

## YNU Tokiwadai International Residence Application Guideline (2021 Fall International Students)

### 1. Eligibility criteria for application

- (A) At the time of moving-in must be enrolled (or enrolling) as a YNU student and either hold a “College Student” visa or present a proof of eligibility to change the visa status to “College Student”.
- (B) Applications for international students are limited to international students residing in Japan at the time of application. (who are not subject to immigration restrictions)
- (C) Loss of the status of international student at YNU will lead to move out order from the residence. (including: taking a leave of absence, suspension over 3 months and repeating more than one year)
- (D) In case of repeating a year, one-year stay extension may be allowed after consulting with YNU. Repeating more than one year will lead to the loss of the living eligibility and move out order.
- (E) Failure to complete admission procedures within the assigned period will also lead to move out order from the residence.

\* In case of any queries concerning eligibility to apply please contact YNU Student Support Center.

### 2. Regarding housing application

- (A) Application Period
  - ① Shared Unit Type : **Application starts from September 1<sup>st</sup> (Wed)**
  - ② Private Type : **Applications will not be accepted in the fall of 2021.**
- (B) The number of applications to be selected
  - ① Shared Unit Type: **About 5 rooms for Male, about 10 rooms for Female**
  - ② Private Type: **Applications will not be accepted in the fall of 2021.**
- (C) Applications will be accepted on a first-come, first-served basis and will be closed once the fixed numbers of rooms are booked.
- (D) Any individual preferences with allocation of rooms will not be considered as well as the “Unit mates” in the shared unit (students who will live in the same unit). Regardless of which room type you choose, both male and female may be placed in the rooms on the ground floor.
- (E) Duplicate application with other YNU dormitories, such as Ooka International Residence, Minesawa International Student Dormitory and International Student House, will not be accepted.

### 3. Period of Residence

- (A) Duration of stay for undergraduate and graduate students is only permitted within the standard

course period. Research students are only allowed to stay during the enrolled period. As a general rule, repeating more than one year will lead to the loss of the living eligibility and move out order.

- (B) Length of each contract is 2 years at longest.
- (C) Re-contract procedure is available after completion of the current contract.
- (D) No fee is charged for re-contract procedure.
- (E) Duration of stay only permitted within 4 years for undergraduate, and 5 years for graduate students. Even if the undergraduate student goes on to graduate school, the stay period cannot be extended automatically.
- (F) Contracts ending in spring must terminate latest by March 25<sup>th</sup>, and in fall latest by September 25<sup>th</sup>.

\* 6-month or 1-year contract will be allowed in case the remaining enrollment period is less than 2 years.

#### 4. How to apply

(A) Documents to submit

- ① Housing Application Form
- ② Photocopy of Student ID Card (cardholders only)
- ③ Photocopy of Passport (photo page, visa/status of residence page)
- ④ Photocopy of Residence Card (cardholders only)
- ⑤ Photocopy of YNU Entry Letter (freshmen only)
- ⑥ Proof of sufficient number of registered subjects to meet "College Student" visa requirements ("Kamokuto Rishusei"; Non-Matriculated undergraduate students and "Chokosei"; auditor students only)

#### 5. Where to submit documents

- (A) Please submit the application documents by e-mail.
- (B) Documents shall be sent to the following e-mail address:

e-mail address : [tokiwadai@japt.co.jp](mailto:tokiwadai@japt.co.jp)

\*e-mail subject <Tokiwadai International Residence Housing Application>

\*E-mail messages in Japanese and English can be processed.

#### 6. Screening Process

- (A) Screening and eligibility check by YNU will start after the application is received.
- (B) Applications will be accepted on a first-come, first-served basis. Selection by drawing will not be done.

**7. Result Announcement**

- (A) The screening result will be informed approximately 1~2 days (1 week at longest) after receipt of the application documents.
- (B) Announcement of the screening result will be informed by e-mail.
- (C) After screening results
- ① Please be sure to check the screening results. Successful applicants need to confirm the move-in will by the given date. The lack of confirmation of move-in will on time will result in transfer of right to the next applicant.
  - ② In case you need to cancel your move-in due to unavoidable reasons, please contact Tokiwadai International Residence management office soonest possible.

**8. Facility Outline (Application for Private type room will not be accepted this Fall)**

	Shared Unit type	Private type (1R)
Name	Tokiwadai International Residence	
Address	79-9, Tokiwadai, Hodogaya-ku, Yokohama 240-0067	
Access	<ul style="list-style-type: none"> <li>• On Yokohama National University Tokiwadai Campus (0-minute walk to commute)</li> <li>• 15-min walk from Sotetsu Line “Wadamachi” station</li> <li>• 17-min walk from Sotetsu Line (connected with JR) “Hazawa Yokohama-kokudai” station</li> <li>• 5-min walk from Sotetsu Bus “Kamadaijutaku Dai-ni” bus stop (Yokohama Station bus stop No.9)</li> </ul>	
Room size	Private space, 8.25~8.84 m <sup>2</sup> Shared unit living space, approx.24 m <sup>2</sup>	16.20~16.74 m <sup>2</sup>
Rent	JPY32,500-/month	JPY43,500-/month
Management fee	JPY6,000-/month	JPY6,000-/month
Utilities	JPY13,200-/month (tax included)	JPY13,200-/month (tax included)
	Utilities include electric, gas, water and internet fee payment	
Deposit (Non-refundable)	JPY55,000- (tax included) (Initial payment only)	JPY55,000- (tax included) (Initial payment only)
Room sharing	8 people share kitchen, toilet and shower in a unit.	Not available ※Only be used for 1 person
Room Facilities	< Private space equipment > Bed, desk, chair, desk light, closet, ceiling light, air conditioner, refrigerator, indoor clothesline, etc.	Bed, desk, chair, desk light, closet, toilet (wash-let), washbasin, ceiling light, air conditioner, refrigerator, shower booth, mini kitchen, shoebox,

	< Shared unit common equipment > Kitchen (with IH cooking heater), living space, toilet (wash-let), shower booth, dressing room, washbasin, cupboard, shoe-box, air conditioner, intercom, etc.  < Shared unit Common space items > TV, dining table, chair, bookshelf, microwave, rice cooker, cooking utensils (Pot, frying pan, knives), etc.	washing machine installation space, indoor clothesline, intercom, etc.
Common Facilities	Auto-lockable door, security cameras, elevator, lounge, laundromat(coin laundry), smoking space, motorbike parking, bicycle parking, etc.	

\*Male area and “Female only” areas are separated in this building, and male residents are not allowed to enter “Female only” area.

\* Smoking is prohibited except for the designated outdoor smoking area.

#### 9. Move-in Deposit

- (A) Deposit includes administrative fee and basic room cleaning fee after move-out
- (B) Basic room cleaning fee covers standard cleaning service for the future resident. Reparation charges due to intentional damages caused by resident or due to resident’s neglect (wall, carpet and fixtures), lost or broken in-room items or disposal cost of leftover items will be charged separately.
- (C) Deposit is not refundable.

#### 10. Moving out

- (A) If you wish to cancel your contract during the contract period, 1 month advance notice to the management office will be required. 1 month rent and management fee will be charged from the date of the “Cancellation Notice” submission.
- (B) As this residence is a YNU student dormitory, if you wish to move out at the end of the semester, moving out the residence must be done latest by 25<sup>th</sup> in March (when you move out in spring) and 25<sup>th</sup> in September (when you move out in fall). Therefore, please be careful when to move to another student house or general property.

e.g. "Moving out of Tokiwadai IR on October 3rd in order to moving into another apartment on October 3<sup>rd</sup>": ⇒In this case, the resident is not able to stay in Tokiwadai IR until October 3<sup>rd</sup> but have to move out by September 25<sup>th</sup> in order to provide the room to incoming students from the beginning of fall semester.

- (C) In the term from March 26<sup>th</sup> to May 31<sup>st</sup> and from September 26<sup>th</sup> to November 30<sup>th</sup>, contract cancellation will be limited. If you are leaving on or after March 26<sup>th</sup> (when you move out in spring), the rent payment until May 31<sup>st</sup> will be needed. If you leave on or after September 26<sup>th</sup> (when you move out in fall), the rent payment until November 30<sup>th</sup> will be needed.

#### **11. About novel coronavirus infectious disease correspondence**

- (A) In order to prevent the spread of the novel coronavirus infection, there are necessary procedures and restrictions for entering the dormitory. Please check the following carefully and be sure to follow the instructions.
- (B) Please be sure to check the latest information at the following URL, as the restrictions of the YNU may change depending on the situation at the time.  
[https://www.ynu.ac.jp/about/president/message/message\\_03.html](https://www.ynu.ac.jp/about/president/message/message_03.html)
- (C) About online classes and campus entrance restrictions due to the influence of the new coronavirus
- ① Even if you temporarily return to your home country due to the cancellation of face-to-face classes or restrictions on campus entrance, we do not reduce or exempt dormitory expenses, such as rent, management fee and utilities, during your absence.
  - ② Even if you cancel your contract for the above reasons, we will not refund the rent, management fee, utilities or move-in deposit. In addition, 1 month advance cancellation notice to the management office is required for cancellation of the contract, and rent for one month will be incurred from the date of cancellation notice submission.
- (D) Regarding the restrictions on use of facilities and services in the Residence
- ① As a measure to prevent the spread of new coronavirus infections, we are restricting the use of some facilities and services in the residence for the time being. (Example: Restrictions on entering the residence other than residents, relatives, and related staff, restrictions on the number of seats and users of Shared unit kitchens, cancellation of cleaning and garbage collection work by the cleaning staff in Shared units, reduction of business hours of management office, prohibition of studying and eating with multiple of people in common areas, cancellation of various exchange events, or holding those events online, etc.)
  - ② In order to reduce the number of visitors, it is prohibited to visit the residence for the purpose of viewing before moving in. In addition, the number of attendants on the day of move-in is limited to one person besides the resident (student him/herself).
- (E) About moving in from Japan
- ① Body temperature measurement and health observation are required for 7 days before moving in, and for 2 weeks after moving in. Please note that you will not be able to move in

until the body temperature measurement and health observation are completed for 7 days before moving in.

- ② Email or FAX the 「"Confirmation sheet of health status and oversea travel history to prevent the spread of Novel Coronavirus infection" and "Health Check Sheet for Prevention of the Spread of the Novel Coronavirus Infection" (hereinafter, referred to as Health Check Sheet)」 to the management office two days prior to your moving in. The content of your Health Check Sheet will be checked and the management office will respond as to whether or not you are allowed to move in.
- ③ Bring your Health Check Sheet to the dormitory on the day you move in and submit it to the management office. However, if you have a fever of 37.5°C or higher, or have cold symptoms the day before or on the day you move in, you will not be allowed to move in.
- ④ The health check sheet to be submitted will be emailed to the applicants.  
Please prepare the thermometer by yourself.
- ⑤ Please be sure to complete the body temperature measurement results on the health check sheet. If the body temperature is not measured or if there is any omission in the description, you will not be able to move in.

(F) About moving in from overseas

- ① At Yokohama National University, when entering from overseas, regardless of the risk level released by Ministry of Foreign Affairs, students are asked not to leave their residence and stay outside the campus for two weeks after entering Japan, and not to use public transportation (including taxis) in Japan. "Residence" here does not include the student dormitories. During this two-week period of staying in their residences, students are not allowed to enter the student dormitories. Students must find accommodation outside the student dormitory at their own expense. Additionally, to prevent the spread of infection, please refrain from asking your acquaintances in Japan to drive you so as to provide you with a means of transportation, or staying at the home of such acquaintances.
- ② Procedures for moving in
  1. As soon as you know the date you will enter Japan, contact the management office.
  2. Upon entering Japan, email or FAX your passport entry stamp, ticket stub, or another document showing the date of entry to the management office.
  3. Stay at accommodation outside the campus other than the student dormitories for two weeks. You cannot enter the dormitories during this period.
  4. For two weeks after you have entered Japan, check your body temperature and health status twice a day and fill in the Health Check Sheet. Additionally, avoid contact with friends, and be sure to wash your hands and strictly follow cough etiquette.
  5. Email or FAX the Health Check Sheet to the management office two days prior to your moving in. The content of your Health Check Sheet will be checked and the

management office will respond as to whether or not you are allowed to move in.

6. Bring your Health Check Sheet to the dormitory on the day you move in and submit it to the management office. However, if you have a fever of 37.5°C or higher, or have cold symptoms the day before or on the day you move in, you will not be allowed to move in.
7. The health check sheet to be submitted will be emailed to the occupants. Please prepare the thermometer by yourself.
8. Please be sure to complete the body temperature measurement results on the health check sheet. If the body temperature is not measured or if there is any omission in the description, you will not be able to move in.
9. The above conditions and measures may be changed or alleviated depending on the future spread situation of infection.

## 12. For Inquires

For any inquiries concerning application procedure please contact:

< Contact Information >

Tokiwadai International Residence Management Office

79-9 Tokiwadai, Hodogaya-ku, Yokohama 240-0067

TEL: 045-900-1451 FAX: 045-520-3617

email: [tokiwadai@japt.co.jp](mailto:tokiwadai@japt.co.jp)

Business Hours : 8:30~17:30 Mon-Fri (Saturdays, Sundays and National Holidays are temporarily closed due to the influence of novel coronavirus)