GUIDE FOR PROSPECTIVE RESIDENTS (FOR INTERNATIONAL STUDENTS) of KOMABA LODGE MAIN, INTERNATIONAL LODGE THE UNIVERSITY OF TOKYO

This information covers what you should know and accept before you move into Komaba Lodge Main (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.

MUST-DO'S

1. **You must move into the Lodge within 7 days in principle from the starting date of your term of your residency.**
   - **Early arrival will not be accepted.**
   - **Your failure to fulfil this condition without advanced notice and justifiable reason could lead to cancellation of your residency.**
2. **You must inform the Lodge Office of your arrival date and beddings order before the deadline, using the Online Form which will be sent to you from the Lodge Office. If for any reason it is difficult to respond by the deadline, make sure to inform the Lodge Office: m-komaba_lodge.adm@gs.mail.u-tokyo.ac.jp**
3. **You must complete the following three documents and submit them to the Lodge Office on the date of your arrival:**
   1) **Registration to the University of Tokyo International Lodge - A PHOTOGRAPH must be attached.**
   2) **Pledge**
   3) **Dear New Residents**

   These documents are downloadable at: https://www.u-tokyo.ac.jp/adm/housing-office/en/download/index_00002.html
4. **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. (For the details, please refer to page 3 of this Guide.)**

1. Contact Information

Please contact the Lodge Office if you have any questions.

KOMABA LODGE OFFICE FOR MAIN, B, C AND D

Address: 4-5-29 Komaba, Meguro-ku, Tokyo 153-0041
Tel: 03-3466-4035
Facsimile: 03-3466-4037
E-mail: m-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

Please 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 reception via email whether it is possible to make the necessary arrangements for you.

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. For Students Receiving Tutor Support

If you have a tutor, please tell the person to read this Guide or the Japanese version downloadable from:
https://www.u-tokyo.ac.jp/content/400178894.pdf
Please ask them to provide the needed support and cooperation regarding your life at the lodge.

4. Documents Necessary Upon Arrival

You will be requested to present 1 and 2 below to the Lodge Office upon arrival in addition to the three documents listed on the previous page:

1) "Notification of Admission to the University of Tokyo International Lodge"
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 25. Appendix (4))

2) Passport and Residence Card
* Please present your Student Identification Card, if already issued.

These documents will be photocopied and returned to you on the spot.

5. Initial Briefing

After moving in, we will show you around the facility. There will be an explanation of the important matters for living in the Lodge. Please listen to the guidance carefully and follow the rules. If you have any questions, please feel free to ask.

6. Key

The Lodge Office staff will hand you your room key. Please be careful not to lose or damage your key. In the event of any loss or damage, you will be asked to bear the replacement cost.

7. 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

Based on the beddings purchase information that you provide on the Online Form which will be sent to you separately from the Lodge Office, the Lodge Office will arrange your beddings. Please note that **you do NOT need to submit the Beddings Purchase Order which you will find in the URL above in Excel format**.

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

8. Confirmation of Your Room Condition (on arrival)

The 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 damages caused by the previous resident.

9. Parking Space

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

10. Internet

You can access the internet from your room. Wi-Fi networks available to residents are the Lodge Wi-Fi Connection Service and the UTokyo Wi-Fi.
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/

11. Smoking

There is only one smoking area on the western side of the Main Building, close to Building C. Smoking is only allowed at this Smoking Area. It is strictly prohibited to smoke inside the Lodge, including each residential unit and room balconies.

12. Mail and Parcel Delivery

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.
   In principle, we cannot accept items addressed to someone other than the resident.

13. Major Rules

13-1.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 dorm, 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 at places other than the designated smoking area;
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.

13-2 Eviction 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.

13-3. 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 and submit the "Notice of Travel / Absence from Lodge" to the Lodge Office in advance. 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/adm/housing-office/en/download/index_00002.html

13-4. 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 13-1 above. If it is necessary for visitors to stay overnight, make sure that you have them find an outside accommodation (e.g. hotels).

13-5. 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.

14. Expenses

Residents are required to pay the following monthly expenses:

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

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

Expense Item	Monthly Amount	Daily Amount
Entrance Fee	19,800 yen (one-off cost)	
Rent	55,600 yen	1,850 yen
Common Service Fees	2,000 yen	N/A
Utilities (Electricity, Water and Internet Access)	12,200 yen	410 yen
TOTAL	69,800 yen	2,260 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.

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, the internet access 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 the rent, the Internet and the utility fees for Common Areas/Residential Unit.) Common service fees will be billed on a monthly basis both for the move-in and move-out months regardless of the number of one’s stay at the Lodge
3) You may be CHARGED IN EXTRA if your consumption of power is substantially larger than average.
4) 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.
5) In addition, your first bill includes an Entrance Fee of 19,800 yen which is to be spent for the cleaning/repair work for your room immediately after your departure. (The Entrance Fee will be charged only once at the time of move-in.)

   * 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 22 “Points to Note when Moving Out” for the details.
6) All expenses are not refundable, under any circumstances once they have been paid.
7) Any failure to fulfil the payment of the accommodation fees, etc. by the given due date regardless of the repeated request made by the Komaba Main 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 Main.” https://www.u-tokyo.ac.jp/adm/housing-office/en/download/index_00001.html

15. Cleaning

Each resident is responsible for cleaning one’s own room including the bathroom. You can rent the vacuum cleaners at the Lodge Office for free.

16. Changing Rooms

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

17. Facility and Equipment

The Lodge has the following equipment and facilities.

< Inside the Room >

Bed, Desk & Desk Chair, Closet, Hanging Cupboard; Bathroom (with Toilet and Washbasin) Air Conditioner, Refrigerator, Ventilator, Desk Lamp

< Common Facilities inside the Building>

Kitchen:
IH Cooking Heater, Microwave Oven, Rice Cooker, Toaster
Lounge:
Tables, Chairs, Television Set; Wi-Fi
Other Common Facilities:
Laundry Rooms (Iron & Ironing Board), Mailbox

< Common Facilities outside the Building>

Multipurpose Hall (+ Lounge):
Tables & Chairs, Ping-pong Table, Piano, Badminton net
Other Common Facilities:
Bicycle Parking Area, Garbage Storage Room

< Free Rental Items >

Vacuum Cleaners, Bicycle Pumps, Scales, Push Carts – Rental items must be returned immediately each time you finish using them. – The University of Tokyo (including the Lodge Office) is not liable to any injury or any damage caused to your belongings, either 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 a 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 plan to hold a part time job here in Japan during your stay, you must obtain the “Permission to Engage in Activity other than that Permitted under the Status of Residence previously Granted” either at one of the above airports or at the Immigration Bureau.

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 notifying the Meguro Municipal Office of your new address at the Komaba Lodge Main.

(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 Lodge. 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

If you already live 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

All residents must submit the “Notice of Departure” to the Lodge Office 14 days before the date of departure. Residents who wish to leave early without waiting for the expiration of their permitted term of residence will be able to move out of the Lodge early if they are to submit the notice 14 days in advance. Any delays 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.
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

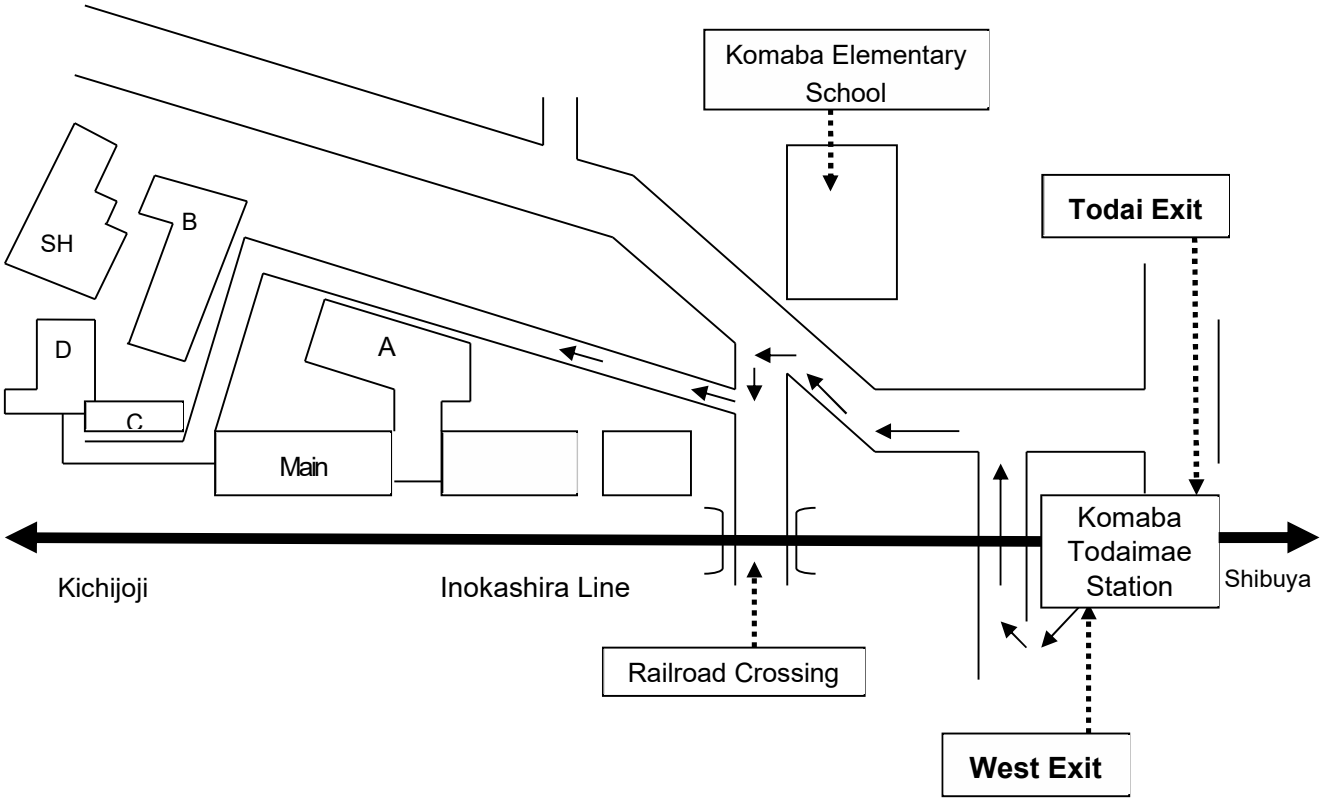
The nearest station to the Lodge is the “Komaba-Todaimae” station of the Keio-Inokashira line. Information on transportation from each airport (ways of transfer, time/fees of transportation, etc.) can be searched using the following sites.

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 Main

For the walking route to Komaba Lodge Main from Komaba Todaimae Station, please follow the small arrows from the west exit. It takes about 5 minutes.



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 Megrocias

First　　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) 10 月(month) 2 日(day)

2. 居室番号 (Apartment)　棟 (Bldg.) _____ 階 (Floor) 2 居室 (Room No.) KM511

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: 25 Sep 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

国籍
(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) 10 月 (Month) 1 日 (Day)

至 (To)　：2013 年 (Year) 9 月 (Month) 23 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：25 Sep 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. KM 511

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 メグロンアス
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)	Arts and Sciences
学科、専攻、講座 (Department, Major)	Language and Information Sciences
担当教官 (Professor in Charge)	Daisuke Komaba
研究所 (Institute)	Institute of 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.