

Toyo University International Residence

AI-House HUB-4

Application Guide



1. Basic Information

- Residence name: AI-House HUB-4 (アイハウス ハブフォー)
- Address: 1-7-37, Akabanedai, Kita-ku, Tokyo, 115-0053
- Building: 4 stories with 1BF, constructed in January, 2022 (expected)
- Capacity: 288 ordinary individual rooms + 4 accessible rooms

Management of this residence

AI-House HUB-4's management is provided by National Students Information Center Co. LTD. (NASIC) . Toyo University together with NASIC offer safe and comfortable residence life to its residents. Residents will be contacted by NASIC regarding payment of the housing fee and application for moving-in and -out.

National Students Information Center Co. LTD. (NASIC) <https://749.jp/>

Dormitory Manager and Resident Assistant

Dormitory managers live on the first floor and work in the manager's office. The office is open from 8 AM through 7 PM on weekdays and Saturdays.

Resident Assistants (RAs) are student staff who live in the AI-House HUB-4 and provide various support for residents. They have passed rigorous screening process and have been properly trained. When residents have any concerns or issues, they should talk to RAs first.

2. Application eligibility

Students who meet all of the following requirements are eligible to live in the AI-House HUB-4:

- 1) Current Toyo students (both undergraduate and graduate), those prospective students who have passed admission and completed the admission procedure, or international exchange students;
- 2) Those who can observe the residence rules;
- 3) Those who can live with other residents in the same building and participate in events and programs provided in the residence
- 4) Those who can obtain parents' agreement (for students under 20 years old only)
 - ※Non-degree-seeking students and students in correspondence course are not eligible to apply
 - ※Students who take a leave of absence are not eligible to live in the AI-House

HUB-4 during the period of leave.

3. Period of stay

1 semester minimum to 4 semesters maximum

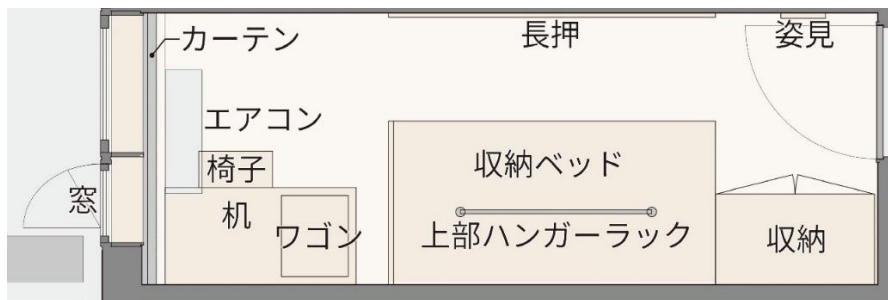
If the resident is hired as an RA while he/she is staying as a regular resident, another 4 semesters will be added.

Notes:

- 1) Period of stay is a semester basis.
- 2) It is not possible to move out only for a summer, winter, or spring break. For example, you cannot move out at the end of Fall semester, spend the spring break outside for 2 months, re-apply for the AI-House, and move in at the end of March.

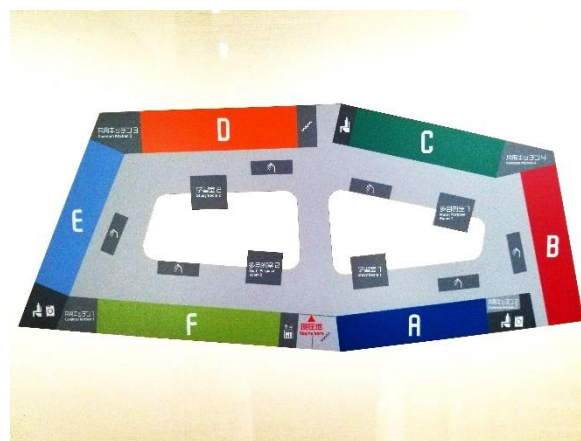
4. Facility

① Individual room 9 m² (bed, refrigerator, desk, closet installed)



②Common areas

Shower rooms, powder rooms, restrooms, cafeteria, shared kitchens, laundry rooms, music studio, multi-purpose rooms, study rooms



Equipment

● = available in individual rooms ○ = available in common areas

△ = can be borrowed × = not available

Individual room

Bed	●
Desk & chair	●
Closet	●
Curtain	●
Air conditioner	●
Lights	●
Desk light	●
Hanging pole	●
Wi-Fi	●
Bedding items	※

※Renting of bedding items is required. Its fee (2,300JPY) is not included in the monthly housing fee.

Electrical items

● = available in individual room ○ = available in common areas

△ = can be borrowed × = not available

Refrigerator	●
Washing machine & dryer	○ (200 yen for washing, 100 yen for 40-minute drying)
Rice cooker	○
Microwave	○
Iron	△ (free)
Vacuum cleaner	△ (free)
Bicycle (with electric support)	△ (free)
Kettle	×
Hair dryer	×
TV	×

Other items

● = available in individual room ○ = available in common areas

△ = can be borrowed × = not available

Dishes & cutlery	×
Cooking items	○
Toilet paper	○
Tissues	×
Bath mat	○
Hanger	●

There are a fairly big supermarket and 100-yen shop within the 10-minute walk distance. We recommend that you move in with minimum luggage and buy necessities as you stay.

5. Meals

- AI-House Dining Hall (on the 1st floor) is available to all residents.
- Breakfast and dinner are provided from Monday to Friday during semester (including national holidays when classes are conducted).
- No meal is provided on weekends, national holidays, and during breaks.
- Meal fees are included in the monthly housing fee. **No refund will be made even if one did not eat at the cafeteria.**
- There is no change to the monthly fee even in the months with no meals provided.

- Vegetarian and halal options are available. An additional 8,000 JPY per semester is charged if you sign up for vegetarian or halal option.
- Rice and miso soup are all-you-can-eat.
- Quick breakfast menu is available. This is perfect for those who don't eat much for breakfast or would like to eat in their room.
- Dinner can be reserved after the cafeteria is closed. You have to return dishes by 21:15.
- You can cook your meals in the common kitchen when the cafeteria is closed.



6. Fees

Initial entry fee : 50,000 JPY (Charged only once, non-refundable)

Standard individual room : 96,000 JPY per month

Accessible room : 108,000 JPY per month

※The monthly housing fee includes meals, utility charges, and internet fees.

※Rental fee of bedding items (2,300 JPY per month) will be charged in addition to the monthly housing fee.

※The fee for the last contracted month will be based on the number of days you stayed in that month. (Monthly fee divided by 30 is the fee for one day)

Initial cost (when moving in within March 2024):

①Initial moving-in fee	50,000 yen (Not refundable)
②Rent for March	22,400 yen ^{*1}
③Rent for April	96,000 yen
④Rental bedding items	2,300 yen ^{*2}
Total	170,700 yen

*1 The rent for March is a fixed rate no matter which date you move in during the moving-in period.

*2 This includes March and April. Usually it is 2,300 yen per month.

Notes:

- Initial entry fee is not refundable.
- From the third month, residents will be asked to pay the monthly housing fee and rental fee of bedding items by the 6th of each month.
- Residents can choose either paying method: automatic monthly bank transaction or paying at the convenience store in cash. Please make sure that you complete the payment by the deadline.
- **Renting of bedding items is required.** Residents will be asked to pay its fee together with the monthly housing fee.
- You can move in between 9 AM and 6 PM during the moving-in period. We will ask you which date you would like to move in after your stay is confirmed.
- On your moving-in day, the same sex family members can enter the residential floor to help with moving in.
- Cafeteria will start on April 6.

7. Application procedure

- ① Apply from the residence's website
- ② Screening by the Center for Global Education and Exchange
When there are more applicants than the number of available spots, the International Affairs Office will give a screening.
- ③ Contact from NASIC (residence management company) – Documents will be mailed or sent via email
- ④ Payment of the initial cost
(international students who are outside Japan will be asked to pay after they arrive in Tokyo).
- ⑤ Move in

8. Checking the AI-House

If you would like to check with the AI-House Manager's Office before you apply/move in, please call the residence manager's office and make an appointment.

Phone: 03-3909-1640

Office is open Monday-Saturday 9:00-18:00 (closed on Sundays and national holidays)

9. Notes

- Room assignment will be done by the university. No request of room change can be accepted.
- AI-House is an educational residence and each resident is expected to follow the rules and carry out light duties, such as checking/cleaning common kitchens, attending the floor meeting with RAs.
- We encourage you to join various events organized by the RAs and the university for the AI-House residents.
- AI-House is a completely non-smoking residence. There is no smoking spot. If you smoke, you should go to the public smoking space in front of JR Akabane station.
- There have been many international exchange students studying at Toyo. We try to have 1 to 1 ratio between domestic and international students in the AI-House. However, in order to secure housing of exchange students, **it is expected that we have more international students in 2024.**

10. Joining an Insurance

A full repair fee is going to be charged to the resident if he/she has damaged the facility, furnishings, or any items installed in the AI-House. Given the increase of material and labor costs, the actual fee can be very expensive and we have had a case where the resident was charged more than 100,000 JPY. Therefore, we strongly recommend that you join an insurance that covers the repair fee. If you do not have such insurance, we encourage you to consult Toyo University Global Service Co., Ltd.

Toyo University Global Service Co., Ltd.

Phone 03-3945-4261 (Available on weekdays from 10 AM to 5 PM)

Email info@tugs.co.jp

Inquiry <https://www.tugs.co.jp/inquiry/>

11. Inquiries

Submit your inquiry on the inquiry page in the residence website.

12. Sexual Minority and students with health or other concerns

Toyo University respect diversity and gender equality and provide maximum support for sexual minority students. In the residence as well, we will try to make as much arrangement as possible. However, there is also limitations on what we can offer due to the residence facility and capacity.

When you apply for the residence, please declare the sex that is on your passport. Residential floors are divided based on sex and you will be placed to the floor of the sex that is on your passport.

If there is anything that you would like us to consider or we should know in deciding your residence, please communicate us in advance.