

-Support for your life as a student -

Student Counseling
Office Guide



東京外国語大学
Tokyo University of Foreign Studies

2026

~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 you with referrals to external 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. If you were unable to take your regular health check-up, please take one in October.

<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

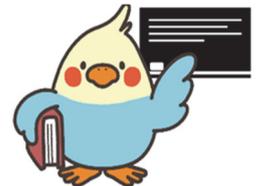
Operating hours : 9 : 30 ~ 12 : 15, 13 : 30 ~ 16 : 00

Monday-Friday (Excluding weekends and public holidays)

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

Operating hours : Wednesday afternoon once a month and Thursday afternoon twice or three times a month. Appointments are required. The time slot will be confirmed when you make the appointment.

Please come to Health Care Center or call 042-330-5435 to make an appointment. You cannot make an appointment by email.



~Student Counseling Room~

This is a place where you can seek advice when you encounter any questions, worries, or difficulties, so that you can lead a fulfilling student life. We accept a wide range of consultations, including mental health, interpersonal relationships, and problems related to student life. We also lend out books related to psychology. We also publish a quarterly newsletter, "Student Counseling Office Newsletter," so please be sure to take a look.

There are two ways to seek advice:

1. Consultation with Student Support Faculty

Student support faculty from each undergraduate and graduate school are available to help with any problems you may be having with on-campus relationships (with friends, faculty, etc.), classes, extracurricular activities, events, etc. These consultations can be handled by sharing information within the university as needed, and in some cases, administrative staff may also be available to assist you.

2. Consultation with a Counselor (Clinical Psychologist/Licensed Psychologist)

Counselor-level counselors (clinical psychologists/licensed psychologists) provide counseling on mental health, personality, family issues, emotional management, disabilities, and more. Consultations are generally in-person, lasting 45 or 25 minutes. They will provide compassionate advice on even the most seemingly trivial issues, such as when you're feeling a bit confused. They are also available if you're wondering how you want to live your life or what kind of personality you have.

*How to apply for consultation

Please make a reservation using the reservation application form on the Student Counseling Office website (you will need to log in with your university Google account). You can also visit the office in person or make a reservation by phone (direct line: 042-330-5560).

For more information, please visit the Student Counseling Office website.

Once you have filled out and submitted the necessary information, our receptionist will contact you at the email address you provided when applying. We will then arrange an appointment. If you would like to meet with a counselor, we will schedule an appointment after your initial consultation.

Student Counseling Office Reception: Health Management Center Building, 1st floor, North Exit

Hours: Monday through Friday, 10:00 AM - 4:00 PM (Lunch break: 12:30 PM - 1:30 PM)

Advice at the Student Counseling Office is by appointment only. Consultations via email are not accepted.



We hope you all have a great time at university. Please feel free to contact us anytime!

<https://www.tufs.ac.jp/english/student/consultation/index.html>

Information on Off-Campus Counseling Agencies: TUFU Kokoro Hotline

This is a counseling service exclusively for TUFU students.

Please feel free to use it if you need to talk to someone right away or are in trouble.

Phone consultations last approximately 20 minutes and are open.

from 9:00 AM to 10:00 PM. Anonymous consultations are also available.

In addition, if you would like to seek advice outside of the university, we also offer face-to-face consultations (up to five times a year), so please make use of this service.



~Office Hours~

We hold office hours where full-time faculty members are available to answer any questions or concerns you may have about student life or studies (course registration, report writing, seminar selection, etc.). You can have an in-depth discussion with your major language teacher or the teacher in charge of the class. The format of these sessions is determined by each faculty member. After logging in to the Academic Affairs Information System, please refer to the manual displayed in the top right corner.

~Course Advice Corner~

On Tuesday, April 7th, we will have a course consultation corner where teachers will be available to answer any questions you may have about course registration and other matters.

Before finalizing your course registration, you will be able to get advice and have your plans reviewed, such as what class combinations you should take or how many classes you should take, which you learned about during orientation but didn't fully understand.

The time and location will be announced via the Academic Affairs Information System.

~Consultation Desk~

At the Consultation Desk, experienced graduate students provide guidance across various languages and fields. We welcome everyone – whether you are seeking advice on a specific matter or unsure where to start with your assignments, thesis, or study in general. Talk to our academic advisers and get your thoughts organized!

(No reservation is needed, so feel free to drop by anytime you like!)

Topics you can discuss at the Desk :

References



You can learn about how to effectively search for materials including books, magazines, and academic papers on different platforms.

Learning or Research Methods



You can receive advice from graduate students researching diverse fields regarding study plans, thesis writing, and research methodology.

Japanese Writing



You can receive proofreading for Japanese writing, including corrections for kanji and grammar.
*Corrections of your graduation thesis are not available.

Contact : Consultation Desk, TUFUS Library, 2nd floor
Opening hours : Monday to Friday 12:00~19:00 (Spring & Autumn terms)
Email : liblc@tufs.ac.jp
Website : <https://www.tufs.ac.jp/blog/is/g/sodan/>



Please check the latest schedule on our website!

~English Learning Center (ELC)~

At the English Learning Center (ELC), we provide comprehensive support for students' English studies through a variety of **Autonomous English Learning Programs**.

The following programs are especially recommended for those who are struggling with their English learning:

• English Learning Advising

This program helps learners identify the most effective learning strategies and methods to achieve their goals. We customize the content to match each learner's needs and objectives, offering one-on-one, personalized support. Continuous follow-up is also provided when necessary.

• Strategy Session

We offer Speaking Sessions in which small groups of 1–5 students engage in conversation with an experienced English advisor to develop practical speaking skills. Among these, the Strategy Session focuses specifically on learning effective communication strategies that help conversations flow more smoothly. This program is available only during April and May.

※For inquiries related to GLIP, please contact the GLIP Support Desk.



Link to the ELC website

<https://wp.tufs.ac.jp/elc/en/>

~TUFS Academic Support Center (Tafusapo)~

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

What you can do:

- ① Consultations on your course registrations, assignments, thesis, etc.
 - Drop-in Consultation: No reservation is necessary. Feel free to drop by anytime.
 - Appointment-based Consultation: Zoom consultations with academic advisors.
- ② Borrowing devices
 - Short-term: You can borrow headphones and Type-C chargers for one day.
 - Long-term: You can borrow a laptop for one quarter at maximum.
- ③ Tafusapo Chat Session
 - You can chat with our staffs on the given topic. Information on the sessions is posted on the university website and the notice board in front of the center.

Contact: **TUFS Academic Support Center (Tafusapo)**

Location: Next to the North Entrance of the Research and Lecture Building

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

Phone Number: 042-330-5885

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



<https://www.tufs.ac.jp/institutions/facility/tufssupport/index.html>

~Global Career Center (GCC)~

The Global Career Center (GCC) provides career and career-path support for students of all years, from undergraduates to graduate students. We encourage students to make active use of the GCC starting from their first year.

What is CareerNavi?

CareerNavi is an **online system** that allows you to:

- Register for on-campus seminars and guidance sessions
- Make appointments for consultations with career advisors
- Browse job and internship postings



CareerNavi



How to Log In to CareerNavi

- **Login ID:** Your student ID number
- **Initial password:** Your date of birth (8 digits)
 - Example: Born on January 1, 2005 → 20050101

What You Can Do at the GCC

- **Career consultations with advisors (Japanese language only)**

You can consult advisors on a wide range of topics, from basic job-hunting questions to ES (entry sheet) checks and interview advice. Consultations are available **in person or via Zoom**. Reservations are required—please book through “Reserve a Career Consultation” on CareerNavi.
- **Borrow books**

You may borrow up to **two books for two weeks**.
- **Participate in internships**

There are mainly three types of internships:

 1. University-recommended internships (overseas)
 2. Internships applied for through the university (mainly government ministries and agencies)
 3. Open-application internships
- **Attend job-hunting seminars and industry/company research seminars**

Online briefings and seminars are held regularly. Information is provided via the CareerNavi guidance page, the GCC website, and email newsletters.
- **View alumni (OB/OG) directories**

You can access company-specific alumni directories provided voluntarily by companies (available **only at the GCC**) and lists of employers by graduation year (available at the GCC and partly on the university website).
- **View Job-Hunting Reports**

Available on MOE (Moodle for Open Education):
MOE > Home > Career Information for TUFs Students > “Job-Hunting Reports (Viewing Page)”
- **Programs for aspiring diplomats and national/local civil servants**

Support programs for enrolled students aiming to become civil servants. In addition to regular courses, various supplementary programs are offered by dedicated coordinators
- **Use of “Tufbox”**

For **online job interviews (final selection stages only)**, students may use the GCC-exclusive “Tufbox” booths located on the first floor of the Research and Lecture Building.

Contact Information

Global Career Center (GCC)
Location: 2nd Floor, Research and Lecture Building (near the corridor-side entrance)
Office Hours: Monday–Friday, 9:00 a.m. – 4:30 p.m.
Email: cs@tufs.ac.jp
Tel: 042-330-5833

~Harassment Consultation Office~

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



Could this be academic harassment?
Or power harassment?

Consultations are kept confidential.

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.

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



~Reasonable Accommodations~

Students with disabilities may apply for reasonable accommodations while at university.

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.

※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.

<https://www.tufs.ac.jp/english/student/consultation/shugakushien.html>



~Where to go if...~

- A. You are sick or injured ☞ *Health Care Center (Next to the Administration Building)*
- B. You are struggling with your mental health ☞ *Student Counseling Room*
- C. You want academic advice from graduate students ☞ *Consultation Desk*
- D. You want comprehensive support for English learning ☞ *English Learning Center (ELC)*
- E. You need support for your daily studies ☞ *TUFS Academic Support Center*
- F. You need support for job hunting ☞ *Global Career Center*
- G. You want advice or information about studying abroad (short visits, partner institutions, private funding) etc.)
☞ *TUFS Student Mobility Center*
- H. You want receive support for their Japanese language studies(for International students)
☞ *Learning Support Room for International Students*
- I. You need general information regarding student life, courses, and grades
☞ *Student Affairs Division, Educational Affairs Division, Student Exchange Division (Administration Building 1F)*

- 1. Arrival Court 2. AGORA Global
- 3. Library(C) 4. Administration Building(I)
- 5. Central Plaza
- 6. Research Institute for Languages and
Cultures of Asia and Africa
- 7. Health Care Center(A,B) 8. University Hall
- 9. Research and Lecture Building(D,E,F,G)
- 10. Japanese Language Center for
International Students(H)
- 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 I 10 Contact Form : <https://sanda.tufs.ac.jp/tufs110/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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