

## 1-2 Student affairs administration

### 1 Student-related divisions and sections

	Name	Role
Academic Affairs Division	General Affairs Section Tel: 03-5463-4232 Mail: k-soumu@o.kaiyodai.ac.jp	<ul style="list-style-type: none"> <li>• Student ID cards, certificates, etc.</li> <li>• Leave of absence, interruption of studies, exclusions</li> </ul>
	Academic Affairs Section Tel: 03-5463-4233,4245,0394 Mail: k-kyomu1@o.kaiyodai.ac.jp	<ul style="list-style-type: none"> <li>• Undergraduate education</li> <li>• Practical training</li> <li>• Examinations, supplementary classes, lecture rooms</li> <li>• Vessel Crew Training Course</li> <li>• Teaching license, curator</li> </ul>
	Graduate School Section Tel: 03-5463-0395 Mail: k-dai@o.kaiyodai.ac.jp	<ul style="list-style-type: none"> <li>• Graduate education</li> <li>• Research students</li> </ul>
Student Support Division	Student Support Section Tel: 03-5463-0429,0433 Mail: g-gaku@o.kaiyodai.ac.jp	<ul style="list-style-type: none"> <li>• Extracurricular activities and related facilities</li> <li>• Rewards and punishments</li> <li>• Management of student dormitories</li> <li>• Issuance of certificates for student discount tickets</li> <li>• Supervision of student health</li> <li>• University Health Centers</li> <li>• Private insurance for students and researchers</li> <li>• General inquiries</li> <li>• University cooperative (Seikyo)</li> </ul>
	Scholarships Section Tel: 03-5463-0434,0435 Mail: g-syou@o.kaiyodai.ac.jp	<ul style="list-style-type: none"> <li>• Exemption/postponement of tuition fees</li> <li>• Administration of scholarships</li> <li>• Introduction of housing and part-time jobs for students</li> </ul>
	Career Support Section Tel: 03-5463-0406 Mail: g-sinro@o.kaiyodai.ac.jp	<ul style="list-style-type: none"> <li>• Career consultation</li> <li>• Compilation and distribution of information on career opportunities</li> </ul>
Academic Support and International Division	International Student Section Tel: 03-5463-0436 Mail: ks-ryuu@o.kaiyodai.ac.jp	<ul style="list-style-type: none"> <li>• International Student</li> <li>• Student exchange program, study abroad program</li> <li>• Activities for promoting international exchange</li> <li>• International student accommodation</li> </ul>
Admissions Division	Undergraduate Section Tel: 03-5463-0510 Mail: n-nyusi1@o.kaiyodai.ac.jp	<ul style="list-style-type: none"> <li>• Selection of undergraduate candidates</li> <li>• Implementation of entrance examinations</li> <li>• Information on undergraduate admissions</li> <li>• Surveys to improve admissions process</li> </ul>
	Graduate Section Tel: 03-5463-4265 Mail: n-nyusi2@o.kaiyodai.ac.jp	<ul style="list-style-type: none"> <li>• Selection of graduate and specialized course candidates</li> <li>• Information on graduate and specialized course</li> </ul>
Etchujima Campus Administration Division	Academic Affairs Section Tel: 03-5245-7320,7312,7314 Mail: e-kyomu@o.kaiyodai.ac.jp	<ul style="list-style-type: none"> <li>• Undergraduate education</li> <li>• Practical training</li> <li>• Transfers, examinations, lecture rooms</li> <li>• Vessel Crew Training Course</li> <li>• Instructor Training Course</li> <li>• Academic and external internships</li> <li>• Graduate affairs</li> </ul>
	Student Support Section Tel: 03-5245-7316,7317,7318 Mail: e-gaku@o.kaiyodai.ac.jp	<ul style="list-style-type: none"> <li>• Extracurricular activities</li> <li>• Management of facilities for extracurricular activities</li> <li>• Student dormitory and Memorial Hall of the 85th Anniversary</li> <li>• Exemption/postponement of tuition fees</li> <li>• Introduction of housing and part-time jobs for students</li> <li>• International exchange for Japanese students</li> <li>• Support for international students</li> <li>• Issuance of certificates for student discount tickets</li> <li>• Student inquiries</li> <li>• Career consultation and placement services</li> <li>• Other student support activities on Etchujima Campus</li> </ul>