

**GUIDE FOR PROSPECTIVE RESIDENTS  
(FOR RESEARCHERS)  
of  
SHIROKANEDAI LODGE, INTERNATIONAL LODGE  
THE UNIVERSITY OF TOKYO**

This information covers what you should know and accept before you move into Shirokanedai 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 if you have any questions.

<b>SHIROKANEDAI LODGE OFFICE</b>	
Address:	4-6-41 Shirokanedai, Minato-ku, Tokyo 108-0071
Tel:	03-3473-5336
Facsimile:	03-3444-0688
E-mail:	shirokanedai_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

You can move into Shirokanedai 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 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.

The Lodge Office would appreciate your information on your approximate date and time of arrival at Narita/Haneda Airport or Kashiwa Lodge.

### **2. 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  
- A PHOTOGRAPH 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.html>

- 4) Notification of Admission to the University of Tokyo International Lodge
- 5) Passport and Resident 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 23. 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.

### 3. 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 he/she will explain the important matters concerning your life at the Lodge. If you have any questions, please feel free to ask.

### 4. Key

You will receive your room key from the Lodge Office. 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.

### 5. Bedding

You are expected to prepare your own bedding (comforter, duvet, blanket, pillow, sheets, etc.). A bed, mattress and a 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 10 days prior to your actual move-in date.

If you are coming to Japan during the summertime, or year-end or year-start period, please be sure to order your rental beddings well in advance for the rental company will be closed for the New Year and summer holidays.

■ Bedding Rental Service Form:

<https://www.u-tokyo.ac.jp/adm/housing-office/en/download/index.html>

■ Send the Form to: [shirokanedai\\_lodge.adm@gs.mail.u-tokyo.ac.jp](mailto:shirokanedai_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.

## **6. Confirmation of Condition of your Room (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 seven days from the date of your arrival.

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

## **7. 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.)

## **8. Internet**

Wi-Fi Connection Service is available in your room.

## **9. Smoking Area**

There is only one smoking area: Outside Building C, along the common room windows just near the garbage storage room.

Please note that smoking is strictly prohibited in all other areas within the premises of the Shirokanedai Lodge including each residential space and room balconies.

## **10. 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.

## **11. Major Rules**

### **11-1 . Prohibited Actions**

Please refrain from the following prohibited actions:

- 1) Keeping pets;

- 2) Wearing shoes in a room;
- 3) Making holes in walls and furniture and affixing adhesive materials (e.g. nails, hooks and stickers) except on the bar that protrudes from the wall;
- 4) Leaving personal belongings in public spaces;
- 5) Using an item that could cause a fire (other than those equipped in your room); and,
- 6) Renting your room to a non-resident.
- 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.

In addition, couple rooms cannot be occupied for single-use nor family rooms be occupied for couple-use for a long period of time. Residents may be requested to move out from Shirokanedai Lodge, if such kind of room occupancy is to be recognized. Please be sure to inform the Lodge Office immediately should there be any change in the number of your family members staying with you.

#### **11-2. Expulsion from the Lodge**

A resident who violates the rules of Shirokanedai Lodge may be expelled.

#### **11-3. 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 the “Notice of Travel / Absence from Lodge” and submit it 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.html>

#### **11-4. Visitors**

You can invite visitors to your room. Every visitor needs to fill out the designated form at the Lodge Office. If the visitor is to arrive alone, please be sure to come to the Lodge Entrance and guide him/her to your own room.

Please refrain from any actions that could disturb other residents of the Lodge (e.g. talking in a loud voice, etc.). Visitors must refrain from all prohibited actions described in 13-1 above. All visitors must leave the Lodge by 23:00. (They are not allowed to stay overnight.)

### **12. Expenses**

Residents are required to pay the following monthly expenses:

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

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

Type of Room			Rent		Common Service Fee
			Monthly Amount	Daily Amount	
Single	Bldg. B	B 101 (16.86 m <sup>2</sup> )	45,900 yen	1,530 yen	2,000 yen
		Others Rooms (13.69 m <sup>2</sup> )	37,800 yen	1,260 yen	
	Bldg. C (18 m <sup>2</sup> )		48,600 yen	1,620 yen	
Couple	Bldg. B	B102~B104 (22.38 m <sup>2</sup> )	70,400 yen	2,350 yen	3,200 yen
		Other Rooms (26.86 m <sup>2</sup> )	82,600 yen	2,750 yen	
	Bldg. C (36 m <sup>2</sup> )		110,200 yen	3,670 yen	
Family	Bldg. B (41.47 m <sup>2</sup> )		128,500 yen	4,280 yen	3,700 yen
	Bldg. C (54 m <sup>2</sup> )		165,200 yen	5,500 yen	

The utilities fees are based upon actual use except for the Internet access fee, which is billed at a flat rate of 1,200 yen per month (40 yen per day).

All bills are issued around the 10th day of every month. Please pay the amount billed by the 25th day 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.

Please note:

- 1) No payment is required at the time of arrival.
- 2) Expenses are subject to change.
- 3) The room rent and the internet access fee 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 and the Internet.) 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.
- 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 to the expenses above, the initial bill will include the cleaning fees, which is

to be spent for the cleaning work of your room immediately after your departure. (This cleaning fees is charged only once.)

Room Type	Building	Cleaning Fee
Single	B	16,500
	C	17,600
Couple	B	24,200
	C	31,900
Family	B	37,400
	C	41,800

\* 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.

### 13. 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.

### 14. Changing Rooms

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

### 15. Facility and Equipment

The Lodge has the following equipment and facilities.

< Inside the Room >

Family	Couple	Single
Living Room, Kitchen, Bathroom (with Toilet and Washbasin), Veranda		
Bedroom 1		
Bedroom2		
Refrigerator, Electric/Gas Cooker, Air Conditioner(s), Kitchen Fan, Ventilators, Water Heater, Lights, Desk Lamp, Intercom, Door Intercom; Bed(s), Mattress(es), Desk, Desk Chair, Shoe Locker, Closet(s), Cupboard, Shelf;		
Sofa, Dining Table, Dining Chairs; Washing Machine, Vacuum Cleaner		
Bunk Bed		

< Common Facilities >

<b>Conference Room:</b>
Tables, Chairs
<b>Lounge (Entrance Hall):</b>
Television Set, Blu-ray Player; Tables and Chairs; Magazine Racks
<b>Library:</b>
Desks, Chairs; Encyclopaedia
<b>Japanese-style Room: (currently not in use)</b>
Table, Floor Cushions
<b>Common Room (currently not in use):</b>
Tables, Chairs
<b>Other Common Facilities:</b>
Laundry Rooms (with coin-operated Washing Machines and Driers), Mailbox, Garbage Storage Rooms, Bicycle Parking Areas
<b>Items lent by the Lodge Office:</b>
Bicycle Pumps, Irons, Vacuum Cleaners, Scales, Blu-ray Films <ul style="list-style-type: none"><li>- Rental items must be returned each time you finish using them.</li><li>- The University of Tokyo (including the lodge office) is not liable to any injury or any damage to your properties caused to your belongings, either, directly or indirectly, by an item that you have borrowed from the Lodge Office.</li></ul>

## 16. Resident Card and Registration of a New Address

### (1) If You 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 resident card after you notify Minato Municipal Office of your new address at Shirokanedai Lodge.

### (2) If You are Already Living in Japan

If you are a resident in Japan and live in another municipality other than Minato-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 Minato Municipal Office at the time you are to register your new address at the Shirokanedai 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 Minato Municipal Office's residence registration counter within 14 days of moving.

### **17. 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.

### **18. 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.

### **19. 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).

### **20. 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.html>

## 21. Access to the Lodge

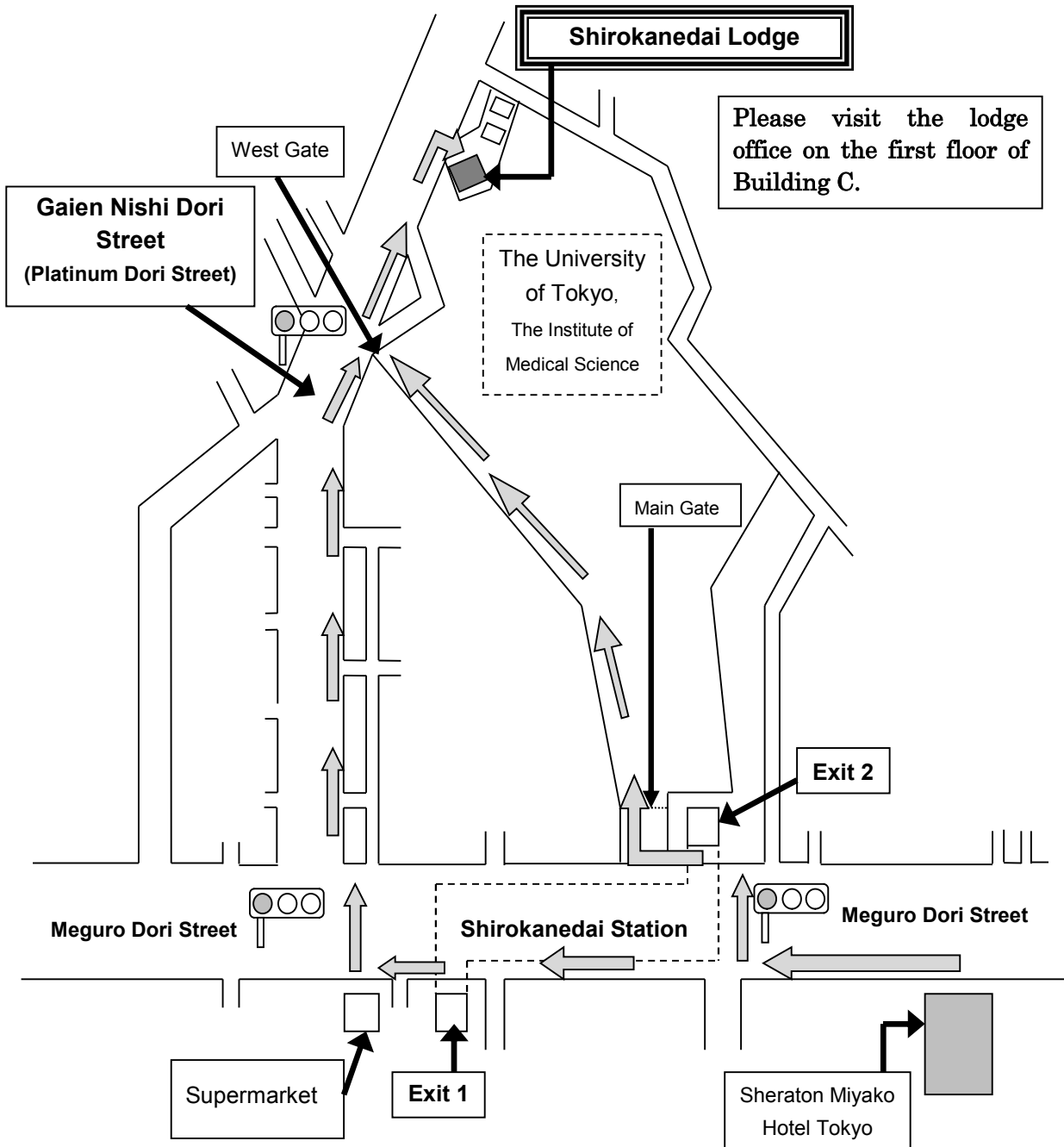
The nearest station to the Shirokanedai Lodge is the “Shirokanedai” station of the Tokyo Metro Namboku line or the Toei Mita line. Information on transportation from each airport (ways of transfer, time/fees of transportation, etc.) can be searched using the following sites.

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.

## 22. Simplified Map to Shirokanedai Lodge



**Please follow the gray arrows.**

- 1) From Exit 2 of Shirokanedai Station, you can walk through the premises of the Institute of Medical Science, the University of Tokyo. Then, please walk along the Gaien Nishi Dori Street, after passing through the west gate (7 minutes' walk).
- 2) From Exit 1, please walk along the Meguro Dori Street first and then cross it. Walk straight along the Gaien Nishi Dori Street (10 minutes' walk).
- 3) From Sheraton Miyako Hotel Tokyo, please go up the slope and use either of the above two routes (18 minutes' walk).

## 23. 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

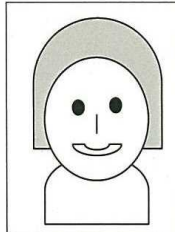
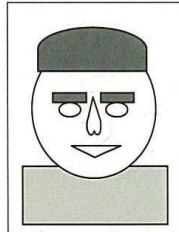
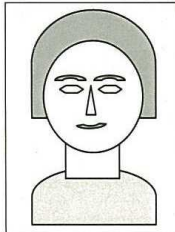
氏名: Whitney Goldman  
Name (Print): \_\_\_\_\_  
First Last

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) 5 月(month) 25 日(day)
2. 居室番号 (Apartment) 棟 (Bldg.) C 階 (Floor) 6 居室 (Room No.) C606F
3. 同居家族 (Accompanying family)

氏名 Name	生年月日 Date of birth	性別 Sex	続柄 Relationship
John Goldman	15 May 1977	Ⓜ / F	Spouse
Lucy Goldman	27 September 2009	M / Ⓧ	Daughter
		M / F	
		M / F	

4. 写真 (Photograph)



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 15 May 2012 署名 Whitney Goldman  
Date: \_\_\_\_\_ Signature: \_\_\_\_\_

## (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) : British

氏名 (Name) : Whitney Goldman

私は、東京大学インターナショナル・ロッジに入居のうへは、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) 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 : 15 May 2012

署名  
Signature : Whitney Goldman



#### (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ヶ月 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.