

The University of Tokyo
Mejirodai International Village
Residents Guide

Vol.11

Revised on May 14, 2025, effective on May 14, 2025.

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 (the Village)

(1) Purpose

Opened in September 2019, the University of Tokyo Mejirodai International Village (hereinafter referred to as the "Village") is an international residence where residents of various nationalities can share a living space and thereby can enjoy intercultural communication and experience each other's cultures, going beyond nationality.

(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-sanchome 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 Village to the nearest station to the campus and does not include transfer times.

*Please feel free to contact the reception, if you have any questions.

(3) Reception

- The Reception is located near the main entrance on the 1st floor of Linear Building. Feel free to consult with the reception if you have any problems.

- Reception hours 6:00 AM – 11:30 PM (General Manager support hours: Weekdays 9:00 AM – 6:00 PM)

- Major Services

Processing of residents' applications for moving in and out

Support for resident inquiries

Support for problems between residents

Support for facility and equipment failure

Lost key re-issuance (Weekdays 9:00 AM - 6:00 PM)

Bicycle/motorcycle parking registration issuance (Weekdays 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 Furnishings

	Shared type dwelling unit (total of 704 single units)						Independent type dwelling unit (total of 151 units)									
							Single			Single/Couple						
Room Type Furniture and equipment	A	B	C	D	R	S	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"/> 2	<input type="radio"/>	<input type="radio"/>	<input type="radio"/> 2	<input type="radio"/> 2	<input type="radio"/>	<input type="radio"/>
Bed•Mattress S= Single W= Double	<input type="radio"/> S	<input type="radio"/> S	<input type="radio"/> S	<input type="radio"/> S	<input type="radio"/> S	<input type="radio"/> S	<input type="radio"/> S	<input type="radio"/> S	<input type="radio"/> S	<input type="radio"/> S2	<input type="radio"/> W	<input type="radio"/> W	<input type="radio"/> W	<input type="radio"/> W	<input type="radio"/> W	<input type="radio"/> W
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"/>
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"/>
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"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<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"/>
Rice cooker							<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"/>
Electric kettle							<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"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Dining table											<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Low table															<input type="radio"/>	<input type="radio"/>
Modular bathroom								<input type="radio"/>	<input type="radio"/>		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Shower unit							<input type="radio"/>			<input type="radio"/>						
Bathroom											<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<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"/>

*For shared blocks, cooking appliances (microwaves, rice cookers, electric kettles and toasters) are found in the shared kitchens.

*Basic kitchenware (pots, frying pans, knives, cutting boards, etc.) is found in the shared kitchens in each block for shared-type dwelling units, and in each room (except room type T) for independent-type dwelling units.

*All personal belongings need to be stored and managed inside each private room.

*Do not place any personal belongings on balconies since balconies are part of emergency evacuation routes.

(2) Common Facilities within Shared Blocks

- 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. In case there is any damage, please contact the Reception immediately.
- While a janitor comes to clean about once a week, shared block residents should also clean as necessary.
- Shared block residents should manage cooking appliances and other tools themselves, cleaning them regularly and using them properly.
- 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.
- Do not leave personal belongings in common facilities. The university and the operators will not assume liability if you have lost personal belongings in common facilities.
- If any personal belongings are left unattended in common facilities, the university will regard the relevant resident as having abandoned ownership of those belongings and may remove and/or dispose of them.
- The university and the operators will not assume liability for any problems arising from any personal belongings left in common facilities.

① Kitchen

- Be sure to wash common kitchenware before and after use, then return it to its original location after use.
- Be aware that there are no sponges or detergent. Please bring these yourself for your use.
- 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 wastebaskets placed in the kitchen, please do not throw away anything other than burnable kitchen waste generated while cooking.
- The university and the operators will not assume any liability for any loss, theft, or damage to personal belongings in the kitchen in a shared block, so please take care of your belongings yourself.
- Residents may store some items in a designated container in the kitchen in a shared block. Other than that, do not leave any personal belongings unattended. Residents are asked to manage their own items in the container.
- Any personal belongings left unattended in the kitchen in a shared block may be removed and/or disposed of.
- The university and the operators are not liable for any problems arising from any personal belongings left unattended in the kitchen in a shared block.

② Living Room

- Please refrain from making noise with others as it may cause problems to other residents.
- The TV in the Common Areas is available for viewing until 11:00 PM.
- Between 11:00 PM and 8:00 AM, residents are asked to keep the noise down by refraining from talking or watching videos, etc. in the living room or other common areas.

③ 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.
- While a janitor cleans the shower rooms about once a week, shared block residents should also clean shower rooms before and after they use them as necessary to maintain hygiene. In particular, the drain may overflow if it is clogged with hair, so please clean it regularly. Tweezers for removing the hair stuck in the drain are available for lending at the reception.

④ 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.
- If restrooms are not used properly, it may lead to malfunctions or cause problems to other residents, so be sure to use restrooms properly.

⑤ 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 or three washing machines and dryers in each laundry.
Washing machines available for 200 yen per wash cycle and dryers for 100 yen per 30 minutes.
- The payment can be made either in cash or by cashless payment apps (paypay, ALIPAY, WeChat, etc.).
Free application for the laundry must be installed prior to using cashless payment.
For details, please check the bulletin board in the laundry corner on each floor.
- Only 100-yen coins are accepted if you choose to pay in cash.
There are no money changers in the accommodations, including the laundry area, so please prepare the required number of coins yourself in advance when using the machines.
- Number of washers and dryers are limited. Take turns with each other and remove laundry immediately when finished. Do not leave your laundry unattended in a washer as this may stain the washer, leave an odor behind or cause it to malfunction.
- Laundry abandoned for long periods will be removed and placed in the Laundry Area. Laundry not picked up for more than one week will be disposed of.
- The university and the operators will not assume any liability for any loss, theft, or damage to laundry in the laundry area, so please take care of your laundry yourself.
- Do not wash the mattress cover that you purchased when moving in because it is waterproof. Washing the cover in a washing machine may cause the machine to malfunction.
- Be careful not to overload the washing machine. Overloading may trigger the fall prevention sensor due to the heavy weight of the laundry, which may stop the machine during the cycle.

(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.
- If used by a group, the group must consist of no more than 20 people, in principle.

- If used by a group of five or more, and it involves eating and drinking, an application must be submitted to the reception in advance.

*Please refrain from disturbing others, such as playing music or musical instruments.

- Be sure to wash common kitchenware before and after use, then return it to its original location after use.
- Do not leave any personal belongings in the kitchen (including shelves and refrigerators) in the Dining Hall.

Residents are responsible for taking back with them any leftover food, drinks, condiments, used plates, etc. or throwing them away according to the separation rules of Bunkyo City.

Any personal belongings left unattended (including any food items in which the expiration date has not passed) may be removed and/or disposed of.

- The university and the operators will not assume liability for any problems arising from personal belongings left in the Dining Hall.

② Mailboxes

- Mailboxes for all rooms are located next to the reception on the 1st floor of Linear Building.
- Please note that packages without the room number will be returned to the sender.
- 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, #●●●● (Room No.)

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

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. The university and the operators will not assume liability for any problems arising from such disposal.

③ Bicycle, Motorcycle Parking (No roof) & Parking

[Bicycle & Motorcycle Parking]

- Registration is required to use the bicycle and motorbike (hereinafter "Vehicles") parking area. Those using the parking area will be provided with a parking decal sticker upon registration and must place it on an area of their vehicle that can be seen easily.

- Where to register : Linear Building 1F, Reception

- Registration hours: Weekdays 9:00 AM - 6:00 PM

- Registration fee : Free for bicycles / ¥5,000 for motorcycles (tax included)

- Vehicles without decal stickers may be removed. The university and the operators will not assume liability for any problems arising from the removal of Vehicles.
- Bicycle users are obliged to take out an insurance policy such as bicycle liability insurance under the Tokyo metropolitan ordinance. Users must take out the insurance policy themselves.
- When moving out, residents must dispose of their vehicle themselves.
- When giving a registered vehicle to a resident of the Village, the resident receiving the vehicle must re-register it. Any Vehicles not re-registered may be removed. In that case, the university and the operators will not assume liability.

[Parking (for private cars, rental cars, moving trucks, etc.)]

- Parking spaces for three cars are available for vehicles that carry belongings when a resident moves in or out. Residents who want to use the parking spaces are asked to complete procedures at the reception desk on the day they will use the parking spaces.
- *The number of parking spaces is limited. If possible, refrain from using cars when bringing in your belongings upon moving in. Use courier services, etc. instead.
- *Parking spaces cannot be booked in advance. If they are full, please use the nearby coin-operated parking, etc.
- *Parking is only available for up to two hours (at maximum).
- *The university and the operators will not assume any liability for any problems arising from the use of the parking.

⑤ Smoking Area

- There is a smoking area near the deck on the 1st floor of Linear Building.
- Please properly use the smoking area by referring to the usage rules posted in the smoking area.
- 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 university.
- Please refrain from smoking for long periods of time, as it may cause problems between residents.

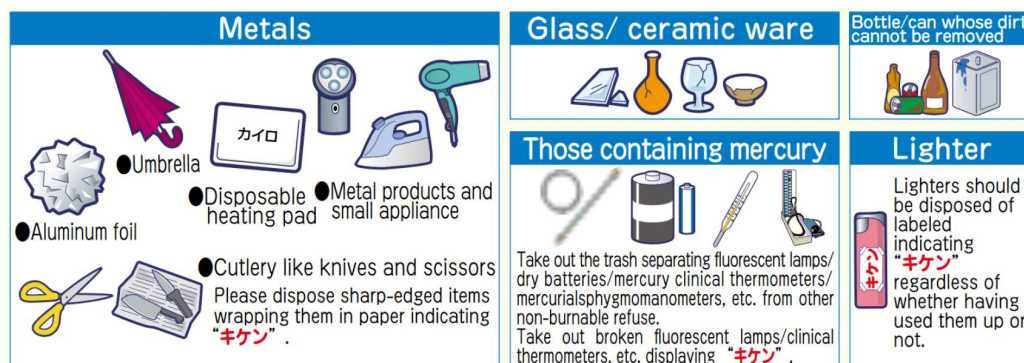
⑥ Garbage Disposal Areas

- There are three garbage disposal areas.
 - Garbage can be placed in the garbage disposal area on Mondays, Wednesdays and Thursdays between 6:00 AM and 3:00 PM.
 - 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.
 - * Bunkyo City collects garbage every Tuesday and Friday.
- The garbage disposal area is open for the aforementioned days and hours in order to secure time for the janitor to sort out all the garbage on the previous day.
- We kindly ask for your cooperation to properly separate your garbage.

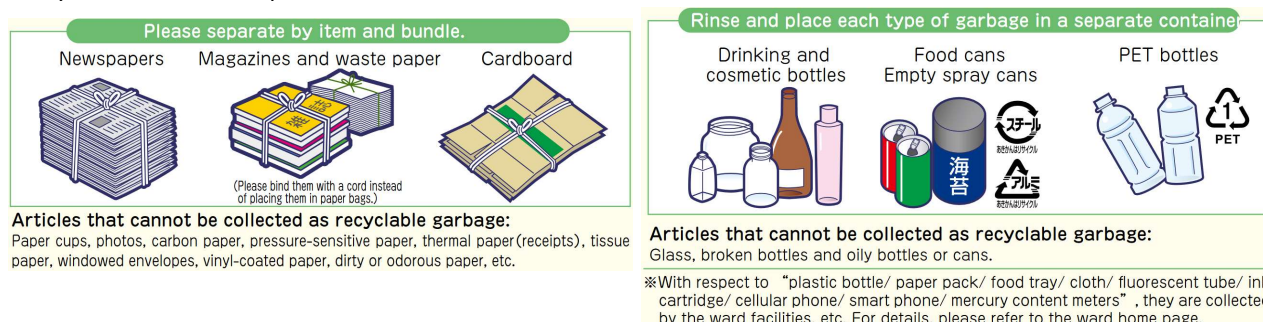
Combustible Waste Examples



Incombustible Waste Examples



Recyclable Waste Example



Oversized Garbage

- Oversized garbage refers to oversized household items like furniture and appliances, and applies to items longer than about 30 cm.
- Oversized garbage disposal requires a fee and an application. For disposal methods and other matters, please make sure to contact the Reception before disposal.
- Because the collection of oversized garbage may take a month or more from application, please contact the Reception early particularly if you dispose of oversized garbage when moving out.
- Please apply for the collection of oversized garbage yourself to ensure that it is collected before the date of moving out. If any item or oversized garbage remains in your room at the time you return the key, you will be billed for the cost of its disposal.

Recyclable Plastic Waste

- Starting in April 2025, Bunkyo City will collect separated recyclable plastic waste.
- From April 2025, plastic waste that had been thrown away as combustibles will be collected as recyclable plastic if it is washed clean.

• Any plastic waste that is recyclable and not thrown away as combustibles should be placed in a garbage box dedicated to recyclable plastic waste that is located in the garbage collection area. Each resident is asked to dispose of plastic waste after separating it according to the rules of Bunkyo City.

*For more information on the separated collection by Bunkyo City of recyclable plastic waste, see below:

English : https://www.city.bunkyo.lg.jp/documents/821/plachirashi_english.pdf

Japanese : https://www.city.bunkyo.lg.jp/documents/821/plachirashi_japanese.pdf

Collected plastic (recyclables)

Plastic containers and packaging (items with the plastic mark)

<p>Bottles and caps</p> <p>Containers for shampoo and detergent, etc., containers for edible oils and lactic acid bacteria beverages, etc., and plastic caps, etc.</p> 	<p>Cups and packs</p> <p>Cups for pudding, etc., packs for fruit and ham, etc., containers for instant noodles, packaged meals, tofu, eggs, etc.</p> 
<p>Tubes</p> <p>Tubes for condiments, toothpaste, cosmetics, etc.</p> 	<p>Trays</p> <p>Trays for prepared and fresh foods, partitions for sweets, seaweed, and frozen foods, etc.</p> 
<p>Bags for foods and daily necessities</p> <p>Bags for bread, sweets, snacks, and instant foods, plastic shopping bags, wrap/film, shampoo refill containers, etc.</p> 	<p>Polystyrene foam, cushioning material, etc.</p> <p>Polystyrene foam and sheets, net-shaped cushioning for fruits, etc.</p> 

Plastic products (items made entirely of plastic with length on one side less than 30 cm)

(Examples)

 Hangers, buckets	 Watering pots	 Spoons, forks, straws	 Cases	 CD and DVD cases (contents are combustible waste)
 Washing tubs	 Wrapping for dry cleaning	 Insect cages	 Toothbrushes	 Measuring cups

- 1 -

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 fees.
- LAN cables are not provided, so those who wish to use wired internet are asked to provide their own.
- For access to the university's servers and online classes, please use UTokyo Wi-Fi.

UTokyo Wi-Fi : https://utelecon.adm.u-tokyo.ac.jp/utokyo_wifi/

*Please do not use file sharing software or otherwise download or send large volumes (about 30 GB) of data (or otherwise intensively access the internet during a short period of time) as this will cause you to monopolize the internet connection and put a massive load on the networks, sometimes resulting in telecommunications failures. (File sharing means the direct exchanges of graphics, music or other data on the internet among unspecified individuals.)

⑧ Telephone

- There are no telephone lines installed 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 shared block.
- There is one shared TV in the lounge on the 1st floor of Linear Building.

⑩ Common Rooms Requiring Reservations

Linear Building 1F

Theater Room (Viewing environment with TV, DVDs, and sofas)

Studio 1 & 2 (with an 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 meeting tables and sofas 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, etc., mirrored walls)

The university and the operators will not assume any liability for any injuries caused by the equipment(s) placed inside the Exercise Room.

Please be sure not to hurt yourself when using the Exercise Room.

• 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.
- 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 1	8:00 AM - 11:00 AM (3 hours)
Morning Slot 2	11:30 AM - 2:30 PM (3 hours)
Afternoon Slot 1	3:00 PM - 6:00 PM (3 hours)
Afternoon Slot 2	6:30 PM - 9:30 PM (3 hours)

- Please return the room to its original state after use and dispose of any garbage you have.

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)
- Equipment : Iron, ironing board, vacuum cleaner, cleaning tools (broom, mop, bucket), hand cart, bicycle tire pump, tweezers and laundry cap (lid to avoid laundry from popping out)
- Please return them as soon as you finish using them.
- Shared unit residents are asked to use the vacuum cleaner available in each shared block.

3. Guidelines for Residents

(1) Dorm Resident Assistants (RAs) System

- Dorm Resident Assistants (“Dorm RAs”) are provided mainly for international students and Japanese students living in shared type dwelling units at the Village to provide support for their daily lives.
 - A Dorm RA is generally assigned to each floor except the 1st & 2nd floors of the Linear Building and the North Building.
 - Residents should feel free to speak to Dorm RAs about any concerns they may have about living in the Village.
 - * Please refrain from contacting Dorm RAs between 10:00 p.m. and 9:00 a.m. the following morning to respect their private time.
- Any inquiries or requests for advice made during the above hours will be handled by the Reception of the Village or an in-house advisor.

(2) OICOS Resident Information Portal Site

- A website for residents that can be used while residing at MIV. In principle, communication to all residents is done via OICOS.
<https://oicos2.jp/mejirodai-village/>
- Your ID and password will be provided when moving into the Village, so be sure to register promptly. If you do not register, you may not be able to receive important information.
- Set up email notifications and be sure to check daily, as important information from the university and the operators will be sent via this system.
- This system lets you reserve common rooms, download documents, contact information for the in-house advisors, evacuation routes and check town information.

(3) Cleaning

- Clean your room and keep it organized by yourself.

- A janitor cleans the common areas (corridors, stairs, and areas other than rooms; hereinafter "Common Areas") once a week.
- Cleaning in the shared block is performed twice a week in the kitchen, three times a week in the restrooms, and once a week in the shower rooms, but in principle, daily hygiene in each area is the responsibility of the residents themselves.

(4) Management of Room Equipment

- Each resident is responsible for keeping the equipment in their room in good condition. The university or the operators will not clean residential rooms.
- Each resident must clean the following room equipments by themselves:
Filters of the air conditioner, filters of air inlets, ventilation fans, vents, and drains of the wash basin, bath/shower rooms, kitchens, etc.

(5) Package Reception

- When a delivery person visits, the visitor's position is shown on the intercom with monitor within the room. The residents are asked to check which entrance the person is at and go pick up the package themselves. Please make sure not to go to the wrong entrance because there are multiple entrances to the Village (Main Entrance and entrances to each building)
- Delivery people may enter the living space provided they are accompanied by the resident. When letting a delivery person in, the delivery person is required to sign in at the Reception and wear a visitor's pass.
- Mail or packages cannot be sent to MIV before the move-in. If a package is delivered before you move in by mistake, it will be returned to the delivery person.
- The Reception does not accept packages on residents' behalf.

(6) Notice of Travel/Absence

- The management is required to set a system where the university and the operators can contact the residents at all times in case of an emergency. When you stay overnight at any place other than the Village, please fill in the online form below in advance.
<https://forms.office.com/r/2jE2B7uVey>
- If you change the date of your return to the Village during your absence, please fill in the online form again.

(7) Prohibitions

- If you are in violation of any of the rules described in the University of Tokyo Mejirodai International Village Residents Guide, your admission to the Village may be revoked according to Section 6 (Cancellation of Permission to Reside at the Village) of the University of Tokyo Regulations on the Use of the Mejirodai International Village.
- If you repeatedly commit prohibited acts, we will report the matter to the university. In this case, you may be warned or summoned by the university.

① Nuisance Behavior

- Any act of harassment, intimidation, or infringement of the human rights of others including all persons working for the management and operation at the Village, in breach of 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”;

The University of Tokyo Charter: <https://www.u-tokyo.ac.jp/en/about/charter.html>

The University of Tokyo Statement on Diversity & Inclusion: <https://www.u-tokyo.ac.jp/en/about/di01.html>

- 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
- Opening or closing the doors of pipe shafts (facilities such as plumbing pipes located on both sides of the room door) or placing or leaving items in said facilities.
- 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
- Using or storing items (including liquids) that pose a risk of corroding or damaging structures, facilities (including water pipes), or equipment in the Village premises
- 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

② Visitors (Friends and Family) Entering Living Spaces

- In principle, non-residents may not 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 by filling out the required information in the visitor list.
- 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 (only visitors of the same sex may enter the shared block.)
- Other cases deemed necessary by the general manager

- Visitors may enter the researchers' rooms in the North Building, provided that the following requirements are observed:

Requirements

1. Visitors must stop by the Reception when entering/leaving the building, fill out their names and entry/exit times in the visitor list, and receive/return a visitor's pass.
2. All visitors must be out of the Village building by 10:00 PM.

3 . No visitors are allowed to stay overnight.

③ 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 rooms on the 1st and 2nd floors of the Linear Building.

④ 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.

⑤ 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.

(8) Other

- The general manager or other operators may enter living spaces as necessary for fire prevention, to ensure sanitation, and to maintain or manage facilities.
- Firefighting equipment are inspected twice a year pursuant to the Fire Service Act. You will be notified in advance of the date of inspection. In principle, please attend the inspection. If you are absent, the operators will unlock the door and enter your room for inspection. If the door is unlocked, the operators will enter the room for inspection, but please be aware that the management will lock the door when leaving the room.
- If you suspect you have an infectious disease (influenza, rubella, norovirus, COVID-19, etc.), immediately seek a medical diagnosis. If diagnosed with an infectious disease, report to the Reception immediately.
We will take measures to prevent the spread of infection and you are required to follow our instructions (you can also report via the intercom).
- If any problem (especially, any incident that may cause a fire) is found in a residential room or the Common Areas, immediately report it to the reception (or over the intercom).
- Close curtains in your room during the night (after turning on the light in your room) .
- In case of an emergency (ambulance transport, police dispatch, etc.), we will notify the university and the emergency contact.

4. Handling of Keys

- Lending keys to a third party or making copies are prohibited.
- When leaving the room, please make sure to lock the door to prevent crimes. If you fail to lock your door and your money or items are lost, the university and the operators will not assume any liability for it.
- If you lose a key, a re-issuance fee will be charged when replacing it.
 - Key re-issuance procedures: 1F Linear Building, Reception
 - Hours : Weekdays 9:00 AM - 6:00 PM

- What to bring : ID
- Fee : IC non-touch key / deadbolt key ¥5,500 each (tax included)
- 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.
- If you find a lost key, please make sure to 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) are charged based on the term of residence listed in the Notification of Admission.
- For your month of moving in, we will charge an amount calculated from the start date of the term of residence, regardless of the actual date that you move in.
- For the amount to be charged when moving out, please see "7. Move-Out."

Notification of Admission

様式 2 (Form 2)

東京大学 目白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-00

日付 2021年 9月 13日
Date: September 13, 2021

To: MEJIRODAI JIRO 殿

東京大学
管理運営責任者 (公印省略)
From: Director of Mejiro dai International Village
The University of Tokyo

2021年8月19日付けの東京大学目白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 August 19, 2021 has been accepted subject to the following terms and conditions.

1. 入居許可期間
Term of residence: From 2021/11/1 To 2022/10/31

2. 棟・フロア・居室タイプ・居室番号 リニア棟・2階・Hタイプ A231号室
Assigned building / floor / room type / room number: Linear Building / 2 F / Type H / Room No. A231

Term of residence

Room No.

(2) Initial Payment

- A bill will be provided when you move in. Please pay by bank transfer. Bank transfer fees will be borne by the resident.
- You are not allowed to make payment before moving in or in cash, by credit card, or online.
- For the payment at the time of moving in, prepare the entrance fee, mattress cover fee, and two months' worth of fees. The payment due date is as follows.

Within one week from the date you move in:

Entrance fee, mattress cover fee and the fees for the month you move in

By the 25th of the month you move in: The fees for the following month

*If you move into the Village from the 26th day to the 31st day of a month, please pay the fees for the following month within one week from the date of your moving in.

- The fees are set as expenses for the overall management, operation, and maintenance of the Village.
- The entrance fee is not refundable, even if you move out from the Village during the term of residence.

(3) Monthly Fees

- Monthly fees are to be paid by the 25th day of the previous month.

- In principle, payments are made by automatic withdrawal from your bank account after you move in. Automatic withdrawal is done on the 22nd day of the previous month (the following business day when the 22nd falls on a bank holiday).
- *Bank transfer fees will be borne by the resident.
- For payments made by overseas remittance, bank transfer fees and currency exchange fees will be the responsibility of the resident.
- If we cannot confirm your payment by the due date, we will report your non-payment to the university and may also notify your affiliated faculty/department at UTokyo and the person(s) provided as your emergency contact.

(4) Automatic Withdrawal Procedure

- Residents will receive an automatic withdrawal application form after moving in. Residents with a bank account at a financial institution in Japan are asked to fill in and send it to the following address:
 Recipient: 9F, Daiwa Nishishinjuku Building, 1-14-11 Nishishinjuku, Shinjuku-ku, Tokyo 160-0023
 Mainichi Comnet Residential Co., Ltd. Administration Office
- Forms other than the designated automatic withdrawal application form will not be accepted.
- In principle, the bank account has to be in the name of the resident. If the bank account is in the name of the resident's parent, attach a copy of the certificate of residence or the certificate of items entered in the certificate of residence that shows the parent's name and the resident's name and does not contain individual numbers (My Numbers) to an e-mail and send it to this e-mail address (mejirodai_village@maicom.co.jp).
- The service is not available for some of the banks. For details, please check OICOS (Document).
- 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 day of the previous month.
- Residents without a bank account at a financial institution in Japan are asked to open an account as soon as possible within about one month of moving in. After opening an account, please apply for the automatic withdrawal of the fees.

6. Leave of Absence from School and Study Abroad

Students who plan to take a leave of absence from school or to study outside Japan for six months or more are not permitted to reside in the Village. If you decide to take a leave of absence from school or to study abroad after your admission to the Village, make sure to inform the University of Tokyo Housing Office. Please be fully informed that your failure to inform the office of a leave of absence or a period of studying abroad may affect the examination and selection of your subsequent application for admission to the Village.

7. Renewal and Reapplication

- Residents may apply for renewal every year, provided the renewed period does not exceed the date of completion for the course of study for undergraduate students, the date of completion for standard course of study for graduate students, or the date of completion for the research period for international researchers or international research students.
- The term of residence after admission will expire at the completion of the course for undergraduate students and graduate students and at the completion of the research period for international researchers. However, if a resident

changes their course of study subsequently and wishes to continue to stay, they may file a reapplication. All reapplications filed due to a change of the course of study are treated as new applications.

*Please note that renewal applications and other applications may not be approved depending on the availability of the rooms at the time of selection or at the discretion of the university, etc.

(1) Renewal and Reapplication Procedures

① Submitting the Application for Renewal

- We will send you an e-mail titled "Your term of stay is about to expire: How to renew or move out of MIV" at least three months prior to the end of your term of residence. If you wish to renew your term of residence, please attach the Application for Renewal to an e-mail and send it to this e-mail address (renewal_miv@maicom.co.jp) as soon as possible.

- The deadline for submitting the Application for Renewal is two month prior to the date of expiration of your term of residence.

(Ex.) If the expiration date of the term of residence is August 24 ⇒ The submission deadline is June 24.

*When sending the e-mail, please include "Renewal/Your room number/Your name" in the email subject and describe the following information in the body of the e-mail message.

1. Your Room Number
2. Your Name
3. Your Faculty/Student Number (or the name of your department if you hold a research position)

② Filing Application via OSTA

- Fill your application via OSTA on the website of the University of Tokyo Housing Office by the 25th, two months prior to the month in which the term of your residence starts after renewal or reapplication.

- In the case of renewal application, be sure to add in the following information in the "Notes" column of the OSTA application form. If this information is not entered, your renewal application or admission may be revoked.

1. Renewal application
2. Your Room Number
3. Date of expiration of the term of residence

- All reapplications filed due to a change of the course of study are treated as new applications (Advancing from the Junior Division to the Senior Division of the College of Arts and Sciences is also deemed as a change of the course of study). Be sure to add the following information in the "Notes" column of the OSTA application form. If the information is not added, your reapplication or admission may be revoked.

1. Your wish to continue to stay even after you change your course of study
2. Current and future course of study (e.g. Faculty of ●● ⇒ Graduate School of ●●, Master's program for ● years)
3. Your room number
4. Current term of residence

* The addition of the information in the "Notes" column does not guarantee your admission. However, if your reapplication is approved, the information may be taken into account for room allocation.

③ Submitting the Notification of Admission and the Pledge

- When your renewal or reapplication is approved by the university, you will be issued with the Notification of Admission. Your renewal or reapplication is deemed to have been approved at the time of the issuance of the new Notification of Admission.
- Please attach the issued Notification of Admission and the Pledge and send it to the below e-mail address (renewal_miv@maicom.co.jp).
- *The Notification of Admission and the Pledge must be submitted within one week after the approval of renewal or reapplication.
- *If the documents are not submitted, your admission to the Village may be revoked.
- *The Pledge must specify the term of residence shown in the Notification of Admission issued after the approval of renewal or reapplication.
- *When sending an e-mail, please include "Pledge/Your room number/Your name" in the e-mail subject.

(2) Matters to be Noted for Renewal and Reapplication

- Upon renewal, residents will be charged a renewal fee (an amount equivalent to the entrance fee based on room type). No refunds are given for the renewal fee under any circumstances, even though you are to move out of the MIV during your renewed term of residence.
- When a reapplication is filed via OSTA due to a change of the course of study and is approved, the resident will be treated as a new resident and will be charged an entrance fee. No refunds are given for the entrance fee under any circumstances, even if the resident is to move out of the MIV during their term of residence.
- The maximum term of residence after the approval of a renewal application or reapplication will be one year. However, if your regular term of enrollment or the designated term of research at the university is to expire within a year, the term of residence will be up until those dates.
- Please refer to "7. Move-out" for information on requesting dormitory fees if you move out after being approved for renewal or reapplication.
- A form of the Application for Renewal and a form of the Pledge can be downloaded from OICOS.

8. Move-Out

(1) Move-Out Procedures

① Submitting the Notification of Departure

- Please attach the Notification of Departure and send it to this e-mail address (moveout_miv@maicom.co.jp).
- The deadline for submitting the Notification of Departure is two months prior to your move out date. Please make sure to comply with the deadline for submission.
- The moving out date is the day on which you actually move out.
- The fees will be charged until the date of termination, regardless of the move out date.
- The date of termination is not always the same as the date of expiration of the term of residence or the moving out date. The date of termination may be as follows:

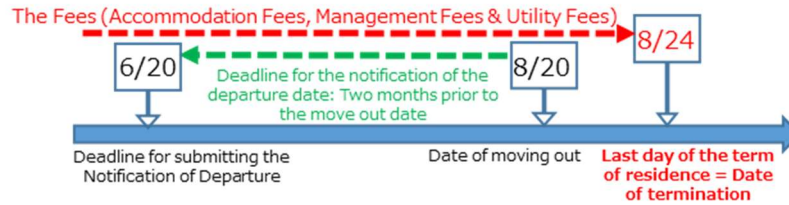
(Pattern 1) If you move out in the month in which your term of residence expires, the date of termination is the date of expiration of the term of residence.

(Pattern 2) If you move out before the month in which your term of residence expires, the date of termination is the end of the month in which you move out. However, if the Notification of Departure is submitted on or

after the 1st day of the month in which you move out, the date of termination is the end of the following month in which you move out. Be aware that in this case, you will be charged the fees for the following month as well. *Situation shown in (Pattern 2b) below.

(Pattern 1) When you move out in the month in which the “term of residence” shown in the Notification of Admission expires

(Example) When the term of residence expires on August 24, the resident moves out on August 20.

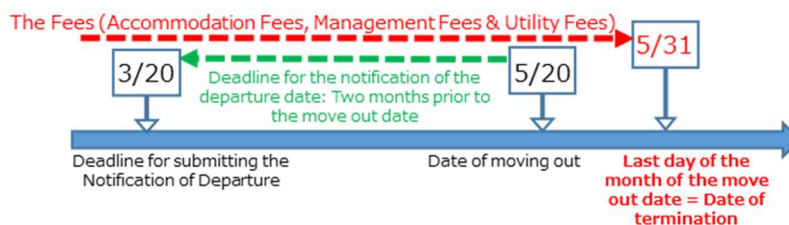


(Pattern 2) When you move out before the month in which the “term of residence” shown in the Notification of Admission expires, please be aware that (Pattern 2a) or (Pattern 2b) below will apply depending on the date of submission of the Notification of Departure.

(Example) When the term of residence expires on August 24, the resident moves out on May 20. ⇒ The deadline for submission of the Notification of Departure is March 20.

(Pattern 2a) If the Notification of Departure is submitted at least two months prior to May 20, the date of termination is May 31. The fees for May will be charged.

*Even if the Notification of Departure is submitted late, if the form is submitted by the end of the month prior to the month you move out, the date of termination will be the end of the month you move out. However, as a general rule, please submit the Notification of Departure two months in advance.



(Pattern 2b) If the Notification of Departure is submitted on or after May 1, the date of termination is June 30. The fees for both May and June will be charged.

* If the submission of the Notification of Departure is on or after the 1st day of the month in which you move out, the date of termination is the end of the following month and the fees for the following month will be charged as well. In order to avoid unnecessary payment, please make sure to submit the Notification of Departure on time.

* If a resident who has obtained the approval of renewal moves out within the original term of residence, the fees will be charged in accordance with the rules shown in (b) above, not (a).

*When sending the e-mail, please include "Move-out/Your room number/Your name" in the email subject and the following information in the body of the e-mail message.

1. Your Room Number

2. Your Name
3. Your estimated date of move-out
4. Your desired room inspection date and time

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 weekdays 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 oversized garbage requires a fee and application. Be sure to complete the procedures by your move-out date.
- If there is any damage, breakage or leftover items that require restoration to the original condition, we will charge you for the cleaning, repair, disposal and other costs involved.

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 cost of reissuing the keys.

(2) Matters to be Noted when Moving Out

- If you move out early, you will be charged the monthly fees (accommodation fees, management fees, and utility fees) for the month of termination (the last month for which the fees are charged).
- If the Notification of Departure is submitted on or after the 1st day of the month in which you are expected to move out, you will be charged the fees (accommodation fees, management fees, and utility fees) for the following month as well. In order to avoid unnecessary payment, please make sure to submit the Notification of Departure by the deadline.
- We do not accept verbal consent or e-mail without the Notification of Departure attached. Be sure to submit the Notification of Departure by e-mail before the deadline.
- A Notification of Departure must be submitted even if you move out at the expiration of your term of residence.
- A form of the Notification of Departure can be picked up at the Reception or downloaded from OICOS.
- Please apply for collection of oversized garbage yourself to ensure that it is collected before the date of moving out.
- If any of the items are found to be missing, we will have you return them right away.
For details about equipment, please see “2. Facilities & Equipment (1) Private Equipment and Furnishings.”
- If there are any leftover items in the room after you move out, we will consider that you have abandoned the ownership and will charge you for the disposal cost thereof.
- For payments made by overseas remittance, bank transfer fees and currency exchange fees will be the responsibility of the resident.

9. In-house advisors

Faculty members from the University of Tokyo reside in the Village as in-house advisors to provide guidance and advice to residents on various problems they face in their daily lives, as well as to support exchange activities within

the dormitory. If you have any questions or concerns you would like to discuss with an in-house advisor, please contact the Reception of the Village or the contact provided on OICOS.

10. Neighborhood Guide

(1) Notes on Area Transportation

The sidewalk ends on the way from the Village to Tokyo Metro Yurakucho Line Gokokuji Station. Do not enter due to this is private road. Pedestrians must walk on the sidewalk across the road.



(2) Neighborhood Facilities

- ① Supermarket (Maruetsu Petit)
- ② Gokokuji Station
- ③ Bus stop ("Otowa 2-chome" (Toei Bus))/"Kodansha Mae" (Bunkyo-ku community bus B-GURU)
- ④ Otsuka Police Station
- ⑤ Mizuho Bank ATM
- ⑥ Convenience store (Family Mart)
- ⑦ Mejirodai Athletic Park (Emergency evacuation site for escape from fire, etc.)



11. Other

(1) Response for Power Outages

- Check instructions from the Reception during a power outage.
- 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) Contact Information

For inquiries : mejirodai_village@maicom.co.jp

For renewal applications only : renewal_miv@maicom.co.jp

For move-out applications only : moveout_miv@maicom.co.jp

*When sending e-mails, please include "Your room number/Your name" in the e-mail subject.

(4) Amendment of Provisions

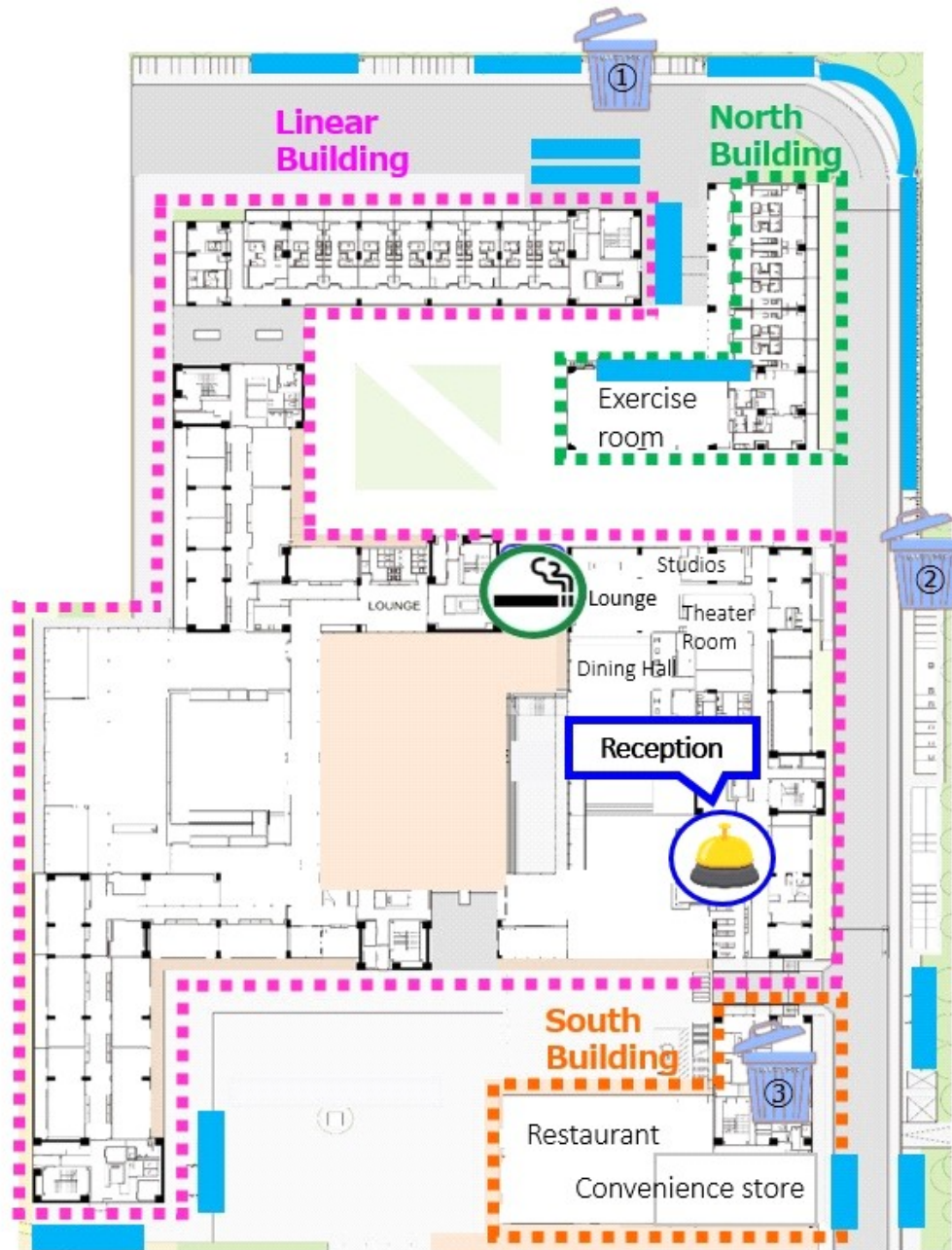
- The provisions of this Residents Guide may be amended later. If the provisions are amended, we will notify you to your registered e-mail address or via OICOS (tool used to disseminate information in the Village; we will provide information on OICOS when you move into the Village).
- If we amend the provisions of this Residents Guide or change the rules, we will notify you using OICOS.
- Even if you are already a resident of the Village, the amended terms and conditions of this Residents Guide apply to you. Please make sure to check the latest information.
- The provisions of this Residents Guide may be amended without notice to prevent the spread of all infectious diseases or for other reasons.

(5) Handling of Personal Information

- Personal information is handled in accordance with the Act on the Protection of Personal Information Held by Incorporated Administrative Agencies, etc. and the University of Tokyo Rules on the Procedures for the Appropriate Management of Personal Information Retained by the University. Names, addresses and other personal information acquired in the course of admission procedures will be used for services related to the management and operation of the Village.

(6) Floor Plans

1F



: Reception



: Smoking area



: Garbage disposal area (of the three locations, only ② accepts oversized garbage)



: Bicycle and motorcycle parking area



The University of Tokyo
Mejirodai International Village
(Mainichi Comnet Co., Ltd).
E-mail: mejirodai_village@maicom.co.jp
Tel: 03-5810-1831
Business hours: Weekdays 9:00 AM – 6:00 PM