

## **Arrival Notes and Directions from Airport For ICU Fall and Year (without summer ILP)**

Print out these directions and take them with you to Japan.

**Late arrivals are not permitted and are subject to dismissal from EAP.**

**ICU Fall and Year (without ILP) participants must arrive in Tokyo, Japan on August 29, 2016.** The calendar is posted in the [Participants](#) page of your program under the “Calendars” tab. You should arrive early in the day to allow for travel time from the airport. Late arrivals are not permitted and are subject to dismissal from EAP.

In case your Certificate of Eligibility does not arrive on time, the Tokyo Study Center recommends purchasing changeable round trip airfare.

About two weeks before the program begins, the Tokyo Study Center will email you information about the mandatory orientation and directions to the orientation’s location.

**Fall students:** The ICU dorm check-in is from 10am to 5pm on August 29, 2016. Dorm check-in prior to this date is not permitted. Considering time for arrival procedures at the airport etc., if you are arriving in Narita, you should take a flight arriving by 1:00pm. If you are arriving in Haneda, you should take a flight arriving by 1:30pm.

If you cannot arrive on time for check-in, please arrive one day early. The Study Center can make a reservation for you at a hotel near the station closest to ICU for about 7,100 yen a night at your request. If you need a hotel room reserved, please indicate that in the comments section in the [Flight Itinerary Form](#). (See the Flight Itinerary section below.)

### **Hotel Reservation (Year Students)**

Housing for Year students will not be ready until August 30, 2016. For your convenience, the Study Center has reserved single rooms without breakfast at Hotel Citytel Musashisakai for your first night in Japan. To confirm if you need this accommodation or not, please complete this [Hotel Reservation Form](#) by July 30, 2016.

The hotel fee is 7,100 yen, and you will need to pay when you check in. This fee is not included in the program fee, but included in your program budget under the incidentals section in the [Participants](#) page of your program under the “Money Matters” tab.

### **What happens if I arrive earlier than the mandatory arrival date?**

Contact the Study Center after your arrival to let them know you arrived safely and send them your address in Japan so that they may contact you there, if necessary.

### **Study Center of the University of California, Tokyo**

c/o International Christian University

3-10-2 Osawa, Mitaka, Tokyo 181-8585 JAPAN

Telephone: 011-81-422-33-3118 (from US) 0422-33-3118 (in Japan)

Fax: 011-81-422-32-0393 (from US) 0422-32-0393 (in Japan)

Emergency cell phone: 011-81-90-9950-9411 (from US) 090-9950-9411 (in Japan)

Email: [alltokyo@sc.eap.ucop.edu](mailto:alltokyo@sc.eap.ucop.edu)

## Arrival Procedures at Narita/Haneda Airport

You get off the plane and first pass through passport control with just your carry-on items. Be sure to use the lanes designated for “foreign passports” if you are not a Japanese citizen.

If you are a foreign national and entering Japan with a college student visa, a resident card will be issued to you. This card is an official ID card and you must carry it at all times. If you would like, you are able to obtain a work permit, called “permission to engage in activity other than that permitted under the status of residence previously granted,” at the airport. (You can also apply for this at a local immigration office at a later date.) Please note that you are **NOT allowed to start work until the regular term officially starts** at your host university. You are **NOT allowed to work during summer ILP**. If you would like to apply for a work permit, please fill out the [application form](#) and submit it to the immigration officer at the passport control.

After you clear passport control, proceed downstairs to claim your checked luggage and then to customs (you’ll see all the check-out lanes). You will probably have nothing to declare (no meat products, no plants/vegetables, etc.). Give your passport to the customs inspector and once cleared, proceed through the sliding glass doors.

## Money Exchange

There is a money exchange counter outside the glass doors- if you haven’t changed money, do it here. You’ll need Japanese Yen in cash for incidentals and train tickets. We suggest changing at least \$500 or more to get you through the first few days.

US bank ATM cards: Please confirm with your bank if any special provisions must be made before using your card in Japan. For example, you might need a new PIN number for international use. Also, withdrawal limits and fees for ATM cash withdrawals outside of the U.S. may vary.

## Luggage Delivery Service

We highly recommend using the luggage service to deliver your bags to your address. There are quite a few flights of stairs in the JR train and subway stations, and escalators in train stations, while increasing, are still scarce. Plus, you’ve probably packed too much to carry on your own. Go to the counter, fill out the necessary forms, and ship your bags. You should have a small carry-on or backpack with few day's clothes and necessities to get you through the days until your bags arrive. The cost is about 1,500- 2,000 yen per suitcase. If you send more than one suitcase and you charge the cost to an American Express card, you won’t be charged a delivery fee for one of the suitcases. The Study Center will email the ICU dorm address and further detailed instructions about two weeks before the program begins.

## Flight Itinerary

As soon as your flight is confirmed, complete [Flight Itinerary Form](#) by July 30, 2016.

## Directions to ICU (Fall Students)

Form NARITA Airport: <http://www.uctsc.org/ICUFall/NRT-ICUF.pdf>

From HANEDA Airport: <http://www.uctsc.org/ICUFall/HND-ICUF.pdf>

## Directions to Musashisakai and Hotel Citytel Musashisakai (Year Students)

Form NARITA Airport: <http://www.uctsc.org/pdf/NRT-Citytel.pdf>

From HANEDA Airport: <http://www.uctsc.org/pdf/HND-Citytel.pdf>

## AT A GLANCE

If you are arriving at Narita Airport...

Narita Express (N’EX) Airport to Tokyo: 50 minutes, Tokyo to Musashisakai: 40 minutes

1. Go to down to B1 floor of the terminal building.
2. Go to the ticket counter for JR/Narita Express and purchase a ticket to Musashisakai Station.
3. Change trains at Tokyo Station. Go upstairs and find platform 1 and 2 to transfer to Chuo line (orange).
4. Take the Rapid train (kaisoku) to Musashisakai.

5. **Fall students:** Exit from South exit, take bus #93 bound for ICU from No.2 bus stop. ICU is the last stop.  
**Year students:** Exit from South exit, turn right and about 150 yards to your left is Hotel Citytel Musashisakai.

If you are arriving at Haneda Airport...

Keikyu line to Tokyo via Shinagawa: 30 minutes, Tokyo to Musashisakai: 40 minutes

1. Go to the Keikyu Line located on the same floor of arrival lobby.
2. Find ticket vending machine and purchase a "connecting ticket" to JR Musashisakai via JR Shinagawa station.
3. Change trains at Shinagawa station. Go upstairs and find platform 1 to transfer to Yamanote line. Take Inner Circle (*uchimawari*) of Yamanote line.
4. Change trains at Tokyo station. Go upstairs and find platform 1 and 2 to transfer to Chuo line.
5. Take the Rapid train (kaisoku) to Musashisakai.
6. **Fall students:** Exit from South exit, take bus #93 bound for ICU from No.2 bus stop. ICU is the last stop.  
**Year students:** Exit from South exit, turn right and about 150 yards to your left is Hotel Citytel Musashisakai.