

International House

Housing Application Guide

(Regular Application for Academic Year 2018)

The regular application is to select international students qualified for living in the accommodation in the International House for the years beginning in April or October 2018.

1 Eligibility

Current international private-expense graduate students (master's or doctoral students) as of the application period, who are seeking the housings available on campus.

2 Number of Available Housings

Type of Housing	Number of Housings Available in April	Number of Housings Available in October
Family room	2	
Couple room	4	
Single room	9	

When vacancy occurs, the number of available housings will be added.

3 Occupancy Term

In general:

Move-in in April : April 2018 – March 2020
(no later than the date of Graduation Ceremony)

Move-in in October: October 2018 – September 2020
(no later than the date of Graduation Ceremony)

Notes:

- (1) If students complete their course of study during the occupancy term, they must vacate their rooms in the month of the completion of study.
- (2) Commencement of occupancy may be moved forward or backward depending on the time of vacancy.
- (3) The occupancy term of the 2nd-year doctoral students as of October 2017 is one year until completion of the doctoral course. If you extend the period of study, you might consult the Administrative Office of the International Center.
- (4) The occupancy term of the 1st-year master's course students as of October 2017 is one year, whether or not they proceed to the doctoral course.
- (5) Eligibility is only international private-expense graduate students (master's or doctoral students).
- (6) With regard to the move-in and move-out dates, all resident students are subject to follow the directions of the Administrative Office of the International Center.

- (7) Applications will be accepted after the deadline, if all rooms are not occupied and someone wants to apply for the waiting list for cancellation.

4 Application Period

Application Deadline: Monday, November 13, 2017

5 How to Apply

Submit the following documents to the Administrative Office of the International Center:

- (1) Tokyo Metropolitan University International House Application for Admission
- (2) Application Form for Overseas Students
- (3) Copies of student ID card and Residence card

6 Selection Process

To determine prospective residents and the order of the waiting list for cancellation, applicants are ranked according to the result of the priority order stated below, and approved by the TMU President (Director of the International House).

- (1) Eligibility Ranking

Students will be ranked as follows.

Rank order	Priority Classification	Remarks
1	1st & 2nd-year doctoral course students	As of October 2017
2	1st-year master's course students	
3	others	

- Students with disabilities may be housed regardless of priority order.
- Students, including their family, who have lived in the International House accommodation for more than one year in the past three years, will be placed at the lowest regardless of the rank order above.
- Prospective doctoral course students at TMU will be placed in the classification of "others."

- (3) Drawing Lots

- ① There will be a drawing to determine the priority order for same ranked applicants.

7 Notification of Selection Result

The result of the selection will be notified you and your academic advisors after the middle of December.

8 Waiting list

Waiting period for residence will be retained until September 2018. When rooms become available due to cancelation, revocation of approval or occurrence of vacancy during waiting period, these rooms will be offered to students on the waiting list according to the priority order in the list.

9 Revocation of Approval

The University may revoke an approval of residence under any of the following circumstances.

- (1) If any of the contents of the application form is not true
- (2) If the student does not move in until the designated date
- (3) If the student loses his or her housing privileges, and the like

10 Reminders in living in the residence

- ① The rooms are fully furnished. Residents are not allowed to furnish their rooms with their own furniture.
- ② Only the permitted families are allowed to stay in the residing areas.
- ③ The couple room can accommodate only the resident student and his/her spouse. In the event of no family rooms available, however, there is no impediment to accommodate a child, but only if a couple with a child under the age of 3 as of the move-in period wants to live all three together.
- ④ Students who take a leave of absence, withdraw or are dismissed from the University during the term of residence must vacate their room at any time before expiry date of residence.
- ⑤ The family room can accommodate only the resident student and his/her spouse and children.
- ⑥ Members of the University staff may enter a student's room for maintenance and inspections.
- ⑦ When you move out, you must restore your room and furnishings to its original state. Any cost involved in restoring will be borne by the occupant of the room. You must be fully aware of your responsibility to keep your room clean and in good condition.
- ⑧ The four-car parking spaces are allotted to the residents of the International House. Only the highest-need students from among the residents in the family rooms or the double rooms are eligible for parking for the duration of one academic year. Other residents are not allowed to park in the on-campus parking lot.
- ⑨ All resident students are obliged to abide by any of the administrative rules and policies established by the International House.
- ⑩ Please understand that the housing area of the International House building was built 20 years ago and aging of the facilities is found in various places.

11 Description of Rooms

- (1) Each Room Dimensions and Furnishings
 - Family room(64 m²): beds, desk, bookshelf, dining table/chairs, refrigerator, washing machine, etc.
 - Couple room(41 m²): beds, desk, bookshelf, dining table/chairs, refrigerator, washing machine, etc.
 - Single room(20 m²): bed, desk, bookshelf, dining table/chairs, refrigerator, etc.
- * Each room has its own bathroom, toilet, kitchen, air-conditioning and heating.

(2) Rates (as of September, 2017)

(A) Room charges	Family room	¥49,500 per month
	Couple room	¥35,500 per month
	Single room	¥23,500 per month
(B) Utility charges	Family room	¥18,360 per month
	Couple room	¥18,090 per month
	Single room	¥6,660 per month
(C) Common-area charges	Shared in common	¥750 per month

Note: The rates are subject to change during the term of occupancy.

(3) Others

For further information, please see a brochure for the International House.

12 For Inquiries

If you have any question, please contact the Administrative Office of the International Center, TMU

Staff in charge: Izumi

Tel : 042-677-4958 (ext. 5720)

E-mail : izum-hirokazu@imj.tmu.ac.jp