

The University of Tokyo
Mejirodai International Village
Residents Guide

Vol.3 2020/2/27

*Please note that the information herewith provided is as of February, 2020, and may be subject to change.

The University of Tokyo

Consigned to: Yasuda Real Estate, Co., Ltd.

Managed by: Mainichi Comnet Co., Ltd. / Toyo Jitsugyo Co., Ltd.

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1. About the University of Tokyo Mejirodai International Village

(1) Purpose

Opened in September 2019, The University of Tokyo Mejirodai International Village, as its name implies, is an international residence where Japanese and international students can interact and experience each other's cultures.

(2) Location & Access to Each Campus

3-28-6 Mejirodai, Bunkyo-ku, Tokyo 112-0015

5-min. walk from Gokokuji Station on the Tokyo Metro Yurakucho Line

16-min. walk from Myogadani Station on the Tokyo Metro Marunouchi Line

● Access to Each Campus

· Komaba Campus (Keio Inokashira Line Komaba-todaimae Station):

34 min. by train from Gokokuji Station (via Ikebukuro/Shibuya)

· Hongo Campus (Tokyo Metro Marunouchi Line Hongo-sanchoe Station):

5 min. by train from Myogadani Station (no transfers required)

· Kashiwa Campus (Tsukuba Express Kashiwanoha-campus Station):

46 min. by train from Myogadani Station (using Tsukuba Express)

*Train travel time is the time from the nearest station to the property to the nearest station to the campus and does not include transfer times.

(3) Reception

The Reception is located near the main entrance on the 1st floor of Linear Building. Feel free to stop by if you have any problems. (See p. 19)

● Reception Hours

· General Manager Resident Hours: Mon. - Fri. 9:00 AM - 6:00 PM

· Concierge Support Hours: Weekdays 1:00 PM - 10:00 PM, Weekends & Holidays 8:00 AM - 10:00 PM

● Major Services

· Support for resident inquiries

· Support for problems between residents

· Support for equipment failure

· Lost key re-issuance (Mon. - Fri. 9:00 AM - 6:00 PM)

· Bicycle/motorbike parking registration issuance (Mon. - Fri. 9:00 AM - 6:00 PM)

· Information on dining and shopping in the neighborhood

· Transportation information (directions for using public transportation, calling taxis, etc.)

· Interpretation (to the extent possible at the time)

· Information on hospitals when a resident is sick or injured

etc.

2. Facilities & Equipment

(1) Private Equipment and Supplies

Room Type Furniture and equipmen t	Shared type dwelling unit (total of 704 single units)						Independent type dwelling unit (total of 151 units)										
	A	B	C	D	R	S	Single			Single/Couple							
							E	F	T	G	H	J	K	L	M	N	
Wash basin	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>								<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Mirror	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Air conditioner	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Internet access	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Desk and chair	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Bed (with mattress)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Refrigerator	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Lighting equipment	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Closet	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Shoe storage	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Curtains	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Clothes drying rack	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Screen door	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Kitchen							<input type="radio"/>	<input type="radio"/>		<input type="radio"/>							
Microwave oven							<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Washing machine								<input type="radio"/>			<input type="radio"/>						
Dining table											<input type="radio"/>						
Low table															<input type="radio"/>	<input type="radio"/>	
Modular bathroom								<input type="radio"/>	<input type="radio"/>		<input type="radio"/>						
Shower unit							<input type="radio"/>			<input type="radio"/>							
Bathroom											<input type="radio"/>						
Toilet							<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Sofa															<input type="radio"/>	<input type="radio"/>	

Basic cooking appliance and kitchenware are found in shared kitchens in each block for shared-type dwelling units, and in each room (except room type T) for independent-type dwelling units.

· Cooking appliances: microwave, toaster, rice cooker, electric kettle

- Kitchenware: pots, knives, cutting boards, etc.

(2) Common Facilities within Shared Blocks *Independent residential unit blocks do not have common facilities.

- Do not disturb other residents when using common facilities.
- All residents are asked to keep equipment in order and use it with care so as not to break anything.
- While a janitor comes to clean about once a week, shared block residents should also clean as necessary.
- Lights are turned off for certain common facilities at 11:00 PM. While residents may turn the lights on when using the facilities after 11:00 PM, be sure to turn them back off when finished.
- Alcohol consumption in common facilities is prohibited

● Kitchen

- Be sure to wash common kitchenware before and after use, then return to their original location when finished. Be aware that there are no sponges or detergents. Please bring these yourself.
- Personal belongings are to be stored in the storage box with your room number written on it. Items that do not fit in the storage box are to be kept in your room, not left in the kitchen.
- In the kitchen wastebaskets, please do not throw anything other than burnable kitchen waste generated while cooking .

● Living Room

- The common TV is available for viewing until 11:00 PM.

● Shower Rooms

- Four to five within each shared block. Available 24 hours a day.
- Amenities such as soap, shampoo, and conditioner are not provided, so be sure to bring your own.
- Do not leave personal belongings in the shower area. Abandoned personal items will be collected and discarded.

● Restrooms

- Several common-use restrooms with stalls are located near the elevators on each floor. Available 24 hours a day.
- *The South Building has restrooms within the shared blocks.

● Laundry Area

- Near elevators on each floor. Available 24 hours a day.
- *The South Building has a laundry area within the shared blocks.
- There are two to three washers and dryers each, which can be used for ¥100 per cycle. There are no change machines, so be sure to bring ¥100 coins in advance.
- Number of washers is limited. Take turns with each other and remove laundry immediately when finished.
- Laundry abandoned for long periods will be removed and placed in the Laundry Corner. Laundry not picked up for more than one week will be disposed of.

(3) Common Facilities, Equipment & Furnishings

① Dining Hall & Lounge

- May be used by residents and visitors (friends and family of residents).
- Visitors must be accompanied by a resident and may not use these facilities alone.

② Mailboxes

Mailboxes for all rooms are located next to the Main Entrance on the 1st floor of Linear Building.

How to write the address:

〒112-0015 東京都文京区目白台三丁目 28 番 6 号

東京大学 目白台インターナショナル・ビレッジ ●●●●(Room No.)

■■■■■■■■ (Name)

■■■■■■■■ (Name)

The University of Tokyo Mejirodai International Village

3-28-6 Mejirodai #●●●●(Room No.), Bunkyo-ku, Tokyo 122-0015 JAPAN

*Be aware that packages without the room number written on them may not be delivered.

③ Delivery Boxes

- Located in the mailbox area.
- If a package arrives while the resident is away, an Undelivered Package Notice will be placed in their mailbox and displayed on the auto-lock panel at the entrance. Pick up your package immediately when returning home so as not to take up space in the delivery box. Please note that if a package has not been picked up for ten days or more, it will be disposed of.

④ Bicycle & Motorbike Parking

- Registration is required to use a bicycle and motorbike parking. Those using the parking area must purchase a parking decal sticker and place it on an area of their vehicle that can be seen easily.

- Where to purchase : Linear Building 1F, Reception

- Hours : Mon. - Fri. 9:00 AM - 6:00 PM

- Registration fee : ¥500 for bicycles / ¥5,000 for motorbikes (tax included) *Cash only

- Vehicles without decal stickers will be deemed suspicious and may be removed.
- When moving out, residents must dispose of their vehicle themselves.
- When giving a registered vehicle to the resident, the resident receiving the vehicle must re-register.
- Private vehicles may not enter or park within the Village premises. Those visiting by car are asked to use nearby coin-operated parking.

⑤ Smoking Area

- There is a smoking area between Shirakashi Deck and Momiji Garden. (See p. 19)

- Smoking is prohibited at the Village premises anywhere other than the smoking area (including rooms and balconies).
- Anyone discovered smoking outside the smoking area will not only be given a strict warning, but will also be reported to the administrative managers and professors of the department.

⑥ Garbage Disposal Areas

- There are three garbage disposal areas. (See p. 19)
- Separate your garbage properly according to separation rules stipulated by Bunkyo City and bring it to the garbage disposal area yourself. See the following page for garbage separation rules.
- Garbage can be placed in the garbage disposal area on Mondays and Thursdays between 6:00 AM and 3:00 PM.

◀ Regular Waste ▶

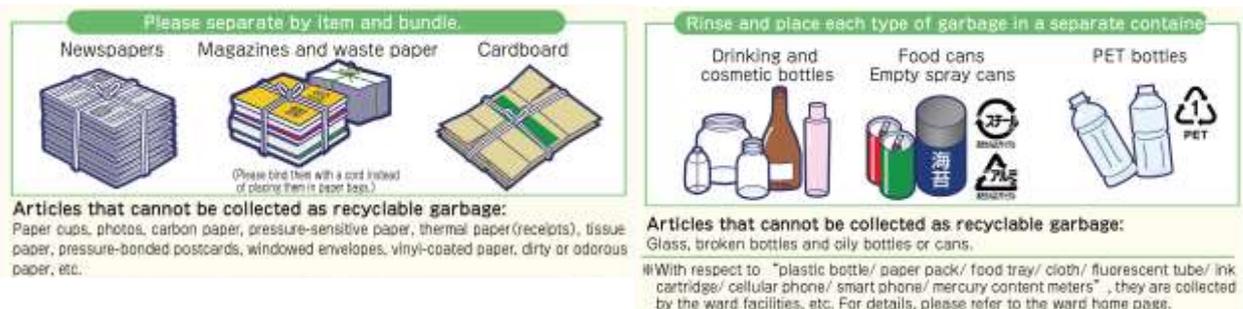
○ Combustible Waste Examples



○ Incombustible Waste Examples



○ Recyclable Waste Examples



<<Bulky Waste>>

- Bulky waste refers to oversized household items like furniture and appliances and applies to items longer than 30cm.
- Bulky waste disposal requires a fee and an application. Apply beforehand with the Bulky Waste Reception Center, purchase a Bulky Waste Disposal Ticket at the convenience store at the Village premises or other location, place it on your bulky waste, and put it in the designated garbage disposal area.
- For disposal methods, please contact the Reception.

⑦ Internet Access

- There is a wireless LAN available in the dining hall and lounge, and wired/wireless internet connections in the rooms.
- There are no procedures needed to use the internet connection, and fees are included in monthly utility bills.
- LAN cables are not provided, so those who wish to use wired internet are asked to provide their own.

⑧ Telephone

- There are no telephone lines in the rooms.

⑨ TV

- Independent type dwelling units have TV antenna connections in each room.
- Shared type dwelling units do not have TV antenna connections. Please use the TV in the living room in each block.
- There is one shared TV in the lounge.

⑩ Common Facilities Requiring Reservations

● Linear Building 1F

- Theater Room (Viewing environment with TV, DVDs, and sofas)
- Studio 1 & 2 (Soundproof room with electronic piano)
- *Visitors may use the Theater Room and Studio 1 & 2 if accompanied by a resident.

● Linear Building 2F

- Tatami Room (a room with straw mat flooring that can be used for a variety of purposes)
- Bamboo Room (a room with bamboo flooring that can be used for a variety of purposes)
- Chat Room (a room with sofas and whiteboards that can be used for meetings)
- Tea Ceremony Room (can be used for tea ceremony or tea parties)

● North Building 1F

- Exercise Room (1 ping-pong table, mirrored walls)

« How to make a reservation »

- Reservations can be made on the resident website (OICOS) as early as 10:00 AM from the day one month before the date you wish to reserve. *See p. 11 for information on OICOS.
- To use this room, obtain a key from the Reception. Return the key to the Reception within fifteen minutes of finishing.

- Reservable time slots are as follows. Residents can reserve up to three slots per week and ten slots per month.

Morning Slot	8:00 AM - 12:00 PM
Afternoon Slot 1	1:00 PM - 5:00 PM (4 hours)
Afternoon Slot 2	6:00 PM - 9:30 PM (3.5 hours)

- Return the room to its original state after use and dispose of any garbage you made.

⑪ Free Rental Equipment

- Pick-up location: Linear Building 1F, Reception
- Available hours: 8:00 AM - 10:00 PM (must be returned by 10:00 PM) *Please return immediately after use.
- Equipment: Iron, ironing board, vacuum cleaner, cleaning tools (broom, mop, bucket), hand cart, bicycle tire pump
- Shared type dwelling unit residents are asked to use the vacuum cleaner available in each shared block.

3. Guidelines for Residents

(1) Shared Block Leader System (Liaison System) *For shared unit residents only

- Shared block leaders will be assigned in rotation to create a comfortable living environment in cooperation with residents and establish autonomous discipline within the communal living environment. Leaders must attend the Leader Meetings held once a month.
- Share block leaders hold Shared Block Meetings once a month and the shared block residents are asked to participate in it.

● Overview of Shared Block Leader System

Items	Description
Assignment Method	Rotating System (According to Room Number)
Term	Three months (Sep. - Nov., Dec. - Feb., Mar. - May, Jun. - Aug.)
Description	(1) Participate in the Leader Meeting held once a month
	(2) Organize Shared Block Meetings and invite shared block residents to join
	(3) Create reports on Shared Block Meetings (minutes) and submit to the general manager
	(4) Guide new residents in the shared block
	(5) Report on problems within the shared block to the general manager

● Overview of Shared Block Leader Meetings

Items	Description
Organizer	The University of Tokyo Administration Division
Proceedings	Operators (general manager and Mainichi Comnet employees)
Participants	Liaison persons for each shared block
Frequency	Once a month (planned for the third Saturday of each month at 10:00 AM)
Venue	The Dining Hall, etc.
Description	(1) Check attendance
	(2) Share information from the university/general manager (Notice of Travel/Absence, OICOS registration, use of minna, etc.)
	(3) Sharing issues from Block Meeting reports (reports collected in advance)
	(4) Other ways to improve communal living (separation of garbage, manners for using common facilities, etc.)

● Overview of Shared Block Meetings

Items	Description
Organizer	Liaison persons of each shared block
Participants	Residents of each shared block
Frequency	Once a month (time and date to be set among shared block residents)
Venue	Living rooms of each shared block
Description	(1) Check attendance
	(2) Feedback on Leader Meeting agenda
	(3) Checking sanitation in each shared block and reminders
	(4) Other points to improve communal living

(2) OICOS

- A website for residents that can be used while residing at MIV. In principle, communication within the Village is done via OICOS.
- Your ID and password will be provided when moving into the Village, so be sure to register.
- Set up email notifications and be sure to check daily, as important information from the management company and general manager will be sent via this system.
- This system also lets you reserve common facilities, download documents, and check town information.

(3) minna

- A social media service available on OICOS. Register for minna when registering for OICOS, then apply for participation in the community (chatroom) established for each shared block.
- The community has been set up to facilitate communication between residents in a shared block. Use it to introduce yourself when moving into the Village and also for discussing agenda items for the Shared Block Meetings indicated in (1).
- All discriminatory remarks and acts that attack specific individuals are prohibited. Strict warnings will be given should such behavior be discovered.

(4) Cleaning

- Clean your room and keep it organized by yourself.
- A janitor cleans the common areas once a week.
- While common areas in shared blocks and other common facilities are cleaned by a janitor once a week, residents of a shared block are asked to help keep the facilities clean themselves.

(5) Package Reception

- When a delivery person visits, the visitor’s position is shown on the monitor intercom within the room. The residents are asked to check which entrance the person is at and go pick up the package themselves. Please be aware that there are multiple entrances to the Village (Main Entrance and entrances for each building)

- Delivery people may enter the living space provided they are accompanied by the resident. However, when letting a delivery person in, be sure to have the person sign in at the Reception and wear a visitor's pass.
- Mail or packages cannot be sent to MIV before the move-in.
- The Reception does not accept packages on residents' behalf.

(6) Notice of Travel/Absence

- The Village must know where residents are at all times so we can contact them in case of an emergency. Overnight stays lasting more than one night require the Notice of Travel/Absence. Be sure to submit the notice at the Reception at least a day before you plan to stay off-campus.
- The Notice of Travel/Absence can be picked up at the Reception or downloaded from OICOS.

(7) Prohibitions

① Visitors (Friends and Family) Entering Living Spaces

- No one other than residents may enter the living spaces of the Village.
- Visitors may enter the Dining Hall, Lounge, Theater Room, and Studios 1 & 2 on the 1st floor of the Linear Building if accompanied by a resident.
- If visitors must enter the living space for a particular reason, be sure to inform the Reception and obtain permission from the general manager. Visitors entering the living spaces must sign in at the Reception and wear a visitor's pass.

*Cases in which visitors are permitted to enter the living spaces

- When family care is required due to a resident's illness
- Moving luggage when a resident moves in and out
- Other cases deemed necessary by the general manager

② Residents Entering Other Residents' Living Space

- Even if both people are residents, entering another residential floor or shared block is prohibited.
- A non-touch key reader is embedded into building entrances, shared block entrances, and elevators, and can be unlocked by scanning the non-touch key. Only elevators adjacent to the shared block in which the resident resides can be used, which stops only at the floor where the resident resides.
- All residents may enter the common facilities on the 1st and 2nd floors of the Linear Building.

③ Alcohol Consumption

- Consumption of alcohol is prohibited in common spaces (including the living rooms and kitchens of shared blocks). Alcohol consumption is permitted only in resident rooms.

④ Smoking

- Smoking is prohibited throughout the Village (including rooms and balconies) except in the designated smoking area, based on the University of Tokyo Anti-Smoking Measures.

⑤ Nuisance Behavior

- Use of fire on Village premises (cassette grills, stoves, etc.)
- Keeping pets (including fish, insects, etc.)
- Leaving things, installing things or posting signs in common areas (halls, stairways, balconies, etc.)
- Posting leaflets, pamphlets, and other printed materials (except those approved by the university)
- Smoking or consuming alcohol outside of designated areas
- Noisy behavior, such as yelling on Village premises
- Violent behavior or gambling
- Modification of buildings or equipment on Village premises or of the interior of rooms
- Behavior deemed a nuisance to other residents or the neighborhood by the general manager
- Manufacture or storage of items contrary to Stimulants Control Act and Act for Controlling the Possession of Firearms or sword and other such Weapons
- Manufacturing or storing liquids that risk corroding or damaging structures, equipment, or facilities on Village premises (including water pipes)
- Listening to TV or audio or playing instruments at a volume that bothers others
- Recruiting other residents to join political or religious organizations, holding gatherings or events related to these activities, sales activities such as multi-level marketing or pyramid schemes, or any other behavior that disrupts public morals

(8) Other

- The general manager or other facility managers may enter living spaces as necessary for fire prevention, to ensure sanitation, and to maintain or manage facilities.
- If you suspect you have an infectious disease (influenza, rubella, norovirus, etc.), immediately seek a medical diagnosis. If diagnosed with an infectious disease, report to the general manager immediately. We will take measures to prevent the spread of infection.

4. Handling of Keys

- Lending keys to a third party or making copies are prohibited.
- If you lose a key, a re-issuance fee will be charged when replacing it.
 - Key re-issuance procedures: 1F Linear Building, Reception
 - Hours: Mon. - Fri. 9:00 AM - 6:00 PM
 - What to bring: ID
 - Fee: IC non-touch key / deadbolt key ¥5,000 each (tax not included) *Cash only
- Refunds for the re-issuance fee after the receipt of application will not be given for any reason, even if you find the lost key. However, if you find the lost key, please return it to the Reception immediately.

5. The Fees (Accommodation Fees, Management Fees & Utility Fees)

(1) Calculation of the Fees

- The fees (accommodation fees, management fees, and utility fees) for MIV are generally calculated based on the term of residence listed in the Notification of Admission.
- For the move-in month, we will charge an amount calculated from the start date of their residency.
- For the move-out month, we will charge whichever of the following applies.

① When moving out during the month of completion of the term of residence in the Notification of Admission

- The amount calculated from the 1st day of the move-out month to the final day of the term of residence
However, this calculated amount shall not exceed the monthly amount.

(Ex.) The term of residence was listed until 8/24, but the resident moved out on 8/15

⇒ Charged the fees until 8/24, the last day of their term of residence

② When moving out before the month of completion of the term of residence in the Notification of Admission (moving out early)

- One month's worth of the fee

*Even when the Notification of Departure is submitted 30 days before the scheduled move out date, the resident must pay one month's worth of the fees for the month they move out when moving out early.

If the Notification of Departure is not submitted 30 days before the scheduled move out date, the resident may be charged lodging fees for the month after moving out as well.

(Ex.) The term of residence was listed as until August 24, but the resident wishes to move out on May 20:

(a) If the Notification of Departure is submitted 30 days before May 20, the scheduled move out date

- Charged the monthly worth fees for May

(b) If the Notification of Departure is submitted between April 21 and April 30, fewer than 30 days before May 20, the scheduled move out date

- Charged the monthly worth fees for May

(c) If the Notification of Departure is submitted after May 1, fewer than 30 days before May 20, the scheduled move out date

- Charged the monthly worth fees for May and June

Notification of Admission

様式2 (Form 2)

東京大学 日自台インターナショナル・ビレッジ入居許可通知書
NOTIFICATION OF ADMISSION TO
THE UNIVERSITY OF TOKYO MEJIRODAI INTERNATIONAL VILLAGE

許可番号
Permit No. 31-5S-43

日付 2019年 7月 25日
Date: July 25, 2019

To: MEJIRODAI JIRO 殿

From: Director of Mejirodai International Village
The University of Tokyo

2019年6月13日 付けの東京大学日自台インターナショナル・ビレ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 June 13, 2019 has been accepted subject to the following terms and conditions.

1. 入居許可期間 Term of residence:	自 年 月 日 至 年 月 日 From 2019/9/1 To 2020/8/24
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2. 棟・フロア・居室タイプ・居室番号 北棟・5階・Mタイプ・07501号室
Assigned building / floor / room type / room number: North Building / 5 F / Type M / Room No. 07501

Term of residence

(2) Initial Payment

- For the first payment, prepare the entrance fee, mattress cover fee, and two months' worth of the fees (accommodation fees, management fees & utility fees). The fees charged for the month you move in are as follows:
 - (1) Within one week from the date you move in : Entrance fee and the fees for that month (accommodation fees, management fees & utility fees) + mattress cover fee
 - (2) By the 25th of the month you move in : The fees for the following month (accommodation fees, management fees & utility fees)
- A bill will be provided when you move in. Please pay by bank transfer. *Bank transfer fees will be borne by the resident.

(3) Monthly Fees

- Monthly fees are to be paid on the 25th of the prior month.
- In general, payments are made by automatic withdrawal from your bank account after moving in. Automatic withdrawal is done on the 22nd of each month. (the following business day when the 22nd falls on a bank holiday)
- Those who wish to have the monthly fees withdrawn automatically from their bank account are asked to submit to the Reception the Bank Account Transfer Request form provided when moving in. It takes one to two months to complete the automatic withdrawal procedure. Until then, residents are asked to pay monthly fees via bank transfer by the 25th of the month. *Bank transfer fees will be borne by the resident.

(4) Opening a Bank Account

- Residents without a bank account at a financial institution in Japan are asked to open an account as soon as possible within one month of moving in.

6. Renewal Procedures

- Residents may apply for renewal every year provided it does not exceed the date of completion for the course of study for undergraduate students, the date of completion for standard courses of study for graduate students, or the date of completion of the research period for foreign researchers or foreign research students.
- Upon renewal, residents will be charged a renewal fee based on room type.

7. Move-Out Procedures

(1) Submitting the Notification of Departure

- Submit to the Reception 30 days before the date you plan to move out.
- The Notification of Departure can be picked up at the Reception or downloaded from OICOS.

(2) Room Inspection

- Before moving out, the state of your room will be inspected under the supervision of the general manager.
- When submitting the Notification of Departure, please book a date and time for the general manager to inspect your room. The general manager is available during working hours Mon. to Fri. from 9:00 AM to 6:00 PM.
- When the general manager inspect your room, be sure to vacate the room and leave nothing behind.
- Disposal of bulky waste requires a fee and application. Be sure to complete the procedures by your move-out date.
- If there is any intentional damage or abandonment of bulky waste when moving out, you will be charged for the actual expenses required for the University to return the room to its original state.

(3) Returning the Keys

- When moving out, return your keys (IC non-touch key, deadbolt key) to the Reception.
- If the above-mentioned keys are not returned when moving out, you will be charged separately for the actual cost of reissuing the key as stated in 4 above.

8. Neighborhood Guide

(1) Notes on Area Transportation

The sidewalk ends on the way from the Village to Tokyo Metro Gokokuji Station. This is a private road. Do not enter. Pedestrians must walk on the sidewalk across the road. (See figure below)



(2) Neighborhood Facilities



- ① Supermarket (Maruetsu Petit)
- ② Gokokuji Station
- ③ Bus stop (Kodansha-mae)
- ④ Otsuka Police Station
- ⑤ Mizuho Bank ATM (6:00 AM - 2:00 AM)
- ⑥ Convenience store (Family Mart)
- ⑦ Mejirodai Athletic Park

9. Other

(1) Response for Power Outages

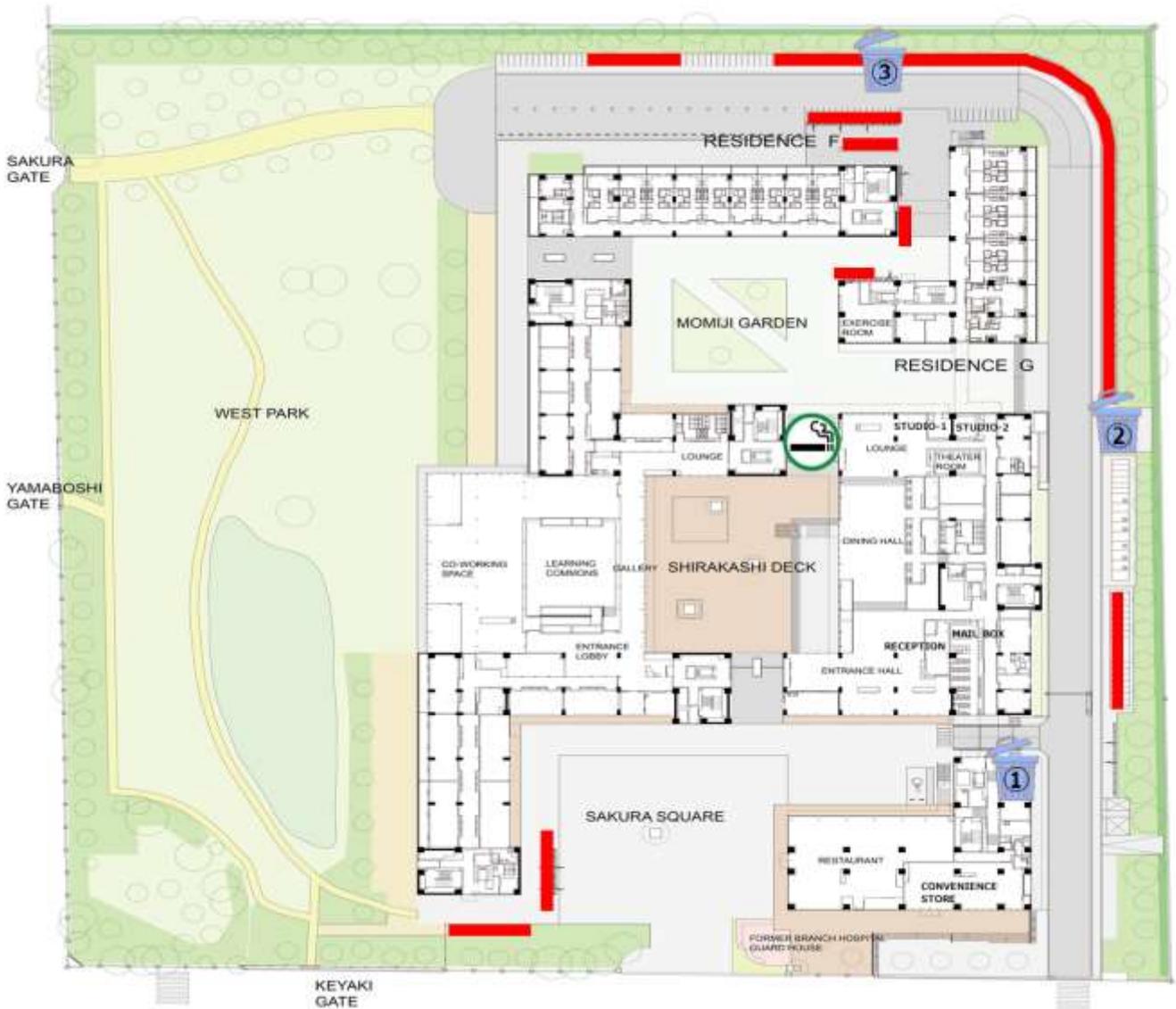
- Check instructions from the Reception during emergencies.
- Private generators are installed in the Village to provide power for about two or three days to some of the common areas in the event of a power outage caused by a disruption in the external electricity supply.
- Once a year, we will conduct a safety check (about half a day) with power outages throughout the entire building. Detailed information on these scheduled power outages will be provided about one month in advance.
- After electricity is restored, intercoms in the rooms return to their default settings. Be sure to re-set the language and time if necessary.

(2) Fire Insurance

- Residents may enroll in fire insurance to be prepared in the event of a fire. (Use of fire on Village premises is not permitted.)
- Fire insurance is handled by the insurance company for each property or by the University of Tokyo Co-op, and premiums vary depending on the coverage period, so be sure to check these yourself.

(3) Floor Plans

- 1F



: Smoking area



: Garbage disposal area (of the three locations, only ② accepts bulky waste)



: Parking area



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