

# Guide to Mitaka International Hall of Residence

2025



東京大学教養学部学生支援課厚生チーム

Student Welfare Team, Student Support Division  
College of Arts and Sciences, The University of Tokyo

Consisting of six resident buildings, A to F, 605 single rooms and the management building established in 1993 through 1995, Mitaka International Hall of Residence started to run to provide students living environment for both Japanese students and international students.

The main resident of this dormitory is undergraduate students at COLLEGE OF ARTS AND SCIENCES and MATHEMATICS course of SCIENCE FACULTY in Komaba campus. Additionally, international students, approximately 30% of the residents from various courses, and Japanese postgraduate students as tutors for the international students are staying.

As a residents self-government organization, “MSC” (Mitaka Students Council) is established. From the day you move in Mitaka International Hall of Residence, you will be a member of MSC. All residents would be expected to join activities of MSC for intercultural exchange.

We hope that you would understand the point and make a good use of community living at the dormitory.

#### Guidance for New Residents

Date : 2025 April 2 Wednesday 18:00 - 19:00  
April 3 Thursday 18:00 - 19:00  
April 4 Friday 18:00 - 19:00

Venue : Common Hall, Mitaka International Hall of Residence

Contents : Overviews、 Rules and Regulations、 Notes on life in the Hall、  
Mitaka International Hall of Residence Students’ Council、 Tutors

What You Need : Guide to Mitaka International Hall of Residence (this booklet)

Notes : ATTENDANCE OF NEW RESIDENTS IS MANDATORY.(\*)  
The same contents will be explained on each day; therefore, you are  
supposed to attend on any of three days.  
IGNORANCE DUE TO YOUR ABSENCE IS INEXCUSABLE.

(\*)

As the guidance is generally given in Japanese, some international students may not be required to attend the guidance.

Please read and understand the guidance materials given when moving in and the Guide to Mitaka International Hall of Residence (this booklet) carefully.

If you have any questions, please contact the dormitory office or Mitaka Tutors.

Dormitory guidance sessions are not held for Autumn move-in.

Please carefully read the guidance material which will be provided on move-in registration.

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## 1. General Issues

### (1) Purpose

According to the Article 2 in “the Rules and Regulation of the University of Tokyo, Mitaka International Hall of Residence,” you can understand the aim of Mitaka International Hall of Residence. It is written that the (Mitaka) International (Hall of) Residence has been established to provide an appropriate study environment for the students of the University of Tokyo.

While staying in Mitaka International Hall of Residence, the University of Tokyo expects you to deepen your international sense, for example, to promote mutual understanding on foreign cultures, to communicate with each other smoothly in English, and so on.

### (2) Management

There is an office on the left side of the Common Hall entrance. The main purpose of the office is to give you some advice to make you lead your comfortable life in the Mitaka Hall, and to keep the facilities of Mitaka Hall in good condition.

So, if you have any troubles or difficulties relating the daily life including facility problems in the Mitaka Hall, please contact the office.

In addition, a self-government organization, “Shukushasei-kai,” Mitaka Students Council, (MSC) is functioning for community activities of the hall.

Moreover, there are many international students staying in the Mitaka Hall. In order to support their daily life easily, postgraduate students are staying in the Mitaka Hall, and they set up “Insei-kai,” which is a group for supporting international students. If you are an international student and have any troubles, they will be good advisors. Mitaka tutors support your move-in registration giving essential information on basic life at the dormitory.

The University of Tokyo would strongly recommend all residents to attend the “Shukushasei-kai,” and during the stay in the Mitaka Hall, you do not stay personally but communicate each other to have a fruitful life.

## 2. Facilities

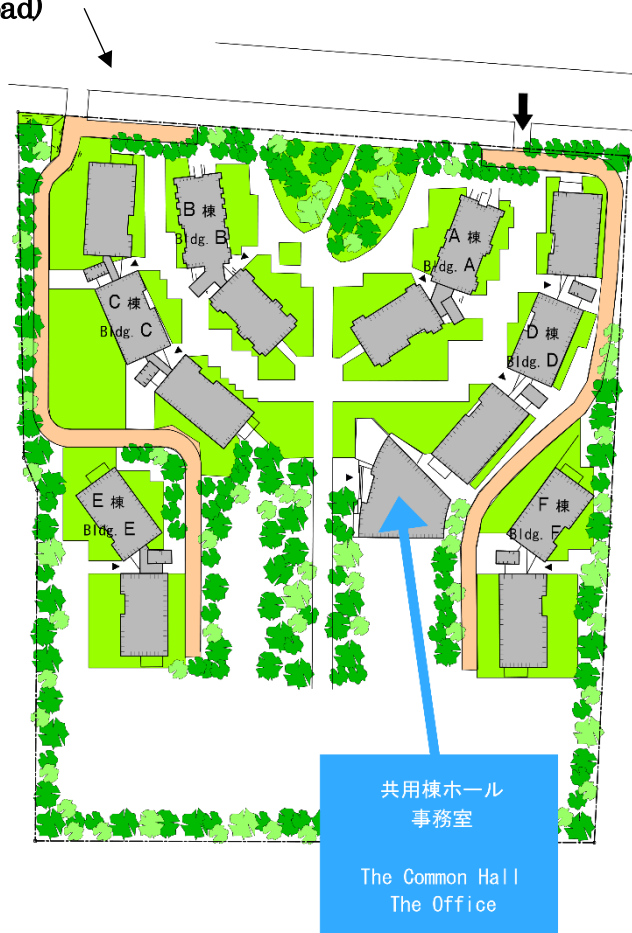
### (1) Outline

Mitaka International Hall of Residence consists of six residence buildings (A - F) and Common Hall. Security cameras monitor the premises. Each building has three floors.

Women-only floor has self-locking entrance doors, and an emergency alarm is installed in every woman's room.

Some of the floors were changed to all-gender floors from 2024.

Tohachi Doro (Road)



#### Mitaka International Hall of Residence

Address : 6-22-20 Shinkawa, Mitaka, Tokyo 181-0004

Telephone : 0422-43-4961

Fax : 0422-44-6242

E-mail : [mitaka-jimu.c@gs.mail.u-tokyo.ac.jp](mailto:mitaka-jimu.c@gs.mail.u-tokyo.ac.jp)

Office Hours : Monday - Friday 9:00 - 16:30

(Closed on Saturday, Sunday and national holidays, Summer holiday [mid-August] , New Year's holiday [29 December – 3 January])



Although security guards are on duty out of office hours, their responsibilities are limited: simple over-the-counter services, answering the telephone and emergency responses. After you move in, please visit the hall office during the above business hours for example, to go through office procedures or request repairs of fixtures and fittings.



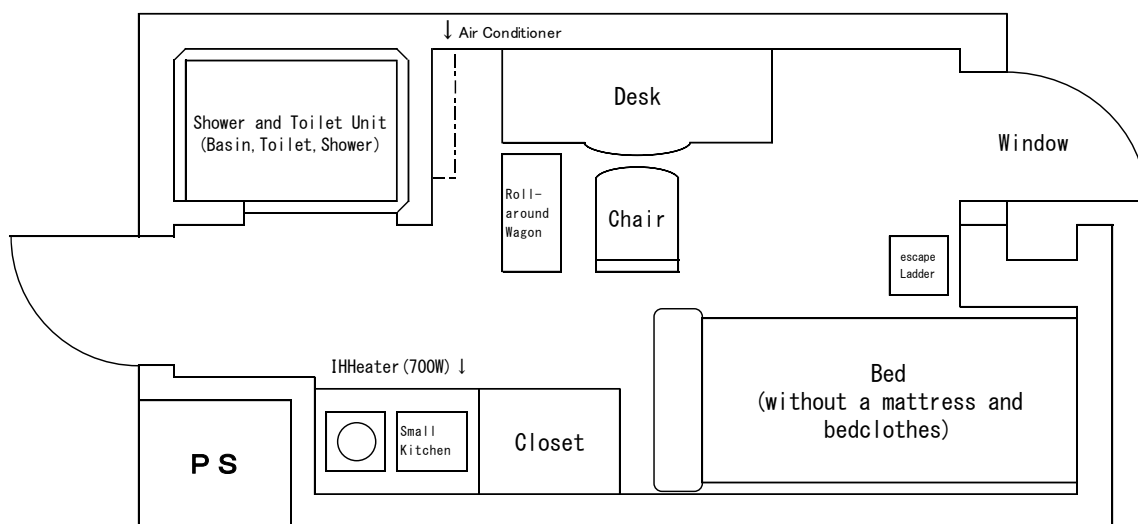
## (2) Buildings & Rooms

Mitaka International Hall of Residence is not for students with their families. It is suitable for single students. The facilities and equipment of the dormitory and rooms are as below;

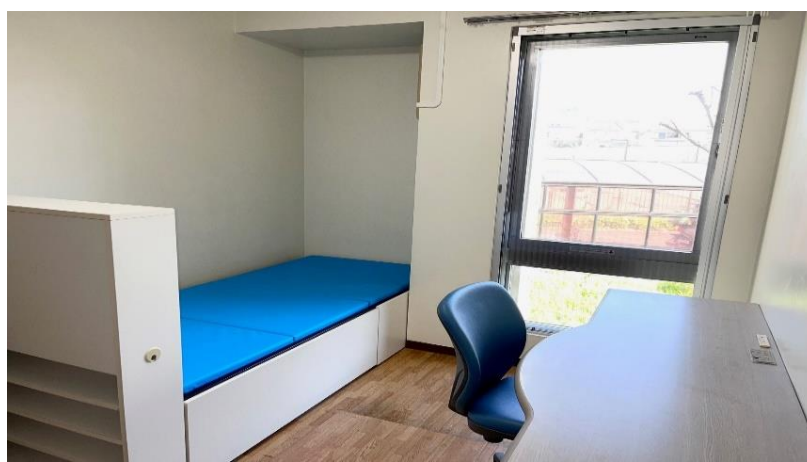
### < In-Room >

Shower and Toilet Unit, Mini Kitchen (with IH Cooking Heater), Desk, Chair, Closet, Bedstead (no mattress and bedclothes), Air-conditioner, Roll-Around Wagon, TV Antenna Socket, On-campus Free Wi-Fi UTokyo Wi-Fi (registration required), Internet Terminal (for personal contracted service), Electrical Socket

#### Equipment Layout in Room



Mini Kitchen, Cooking Heater



Bedstead, Desk



Mosquito Net



Fixed Type Bathroom  
(Building A & B)



Rotary Type Bathroom  
(Building C, D, E, F)

### < Common Facilities Inside Each Building >

Lounge :
Tables, Sofas
Other Common Facilities :
Laundry Rooms, Mailbox, Beverage Vending Machine

### < Common Facilities for All Resident Buildings >

Common Hall:
Desks, Chairs, Desk Lights, TV set, Projector, Pianos, Ping-Pong Tables, Badminton Set, Storage Room, On-campus Free Wi-Fi <u>UTokyo Wi-Fi</u> (registration required),
Other Common Facilities:
Bicycle Parking Area, Garbage Storage Area, Tennis Court, Basketball Net, Beverage and Snack Vending Machines



(Lounges)



(Laundry Rooms)



(Entrance of Management Building)



(Common Hall in Management Building)

### 3. Procedures for Moving In

(1) The procedure for moving in operates at the common hall of Mitaka International Hall of Residence.

(2) What you need to prepare for move-in registration are as follows.

1) Notification of Admission (Form 2)

2) Registration Notification (Form 3) Given to international students on registration.

3) Pledge (Form 4) Given to international students on registration.

4) A photograph (L:4cm×W:3cm upper body with face front) \*for Registration Notification

5) Cash (approx. 12,000 yen)

\*Please deposit approximately 12,000 yen for one month into the prepay machine as soon as you move in. Without the deposit, electricity and hot water cannot be used.

(3) Payment of Expenses

As the initial cost, you will need about 12,000 yen in cash, except for transport expenses. Monthly payment (8,850 yen), which consists of rent and administrative expenses, is deducted from the automatic deposit machine. In addition to this basic payment of the utilities, you need to pay the amount charged for your actual consumption. Soon after move-in registration, please deposit 12,000 yen to activate utilities. Deposit machines are located on the right side of the Common Hall entrance.

(4) Permitted Period

Residents must look over your permitted period written in the Notification of Admission (Form 2). Basically, permitted period is within the shortest study period of their course or department.

For students on the junior course or senior course at the College of Arts and Sciences, and Mathematics course at the Science faculty, they can stay for two years. While students who apply for FLY Program without going through the screening process to move into Mitaka International Hall of Residence, are permitted to stay for one year at first. Students who are not selected for the FLY Program, they will have to leave in June. FLY Program students are eligible to apply extension of stay in Mitaka International Hall of Residence after the one-year permitted period. In this case, the screening is in the same conditions with ordinal applicants.

For postgraduate students, their permitted periods are associated with their shortest study period. When you receive your Notification of Admission, you must check your permitted period.

When you change your school registration, for example, from undergraduate to graduate student, you are required to apply for another stay. International students might not be subjected to the qualification by school registration status.

For foreign research students, their permitted periods are determined depends on their enrollment term of the university, up to one year. Those who are permitted to extend enrollment term or pass the exam to master/doctoral course, are eligible to apply for residential extension up to one year in total from your move in.

If you are going to study abroad while still in your student status, you should consult the Welfare Team in advance. Those who take a leave of absence, are required to move out even during permitted residential period.

(5) Procedures at Mitaka City Office

1) Registration

To register your address to Mitaka City, a certificate of moving out issued by the city which you lived



is required. Registration should be within 14 days from you move in Mitaka International Hall of Residence to Mitaka City office.

If you move in from the address in Mitaka City, notify to Mitaka City office.

Note: Please do not register with Mitaka City before moving in Mitaka dormitory.

You may not receive mail, etc. The dormitory office is not responsible for undeliverable items sent back to senders as undeliverable.

For international students, please follow the instructions of immigration and registration procedure given on the website below.

UTokyo Website for International Students <https://www.u-tokyo.ac.jp/adm/inbound/ja/life.html>



## 2) Contact Information of Mitaka City Office

Mitaka City Office <https://www.city.mitaka.lg.jp/>

Address : 1-1-1 Nozaki, Mitaka-shi, Tokyo 181-8555

Telephone : 0422-45-1151

Office Hours : Monday – Friday 7:30- 17:00(Excluding national holidays and New year holiday)



## 4. Precautions for Living in The Dormitory

### (1) Necessary Expenses

Every resident must pay the necessary expenses by using an automatic deposit machine, which is located by the Hall office. The amount of necessary expenses is at least 12,000 yen. (Please check under the chart.) At the beginning of the month, the amount of your necessary expenses is deducted automatically from the automatic deposit machine. Only bills can be deposited, and the balance will be settled at the time of moving out. 8,850 yen should be paid for the first month and the last months of residence. Non prorated.

Expense Item		Monthly Amount & Necessary Information
1.	Rent	4,700 Yen / Month
2.	Utilities (Basic Rate)	2,550 Yen / Month <u>In addition to this basic rate, you need to pay the amount charged for your actual consumption.</u>
3.	Common Service Fee	500 Yen / Month The fee is for those expenses generated inevitably from resident's daily life, including separation and disposal of waste.
4.	Repair Fee	1,000 Yen / Month The fee is for maintenance and repair of the facilities of Mitaka Hall.
5.	Exchange Fee	100 Yen / Month The fee is for intercultural activities of Japanese and international residents.
Basic Monthly Fee Total		8,850 Yen / Month *Note 1
Room Reparation Fee (Collected after moving in)		60,000 Yen *Note 2 Basic cleaning and repairs after you move out

\*Note 1 Utility fee is additionally charged based on the metered charge used.

\*Note 2 :The fee is 60,000 yen and must be paid in a lump sum after moving in,

regardless of the length of your stay. The invoice and transfer information will be provided after moving in.

:The basic cleaning fee is a charge for basic cleaning to prepare new residents for moving in. The cost of repairing and replenishing damaged walls, floors, fixtures, etc. The resident will be billed separately for the cost of repairing and replenishing damaged walls, floors, fixtures, and fittings, and for the cost of disposing of any leftover property of the resident.

: Regardless of whether you move out at the expiration of your stay or during the permitted period of stay, the reparation fee will not be refunded.

## (2) Precautions in Daily Life

### ① Personal Room

#### ○Room Key

You will receive your room key when you take the procedure for new residents. Please be sure to lock when you go out. If you lose or break your room key, you need to report to the dormitory office and pay for a new key. If you lose again, a cost of changing cylinder should be added to the cost of a new key. Copying or lending your key is strictly prohibited. When you move out, you must give the key to the office.

#### ○Bed and Bedclothes

As there is a bedstead only in your room, you must bring mattress and bedclothes.  
(The picture shown in P5)

#### ○Internet Service

On-campus free Wi-Fi UTokyo Wi-Fi (registration required) is available in your room and in the common hall. If you want to use other internet services, you must sign up (for a fee) directly with an internet service provider.

#### ○Cleaning and Sorting Garbage

You must clean up your room including a shower room by yourself. Vacuum cleaner is available to lend at the dormitory office. When you throw away trash or garbage, for example, plastics, PET bottles, cans, glass bottles, used paper, used cloths, you must divide them by the instruction chart of sorting garbage that is ruled by Mitaka city. After that, you take them to the designated collection points. (See P27 “7, (7) GARBAGE DISPOSAL”) To dispose of oversized garbage including beddings, you need to purchase a ticket for disposal (200 yen per item, to be paid by applicants). As for TV, PC and refrigerator, refer to the dormitory office.

#### ○Ventilation

To prevent mold, which is easy to get in room, open your window from time to time and use ventilation fan in your room. (P29 “7. (10) Ventilator in Room)

### ② Free Rental Items

Free useful items to help your daily life are available at the dormitory office. Prohibited from taking items out of the dormitory.

#### < The List of Free Rental Items >

Irons (+ Ironing Boards), Vacuum Cleaners, Bicycle Pumps, Scales, Carry Carts, Electric Cooking Plate, Sporting Goods (Tennis, Badminton, Table Tennis, Basketball), BBQ Stove Grills, Various Tools

\* The University of Tokyo (including the hall office) is not responsible for any injuries or damages caused by the Free Rental Items which you borrowed at the hall office.

### ③ Meeting with Visitors

When you meet with visitors in Mitaka International Hall of Residence, you must notify the dormitory office and use the lounge. You cannot use your room to meet with visitors. The meeting hours is 9:00 – 22:30. Visitors are not allowed to stay at Mitaka International Hall of Residence.

### ④ Illness, Injury

If you are not well and you think that you should see a doctor immediately, please contact the dormitory office. Before calling for an ambulance, be sure to contact the dormitory office to explain your medical condition and request an ambulance, and ask for instructions. (Refer to P23 “7, (3) List of the Neighbor Medical Facilities (Hospital, Clinic) and Medical Support by the University” IMAS) Should you have symptoms of COVID19 and influenza, please contact the dormitory office by email or telephone, not visiting the dormitory office directly.

### ⑤ Insurance

The University of Tokyo provides no insurance policy that covers personal possessions of residents. If necessary, please make your own arrangements.

### ⑥ Travel

In case of an emergency, the office must be able to contact residents at all times. If you leave Mitaka dormitory even for one night, please submit the form “NOTIFICATION OF-ABSENCE” to the dormitory office. The form is available at the dormitory office. Before travelling abroad, please follow the procedures with your department.

### ⑦ Receiving Postal Service Deliveries/Package Deliveries

- The dormitory office does not receive deliveries on behalf of residents. Deliveries reach directly to your mailbox located on the ground floor, or to your room. For deliveries to floors with security doors, please refer to the information provided on moving in. Please note that the dormitory is not responsible for any accidental loss of items arranged by left at the door.
- To avoid misplacement, please specify your room number (Building Initial & Room Number) on sending items.
- Should you need help with avoidable deliveries during your absence, please be sure to ask the dormitory office in advance.

### ⑧ Fire Prevention

- Fire detector is installed in each room. Fire alarms and fire extinguishers are installed in the corridor on each floor.
- The fire doors near the stairs and the fire doors of the laundry rooms on the women-only floors and the all-gender floors will be closed automatically in the event of a fire. Residents are strictly not allowed to put any stuff around the area. Please also note that the emergency exit at the end of the corridor cannot be opened from the outside.
- When you find a fire, please try to notify both other residents and the dormitory office by a fire alarm and shouting first, run away from the fire, and then follow instructions of the dormitory office. Please do not try to put out the fire completely, and give priority to evacuating. Evacuation site is in the front of management building entrance. Be sure to join the fire drill, in April yearly.

### ⑨ Disaster Prevention (Earthquakes and Typhoons)

- In the event of an earthquake, what you do at the first is to protect yourself. If you are in your room,

staying in the room may be sometimes better than going out. Try not to hastily run outside. Should you see any building collapses or fallen trees, watch out for dropping objects and escape to the nearest shelter, Mitaka Central Park for Disaster Prevention. Be sure to follow the instructions from the dormitory office.

○If the evacuation order is issued by Mitaka City, please evacuate to the nearest Mitaka Central Park for Disaster. Depending on the time of the evacuation order, it may be more dangerous to go outside. Consider evacuating to the upper floors of the dormitory (vertical evacuation).

○Useful Tips in Your Daily Life

- Keep things tidy in your room and premises to avoid injuries by objects falling down.
- Stock foods and water for three days.
- Collect information on disaster prevention. You should know how to protect yourself when you have to evacuate suddenly. Refer to (4) Useful Information of Disaster Prevention in P24.

○The tentative evacuation spot for residents is in front of the common hall entrance, and the regional evacuation spot is Mitaka Central Park for Disaster Prevention (Subaru Sports Center). Emergency contact is the dormitory office. (Out of business hours security guards are on duty.)

#### ⑩ Using Bicycles, Motorcycles

If you use either bicycles or motorcycles, you must register it at the Hall office. After registering it, you must park it at the appointed area. Those who would like to use a motorcycle must contact Motorcycle committee organized by residents before registering at the dormitory office. Since there is no car parking lot for residents on the premises, car is not allowed to park.

#### ⑪ Smoking

The only place where you can smoke is located under the entrance ramp of the Common Hall (Up to 2 persons). Smoking is strictly prohibited in the dormitory premises including your room except in the designated place above.

#### ⑫ Notification

○Basic Rules

- When you stay in Mitaka International Hall of Residence, you should use every facilities and equipment with care. In addition, you must follow “The Rules and Regulations of the University of Tokyo, Mitaka International Hall of Residence.”
- If you break, damage or spoil any facilities or equipment belonging to the dormitory intentionally or negligently, you have to take the responsibility to repair it for original condition or pay the cost of it.
- When you use the Common Hall to hold a meeting or plan an event, notify to the dormitory office by submitting applying form in advance. Please pay attention not to disturb neighbors for using the hall, and clean and return to the original conditions.
- Residents need to check frequently email messages distributed from the dormitory office and the bulletin board, located at the entrance hall of each building for announcement from the office, and empty out your mailbox located at the side of entrance daily.
- If you see any unauthorized persons and objects in site, please notify the office immediately.  
The dormitory office. Phone 0422-43-4961
- If you settle leave of absence from university or study abroad, notify to Supporting Division, Welfare Team immediately.
- If the amount of your prepaid account runs short, the hot water, electricity, and air conditioning will automatically shut off. Please pay attention to the amount of money remaining daily. If you run out of money while using hot water and electrical appliances, be sure to turn them off before making a

deposit. Hot water, electricity and air conditioning will be available immediately after the deposit is made. Be careful of energized fires caused by restarting, and of leaving hot water running.

### ○Prohibited Rules

When you conduct these prohibited rules or the article 16 of the “Rules and Regulations of the University of Tokyo, Mitaka International Hall of Residence,” the Dean of the College and Sciences will order you to move out.

- To violate the human rights of others described below.

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 regard 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”.

- To smoke outside the designated area.
- Underage drinking alcohol (it is also illegal to give alcohol to underage).  
Even if you reach the age of 20, it is prohibited to drink alcohol in the common areas.
- To fail to pay dormitory fee and room reparation fees.
- To rent and share your room to others.
- To access to women-only and all-gender floors by anyone other than the occupants of those floors without the permission of the University.
- To disclose the PIN codes for the women-only or all-gender floor entrance doors and gates to non-residents.
- To make a copy of the room key. To lend the room key to others.
- To use any fire appliances such as kerosene heaters and portable gas stoves in your room.
- To breed animals in the dormitory premises.
- To step in your room wearing shoes.
- To punch holes with studs or nails, apply tape or stickers, or attach hooks to walls or furniture in the living room.
- To move any facilities without permission and change the original conditions.
- To leave your personal belongings at the common area (hallways, lounges).

### 5. Procedures for Moving Out

When you move out, you must submit the necessary document to the dormitory office and book checking out time at least 14 days before you move out. After cleaning your room, you must have a check of your room conditions by the dormitory office, return your room key, and settle the balance of your prepaid account. You must carry out the procedures for moving out on weekdays (Monday – Friday), 9:30 - 15:30, because the dormitory office is closed on weekends, national holidays, the university’s summer holidays (in the middle of August), winter holidays (December 29-January 3). If you have unpaid dormitory fees, you will not be allowed to move out until payment is confirmed. You can move out anytime during the permitted period by your reason. To leave without notice and to leave by short notice are not accepted. Monthly expense is not prorated even if you leave at the beginning of month. (See P8 4. Necessary Information for Daily Life (1) Necessary Expenses)



## 6. Rules & Regulations

(1)

March 12, 1993  
The University of Tokyo

### THE RULES AND REGULATION OF THE UNIVERSITY OF TOKYO MITAKA INTERNATIONAL HALL OF RESIDENCE

(Propose)

Article 1 :The following Rules and Regulation stipulate rules regarding the administration and management of the University of Tokyo Mitaka International Hall of Residence (hereafter called the International Residence) in accordance with Article 65-2 of the General Collegial Rules of the University of Tokyo.

(Aim of the International Residence)

Article 2 :The International Residence has been established to provide an appropriate study environment for the students of the University of Tokyo (hereafter called the University)

(Administration and Management)

Article 3 :The Dean of the College of Art and Sciences shall be responsible for the administration and management of the International Residence.

2.The Dean shall consult with the Dean of Students on important matters concerning the administration and management of the International Residence.

(Administration Committee)

Article 4 :An International Residence Administration Committee (hereafter called the Committee) shall be set up in order to discuss, upon the request of the Dean, matters concerning the administration and management of the International Residence.

2.The Committee shall consist of the following members.

(1)A Senator, College of Art and Sciences.

(2)Members of Committee For Students Affairs, College of Art and Sciences

(3)A few members selected from the Student Exchange Committee

(4)Head of Administration Office, College of Art and Sciences

Article 5 :The Committee shall discuss the following matters.

(1) Basic guideline concerning the administration and management of the International Residence

(2) Admission qualifications

(3) Eviction cases in accordance with Article 16-3

(4) Other important matters concerning the administration and management of the International Residence

(Capacity)

Article 6 :The capacity of the International Residence shall be 1,000

(Eligibility for Residence)

Article 7 :Applicants for residence in the International Residence must be registered students of the University, and meet one of the following conditions.

(1) Registered students of the College of Art and Sciences. Among foreign students, research students (kenkyusei) are also eligible.

(2) Foreign students registered in the senior courses and graduate school of the University

2.However, those registered students of the University who do not fulfill the above conditions may be granted residence, if the Dean gives special permission.

(Application for Residence)

Article 8 :Those wishing to reside at the International Residence must submit an Application for

Admission and all other necessary documents to the Dean.

(Permission of Residence)

Article 9 :The Dean shall review all the applications and make selections in accordance with the admission qualifications which are stipulated separately.

(Procedures for Residence)

Article 10 :Those granted admission must complete the procedures for residence within the designated period.

2.The Dean shall cancel admission, if prospective residents, without just cause, fail to complete the procedures of residence or take up residence within the prescribed period, or if it is found that false claims have been made in the Application for Admission and/or in the accompanying document stipulated in Article 8.

(Period of Residence)

Article 11 :The period of time during which occupancy of the International Residence is permitted (hereafter called the Period of Residence) shall not exceed the shortest period of time required to complete the Resident's course of study. However, in cases in which the Dean finds a bona fide, unavoidable reason, an extension of the Period of Residence may be granted upon consultation with the Committee.

(Rent)

Article 12 :Those who have taken up residence (hereafter called Residents) must pay rent monthly by the designated day of the month to the Cashier's Office, in accordance with Article 66 of the General College Rules of the University of Tokyo.

2.Necessary details regarding the payment of rent shall be stipulated separately.

(Utility Fees)

Article 13 :Each Resident shall pay for the electricity gaze, water, etc, used in their own apartment.

2.Residents shall pay the utility fees monthly, in accordance with the classification described in the separate table, to the party designated by the Dean by the prescribed of the month.

(Maintenance of Facilities)

Article 14 :Residents should use the facilities, equipment and supplies of the International Residence with care, maintain comfortable living condition therein, and observe the following rules.

- (1) The apartment units should not be used for any purpose other than that of residence.
- (2) Residents may not modify, repair or remodel any part of the facilities and equipment of the International Residence.
- (3) Residents should cooperate with, and follow the instruction of the Dean and any party designated by the Dean, in matters concerning fire prevention, health and sanitation, and emergency procedures.

2.In the event that a Resident either willfully or through negligence, damages, breaks or contaminated any of the facilities, equipment and supplies of the International Residence, the Resident concerned must compensate for the damage.

(Moving out)

Article 15 :Residents planning to move out of the International Residence must submit in advance a Notification of Departure to the Dean and obtain the Dean's permission.

2.Residents who wish to obtain the above permission must cooperate with an inspection, in advance, of the facilities, equipment and supplies within their apartment units by the Dean or a party designated by the Dean.

Article 16 :Residents shall vacate their apartments without delay under the following circumstances.

- (1) The Resident loses his/her status as a student of the University.
- (2) The Resident loses eligibility for residence as stipulated in Article 7.
- (3) The Period of Residence, stated in the main sentence of Article 11 expires.
- (4) The Resident fails to make payment of the rent and expenses stipulated in Article 13 for over

three months.

2. In the event that the Resident continues residence in violation of the above provisions, the Dean may issue an eviction order to the Resident concerned.

3. The Dean may order eviction, upon consultation with the Committee, under the following circumstances.

- (1) The resident has interrupted his/her studies at the university due to study abroad, leave of absence, suspension, etc.
- (2) The Resident has caused serious disturbance within the International Residence.
- (3) The Resident has been found unsuitable for communal living due to illness or other health and sanitation reasons.
- (4) The Resident has violated the provision of the Rules and management of the International Residence.

4. The provisions in Article 15-2 shall also apply to Residents who are moving out under the circumstances stipulated in Article 16.

(Prohibition of Lodging of Visitors)

Article 17 :No persons other than the Residents shall be permitted to stay overnight in the International Residence.

(Business Affairs)

Article 18 :The Business Office of the International Residence shall be administered by the Student Affairs Office of the College of Art and Science.

(Miscellaneous Rules)

Article 19 :Other rules and regulations deemed necessary or matters concerning the implementation of the Rules and Regulation shall be prescribed separately by the Dean upon consultation with the Committee.

Additional Rule

1 These rules take effect on March 12, 1993.

2 In 1993- 1994 academic year, the International Residence has a staying capacity of 175 regardless of Article 6.

Additional Rule

These rules take effect on November 19, 1993, and the rule of Article 4 applies on October 1, 1993.

Additional Rule

These rules take effect on July 1, 2007.

Additional Rule

These rules take effect on April 1, 2010

Additional Rule

These rules take effect on April 1, 2015

Reference Table

Table Responsibility for Payment of Utility Expenses

Payer Areas	Electricity		Water		Fuel	
	University	Resident	University	Resident	University	Resident
Rooms		○		○		○
Other Areas	○		○		○	
Basic Charge (Room)		○		○		○
Basic Charge (Others)	○		○		○	

DETAILED REGULATIONS OF THE UNIVERSITY OF TOKYO  
MITAKA INTERNATIONAL HALL OF RESIDENCE

(Propose in relations with Article 19 in Rules)

Article 1 These following regulations stipulate necessary items on the management of the University of Tokyo Mitaka International Hall of Residence (hereafter called the International Residence) in accordance with Article 19 of the Rules and Regulations of the University of Tokyo, Mitaka International Hall of Residence (hereafter called the Rules)

(Selection of residents in relations with Article 5 in Rules)

Article 2 The selection of residents for Japanese students is based on both the income of applicant's family (including their family situation) and the difficulty of commuting between their home and the University of Tokyo. When deciding the resident of the International Residence, another detailed rule for selection of residents is used.

2 If applicants have some difficult situations, such as natural disasters, accidents, having the disabilities on their bodies or minds, and other reasons, International Residence Administration Committee (hereafter called the Committee) can give the permission to stay at the International Residence without using the Article 2, which is in preceding this sentence.

Article 3 The proportion of members for international students at the International Residence is almost 30 %. The number is discuss at the Committee.

(Eligibility in relations with Article 19 in Rules)

Article 4 The meaning of Article 7, 2, which is "if the Dean gives special permission," is as below;

- (1) Postgraduate students who are good at understanding of international communication and are willing to give some advice to international students. The Committee will give the permission to stay at the International Residence between 5 % and 6 % in total members at the International Residence. The Committee discuss and decide the number every academic year.
- (2) Undergraduate students who are promoted from the junior course to the senior course except the College and Arts, and have the main laboratory, which is located in Komaba campus. The number for them is within the number for the undergraduate students (the senior course).

(Application for the International Residence in relations with Article 8 in Rules)

Article 5 The application for the International Residence consists of two parts. When applicants are Japanese students, they must submit the Application Form 1-1 with the certificate of their family income to the Student Support Division, which is located in Komaba campus. The other hand, when applicants are international students, they must submit the Application Form 1-2 to the dean of their faculty or postgraduate school (including a chairperson of each postgraduate school committee), and after submitting the document, it is sent to International Support Group, Education and Student Support Department, which is located in Hongo campus.

2 The Dean must send the Permission Form 2 to applicants who are able to stay at the International Residence, and, at the same time, the Dean must notify the number of their successful applicants on the board or at the HP of the Komaba office.

3 Applicants who are authorized to stay at the International Residence must move in the room within the period, which is fixed by the Dean. If those who have a special reason with thought for taking care

of, the dean is able to change the date or the room.

4 When moving in the International Residence, applicants those who have the permission to move in the International Residence must submit the documents, which are under this sentence, to the Dean.

(1) Application (Form 3)

(2) Pledge (Form 4)

(Permission of the International Residence in relations with Article 9 in Rules)

Article 6 The selection of residents for Japanese students is decided by the Committee. The other hand, the selection of residents for international students is decided by Subcommittee on Student Exchange and Residential Facilities under the International Affairs Committee (hereafter called the Student Exchange and Residential Facilities Subcommittee)

2 Both the Committee and the Student Exchange and Residential Facilities Subcommittee must report the result of the selection to the Dean.

(Permitted Period of the International Residence in relations with Article 11 in Rules)

Article 7 “The shortest period of time required to complete the Resident’s course of study” prescribed in Article 11 in Rule is defined by the University of Tokyo. The period is as below:

Undergraduate Students who study in the junior course 2 years

Undergraduate Students who study in the senior course 2 years

Postgraduate Students who study in the master course 2 years

Postgraduate Students who study in the doctoral course 3 years

Postgraduate Students who study in the doctoral course of Veterinary medical science,  
Medicine, Pharmaceutical sciences 4 years

2 Foreign Research Students 1 year

Article 7-2 In case residents who help international students to lead the life at the International Residence move out, and it is obvious that it occur some trouble for the management of the International Residence, the Committee is able to decide to extend their permitted period one year. If necessary, after authorizing one year extended, the Committee is able to extend their permitted period one year.

(Moving out in relations with Article 15 in Rules)

Article 8 Residents who are planning to move out of the International Residence must submit a Notification of Departure Form 6 to the Dean, in advance, at least before 14 days when they move out.

(Rent in relations with Article 12 in Rules)

Article 9 The rent of the International Residence is defined in the appendix.

Residents must pay the monthly rent of the International Residence by the first day of the month. The monthly rent, which was paid, is not returned.

(Utility Fees in relations with Article 13 in Rules)

Article 10 “Each Resident shall pay for the electricity, gaze, water, and etc., used in their own apartment” prescribed in Article 13 in Rule is defined that they must pay the charge of electricity, gas, water, and so on in their personal room.

(The Extension of Permitted Period for Students who carry out the FLY Program in relations with Article 16 in Rules)

Article 11 In case residents carry out the plan of the FLY Program during their permitted period of the International Residence, and would like to keep their personal room at the same time, they must



submit the Application for the Extension of Permitted Period Form7 to the Dean within one month after obtaining the special authorized absence.

#### Additional Rule

- 1 These rules take effect on April 1<sup>st</sup> , 1993.
- 2 The selection of residents for international students is decided by the Student Exchange and Residential Facilities Subcommittee.

#### Additional Rule

- 1 These rules take effect on January 1<sup>st</sup> , 2017.

#### Additional Rule

- 1 These rules take effect on April 1<sup>st</sup> , 2021.

#### Appendix

Rent (Monthly) 4,700yen

(3)

### The Rule of the Use of the Common Facilities in Mitaka International Hall of Residence

December 15<sup>th</sup> , 1994

#### (Propose and Aim)

Article 1: The following Rules and Regulation stipulate rules regarding the administration and management of the Common Facilities in Mitaka International Hall of Residence (hereafter called the Common Facilities) in accordance with Article 19 of the Rules and Regulation of the University of Tokyo, Mitaka International Hall of Residence.

2. Because of establishing an active community in Mitaka International Hall of Residence, the Common Facilities are expected to use for not only to lead their daily life, but also to carry out the meeting for making a relationship among the residents, the residents and local citizens, or the cultural and academic activities.

#### (The Common Facilities)

Article 2: There are three Common Facilities in Mitaka International Hall of Residence.

- (1) The Multipurpose Hall, which is set at Common Building
- (2) Lounge, which is set at each Residence
- (3) Laundry, which is set at each Residence

#### (Users and Procedure)

Article 3: Either residents or someone who is authorized by the Dean of the College of Arts and Sciences can use the Common Facilities.

2. Those who would like to use the Multipurpose Hall must apply to the Dean for gaining the authority to use it in advance. If there are some special rules about the Common Facilities especially the Multipurpose Hall, this Rule has no priority against them.
3. After gaining the authority to use the Multipurpose Hall, and if the day is changed to another day or canceled completely, those who will use the Multipurpose Hall must report such a thing to the Dean as soon as possible.

(Attention)

Article 4: When using the Common Facilities and the attachments, those who will use it must obey the rules.

- (1) Do not perform any profitable activities
- (2) Do not make noise
- (3) Set up the original form after using it
- (4) Do not perform any illegal activities
- (5) Perform the subject that the Dean decided

(Miscellaneous Rules)

Article 5: Other rules and regulation, which is necessary for the management of Mitaka International Hall of Residence, shall be separately prescribed by the Dean in consultation with the Committee of the University of Tokyo, Mitaka International Hall of Residence (hereafter called the Committee).

2. The Committee should talk with the representative of Mitaka International Hall of Residence about the management of this Rule and the related detailed regulations, if necessary.

Additional Rule

These rules take effect on December 15, 1994

(4)

The Detailed Regulation of the Use of the Multipurpose Hall in Mitaka International Hall of Residence  
December 15, 1994

The following Detailed Regulations stipulate rules regarding the use of the Multipurpose Hall at Common Building in Mitaka International Hall of Residence (hereafter called the Multipurpose Hall) in accordance with Article 2 and Article 5 of the Rule of the Use of the Common facilities in Mitaka International Hall of Residence (December 15, 1994).

Article 1 The Multipurpose Hall can be used for activities as below;

- (1) Meetings, lectures, parties, and sports & training that are suitable for the Rule of the Use of the Common Facilities.
  - (2) Activities such as a light exercise & training, which do not affect above Article 1 (1) including the time of setting up and getting back to the original.
- 2 Activities which is above Article 1 (2) does not need to get to the authority of the Dean.

Article 2 Residents can use the Multipurpose Hall between 9:00 a.m. and 10:30 p.m. However, the time of the use of the Multipurpose Hall will be change by the decision of the Dean.

Article 3 Activities, which is above Article 1 (1), are as below:

- (1) The user written in the Rule of the Use of the Common facilities is the representative of a group of using the Multipurpose Hall.
- (2) Unless especially the Dean is allowed to use the Multipurpose Hall, it is obeyed to keep the proportion of residents in the activities more than half.
- (3) When the user applies for the use of the Multipurpose Hall to the Dean, he /she must report the document, which is ruled by another regulation. The user must write the necessary subject on the document, which is the name and room number of the user, the title of the activities, the aim, the date, the number of the participation of the activities.

- (4) The document which is written necessary subjects (Article 3 (3) ) must be reported to the Dean before 7 days when the user use the Multipurpose Hall. However, if there is some difficulty happened, the date will be considerable.
- (5) The Dean must notice the applicant the answer after 7 days when the Dean receive the document.
- (6) When the Dean is allowed to use the Multipurpose Hall, he will be able to add some regulation to the user.

Article 4 When the user would like to use the facilities of the Multipurpose Hall, he or she must obey the direction of the officers of the Mitaka International Hall of Residence.

#### Additional Rule

1 These rules take effect on December 15, 1994

(5)

#### The Responsibility of the Resident for Payment of Expenses In the Mitaka International Hall of Residence

November 8, 2006  
Revised: April 1<sup>st</sup>, 2008  
Revised: July 1<sup>st</sup>, 2009  
Revised: April 1<sup>st</sup>, 2010  
Revised: April 1<sup>st</sup>, 2021

The Dean of the College of Arts and Sciences The University of Tokyo

Article 4 of the Basic Guidelines for Responsibility of the Resident for Payment of Expenses in the Mitaka International Hall of Residence stipulates as follows:

(1)	Monthly rent	<u>4 7 0 0</u> yen
(2)	Basic monthly utility charges	<u>2 5 5 0</u> yen
	(Breakdown) 【 Fuel for hot-water supply and air-conditioning)】	8 0 0 yen
	【 Electricity 】	5 5 0 yen
	【 Water 】	1 2 0 0 yen
(3)	Monthly fee for common services	<u>5 0 0</u> yen
(4)	Monthly repair cost	<u>1 0 0 0</u> yen
(5)	Exchange fee	<u>1 0 0</u> yen

---

Total **8 8 5 0** yen/month

The total amount shall be automatically debited every month from the pre-paid machine.

**( 6 ) Metered utility charges**

**【Fuel for hot-water supply】**

520L/100 yen

**【Fuel for air-conditioning】**

460 minutes /100 yen

**【Electricity】**

5kw /100 yen

**( 7 ) Room reparation fee**

**60000** yen

( 6 )

**Basic Guidelines for the Responsibility of the Resident for Payment of Expenses  
in the Mitaka International Hall of Residence**

November 8<sup>th</sup>, 2006

Revised: April 1<sup>st</sup>, 2010

Revised: April 1<sup>st</sup>, 2019:

Revised: April 1<sup>st</sup>, 2021

The Dean of the College of Arts and Sciences The University of Tokyo  
The Basic Guidelines regarding the monthly rent, utility fees and other expenses of Mitaka international Hall of Residence, the University of Tokyo (hereafter called the International Residence) in accordance with Article 12 and 13 of the Rules and Regulations of Mitaka International hall of Residence, the University of Tokyo, stipulate as follows.

**1 Category**

- (1) Monthly rent
- (2) Basic monthly utility charges
- (3) Monthly fee for common services
- (4) Monthly repair cost
- (5) Exchange fee
- (6) Metered utility charges
- (7) Room reparation fee

**2. Details of each category**

**(1) Monthly rent:**

The rent which is defined by Article 9 of the rules regarding certification fees, enrollment fees, tuitions and other expenses at the University of Tokyo in accordance with Article 66 of the General Collegial Rules of the University of Tokyo.

**(2) Basic monthly utility charges:**

Basic monthly utility charges -- such as fuel for hot-water supply and air-conditioning, electricity, and water supply -- for each apartment.

**(3) Monthly fee for common services:**

Maintenance fee for the environmental services (expenses for disposing of bulky refuse, sorting of trash, building maintenance, etc.).

**(4) Monthly repair cost**

Monthly repair cost will be used to repair the facilities and building of Mitaka International Hall of Residence in order to maintain residents' comfortable life.

**(5) Exchange fee**

Exchange fee for intercultural activities of Japanese and international residents.

**(6) Metered utility charges:**

Metered utility charges that exceed the monthly basic utility charges for fuel for hot-water supply, air-conditioning, electricity, water supply, shall be collected according to the actual amounts used in each apartment.

(7) Room reparation fee

Cleaning and repair of room to recover to the original conditions after moving out. If a shortage occurs, it may be allocated from (3) "Common service fee.

3. Collection of expenses

Residents shall pay their monthly expenses at the pay machine.

The charge is collected by other methods when the system cannot be used.

(1) Monthly rent, basic utility charges, fee for common services, reserve, repair cost, exchange fee will be debited all together at the first day of every month.

(2) Metered utility charges shall be collected in the unit of 100 yen according to the actual amounts used in each apartment. Differences in the pre-paid account will be adjusted at the Office of the International Residence when the resident moves out from the International Residence.

(3) Room reparation fee

① It is necessary to repaint the room or repair any damage done to it and to clean it in order to return it to its original condition when the resident moves out from the International Residence. These damage reparation fee, a flat rate 60,000 yen for each room is to be paid by the specified due date after moving in.

② Monthly fee for common services may be spent in case of a shortfall. If and when the shortfall cannot be made up by monthly fee for common services, adjustments are to be made.

4. Necessary details regarding the payment shall be stipulated separately.

5. The amounts to be collected can be changed to reflect the price revision of gas, electricity, water, and other necessary expenses or revision of the rules.

6. Exchange fee is to be paid together with the other categories at pay machine for the sake of convenience. Tokyo University shall, therefore, transfer the fee into the bank account of Insei-kai, graduate school residents committee assigned, every month.

7. This guideline will be effective from the 1<sup>st</sup> of April, 2007.

Revised: 1<sup>st</sup> of April 2010

Revised: 1<sup>st</sup> of April 2019

Revised: 1<sup>st</sup> of April 2021

7. Others

(1) Access from the Mitaka Hall to Each Campus by Using Public Transportation

① Komaba Campus Time 45 – 60 Minutes

• Mitaka Hall → Shinkawa → Kichijoji → Komaba-Todaimae  
On Foot                  Odakyu Bus                  Inokashira Line (Local train)

② Hongo Campus Time 60 – 80 Minutes

• Mitaka Dorm → Shinkawa → Kichijoji → Shibuya → Hongo-Sanchome/Nezu/Todaimae  
On Foot                  Odakyu Bus                  Inokashira Line                  Tokyo Metro (via each Line)

• Mitaka Dorm → Shinkawa → Kichijoji → Ochanomizu → Hongo-Sanchome  
On Foot                  Odakyu Bus                  JR Chuo Line                  Tokyo Metro (Marunouchi Line)



- Mitaka Dorm → Shinkawa → Kichijoji → Ochanomizu → Shin-Ochanomizu → Nezu  
On Foot      Odakyu Bus      JR Chuo Line      On Foot      Tokyo Metro(Chiyoda Line)
- Mitaka Dorm → Shinkawa → Kichijoji → Yotsuya → Toadies  
On Foot      Odakyu Bus      JR Chuo Line      Tokyo Metro(Nanboku Line)

(2) Information of UTokyo Campuses

Access and Campus Maps

<https://www.u-tokyo.ac.jp/en/about/access.html>



- (3) List of the Neighbor Medical Facilities (Hospital, Clinic) and Medical support by the university  
This is a list of medical facilities, which are located near the Mitaka Hall as of January 2025.  
In addition, you can see a doctor at the University of Tokyo Health Center.

Facility	Category	Location	Phone
Kyorin University Hospital	Internal Medicine, Surgery, Dermatology (Initial non-emergency requires referral letter)	〒181-8611 Shinkawa 6-20-2	0422-47-5511
Nomura Hospital	Internal Medicine, Surgery, Orthopedic surgery	〒181-0013 Shimorenjaku 8-3-6	0422-47-4848
Mitaka Akatsuki Clinic (Available in English)	Internal Medicine	〒181-0004 Sinkawa 6-9-11 Matsu Building 1F	0422-29-9505
Shozawa Clinic (Available in English, Chinese and Taiwanese)	Internal Medicine	〒181-0005 Nakahar 3-1-19	0422-76-6055
Kawagoe Internal Medicine Clinic	Internal Medicine	〒181-0004 Sinkawa 6-25-4 Medical Mall Crescent 101	0422-24-2231

- Medical Institution and Pharmacy Information

<https://www.iryuu.teikyouseido.mhlw.go.jp/znk-web/juminkanja/S2300/initialize>



- The University of Tokyo Health Center

<http://www.hc.u-tokyo.ac.jp/>



- IMAS (Inbound Medical Assistance Service for International Students at UTokyo)  
Emergency 24/7, 365 days-a-year Medical Assistance (Japanese/English/Chinese)  
Pre-registration required.

<https://www.u-tokyo.ac.jp/adm/inbound/ja/life-safety-ime.html>



#### (4) Useful Information on Disaster Prevention

Register for the safety confirmation service of your department or graduate school.  
(UTAS should reflect the latest information. Check your affiliation for details.)

- Japanese government website Helpful apps and websites in the event of disaster (Multilingual)



- Mitaka City website <https://www.city.mitaka.lg.jp/>  
Available in English, Chinese, Korean)

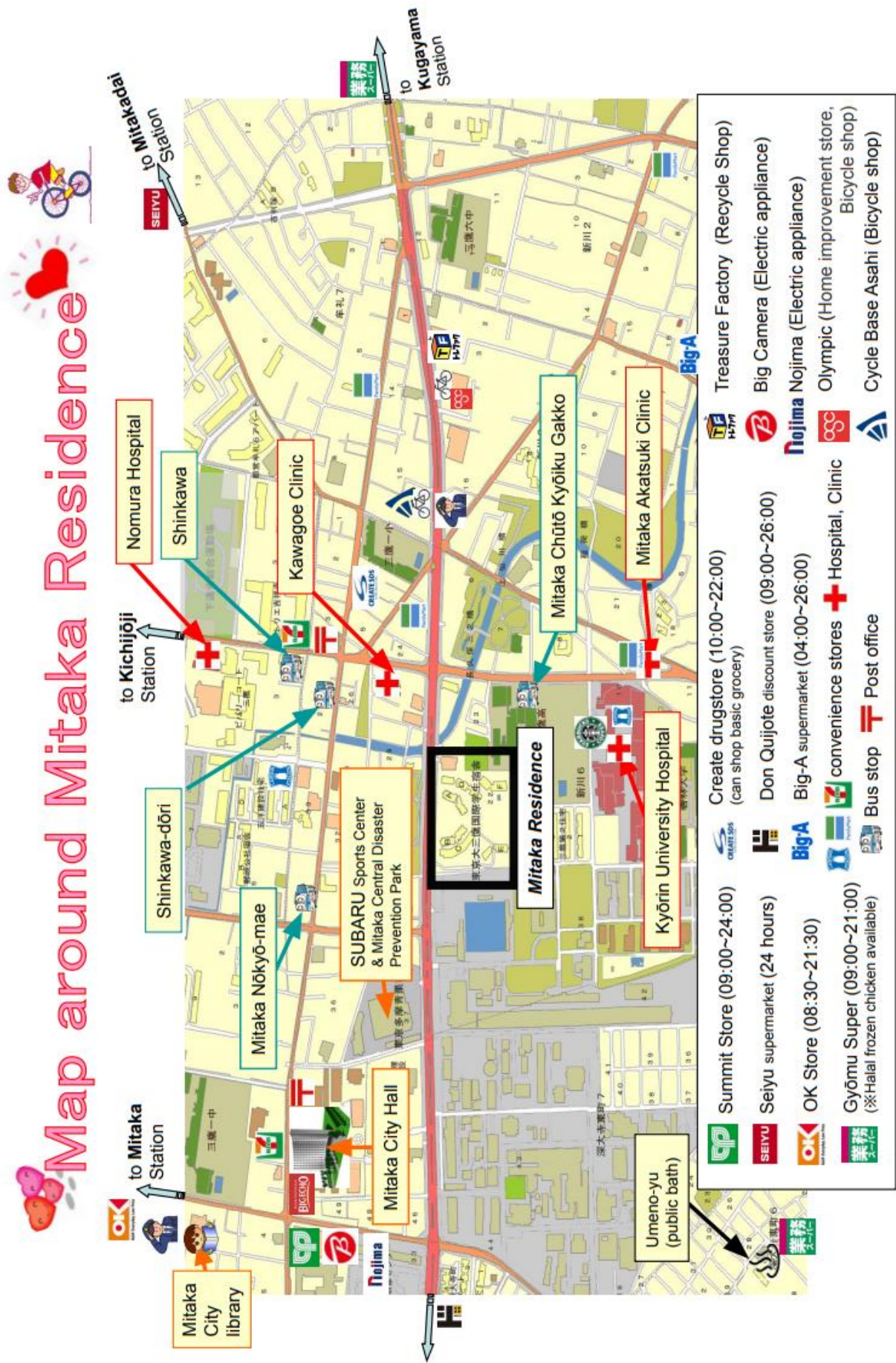


- Mitaka City X(Twitter)  
(Mainly in Japanese)

[https://twitter.com/mitaka\\_tokyo](https://twitter.com/mitaka_tokyo)



(5) Map around the Mitaka Hall – for Reference: from “Tour around Mitaka Dormitory” made by Mitaka Tutors

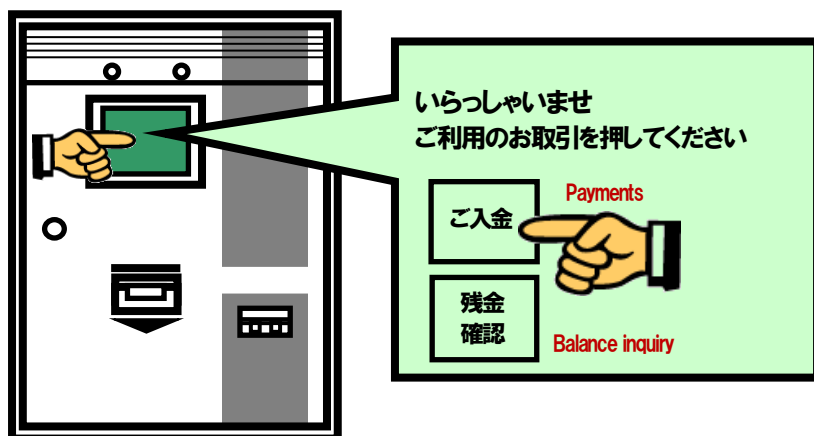


## (6) Operation Manual for Pay Machine

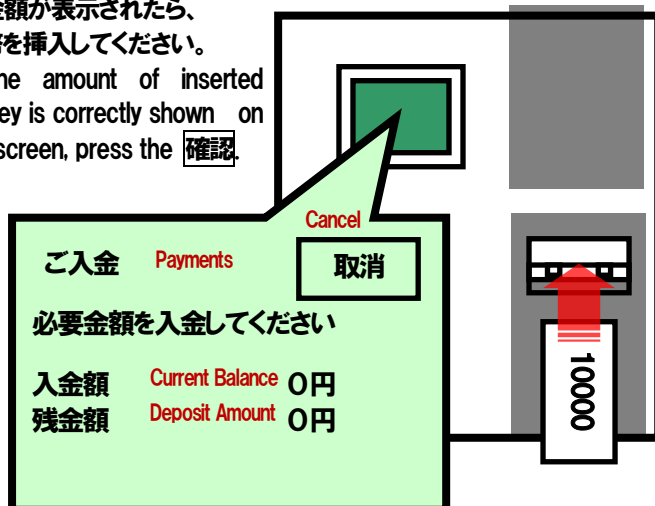
- ①画面のどこでもよいので、軽く押してください。  
Touch the screen.

- ②ご入金ボタンを押してください。  
Push the **ご入金** key.

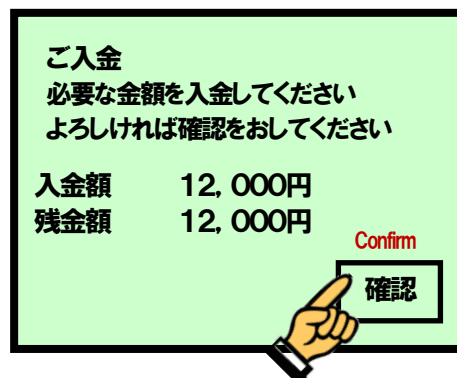
- ③入居者番号を入力後、**確認**ボタンを押してください。  
Push your ID # (building and room number), push **確認** button.  
e.g.) A101 →1101  
B321 →2321



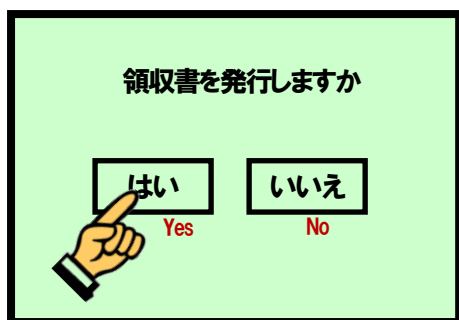
- ④残金額が表示されたら、紙幣を挿入してください。  
If the amount of inserted money is correctly shown on the screen, press the **確認**.



- ⑤必要な金額を入金したら**確認**ボタンを押してください。**入金できるのは紙幣のみです。返金・釣銭は出ませんので注意してください。**  
Insert money and press the **確認**.  
Only bills are accepted. No refund and change given.



- ⑥領収書を発行するかどうかの選択画面がでますが、**支払いに関するトラブルを避けるため必ず領収書の発行を選択し、大切に保管してください。印刷中は領収書を引っ張らないでください。**  
To issue a receipt, select the **はい** button. **Be sure to keep your receipt for reference in order to avoid troubles related to payment. Do not pull receipt in printing.**



### ◇お願い◇

基本料金等は、原則毎月1日に引き落とされます。  
(変更する場合は事前に周知します)  
入金は前月の月末までをお願いします。

### ◇NOTICE◇

The total amount of monthly expenses will be automatically deducted on the first day of every month. (Change of withdrawal day will be announced in advance.) Please do not forget to pay by the end of previous month.

入金受付時間 Deposit acceptance hours  
毎日 Everyday 7:00~0:00(深夜 Midnight)

宿舎事務室では原則として両替はしていません。As a rule, no exchange at the office.

(7)

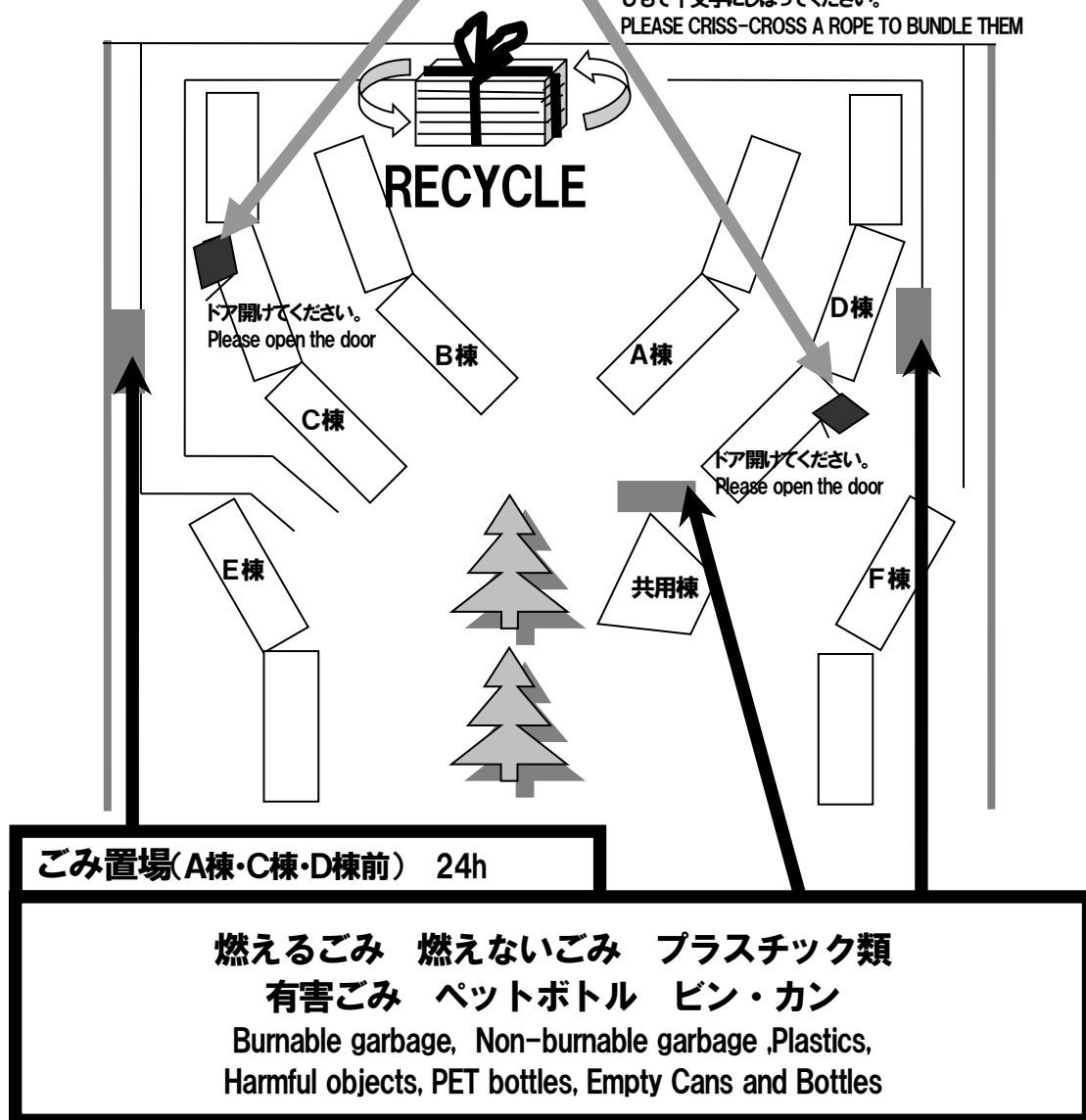
# 三鷹国際学生宿舎 ごみ置き場

## GARBAGE DISPOSAL

資源ごみ置場(C棟・D棟外倉庫) OPEN 24H

ダンボール、新聞、雑誌、雑紙、古着  
Cardboard box, Newspaper, Magazine, Paper, Used clothes

ひもで十文字にしはってください。  
PLEASE CRISS-CROSS A ROPE TO BUNDLE THEM



ごみ置場(A棟・C棟・D棟前) 24h

燃えるごみ 燃えないごみ プラスチック類  
有害ごみ ペットボトル ビン・カン  
Burnable garbage, Non-burnable garbage, Plastics,  
Harmful objects, PET bottles, Empty Cans and Bottles

**※ごみは必ず分別し指定の場所に出してください。**

ごみを少なくして地球にやさしくリサイクルに努めましょう。  
宿舎の美化・衛生・防災へのみなさまのご協力をお願いします。

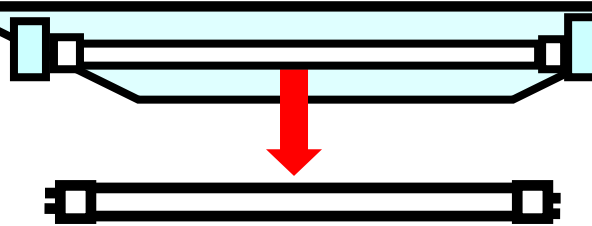
**PLEASE BRING YOUR GARBAGE TO THE DESIGNATED COLLECTION SITE.**  
TRY TO REDUCE THE VOLUME OF GARBAGE AND RECYCLE RESOURCES AS MUCH AS POSSIBLE.  
THANK YOU VERY MUCH FOR YOUR COOPERATION TO KEEP OUR HOUSE NEAT AND CLEAN.



## (8) How to Change Room Lights

\*Fluorescent tubes and light bulbs are available at the office (free of charge).

### 【Ceiling Light】

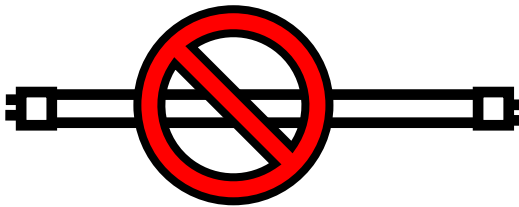


1) Remove old florescent tube bulb

2) Replace with new florescent tube bulb

#### NOTICE:

A special HF (high-frequency) 16W fluorescent bulb is required. Please come to the office to receive a replacement.



Do not use standard store-bought bulbs.

(Forcing the normal type to be worn and used may cause darkening or malfunction.)

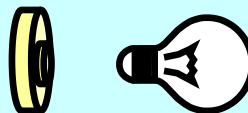
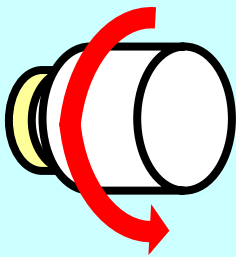


No need starter

### 【Bathroom】

1) Rotate the fixture to the left and remove the cover.

2) Replace the bulb (60W)



### 【Kitchenette Light】



1) Remove old florescent tube bulb

2) Replace with new florescent tube bulb

If the new light does not work it means the starter behind the fluorescent tube also needs to be replaced.



Light Bulb Starter

#### NOTICE:

15W bulbs are required for Buildings A, B, C, and D.

20W bulbs are required for Buildings E and F.

Be sure the Hz switch is set to 50Hz.

## (9) Air Conditioner in Room

### AIR CONDITIONER (FAN COIL UNIT)

### 室内空調について (ファンコイルユニット)

#### 冷房・暖房をする OPERATING INSTRUCTION

各室の壁にコントローラー (写真 1) が取り付けられています。Controller is installed on wall (Picture 1).

ダイヤルで OFF-L-M-H の風量設定により室内温度調整をして下さい。Turn dial to change speed of fan.

※ 冷房・暖房の切替は各室ではできません。

Switching to cooling/heating is not available in room.

風量調整ダイヤル

Fan speed



写真 1 Picture 1

#### フィルターの清掃 FILTER CLEANING

ファンコイルユニット下部 (写真 2) に白いネジが付いています、ネジを回してカバーを開ける (写真 3) とフィルター (写真 4) が付いていますので定期的に掃除をして下さい。

Unscrew (Picture 2) to open cover (Picture 3) for cleaning filter (Picture 4).

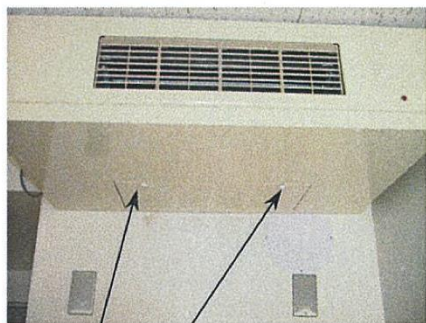


写真 2 Picture 2

白いネジを回して開く White color screws



写真 3 Picture 3



写真 4 Picture 4

水洗いして天日に干す  
掃除機等でゴミをとる

Remove dust from filter with vacuum cleaner  
and wash filter with warm water and dry.

## (10) Ventilator in Room

# VENTILATOR IN ROOM (ENERGY RECOVERY VENTILATION FAN)

## 室内換気について（気調換気扇）

### 室内換気をする OPERATING INSTRUCTION

各室の壁にリモコン（写真1）が取り付けられています。Controller is installed on wall (Picture 1).

リモコン上部の換気扇スイッチを押すと換気扇が作動します。Press upper switch for ON/OFF.

リモコン下部の強弱切替スイッチで換気風量を切替えて下さい。Press lower switch for changing fan speed.

※ 外気を室温に近づけて室内に給気しますので、室内温度の変動を少なくします。

Heat exchanging system between incoming and outgoing air reduces indoor temperature gap.

Operation indicator **緑ランプー停止**  
Green: OFF  
Red: ON

**赤ランプー作動**

Fan speed switch **強・弱 表示**

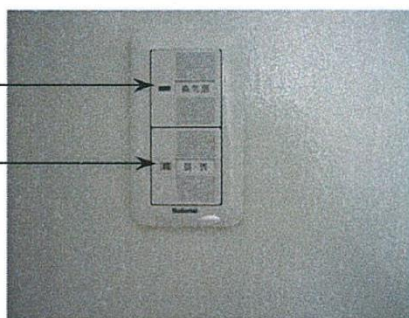


写真1 Picture 1

### フィルターの清掃 FILTER CLEANING

熱交換気扇本体（写真2） Positions of hooks (Picture 2)

本体、上下のカバーはめ込みボタンを押す。（写真3） Push hooks to open cover. (Picture 3)

カバーを取り外して下さい。（写真4） Remove cover. (Picture 4)

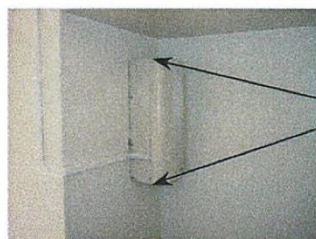
本体内部のフィルター（写真5） Position of grip on filter box (Picture 5)

フィルターの取手を持って引き抜いて下さい。（写真6） Pull grip to remove filter box. (Picture 6)

フィルター本体は掃除機等で定期的に掃除をして下さい。（写真7） Remove dust by vacuum cleaner. (Picture 7)

※四角箱状のフィルターは水洗いしないで下さい。

\* Do not wash filter box.



はめ込みボタン  
Hooks

写真2 Picture 2

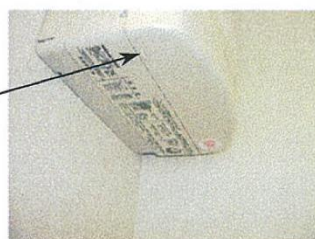


写真3 Picture 3



写真4 Picture 4



取手を  
起こして  
引き抜く  
Grip

写真5 Picture 5



写真6 Picture 6

水洗い  
しないで  
下さい  
Don't wash

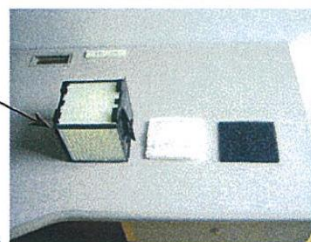


写真7 Picture 7