

※ The Japanese version is the authoritative version, and this English translation is for reference purposes only. Should any discrepancies or doubts arise between the two versions, the Japanese version will prevail.

The University of Tokyo Regulation on the Use of the International Lodge / Kashiwa Lodge

Approved by the Executive Vice President of UTokyo

Dated: November 25, 2010

Revised: October 23, 2012

Revised: July 25, 2013

Revised: November 15, 2018

Revised: December 9, 2021

Revised: October 7, 2022

Revised: October 26, 2023

1. This regulation stipulates the essentials for the use of the University of Tokyo International Lodge / Kashiwa Lodge (hereinafter referred to as the “Lodge”) in accordance with the rules provided in Article 5 of the “University of Tokyo Regulations on the International Lodges”.
2. Eligibility for Use of the Lodge
 - International researchers engaging in research education at the University of Tokyo (hereinafter referred to as “UTokyo”) and their spouses and children
 - International students enrolled at UTokyo and their spouses and children
 - International researchers engaging in research education at National University Corporations other than UTokyo (if there are vacancies at that time at the Lodge) and their spouses and children
 - Others permitted by the UTokyo Executive Vice President in charge of the management and operation of properties owned by the UTokyo Property Management Group (hereinafter referred to as the “Executive Vice President”)
3. Permitted Term of Stay at the Lodge
 - From a minimum of 1 month up to a maximum of 1 year, in principle. However, residents are eligible to apply for the extension of their stay at the Lodge up to a maximum of 2 years from the original starting date of their permitted term of residence at the Lodge.
 - The above permitted term of stay may be reduced or extended if deemed necessary by the Executive Vice President.

4. Permission to Reside at the Lodge

- The permission to reside at the Lodge will be issued by the Executive Vice President by due consultations with the relevant executive vice presidents and vice presidents of UTokyo.
- Those permitted to the Lodge shall be issued with a “Notification of Admission”.

5. Procedures for Application and Move-In

- Applicants or their substitutes are required to submit their applications to the International Support Group of the Education and Student Support Department through the designated online system.
- Those permitted to the Lodge are required in principle to move-in within 7 days from the starting date of their permitted term of residence printed on their “Notification of Admission”.
- Those permitted to the Lodge will have to submit the designated forms of the “Registration” and “Pledge” to the Lodge Office at the time of their move-in date to the Lodge.

6. Cancellation of Permission

- The Executive Vice President holds the right to cancel a resident's permission to reside at Lodge if the said person does not fulfill their obligations stated below:
 - (1) if the resident does not move into the Lodge within the designated period provided in Item 5 above without sufficiently good reason thereof;
 - (2) if the resident does not fulfill the payment of the accommodation fees by the said due date regardless of the repeated request made by the Lodge for a period of more than 3 months;
 - (3) if the resident has caused serious damage to the management/operation of the Lodge by ways of infringing the rules provided in Item 11 below;
 - (4) if the resident does not cease their acts of harassment, intimidation, or infringement of the human rights of others during their stay at the dorm in violation of the provision specified in Item 12 below regardless of the repetitive warning given by the Executive Vice President; and
 - (5) if the resident does not fulfill their obligations to compensate the damages and losses stated in Item 13 below.
- Those whose permission to reside at the Lodge have been cancelled will need to leave the Lodge within 7 days from the date of notification thereof.

7. Accommodation Fees, etc.

- Residents are required to pay the accommodation fees shown in the chart below in addition to the utility fees (internet access fees included) and the common service fees.

- Residents are required to pay the Entrance Fee at the time of their move-in.

8. Payment of the Bill

- Residents need to pay the amount billed by the due date written on the payment slip. All amounts paid will not be reimbursed under any circumstances.
- If a resident is to move into or out of the Lodge on a date part of the way through the month, the accommodation fees and utilities fees thereof shall be prorated by ways of multiplying the daily fee with the actual number of stays for the said month.

9. Departure from the Lodge

- Residents are required to submit the “Notification of Departure” to the UTokyo Asset Planning Group (Lodge Office) by no later than 14 days prior to their actual date of departure from the Lodge. However, this regulation is not applicable to those whose permit to the Lodge has been cancelled.

10. Usage of the Common Facilities of the Lodge

- Residents of the Lodge are allowed to use the common facilities within its building by following the regulated procedure. Others may only use the facilities by gaining the required permit for use from the Executive Vice President.
- The Executive Vice President holds the right to prohibit or cancel the use of the common facilities in the event the user has caused serious damages through use.

11. Maintaining the Order within the Lodge

- Residents are required to cooperate in maintaining the order within the Lodge as well as the maintenance of its facilities and equipment in order to keep them in good shape.
- Residents are required to abide by the rules stipulated by the Lodge.

12. Mutual Respect for Human Rights

- Residents must mutually respect the human rights of others including all persons working for the management and operation at the dorm, based on the provisions with regards to respecting the basic human rights of each university member specified in the [“The University of Tokyo Charter”](#) and [“The University of Tokyo Statement on Diversity & Inclusion”](#).

13. Compensation of Damages and Losses

- Residents must restore any damages or losses caused to the facilities or equipment, etc. of the Lodge to its original state or compensate for any payments incurred thereof in accordance with the instructions of the university.

14. Miscellaneous

- Other necessary items in regard of the use of the Lodge not specified herein, shall be determined by the Executive Vice President by due consultation with the relevant executive vice presidents as necessary.
- Residents are required to fill out and submit the designated forms by the University to the Lodge Office as requested.

Supplementary Provisions

This regulation is to take effect from November 25, 2010.

Supplementary Provisions

The first amendment to this regulation is to take effect from October 1, 2012.

Supplementary Provisions

The second amendment to this regulation is to take effect from October 1, 2013.

Supplementary Provisions

The third amendment to this regulation is to take effect from April 1, 2019.

Supplementary Provisions

The fourth amendment to this regulation is to take effect from April 1, 2022.

Supplementary Provisions

The fifth amendment to this regulation is to take effect from November 1, 2022.

Supplementary Provisions

The sixth amendment to this regulation is to take effect from December 1, 2023.

■Table of the Accommodation Fees at the Kashiwa Lodge

	Researchers		International Students	
	Monthly Rent	Daily Rate	Monthly Rent	Daily Rate
Single Room	JPY50,000	JPY 1,670	JPY 37,500	JPY 1,250
Couple Room	JPY 68,000	JPY 2,270	JPY 68,000	JPY 2,270
Family Room	JPY 86,000	JPY 2,870	JPY 86,000	JPY 2,870