

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

The University of Tokyo Regulations on the Use of the International Lodge / Komaba Lodge Main

Approved by the Executive Vice President of UTokyo

Dated: October 11, 2021

Revised: October 7, 2022

Revised: October 26, 2023

1. These regulations stipulate the essentials for the use of the University of Tokyo International Lodge / Komaba Lodge Main Buildings listed below (hereinafter referred to as the “Komaba Main”) in accordance with the rules provided in Article 5 of “The University of Tokyo Regulations on the International Lodges”.
 - Komaba Lodge, Main
 - Komaba Lodge B
 - Komaba Lodge C
 - Komaba Lodge D

2. Eligibility for Use
 - International students enrolled at the University of Tokyo (hereinafter referred to as “UTokyo”)
 - Others permitted by the Executive Vice President in charge of the management and operation of properties owned by the UTokyo Property Management Group (hereinafter referred to as the “Executive Vice President”)

3. Permitted Term of Stay
 - From a minimum of 1 month up to a maximum of 1 year.
 - The above permitted term of stay may be reduced or extended if deemed necessary by the Executive Vice President.

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

5. Procedures for Application and Move-In

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

6. Cancellation of One's Permission to Reside

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

7. Accommodation Fees, etc.

- Residents are required to pay the accommodation fees given in the chart below in addition to the utility fees, internet access fees and the common service fees.
- Residents are required to pay the Entrance Fee at the time of their move-in.

8. Payment of the Bill

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

9. Departure

- Residents are required to submit the “Notification of Departure” to the UTokyo Asset Planning Group (Komaba Main Office) by no later than 14 days prior to their actual date of departure. However, this regulation does not apply to those whose permit to reside have been cancelled.

10. Usage of the Common Facilities

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

11. Maintaining Order

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

12. Mutual Respect for Human Rights

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

13. Compensation of Damages and Losses

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

14. Miscellaneous

- Other necessary items in regard of the use of Komaba Main not specified herein, shall be determined by the Executive Vice President by due consultation with the relevant executive vice presidents as necessary.
- All documents shall be submitted using the designated forms as requested.

Supplementary Provisions

These regulations shall come into force on April 1, 2022.

Supplementary Provisions

These regulations shall come into force on November 1, 2022.

Supplementary Provisions

These regulations shall come into force on December 1, 2023.

■ Accommodation Fees for the Komaba Lodge

	Room Type	International Students	
		Monthly Rent	Daily Rate
Komaba Lodge, Main	Single	JPY 55,600	JPY 1,850
Komaba B	Single	JPY 33,400	JPY 1,110
Komaba C			
Komaba D			