

**Application Information for the AY2025 Autumn Mejirodai International Village  
Dorm Resident Assistants (Dorm RAs)**

**1. DORM DESCRIPTION**

(<https://www.u-tokyo.ac.jp/adm/housing-office/en/housing/shukusha/mejirodai.html>)

The Mejirodai International Village (hereinafter referred to as “MIV”) is an accommodation where international students and researchers and domestic students all live on the same premises, aiming to serve as a seamless location for everyone to interact with each other on a daily basis regardless of their various statuses at the university.

The facility consists of 3 buildings, the South Building which has 108 shared-type rooms mainly resided by female undergraduate students, the Linear Building, with 596 shared-type rooms and 80 independent type rooms both intended for domestic and international students, and the North Building, with 73 independent type rooms exclusively used by international researchers.

There is also a convenience store and a restaurant within the premises that are open to the local neighborhood.

**2. LOCATION**

- Address: 3-28-6 Mejirodai, Bunkyo-ku, Tokyo / Zip Code: 112-0015  
⇒ Map: [400111279.jpg \(996×697\) \(u-tokyo.ac.jp\)](#)
- Access: 5 minutes' walk from Gokokuji Sta. (Tokyo Metro Yurakucho-line)  
16 minutes' walk from Myogadani Sta. (Tokyo Metro Marunouchi-line)
- Access to Campus: Hongo Campus → Approx. 30 minutes by train.  
Komaba Campus → Approx. 30 minutes by train.

**3. FACILITIES**

- ① Building Structure: 8-story reinforced concrete structure
- ② Room Types:
  - Shared A/B type rooms (10 m<sup>2</sup>): Linear Bldg. 544 units / South Bldg. 96 units
  - Shared C/D/R/S type rooms (15 m<sup>2</sup>): Linear Bldg. 64 units / South Bldg. 12units
  - Linear Independent type rooms: 80 units in total of various room types
  - North Independent type rooms: 73 units in total of various room types※Dorm RAs are to look over the residents living in the shared A/B and C/D/R/S type rooms located in the Linear and South Bldgs.
- ③ Common Facilities  
Residents are free to use the various common facilities located at the Linear Bldg.,

such as the ground floor dining hall, music studios, theater room or the 2F chat room, tatami room, bamboo room, tea ceremony room in addition to the exercise room situated on the first floor of the North Bldg. all of which can be used with prior reservation.

④ Others

Surveillance cameras are installed at various places within the premises.

Starting in October 2025, the residential floors within the dormitory will be newly structured to include an all-gender residential area where residents can live together regardless of their gender or gender identity apart from the present separate male and female floors. Access to each shared block is generally limited solely to its residents whereas residents of the all-gender residential area are specially allowed to move freely between blocks within the same all-gender area with the touch of their IC keys. For more details on the all-gender residential area, please refer to the UTokyo Housing Office HP.

#### 4. RECRUITMENT OF DORM RESIDENT ASSISTANTS

We are recruiting the dormitory's resident assistants (Dorm RAs) as follows. For those interested in applying for the Dorm RA position, please submit the required documents by the given deadline.

##### 1) Number of Dorm RAs to be Recruited

AY2025 Autumn Recruitment

- Male floor Dorm RA : 5 persons
- Female floor Dorm RA: 3 persons (one of which to be allocated to the South Bldg.)
- All-Gender Residential Area Dorm RA: 1 person

※See Attachment 1 for details on the overall structure of the Dorm RA team.

##### 2) Term of Dorm RA Appointment

2025/10/1~2026/9/30

- \* The appointment period of the Dorm RAs will basically be for 1 year.

However, those who contribute greatly to the Dorm RA activity may be reappointed again for the succeeding year as well by following the designated procedures if their term of enrollment at the university is to fully cover up the required appointment period.

In contrast, those who constantly neglect to conduct their Dorm RA duties in contradiction to their oath signed at the time of appointment or those whose acts and/or words are perceived to be inappropriate as a qualified Dorm RA may be

dismissed from their post regardless of their period of appointment.

### 3) Eligibility

Students who fulfill all the conditions described below and who are to eagerly commit themselves to the designated Dorm RA activities with the high intension to support residents and to facilitate interaction within the dorm.

\* Students who are to take leave of absence from October 2025 are not eligible to apply.

- ① Students who are formally enrolled at UTokyo from October 2025 until the end of September 2026.
- ② Current residents at the MIV Linear and South Bldgs. or those who can move-in to the dorm from October 2025, agreeing to reside at one of the designated Dorm RA rooms described below throughout their term of appointment.  
All candidates after appointment will be obliged to fulfill their Dorm RA jobs up till the end of September 2026.
- ③ Students who can understand and talk both Japanese and English and who can equally communicate with others without discrimination.
- ④ Students who have fully read and understood the role and activities of a Dorm RA as described in the attachment herewith.

\* Basically, only students within their regular term of enrollment are eligible to apply. Students intending to extend their study/research period beyond their regular term of enrollment cannot apply for the Dorm RA job unless such extension has been due to their oversea study program(s) provided by the university.

### 4) Room Charges for the Dorm RAs

\* Those appointed as the Dorm RA will be assigned to one of the designated C/D/R/S type rooms. Students already residing at the dorm will also need to change rooms before the start of their term of appointment.

#### <Dorm RA Room Charges> (Shared C/D/R/S type room, 15 m<sup>2</sup>)

① ENTRANCE FEE *1	JPY 51,800
② ACCOMMODATION FEE	JPY 39,800/month
③ MAINTENANCE FEE	JPY 12,000/month
④ UTILITIES FEE *2	JPY 15,000/month
⑤ MATTRESS COVER FEE *3	JPY 3,630/month

\*1: Entrance fee will be included in your initial bill which is to be paid by the 7th day

from the date you move into the Dorm RA room. (The entrance fee will only be charged to new residents and those renewing their permits from October 2025.) All fees at the MIV are to be prepaid by the 25th day of each previous month. Therefore, those newly entering the dorm will priorly need to prepare and pay for the 2 months' fees of ②, ③ and ④ given above in addition to ① and ⑤.

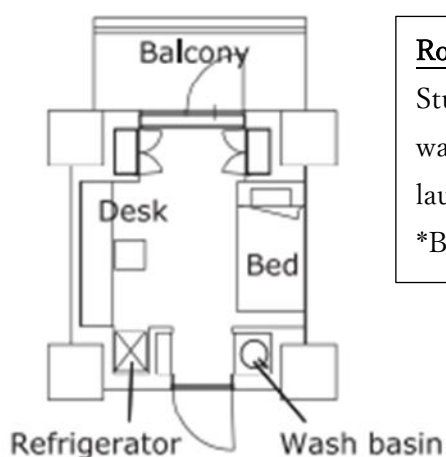
\*2: Utilities fees include internet access service fees.

Residents can use the free Wi-Fi service provided at the dorm in addition to the U-Tokyo Wi-Fi.

\*3: Residents are required to purchase the designated mattress cover for the bed at the time of their move-in.

In addition, residents can opt to order the rental beddings' services at their own cost. Ordering of the services will need to be completed by the given due date, which procedure will be informed by the management company after room assignment.

#### <Dorm RA's Room Layout> (Shared C/D/R/S type room, 15 m<sup>2</sup>)



##### Room Facilities

Study desk & chair, closet, bed\*, air conditioner, wash basin, refrigerator, lightings, curtains, balcony, laundry pole

\*Bed mattress provided with no beddings.

※Each shared block consists of 9 - 28 residents sharing the lavatories, showers, Laundry and common kitchen (basic kitchenware, electrical appliances; microwave ovens, rice cookers, toasters, etc. provided) at each block. In addition, there are common living room spaces provided within each shared block where residents can freely use the TV and vacuum cleaner installed in the area. Use of fire including the possession of electric heaters and use of candles and burn incense, etc. is strictly prohibited inside each building as well as within all premises of the dorm.

※ The water-related facilities (toilets, showers, laundry, etc.) in the all-gender residential area will be shared by all residents regardless of gender. Additionally, there are two fully private toilets on the first floor of the main dormitory building that are available for everyone.

## 5. CONTINUOUS RECEIPT OF YOUR RENT SUPPORTS

If you intend to continue to receive the rent support you are now getting after your appointment as a Dorm RA, be sure to priorly inform the UTokyo Housing Office at the time you apply for the Dorm RA job. If not notified, you may not have the correct bill issued at the time you move into the Dorm RA room.

Students must discuss whether they are able to continue to receive their rent support with the relative department before applying for the Dorm RA job.

## 6. APPLICATION PROCEDURES

- ① Application Period: 2025/5/19 (Mon.) ~ 2025/6/13 (Fri.) (Strict deadline)
- ② Application Method: Fill out Forms 1 & 2 and upload the PDF of each document using the URL given in ④ below by the due date.
- ③ Application Forms: Form 1 “Resume” (fill out the designated form)  
Form 2 “Reason for Application, etc.”  
⇒ [Download Forms 1 & 2](#)

※Only use the designated forms downloadable from the URL above.

Incomplete documents may be deemed invalid, so be sure to fill out all required sections as instructed before submitting. Documents received are only to be used for the Dorm RA selection process and will not be returned after submission.

- ④ URL for Uploading: Upload Forms 1 & 2 using the URL below.

[MIV Dorm RA Application](#)

※The above URL for submission will only be valid until 2025/6/13 (Fri.) 24:00 JST. Applications received past the deadline will not be accepted.

## Dorm Resident Assistants (Dorm RAs) of the Mejirodai International Village

Housing Office  
UTokyo Asset Planning Grp.

The dorm resident assistants (Dorm RAs) at the Mejirodai International Village (hereinafter referred to as “MIV”) are primarily placed to assist the everyday life of international and Japanese students residing in the shared block floors at the dorm.

Dorm RAs are to conduct their duties in collaboration with the in-house advisors residing at the dorm, the UTokyo Housing Office, and the staff of the management company who are in charge of running the everyday operations of each dorm building.

Residents of different statuses and backgrounds are to be respected for their own diversity and hence it is crucial for the Dorm RAs to fully know and understand the UTokyo Statement on Diversity & Inclusion adopted in June 2022 and the Guidelines for Students on Diversity of Sexual Orientation and Gender Identity at the University of Tokyo formulated on February 6, 2024 before they are to conduct their duties.

- [“The UTokyo Statement on Diversity & Inclusion”](#)
- [“Guidelines” for Students on Diversity of Sexual Orientation and Gender Identity at the University of Tokyo](#)

Please refer to the following for the explanation on the main duties, etc. of the Dorm RAs.

### 1. THE MIV DORM RA POST

The Dorm RA of the MIV is a position that is duly appointed by the UTokyo Executive Vice President in charge of Asset Use Promotion who is the director of the dorm.

For the rules and regulations regarding the Dorm RA activity, please refer to the “Terms and Obligations of the Dorm Resident Assistants”.

### 2. MEMBERS OF THE DORM RA TEAM

The MIV Dorm RA team will basically consist of 20 students, half of which are to be recruited in autumn and the other half in spring every year, though the seasonal number of recruitment may vary.

The current number of openings for the 2025 Autumn Dorm RA recruitment are 5

persons for the male floor and 3 persons for the female floor (one of which is to be allocated to the South Bldg. mainly resided by 1-2 yr. undergraduate female students) and 1 person for the all-gender residential area.

The 20 Dorm RA members will together look after students living in the South Bldg. (room capacity: 108 students) and the shared block floors of the Linear Bldg. (room capacity: 596 students) and support their everyday life at the dorm when needed. The assigned area to look after at each floor can be decided through talks with the other Dorm RAs living on the same floor. Dorm RAs are to work in cooperation and support one another when other members of the team are incapable of fulfilling their duties for unavoidable reasons, etc.

### **3. QUALIFICATIONS FOR THE DORM RAs**

Many international students are not so fluent in Japanese. Therefore, Dorm RAs may be required to communicate in English when talking with students. In addition, Japanese students who are new to the Kanto area may also need assistance in starting up their new student life in Tokyo, as well. Therefore, it is hoped that the Dorm RAs at the MIV can provide the support and advice needed for all students to help them feel safe and comfortable throughout their stay at the dorm.

As such, the foremost qualification required to become a Dorm RA would be the capability to equally communicate with others without any discrimination and the ability to know when to refer a resident in need of specialized care to the in-house advisor or relative persons at the university based on the prior consent of the said student.

Other qualifications will include the ability to arrange and conduct talks with the relative parties (in-house advisors, UTokyo Housing Office, the dorm management company, etc.) for holding in-dorm events that would enhance interaction between residents as well as collaborative events with the UTokyo students' club activity groups which would help residents expand their relationships on campus and enrich their life at the dorm.

Dorm RAs are also required to be contactable anytime since they may be asked to help in the case of an emergency.

### **4. DORM RA DUTIES**

The main duties of the Dorm RAs are as follows.

#### **① Guidance for New Residents**

Dorm RAs are to hold online guidance twice a year mainly intended for new

residents generally entering the dorm from April and September/October.

② Troubleshooting for Residents ※See Reference Material 1.

Dorm RAs are to receive consultations from other residents and provide the needed assistance for troubleshooting.

\* Basically, there are 2-3 Dorm RAs assigned at each single-gender floor (capacity: 73-113 students/floor) for the Linear Bldg, where students are to decide their respective responsible area through talks with the other Dorm RA members.  
Dorm RAs at the South Bldg. are each to look after and support the 2 block residents that are divided by floor (capacity: 36 students/floor)

③ Monthly Dorm RA Meetings ※See Reference Material 2.

All Dorm RAs are required to attend the monthly Dorm RA meeting (basically held every third Saturday) to mutually share their activities and the Dorm RA policies, etc. Meeting attendance is mandatory for all members unless for unavoidable reasons.

④ Planning & Holding Dorm Events

Dorm RAs are to plan and hold events to enhance interaction between all residents including collaborative events with the UTokyo student clubs/activity groups that would help expand the residents' relationships on campus, as well.

<AY2024 Dorm RA Hosted Events>

June 2024: UTokyo Rakugo Club Event (UTokyo student club collaborative event)

September 2024: MIV Dorm Festival (interaction with the local community)

December 2024: MIV Student-Researcher Interaction Event

March 2025: Dumpling Party

⑤ Replying to Emails Sent from Residents

Dorm RAs are to respond to emails sent from residents in the dorm.

⑥ Liaison Role

Dorm RAs are expected to share the requests and opinions they receive from the residents with the university and management company, etc. to improve the living environment at the dorm.

⑦ Emergency Support

Dorm RAs are expected to provide support required in a time of emergency in cooperation with the in-house advisors.

(e.g.) Aiding a person to get in an ambulance, guiding residents to evacuate in the event of an earthquake, etc.

(\*Note) Dorm RAs do not need to be responsible to troubleshoot all issues alone.

When you find it difficult to handle an issue on your own as a Dorm RA, always be



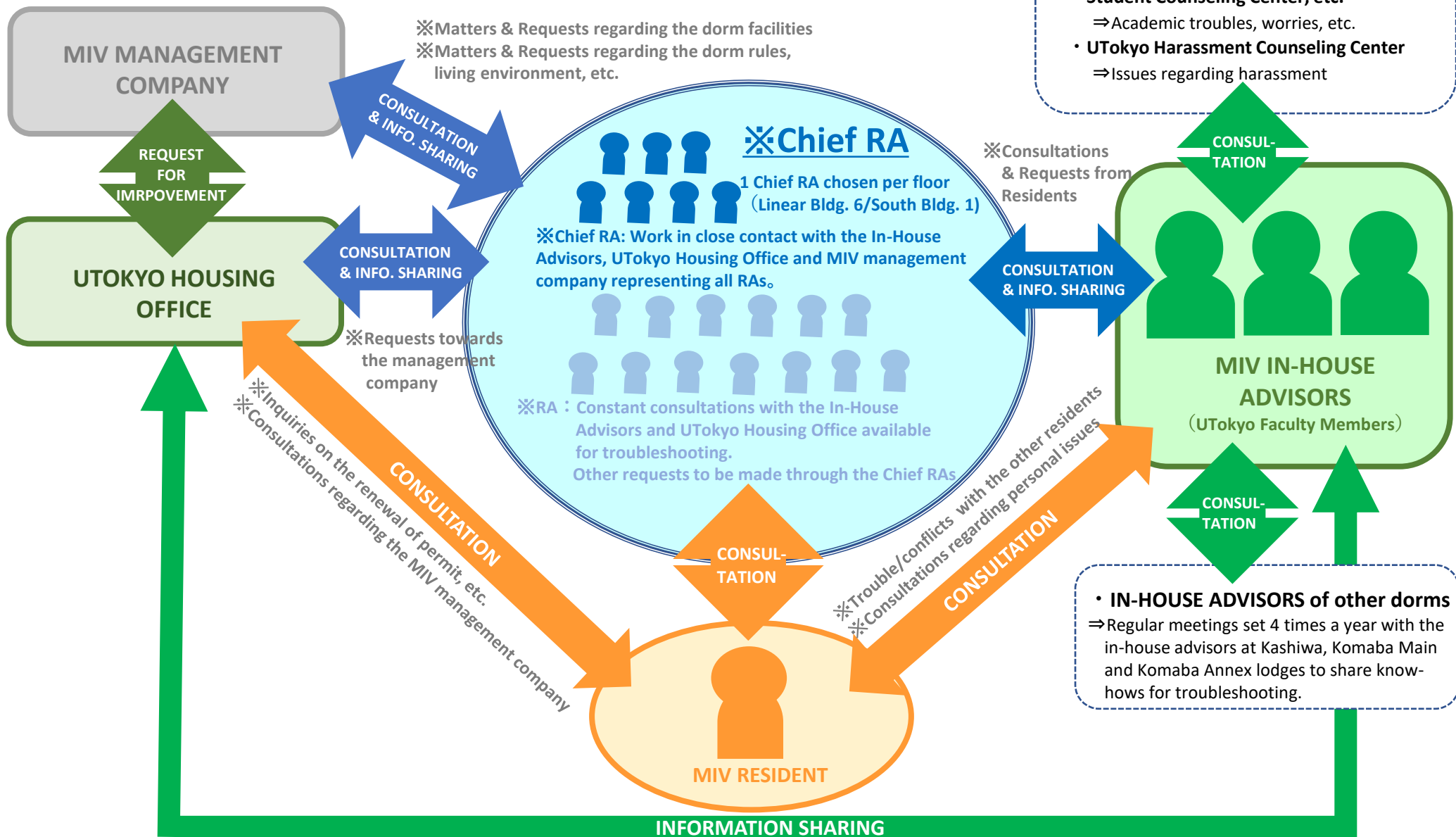
sure to reach out to the other Dorm RA members, in-house advisors or the UTokyo Housing Office for the needed support. Consultations are always available even though prior consent from the student involved could not be obtained, as long as distinctive information leading to the person's identification is withheld. The well-being of each Dorm RA is most important in conducting their duties, so always remember to reach out whenever needed.

Though the duties of the Dorm RAs listed above may seem a lot, the numerous encounters with the other students and working collaboratively with the in-house advisors, the relative departments at the university and the dorm management company in addition to the troubleshooting skills that are both to be experienced and acquired as a Dorm RA will become an indispensable asset of your student life aside from your on-campus studies.

The MIV welcomes every candidate who has a diversified and flexible way of thinking and has the eagerness to actively commit to the MIV Dorm RA role as a team.

# ATTACHMENT 1 : RA Troubleshooting Flow Chart

※ Basically, RAs are only to show the possible options for solution, to have the resident themselves to figure out a way to better resolve the issue. When in need of specialized assessment, always consult the In-House Advisors.



# ATTACHMENT 2 : RA Meetings

## ③ RA MONTHLY MTG

(Hosted every month by Chief RAs, RA Attendance Mandatory)

### 【MTG Topics】

- Monthly Activity Reports, Case Studies & Know-How Sharing
- Troubleshooting Consultations • Issues and Requests regarding RA duties
- Future schedule sharing • Notifications from the UTokyo Housing Office & MIV Management Company



(Tentative)  
Members from the  
International Students  
Support Room (ISSR), etc.

## ② RA GROUP MTG

### 【MTG Topics】

- Event Planning, etc.
- Issues regarding the living environments at the dorm, etc.



MIV IN-HOUSE ADVISORS  
(UTokyo faculty members)

## ① RA TEAM MTG

- 【MTG Topics】
- Consultations on troubleshooting
  - Issues & Know-How Sharing



### ※Chief RA

Chief RAs are to arrange and hold the following meetings.

- ① RA Team MTG, ② RA Group MTG and  
③ RA Monthly MTG



RAs : Request Chief RAs to arrange and hold ①RA Team MTGs  
and ②RA Group MTGs when deemed necessary

UTOKYO HOUSING  
OFFICE

MIV MANAGEMENT  
COMPANY