

Pre-entry Guidance to the International House
(Becoming a Resident)

Tokyo University of the Arts
(Tokyo Geijutsu Daigaku)

Preface

All Intended Residents for the International House of Tokyo Geijutsu Daigaku are required to carefully read the written Rules and Regulations in this guidance, which refers to qualification/Requirements for Being a Resident, Procedures for Entrance and Withdrawal from the House and cost and expenses to be borne by the residents. All residents are asked to cooperate to help create a peaceful and comfortable living environment by strictly abiding by the written rules and regulations.

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I . Outline of the House

1. Objective of Construction of the House

The International House of Tokyo Geijutsu Daigaku was constructed in 1996 with the aim of providing a place of residence for international students and researchers, thereby contributing to the international exchange in educational research.

2. Management and Administration

Ultimate responsibility for the House falls on the Director of the House (Chief of Global Support Center). However common affairs of the House are handled by International Exchange Office of International Strategy Division (Phone: 050-5525-2067).

3. Name, Location and Telephone Number

Name :The International House of Tokyo Geijutsu Daigaku とうきょうげいじゅつだいがくこくさいこうりゅうかいかん 東京芸術大学国際交流会館

Location: 7-376 Shin-Matsudo, Matsudo-City, Chiba-Ken 270-0034

ちばけんまつどししんまつど
〒270-0034 千葉県松戸市新松戸7-376

Phone : (047) 340-1010 Fax(047)340-1431

Access and Transportation

The House can be accessed by walking eight (8) minutes from JR Minami-Nagareyama Station and twenty (20) minutes from JR Shin-Matsudo Station (The Musashino Line, Tsukuba Express).

4. Facility and Equipment

The House is made of iron-concrete three (3) stories (the total construction side 1,591 M2) and houses control, residence and common use facilities. (Please prepare your bedclothes before moving in)

(1) Facility

Control Facility and Common Use Facility

Room	Number	Square Meter
Administration	1	19
Common use	1	41
Multi-purpose (Atelier)	1	66
Piano	10	70
Eating	3	42
Laundry	3	15

Residence Facility

Room	Number	Square Meter
Single (Student/Tutor)	32	12
Single (Researcher)	4	15
Couple (Students)	5	40
Couple (Researcher)	1	40
Family (Student)	2	57

Facility/Equipment of Residence (Please prepare your bedclothes and Curtain.)

① Single Room (Student)

Facilities: Unit Bath, Air-Conditioner

Equipment: Bed, Desk, Side Desk, Chair, Book Shelf, Wardrobe, Shoe Cupboard, Refrigerator, Fluorescent Lamp, Stand, , small garbage can

② Single Room (Researcher)

Facilities: Unit Bath, Air-Conditioner

Equipment: Bed, Desk, Side Desk, Chair, Book Shelf, Wardrobe, Shoe Cupboard, Refrigerator, Fluorescent Lamp, Stand, small garbage can

③ Couple Room (Student and Researcher)

Facilities: Unit Bath, Kitchen Sink, Air-Conditioner

Equipment: Bed, Desk, Side Desk, Chair, Book Shelf, Wardrobe, Cupboard,

Table, Table Chair, System Kitchen, Microwave, Gas Table, Refrigerator, Washing Machine, Drier, Night Table, Night Stand, Fluorescent Lamp Stand, Shoe Cupboard, Trash Box, Reception Set, Water-Heater, Vacuum Cleaner

④ Family (Student and Researcher)

Facilities: Unit Bath, Kitchen Sink, Air-Conditioner

Equipment: Bed, Bunk Bed, Desk, Side-Desk, Chair, Book Shelf, Wardrobe, Cupboard, Dining Table, Gas Table, Microwave, Refrigerator, Washing Machine, Drier, Night Table, Night Stand, Fluorescent Stand, Shoe Cupboard, Trash Box, Reception Set, Water-Heater, Vacuum Cleaner

5. The House Administration Room

The administration is on the first floor of the House and is the center of daily operations.

Business hours:

Monday - Saturday (closed Sundays and Holidays)

8:00 - 17:00 Monday – Friday

8:00 - 12:00 Saturday

II. Criteria and Procedures for Entrance and Withdrawal

1. Qualification for Residence

Residence is limited to the international students, and/or foreign researchers registered with Tokyo Geijutsu Daigaku, as well as their families, and other persons admitted by the Director of the House.

2. Application for Residence

Those who wish to become residents of The House are required to submit, the Application for Admission of Residence one(1) month before the date of entrance, (Form No. 1 as attached) to International Exchange Office (in case of other universities, to the universities).

3. Selection of Residents and Admission for Residence

Resident admission is decided by the Director of the House after the selection of the Management Committee of The International House. Those who are selected to be residents are given a Notice of Admission of Residence (Form 2 as attached).

4. Procedures for Residence

- (1) Those who are accepted as residents are requested to enter The House within ten (10) days from the first date of the term of residence. The fixed date of entrance shall be reported in advance to International Exchange Office. Please note that on Sunday, national holidays, Saturday afternoon, during New year holiday (December 29 until January 3) nobody can enter.
- (2) Those who are accepted are requested to submit a Statement of Compliance (Form 3 as attached) and pay room fee, common sharing fee, cleaning charge after withdrawal to International Exchange Office one day before the date of entrance. (When there are special circumstances and cannot come to International Exchange Office one day before, please ask before.)
- (3) When entering the House, you are required to present to the administration room the issued Notice of Admission for Residence and then enter your room as designated by the administration staff.
- (4) Those who are accepted to The House are required to carry out the following procedures:

- ① Submission of Application for Residence (Form 4 as attached)
- ② Acceptance of key for residence
- ③ Inspection/confirmation of facility and equipment of residence

At the time of entrance, you are requested to inspect facility/equipment.

The equipment is leased and offered free of charge for the residents by the university. You are required to confirm each item and its number.

- (5) Admission for residence may be cancelled if the application for residence is not submitted, or you are unable to enter the House without any explanation or reason on the designated date or reported date.

- (6) Procedures for commencing use of electricity/gas/water

Residents themselves are required to apply for commencement of the facilities in their own residences.

- (7) Other procedures for registration with the local offices involved with entering into The House

Entrance into the House will require the resident to appear before the Matsudo City Office (Matsudo City) and carry out registration under the Foreigners Registration Laws, and application for social insurance (National health insurance etc.).

5. Term of Residence

The term for residence shall be less than one (1) year.

6. Procedures for Dismissal/Withdrawal

When residents are preparing to leave The House due to the expiration of the term of residence, an Application for Leaving (Form 8 as attached) must be submitted to the Administration Room of the dorm one (1) month before the date of withdrawal.

At the time of leaving, residents are required to restore the belongings, facilities, and equipment in their room of residence to their original conditions at the time of entrance, and will be subject to inspection by the administration staff of the House.

Residents are further required to settle any outstanding boarding charges, usage fees, and electricity/gas/water fees and finally return the keys to the administration room.

Residents are not allowed to withdraw from the House on Sundays, national holidays, Saturday Afternoons, and during the Year-End holidays (December 29 – January 3).

Residents are expected to withdraw during the business hours of the administration room (8:00 am - 17:00 pm).

III. Charges/Expenses to be borne by Residents

1. Boarding Charge

- (1) Residents are required to pay the monthly boarding charge in accordance with the Laws of the Ministry of Education and Science.

Boarding Charge for international Students

Room type	Charge per month
Single Room	¥8,500
Double Room	¥17,000
Family Room	¥20,000

- (2) Boarding charge for international students and researcher shall be settled during each month from the date of entrance until the date of withdrawal. The full one (1) month charge shall be settled even only if facilities are used for only part of the month.
- (3) Once boarding charges are paid there shall be no refunds under any circumstance.
- (4) Boarding charges are subject to change due to the reforms of the laws of MEXT or other related laws.

2. Utility Charges

(1) Electricity/Gas/Water Charges

All residents are required to settle these charges according to usage shown on each indicator stored in each room. The charges shall be paid by each resident.

(2) Common Area Service Charge

All residents shall equally share the charges of electricity, water, and cleaning for the common utilities of The House and are requested to settle the same until the designated date.

Division of Room	Common Area Service Charge (Monthly)
Single Room	¥6,000
Couple Room	¥5,500
Family Room	¥5,500

(3) Cleaning Charges etc. at the time of Leaving/Withdrawal

All residents are required to pay in lump sum the following charges as the clearance cost after the withdrawal. This charge shall be applied toward cleaning the rooms and other miscellaneous repair after the residents withdrawal.

Room type	Cleaning Cost
Single Room	¥35,000
Couple Room	¥40,000
Family Room	¥45,000

IV. All the Resident Must Observe

Those admitted to the House are requested to read carefully and understand the following list of rules and regulations. If there are any question regarding the rules and regulations, or in case of any problem in daily life, Residents are advised to approach International Exchange Office, the tutors, or the administration room of the House.

1. Room Keys

Residents are given keys to the resident rooms and for the entrance, or are asked to sign the receipt book of the keys. During their stay in The House, residents shall be held responsible for the control of the keys and shall not copy the keys allow others to use the keys. If the keys are lost or damaged, residents are requested to immediately report the loss to the administration room of the House.

2. Leased Items in Resident Rooms

The bed, desk and other items in the rooms are offered and leased free of charges to residents.

You are not allowed to take any item out of the room. Please handle them with full care, and do not destroy, damage, or make them dirty. When you leave the room, you are requested to clean and put all items in good order, which shall be inspected by the administration staff.

3. Facilities and Equipment

At the time of entrance, you are asked to check facilities and equipment carefully. In case of any damage or breakdown, the Administration room shall be so notified.

4. Items to be purchased by residents

Each resident is asked to purchase any other necessary item outside the leased items of each room with their own money.

Residents shall not be allowed to bring into the room any stoves, electric heating apparatus etc as per fire prevention laws. (In case of use mold damage as result of heating element use, the resident shall be held responsible for repairing the damage and removing.)

5. Use of Common Facilities and Warnings

Full attention shall be paid when the following common utilities (1) – (5) are used, and no embarrassment/trouble shall be caused to other residents. Any facility or equipment originally in the spaces shall be handled with full care, and shall not be damaged, destroyed or soiled. After use, always turn off the lights.

(1) Conversation Room (Lounge)

Hours: 8:00 am - 12:00 midnight

The room is for meeting/interviewing visitors, chatting with other residents, and TV watching.

(2) Multi-Purpose Room (Studio)

Hours: 8:00 am - 11:00 pm

(3) Piano Rooms

Hours: 8:00 am - 11:00 pm

(4) Laundry Room

Hours: available any time except early morning and late at night to avoid nuisance to other residents. Coin operated washing machine and the drier are provided.

(5) Kitchen/Dining Room

Hours: To avoid nuisance to others, early morning and late at night usage is prohibited. Sanitary conditions shall be maintained to be considerate of other residents.

Special attentions should be paid to:

6.1 Garbage shall be sorted and disposed of in the designated area.

6.2 Cooking utensils (pans, pot etc.), table-wares etc. shall not be left on the kitchen table or in the sink, and shall be put back in the originally designated places.

6.3 The kitchen table and the sink shall be kept clean and tidy.

6.4 After use, gas must always be turned off.

6. Warning about Leased Item Usage

The vacuum cleaner shall be kept in the administration room and is available to all residents. Please feel free to use it when necessary but please remember to returned it promptly after use.

7. Hygiene Control

(1) Cleaning

① Each room shall be kept clean.

② Dogs, cats and birds are not allowed in the House.

(2) Garbage Disposal

Garbage is sorted in the following ways, and shall be disposed of by each resident in the designated area on f days before 8:30 am (strictly observed).

- ① Burnable garbage: 3 days per week (Monday Wednesday and Friday)
- ② Items made by glass and earthen ware, etc. (Every No.4 Wednesday).
- ③ Plastic items to be recycled “containers and packing materials”(Every Tuesday)
- ④ Other plastic items (Every Thursday)
- ⑤ Wastes for recycling (Every Saturday)

8. Health and Medical Treatment

All residents are advised to watch carefully for medical treatment organizations in case of sickness, which are listed in the notice board of the House. In case of emergency, residents are asked to call an ambulance (Tel: 119).

9. Gathering and Event Report

Such events shall be reported to the administration room (Form 9 as attached) three (3) days before the event/gathering.

10. Telephone

Any resident desiring installation of a telephone shall report to the administration room for necessary procedures. Fees shall be paid via the financial organization selected by the resident. When leaving the House, any charge shall be settled and the contract shall be cancelled.

11. Handling of Mail

Normal mail shall be posted to individual resident mailboxes behind the entrance hall. Special mail such as registered mail or parcels shall be temporarily received by the administration room, and the recipient shall be so advised. Please collect the items after signing.

The room number must be written on the envelope following the address (necessary for sending and receiving mail – see bellow.)

〒270-0034 No.7-376 Shin-Matsudo, Matsudo-City, Chiba-ken

Room=== The International House of Tokyo Geijutsu Daigaku

12. Notices to The Residents

Any notice/communication from the administration room shall be posted on the notice board, and all residents are asked to watch for such notices carefully. When the residents issue notices, they shall be indicated in the designated places.

13. Guide Board (Name Plate) of The House

All the residents shall indicate if they are [in the room], or [out of the room] by changing the status of their names listed on the front wall of the administration room upon learning of

returning to the house.

14. Meeting/Interview with Visitors

Visitors shall only be accepted in the downstairs lounge and shall not be met in residents' rooms.

15. Overnight Visitors

No visitor is allowed to stay in the rooms of the residents.

However, in case of a family member as, the reason is confirmed and it's sometimes permitted. An applicant submit a [Application for Staying Family] to the administration room beforehand. But, it's limited to a stay within at most 2 weeks even in that case.

shall be submitted in advance to the administration room.

16. Travel Report

Application for travel, outside stay, or interim return to home country shall be submitted in advance to the administration room.

17. Theft and Loss

Each room must be locked when away from The House. In any theft or loss is discovered, or a lost or stolen item is found, residents are asked to report such facts to the administration room.

18. Behavior/Manners in the House

No residents shall be nuisance to others because of musical instrument, TV, or other sound producing devices within the resident rooms, conversation room etc.

19. Precautions for Fire Prevention

Full attention should be taken in the handling of fire in the House. Smoking is strictly prohibited. In case of fire, immediately notify the residents by the use of fire alarm system and report to the administration room and the fire station (Tel: 119) and evacuate quickly. The alarm system and the fire extinguishers shall not be touched except in case of emergency.

20. Authorized Entrance to Private Rooms

According to the laws and regulations, authorized personnel of the university etc. are allowed to inspect the facilities and equipment and other leased items of the resident rooms and in such cases residents are requested to be present as witnesses. In case of an emergency such as fire, rooms can be opened and inspected without permissions of the residents.

21. Compensation for Damages

When any facility, equipment or leased item are damaged, either intentionally or accidentally, or if items are soiled, such facts shall immediately be reported to the administration room, and such items shall be restored to the original condition, or the residents concerned shall be required to pay for the damages.

22. Report of Equipment Failure

Any trouble with electric appliances, drainage, or other facilities shall be reported to the administration room. In case of an emergency during the night, the local governmental offices can be contacted, the details of which are listed on the last page of this guidance.

23. Order to Leave

Any resident will be ordered to leave the House in any of the following cases:

- (1) In case of losing the qualification of resident
- (2) Case of failure to pay the boarding charge, rental fee, charges for electricity, gas and water.
- (3) In the case that compensation or damages is not paid
- (4) In case of disqualification or disapproval among the group living in the House due to health/mental reasons
- (5) In case of other troubles creating a significant obstacle to management of the House

24. Problems in Daily Life

Any resident worried by problems in their daily life are advised to approach to International Exchange Office, tutors, or the administration room.

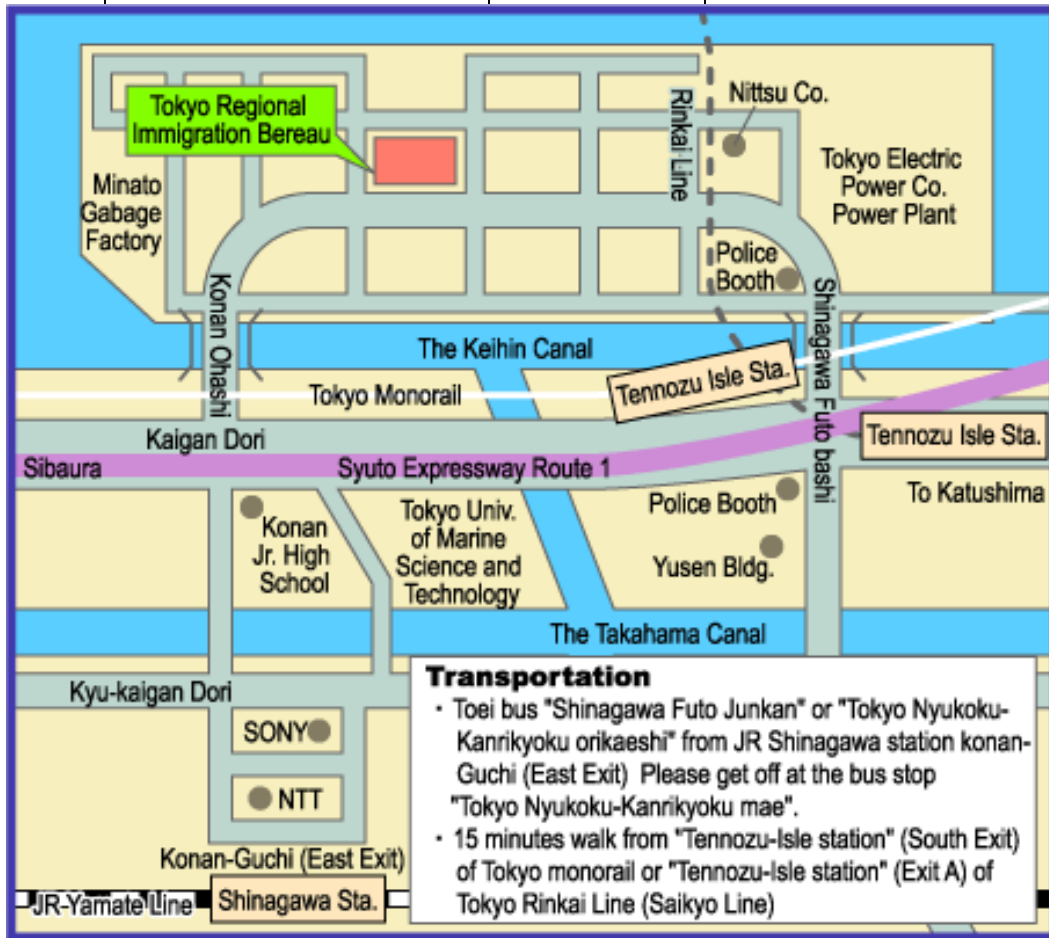
25. Internet, TV, Newspaper Contract

Internet, TV, newspaper, lease of bedding, or cleaning of clothes shall be handled personally by residents, and received and settled accordingly. When leaving the House, contracts shall be terminated by the residents, and remaining payments shall be settled.

26. Revision of Guidance

All residents shall note that this guidance shall be revised as necessary at the discreet management of the House.

区分 Classification	名称 Name	電話番号 Telephone	住所 Address
病院 Hospital	新松戸中央病院 [Shinmatsudo Tyuuou Byouin] 地下鉄千代田線・JR 武蔵野線新松戸駅から徒歩2分 http://www.hospital.ne.jp/shinmatsudo-hp/index.html	047-345-1111	〒270-003 千葉県松戸市新松戸 1-380 1-380, Shinmatsudo, Matsudo-shi
		047-363-2171	〒271-8511 千葉県松戸市上本郷 4005 4005, Kamihongo, Mtsudo-shi
	松戸市立病院 [Matsudo Shiritsu Byouin] 1) 常磐線（千代田線）北松戸駅東口下車 徒歩10分 2) 新京成線上本郷駅下車 徒歩10分 3) バス 松戸駅東口発（北松戸駅東口経由）県立松戸高校行にて市立病院下車 http://www.intership.ne.jp/~matuhosp/		
査証 Visa	東京入局管理局事務所 [Tokyo Nyuukoku Kanrikyoku] Tokyo Immigration Bureau of Japan ①JR 品川駅港南口（東口）から都バス8番乗り場「品川不当循環」で「東京入国管理局前」下車 ②東京モノレール又はりんかい線（埼京線乗り入れ）「天王寺アイル」から徒歩15分 http://www.immi-moj.go.jp/tetuduki/	03-5796-7111 info-tokyo@immi-moj.go.jp	〒108-8255 東京都港区港南 5-5-30 5-5-30, Kounan, Minato-ku, Tokyo ①在留資格認定証明書申請 Certificate of Eligibility http://www.moj.go.jp/ONLINE/IMMIGRATION/16-1.html ②在留期間更新許可申請 Extension of period of stay http://www.moj.go.jp/ONLINE/IMMIGRATION/16-3.html ③再入国許可申請 Re-entry permit http://www.moj.go.jp/ONLINE/IMMIGRATION/16-5.html



区分 Classification	名称 Name	電話番号 Telephone	住所 Address
その他	(財) 松戸市国際交流協会 [Matsudo-shi Kokusai Kouryu Kyoukai] http://www.miea.or.jp/	047-366-7310 (直通)	〒271-8588 千葉県松戸市根本 387-5 (松戸市役所本館 1F) Matsudo-shiyakusyo Nai 387-5, Nemoto, Matsudo-shi,