

**Occupancy Guide for
Toyo University International House**



International Affairs Office, Toyo University

July 2024

1. Occupants

Those eligible as occupants shall be as follows:

- (1) Degree-seeking students
- (2) International exchange students
- (3) Resident Assistants
- (4) Exchange researchers
- (5) Visiting professor or researchers with non-Japanese nationals
- (6) International graduate students who were invited by a research institutions or centers
- (7) Participants in Toyo's short-term programs
- (8) Other persons who were permitted to stay by the Director of the Center for Global Education and Exchange or the Director of the International Affairs Office

2. Occupancy Period

The allowable period as an occupant shall be as follows:

- (1) Degree-seeking students can stay for 4 semesters at maximum. If they are hired as an RA in the middle of that term, another 4 semesters will be added.
- (2) International exchange students can stay for the period of their study abroad term (within 11 months).
- (3) RAs can stay for 4 semesters.
- (4) Exchange researchers can stay for the period of agreement with the host institution (within 1 year).
- (5) Visiting professors and researchers can stay for the period of their contracted term.
- (6) International students invited by a research institute or center can stay within the invited term.
- (7) Participants in Toyo's short-term programs can stay during the program period.
- (8) Persons who were permitted to stay by the Director of the Center for Global Education and Exchange or the Director of the International Affairs Office can stay for the period permitted.

Important notes:

- Once the student is hired as an RA, he/she cannot become a regular student after the RA term is over.
- In September and March, I-House welcomes a new group of study abroad students. For this reason, we ask students who finish their stay at the end of the semester to move out before August 10 for Spring and February 28 for Fall. Rooms must be cleaned and ready for the next residents after you move out.

3. Management Company and Resident Assistants (Ras)

International House is managed by National Student Information Center Co., Ltd (NASIC). NASIC is specialized in student residence management. They will coordinate with Toyo University closely to provide a safe and comfortable residence environment.

There are Resident Assistants in the International House. They stay in the dormitory and provide various support in running the daily operation of the dormitory. They are also the first persons who respond to your questions and concerns. When you have any problems, concerns or questions, you can speak to the RA(s) first.

4. Application for Occupancy and Leaving

(1) Application

You should apply on the residence website. Please follow instructions given by NASIC about document submission and payment of housing fees. Application can be made 3 months prior to the desired moving-in date.

(2) Moving-in day

You can move in on weekdays and Saturday between 9:00 and 18:00 (Sundays and national holidays are not available). Please arrive at the designated time, receive explanation about moving-in and your key. You should give a damage check as soon as you move in and submit the checklist to the residence manager. Your family members are allowed to enter your room on the moving-in day.

(3) Application for moving-out

You need to submit the moving-out notice by the 15th of the previous month of your moving-out. International exchange students should follow the instructions from the International Affairs Office.

Housing fee for the month that you are leaving will be calculated based on the number of days you stay in that month. If you did not submit a moving-out notice by the 15th of the previous month, the full monthly fee will be charged. The rental fee of bedding items is always a fixed rate at 2,300 JPY.

Case 1: Leaving on February 20

Date of submission of moving-out notice	Moving-out date on record	Fee for February	Fee for March	Rental bedding items fee
Before Jan 15	Feb 20	20 days	Not charged	Until Feb
Jan 16 - 31	Feb 28	Full amount	Not charged	Until Feb
Feb 1- 15	Mar 1	Full amount	1 day	Until Mar
Feb 16 - 20	Mar 31	Full amount	Full amount	Until Mar

Case 2: Leaving on August 10

Date of submission	Moving-out	Fee for	Fee for	Rental bedding
--------------------	------------	---------	---------	----------------

of moving-out notice	date on record	August	September	items fee
Before Jul 15	Aug 10	10 days	Not charged	Until Aug
Jul 16 - 31	Aug 31	Full amount	Not charged	Until Aug
Aug 1 - 10	Sep 1	Full amount	1 day	Until Sep

- (4) You should apply well in advance if you would like to remove oversized garbage. It takes a few weeks or even a month until the actual garbage collection. Please ask RAs if you have any questions.
- (5) By 2 days before moving-out
Please clean up your room, pack or remove all of your belongings. It is required to get the room back to the original state when you moved in.
- (6) The day before moving-out
The residence manager will give an exit room check. If any items were left after your departure, they have to be removed immediately.
- (7) Moving-out day
Please return your keys.

Notes:

For international exchange students: Instructions on moving out and calculation of housing fee will be given by the International Affairs Office. Please follow the instructions.

5. Housing Fees

Here is the list of different fees:

Item	Subject	JPY
Initial moving-in fee* ¹	Degree-seeking students & RAs	50,000
Monthly fee Including utility charges and internet fees.	Single-occupancy bedroom	81,000
	Double-occupancy bedroom	51,000
	RAs	57,000
	Maisonette	213,000
Rental fee of bedding items* ²	All residents	2,300

*1 Charged only when moving in. Not applicable for international exchange students. Non-refundable.

*2 The rental fee for the last month of your stay will not be calculated according to the number of days you stay. The full rate will be charged even if you leave in the middle of the month.

6. Paying the Housing Fees

You will be asked to pay by direct debit. For those who do not have a Japanese bank account, payment at convenience store is possible. Please follow the instruction from NASIC and complete the payment by the deadline. Residents are responsible to pay the bank transfer fee or convenience payment fee.

Please note that although utility charges are included in the monthly fee, if excessive use is found, you may be charged additionally. We ask every residence to live in an eco-friendly way. In case that your monthly fee is not paid for 2 months, you will get a warning of expulsion.

7. Facilities, Furnishings, and Appliances in the Room

The facilities, furnishings, and appliances in each room are as follows. Please do not bring large-sized appliances or furniture such as refrigerator or sofa.

• bath • toilet • washstand • hot water apparatus • refrigerator • kitchen • oven • IH stove • air conditioner • washing and drying machine • TV set • bed • bedding • desk • chair • set of curtains • closet • table (D and M types alone) • Wi-Fi

*Pots and pans must be IH compatible.

- If an occupant destroys or damages any facilities, furnishings, or appliances in the room, he/she is expected to make a report to the Residence Manager. The destroyed or damaged items should not be disposed of without permission. If any facilities, furnishings, or appliances are destroyed, lost or damaged, the occupant may be charged for replacing the items or restoring them to their original state.
- It is possible that the dorm managers or security guard may enter private dormitory rooms. When this happens, residents will be notified a few days prior. However, when it is judged that there is an immediate danger to the resident such as disaster or serious illness, they may enter without prior notice.
- The air conditioner could stop working when the target temperature is too low or high. Please set the temperature below 20°C in winter and above 25°C in summer.

8. Keeping Your Unit Clean and Room Check by the RAs

Residents are responsible to clean their unit and keep it clean. In double and triple units, residents should discuss responsibilities of each resident thoroughly and set cleaning duties.

RAs regularly conduct room checks in order to find damages or see if the room is used in a proper way. Your cooperation for the room checks is highly appreciated for completing the checks smoothly. When the RA finds the unit to be messy or not clean, the dormitory manager will check the unit again a week later. If no improvement is observed then, the case will be

reported to the International Affairs Office (IAO) and the residents will be asked to have a meeting with IAO staff. It is possible that they are charged for cleaning fee or ordered to leave the dormitory permanently.

9. Internet, Television and Telephone Use

- There is no landline phone in each dormitory unit.
- Wi-Fi is available in the dormitory. Residents will receive the Wi-Fi information when they move in. Internet fee is included in the monthly housing fee.

10. Use of Multi-purpose Room

Residents are welcome to use the multi-purpose room on the first floor. It can be used for studying in a group, watching movies, playing games, and other purposes.

Open from 8:00 to 22:00

Notes:

- (1) Textbooks, notebooks, laptops, dictionaries or other valuable should not be left unattended. Everyone is responsible for his/her own belongings.
- (2) Please do not make noise. Playing music and/or musical instruments is forbidden.
- (3) Please dispose of your own garbage and make sure the room is clean when you leave.
- (4) The last person who leaves must turn off the lights and the heater/air-conditioner.
- (5) Eating and drinking (excluding alcohol) are permitted, but please be mindful of others.
- (6) If you wish to reserve the multipurpose room for certain purposes, please write the date, time, purpose of use, and name of the person who will be in charge on the white board at the entrance of the multipurpose room before the proposed use. There is no need to apply at the IAO.

11. Borrowing Household Items

The following items can be borrowed:

○ vacuum cleaners ○ Iron

Those who want to borrow the above items should ask at the Residence Manager’s office. As there are only a limited number of the items, please return them immediately after use.

12. Bulletin Board

Messages for the occupants will be posted on the bulletin board in the entrance hall, so occupants are expected to check the bulletin board at least once a day.

Occupants who wish to use the bulletin board must first get permission from the Residence Manager’s office.

13. Conditions for the Use of Toyo University International House

The occupants must abide by the conditions to use Toyo University International House safely and comfortably.

(1) Hours available

Residence Manager's Office Hours	7:30-19:00 *Except Sundays, holidays, summer vacation, year-end and New Year holidays	Except in the case of an emergency, all necessary business should be conducted during office hours.
Gate Opening/Closing	7:00-19:00	The door in the gate can be opened using the key card.

(2) Mail, Door-to-Door Service

Mail is delivered to respective individual mailboxes. There may be cases in which registered mail and large parcels are temporarily held in the Residence Manager's office. In those cases, a notification slip will be left in the recipient's mailbox. The recipient can then sign for the parcel/registered mail during the Residence Manager's office hours

In principle, perishable/frozen food cannot be kept in the Residence Manager office.

Please make sure that you put your room number at the end of the address on the delivery label. Also, recipient's name (your name) should be the one on your passport. With a nickname or other names that are different from the one on your passport, it's possible that your mail can be lost.

(3) Telephone

In principle, occupants will not be contacted by telephone except in the case of an emergency.

(4) Keys

Type	<ul style="list-style-type: none">① A card key for entrance, respective room② A regular key for the small gate③ Individual separate key (regular key) for the room inside D type room
Place to accept key(s)	Residence Manager's office
Number of keys	One for each occupant
Loss/Damage	<p>If the key is lost or damaged, the occupant must submit "Application for Making a Key" to the Residence Manager and pay the reissuance fee. Here is what do do:</p> <p>Fees: 2,620 JPY for card key, 880 JPY for metal key</p> <ul style="list-style-type: none">1) Pay the above fee at the certificate-issuing machine on campus.2) The machine will issue a light-blue colored sheet. You should submit that to the International Affairs Office (1st floor of Building 8) or the I-House dorm manager office. <p>If you lost/damage your key when the residence manager's office is closed and you are locked out, please ask your unit mate or other friends to let you in the building. If you cannot return to your room, please stay in the multi-purpose room until the dorm manager's office opens.</p>
Don'ts	Do not change the locks, duplicate the keys, or use additional locks.
Caution	The card key is placed in a slot near the entrance, which functions as a master switch for all electrical items in the room. As the doors lock automatically, be sure to remove the card key and take it with you when you leave the room.

(5) Bicycle Parking and Car Parking

- ① When the occupant wants to use the bicycle parking, he/she must apply to the Residence Manager and put a sticker on a designated part of the bicycle. Parking of only one bicycle is allowed for each occupant.
- ② Bicycles without stickers will be taken away from the bicycle parking area. Commuting to campus by bicycle is prohibited.
- ③ The parking of cars, motorbikes (including motorized bicycles) and unregistered bicycles on the premises of the Toyo University International House and in its parking area is prohibited.
- ④ Bicycles must be parked only in the designated space. The roads around the Toyo

University International House are public roads and parking there without permission is not allowed.

- ⑤ Occupants moving out of Toyo University International House are expected to dispose of their bicycles. If the occupant is not sure how to do so, he/she should ask the Residence Manager.

【Documents to be Submitted】

Application for Permission to Park a Bicycle

(6) Cleaning

Individual Room	<ul style="list-style-type: none"> • Occupants are expected to clean their rooms on a regular basis. • In particular, the drains and exhaust fans of the kitchen and the bathroom should be cleaned frequently, as they get dirty and clogged very easily. • Do not pour oil down the drain. When washing oily pans, etc., blot them first with paper towels and then dispose of the oily paper towels in the garbage. • On the balcony, the rainwater drain should be cleaned so that dirt does not plug it up. • On sunny days, windows and closets should be opened to prevent mold and dew condensation. • The ventilation fans should always be on and the rooms should be kept well-ventilated • Vacuum cleaners can be borrowed from the Residence Manager’s office. As their number is limited, they should be returned immediately after use.
Space for Common Use	<ul style="list-style-type: none"> • In general, the Residence Manager will clean the space for common use; however, if an occupant causes this area to become dirty or messy, he/she shall be responsible for cleaning it up.
Dealing with Garbage	<ul style="list-style-type: none"> • Garbage shall be separated and placed in the designated place by each occupant as follows. <ul style="list-style-type: none"> ○Burnable (raw garbage, cloth, plastics, rubber, leather goods, etc.) Wednesday, Saturday ○Non-burnable (metal/glass, fluorescent light, spray can, etc.)Tuesday ○Recyclable (newspaper, magazine, bottles, cans, PET bottles).....Monday ○There will be a charge for the disposal of large items. *If you have any questions about the disposal of garbage, please contact the Residence Manager.

(7) Smoking Section

Toyo University International House is a completely smoke-free facility. This includes individual rooms and balconies, as well as all spaces for common use. Smoking is allowed only in the smoking section designated outside the building.

Users of the smoking section are expected to be considerate of neighbors by leaving there as soon as they finish smoking and refraining from talking as their voice tends to resonate

there.

(8) Visitors

Toyo student visitors are allowed to enter the entrance lobby between 7:00 AM and 7:00 PM. They should register their names at the reception desk.

Non-Toyo student visitors are not allowed in the I-House. Special cases may apply for helping moving-in and out, checking the dormitory rooms before application, or any emergency.

(9) Don'ts

Occupants shall abide by the instructions of Toyo University based on the "Rules for Use of Toyo University International House."

① Individual Room

- When entering the room, occupants should take off their shoes at the entrance. (Entering with shoes on is strictly prohibited.)
- Occupants should not remodel or renovate the room (paint, paste the wall with tapes, etc., nail, hook, etc.) Also, they should not drive tacks or pins into the wall.
- Occupants should not produce or store any heavy or dangerous goods (such as guns, swords, or explosive goods) which might start a fire or pose a danger to the main structure of the Toyo University International House.
- For heating, occupants should only use the appliances that come with the room. They should not use oil stoves or heaters.
- Occupants should not use candles or other items with open flames in the room.
- Occupants should not keep any pets such as dogs, cats, insects, fish, birds, etc. in the room.
- Occupants should not flush anything that will clog the toilet's drainpipe such as tissues, absorbent cotton, etc.

② Nuisance

- Occupants should refrain from bothering other occupants and nearby residents through using television, radio, musical instrument, and other sound producing equipment at a loud volume, or talking loudly inside or outside the building. Also, occupants should not engage in actions that are offensive to public order and morals or those that will cause trouble and/or harm to the other occupants and/or nearby residents.

③ Others

- Occupants should not enter off-limits areas.
- For security, occupants should not place personal belongings in hallways, stairs, entrances, emergency exits, or any other space for common use
- Eating and/or drinking in large groups (BBQ, etc.) outside of the premises is not allowed.

14. Fire Control and Disaster Prevention

Occupants must be very careful about the use of fire. The Toyo University International House is equipped with fire alarms and fire extinguishers, and the occupants are expected to understand how to use them.

If a large-scale fire breaks out, occupants are expected to evacuate the premises and proceed to the University of Tokyo, which is the designated evacuation area.

15. Order of Leaving

Occupants who are ordered to leave the Toyo University International House for one of the specific reasons stated below must leave by the date designated by Toyo University.

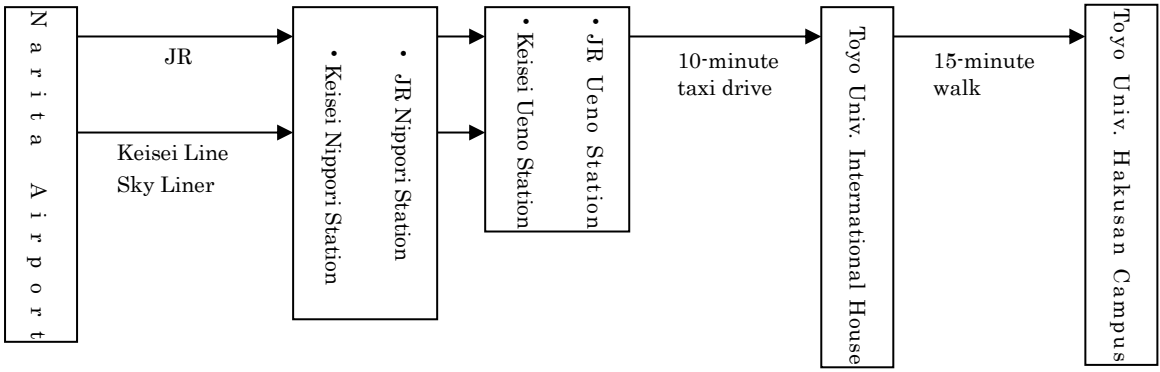
- (1) If it is revealed that there was a false statement in the process of occupancy.
- (2) If there is any damage caused by fire outbreak, destruction of property, or negligence.
- (3) If the payment of lodging charges is neglected.
- (4) If the rules of use of the International House are continually violated or neglected.
- (5) If the continual residence in the International House is judged as inappropriate for reasons other than those stated above.

16. Indemnity

If any occupant, due to his/her intentional or serious mistake, should damage or harm the facilities, equipment, furnishings, and so on, he/she must replace or restore the damaged items to their original state and pay for the damage.

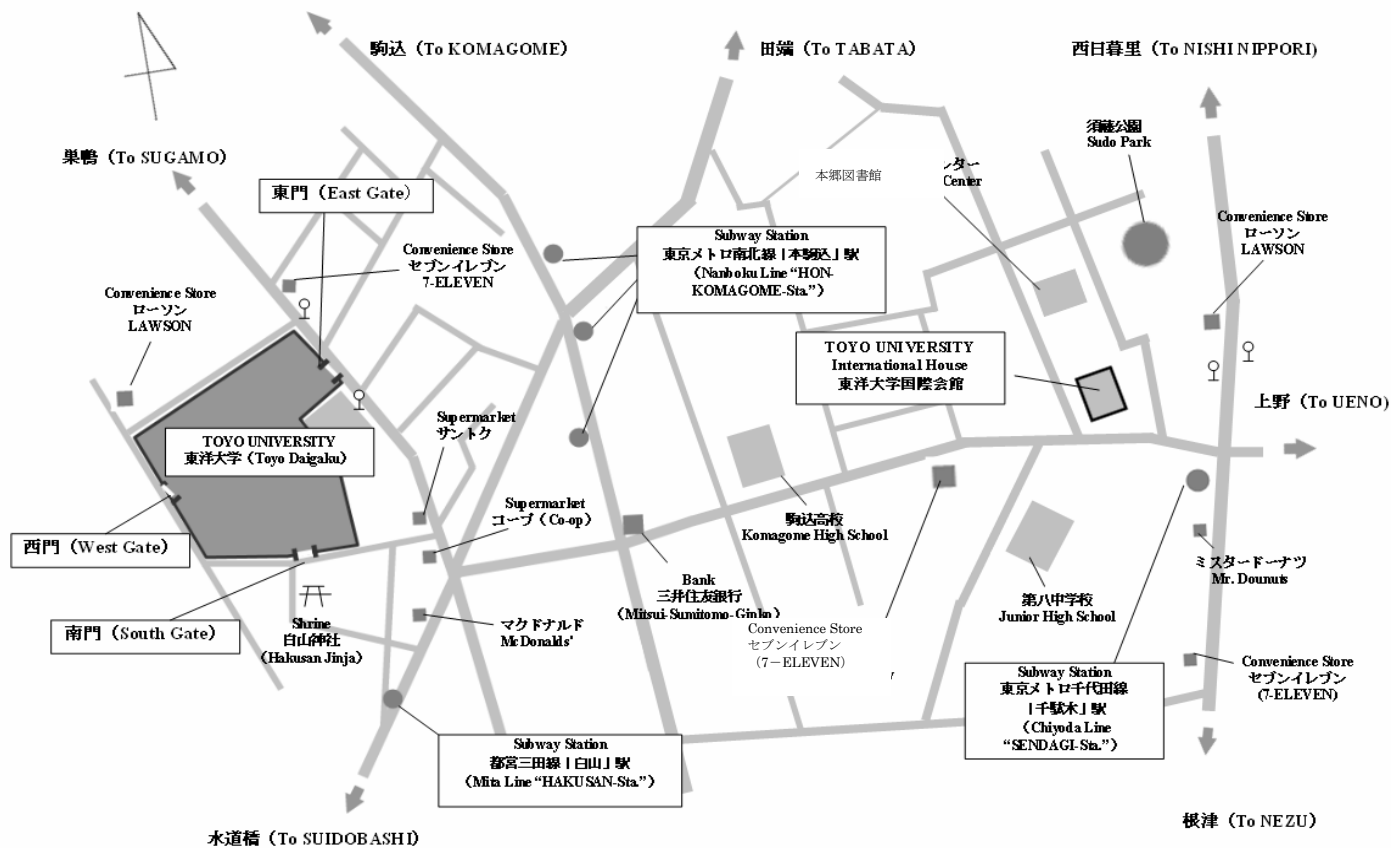
17. Disclaimer

Toyo University will not be held responsible for any accident or loss of personal property or borrowed items inside the International House, which are the responsibility of the occupants. Toyo University will also not be held responsible for any damage to occupants caused by natural disasters such as earthquakes, natural calamities, floods, etc., or fires, theft, and other reasons which are not attributable to Toyo University.



Map Around the International House

3-2-4, Sendagi, Bunkyo-ku, Tokyo 113-0022 Japan
(15 minutes from Hakusan campus)



Toyo University International House

3-2-4, Sendagi, Bunkyo-ku, Tokyo 113-0022 Japan
TEL 03-3827-1977 (Residence Manager Office)

International Affairs Office, Toyo University

5-28-20, Hakusan, Bunkyo-ku, Tokyo 112-8606 Japan

TEL 03-3945-7685

FAX 03-3942-2489

Email mlies@toyo.jp