

Important Notice on 2020 MuroranIT New Student Orientation

To International Students,

In consideration of the outbreak of COVID-19 pandemic, Muroran Institute of Technology has decided to abandon its original orientation plan and come up with alternative ways of orientation to safeguard the health and safety of students, faculty, and staff at MuroranIT.

Therefore, we inform you of new schedule for 2020 MuroanIT New Student Orientation as stated below. Besides, note that documents previously delivered with Entrance Guide will be collected on April 16 (Thu.) and April 17 (Fri). To avoid congestion at the time of document collection, we would like you to strictly abide by gathering time and process as specified in 2 and 3 below.

1. Orientation Schedule for 2020 New International Students

(1) Distribution of guidance materials and collection of the documents previously delivered with Entrance Guide (Venue: University Gymnasium)

○ For the specific time on April 16, refer to “2. Distribution time of guidance materials.”

Target students	Undergraduate Program	Department of Engineering
		Transfer students (all departments)
	Master’s Program	Division of Sustainable and Environmental Engineering (all courses)
		Division of Production Systems Engineering: -Course of Materials Science and Engineering -Course of Applied Physics

○ For the specific time on April 17, refer to “2. Distribution time of guidance materials.”

Target students	Undergraduate Program	Department of Sciences and Informatics
	Master’s Program	Division of Production Systems Engineering: -Course of Mechanical Engineering -Course of Robotics -Course of Aerospace System Engineering
		Division of Information and Electronic Engineering (all courses)
	Doctorate Program	Division of Engineering (all courses)

(2) Guidance...its uploading and materials posting locations (webpage links etc.) will be announced during “2. Distribution time of guidance materials.”

Undergraduate Students other than transfer students

-Video Streamed Course Guidance for department and general education will be uploaded on April. 20 (Mon.).

-Guidance materials for academic affairs will be posted on the homepage of MuroranIT after April 16 (Thu).

Transfer students and Graduate students for master’s and doctorate programs

-Guidance materials for academic affairs will be posted on the homepage of MuroranIT after April 16 (Thu).

(3) Classes for the first semester start on April 22 (Wed), 2020.

2. Distribution time of guidance materials

To avoid a congestion, we will restrict the entry of new students to the university gymnasium as below. Note that you are not allowed to enter other than the time designated by MuroranIT.

Date	Program	Time	Targets
Apr.16 (Thu.)	Undergraduate Program Department of Engineering	11:00-12:00	International Students
	Transfer Students	12:30-13:00	International Students
	Master’s Program Division of Sustainable and Environmental Engineering (all courses) Division of Production Systems Engineering: -Course of Materials Science and Engineering -Course of Applied Physics	13:00-14:00	International Students

Apr.17 (Fri.)	Undergraduate Program Department of Sciences and Informatics	10:00-11:00	International Students
	Master's Program Division of Production Systems Engineering: -Course of Mechanical Engineering -Course of Robotics -Course of Aerospace System Engineering Division of Information and Electronic Engineering (all courses)	11:00-12:30	International Students
	Doctorate Program Division of Engineering (all courses)		

3. Distribution of guidance materials and collection of documents previously delivered with Entrance Guide

3.1. Materials to be distributed to new students are as follows:

- (a) ガイダンス関係資料 Guidance-related materials
- (b) オンライン授業を履修するための説明書等 Instruction for taking online classes
- (c) 学生証 Student ID
- (d) 在学証明書(2通) Certificate of Enrollment (2 copies)
- (e) キャンパス ID パスワード通知書 Notice on Campus ID and Password
- (f) コース分属アンケート Course Classification Questionnaire
- (g) 入学案内同封書類回収用封筒 Green Envelope to collect documents previously delivered with Entrance Guide

* For transfer students, a notice of credit recognition and a certificate of acquired credits will be distributed.

3.2. Documents to be collected by MuroranIT

Please put all documents below in the green collection envelope to be distributed at the venue and submit it to the staff in charge. Also, be sure to fill out all documents in advance before coming to the venue so that you can submit it promptly.

- (a) 保証書 Letter of supporter

- (b) 学籍簿 Student registration card
- (c) 誓約書 Pledge
- (d) 預金口座振替依頼書 Bank transfer request form for the payment of tuition fee
- (e) 学業成績の送付等について(ご承諾いただけない場合のみ提出)
Mailing address for the delivery of transcript (submit only if you do not agree)
- (f) 学生健康管理票 Health management card
- (g) 保健管理センター診療簿 Health checkup sheet
- (h) 外国語科目(選択・1 単位必修)の選択について
Notice on selection of a foreign language subject (1 credit, mandatory)