

**Faculty and staff aged 35 and older are recommended to undergo a comprehensive medical checkup.**

- \*1 If you are turning 35 this year, please schedule the checkup for after your 35th birthday (in accordance with the Private School Mutual Aid regulations). If your birthday falls in December or later, please arrange a checkup for those under 35 due to the administrative procedures for claiming the subsidy.
- \*2 Those who do not undergo a comprehensive medical checkup due to unavoidable circumstances should undergo a statutory health checkup (including stomach examination for those aged 40 and older) (P2–3).

## Comprehensive Medical Checkup

1. Please check the website of the Promotion and Mutual Aid Corporation for Private Schools of Japan (Private School Mutual Aid) for details on comprehensive medical checkups.

● Information on contracted facilities

[https://www.pmac.shigaku.go.jp/annai/fukushi/waribiki/waribiki\\_01/index.html](https://www.pmac.shigaku.go.jp/annai/fukushi/waribiki/waribiki_01/index.html)

● Information on comprehensive medical checkups and subsidies

[https://www.pmac.shigaku.go.jp/annai/fukushi/kenko/detail/kenko\\_01.html](https://www.pmac.shigaku.go.jp/annai/fukushi/kenko/detail/kenko_01.html)

\*If undertaking a checkup at a facility not contracted to Private School Mutual Aid, please ensure that you confirm with the medical facility that all standard test items required by Private School Mutual Aid are available.

\*If you undergo an examination without all the standard test items included (no stomach examination, etc.), you will not be able to receive any subsidy.

2. Deadline for submitting results, etc. and items to submit

- Deadline for submitting results, etc.

Itabashi: By the morning of December 27

Sayama: By the end of November

} Submit to the campus  
health office

(On the Sayama Campus, results must be submitted by the end of November, as they need to go through the Human Resources Department on the Itabashi Campus.)

Faculty and staff aged 35 and older (including those turning 35 this fiscal year)

**\* To avoid missing the submission deadline, please schedule and undergo your checkup as early as possible.**

**● Items to submit**

**Please submit the following items (1) to (3).**

These documents will be reported and submitted to external organizations such as Private School Mutual Aid, so please ensure that there are no omissions.

- (1) Copy of health checkup results (all pages)**
- (2) Comprehensive Medical Checkup Subsidy Claim Form (Itabashi: If you have the checkup in December or later, please submit the form first.)**
- (3) Standard Questionnaire: Only for those aged 40 and older (including those turning 40 in the current academic year)**

**★Other items to submit**

- If you are unable to have the proof of receipt section of (2) filled in, please submit the original receipt issued by the medical facility.
  - Also, if you have undergone optional additional tests, please submit a receipt that shows the breakdown of the test items and fees.
- \* When you visit the health office, we will confirm your consent regarding the submission of your health checkup results in accordance with the Personal Information Protection Act.
- \* Please submit Comprehensive Medical Checkup Subsidy Claim Forms for family members to the person in charge of mutual aid in the Human Resources Department.

**3. Subsidies for comprehensive medical checkups**

**Please check the April 2025 issue of the university newsletter.**

## **Statutory Health Checkup (including stomach examination for those aged 40 and older)**

~~There is a designated health examination results report form, so please visit the health office to obtain it before your checkup.~~

### **1. Appointment and checkup**

Please make an appointment at the medical institution of your choice and undergo a checkup. If you cannot find a medical institution, please contact the health office.

### **2. Test items**

Please refer to “Test Items for Health Checkups.”

### **3. Payment at the medical facility**

Please pay the full amount at the facility where you undergo the checkup.

### **4. Deadline for submitting results and items to submit**

#### **• Deadline for submitting results**

Itabashi: By the end of January

Sayama: By the end of November

} Submit to the campus  
health office

(On the Sayama Campus, results must be submitted by the end of November, as they need to go through the Human Resources Department on the Itabashi Campus.)

\* If you miss the submission deadline, you may not receive the school’s share of the cost due to accounting reasons. Please schedule and undergo your checkup as early as possible.

#### **• Items to submit**

Please submit the following items (1) to (3).

- (1) Copy of health checkup results report (all pages)
- (2) Original receipt
- (3) Standard Questionnaire: Only for those aged 40 and older (including those turning 40 in the current academic year)

\* When you visit the health office, we will confirm your consent regarding the submission of your health checkup results in accordance with the Personal Information Protection Act.

### **5. Subsidy**

Please check the April 2025 issue of the university newsletter.