



Student Counseling Office Guide

-Support for your life as a student -

2025



東京外国語大学
Tokyo University of Foreign Studies



~Health Care Center~

The Health Care Center is dedicated to ensuring you can enjoy a healthy and meaningful university life. We carry out activities to maintain and improve students' health, and we aim to support your physical and mental health to enrich your campus life.

If you encounter any physical or mental health issues as you embark on your university life, or if you are concerned about your health or your health care, please come to the Health Care Center for a consultation.

<Health Care Center Consultations>

We provide consultations for both physical and mental health issues.

- ① If you sustain an injury, or suffer from an illness, you can consult with our medical staff. The medical staff will assist you with medical care, can provide short-term medication for acute illnesses, and, if necessary, the staff can provide referrals to other medical facilities.
- ② You can consult with our medical staff regarding various mental health issues. If necessary, the staff can provide referrals to other medical facilities.
- ③ As part of health promotion, we encourage disease prevention and creating healthy lifestyles in a broad sense, both physically and mentally.

<Regular Health Checkup>

A health checkup is conducted at the time of admission, followed by an annual student health checkup every April (Limited dates only. Details are available on our website). We issue a health check certificate as an official record of your health status based on the results of the health checkup. Please attend the health checkup every year, as it is necessary to both maintain your health and in various situations, such as studying abroad and job hunting.

<Health Information Center>

The Health Care Center publishes the 'Hokesen Newsletter' to provide basic health information and updates regarding health information.

In May and November, we provide Alcohol Patch Tests (more information available on our website) for you to test your alcohol tolerance and to provide basic health information regarding drinking alcohol.

<Health Care Center Operating Hours>

「Medical Consultation and Treatment」 provided by a doctor

Operating hours : 10 : 00 ~ 12 : 15, 13 : 30 ~ 15 : 00

Monday-Wednesday, Friday

(Excluding Thursdays, weekends and public holidays)

「First aid or Consultation」 provided by a nurse

Operating hours : 9 : 30 ~ 12 : 15, 13 : 30 ~ 16 : 00

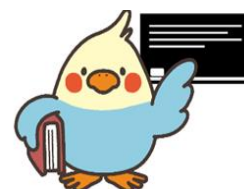
Monday-Friday (Excluding weekends and public holidays)

「Psychiatric Consultation」 provided by a doctor (part-time)

Operating hours : Once a month on a Tuesday afternoon and a Wednesday afternoon. Appointments are required. The time slot will be confirmed when you make the appointment.

Please call 042-330-5435 to make an appointment (You cannot make an appointment by email).

The support that we can provide at the Health Care Center may be limited, but if you are experiencing any physical or mental health concerns, please feel free to attend a consultation with us.



~Harassment Consultation Office~

We want everyone to be able to enjoy a comfortable student life, free from harassment. Please book a consultation with us if you are experiencing harassment. Consultations are kept confidential.

I have been treated differently because of my gender, gender identity, origin, age, etc.

My private information was exposed on the internet without my permission, and I was slandered.

Inappropriate comments, ridicule, or insults were said in class or during research guidance.

My professor's instructions or grades are too harsh, or my professor does not provide any guidance or advice.

I am persistently invited to go drinking, or I am being forced to drink.

Q. I don't know if I am experiencing harassment or not, can I still attend a consultation?
A. Of course! If you are worried about whether or not to attend counseling, it is likely that what you are experiencing is troubling you. Talking it through with someone can help you sort things out and make you feel calmer. We can also think about solutions together.

How to make an appointment: Please email harassment-counselor@tufs.ac.jp

Operating hours : Every Wednesday, 10 : 30 ~ 16 : 30

Location : Harassment Consultation Office
(Research and Lecture Building 5F, Room 553)

Consultation method : In person or over the phone



If you are hesitant to seek counseling on campus...

Your confidentiality is protected at our university, but if you would prefer, here are some external counseling services for your reference.

- Women's Rights Hotline (Ministry of Justice) 0570-070-810
- Human Rights Hotline (Ministry of Justice) 0570-003-110
- One-Stop Support Center for Victims of Sexual Violence
(Tokyo Metropolitan Government) # 8 8 9 1 0120-8891-77
- Comprehensive Labour Consultation Corner (Ministry of Health, Labour and Welfare)
(Regarding working hours for part-time jobs and internships)
<https://www.mhlw.go.jp/general/seido/chiyou/kaiketu/soudan.html>



~Student Counseling Room~

What is the Student Counseling Room?

The Student Counseling Room assists students in solving their concerns and worries so they can live fulfilling student lives. We offer counseling on a wide range of issues, including mental health, interpersonal relationships, and issues regarding life as a student. We are happy to assist you no matter the content or the severity of the issue, so please feel free to contact us. We also lend out books related to psychology and publish a quarterly newsletter on our Student Counseling Room Newsletter website.

We provide the following two types of counseling.

① Consultation with a faculty member in charge of student support

Faculty members in charge of student support from each faculty or graduate school, are available to assist you with any problems you may be experiencing, such as interpersonal relationships on campus, classes, extracurricular activities or events. If necessary, this type of consultation may be handled by sharing information with the university so that administrative staff can assist you.

② Consultation with a counselor (clinical psychologist/certified psychologist)

Counselors (clinical psychologists/certified psychologists) can provide counseling regarding mental health, personality or family issues, understanding your emotions, and disabilities or disorders.

Generally, consultations are face-to-face, and sessions run for either 25 or 45 minutes. Clinical psychologists are bound by strict confidentiality obligations, so unless they have your permission, or unless there is a risk of harm to yourself or others, the counselor will not disclose the details of your consultation to anyone, such as university staff, faculty, or family members. No matter how big or small you think the issue is, if you need specialized mental care, support to get through the academic term, or just someone to talk to when you are struggling, we are always available to help. We can also help if you want to think about ‘How should I live my life?’ or ‘What kind of personality do I have?’ .



How to attend the Student Counseling Room

Student Counseling Room Website:

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

Reception: Health Care Center Building 1F (north entrance door)

Operating Hours: Monday–Friday, 10:00~16:00 (closed for lunch between 12:30~13:30)

The Student Counseling Room is by appointment only.

You cannot book an appointment by email.



How to book an appointment

Please use the appointment registration form on the Student Counseling Room website

(Requires you to log in with your university google account)

You may also book an appointment by calling us directly on (042-330-5560).

Please select one of the following consultation options in the registration form.

1. Consultation with a faculty member in charge of student support
2. Consultation with a counselor
3. Consultation with a counselor from the Harassment Consultation Office
(Refer to the Harassment Consultation Office page)



Once you have filled out the required information and submitted the form, we will contact you via the email address you provided, so please make sure to check your email inbox. We will organize the date and time of the appointment. If you selected option number 2, consultation with a counselor, the appointment date and time will be set after a preliminary screening.

We are here to support you so that you can enjoy your university life. If you have any questions, please feel free to contact us anytime!

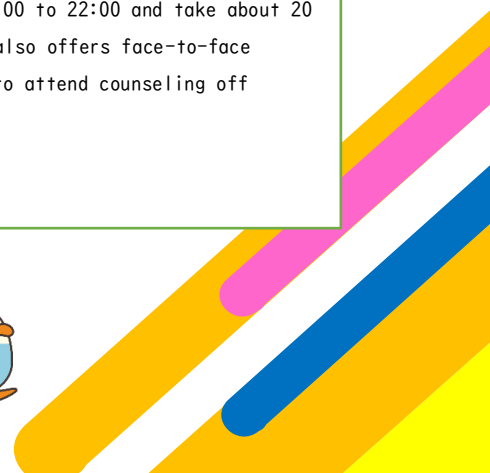
Information about external counseling services

TUFS Mental Health Hotline



This is a consultation service exclusively for TUFS students. Please feel free to use it if you need to talk to someone urgently or if you are worried about something. Telephone consultations are available from 9:00 to 22:00 and take about 20 minutes. You can also use this service anonymously. English is also available. This service also offers face-to-face consultations (up to 5 times per year), so please make the most of this service if you wish to attend counseling off campus.

https://www.tufs.ac.jp/documents/institutions/facility/sccs/sccs_220720_1.pdf



~Reasonable Accommodations~

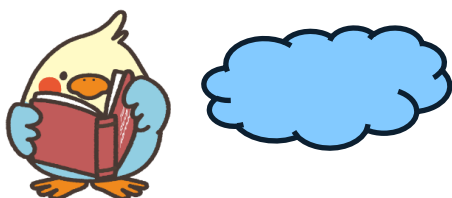
Students with disabilities may apply for reasonable accommodations while at university. Based on the Act for Eliminating Discrimination against Persons with Disabilities, this system was established to remove social barriers in classes and to ensure students with disabilities have equal access to educational opportunities.

If you wish to receive reasonable accommodations, please submit the application form, along with the required documents, such as evidence of your disability, and a medical certificate from a medical institution to the Educational Affairs Division before the end of the course registration amendment period for that academic quarter. Please consult with the Educational Affairs Division first regarding the accommodations you can receive in which cases.

Examples of Reasonable Accommodations

- Mobile ramps on stairs for wheelchair users.
- Guaranteed parking spots for students with mobility issues to commute to campus.
- Examples of reasonable accommodations for students with neurodevelopmental disorders, such as Autism Spectrum Disorder (ASD), Attention-Deficit/Hyperactivity Disorder (ADHD), or mental disorders, such as Social Anxiety Disorder:
 - In addition to oral communication, instructions are to be written on the board or handouts are to be prepared.
 - Instructions are to be given using concrete terms rather than abstract terms.
 - Multiple instructions given all at once are to be avoided.
 - Priority is to be given to securing seats in the classroom depending on the degree of disability.
 - Instructions are to be given well in advance to students who find it difficult to make and follow schedules, so that they will be able to submit their assignments on time.
 - For students who find it difficult to give presentations in front of the class, alternative measures are to be taken to evaluate their grade, such as giving presentations in front of only the professor, recording presentations in advance, or submitting reports.

※This system does not guarantee the acquisition of credits. Reasonable accommodations are measures taken to ensure that all students can access the same level of education, to the extent that it does not place an excessive burden on the university.



~TUFS Academic Support Center~

Our team of teachers and graduate students is ready to assist you with your studies!

What you can do at the TUFS Academic Support Center (Tafusapo):

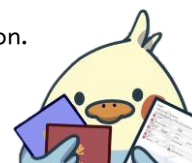
① **Consultations on course registration, reports, graduation thesis, and other academic matters** → "Mini consultation" / "Academic consultation"

➤ **Mini consultation:** Consultation with graduate students and teachers at Tafusapo.

- You can consult about general issues such as course registration, studying abroad, writing reports, questions about TUFS Record, etc.
- Pre-registration is not required. Feel free to come.

➤ **Academic consultation:** Online consultation (via Zoom) with academic advisors, Kanai-sensei and Niwa-sensei.

- You can consult about topics such as changing faculties, transferring universities, graduation thesis, admission to graduate school, etc.
- Pre-registration is required. Please check the Tafusapo website for booking information.



② **Borrowing devices**

- You can borrow headsets and Type-C chargers for one day.
- You can also borrow a laptop for one academic quarter (under certain conditions only).

③ **Tafusapo Chat Session – Oshaberi Kai (online/offline meeting)**

- Students can freely share their ideas and experiences on the chosen topics with Tafusapo staff members.
- Through the interactions with the participants with different backgrounds, you might gain good ideas, or inspiration for your goals.
- Information about the sessions is posted on the university website. You can also find the posters on the notice boards in the Research and Lecture Building.

Please contact Tafusapo if you are uncertain about your future plans or are unsure how to expand your academic interests.



Contact: TUFS Academic Support Center (Tafusapo)

Location: Next to the North Entrance on the 1st floor
of the Research and Lecture Building

Opening hours: Monday to Friday, 10:00 to 15:00
(closed in August)

Phone: 042-330-5885

Email: academic-support-center@tufts.ac.jp

~Where to go if...~

- A. You are worried about your daily studies ☞ *TUFS Academic Support Center*
- B. You are sick or injured ☞ *Health Care Center (Next to the Administration Building)*
- C. You are struggling with your mental health ☞ *Student Counseling Room*
- D. You need support for job hunting ☞ *Global Career Center (Research and Lecture Building 2F)*
- E. You want academic advice from graduate students ☞ *Consultation Desk (Library 4F)*
- F. You want advice or information about studying abroad (short visits, partner institutions, private funding) etc.)
☞ *TUFS Student Mobility Center (Research and Lecture Building 2F)*
- G. You need general information regarding student life, courses, and grades
☞ *Student Affairs Division, Educational Affairs Division (Administration Building 1F)*

- 1. Arrival Court 2. AGORA Global
- 3. Library(E) 4. Administration Building(G)
- 5. Central Plaza
- 6. Research Institute for Languages and
Cultures of Asia and Africa
- 7. Health Care Center(B,C) 8. University Hall
- 9. Research and Lecture Building(A,D,F)
- 10. Japanese Language Center for
International Students
- 11. Gymnasium; Extracurricular Activity Facilities
- 12. Tennis Courts 13. Sports Grounds
- 14. TUFS International Residences



★Urgent Consultations

Please contact us using the form below, if you don't know who you should contact or if you have an urgent matter that you would like to discuss, such as a crime, theft, or financial problems, etc.

TUFS ILO Contact Form : <https://sanda.tufs.ac.jp/tufsILO/form/>



★Please refer to the following information for consultations regarding consumer affairs, legal issues, and labor or workplace issues.

“Consumer Affairs Consultation Center” Tokyo Metropolitan Government

“Weekend Phone Consultation Service” Japan Association of Consumer Affairs Specialists

“Law Terrace” Japan Legal Support Center

“Police Consultation Dial #9110” Tokyo Metropolitan Police Department

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