

YNU Tokiwadai International Residence Application Guideline (2019 Autumn International Students)

1. Eligibility criteria for application

- (A) At the time of moving-in must be enrolled (or enrolling) as a Student at YNU and either hold a “College Student” visa or present a proof of eligibility to change the visa status to “College Student”.
- (B) 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)
- (C) In case of repeating a year, a 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.
- (D) 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) Applications will be accepted on a first-come, first-served basis and will be closed once the fixed numbers of rooms are booked.
- (B) Any individual preferences with allocation of rooms will not be considered. “Unit mates” in the shared unit (students who will live in the same unit) will not be considered.
- (C) Applications will not be accepted when applying for any other dormitories, such as Minesawa International Student Dormitory and International Student House, at the same time.

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 for undergraduate and graduate students is only permitted within 4 years for undergraduate / 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 25th, and in fall latest by September 25th.
- * 6-month or 1-year contract will be allowed in case the remaining enrollment period is less than 2 years.

4. How to apply

○Documents to submit

- (A) Housing Application Form
- (B) Photocopy of Student ID Card (cardholders only)
- (C) Photocopy of Passport (photo page, visa/status of residence page)
- (D) Photocopy of Residence Card (cardholders only)
- (E) Photocopy of YNU Entry Letter (freshmen only)
- (F) 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

- Please submit the application documents only by e-mail.
- Documents shall be sent to the following e-mail address:

e-mail address : 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 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

	Shared Unit type	Private type (1R)
Name	Tokiwadai International Residence	
Address	79-9, Tokiwadai, Hodogaya-ku, Yokohama 240-0067	
Access	On Yokohama National University Tokiwadai Campus (0-minute walk to commute) / 15-minutes walk from Sotetsu Line "Wadamachi" station	
Room size	Private space, 8.25~8.84 m ² Shared unit living space, approx.24 m ²	16.20~16.74 m ²
Rent	JPY32,500-/month	JPY43,500-/month
Management fee	JPY6,000-/month	JPY6,000-/month
Utilities	JPY12,000-/month (tax exclusive)	JPY12,000-/month (tax exclusive)
	Utilities include electric, gas, water and internet fee payment	
Deposit (Non-refundable)	JPY50,000- (tax exclusive) (Initial payment only)	JPY50,000- (tax exclusive) (Initial payment only)
Room share	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,

	< 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.	shoebox, 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” area 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. 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 25th in March (when you move out in spring) and 25th 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 3rd": ⇒In this case, the resident is not able to stay in Tokiwadai IR until October 3rd but have to move out by September 25th in order to provide the room to incoming students from the beginning of fall semester.

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

11. For Inquires

○For any inquiries concerning application procedure please contact:

< Contact Information >

Tokiwadai International Residence Management Office

TEL: 045-900-1451

email: tokiwadai@japt.co.jp

Open: 365 days (8:30~17:30)