval of Credits

6.1 Grading System

TUFS grading system is as follows:

Grade	S	A ⁺	A	A ⁻	B ⁺	B	B ⁻
Score	90~100	87~89	83~86	80~82	77~79	73~76	70~72
Grade	C ⁺	C	C ⁻	F			
Score	67~69	63~66	60~62	0~59			

Highest obtainable mark=100, Lowest passing mark=60

6.2 Inquiries about grades

If you think there are mistakes in the class grades, you can request, within a period set by the Student Exchange Division, an explanation from the class instructor through the Student Exchange Division. Please specify why you think the given grades are mistaken. Should you still have questions regarding the instructor's explanation, you can submit a petition for review to the Student Exchange Division. (Note, however, that you cannot petition a review for classes taken at another university through the credit exchange program.)

Information about the procedures for "Grade Inquiries" and "Grade Objections" will be posted in the "News for Students" section of the Gakumu system and in the "Current Students > Notice" section of TUFS website.

6.3 Approval of Credits

Transcripts will be issued for classes that have been registered and taken. Credits taken at Tokyo University of Foreign Studies will be recognized as follows.

Lecture Classes		2 credits
Language Classes		1 credit
Japanese Language Program (Integrated Classes, Focused/Topic Classes, Activity Classes)	Integrated Classes 101, 201, 301, 401, 501	5 credits
	Integrated Classes 002, 601	3 credits
	Integrated Classes 001, 701	2 credits
	Focused/Topic Classes, Activity Classes	1 credit

Transcripts will be sent by email to your home university and you after the students complete the exchange program. Students must consult their home university regarding credit transfer and equivalence. Transcripts cannot be issued before the program ends.

6.4 Rules for Examinations

Cheating in examinations and submissions is subject to disciplinary action and academic disciplinary action. These will result in the student failing all courses taken in the same quarter or academic year.

7. Faculty Contact Information, Various Supports

7.1 Academic Advisor/Subject Advisor

Your Academic Advisor can speak in your native language or English. Please refer to “Letter of Acceptance” for your Academic Advisor. Subject Advisors will give you advice regarding the courses.

Subject Advisors

Japanese Language Program	Professor Hiroko DATE	E-mail: hirokod@tufts.ac.jp Room: #617 Japanese Language Center for International Students
The other subjects	Professor Ryoichi KUNO	E-mail: rkuno@tufts.ac.jp Room: #729 Research and Lecture Building
	Professor Miho KATO	E-mail: mihokato@tufts.ac.jp Room: #528 Research and Lecture Building
	Professor Tsutomu TOMOTSUNE	E-mail: ttomotsune@tufts.ac.jp Room: #707 Research and Lecture Building

7.2 How to Find Faculty member's Contact Information

If you need a faculty member's contact information, please check

“Manual” > “02_2026 年度教員別オフィスアワー.pdf” on the Gakumu system top page, or search on the following page.

<https://www.tufts.ac.jp/research/researcher/people/>

Faculty members not listed on these pages have not made their contact information available to students. The Student Exchange Division is also unable to provide students with faculty contact information. Please contact them directly during class hours. If you need to contact them urgently, please contact the Student Exchange Division.

7.3 Online Class Support

Please refer to the following webpages for Online Class support.

(JP) https://www.tufts.ac.jp/student/lesson_course/zoomsupport.html

(EN) https://www.tufts.ac.jp/english/student/lesson_course/onlinesupport.html

7.4 Notification of Authorized Absence, Notification of Reason for Class Absence

If you miss a class for a reason that qualifies as an “official absence” (such as contracting an infectious disease designated by Japanese law), your absence may be recognized as an official absence upon submission of an “Notification of Authorized Absence”. Additionally, if you miss a class for a reason that qualifies as a “reason for class absence” (such as receiving medical treatment for other illnesses or injuries), you may be able to request consideration from the instructor regarding your inability to attend class by submitting a “Notification of Reason for Class Absence”. However, the specific nature of any accommodations will be determined by the course instructor.

For more details, please check the university web page from the link below:

各種届出・願出> 公欠届及び授業欠席事由届

<https://www.tufts.ac.jp/student/procedure/index.html#Anc03>

Please submit the Notification of Authorized Absence (公欠届) or the Notification of Reason for Class Absence for Class Absence (授業欠席事由届) to the Student Exchange Division.

7. 5 Other supports information

(1) The Student Counseling Room

The Student Counseling Room offers students a full range of advising services. (The Student Counseling Room is by appointment only. The first application must be made either in person, by designated booking form or by phone. You may get in touch via phone, but please use the booking form as much as possible when making an appointment.)

- Open : Monday-Friday (Weekday) 10:00-12:30, 13:30-16:00
- Place : TUFFS Health Care Center Building 1F (north entrance)
- Contact : TEL: 042-330-5560
- Booking for the First Time : Please refer to the website below.

<https://www.tufs.ac.jp/english/institutions/facility/sccs/>

(2) Student Exchange Division (Administration Building, 1F)

Please consult the staff of the Student Exchange Division regarding the following:

- Questions and concerns regarding course registration
- Concerns regarding various certificates and documents

Please inform the Student Exchange Division in case of the following:

- Change in your address, phone number or email address
- Plan to return to your home country or travel outside of Japan

Office hours : 9:00-12:40, 13:40-16:30 (weekdays only)

Address : 1st floor Administration Building, Tokyo University of Foreign Studies

Asahi-cho 3-11-1, Fuchu-shi, Tokyo 183-8534, Japan

E-mail : inbound@tufs.ac.jp