

**International House  
Housing Application Guide  
(Additional Application for Academic Year 2018)**

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

**1 Eligibility**

Current international privately financed graduate students (master's or doctoral students) as of the application period, who are seeking the housing available on campus.

**2 Number of Available Housing**

Type of Units	Number of Units Available in April	Number of Units Available in October
Family room	2	
Couple room	4	
Single room	0	

Please check availability of room prior to application, as vacancy is inconsistent.

We accept applications for couple rooms from a single person or applications for family rooms from couples as an exception for this time. In this case, the regular room charge and utility charge inherent to the room will be applied.

However, if there is an applicant eligible for the couple/family type room at the next application time, we may ask you to change your room to one which you are eligible for.

**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 International Affairs Office.

- (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 privately financed 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 International Affairs Office.
- (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**

**Any time till August 31, 2018 (Application deadline)**

#### **5 How to Apply**

Submit the following documents to the International Affairs Office:

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

#### **6 Selection Process**

First-come, first-served basis

#### **7 Notification of Selection Result**

The result will be notified to you and your academic supervisor within 2 weeks from application.

#### **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 the 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 housing 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 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 International House. Only students who need most 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 International House.
- ⑩ Please understand that the housing area of International House building was built more than 20 years ago and deterioration of the facilities is found in various places.

## 11 Description of Rooms

### (1) Each Room Dimensions and Furnishings

- Family room(64 m<sup>2</sup>): beds, desk, bookshelf, dining table/chairs, refrigerator, washing machine, etc.
  - Couple room(41 m<sup>2</sup>): beds, desk, bookshelf, dining table/chairs, refrigerator, washing machine, etc.
  - Single room(20 m<sup>2</sup>): bed, desk, bookshelf, dining table/chairs, refrigerator, etc.
- \* Each room has its own bathroom, toilet, kitchen, air-conditioning and heating.

Charges (as of December, 2017)

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

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

(2) Others

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

**12 For Inquiries**

If you have any question, please contact the International Affairs Office, TMU

Staff in charge: Izumi

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

E-mail : izum-hirokazu@[ijm.tmu.ac.jp](mailto:ijm.tmu.ac.jp)