

Guidance Book of



University COOP

for International Students (Ver. 2020 Autumn)

Welcome!

You have to become a member of Osaka University COOP to take advantage of the great prices.

Please join the COOP membership!

〈 About Osaka University COOP 〉

The COOP is invested by COOP members, and the members can enjoy the COOP's privileges which include a few percent discount.

Osaka University COOP is a cooperative association related to Osaka University. Anyone who is a part of Osaka University has a right to join the COOP. Visitors who belong to other universities are not eligible for the membership to join.

Please note that non-member can't enjoy the privilege.

★If you don't join COOP members, you will have to pay 5% extra prices on the most items.

Osaka University COOP

<http://www.osaka-univ.coop>



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What is Osaka University COOP?

The Osaka University COOP is a non-profitable organization which consists of undergraduate students, graduate students, university and COOP staff who has registered themselves as COOP members.

We provide healthy and nutritious meals in our cafeterias which is located all over the campus. You also can find items needed for your studies in our stores.(*).

(*)More information can be found in later sections of this booklet.

Under the cooperation of all parties, the primary goal is to improve the life of all in Osaka University.

Our biggest charming is we always listen to our members voices and try our best to make it real.

So, why hesitate? Join now!!

How to join the COOP membership?

☆COOP IC Card is a cashless card that you can use as both COOP member card and prepaid card. As you can charge the card with 99,999yen at most and you do not have to carry a lot of money in daily life, and this would lead to very secure life. There are various advantages by using this card.

1. All purchases at COOP shops can be done without cash.
2. **Books are always 10% off if you pay in the IC card charge.**

※Books are 7% off with CASH.

3. You can get points during purchases at COOP shops.

	Cafeteria	Breads	Drink · Desert Stationary · PC Soft	Books	Travel Service
Point percentage	1%	1%	1%	0%	0%

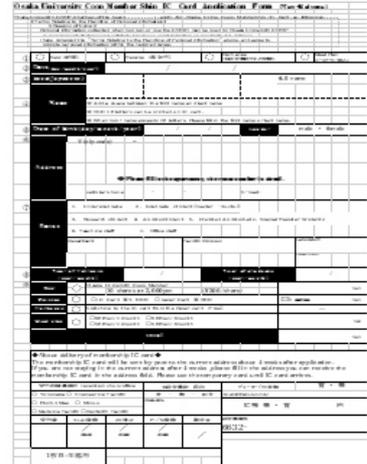
100 yen will be automatically charged into IC card whenever you get 100 points.

※When you become a member of Osaka U. Coop, COOP IC card will be given to you.

※You can charge COOP IC card by a 1,000 yen unit at the cashier counter of COOP shops.

How to join the COOP membership ?

- (1) Please **fill in advance** "Osaka University Coop Member Ship IC Card Application Form" and bring it to the reception desk of the COOP office.(Please refer to P.6)
- (2) At that time, you are expected to pay the investment 3,000 yen.
- (3) COOP member card(COOP IC card) is mailed to your address 3-4 weeks later.



●If COOP member card doesn't arrive within one month, please contact Osaka University COOP. (TEL06-6841-3326)



↑ COOP member card (COOP IC card)

- (4) We hand the temporary card which you can use in COOP shop until you receive COOP member card.



↑ Temporary card(Those with no reception sign are invalid)

Why do you need capital to become a COOP member?

The University COOP is a voluntary organization where members themselves work together to improve their lives. The business is supported by a small amount of money spent by all members. The investment is used as capital for business activities and as operating funds for purchasing equipment and products. The University COOP can carry out various business activities through the investment.

One of the contributions of international students at the Osaka University COOP is 300 yen according to the Articles of Incorporation. However, the business activities of the University COOP are expanding year by year, and the amount of funds required for business activities is also increasing. Therefore, considering the business scale and the number of members,

We ask for an investment of 3,000 yen per person from the union members.

In addition, the full amount of the deposited funds will be returned when you leave the University COOP.

How to withdraw from COOP membership?

[Required documents]

- ① COOP member card
- ② Personal ID card (student ID, driver license, passport, health insurance card, etc.)

[Refund]

- (a) In case of leaving Osaka University

(For example, graduation, drop out, retirement, expulsion, etc.)

Please come to the COOP administration office. You can get the refund on the day.

- (b) In case of NOT leaving Osaka University

(Including business trip, leave of absence, suspension of the employment, etc.)

If you declare your intention of withdrawal in writing by November 30th, you can get the refund of March 1st at the following year.

For more information, please visit our website, refer to the articles of incorporation, or contact the reception desk.

~Osaka University COOP Map & Business Hours~

Web: <https://osaka-univ.coop/>

(For more information, please see Web.)



~Services~

Cafeterias

☆ Toyonaka Campus

KANSHITA (Cafeteria under the library)

Make your own combination from a variety of dishes

COOP building 3F Cafeteria

You can make your own combination from a variety of dishes, together with bread and ice cream take-out corner

COOP building 4F

You can eat a variety of dishes by 1g=1.4yen

SAKA (Museum café)

The coffee beans is sawn right after you order the Espresso coffee, so you can enjoy a true coffee in a wonderful place

Quartier Café

A nice place to meet friends and do discussion while enjoying the drinks and desserts.

Cafeteria KASANE

This Cafeteria is the biggest in Toyonaka Campus.

※Spring 2019, undergoing renovation work



☆ Suita Campus

Cafeteria of School of Engineering FAMILLE

The largest cafeteria in COOP

Suita DonDon

Speciality in udon (Japanese noodle) and donburi (bowl of rice with food on top)

Kitchen BISYOKU

Healthy menu, together with café menu (coffee and bread etc.)

Kitchen HIDAMARI (café)

Café in front of Administration of Bureau

Cafeteria in School of Pharmaceutical Sciences

Canteen right behind the School of Pharmaceutical Sciences

Cafeteria TAKUMI

Cafeteria with a bakery right in front of Administration Bureau



☆ Mino Campus

Cafeteria Rainbow

Make your own combination from a variety of dishes



Shops

In our shops, you can find a lot of stuff to support our member's necessities, both the necessities for study or research and the daily necessities. The main merchandises are

- ☆ Notebooks, files, stationeries
- ☆ Computers and its peripherals
- ☆ Computer's software
- ☆ Breads and box lunch
- ☆ Snacks and beverages
- ☆ Ramen (Japanese noodle), coffee, etc.
- ☆ Daily necessities
- ☆ Osaka University's original goods



Books

- ☆ Variety of Books
Textbooks used in classes, technical books (sciences, medical, etc.), dictionaries, novels, magazines, other English or Japanese books, etc.
- ☆ Others
Book card (Tosho card), the application of some qualifying examinations, etc.

With COOP IC Card(please refer to P.2), you will get 10% discounts!!

(usual purchases with cash is 7% off)

- Can be used for textbooks or reference books, other books, CD, DVD.
- Usually, you get 7% discount for books (textbooks, reference books) and magazines. However, if you pay with the IC card charge, you can get 10% discount.
- There is no expire date for this card.

BOOK FAIR

☆Held several times in a year, 15~20%off for books from selected publishers!!

A good chance to purchase expensive technical books Please check the schedule on the web https://osaka-univ.coop/career/02_1.html (Japanese only)

ONLINE BOOK ORDER

☆ You can search and order books online!! Please access to “**Honya Club**” for Japanese books and CDs.

For foreign books is “**Yousho online store**”. Both of the web sites are Japanese only.

Make a user account and select “receiving at the shop”(Osaka university COOP’s book shop).

“**Honya Club**” → <http://www.honyaclub.com/>

“**Yousho online store**” → <https://yosho.univcoop.jp/BookShop/>

Travel Service Center

☆ Overseas

Packagetour, language study tour, discount air tickets, hotel, train, bus, ferry, car rental, tour bus, local tours, etc.

☆ Domestic

Packagetour, ski tour, air ticket purchase on the day of departure, JR tickets, highway express bus, chartered bus, ferry, accommodations (hotel, inn, guest house, resort), hotels managed by COOP INN KYOTO, entrance tickets for various facilities (USJ, Tokyo Disneyland, etc.)

☆ Rental Services

Hakama rentals for the graduation ceremony, car rentals, etc.

☆ Driving Schools

☆ Travel Insurance

Overseas, local travel insurance

☆ University Entrance and Graduation Album

☆ Tuo card

Osaka University COOP original credit card (no annual fees, VISA)

☆ Various Qualification Schools

Judicial Scrivener, Government Servant, Bookkeeping, Accounting, etc.

☆ Others

Registration for TOEIC and others, issue of international student card, overseas and local fax service, newspapers subscription, issue of Youth Hostel member card, etc.

Career Support

- ☆ Employment Events (Company Briefing Session, Internship, etc.)
- ☆ Qualification Schools (Judicial Scrivener, Government Servant, Bookkeeping, Accounting, etc.)
- ☆ Driving Schools
- ☆ TOEIC / TOEFL

My Room Housing

We can help you find a new home, be it just a room or an one room apartment with living room, kitchen, etc., which is located near your campus.

※ For more details, please refer to the “Real Net” magazine published by COOP

Administration

- ☆ Joining COOP
- ☆ Re-issue of the member card
When your COOP IC card is lost or stolen, it needs 1,000 yen to re-issue your card.
(you have to bring your ID card)
- ☆ Change of status
When you change your address or your faculty while studying at Osaka University, you have to come to the COOP administration office because it is necessary to change your member’s record.

The reception desk

◆ Toyonaka Campus: 4th floor of the COOP building

Tel: 06-6841-3326

◆ Suita Campus: School of Engineering

Tel: 06-6877-6509

◆ Mino Campus: 1st floor of the COOP building

Tel: 072-730-2743

~About COOP Insurance Program~

To ensure a quality and safe university life, COOP provides 2 kind of insurance for you

- Student Mutual Benefit (Kyosai)
- Personal Liability Insurance for Students (Gakubai)

☆ Student Mutual Benefit (Kyosai)

Students Mutual Benefit is a program where fund was raise from university students and will be used to help among students when accident occur

What are the differences?

- With low payment, you get full protection
- The regulation is designed especially for students
- Full protection even though you are not in Japan as long as you are an university student
- Can be applied easily inside the university campus

☆ Personal Liability Insurance for Students (Gakubai)

The plan covers protection when damages occur to the third parties under your responsibility. It covers **THE HIGEST 3 hundred million yen** protection.

- Fire insurance plan can be added upon required

Application COOP Insurance Program

- ① When you want to take out the COOP Insurance program, please come to COOP office.
- ② Please fill in the application form and pay the insurance premium.
- ③ When all the contracts are concluded, your Entrance Certificate will be sent to your house.

For further information about the content of the insurance, please visit the following website.

<https://kyosai.univcoop.or.jp/english/>

~Make a Tuo Card~

- The annual fee is free and you can change your Tuo Card to a normal credit card upon graduation

- ☆ Travel insurance for overseas and local trips
 - Tuo Card provides coverage up to 20 million yen for overseas and local trips
 - ※ All travel expenses have to be paid by Tuo Card for local travel insurance to be effective
 - ※ There are limits for overseas and local use (please refer to the guide book which come with the card)

- ☆ Card loss and robbery

When card loss or robbery happened, the misuse of 60 days from the day you report the case is bared by the card center. You can make the report anytime for both overseas and local.

Application

- Fill in the Tuo Card's application form which can be obtained from the Travel Service Center
- Detach the envelope from the application form, insert the filled-in application form into the envelope and send it (stamp not needed)
 - ※ Do not forget to send in a copy of your identification documents (see below) together with the application form
- About one month after you send it out, Tuo Card will be sent to the address written on the form

Identification Documents

- ☆ A copy of identification document is needed upon Tuo Card application

The law requires the proper identification of the applicants for services provided by the financial organizations. Therefore, please allow us to verify your name, address, and birth date upon application. Please send in **one** of the below documents together with your application form

- ◎ **Alien Registration Card** (copy)—for foreign students
- ◎ **Health Insurance** (copy)—copy the page that contains information about your name, birth date, and address
- ◎ **Residential Document** (original or copy)—within 6 months after issue date
- ◎ **Diving License** (copy)—for those who has changed address before, copy both sides
- ◎ **Passport** (copy)—copy the page that contains photo and address

In case of failing to send the above documents, separate procedures will be required and it will take time, so attach an identification card. Please note that sent documents cannot be returned.

Using Tuo Card at COOP

- You can buy books, stationery, CD, daily goods without cash
- You can raise your quota temporarily when you buy expensive stuffs, like furniture, PC, driving license's application, overseas trips, etc.
- The bill until 15th is charged directly from your account on the 10th of every month without interest and transaction fee (except for payment by installment and revolving payment)

※ For more details, please check

<http://tuo.univcoop.or.jp/>

Tuo Card Registration Counter

Travel Service Counter : 2nd floor of the COOP building in Toyonaka Campus

Enquiries about Tuo Card : Travel Service Phone : 06-6857-1076