GUIDE TO PROSPECTIVE RESIDENTS (FOR RESEARCHERS) of KOMABA LODGE ANNEX, INTERNATIONAL LODGE THE UNIVERSITY OF TOKYO

This information covers what you should know and accept before you move into Komaba Lodge Annex (hereinafter referred to as the “Lodge”). It is the responsibility of every prospective resident to read this Guide thoroughly and know the contents before moving into the Lodge.

1. Contact Information

Please contact the Lodge Office for any questions regarding your life at the dorm.

KOMABA LODGE ANNEX OFFICE

Address: 4-6-29 Komaba, Meguro-ku, Tokyo 153-0041
Tel: 03-3485-1980
Facsimile: 03-3485-1997
E-mail: komaba_lodge.adm@gs.mail.u-tokyo.ac.jp

Office Hours:
Monday to Friday 8:00～12:00 /13:00～20:00
Saturdays, Sundays and public holidays 8:00～12:00 / 13:00～18:00

*Office closed during noon from 12:00 to 13:00
*Open every day including end of the year, beginning of the year

You can move into the Lodge during the above office hours. If you are unable to arrive in time, please be sure to consult the Lodge Office via email whether it is possible to make the necessary adjustments for you.
Please move into the Lodge within 7 days in principle from the starting date of your term of residency. Your failure to fulfil this condition without advanced notice and justifiable reason could lead to cancellation of your residency.

You must inform the Lodge Office information on your approximate date and time of arrival at Narita/Haneda Airport or Komaba Lodge Annex.

2. Unaccompanied Goods

The Lodge Office will not accept any unaccompanied goods/parcels sent to the Lodge Office prior to one’s actual move-in date. If you plan to send something separately, please be sure to make the necessary arrangements so that you can directly receive them yourself.

3. Documents Necessary Upon Arrival

Please submit the following documents (1)- (5) to the Lodge Office upon your arrival:

1) Registration to the University of Tokyo International Lodge
   - If there are residents other than yourself, a face photograph of each and all residents in your room must be attached.
2) Pledge
3) Dear New Residents

   NOTE: These three documents need to be completed in advance.

   The forms are downloadable at:
   https://www.u-tokyo.ac.jp/adm/housing-office/en/download/index_00002.html

4) Notification of Admission to the University of Tokyo International Lodge
5) Passport and Residence card (of your family member's as well if you are to reside with them)

   NOTE: Please download your "Notification of Admission" from the URL shown in the OSTA E-mail sent to you (the "OSTA Application Result with Offer" E-mail/ see 24.Appendix (4)) and submit it to the Lodge Office on your move-in date.

   Document (4) and item (5) will be photocopied and returned to you on the spot.

4. Initial Briefing

Soon after your arrival, one of the office staff will guide you around the Lodge and escort you to your room. This should take about 20 minutes, during which they will explain the important matters concerning your life at the Lodge. If you have any questions, please feel free to ask.

5. Key

You will receive a room key and an IC card from the Lodge Office. The IC card is for the postern gate, which is locked after office hours and also for the east and west gates of the Komaba 2 Campus. Please be careful not to lose or damage your key and IC card. In the event of any loss or damage, you will be asked to bear the replacement cost.

6. Beddings

You are expected to prepare your own beddings (comforter, duvet, blanket, pillow, sheets, etc.). Only a bed and mattress will be provided inside your room. Every resident will need to place their order for the designated bed pad even though they are to prepare their own beddings.

For the details, please refer to the URL below.
⇒https://www.u-tokyo.ac.jp/adm/housing-office/en/download/index_00002.html

You are required to submit the Beddings Purchase Order to the Lodge Office at least 10 days prior to your actual date of move-in.
All residents will need to submit the Purchase Order Form either for the beddings with the bed pad or for the bed pad only with no beddings according to their own preference.

※We do not provide any rental services for the beddings at the Lodge.

7. Confirmation of Your Room Condition (on arrival)

The Lodge Office will hand you a form titled “List of Items to Check on Arrival,” which is very important because it verifies the condition of your room when you moved in. Please complete the form and submit it to the Lodge Office within 7 days from the date of your arrival.

If you should fail to submit this form, you may have to take the responsibility for any damage caused by the previous resident.

8. Parking Space

If you plan to park a vehicle to move your belongings, please notify the Lodge Office in advance. (There is no parking space that residents can use on a regular basis.)

9. Internet

You can use the Wi-Fi Connection Service and the UTokyo Wi-Fi in your room.
For details, please refer to the following URLs:
(JP) https://utelecon.adm.u-tokyo.ac.jp/utokyo_wifi/lodge/
(EN) https://utelecon.adm.u-tokyo.ac.jp/en/utokyo_wifi/lodge/

10. Smoking

There is no smoking area within the premises. Smoking is strictly prohibited in all areas including each residential units and room balconies. For those who smoke, please let us know and we will guide you to the off-site smoking area when you move in.

11. Mail

Postal items, items purchased online, or parcel deliveries without the room number may not be delivered. If you are expecting to have these sent to you, please inform your family members, friends and vendors to follow the instructions below when sending things via postal service:

1) Clearly indicate name of Lodge, room number, and
2) Write your name clearly in alphabet letters.

*The Lodge Office will not receive any postal items/parcels on your behalf.

12. Major Rules

12-1. Prohibited Actions

Please refrain from the following prohibited actions:

1) Any act of harassment, intimidation, or infringement of the human rights of others including all persons working for the management and operation at the Lodge, in breach of the provisions with regards to respecting the basic human rights of each university member specified in the "The University of Tokyo Charter" https://www.u-tokyo.ac.jp/en/about/charter.html and "The University of Tokyo Statement on Diversity & Inclusion" https://www.u-tokyo.ac.jp/en/about/di01.html ;
2) Keeping pets;
3) Wearing shoes inside the room;
4) Making holes in walls and furniture and affixing adhesive materials (*e.g.* nails, hooks and stickers) except on the wooden bar on the wall;
5) Leaving personal belongings in public spaces;
6) Renting your room to a non-resident;
7) Using any item that could cause a fire (other than those equipped in your room and common areas);
8) Smoking within the premises including each residential unit and room balconies;
9) Talking in a loud voice or playing music at full volume in a room or in public spaces;
10) Parking cars without permission within the premises of the Lodge; and,
11) Accommodating someone to stay in your room (*e.g.,* your friends, family members and other residents) overnight.

12-2. Cohabitation for the Couple/Family Rooms

Principally, residents will need to apply for the couple/family use of the rooms at the time of application for their stay together. Couples/families are expected to live together at the Lodge throughout their whole permitted term of residence in general.

Please be sure to notify the Lodge Office if any of your family member is to move-in on a later day than you. You will need to have your family member drop in by the Lodge Office at the time of their late move-in to pick up their room key and submit the designated forms for registration.

If a resident is found to be occupying a couple/family room alone for a long time contrary to the information provided at the time of application, the said person may be requested to move out from the Lodge immediately. Please be sure to notify the Lodge Office for any changes of the number of persons residing at your room.

12-3. Expulsion from the Lodge

All residents will need to comply with the rules and regulations stated herein this "Guide for Prospective Residents."
Any act of infringement of the rules and regulations by the resident or if any serious damage to the management/operation of the Lodge is to be recognized, the resident thereof may be evicted from the Lodge.

12-4. Staying Overnight Away from the Dorm

To prepare for an emergency, the Lodge Office should always be able to contact every resident. If you plan to stay overnight away from the Lodge, please fill out the "Notice of Travel / Absence from Lodge" and submit it to the Lodge Office in advance. This notice is to be attached to an email and sent to the Lodge Office email address. Make sure to inform the Lodge Office of your return either verbally or by email. The form is available at the Lodge Office or downloadable at:

■Notice of Travel / Absence from Lodge:
https://www.u-tokyo.ac.jp/content/400007348.pdf

12-5. Building Entry Policy and Overnight Stay by Visitors

When inviting visitors at the dorm, please be sure to have them provide each of their names at the accommodation office before guiding them into your own room, etc. Visit hours are only up to 22:00, so please make sure that they leave by that time. There are no guest rooms in the Lodge. You are not allowed to let them stay overnight at the dorm under any reason as thus stated in 12-1 above. If it is necessary for visitors to stay overnight, make sure that you have them find an outside accommodation (e.g. hotels).

12-6. Respect for Quietness during Late & Early Morning Hours

Please be respectful of your noise level from 11 p.m. to 8 a.m. at the dorm. Voices, music and other sounds should not be audible outside of your room. Gatherings within the common spaces are also prohibited during the time. Residents are expected to be respectful to others by minding noise discipline at all times.

13. Expenses

Residents are required to pay the following monthly expenses:

1) Rent
2) Utility Fees (Electricity, Water and the Internet Access fees)
3) Common Service Fees

Common service fees are used for common interests of all residents.

○Entrance Fees at the Komaba Lodge Annex

Room Type	Entrance Fee
Single (Couple)	36,300 Yen
Family	53,200 Yen

※The entrance fee is a nonrefundable one-off expense which will be included in the initial bill.
※Researchers whose period of employment starts on April 1, 2027, and who move into the lodge on March 31, 2027, will be subject to the new entrance fees listed above.

Expense Item		Monthly Amount	Daily Rate
Rent	Single (Couple) Rooms	82,400 Yen	2,740 Yen
	Family Room	125,400 Yen	4,180 Yen
Common Service Fees	Single-Use / Single	2,000 Yen	N/A
	Couple-Use / Single	3,200 Yen	N/A
	Single-Use / Family	2,600 Yen	N/A
	Couple＋Use / Family	3,700 Yen	N/A
Utilities	Single-Use / Single	27,300 Yen	910 Yen
	Couple-Use / Single	27,300 Yen	910 Yen
	Single-Use / Family	28,700 Yen	960 Yen
	Couple＋Use / Family	28,700 Yen	960 Yen

Dormitory fee invoices will be issued around the 10th of each month to the email address registered at the time of moving into the dormitory.

Please ensure that your payment is completed by the 20th of the same month. You are to make your payment via the Flywire payment page linked in the email. Options include bank transfers from domestic Japanese banks (through bank counters, ATMs, or online banking), as well as online payments using credit or debit cards in your local currency. For further details, please refer to the payment guide below:

Flywire Payment Guide https://www.u-tokyo.ac.jp/content/400277650.pdf

※ Note: In order to receive invoices issued by Flywire, it is essential to enable receipt of emails delivered from the following Flywire email address. As these messages will contain important information regarding dormitory fee billing, please ensure that your email settings allow reliable delivery from Flywire:

no-reply@flywire.com

In the section of the document “Dear New Residents” which you will submit upon moving in, fill in an email address which you are currently using. If you change your email address, please inform the Lodge Office immediately.

Remittances from overseas and the use of remittance services are not permitted in

principle.

Note:

1) Expenses are subject to change.
   Changes will be informed both on the UTokyo Housing Office HP and by a notice to be sent to the residents prior to the actual price change.
2) The room rent and utility fees will be prorated based on each of the daily fees described above for those who are to move in/out of the Lodge on a day part of the way through the month. (Residents will NOT be charged more than the fixed monthly amounts for rent and the Internet.) Common service fees must be paid in full for each month including the move-in and move-out month.
3) All bills will be charged from the very first day of one's term of residency, and not from one's actual move-in date.
4) In addition to the expenses above, the initial bill will include the entrance fees which are to be spent for the cleaning and maintenance work of your assigned room.

◇If your room is extremely dirty or some of its facilities are damaged or lost, you will be CHARGED AN EXTRA FEE TO RESTORE IT TO ITS ORIGINAL STATE.

See Section 21 "Points to Note when Moving Out" for the details.

6) You may be CHARGED IN EXTRA if your consumption of power and/or water is substantially larger than average.
7) All expenses are not refundable, under any circumstances, after payment.
8) Any failure to fulfil the payment of the accommodation fees, etc. by the given due date regardless of the repeated request made by the Lodge Office for a period of more than 3 months may lead to the cancellation of one's permission to reside at the Lodge as stated in Article 6 (2) of "The University of Tokyo Regulations on the Use of the International Lodge / Komaba Lodge Annex."

14. Cleaning

Each resident is responsible for cleaning one's own room including the bathroom (single room) or the shower room and toilet (couple room). You can rent the vacuum cleaners at the Lodge Office for free.

15. Changing Rooms

In principle, you may not change rooms after you have moved into the Lodge.

16. Changing the Term of Your Stay

You will have to ask your affiliated faculty/department at UTokyo to request for the needed change of your term of stay at the Lodge for any modifications made in your enrollment/employment period at UTokyo to the Housing Office.

Please note that the maximum period of stay at the Lodge is only one year as stipulated in “The University of Tokyo Regulations on the Use of the International Lodge / Komaba Lodge Annex.” https://www.u-tokyo.ac.jp/adm/housing-office/en/download/index_00001.html In addition, for those who have stayed at either one of the UTokyo accommodations under the same status within the current past 3 years, the length of their past stay shall be counted as part of the allowable one-year period of stay. Changes in the term of stays after room assignment may not always be accepted depending on the room occupancies at the time.

17. Facility and Equipment

Komaba Lodge Annex has the following equipment and facilities.

< Inside the Room >

Double Bed (with Mattress), Closet, Bookshelf, Rack (can be used as a shoe rack if you wish), Desk, Desk Chair, Desk Lamp, Kitchen, Refrigerator, IH Cooking Heater, Microwave Oven, Rice Cooker, Kitchenware, Tableware, Shower Room, Toilet, Washing Machine, Air Conditioner, Intercom, Ventilator, Ceiling Lights, Curtains, and Balcony

< Common Facilities >

Multipurpose Hall:
Tables & Chairs, Television Set, Digital Piano, Wireless LAN, Audio Equipment, Ping-pong Table, Toilet
Entrance Hall:
Tables and Chairs, Television Set, Wireless LAN
Other Common Facilities:
Laundry Rooms, Bicycle Parking Area, Mailbox, Garbage Storage, Microwave Ovens

Items lent by the Lodge Office:
Irons and Ironing Boards, Vacuum Cleaners, Bicycle Pumps, Scales, Trolley, Broom&Dustpan - Rental items must be returned each time you finish using them. -The University of Tokyo (including the lodge office) is not liable to any injury or any damage to your properties caused, directly or indirectly, by an item that you have borrowed from the Lodge Office.

18. Residence Card and Registration of a New Address

(1) If You are to Move into the Lodge from Abroad

All foreign nationals with period of stay of over 3 months will be issued a Residence Card at the time of arrival at the Narita International Airport or Haneda Airport. (Residence Cards are issued at the Chubu and Kansai Airports, as well.)

If you are to arrive at an airport other than those listed above, you will receive a landing permission by which you can receive a residence card after you notify the Meguro Municipal Office of your new address at Komaba Lodge Annex.

(2) If You are Already Living in Japan

If you are a resident in Japan and live in another municipality other than Meguro-ku, you will first have to notify your municipal office that you are moving out from the district 14 days prior to your actual date of moving. The municipal office will then issue you a move-out certificate which you will need to submit to the Meguro Municipal Office at the time you are to register your new address at the Komaba Lodge Annex. You will have to register your new address within 14 days of moving.

If you are to change address within the same municipality, you will have to file a change-of-address notice at the Meguro Municipal Office's residence registration counter within 14 days of moving.

19. Insurance for Personal Possessions

The University of Tokyo provides no insurance policy that covers personal possessions of residents. If necessary, please make your own arrangements.

20. Preliminary Visit to the Lodge (Only for those with permission to move in)

If you already have your permit to live at the Lodge and are either living in Japan or are to arrive in Japan well before your move-in date, you can pre-visit the Lodge by making the necessary appointments with the Lodge Office in advance. Alternatively, you can ask a close family member of yours (who stays in Japan), your host professor or someone working for or studying under your host professor to make a preliminary visit on your behalf (no other person is accepted). Please inform the Lodge Office of the following information by E-mail (please refer to page 2 of this Guide) at least three days prior to the planned visit.

1) Room Number
2) Your Name (or the name of your representative)
3) Permit Number shown on your "Notification of Admission"
4) "Several" Timeslots (the time convenient for you or your representative)

Please note that there may be no office staff available to guide you around at the time of your preliminary visit due to their workload. In such cases, you will be asked to walk around the common spaces of the Lodge on your own and will not be able to see your actual room.

21. Departure

You are free to leave the Lodge before the expiration date of your term of residence as long as you fill out the “Notification of Departure of the University of Tokyo International Lodge” and submit it to the Lodge Office no later than 14 days prior to your actual date of departure. Otherwise, you will be billed of all fees up till the 14th day from the date of submission (no matter if you are to move out of the Lodge at an earlier date than that).

Residents who are to leave the lodge with the completion of their permitted term of residence are also required to submit the “Notification of Departure” to the lodge 14 days in advance. Please be noted that any failure in doing so will lead to additional billing up to the 14th day counted from the date of submission.

22. Points to Note when Moving Out

1) If there is any damage, breakage or leftover items that require restoration to the original condition, we will charge you for the cleaning, repair, disposal and other costs involved. Lingering odors, including but not limited to incense or perfume, are also subject to cleaning fees.
2) If any of the items are found to be missing, we will have you return them right away (if lost or damaged, you will be charged for them).
3) If there are any leftover items in the room after you move out, we will consider that you have abandoned the ownership and will charge you for the disposal cost thereof.

23. Amendments

The terms and conditions written herein are subject to future amendments.
All amendments made will be notified to the residents on the UTokyo Housing Office website.

■UTokyo Housing Office Website:
https://www.u-tokyo.ac.jp/adm/housing-office/en/download/index_00001.html

24. Access to the Lodge

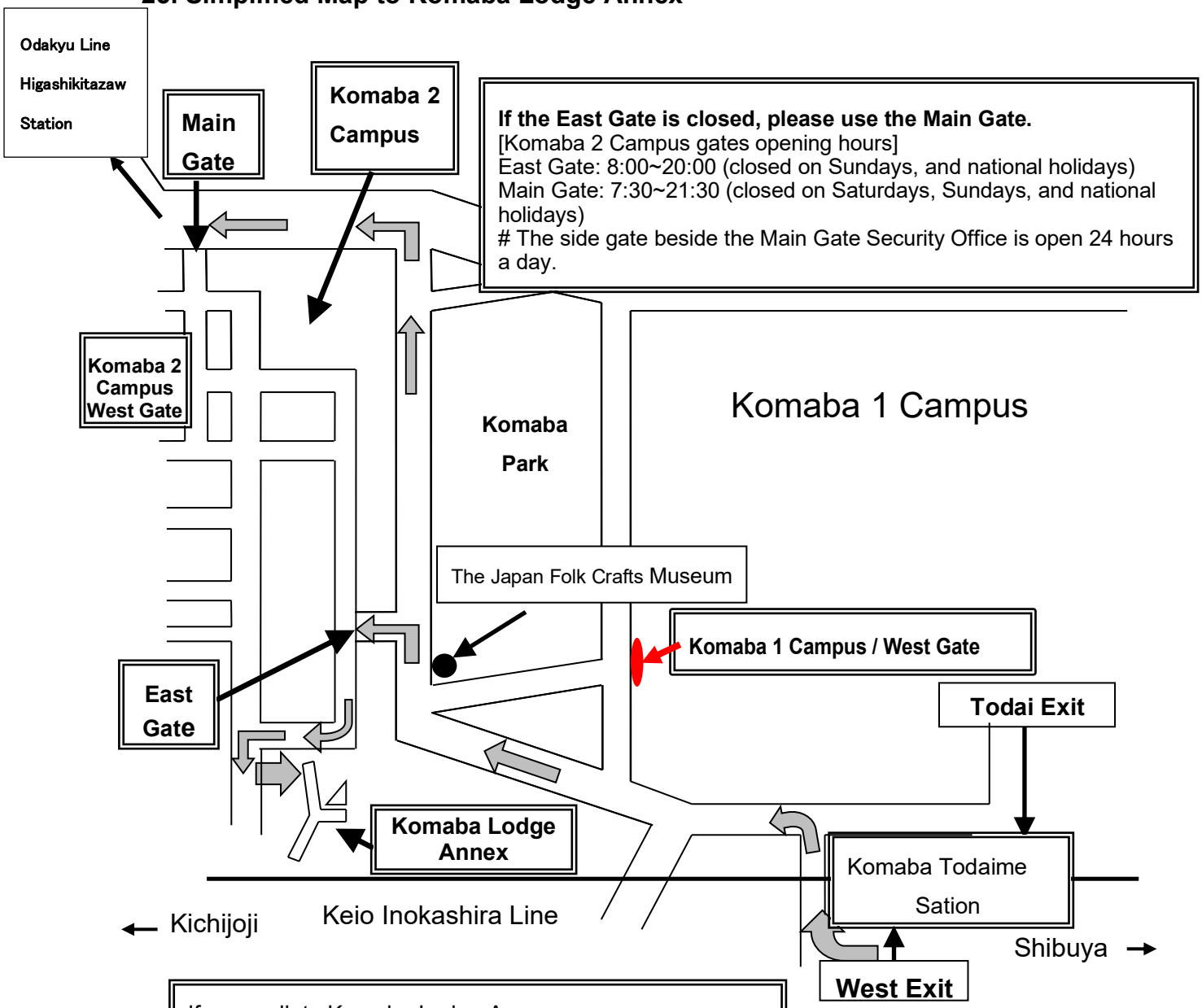
The nearest station to the Komaba Lodge Annex is the “Komaba-Todaimae” station of the Keio-Inokashira line or “Higashi Kitazawa” station of the Odakyu Line,

(transfer: Subway Chiyoda Line). Information on transportation from each airport (ways of transfer, time/fees of transportation, etc.) can be searched using the following sites.

Japan Transit Planner https://world.jorudan.co.jp/mln/en/（Multi-Language）
YAHOO! JAPAN 路線情報 https://transit.yahoo.co.jp/ （Japanese only）

＊Information on the above sites is subject to change.

25. Simplified Map to Komaba Lodge Annex



If you walk to Komaba Lodge Annex
☞from Komaba Todai-mae Station, please follow the gray arrows from the west exit. It takes about 10 minutes.
☞from Higashi-Kitazawa Station, go out the ticket gate, turn right, and along the road to the main gate of Komaba 2 Campus in about 5 minutes.

If you take a taxi:

1) Please get off at the East Gate, the closest gate to Komaba Lodge Annex, and walk.
Note: "Nihon Mingei Kan" (the Japan Folk Grafts Museum) may be better known to taxi drivers than the east gate of the University of Tokyo.
2) Please enter Komaba 2 Campus through the Main Gate, inform the guard that you are moving into Komaba Lodge Annex and drive to the lodge directly.

26. Appendix: Examples of Completed Forms

(1) Registration to the University of Tokyo International Lodge

様式3 (Form 3)

東京大学インターナショナル・ロッジ入居届

REGISTRATION TO THE UNIVERSITY OF TOKYO INTERNATIONAL LODGE

東京大学総長　　殿

To : President

The University of Tokyo

氏　名：

Name (Print) : Komabella (First)　Megrocias (Last)

東京大学インターナショナル・ロッジ規則等を了承のうえ、下記のとおり入居しますのでお届けします。

This is to notify that I, having read and understood the Rules and Regulations of The University of Tokyo International Lodge, have taken up residence.

1. 入居日　(Date of arrival)　20 12 年(year) 5 月(month) 25 日(day)

2. 居室番号 (Apartment)　棟 (Bldg.) _____ 階 (Floor) 3 居室 (Room No.) K322

3. 同居家族 (Accompanying family)

氏　名 Name	生年月日 Date of birth	性 別 Sex	続　柄 Relationship
		M / F	
		M / F	
		M / F	
		M / F	

4. 写真 (Photograph)



配偶者 正面 Spouse Full Face	他家族 正面 Family Full Face	他家族 正面 Family Full Face

備　考　申請者又はその同居家族が外国人登録による登録をすませているときは、この届にその登録証明書の写しを添付してください。

Note: Should the prospective resident or members of his/her family have already registered at the Alien Registration Office, copies of the alien registration certificates must accompany this form.

日付 Date : 15 May 2012　　署名 Signature : Komabella Megrocias

(2) Pledge

様式４ (Form 4)

誓約書
PLEDGE

東京大学総長 殿
TO：President
The University of Tokyo

国(Nationality)： Spanish

氏名 (Name)： Komabella Megrocias

私は、東京大学インターナショナル・ロッジに入居のうえは、インターナショナル・ロッジの諸規則及び下記の規定（以下「規則等」という。）を遵守することを誓います。
万一規則等に違反した場合には、退去を命ぜられても一切不服は申しません。
Having obtained permission to reside at the University of Tokyo International Lodge, I agree to abide by the Rules and Regulations of the Lodge and those listed below.
I also understand that should I violate these rules and regulations, I may be asked to leave the Lodge.

入居期間 (Term of Residence)
自 (From): 2012 年 (Year) 5 月 (Month) 24 日 (Day)
至 (To) ： 2013 年 (Year) 2 月 (Month) 22 日 (Day)

私は上記入居期間を了承いたします。
I accept the term of residence written above.

規定 (Rules)：
1．所定の退去日までに、ロッジを退去します。
(I will leave the lodge by the prescribed date of departure.)
2．退去時には部屋を清掃し、入居時と同等の状態を回復します。
(On my departure, I will clean and restore the room to its initial state.)
3．月々の学校財産貸付料等及び光熱水料等を、所定の期日までに納付します。
(I will pay the monthly rent and utility charges by a prescribed date.)
4．居室内ではパーティーを行わず、騒音を出しません。
(I will not host any parties in my room and will not make any loud noise.)
5．居室にロッジ入居者以外の者は宿泊させません。
(I will not let visitors stay in my room.)
6．ゴミは所定の規則に従って、分別・廃棄します。
(I will separate and dispose of garbage in accordance with the rules and regulations.)
7．故意または過失により備品を毀損した場合は、これを原状回復し損害を賠償します。
(I will pay the restoration cost for any destruction or damage of fixtures which is attributable to me, whether by accident or design.)

日付
Date： 15 May 2012

署名
Signature： Komabella Megrocias

(3) Dear New Residents

新入居者の方へ
Dear New Residents

部屋番号 Room No. K322　　氏名 Name Komabella Megrocias

当ロッジには、世界各国から訪日した多くの居住者が暮らしています。ですから、ロッジ事務室では、郵便物の宛先人を正しく知る必要があります。そこで、最初の表に、2または3通り(あるいは4通り)の文字でお名前のご記入をお願いします。なお、あなた宛の郵便物を送る場合、アルファベットか漢字で書くのがベストであることを、ご家族・お友達に伝えてください。

In this lodge, we have many residents coming from many parts of the world. Therefore, it is very important that we can easily identify the right addressee of each postal matter. In this regard, it would be very helpful if you could indicate your name in two or three (or possibly four) different letters as appropriate in the first table below. Also please tell your family and friends that the best way is to write your name in alphabet or Chinese character.

以下の表記でお名前を記してください。Please write your name in:

アルファベット (Alphabet)	Komabella Megrocias
漢字 (Chinese character)	
カタカナ (Katakana)	コマベーリャ　メグロシアス
母国語 (Your Mother Language)	

緊急時の連絡のため、以下に記入をお願いします。
Please complete your emergency contact in the following table:

学部、研究科 (Faculty, Division)	
学科、専攻、講座 (Department, Major)	Department of Informatics and Electronics
担当教官 (Professor in Charge)	Daisuke Komaba
研究所 (Institute)	Institute of Industrial Science 研究所
チューターまたは秘書の氏名・電話番号 (Name & Tel. No. of Tutor or Secretary)	Keiko Meguro 03-5454-XXXX

あなたの E メール（Your E-mail Address） Please write in block letters.

k	o	m	a	b	e	l	l	a	_	m	e	g	r	o	c	i	a	s			
@	h	o	t	m	a	i	l	.	c	o	m										

(4) Notification of Admission to the University of Tokyo International Lodge

様式２ (Form 2)

東京大学 インターナショナル・ロッジ入居許可通知書

NOTIFICATION OF ADMISSION TO

THE UNIVERSITY OF TOKYO INTERNATIONAL LODGE

許可番号

Permit No.

日付　　年　月　日

Date: Year Month Day

To:　　殿

東京大学理事（国際担当）

印

From : Executive Vice President

The University of Tokyo

年　月　日付の東京大学インターナショナル・ロッジへの入居申請が許可されましたので、お知らせいたします。

I am pleased to inform you that your application dated has been accepted on the following terms and conditions.

1. 入居許可期間　自　年　月　日　至　年　月　日

Term of residence: From To

2. ロッジ・居室番号　ロッジ　号室

Assigned lodge / room: Lodge No.

3. 使用料（Rent）：　1ケ月　円 (Yen / month)

(ただし、　年　月分の使用料は上記東京大学インターナショナル・ロッジの使用要領により、　円とします。また、退去する月の使用料等も同使用要領によります。)

(Note : The rent for shall amount to yen pursuant to the University of Tokyo Guidelines on the Use of the International Lodge indicated above. The rent charged for the move-out month shall also be determined by the same Guidelines.)

4. 電気、ガス、水道、インターネット、その他サービスの利用料は、実費ないし定額で請求されます。

The use of electric power, gas, water, the Internet and other services is charged either at cost or at a flat rate.

備考　1　入居の際には、この許可書に添付の入居届（様式３）および誓約書（様式４）を提出してください。

2　指定されたロッジ居室への入居は、入居許可期間の初日から７日以内に必ず行ってください。

（理由なくこの期間内に入居しないときは、入居の許可を取り消します。）

3　インターナショナル・ロッジの規則に従ってください。違反した場合は退去しなければなりません。

Note : 1 Upon your arrival at the International Lodge, please submit the following two forms together with this "Notification of Admission": Registration (Form 3) and Pledge (Form 4).

2 Please move into the International Lodge within seven days from the starting date of your term of residence. (Your failure to fulfill this condition without a good reason shall lead to the cancellation of your residence.)

3 Please abide by the Rules and Regulations of the International Lodge; otherwise, you will be required to vacate your accommodation.