

## To Do Check list

No.	Check ✓	Key Date (JST)	To Do
1		ASAP	(Students who cannot enter Japan) Submit the scanned data of necessary documents first via email <pess@hosei.ac.jp> and send it by post after confirmation by the office
2		By Sep.8th	(Students who cannot enter Japan) Submit the "Application for Consideration"form to attend classes online due to delay in visa issuance
3		By Sep.9th	Prepare to submit "Certificate of residence(住民票)", "Pledge and Agreement"and other required documents
4		By Sep.9th	<u><a href="#">Confirm your Hosei User ID and set your password</a></u>
5		By Sep. 9th	Set up your HOSEI Google mail
6		By Sep. 9th	Confirm the events schedule (online session will start from Sep. 10th)
7		Sep. 10th - 15th	<b>Taking orientations and joining events (check the event schedule!)</b>
8		By Sep. 12th	Watch the GBP/SCOPE Orientation video
9		By Sep. 12th	Read the Student Handbook (at least the pages referred in the video)
10		By Sep. 12th	Login to "Hoppii" website, HOSEI Zoom, Webex and confirm how it works
11		Sep. 14th	(Students who are in Japan) recieving Student ID Card at the office before taking Health Exam
12		By Sep. 20th	Check each web syllabus and make a study plan.
13		By Sep.20th	Check your assigned class of "Academic Literacy" and "College Writing"on Hoppii Online Bulletin Board
14		By Sep. 20th	<b>Temporary class registration on the Learning Management System (LMS)</b>
15		From Sept. 21st	Fall Semester classes begin - Taking classes online
16		Sep. 30th - Oct. 3rd	<b>Web Class registration (official) on the Information Portal</b>