

**NOTICE TO PROSPECTIVE RESIDENTS
(STUDENTS)
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 every prospective resident's responsibility to read through this information and become familiar with its contents.

MUST-DO'S

1. You must move into Shirokanedai Lodge within 7 days from the starting date of your term of 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 of your arrival date by E-mail as soon as it is fixed: shirokanedai_lodge.adm@gs.mail.u-tokyo.ac.jp

Please indicate your room number in subject line like "C222 - My Date of Arrival."

Your information on approximate arrival time at Airport/Lodge would be appreciated.

3. You must complete the following three documents and submit them to the office on or before your arrival:

- 1) Registration to the University of Tokyo International Lodge**
 - A PHOTOGRAPH must be attached.
- 2) Pledge**
- 3) Dear New Residents**

Those documents are downloadable at:

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

4. You are expected to prepare your own bedding (comforter, duvet, blanket, pillow, sheets, etc.). A bed, a mattress and a bed pad are provided. (Please see page 3 for the details.)

1. Contact Information

Please contact the lodge office if you have any questions.

SHIROKANEDAI LODGE OFFICE

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

Opening 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; in principle, arrival out of the office hours is not permitted. Please contact the office in advance if you are unable to arrive on time.

2. Unaccompanied Goods

The lodge office does not take care of unaccompanied goods that arrive before your move-in day. If you plan to send something separately, please make arrangements so that you can receive it directly (after your move).

3. Tutor

If you have a tutor, please tell him/her to read this document or its Japanese version downloadable from:

<http://www.u-tokyo.ac.jp/ja/administration/housing-office/download/index.html#yoshiki>

To be a good tutor, he/she should be familiar with what is written in this document.

4. Documents Necessary upon your Arrival

In addition to the three forms listed on page 1, please submit the following to the office upon your arrival:

- 1) Notification of Admission to the University of Tokyo International Lodge

NOTE: This document is often kept by your department (faculty, graduate school or research institute). Then, please submit it as soon as possible after your move.

- 2) Passport and Resident card (of your family's as well)

* If you have, please submit your Student Identification Card.

These documents will be photocopied and returned to you on the spot. The notification was attached to the E-mail notifying you of "OSTA Application Result with Offer."

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 also explains important matters concerning lodge life. If you have any questions, please feel free to ask.

6. Key

The office staff will hand you a room key. Please be careful not to lose or damage your key. In the event of 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, a mattress and a bed pad are provided.

A bedding rental service is available. There are two ordering forms (downloadable from the same website), one for a single bed and the other for a double bed. Please choose the one suitable for your room and send it by E-mail to the lodge office at shirokanedai_lodge.adm@gs.mail.u-tokyo.ac.jp a week before your move-in day at the latest.

If you use a rental bedding set, you are expected to make a payment in full as of your first bill. You cannot get a refund even if you shorten the rental period.

If you do not request rental bedding, please make your own arrangements. It is usually more economical to purchase basic bedding if you plan to stay for a long period in the lodge.

8. Parking Space

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

9. Internet

Wi-Fi Connection Service is available in your room.

10. Smoking Area

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

Smoking is strictly prohibited in other areas including individual rooms.

11. Mail

Mail that does not bear your room number may not be delivered. Please inform your

family and friends who are likely to send mail to you of the following two points:

- 1) Clearly indicate your room number, and
- 2) Write your name in the Roman alphabet.

12. 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 any products that could cause fire (other than those equipped in your room);
and,
- 6) Renting your room to a non-resident.

In addition, it is prohibited for one person to occupy a couple room and one or two persons to occupy a family room over a long period of time. If this sort of occupancy is recognised, the resident(s) may be requested to leave Shirokanedai Lodge. If there should be a change in the number of family members who stay with you, please report it to the lodge office immediately.

13. Expenses

Residents are required to pay the following monthly expenses:

- 1) Rent
- 2) Utilities (comprising Electricity, Gas, Water and Internet connection)
- 3) Common Service Fee

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

Type of Room		Room Rent		Common Service Fee (Monthly)
		Monthly	Daily	
Single	Bldg. A (13.69 m ²)	31,500 yen	1,050 yen	2,000 yen
	Bldg. C (18 m ²)	40,500 yen	1,350 yen	
Couple	Bldg. A (22.38 m ²)	58,700 yen	1,960 yen	3,200 yen
	Bldg. A (26.83 m ²)	68,900 yen	2,300 yen	
	Bldg. C (36 m ²)	91,800 yen	3,060 yen	
Family	Bldg. A (41.47 m ²)	107,100 yen	3,570 yen	3,700 yen
	Bldg. C (54 m ²)	137,700 yen	4,590 yen	

The utilities fee is based upon actual use except for the Internet connection fee, which is 1,200 yen per month (40 yen per day).

A bill is issued around the 10th day of every month. Please pay the amount billed by the end of the same month through a 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 of a new resident on his/her arrival.
- 2) Expenses are subject to change.
- 3) The daily rates are applicable to the room rent and the Internet connection fee only in move-in and move-out months if the resident does not spend a full month. (He/she will NOT be charged more than the fixed monthly amounts for rent and the Internet.) Common service fee should be paid on a monthly basis both in move-in and move-out months regardless of the number of days of stay.
- 4) The period of stay to be charged in the first bill starts from the first day of your term of residency, not from the actual move-in day.
- 5) In addition to the expense items listed above, your first bill includes the cleaning fee, which covers cleaning of your room immediately after your departure. (The cleaning fee is charged only once.)

Room Type	Building	Cleaning Fee
Single	A	16,200
	C	17,300
Couple	A	23,800
	C	31,400
Family	A	36,800
	C	41,100

* If your room is extremely dirty or some of its facilities are damaged or lost, you will be CHARGED EXTRA

- 6) Expenses are not refundable, under any circumstances, once they are paid.

14. Cleaning

Each resident is responsible for cleaning his/her own room including the bathroom. You can borrow a vacuum cleaner from the office.

15. Changing Rooms

In principle, you may not change rooms.

16. 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 >

Conference Room:
Built-in Kitchen; Refrigerator, Microwave Oven; Tableware; Tables, Chairs
Lounge (Entrance Hall):
Television Set, Blu-ray Player; Tables and Chairs; Magazine Racks
Library:
Desks, Chairs; Encyclopaedia
Japanese-style Room:
Table, Floor Cushions
Common Room (currently not in use):
Tables, Chairs
Other Common Facilities:
Laundry Rooms (with coin-operated Washing Machines and Driers), Mailbox, Garbage Storage Rooms, Bicycle Parking Areas
Items lent by the Lodge Office:
Bicycle Pumps, Irons, Vacuum Cleaners, Scales, Blu-ray Films
<ul style="list-style-type: none"> - 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.

17. Resident card and Registration of a New Address

(1) If you move into the lodge from abroad

Since you enter Japan with a mid- or long-term residence status, you are expected to receive a resident card at Narita International Airport or Haneda Airport. (In addition, Chubu and Kansai Airports issue a resident card.)

You can also apply for “Permission to Engage in Activity other than that Permitted under the Status of Residence previously Granted” at the above airports. If you plan to work in Japan, it is recommended that you use this opportunity and acquire the permission at the airport.

If you should use any other airport, you will receive a landing permission by which you can receive a resident card after you notify Minato City Office of your new address in Shirokanedai Lodge.

(2) If you are a resident in Japan

If you are a resident in Japan and live in a city other than Minato City, you will have to notify that city of your moving out (before your actual move). The city will issue you a move-out certificate which you need to submit to Minato City Office when you register your new address at Shirokanedai Lodge. The registration should be done within 14 days from the move.

If you are a resident in Minato City, you can complete the two procedures at one time after your move to Shirokanedai Lodge.

18. 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.

19. Preliminary Visit to the Lodge

If you already live in Japan or arrive in Japan well before your move-in date, you could pre-visit the lodge by arrangement with the lodge office in advance. Alternatively, you could 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 behalf of you. (No other person is accepted.) Please inform the lodge office of the following by E-mail (Please see page 2) three days prior to your planned visit at the latest.

- 1) Room Number
- 2) Your Name (and your Representative's)

- 3) Permit Number (of “Notification of Admission Form”)
- 4) “Several” Timeslots (convenient to you or your representative)

Please accept that there may be no office staff available to guide you around due to their workload. Then, we ask you to walk around only common use spaces of the lodge alone.

20. Departure

You are free to leave the lodge before your term of residence expires, as long as you complete a form called “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 charged for the period up to the 14th day from the date of submission (even if your actual departure is earlier).

21. Transportation from Narita International Airport

* The fares and other information in this section are subject to change.

(1) Using Narita Airport Limousine Bus

- 1) At Narita International Airport, please take the Airport Limousine Bus and get off at Sheraton Miyako Hotel Tokyo (3100 yen). For detailed information, please refer to the following URL:.

http://www.limousinebus.co.jp/en/platform_searches/index/2/36

- 2) You can either walk (See p10) or take a taxi to Shirokanedai Lodge.

(2) Using Keisei Line

- 1) At Narita International Airport, please take the Keisei Line bound for Keisei Ueno, and get off at Nippori Station.
- 2) At Nippori Station, please take the JR Yamanote Line for Ikebukuro and Shinjuku, and get off at Komagome Station (140 yen).
- 3) At Komagome Station, please take Tokyo Metro Namboku Line bound for either Shirokane Takanawa or Hiyoshi, and get off at Shirokanedai Station (240 yen). If you take the one bound for Shirokane Takanawa, get off at the terminal station and take the one bound for Hiyoshi.
- 4) You can either walk (See page10) or take a taxi to Shirokanedai Lodge.

* The Keisei Line has two routes: Narita Main Line and Narita Sky Access Line. The Narita Sky Access Line is faster and more expensive.

Narita Airport Station Airport Terminal 2 Station		→	Nippori Station
Train		Travel Time	Fare
Keisei Main Line	Special Express	approx. 70-80 min	1,030 yen
Narita Sky	Special Express	approx. 60-70 min	1,240 yen

Access Line	Skyliner	approx. 35-45 min	2,470 yen
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22. Transportation from Haneda Airport International Terminal

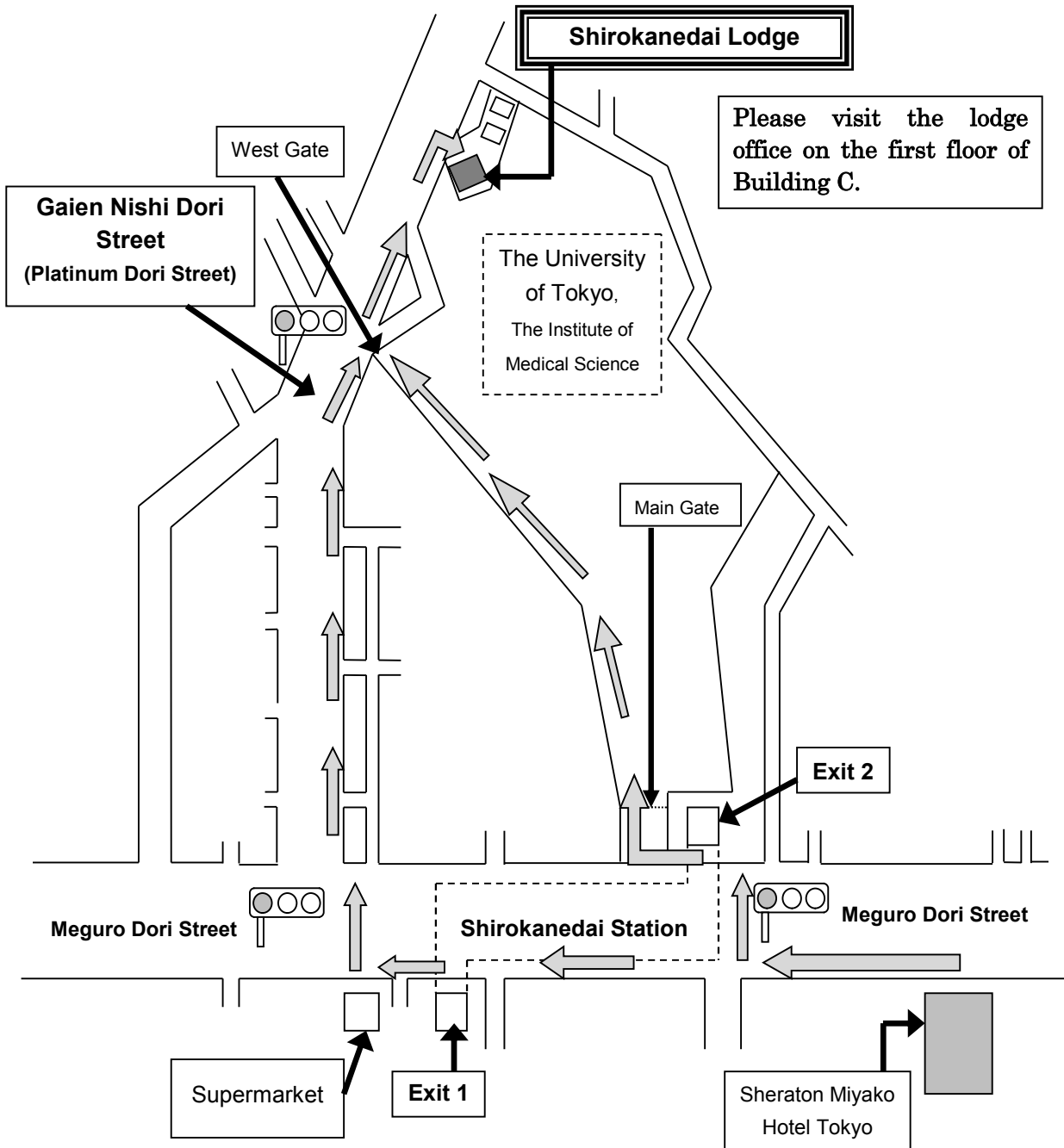
(1) Using Airport Limousine Bus

- 1) At Haneda Airport International Terminal, please take the Airport Limousine Bus and get off at Sheraton Miyako Hotel Tokyo (820 yen). For detailed information, please refer to the following URL:
http://www.limousinebus.co.jp/en/platform_searches/index/4/36
- 2) You can either walk (See page 10) or take a taxi to Shirokanedai Lodge.

(2) Using Keikyu Line

- 1) At the Haneda Airport International Terminal, please take the Keikyu Line for Shinagawa and Sengakuji, and get off at Shinagawa Station (410 Yen).
- 2) At Shinagawa Station, please take JR Yamanote Line for Shibuya and Shinjuku, and get off at Meguro Station (160 Yen).
- 3) At Meguro Station, please take either Tokyo Metro Namboku Line for Akabane Iwabuchi or Toei Subway Mita Line for Nishi-Takashimadaira, and get off at Shirokanedai (170 yen).
- 4) You can either walk (See page 10) or take a taxi to Shirokanedai Lodge.

23. 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).

24. 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): Whitney Goldman
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.

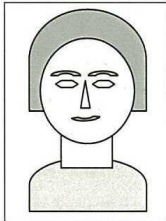
1. 入居日 (Date of arrival) 20 12 年(year) 4 月(month) 3 日(day)

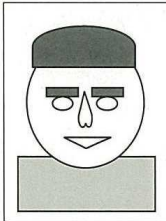
2. 居室番号 (Apartment) 棟 (Bldg.) A 階 (Floor) 4 居室 (Room No.) A408F

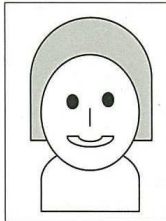
3. 同居家族 (Accompanying family)

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

4. 写真 (Photograph)







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: 25 Mar 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・ロッジに入居のうちは、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) 4 月 (Month) 1 日 (Day)

至 (To) : 2013 年 (Year) 3 月 (Month) 24 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 Mar 2012

署名
Signature : Whitney Goldman

(3) Dear New Residents

しんにゆうきましや かた
新入居者の方へ
Dear New Residents

へやばんづう
部屋番号
Room No. A408F

しめい
氏名
Name Whitney Goldman

とう せかいがくこく ほうにち おおき きょじゆうしや く
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、
ゆうびんぶつ あてさきに ただ し ひつよう
郵便物の宛先人を正しく知る必要があります。そこで、さいしょ ひょう
最初の表に、2または3通り(あるいは4通り)の文字
なまえ きにゆう わが
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
あて ゆうびんぶつ おく ぼあい
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)	Whitney Goldman
かんじ 漢字 (Chinese character)	
カタカナ (Katakana)	ウィットニー ゴールドマン
ぼこくご 母国語 (Your Mother Language)	

きんきゆうじ れんらく
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:

がくぶ けんきゆうか 学部、研究科 (Faculty, Division)	Graduate School of Economics
がっか せんこう こうざ 学科、専攻、講座 (Department, Major)	Economic Theory
たんとうきょうかん 担当教官 (Professor in Charge)	Daisuke Minato
けんきゆうじよ 研究所 (Institute)	Institute of けんきゆうじよ 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)	Reiko Shirokane 03-5454-XXXX

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

w	h	i	t	n	e	y	-	g	o	l	d	m	a	n						
@	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.