

Guidelines on Diversity of Sexual Orientation and Gender Identity at the University of Tokyo

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The University of Tokyo

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1. Purpose

- **Diversity of community:** The University of Tokyo is composed of students, faculty, and staff with diverse attributes.
- **Promoting recognition and respect for diversity:** It is the fundamental policy of the University of Tokyo to promote an attitude of recognition and respect for this diversity.
- **Positioning of diversity in sexual orientation and gender identity:** This diversity includes diversity in sexual orientation and gender identity.
- **Promoting recognition and respect for diversity in sexual orientation and gender identity:** Therefore, the University of Tokyo requires that everyone in the University of Tokyo community recognize and respect the diversity in sexual orientation and gender identity of our members.
- **All community members are stakeholders:** Regardless of their forms, sexual orientation and gender identity are relevant to every member of the University of Tokyo community.
- **Guidelines for all community members:** These guidelines are aimed at all members of the University of Tokyo community as a framework for acknowledging and showing respect for diversity in sexual orientation and gender identity, as well as ensuring that such recognition and respect are reciprocated.

The University of Tokyo takes the fundamental position that the diversity of our community—students, faculty, and staff—has intrinsically important significance, and commits both within the university and externally to recognizing such diversity and promoting respect for it, with the goal of enabling people of diverse backgrounds to participate throughout the university’s activities without suffering discrimination or exclusion. This stance of the University of Tokyo is set forth in the University of Tokyo Charter, which took effect on March 18, 2003. Furthermore, to redefine this stance appropriately in step with the times, the University of Tokyo adopted the University of Tokyo Statement on Diversity & Inclusion on June 23, 2022. That statement clearly articulates as its two pillars the fundamental principles of respect for diversity and promotion of inclusion. Based on these principles, in 2024 the University of Tokyo formulated and published the Guidelines for Students on Diversity of Sexual Orientation and Gender Identity at the University

of Tokyo. During the process of their formulation, it was recognized that (1) guidelines should be developed not only for students but also for faculty and staff, and that (2) the published Guidelines for Students would need to be reviewed and revised as appropriate from time to time. Accordingly, items (1) and (2) have been prepared together and formulated and published as these Guidelines on Diversity of Sexual Orientation and Gender Identity at the University of Tokyo.

The diversity of community members is itself diverse. There is diversity in the languages and cultures that people have acquired. There is diversity in nationalities. There is diversity in the religions people believe in and practice (including no religion). There is diversity based on status within the university (including, among many others, senior-junior, advisor-advisee, supervisor-subordinate, and employer-employee relationships). There is generational diversity. There is diversity in whether or not one has a disability, and, for those who do, diversity in the nature of their disabilities.

Among those various forms of diversity, these guidelines focus on diversity in sexual orientation and gender identity. Sexual orientation and gender identity are relevant to all of us as individuals, as members of the University of Tokyo community, and as members of society at large. Therefore, they are relevant to each and every UTokyo community member as well. There is great human diversity within our community, even beyond the forms that may be regarded as normal by society. Diversity in this regard is a vital component of the respect for diversity among university community members advocated by the University of Tokyo Charter and the University of Tokyo Statement on Diversity & Inclusion.

The University of Tokyo therefore pledges to recognize and respect the diversity in sexual orientation and gender identity of our members and to promote an inclusive attitude of embracing within the society of the University of Tokyo all individuals regardless of what orientation or identity they may have regarding sexuality or gender. This means that the university challenges the conventional binary male/female assumptions of society. By so doing, the University of Tokyo strongly desires to enable “people of diverse origins and backgrounds” to “expand their horizons through interaction and dialogue with one another” and to “create an attractive and inclusive campus” in order to realize “a university that anyone in the world would want to join” (quotations from UTokyo Compass). We will work together to create an environment where every one of you, regardless of your sexual orientation or gender identity, can feel secure and comfortable in learning, working, and all other campus activities, based on the fundamental principles of respecting diversity and promoting inclusion.

Based on this thinking, and in accordance with the principles set forth in our university’s Charter and Statement on Diversity & Inclusion, we have made necessary additions and revisions to the Guidelines for Students on Diversity of Sexual Orientation and Gender Identity at the University of Tokyo, which were published in 2024, and hereby notify all members of the University community. These guidelines are intended to offer a guiding framework for behavior

and should not be regarded as a set of rules with associated infractions and disciplinary actions. Going forward, the University of Tokyo intends to continue expanding and deepening initiatives to further improve the campus environment and to re-evaluate our systems, while strengthening educational outreach to members of the university community. These guidelines, as it was with the Guidelines for Students, from time to time will be subject to revision as appropriate in response to changing circumstances, while maintaining our basic stance of recognizing and respecting diversity in sexual orientation and gender identity.

Explanations of Basic Terminology

- **Sexuality** - The capacity to have and express sexual feelings. More generally, *sexuality* refers to the ways people experience and express sexual feelings, acts, desires, etc.
- **Gender** - Social and cultural sexual differences. *Gender* is used in contrast with *sex*, which is a biological, morphological, or anatomical categorization. The term is used to refer to matters such as the differences in sociocultural roles assigned to males and females within a given society or culture and how those roles are culturally construed.
- **LGBTQ** - Initials standing for *lesbian, gay, bisexual, transgender, and queer/questioning*. *LGBTQ* is sometimes used as an umbrella term for sexual minorities. The “T” for *transgender* refers to a situation where the gender one identifies as or lives socially (that is, one’s felt or preferred gender) differs from the sex assigned at birth. The *queer* meaning of “Q” originated as a pejorative term for homosexuals but is now used as a term encompassing sexualities that are not considered standard by society. In its *questioning* meaning, “Q” refers, for example, to people who do not define their own sexuality according to a specific framework. Because sexuality is so diverse, the broader term *LGBTQ+* is sometimes used to be more inclusive of sexualities not covered by the above.
- **Sexual orientation** - The direction of a person’s romantic or sexual attraction toward others. This includes *heterosexual* (attracted to the opposite sex), *homosexual* (attracted to the same sex), *bisexual* (attracted to both sexes), *polysexual* (attracted to many genders, but not necessarily all), *pansexual* (attracted to all sexes), *asexual* (lacking sexual attraction to others), etc. What is considered the “opposite” or “same” sex depends on factors like the person’s own gender identity. Some people also distinguish romantic orientation from sexual orientation with, for example, the term *aromantic* (lacking romantic attraction to others).
- **Gender identity** - A person’s sense of their own gender or their identification with a particular gender. A person’s gender identity and the gender in which a person lives their life may or may not match the sex assigned at birth. Cases where they do not match are called *transgender*, while cases where they do match are called *cisgender*. Sometimes a distinction is also made between *binary* (identifying as either male or female) and *nonbinary* (not identifying as either male or female).

- **SOGI** - Initials standing for *sexual orientation and gender identity*. Whereas *LGBTQ* refers to specific minority sexualities and to people with those sexualities, *SOGI* is a more inclusive term that encompasses everyone, including heterosexual and cisgender people. The nature of one's SOGI cannot be changed by personal intention or external pressure, although it may evolve over the course of one's life. Each individual's understanding and labeling of their own SOGI can change, and there is no requirement to settle on a definitive identification. The term SOGI is also sometimes written SOGIE to include gender expression or as SOGIESC to include both gender expression and sex characteristics in addition to sexual orientation and gender identity.
- **Coming out** - When LGBTQ people themselves disclose their SOGI status. People may feel the need to come out because societal assumptions of gender binaries and heterosexuality impose disadvantages and unreasonable demands on LGBTQ people. However, coming out is not something that must be done; it is something that LGBTQ people may choose to do when they feel the need to, at a time when they wish and to whomever they wish, and many people choose not to come out. No one should be forced by anyone to come out. Moreover, sharing someone's coming-out information with third parties without their consent can constitute a serious violation of human rights (see the next section, "Outing").
- **Outing** - Disclosing that an LGBTQ person has come out, the details of their coming out, or sexuality-related information about a person—regardless of how that information was obtained—to third parties without that person's consent. Outing is a serious human rights violation that can damage a person's dignity, disadvantage them socially, and cause severe anxiety. Intentional or malicious outing must be strictly avoided. In addition, actions taken with good intentions by someone may unintentionally result in outing, so caution is necessary. If you receive a consultation or a coming-out disclosure from an individual, you must always confirm with them whether it is okay to share that information with anyone else; if so, confirm with whom and to what extent the information may be shared.

2. Common Examples of Challenges Faced in University Life and Employment Related to SOGI

As mentioned in Section 1 of these guidelines, the preface to the University of Tokyo Charter guarantees “no discrimination based on nationality, gender, age, language, religion, political or other reasons, origin, property, lineage, marital status, position within the household, handicaps, ailments, career, etc.” Additionally, as also noted in that section, the University of Tokyo Statement on Diversity & Inclusion explicitly states that these guarantees cover sexual orientation and gender identity (SOGI) (see Explanations of Basic Terminology in Section 1).

To create a “university that anyone in the world would want to join,” where every member of the University of Tokyo community can feel secure and thrive while fully realizing their potential, it is imperative that each and every member of the University of Tokyo community be able to participate in university activities without suffering discrimination or exclusion on grounds of SOGI.

So, what kinds of discrimination based on SOGI occur in university life and employment?

Some issues, of course, involve the university’s institutional design and facilities and are the university’s duty to address.

At the same time, however, discrimination can manifest as overt discriminatory remarks, prejudice, bullying, and violence, and can also operate through unconscious bias. For example, it can also take the form of microaggressions—subtle acts that, often unconsciously and without intent, undermine someone’s dignity or deny their existence due to implicit biases or discriminatory attitudes, leading to discomfort and unease in others.

Additionally, in a society where discrimination based on SOGI remains deeply entrenched, disclosure of private information regarding a minority individual’s gender or sexuality to a third party without the person’s consent can impose unfair disadvantages on that individual and jeopardize their safety, constituting a serious human rights violation known as *outing* (see Explanations of Basic Terminology in Section 1).

The following are examples of typical SOGI-related challenges encountered in university life and employment. It is important to understand that a “challenge” refers to something that is a problem for someone. The challenges mentioned here are not due to the personal attributes of the individual. Rather, they are the result of society’s failure to fully consider the diversity of personal attributes. In such cases, society may not even recognize these as challenges. The instances below are challenges created within and by the “society” of the university toward someone, through either conscious or unconscious negligence.

Even if unintentional, such actions can damage the dignity of others and lead to serious human rights infringements. If you encounter or notice such matters in interactions between faculty/staff and students, as well as among faculty/staff and among students, you are encouraged to seek

advice and voice your concerns through the consultation options described in Sections 3 and 4 below.

Cases involving faculty in lectures and seminars:

- Probing into or making mocking remarks about a student's gender identity or sexual orientation based on their appearance, research topic, or similar factors.
- Disclosing a student's coming out in a seminar or small-group class to individuals not related to the class or seminar without the student's consent (outing).
- Dividing students into groups by presumed gender based on roster names, or expecting or demanding different speech or behavior from male and female students.
- Addressing students differently (with *-san* or *-kun* in Japanese, or with titles such as Mr. or Ms.) based on gender presumed from their roster names or appearances.
- Feigning concern for correct language use by saying "These days, one is not supposed to say there are only men and women" while in reality covertly ridiculing gender diversity.
- Making statements that presume binary sexual orientation and heterosexuality, such as "Every guy wants a girlfriend."
- Making discriminatory statements about homosexuality, such as joking or speaking disparagingly like "That researcher likes other guys" or saying that someone has "weird sexual tastes."
- Projecting an air of detachment by saying things like "I don't get it either, but nowadays there are these LGBTQ people, too, right?"—in other words, othering LGBTQ people by treating them as different from oneself.
- Making uninformed statements in class about SOGI or LGBTQ issues that are presumed to be conventional wisdom but that are currently considered academically incorrect, such as "Humans have sex of the body and sex of the mind" or "Japan has traditionally been tolerant toward homosexuality."
- Initiating discussions or debates among students during classes or seminars on topics likely to elicit discriminatory remarks, without providing enough information or support to safeguard their well-being.

Cases involving students in lectures and seminars:

- Writing inappropriate content in reports, exam answers, course evaluations, or similar materials that express aversion, contempt, or ridicule toward the SOGI of the course instructor or other students.
- Probing into or making mocking remarks about the gender identity or sexual orientation of instructors or other students based on their appearance, research topic, or similar factors.

- Disclosing a course instructor's or a student's coming out in a seminar or small-group class to individuals not related to the class or seminar without the individual's consent (outing).

Cases involving administrative staff at service counters, etc.:

- Disclosing personal information to third parties (such as a faculty supervisor, course instructor, or supervisor, etc.)—such as by saying “This student [faculty member, staff member, etc.] wants to change their name”—without the individual's consent when the individual has come for consultation or to request action on an issue.
- Treating it as natural for official forms to have only “male” and “female” options for gender, with no other choices.
- Responding in ways that lack consideration for privacy, such as saying “You want to change your gender, right?” or “You need special arrangements for your health examination, don't you?” loudly enough for others to overhear.

Cases involving interactions among students, faculty, and staff:

- Jokingly saying things like “If you feel like a woman inside, you can use the women's restroom, right?,” thereby spreading misinformation and discriminating.
- Responding to transgender students or colleagues with remarks (even ones meant to be encouraging) that negate their identity, such as “You look like a normal person, so don't worry.”
- Joking about homosexuality by commenting on photos or relationships between close friends of the same sex with remarks like “You two must be going together, right?”
- Expressing disgust, contempt, or ridicule toward LGBTQ people and identities, such as “I just can't stand LGBTQ people,” “Men who act feminine creep me out,” or “I'd stop being friends with you if you were gay.”
- Posting information online that might pertain to others' SOGI (including, in some cases, their former high school, circle activities, or partners) without permission, thus potentially outing them.
- Asking questions such as, “If you are of the same sex, why are you living together in family housing?”
- Disclosing fellow students' gender identity or sexual orientation to third parties without consent after they have come out (outing).

Cases involving interactions among students:

- Comments that assume binary sexual orientation and heterosexuality, such as “Do you have a boyfriend/girlfriend?,” “What kind of guy/girl do you like?,” “Want to go to a boy-girl mixer?,” or “Why don't you have a girlfriend? You're so handsome!”

- Asking about the high schools that students attended during self-introductions at orientations, or publicly sharing others' high school background information without permission (potentially outing transgender students who attended single-sex high schools).
- Not accommodating individual circumstances in circle or seminar camps and other activities, such as by not providing information about suitable room assignments or bathing arrangements or by failing to clearly indicate the availability of accommodation options. Also, creating difficult situations for students with specific needs like arranging gender-segregated groups.

Cases involving interactions among faculty and staff:

- Making remarks such as “Are you married? I know someone nice—I can introduce you” or “Do you have children?,” which are based on binary gender norms and heteronormative assumptions.
- When a faculty or staff member receives a coming-out disclosure, sharing that information with other faculty, staff, or students without the individual's consent (outing).
- Making remarks such as “We need to start thinking about who to promote, but that person is LGBTQ,” implying that diversity of SOGI may affect personnel evaluations.

In various other types of relationships:

- Attitudes of nonacceptance or rejection when someone comes out, such as dismissing it as “a temporary confusion.” Even if well-intentioned, comments like “I'm sure you'll get over it someday” can be harmful, as such remarks imply that the individual's situation is something that needs to be “cured” or “treated,” ultimately leading to an attitude of nonacceptance and rejection towards the person.
- Making stereotypical statements based on one's own assumptions or limited information about LGBTQ people, such as “Gay people are usually...,” “Asexual people are...,” or “Transgender people are ...,” thereby making generalizations about individuals.
- Treating LGBTQ people as unrelated to oneself by saying “There are no LGBTQ people around me” or taking a negative view by saying “LGBTQ people are unfortunate and therefore need support.”

3. For Students: Procedures, Classes, Student Life, and Counseling Services

This section explains matters related to SOGI with regard to procedures, classes, and student life at the University of Tokyo. Many initiatives related to the common SOGI-related challenges described in Section 2 are explained here. While we are not yet able to resolve all of these issues, the University of Tokyo will continue to expand and broaden our efforts in our continued pursuit of a more inclusive campus environment. Accordingly, the details in this section should be viewed only as the university's current situation regarding these matters.

(1) Change of Official Name (Use of Preferred Name) for University Purposes

Students may request to use a preferred name based on their self-identified gender for university purposes.

The use of the preferred name is possible from the time of initial enrollment for both undergraduate and graduate students (including on student ID cards). In addition, requests related to assignment to classes in the Junior Division of the College of Arts and Sciences will be accommodated to the furthest extent possible. Those advancing from undergraduate to graduate programs may continue to use their preferred name through a simple procedure. If you wish to make such arrangements, please notify the university by the specified deadline. Regarding application deadlines and where to apply, please consult the instructions from your undergraduate or graduate school.

If you wish to use your preferred name within the university, please inquire at the appropriate office at your undergraduate or graduate school (academic affairs, student support, etc.). You will be given an application form to complete with the required information and submit. Your application will be forwarded by your undergraduate or graduate school to the executive vice president in charge of education and student support, who will review the application and then notify your dean of the result. Subsequently, the dean will issue a Notification of Approval for Use of Preferred Name to you. Upon approval of the use of your preferred name, your student ID and the academic system (UTAS) records will be updated accordingly. The usual fee for reissuing the student ID will be waived. If you also wish to change the photo on your student ID, you may submit a new photo for that purpose. Please rest assured that all consultations regarding the use of preferred names are kept strictly confidential.

Please also refer to the university's website for detailed procedures on using a preferred name:
https://www.u-tokyo.ac.jp/en/current-students/preferred_name.html

You might sometimes be asked to explain the difference between your preferred and legal names. In general, you should provide the explanation yourself; in such cases, you can show the Notification of Approval for Use of Preferred Name that was issued to you.

If you have any questions or concerns, please feel free to consult with the appropriate office at your undergraduate or graduate school (academic affairs, student support, etc.).

(2) Acquisition and Handling of Information on Registered Sex for University Purposes

At the University of Tokyo, information on legal sex (as recorded in official documents such as family registers or resident records) will continue to be collected at the time of application for admission to undergraduate or graduate programs, or at the time of enrollment or advancement, and will be retained in the academic system (UTAS).

Unlike name changes, a student's registered sex cannot be changed unless the students' sex has been changed legally. If you have any questions, please consult the appropriate office for your undergraduate or graduate school (academic affairs, student support, etc.).

If the legal status of your sex has changed, please apply to change your registered sex at the university by submitting documentation proving the legal change to the office of your undergraduate or graduate school.

Handling of Gender Information at the University of Tokyo

Sex information registered in the academic system (UTAS) will not be used for purposes other than operations for which there are reasonable grounds to require sex-related information, such as official statistical processing or health examinations conducted by the Health Service Center. From AY 2026, the University plans to implement a system change to hide the sex field from the "Student Information View" in the web-based student record management system of UTAS.

In addition, we are taking the following measures to prevent students' gender information from being publicized without their intention:

- We promote university-wide awareness and compliance to remove unnecessary gender fields from all documentation for both students and faculty. We also encourage caution when handling personal information, including gender information, at faculty meetings, etc. (by, for example, redacting gender information from documents distributed at meetings).
- Certificates issued by the university (diplomas, transcripts, expected graduation certificates, enrollment certificates, student registration certificates, etc.) do not indicate gender. However, there may be cases where gender information is required for health examination result certificates or documents demanded by external organizations with specific requirements (such as commuter certificates).
- Forms submitted to the university should not require entering gender information (e.g., application for waiver from matriculation fees or tuition, bicycle registration, poster/flyer distribution requests, student ID reissue requests, UTokyo-specific scholarship applications, career event applications, career consultations, alumni registration viewing requests, name rosters for extracurricular group registration, facility use requests, barrier-free support requests, event applications, etc.).

For information on student organizations, please refer to the university website at https://www.u-tokyo.ac.jp/ja/students/clubs/h09_01.html (in Japanese). For student support in the College of Arts and Sciences, please refer to the College's website at <https://www.c.u-tokyo.ac.jp/campuslife/> (in Japanese).

- Please note, however, that student accommodation applications, scholarship applications to the Japan Student Services Organization (JASSO) or private organizations, commuter certificates, internship applications to government ministries, applications to claim accident insurance payouts for student education and research, etc. may require gender information as specified by outside organizations or groups. The university will continue to actively promote abolishing gender fields from documentation and, where gender information is required, enable options like not answering, to better accommodate individual circumstances.

(3) Classes

The following explains the University of Tokyo's initiatives and policies regarding classes.

a. Dividing Students into Groups in Classes

We promote awareness to prevent unnecessary division of students by gender in classes.

Note that class rosters provided to faculty and staff for specific courses do not include student gender.

b. Enrollment in Courses Involving Physical Activity, such as Physical Education and Health Sciences for Junior Division Undergraduates

For courses that include separate male/female components, we are considering clearly indicating that fact in the remarks sections of course listings so students will know in advance when registering.

All-gender changing rooms are available for anyone to use regardless of gender; some require applications to use and others do not. The locations of changing rooms requiring application are notified only to those who submit the designated Google Form application, so the location remains unknown to those who do not apply, allowing the changing rooms to be used without worry. The multipurpose room on the first floor of Gym 2 on the Komaba I Campus can be used without application by anyone at any time as long as it is not in use.

Regarding equipment that may be differentiated by sex (e.g., chest protectors in kyudo archery), students may consult in advance to ensure that they are not asked to use particular equipment.

c. Registration for Non-lecture Classes

For classes such as fieldwork involving overnight stays, students may be asked their legally registered sex for rooming arrangements. Depending on the circumstances, it may not be possible to accommodate every request; please consult with the instructor in advance if you have any concerns or questions.

d. Student Teaching and Other External Practicums

While it may not be possible to accommodate every request because of the receiving organization's system and circumstances, concerns regarding the use of restrooms, changing areas, attire, etc. during student teaching and other external practicums can be addressed in advance through consultation.

e. Forms of Address Used in Classes

Preferred forms of address in class (-san/-kun, Ms./Mr., etc.) can be decided through prior consultation to align with student preferences. For classes conducted in Japanese, the university recommends that faculty and staff adopt nongendered address forms (i.e., -san for all students) rather than different forms based on presumed gender.

(4) Student Life

a. Health Examinations

Health examinations for students conducted by the Health Service Center are generally scheduled on different days for males and females based on the gender information in the academic system (UTAS), and reservations are made accordingly. To facilitate the health examination for those who cannot adjust their schedules to the scheduled dates, have difficulty participating in group health examinations due to injury or other issues, or do not wish to change clothes in the same area as others, some dates are available as free slots where reservations can be made regardless of the gender registered in the system. Information about health examination venues can be checked on the Health Service Center's website, allowing you to confirm in advance if you might have any issues regarding the examination. Additionally, it is possible to receive an individual health examination at the Health Service Center if necessary. If you want such an examination, please consult with the Health Service Center on the campus where you wish to receive it. It is also possible to be considered as having undergone the university's health examination by submitting the results of a health examination conducted at an external medical institution within the same academic year; in that case, the cost of the examination is borne by the individual.

b. Student Housing

The University of Tokyo has decided that, starting in AY 2025, its student dormitories (Mitaka International Hall of Residence, Toshima International Hall of Residence, and Mejirodai International Village) will adopt all-gender floors as the basic policy for dormitory management, while retaining gender-segregated floors, provided that an environment ensuring sufficient privacy, safety, and security for individuals can be maintained. As residential facilities and equipment vary by dormitory, the University will take into account the architectural characteristics of each dormitory and progressively increase options other than gender-segregated floors.

In dormitories where each room is equipped with its own sanitary facilities (toilets and showers)—namely, the International Lodges (Komaba Lodge Main Building, Komaba Lodge Annex, and Kashiwa Lodge), Oiwake International Village, and the independent-room floors of Mejirodai International Village—room assignments will continue to be made without regard to gender, as has been the case to date. With regard to family housing (couple rooms and family rooms) in student dormitories, residents may continue to use such housing regardless of whether they are in a same-sex or different-sex partnership, provided that they submit, at the time of application, a partnership certificate or equivalent official documentation verifying their relationship with their cohabitant.

Please contact the offices at the individual dorms for details.

c. All-gender Restrooms

Restrooms that may be used regardless of gender are located at the university, in addition to gender-segregated restrooms. Currently, they are installed on the first floor of Building 1 on the Komaba I Campus, the Faculty of Education (second floor of the Akamon General Research Building), and in dormitories with all-gender floors. Wheelchair-accessible barrier-free restrooms (marked with a wheelchair symbol) are also available for use by anyone, regardless of gender. Please feel free to use them whenever needed. Locations are indicated on the Accessibility Map page on the website of the Office for Disability Equity:

<https://ds.adm.u-tokyo.ac.jp/en/contact/campusmap.html>

d. Sanitary products

With the aim of creating a campus environment where everyone can feel safe and comfortable, the University of Tokyo is promoting the installation and provision of sanitary products in restrooms across the campus.

On the Hongo Campus, sanitary products are installed and distributed in the following buildings managed by Central Administration Office: Chuo Dining Hall, Daini Dining Hall, Student Support Center, Gotenshita Memorial Arena, UCR Plaza, Sanjo Kaikan, Yasuda Auditorium, Ito International Research Center, Administration Bureau Bldg., and the Administration Bureau Bldg. 2.

At each campus, sanitary products are also being installed and distributed by individual faculties, graduate schools, and other units. On the Komaba I Campus, sanitary products are available in restrooms (including multipurpose restrooms) in the main classroom buildings, gymnasiums, libraries, etc. A map showing the locations of sanitary products on the campus is available on the following page:

<https://www.c.u-tokyo.ac.jp/campuslife/> (in Japanese)

e. Attire and Grooming for Classes and Ceremonies

Students may attend classes and matriculation, graduation, and other ceremonies in attire and grooming reflecting their diverse identities.

f. Extracurricular Activities

Administration of extracurriculars like athletic activities, clubs, and circles is left to the autonomous efforts of students. However, all students are expected to follow the fundamental philosophy of the University of Tokyo Charter and the University of Tokyo Statement on Diversity & Inclusion to help foster an environment of respect for diversity. Please refer to the following statement:

“On Realizing Diversity and Gender Equality in Student Organization Activities”

https://www.u-tokyo.ac.jp/kyodo-sankaku/ja/about/greeting/index_00002.html (in Japanese)

With regard to the Junior Division of the College of Arts and Sciences, for example, orientation committees already make efforts to ensure that activities such as orientation camps and trips for new students and circle orientations respect diverse identities. Other activities managed by student organizations, such as the assignment of lockers, follow the same principles as well. For more information, please contact the specific student organizations.

g. Job-seeking and Internships

Please consult with the Career Support Office if you have any concerns regarding job-seeking or internships. They will liaise with the Center for Research on Counseling and Support Services if necessary.

(5) Counseling Services and Safe Spaces

Identity issues encompassing gender identity and sexual orientation can be confusing and unstable. Additionally, discrimination and prejudice in society and on campus can deprive people of psychological security, inhibiting the process of identity acquisition.

To deepen one’s self-understanding of one’s gender and sexuality, to create a positive self-image, and to establish one’s own views on career, life, and family, dialogue with others can be helpful for introspection. This applies to everyone, not only members of sexual minorities. Discussing ways to cope with discrimination and prejudice with a professional counselor can also be useful.

In particular, individuals, including LGBTQ persons, who are considering coming out but are unsure about whom to tell or how to do so, may consult on-campus professionals or counselors who are bound by confidentiality. Likewise, individuals who receive a coming-out disclosure and feel surprised or confused may also seek advice from professionals or counselors who are bound by confidentiality. (Consulting someone who is not bound by confidentiality about another person’s coming-out without that person’s consent constitutes outing.) If you have been outed, first inform someone you trust about the situation. You may also consult an appropriate consultation service as needed. Depending on the circumstances, intervention by the police or the judicial system may be necessary.

The University of Tokyo does not currently offer counseling services specifically for gender and sexuality issues, but as described below, there are various services where students can seek consultation about such matters. Please do not hesitate to use these services. Depending on the nature of the consultation, they can provide referrals and information to other internal and external counseling services and coordinate with them as necessary. You may consult with them not only about yourself but also about relations with other students. Be assured that you will be assisted by staff who understand issues of gender and sexuality and are bound by confidentiality.

Additionally, while not a counseling service, safe spaces are also available where affected community members can gather to support and learn from each other.

A. Consultation Offices of the Center for Research on Counseling and Support Services

• General Consultation Unit

Drop-in consultations are available if you are unsure where to seek consultation. The advisers can refer you to the most suitable consultation service. Telephone and online consultations are also available. In addition to members of the University community (students, faculty, and staff), consultations are also available to family members of students and employees of the University.

Days and Location

Hongo: Tuesday through Friday; 1st Floor, Prefabricated Research Building A

<https://dcs.adm.u-tokyo.ac.jp/en/nsc/guide/>

• Student Counseling Center (Hongo, Kashiwa)

Counselors with specialized training in clinical psychology respond to various concerns related to university life. Feel free to consult with them about any issues, major or minor, including those related to gender and sexuality. Located on the Hongo and Kashiwa campuses but available to all students. Family members, faculty, staff, and friends are also eligible to use the consultation services if they feel there is a need to consult about a student at the University of Tokyo.

Days and Locations

Hongo: Monday through Friday; 1st Floor, Prefabricated Research Building A

Kashiwa: Monday through Friday; Room 117, Environmental Studies Building

<https://dcs.adm.u-tokyo.ac.jp/en/scc/>

• Office for Mental Health Support in the Health Service Center

Please visit this office if you wish to receive medical care for mental health concerns. Psychiatrists provide counseling on mental health issues, and referrals can be made to specialized external medical institutions as needed. Please note that appointments are required for consultations.

Please check the office's website for the days open: <https://dcs.adm.u-tokyo.ac.jp/en/mhs/>

B. Other Consultation Offices

• Komaba Student Counseling Center

Counselors specialized in clinical psychology respond to various concerns related to university life. There are no gender/sexuality specialists, but the counselors can provide consultation based on the individual student's circumstances. Primarily utilized by Komaba students but available to all.

Days and Location

Komaba: Monday through Friday; 3F, Building 1

<https://dcs.adm.u-tokyo.ac.jp/en/scc/>

- **Harassment Counseling Center**

The Harassment Counseling Center handles consultation regarding various forms of harassment, including sexual harassment, academic harassment, and harassment related to SOGI. Please feel free to consult with the center if something feels troublesome, even if you are unsure whether or not it is harassment.

The services of this center are available to members of the university community-(students, faculty, and staff), as well as to friends, supervising faculty, and others close to affected people. Family of university members can utilize the services.

- Consultations are by appointment only.
- Consultations are available via Zoom (online), face-to-face, telephone, or email.
- The professional counselors specialize in harassment issues.
- Services are available at the Hongo, Komaba, and Kashiwa offices regardless of your campus affiliation.

Contact Information

Tel: 03-5841-2233

Website: <https://har.u-tokyo.ac.jp/en/>

Locations

Hongo: 1F, S107, Faculty of Medicine Bldg. 1

Komaba: 1F, Bldg. 102

Kashiwa: Room 161, 1F, North Bldg., Kashiwa Research Complex

For details, including the opening days and hours of each consultation office, please refer to the website.

- **The Office for Disability Equity**

This is a specialized department promoting accessibility throughout the university. It coordinates support from the faculties and graduate schools so that students with disabilities (including mental, developmental, and internal) can receive education smoothly. It strives to prevent disabilities from leading to disadvantages for students through both physical and personal support. Full-time faculty and coordinators provide individual consultations.

Website: <https://ds.adm.u-tokyo.ac.jp/en/>

Hongo:

Tel: 03-5841-1715

Hours: 9:30-17:00

Days and Location: Monday through Friday; Student Support Center, Floor M (B1F), north side of Gotenshita Memorial Arena

Komaba:

Tel: 03-5465-8944

Hours: 9:30-17:00

Days and Location: Monday through Friday; Room 111, Bldg. 8

Kashiwa:

Tel: 04-7136-5574

Hours: 10:00-16:00

Day and Location: Tuesday; 2F, Room 2B5, Life Science Data Research Center

- **Consultation Services for International Students**

International Students' Advisory Room at Komaba (consultation room for international students affiliated with the College of Arts and Sciences/Graduate School of Arts and Sciences)

Days and Location

Komaba Campus: Monday through Friday, Room 21B, 2F, Bldg. 10

<https://krsoudan.c.u-tokyo.ac.jp/english>

International Student Support Room, Center for Global Education (open to international students from all campuses)

Consultations by appointment only. Please apply via website.

<https://www.u-tokyo.ac.jp/adm/inbound/ja/support-issr.html> (in Japanese)

<https://www.u-tokyo.ac.jp/adm/inbound/en/support-issr.html> (in English)

C. Safer Spaces

While not a counseling service, the following safer spaces are listed here as they provide similar support.

- **Komaba Campus Safer Space (KOSS)**

KOSS aims to build a safe, welcoming space/community for diverse students, including women and sexual minorities, to find comfort and belonging and to learn from each other's experience and knowledge, grounded in scholarship and stakeholder perspective.

KOSS is not a counseling service, but those wishing to talk with other students interested in SOGI issues or learn from more experienced students who are researching or active in these areas are welcome to drop in for daily discussions and special events.

Location: Komaba I Campus, 1F, Bldg. 102

<https://www.utkoss.org>

- **Faculty of Education Safer Space (KYOSS)**

KYOSS is a platform that enables a new form of liberal arts education through mutual learning and collaboration among undergraduates, graduate students, faculty, and staff who have lived experiences related to various life challenges. KYOSS regularly hosts various events where diverse students can meet and chat. The layout and facilities were designed based on requests from students. When not reserved for exclusive use, it functions as a lounge where anyone can comfortably spend time. However, KYOSS does not have permanent staff and does not offer counseling services.

Location: 2F, Akamon General Research Bldg., Hongo Campus

<https://www.p.u-tokyo.ac.jp/cbfe/about/kyoss/> (in Japanese)

4. For Faculty and Staff: Procedures and Counseling Services

This section explains matters related to SOGI at the University of Tokyo that may require adjustments by faculty and staff and presents the possible procedures and available consultation services. As with Section 3, matters introduced in this section should be understood as reflecting the current status of the University's efforts to address issues related to SOGI.

In addition, regardless of whether or not you yourself consider adjustments to be necessary, faculty and staff members are asked to read Section 3 as well—particularly “(3) Classes” and “(4) Student Life”—in order to learn about matters that require attention when responding to students.

(1) Change of Official Name (Use of Preferred Name) for University Purposes

Under Japanese law, employers who hire workers are required to prepare and maintain employee registers, one of the items to be recorded being each employee's name. Accordingly, the University of Tokyo must obtain and manage the legal names of its faculty and staff members as employees.

Except in cases where use is restricted by laws or regulations, the University permits the use of an alternative name—such as a former family name or another family name or given name—provided that its use does not hinder verification of the individual's identity (in principle, a family name or given name that can be confirmed through official documents). If you wish to use an alternative name, please contact the Labor Management Section of your department.

(2) Change of Sex for Employment Purposes

As noted above, sex is one of the items required by law to be recorded in the employee register. If your legal sex has been changed, please notify the Labor Management Section of your department and submit documentation that verifies the change.

(3) Personnel Systems for Faculty and Staff

Beginning April 1, 2026, the University of Tokyo will expand the scope of its personnel systems related to spouses to include not only legally married spouses, but also partners in de facto marriages, partners whose relationships have been certified under partnership systems of local governments or overseas jurisdictions, and other partners deemed equivalent by the University. (However, this expansion does not apply to systems administered by the national government or the Ministry of Education, Culture, Sports, Science and Technology Mutual Aid Association.)

Note: Hereinafter, persons covered under the expanded scope will be referred to as “spouses, etc.”

The applicable personnel systems are as follows:

Leaves

- Marriage leave
- Leave for Provision of care for child
- Leave for Spouse's Childbirth
- Leave for Nursing and other purposes for a child
- Nursing leave
- Bereavement leave
- Memorial events leave

Longer leaves of Absence

- Childcare leave
- Nursing care leave
- Leave to accompany a spouse

Note: Childcare leave benefits and nursing care leave benefits are paid only to those covered under the employment insurance system. The same applies to allowances provided under the Ministry of Education, Culture, Sports, Science and Technology Mutual Aid Association.

Limitations on Overtime Work, etc.

For employees who are engaged in childcare or caregiving:

- Limitations on work outside prescribed working hours
- Limitations on overtime work
- Exemption from late-night work

Allowances

- Allowance for assignment away from spouse, etc.
- Housing allowance
- Retirement allowance

Note 1: The allowance for assignment away from spouse, etc. is paid to faculty and staff who, due to unavoidable circumstances such as a transfer, are required to live separately from their spouse, etc.

Note 2: The housing allowance is paid to faculty and staff who receive the allowance described in Note 1 and who pay rent for housing occupied by their spouse, etc.

Note 3: The retirement allowance is paid to the spouse, etc. when a faculty or staff member retires due to death.

Dependent allowance: The scope of dependents eligible for the dependent allowance is limited to persons with severe physical or mental disabilities and legally obligated relatives (by blood). Therefore, it is not included in the scope of this expansion (and spouses, etc. themselves will not be eligible for the allowance from AY 2026 onward).

Business Travel Expenses

- Relocation travel expenses (family relocation expenses)

Note: For travel expense reimbursement, the scope of eligible relatives is limited to cohabiting legal relatives (by blood or marriage).

If you wish to apply for the above personnel systems, please submit the original or a copy of one of the following documents (a. to d.) to the Labor Management Section of your department as proof of your partnership, etc.*

- a. A partnership certificate issued by a local government
- b. Documents confirming that a partnership contract (including same-sex marriage, domestic partnership, civil union, etc.) has been concluded in a foreign country
- c. A certificate of residence or similar document verifying a de facto marriage (e.g., indicating “husband (not registered)” or “wife (not registered)”))
- d. All of the following:
 - An original or a certified copy of a notarized deed relating to a voluntary guardianship contract in which the parties mutually appoint each other as voluntary guardians
 - A copy of a certificate of residence confirming cohabitation with the partner
 - Official documents confirming that the applicant is not married (such as a Certificate of Partial Matters of the Family Register and a Certificate of Legal Capacity to Contract Marriage)

*Unlike legal marriages, which can be verified later through family registers and similar records, partnerships may be difficult to confirm retrospectively once dissolved. Therefore, in order to ensure the proper operation of the system, submission of documents confirming the relationship at the time of application is required.

Note: Retirement allowances will be handled on a case-by-case basis.

(4) Personnel Systems for Faculty and Staff

This section describes consultation services related to barriers that faculty and staff may encounter in university life and employment, either as individuals directly concerned or as those in a position close to the individuals concerned. For consultations regarding how to respond when, in the course of one's duties as a faculty or staff member, one receives inquiries or requests from those concerned and is uncertain about the appropriate course of action, please refer to (5).

Identity, including gender identity and sexual orientation, may be confusing and fluid. Moreover, discrimination and prejudice that exist in society and on university campuses can undermine psychological safety, thereby hindering the process of identity development.

For all people, including sexual minorities, engaging in dialogue with others can be helpful for deepening self-understanding of one's own gender and sexuality, forming a positive self-image, and developing one's own perspectives on career, life, and family. In addition, when individuals are hurt by discrimination or prejudice, it may be beneficial to consult with professional counselors to consider appropriate coping strategies.

In particular, LGBTQ+ individuals who are considering coming out but are unsure about whom to tell and how to do so may consult with on-campus professionals or counselors who are bound by confidentiality. Likewise, those who have received a coming-out disclosure and feel surprised or confused may also consult with professionals or counselors who observe confidentiality. (Consulting someone who is not bound by confidentiality without the consent of the individual concerned constitutes outing.) If you have been outed, first inform someone you trust about the situation, and consult a consultation service as necessary. Depending on the circumstances, intervention by the police or the judicial system may be necessary.

Although the University of Tokyo does not have a consultation service specifically dedicated to issues of gender and sexuality, the following consultation services are available for faculty and staff members in relation to these issues. Please do not hesitate to seek consultation rather than facing concerns alone. Depending on the nature of the consultation, information may be provided, or referrals may be made to on- or off-campus consultation services, and coordination with such services may be arranged as necessary. These services may also be used for consultations not only about one's own concerns but also about how to respond to issues involving students around you. Staff members who understand issues related to gender and sexuality and who are bound by confidentiality will respond, so please feel free to use these services with confidence.

In addition, although not a consultation service, Safer Spaces are operated as places for mutual support and learning among members of the University community who have lived experience as concerned parties.

A. Consultation Offices of the Center for Research on Counseling and Support Services

- **General Consultation Unit**

All members of the University community are welcome to seek consultation. Faculty and staff members may consult not only about issues concerning students, but also about their own concerns. In addition to members of the University community (students, faculty, and staff), consultations are also available to their family members.

- **Student Counseling Center (Hongo, Kashiwa)**

With regard to consultations about UTokyo students, family members, faculty, staff, and friends are also eligible to use the consultation services.

- **Office for Mental Health Support in the Health Service Center**

Consultations regarding mental health treatment are available. Appointments are required, so please contact the office in advance.

B. Other Consultation Offices

- **Komaba Student Counseling Center**

Faculty members may use the consultation services regarding matters concerning students enrolled at the University.

- **Harassment Counseling Center**

The Harassment Counseling Center handles consultations regarding various forms of harassment, including sexual harassment, academic harassment, and harassment related to SOGI. Please feel free to consult with the center if something feels troublesome even if you are unsure whether it is harassment.

The services of this center are available to all university community members (students, faculty, staff) as well as to friends, faculty supervisors, and others close to affected people. Family of university members can also utilize the services.

- Consultations are by appointment only.
- Consultations are available via Zoom (online), face-to-face, telephone, or email.
- The professional counselors specialize in harassment issues.
- Consultation about how to respond to issues is also available.

Contact Information

Tel: 03-5841-2233

Website: <https://har.u-tokyo.ac.jp/en/>

Locations

Hongo: 1F, S107, Faculty of Medicine Bldg. 1

Komaba: 1F, Bldg. 102

Kashiwa: Room 161, 1F, North Bldg., Kashiwa Research Complex

For details, including the opening days and hours of each consultation office, please refer to the website.

- **The Office for Disability Equity**

Specialized department promoting accessibility throughout the university. Coordinates support provided by the faculty member or staff member's affiliated organization (faculty, graduate school, etc.) so that faculty and staff members with disabilities (including mental, developmental, and internal disabilities) can perform their duties smoothly.

- **Consultation Services for International Students**

The International Students' Advisory Room at Komaba (consultation room for international students affiliated with the College of Arts and Sciences/Graduate School of Arts and Sciences): Faculty supervisors, tutors, and other University staff involved with international students may also use this service for consultations regarding the University's international students.

International Student Support Room, Center for Global Education (open to international students from all campuses): Faculty supervisors and other University staff involved with international students may also use this service for consultations regarding the University's international students.

C. Safer Spaces

While not a counseling service, the following safer spaces are listed here as they provide similar support.

- **Komaba Campus Safer Space (KOSS)**

KOSS aims to build a safe, welcoming space/community for diverse students, including women and sexual minorities, to find comfort and belonging and to learn from each other's experience and knowledge, grounded in scholarship and stakeholder perspective.

KOSS is not a counseling service, but those wishing to talk with other students interested in SOGI issues or learn from more experienced students who are researching or active in these areas are welcome to drop in for daily discussions and special events.

Location: Komaba I Campus, 1F, Bldg. 102

<https://www.utkoss.org>

- **Faculty of Education Safer Space (KYOSS)**

KYOSS is a safe space and community that aspires to foster mutual respect for each individual's identity and way of being among all who are involved with KYOSS. It values creating an environment where participants can be themselves, be the person they wish to be, and be accepted as they are. To this end, KYOSS provides a variety of opportunities—such as lounges and events—with different characteristics. The layout and facilities were designed based on requests from students. When not reserved for exclusive use, it functions as a lounge where anyone can comfortably spend time. However, KYOSS does not have permanent staff and does not offer counseling services.

Location: 2F, Akamon General Research Bldg., Hongo Campus

<https://www.p.u-tokyo.ac.jp/cbfe/about/kyoss/> (in Japanese)

(5) Consultation Contact for Handling Requests and Inquiries in the Course of Work

If faculty or staff members receive SOGI-related inquiries or requests from individuals concerned or those associated with them in the course of their work, and are unsure how to respond, they are encouraged to consult the Advisory Project Team for Promoting Respect for Diversity in Sexual Orientation and Gender Identity established within the Center for Coproduction of Inclusion, Diversity and Equity (IncluDE). The team, composed of experts, will provide guidance and advice.

Advisory Project Team for Promoting Respect for Diversity in Sexual Orientation and Gender Identity (IncluDE)

Administrative Office Email

advisory-pt.ide@gs.mail.u-tokyo.ac.jp

5. Conclusion

As stated in Section 1, while these guidelines focus on sexual orientation and gender identity (SOGI), they apply to all members of the university community. It is important to reemphasize that SOGI is a matter of interest and concern to everyone.

At the same time, the University of Tokyo acknowledges that, before the adoption of the University of Tokyo Statement on Diversity & Inclusion, we had been remiss in taking sufficient action regarding the existence and diversity of minorities with regard to SOGI. In this regard, voluntary activities, primarily by student organizations, have facilitated the gathering of information within the university and the sharing of information among students. The formulation of these guidelines has been strongly inspired by the initiative that students have shown.

Secondly, recognizing the importance of the positioning and role of women in diversity at our institution, the University of Tokyo has undertaken efforts to increase the percentage of female students and faculty. As these initiatives target women specifically, they might be perceived as disregarding diversity in SOGI by unilaterally imposing a female gender framework.

However, given the University of Tokyo's fundamental policy to recognize diversity among our community members and promote respect for it in light of the strong historical tendency toward male homogeneity at the university ever since the Meiji Period, these efforts to break down past excessive homogenization and promote more diverse participation in fact align with our fundamental policy of recognizing and promoting respect for diversity in SOGI.

Finally, reading Section 2, "Common Examples of Challenges Faced in University Life and Employment Related to SOGI," may prompt some people to adopt a defensive stance, to avoid saying anything about or to others, and even to feel that they should say nothing at all. Of course, overtly discriminatory speech and actions, especially those intended to harm others, are inexcusable. However, we all harbor unconscious biases that we cannot recognize within ourselves. Awareness of those biases can only be achieved through interpersonal communication. Not being able to say anything about or to others, or choosing not to say anything, is akin to shutting oneself in. Opening oneself to communication with others, instead of being closed off, is necessary not only to become aware of our unconscious biases but also to relativize our attitudes. We hope these guidelines do not make you shrink back or fear interaction with others, but rather lead to a better campus environment where everyone can openly discuss the diversities of SOGI and help each other become aware of our unconscious biases.