

※ 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 Annex

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 Annex Building (hereinafter referred to as the “Komaba Annex”) in accordance with the rules provided in Article 5 of “The University of Tokyo Regulations on the International Lodges”.
2. Eligibility for Use of the Rooms
  - International researchers engaged in education and research at the University of Tokyo (hereinafter referred to as “UTokyo”) and their spouses and children
  - International students enrolled at UTokyo and their spouses and children
  - 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 Komaba Annex 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 Annex 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 Annex 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 Annex are required to submit the designated “Registration” and “Pledge” forms to the Komaba Annex 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 Annex if the said person does not fulfill their obligations stated below:
  - (1) if the resident does not move into Komaba Annex 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 Annex Office for a period of more than 3 months;
  - (3) if the resident has caused serious damage to the management/operation of Komaba Annex 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 Annex 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 shown in the chart below in addition to the utility fees (internet access fees included) and the common service fees.
- Residents are required to pay the Entrance Fee at the time of their move-in.

#### 8. Payment of the Bill

- Residents 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 Annex 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 Annex 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 Annex 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 Annex 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 Annex.

## 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 Annex 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 Annex 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 Annex

	Room Type	International Researchers		International Students	
		Monthly Rent	Daily Rate	Monthly Rent	Daily Rate
Komaba Lodge Annex	Single	JPY 82,400	JPY 2,740	JPY 63,200	JPY 2,100
	Couple	JPY 82,400	JPY 2,740	JPY 82,400	JPY 2,740
	Family	JPY 125,400	JPY 4,180	JPY 125,400	JPY 4,180