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. 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 Komaba Lodge within 7 days 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 by E-mail as soon as it is fixed: m-komaba_lodge.adm@gs.mail.u-tokyo.ac.jp**

   Please indicate your room number in the subject line of your E-mail as follows:
   "KM130 : My Date of Arrival"

   If possible, please indicate the approximate date and time of your arrival at the Airport/Lodge as well.

3. **You must complete the following three documents and submit them to the Lodge Office on or before 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 bedding (comforter, duvet, blanket, pillow, sheets, etc.). Bed, mattress and bed pad are provided. (For more 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 8:00～20:00
Saturdays, Sundays and public holidays 8:00～18:00

Please move into the Komaba 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 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. Tutor

If you have a tutor, please tell him/her to read through this Guide or the Japanese version of this Guide which is downloadable from:
https://www.u-tokyo.ac.jp/adm/housing-office/ja/download/index_00001.html
To be a good tutor, he/she should be familiar with what is written in this Guide.

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)) and submit it to the Lodge Office on your move-in date.

2) Passport and Resident 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

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

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. Bedding

You are expected to prepare your own bedding (comforter, duvet, blanket, pillow, sheets, etc.). A bed, bed mattress and bed pad are provided.

If you would like to rent a bedding set, a bedding rental service is available:
Please fill in the ordering form and text it to the Lodge Office at least 1 week prior to your actual move-in date.

■Bedding Rental Service Form:
https://www.u-tokyo.ac.jp/adm/housing-office/en/download/index_00002.html

■Send the Form to: m-komaba_lodge.adm@gs.mail.u-tokyo.ac.jp
※Be sure to include your room number in the subject line when sending the filled out form.

If you are to ask for a rental bedding set, you are required to pay the full amount thereof at the time of the payment of your first bill. You cannot get a refund even if you are to shorten the rental period.

If you do not request rental bedding, please be sure to prepare the bedding yourself. It is usually more economical to purchase the basic bedding set on your own if you plan to stay for a long period of time.

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 seven days from the date of your arrival.

If you should fail to submit this form, you may have to take the responsibility for 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, using the LAN cable provided in your room. In addition, a Wi-Fi router is provided. If you would like to borrow one, please contact the Lodge Office AFTER three days of your arrival. (The office staff are occupied for the first few days at the beginning of each term.) Free Wi-Fi is available in the lounges.

11. Smoking Area

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 Komaba Lodge Main and BCD, including each residential space and room balconies.

12. Mail

Postal items that does not state your room number may not be delivered. Please inform your family members and friends to follow the instructions below when they are to send something to you via postal service:

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

13. Major Rules

13-1.Prohibited Actions

Please refrain from the following prohibited actions:

1) Keeping pets;
2) Wearing shoes inside the room;
3) Making holes in walls and furniture and affixing adhesive materials (*e.g.* nails, hooks and stickers) except on the wooden bar on the wall;
4) Leaving personal belongings in public spaces;
5) Renting your room to a non-resident;
6) Using any item that could cause a fire (other than those equipped in your room and common areas);
7) Smoking at places other than the designated smoking area;
8) Talking in a loud voice or playing music at full volume in a room or in public spaces;
9) Parking cars without permission within the premises of the Lodge; and
10) 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 Elsewhere

To prepare for an emergency, the Lodge Office should always be able to contact every resident. If you plan to stay overnight outside the Lodge, please fill out and submit the “Notice of Travel / Absence from Lodge” to the Lodge Office in advance. 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

Visitors are not allowed due to the COVID-19 infection control measures now taken at the UTokyo accommodations.

Only residents are allowed to enter the premises.

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
Rent	JPY 48,900	JPY 1,630
Common Service Fees	JPY 2,000	N/A
Internet	JPY 1,300	JPY 45
Utilities (Electricity and Water)	JPY 5,500	JPY 185
TOTAL	JPY 57,700	JPY 1,860

All bills are issued around the 10th of each month. Please pay the amount billed by the 20th of the same month via bank transfer – cashier at a bank, automatic teller machine (ATM) or online banking system. The University of Tokyo does not accept any other payment method.

Note:

1) Expenses are subject to 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 during 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 17,400 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.
6) All expenses are not refundable, under any circumstances, once they have been paid.

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, LAN Cable, 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, Mailbox

< Common Facilities outside the Building>

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

< Free Rental Items >

Irons (+ Ironing Boards), Vacuum Cleaners, Bicycle Pumps, Scales, Push Carts, Wi-Fi Router

- Rental items must be returned immediately each time you finish using them (except Wi-Fi routers).
- 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 Komaba Lodge Main. 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

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).

22. 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

23. Access to the Lodge

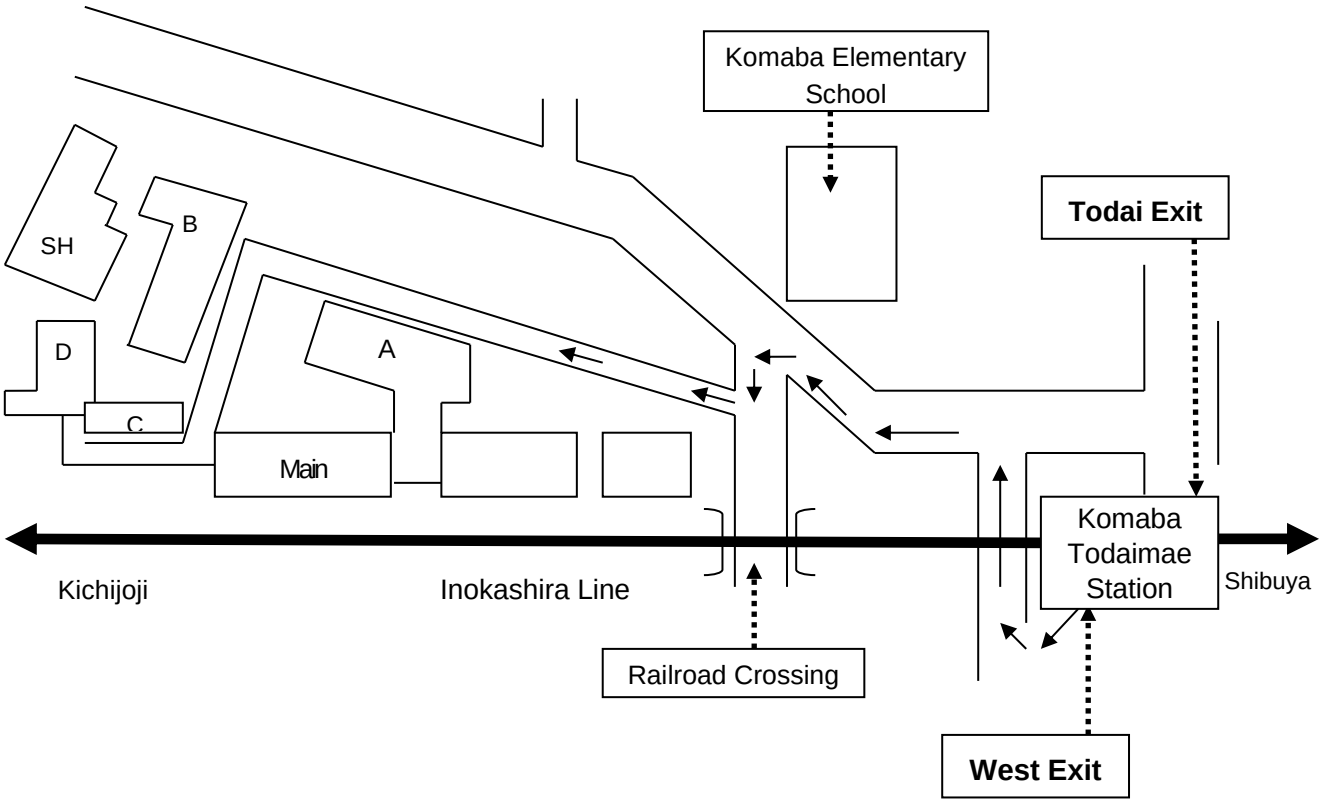
The nearest station to the Komaba Lodge is the “Komaba-Todaimae” station of the Keio-Inokashira line. Information on transportation from each airport (ways of transfer, time/fees of transportation, etc.) can be searched using the following sites.

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.

24. Simplified Map to Komaba Lodge

If you walk to Komaba Lodge from Komaba Todaimae Station, please follow the small arrows from the west exit. It takes about 5 minutes.



25. 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)	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.