

## **GUIDE FOR PROSPECTIVE RESIDENTS**

### **OIWAKE INTERNATIONAL LODGE**

### **THE UNIVERSITY OF TOKYO**

This information covers what you should know and accept before you move into Oiwake International Lodge. It is the responsibility of every prospective resident to read this Guide thoroughly and know the contents before moving into the Lodge.

#### **1. Contact Information**

Please contact the Lodge Office if you have any questions.

##### OIWAKE INTERNATIONAL LODGE OFFICE

Address: 1-12-8 Mukougaoaka, Bunkyo-ku, Tokyo 113-0023  
(Located within Oiwake International House)

Tel : 03-3830-8961

Fax: 03-3830-8962

E-mail: oiwake\_lodge.adm@gs.mail.u-tokyo.ac.jp

Office Hours: Monday to Friday 8:00~20:00

Saturdays, Sundays and public holidays 8:00~18:00

You can move into Oiwake International Lodge during the above office hours. If you are unable to arrive in time, please be sure to consult the Lodge Office via email whether it is possible to make the necessary adjustments for you.

Please move into the Lodge within 7 days in principle from the starting date of your term of residency. Your failure to fulfill this condition without advanced notice and justifiable reason could lead to cancellation of your residency.

The Lodge Office would appreciate your information on your approximate date and time of arrival at Narita/Haneda Airport or Oiwake Lodge.

#### **2. Documents Necessary upon your Arrival**

Please submit the following documents (1) - (5) to the Lodge Office upon your arrival:

1) Registration to the University of Tokyo International Lodge  
- A PHOTOGRAPH must be attached.

2) Pledge

3) Dear New Residents

NOTE: These three documents need to be completed in advance.

The forms are downloadable at:

[https://www.u-tokyo.ac.jp/adm/housing-office/en/download/index\\_00002.html](https://www.u-tokyo.ac.jp/adm/housing-office/en/download/index_00002.html)

4) Notification of Admission to the University of Tokyo International Lodge

5) Passport and Resident card

NOTE: Please download your "Notification of Admission" from the URL shown in the OSTA E-mail sent to you (the "OSTA Application Result with Offer" E-mail/ see 24. Appendix (4) and submit it to the Lodge Office on your move-in date.

Document (4) and item (5) will be photocopied and returned to you on the spot.

### 3. Initial Briefing

Soon after your arrival, one of the office staff will guide you around the Lodge and escort you to your room. This should take about 30 minutes, during which he/she will explain the important matters concerning your life at the Lodge. If you have any questions, please feel free to ask.

### 4. Key

You will receive your room key from the Lodge Office. Please be careful not to lose or damage your key. In the event of any loss or damage, you will be asked to bear the replacement cost.

### 5. Beddings

You are expected to prepare your own beddings (comforter, duvet, blanket, pillow, sheets, etc.). Only a bed and mattress will be provided inside your room. Every resident will need to place their order for the designated bed pad even though they are to prepare their own beddings.

For the details, please refer to the URL below.

⇒[https://www.u-tokyo.ac.jp/adm/housing-office/en/download/index\\_00002.html](https://www.u-tokyo.ac.jp/adm/housing-office/en/download/index_00002.html)

You are required to submit the Beddings Purchase Order to the Lodge Office at least 10 days prior to your actual date of move-in.

All residents will need to submit the Purchase Order Form either for the beddings with the bed pad or for the bed pad only with no beddings according to their own preference.

※We do not provide any rental services for the beddings at the Lodge.

### 6. Confirmation of Your Room Condition (on arrival)

The Lodge Office will hand you a form titled “List of Items to Check on Arrival,” which is very important because it verifies the condition of your room when you moved in. Please complete the form and submit it to the Lodge Office within 7 days from the date of your arrival.

If you should fail to submit this form, you may have to take the responsibility for damage caused by the previous resident.

### 7. Parking Space

If you plan to park a vehicle to carry in/carry out your belongings, please notify the Lodge Office in advance. (There is no parking space that residents can use on a regular basis.)

### 8. Internet

You can enjoy the Internet by using a LAN cable provided in your room. UTokyo WiFi is also available.

### 9. Mail

Postal items without the room number may not be delivered. Please inform your family members and friends to follow the instructions below when sending things via postal service:

- 1) Clearly indicate name of Lodge, room number, and
- 2) Write your name clearly in alphabet letters.

## 10. Smoking Area

The balcony next to the small kitchen outside Community Room 1 on the 6th floor is the only smoking area allowed in the Lodge. Please note that smoking is strictly prohibited in all other areas within the premises of the Oiwake Lodge including each residential unit and room balconies.

## 11. Major Rules

### 11-1. Prohibited Actions

Please refrain from the following prohibited matters:

- 1) Any act of harassment, intimidation, or infringement of the human rights of others including all persons working for the management and operation at the Lodge, 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”](#);
- 2) Keeping pets,
- 3) Wearing shoes in a room,
- 4) Placing laundries outside on your room balcony,
- 5) Leaving personal belongings in public spaces,
- 6) Making holes in walls and furniture and affixing adhesive materials (e.g. nails, hooks and stickers), and
- 7) Using any products that could cause fire (other than those equipped in your room and common areas).
- 8) Renting your room to a non-resident.
- 9) Smoking at places other than the designated smoking area;
- 10) Talking in a loud voice or playing music at full volume in a room or in public spaces;
- 11) Parking cars without permission within the premises of the Lodge; and
- 12) Accommodating someone to stay in your room (e.g. your friends, family members and other residents) overnight.

### 11-2. Eviction from the Lodge

All residents will need to comply with the rules and regulations stated herein this “Guide for Prospective Residents.”

Any act of infringement of the rules and regulations by the resident or if any serious damage to the management/operation of the Lodge is to be recognized, the resident thereof may be evicted from the Lodge.

### 11-3. Staying Overnight Away from the Dorm

To prepare for an emergency, the Lodge Office should always be able to contact every resident. If you plan to stay overnight away from the Lodge, please fill out the “Notice of Travel / Absence from Lodge” and submit it to the Lodge Office in advance. The form is available at the Lodge Office or downloadable at:

■ Notice of Travel / Absence from Lodge:

[https://www.u-tokyo.ac.jp/adm/housing-office/en/download/index\\_00002.html](https://www.u-tokyo.ac.jp/adm/housing-office/en/download/index_00002.html)

### 11-4. Building Entry Policy

When inviting visitors at the dorm, please be sure to have them provide each of their names at the accommodation office before guiding them into your own room, etc. Visit hours are only up to 22:00, so please make sure that they leave by that time. You are not allowed to

let them stay overnight at the dorm under any reason as thus stated in 11-1 above.

## 12. Expenses

Residents are required to pay the following expenses:

- 1) Rent
- 2) Utility Fees (Electricity, Gas, Water and Internet Access fees)
- 3) Common Service Fees

Common service fees are used for common interests of all residents.

Expense Item	Monthly Amount	Daily Rate
Rent	JPY 91,000	JPY 3,030
Utility Fees	Until March 31 <sup>st</sup> , 2024: JPY 15,400	Until March 31 <sup>st</sup> , 2024: JPY 515
	<u>After April 1<sup>st</sup>, 2024:</u> JPY 20,700	<u>After April 1<sup>st</sup>, 2024:</u> JPY 690
Common Service Fees	JPY 2,000	N/A
TOTAL	Until March 31 <sup>st</sup> , 2024: JPY 108,400	Until March 31 <sup>st</sup> , 2024: JPY 3,545
	<u>After April 1<sup>st</sup>, 2024:</u> JPY 113,700	<u>After April 1<sup>st</sup>, 2024:</u> JPY 3,720

### Note:

- 1) Please be sure to bring your credit card or prepare enough cash for the payment of your initial bill to be made after you move in to the Oiwake Lodge.
  - 2) Expenses are subject to change.  
Changes will be informed both on the UTokyo Housing Office HP and by a notice to be sent to the residents prior to the actual price change.
  - 3) The room rent and the utility fees will be prorated based on each of the daily fees described above for those who are to move in/out of the Lodge during the month. (Residents will NOT be charged more than the fixed monthly amounts for the rent and utilities fees.) Common service fee will be billed on a monthly basis both for the move-in and move-out months regardless of the number of one's stay at the Lodge.
  - 4) All bills will be charged from the very first day of one's term of residency, and not from one's actual move-in date unless otherwise regulated in a separate notice.
  - 5) In addition, your first bill will include an Entrance Fee of JPY 25,600 which is mainly to be spent for the cleaning/repair work for your room right after your departure. (The Entrance Fee is a non-refundable fee that is to be charged only once at the time of move-in.)
- \* If your room is to require additional cleaning or some of its facilities are damaged or lost, you will be CHARGED AN EXTRA FEE TO RESTORE IT TO ITS ORIGINAL STATE.  
See Section 21 "Points to Note when Moving Out" for the details.

- 6) You may be CHARGED IN EXTRA if your consumption of power and/or water is substantially larger than average.
- 7) Expenses are not refundable, under any circumstances after payment.

### 13. Cleaning

Each resident is responsible for cleaning one's own room as well as the Community Room and Lounge. You can rent the vacuum cleaners at the Lodge Office for free. Residents are held responsible to clean and tidy up the community room and floor lounges after each use.

### 14. Changing Rooms

In principle, you may not change rooms after you have moved into the Lodge.

### 15. Changing the Term of Your Stay

You will have to ask your affiliated faculty/department at UTokyo to request for the needed change of your term of stay at the Lodge for any modifications made in your enrollment/employment period at UTokyo to the Housing Office.

Please note that the maximum period of stay at the Lodge is only one year as stipulated in ["The University of Tokyo Regulations on the Use of the International Lodge / Oiwake Lodge"](#). In addition, for those who have stayed at either one of the UTokyo accommodations under the same status within the current past 3 years, the length of their past stay shall be counted as part of the allowable one-year period of stay. Changes in the term of stays after room assignment may not always be accepted depending on the room occupancies at the time.

### 16. Facility and Equipment

The Lodge has the following equipment and facilities. Simplified instructions in English are available for the items marked with asterisks.

#### < Inside the Room >

Kitchen, Bathroom, Washroom, Toilet;  
 Interphone\*, Water Heater\*, Air Conditioner\*, Refrigerator, IH Cooking Heater\*,  
 Microwave Oven, Washing & Drier Machine\*, Ventilator, Desk Lamp, LAN Cable,  
 USB 2.0 to LAN Adapter;  
 Desk, Chair, Bed, Mattress, Shoebox, Closet (Large and Small), Bookshelf;  
 Tableware, Kitchenware

#### <Common Facilities>

<b>Lounge:</b>
Built-in kitchen, Refrigerator, Microwave Oven, Television Set, Meeting Table and Chairs
<b>Community Room 1:</b>
DVD Player, Projector, Tables and Chairs
<b>Other Common Facilities:</b>
Bicycle Parking Area, Garbage Storage Room, Mailbox, Parcel Locker

**Free Rental items:****Iron and Vacuum Cleaner**

- Rental items must be returned each time you finish using them.
- The University of Tokyo (including the lodge office) is not liable to any injury or any damage to your properties caused, directly or indirectly, by an item that you have borrowed from the lodge office.

**17. Residence Card and Registration of a New Address****(1) If You are to Move into the Lodge from Abroad**

All foreign nationals with period of stay of over 3 months will be issued a Residence Card at the time of arrival at the Narita International Airport or Haneda Airport. (Residence Cards are issued at the Chubu and Kansai Airports, as well.)

If you are to arrive at an airport other than those listed above, you will receive a landing permission by which you can receive a residence card after you notify the Bunkyo Municipal Office of your new address at Oiwake Lodge.

**(2) If You are Already Living in Japan**

If you are a resident in Japan and live in another municipality other than Bunkyo City, you will first have to notify your municipal office that you are moving out from the district 14 days prior to your actual date of moving. The municipal office will then issue you a move-out certificate which you will need to submit to the Bunkyo Municipal Office at the time you are to register your new address at the Oiwake Lodge. You will have to register your new address within 14 days of moving.

If you are to change address within the same municipality, you will have to file a change-of-address notice at the Bunkyo Municipal Office's residence registration counter within 14 days of moving.

**18. Insurance for Personal Possessions**

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

**19. Preliminary Visit to the Lodge**

If you already live in Japan or are to arrive in Japan well before your move-in date, you can pre-visit the Lodge by making the necessary appointments with the Lodge Office in advance. Alternatively, you can ask a close family member of yours (who stays in Japan), your host professor or someone working for or studying under your host professor to make a preliminary visit on your behalf (no other person is accepted). Please inform the Lodge Office of the following information by E-mail (please refer to page 2 of this Guide) at least three days prior to the planned visit.

- 1) Room Number
- 2) Your Name (or the name of your representative)
- 3) Permit Number shown on your "Notification of Admission"
- 4) "Several" Timeslots (the time convenient for you or your representative)

Please note that there may be no office staff available to guide you around at the time of your preliminary visit due to their workload. In such cases, you will be asked to walk around the common spaces of the Lodge on your own and will not be able to see your actual room.

## 20. Departure

You are free to leave the Lodge before your term of residence expires, as long as you fill out the “Notification of Departure of the University of Tokyo International Lodge” and submit it to the Lodge Office no later than 14 days prior to your actual date of departure. Otherwise, you will be billed of all fees up till the 14th day from the date of submission (no matter if you are to move out of the Lodge at an earlier date than that).

Residents who are to leave the lodge with the completion of their permitted term of residence are also required to submit the “Notification of Departure” to the lodge 14 days in advance. Please be noted that any failure in doing so will lead to additional billing up to the 14th day counted from the date of submission.

## 21. Points to Note when Moving Out

- 1) 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.
- 2) If any of the items are found to be missing, we will have you return them right away.
- 3) 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.

## 22. Amendments

The terms and conditions written herein are subject to future amendments. All amendments made will be notified to the residents on the UTokyo Housing Office website.

■UTokyo Housing Office Website:

[https://www.u-tokyo.ac.jp/adm/housing-office/en/download/index\\_00001.html](https://www.u-tokyo.ac.jp/adm/housing-office/en/download/index_00001.html)

## 23. Access to the Lodge

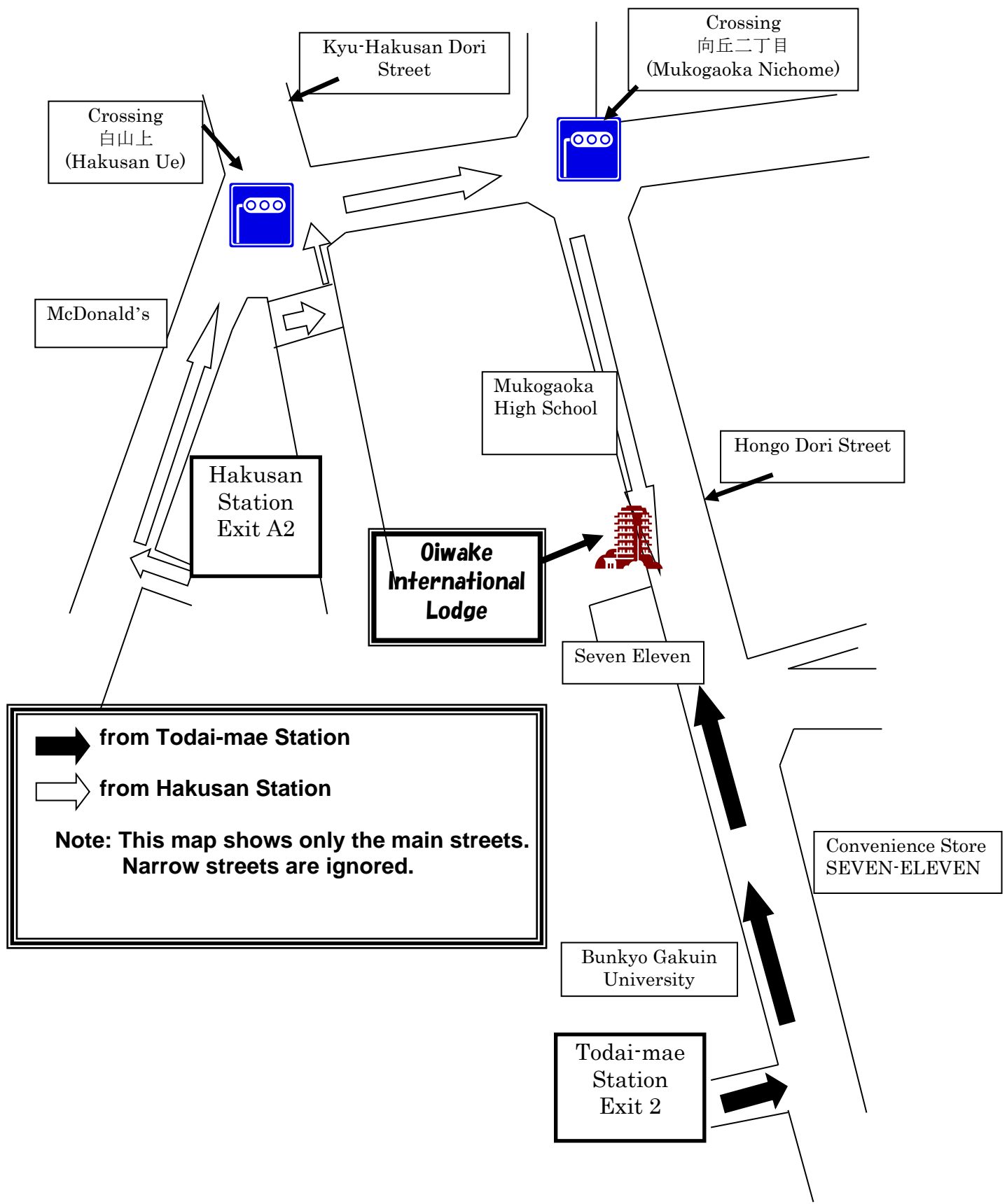
The nearest station to the Oiwake Lodge is the “Todai-mae” station of the Tokyo Metro Namboku line and the Hakusan station of the Toei (subway) Shinjuku Line. Information on transportation from each airport (ways of transfer, time/fees of transportation, etc.) can be searched using the following sites.

Japan Transit Planner <https://world.jorudan.co.jp/mln/en/> (Multi-Language)

YAHOO! JAPAN 路線情報 <https://transit.yahoo.co.jp/> (Japanese only)

Information on the above sites is subject to change.

**24. Simplified Map to Oiwake Lodge**  
 (from Todai-mae Station and Hakusan Station)





## 25. Appendix: Examples of Completed Forms

### (1) Registration to the University of Tokyo International Lodge

様式3 (Form 3)

東京大学インターナショナル・ロッジ入居届  
REGISTRATION TO THE UNIVERSITY OF TOKYO INTERNATIONAL LODGE

東京大学総長 殿  
To : President  
The University of Tokyo

氏名: Karl Wakefield  
Name (Print): Karl Wakefield  
First Last

東京大学インターナショナル・ロッジ規則等を了承のうえ、下記のとおり入居しますのでお届けします。  
This is to notify that I, having read and understood the Rules and Regulations of The University of Tokyo International Lodge, have taken up residence.

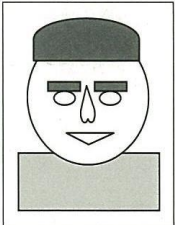
1. 入居日 (Date of arrival) 20 12 年(year) 5 月(month) 25 日(day)

2. 居室番号 (Apartment) 棟 (Bldg.) \_\_\_\_\_ 階 (Floor) 3 居室 (Room No.) 0325

3. 同居家族 (Accompanying family)

氏名 Name	生年月日 Date of birth	性別 Sex	続柄 Relationship
		M / F	
		M / F	
		M / F	
		M / F	

4. 写真 (Photograph)

	配偶者 正面 Spouse Full Face	他家族 正面 Family Full Face	他家族 正面 Family Full Face
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備考 申請者又はその同居家族が外国人登録による登録をすませているときは、この届にその登録証明書の写しを添付してください。  
Note: Should the prospective resident or members of his/her family have already registered at the Alien Registration Office, copies of the alien registration certificates must accompany this form.

日付 20 May 2012 署名 Karl Wakefield  
Date: \_\_\_\_\_ Signature: \_\_\_\_\_

## (2) Pledge

様式 4 (Form 4)

誓約書  
PLEDGE

東京大学総長 殿  
TO : President  
The University of Tokyo

国(Nationality) : American

氏名 (Name) : Karl Wakefield

私は、東京大学インターナショナル・ロッジに入居のうえは、インターナショナル・ロッジの諸規則及び下記の規定（以下「規則等」という。）を遵守することを誓います。

万一規則等に違反した場合には、退去を命ぜられても一切不服は申しません。

Having obtained permission to reside at the University of Tokyo International Lodge, I agree to abide by the Rules and Regulations of the Lodge and those listed below.

I also understand that should I violate these rules and regulations, I may be asked to leave the Lodge.

入居期間 (Term of Residence)

自 (From): 2012 年 (Year) 5 月 (Month) 24 日 (Day)

至 (To) : 2013 年 (Year) 2 月 (Month) 20 日 (Day)

私は上記入居期間を了承いたします。

I accept the term of residence written above.

規定 (Rules) :

1. 所定の退去日までに、ロッジを退去します。  
(I will leave the lodge by the prescribed date of departure.)
2. 退去時には部屋を清掃し、入居時と同等の状態を回復します。  
(On my departure, I will clean and restore the room to its initial state.)
3. 月々の学校財産貸付料等及び光熱水料等を、所定の期日までに納付します。  
(I will pay the monthly rent and utility charges by a prescribed date.)
4. 居室内ではパーティーを行わず、騒音を出しません。  
(I will not host any parties in my room and will not make any loud noise.)
5. 居室にロッジ入居者以外の者は宿泊させません。  
(I will not let visitors stay in my room.)
6. ゴミは所定の規則に従って、分別・廃棄します。  
(I will separate and dispose of garbage in accordance with the rules and regulations.)
7. 故意または過失により備品を毀損した場合は、これを原状回復し損害を賠償します。  
(I will pay the restoration cost for any destruction or damage of fixtures which is attributable to me, whether by accident or design.)

日付  
Date : 20 May 2012

署名  
Signature : Karl Wakefield

### (3) Dear New Residents

しんにゆうきやしや かた  
**新入居者の方へ**  
**Dear New Residents**

へきばんごう  
部屋番号

Room No. 0325

しめい  
氏名

Name Karl Wakefield

とう 当ロッジには、せいかいかっこく 世界各国から訪日した多くの居住者が暮らしています。ですから、じむしつ ロッジ事務室では、ゆうびんぶつ 郵便物の宛先人を正しく知る必要があります。そこで、さいしよ 最初の表に、ひつう 2または3通り(あるいは4通り)の文字  
なまえ でお名前のご記入をお願いします。なお、あて あなた宛の郵便物を送る場合、おく アルファベットか、かんじ 漢字で書くのが  
かぞく ベストであることを、ともだち ご家族・お友達に伝えてください。

In this lodge, we have many residents coming from many parts of the world. Therefore, it is very important that we can easily identify the right addressee of each postal matter. In this regard, it would be very helpful if you could indicate your name in two or three (or possibly four) different letters as appropriate in the first table below. Also please tell your family and friends that the best way is to write your name in alphabet or Chinese character.

以下の表記でお名前を記してください。Please write your name in:

アルファベット (Alphabet)	Karl Wakefield
<small>かんじ</small> 漢字 (Chinese character)	
カタカナ (Katakana)	カ-ル ウェイクフィールド
<small>ぼこくご</small> 母国語 (Your Mother Language)	

きんきゆうじ 緊急時の連絡のため、以下に記入をお願いします。

Please complete your emergency contact in the following table:

<small>がくぶ</small> 学部、 <small>けんきゆうか</small> 研究科 (Faculty, Division)	
<small>がっか</small> 学科、 <small>せんこう</small> 専攻、 <small>こうざ</small> 講座 (Department, Major)	Department of Comparative Contemporary Law
<small>たんとうきょうかん</small> 担当教官 (Professor in Charge)	Daisuke Mokouda
<small>けんきゆうしよ</small> 研究所 (Institute)	Institute of Social Science <small>けんきゆうしよ</small> 研究所
<small>ひしよ</small> チューターまたは秘書の氏名・ <small>でんわばんごう</small> 電話番号 (Name & Tel. No. of Tutor or Secretary)	Reiko Oiwake 03-5454-XXXX

あなたの E メール (Your E-mail Address) Please write in block letters.

k	a	r	l	.	w	a	k	e	f	i	e	l	d						
@	h	o	t	m	a	i	l	.	c	o	m								

## (4) Notification of Admission to the University of Tokyo International Lodge

様式2 (Form 2)

東京大学 インターナショナル・ロッジ入居許可通知書  
NOTIFICATION OF ADMISSION TO  
THE UNIVERSITY OF TOKYO INTERNATIONAL LODGE

許可番号  
Permit No.

日付 年 月 日  
Date: Year Month Day

To: 殿

東京大学理事 (国際担当)

印  
From : Executive Vice President  
The University of Tokyo

年 月 日付の東京大学インターナショナル・ロ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 has been accepted on the following terms and conditions.

1. 入居許可期間 自 年 月 日 至 年 月 日  
Term of residence: From To
2. ロッジ・居室番号 ロッジ 号室  
Assigned lodge / room: Lodge No.
3. 使用料 (Rent) : 1ヶ月 円 (Yen / month)

(ただし、年 月分の使用料は上記東京大学インターナショナル・ロッジの使用要領により、円とします。  
また、退去する月の使用料等も同使用要領によります。)

(Note : The rent for shall amount to yen pursuant to the University of Tokyo Guidelines on the Use of the International Lodge indicated above. The rent charged for the move-out month shall also be determined by the same Guidelines.)

4. 電気、ガス、水道、インターネット、その他サービスの利用料は、実費ないし定額で請求されます。  
The use of electric power, gas, water, the Internet and other services is charged either at cost or at a flat rate.

備考 1 入居の際には、この許可書に添付の入居届 (様式3) および誓約書 (様式4) を提出してください。

2 指定されたロッジ居室への入居は、入居許可期間の初日から7日以内に必ず行ってください。  
(理由なくこの期間内に入居しないときは、入居の許可を取り消します。)

3 インターナショナル・ロッジの規則に従ってください。違反した場合は退去しなければなりません。

Note : 1 Upon your arrival at the International Lodge, please submit the following two forms together with this "Notification of Admission": Registration (Form 3) and Pledge (Form 4).

2 Please move into the International Lodge within seven days from the starting date of your term of residence. (Your failure to fulfill this condition without a good reason shall lead to the cancellation of your residence.)

3 Please abide by the Rules and Regulations of the International Lodge; otherwise, you will be required to vacate your accommodation.