

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