

IV. Living

1. Accommodations

(1) University accommodations

Detailed information on applications for the university accommodations is available at the Student Affairs Division, the bulletin boards and the TMU website. Students seeking university accommodation are encouraged to check the accommodation information periodically. Please note that not all applicants can secure accommodation on campus because of a limited number of rooms.

Name of Accommodation	Eligibility	Number of Rooms	Application Period	Occupancy period
International House	Graduate students	Approx. 23	Current students: around October	2 years (as a general rule)
Dormitory	Undergraduate & graduate students	Approx. 15	Current students: Nov. – Dec. Incoming students: Jan. – Feb.	2 years (within a designated period of regular program)

[Where to contact and apply]

- A. International House: International Affairs Office
- B. Dormitory: Student Affairs Division

TMU International Student Houses are intended to deepen cross-cultural understanding through communal life among international students and TMU regular students and active participation in the events organized by local communities as well as to contribute to development of internationally-minded human resources and globalization of local communities and the University. Those Houses are also designed to facilitate mutual exchange among international students and TMU regular students sharing everyday life.

Name of Accommodation	Address	Eligibility
International Student House ReENTO TAMADAIRA	3-1-8 Tamadaira, Hino-shi, Tokyo	International exchange students TMU regular students ※If you are interested or have any questions, please contact International Affairs Office.
International Student House Global House Chofu	6-33-1 Tamagawa, Chofu-shi, Tokyo	

(2) Off-campus accommodations through university mediation

- A. House of International Students & Others

Name of Accommodation	Address	Eligibility
Hachioji Seminar House Foundation House of International Students	Shimoyugi 1987-1, Hachioji-shi, Tokyo	Single

- B. Application information: posted on the board of the International Affairs Office

(3) Other accommodations

A. Accommodations without the university's mediation

Information on housing applications will be posted on the bulletin board of the International Affairs Office if any application information is delivered. Some international student houses invite students from time to time when vacancy occurs. Direct contact can be advantageous.

B. Commercial apartments

You can find a room in a commercial apartment through real estate agents, housing information magazines, the Internet and the University cooperative.

2. Comprehensive Renter's Insurance for International Students

(1) Comprehensive Renter's Insurance for International Students and a Joint Surety

The comprehensive Renter's Insurance for International Student by Japan Educational Exchange and Services (JEES) is designed to protect insured students against possible accidents such as a fire as well as to protect the joint surety from financial burden. To rent a commercial apartment room in Japan, a joint surety is generally required to share liabilities. If it is difficult to find a joint surety, the University vouches for regular international students on condition that they take out the Comprehensive Renter's Insurance for International Students. For more details, ask the International Affairs Office.

However, the valid period is the insured period and from enrollment to graduation.

For general information, visit <http://www.jees.or.jp/criffs/>

(2) Where to apply

International Affairs Office

3. Necessary Procedures When You Change Address

It is prerequisite that international students submit a prompt and accurate report to the University in order to study at TMU. It is mandatory that your address and telephone number are accurately registered at the following offices.

A. Municipal Office: Procedures regarding Resident Card, Alien Registration Certificate, National Health Insurance, National Pension, etc.)

- a. Move-out notification procedure at the municipal office of your old address (from 14 days before the move-out day)
- b. Move-in notification procedure at the municipal office of your new address (within 14 days after the move-in day)

*Even when you change your address within the same city, you must complete the change of address notification procedure at the municipal office.

B. Post Office

You need to go through the procedure for mail forwarding service in order to get your mail forwarded to your new address. Obtain a designated card (forwarding service request form) from the post office, write your new address on the card and drop it into a post.

C. Bank

If you have a Japanese bank account, you need to report your new address via Internet or directly to the bank. For the details, please check the bank's website.

D. University

1. Report change of address to the University (Also be sure to write the new address on the sticker on the back of your student ID card)
 2. Bring the renewed student ID card, Resident card or Alien Registration certificate, National Health Insurance card to the International Affairs Office of TMU (Students registered with the campus other than Minami-Osawa Campus must bring the renewed certificate and cards to the Academic Affairs Section of their campus.)
 3. Bring the renewed student ID to TMU library
- Please note that delayed notifications without justifiable reasons or false registrations may cause you penalties and disadvantages. You may be disqualified for university recommendation for a scholarship, for example, as such acts are regarded inappropriate as a student.

4. Scholarships

(1) Types of Scholarships

Scholarships are divided into two types: scholarships requiring application through the university; and scholarships requiring direct application* by the student to scholarship foundations.

Types of Scholarships	Details	Scholarships Application Pre-Registration
Scholarships requiring application through the university		
A) Scholarships requiring university recommendation	When receiving an application offer from a scholarship foundation, the university calls for applicants. The university selects applicants to be recommended through the university's screening. The university submits an application to the foundation only for the recommended applicants. Currently 20 foundations designate this university to recommend applicants.	Required
B) Scholarships requiring collective application by the university	When receiving an application offer from a scholarship foundation, the university calls for applications. The university collects applications of all eligible applicants and submits them collectively to the foundation. At present 7 foundations designate this university for collective application.	Required
C) Honors Scholarship for Privately Financed International Students	This scholarship is administered by the Japan Student Services Organization (JASSO) for privately financed international students. The university selects applicants to be recommended through the university's screening.	Required
Scholarships requiring direct application* by the student to scholarship foundations		
D) Scholarships requiring direct application	Scholarships require each applicant to submit an application directly to the scholarship foundations. For a list of such foundations, see JASSO's pamphlet "Scholarships for International Students in Japan." The pamphlet on PDF can be downloaded from the JASSO's website.	Not required

(2) Scholarships Application Pre-Registration

Those students wishing to apply for scholarships are required to complete the Scholarship Applications Pre-Registration.

Your Pre-Registration remains effective for one year.

Please note that the International Affairs Office accepts applications for the Pre-Registration submitted only by postal mail.

[Application Period for Academic Year 2018]

Current Students: Friday, March 9 – Wednesday, March 21, 2018 (must reach the Office NLT March 21)

Newly enrolled students: Monday, April 2 – Friday, April 6, 2018 (must reach the Office NLT April 6)

*The information on the application for October-enrolled students will be notified separately.

Please note that if you fail to complete the Pre-registration within the above periods, you are not eligible to apply for one year for any scholarships which require it.

For the required documents and the submission method, see the website of the International Affairs Office.

(3) Information on Scholarships

Information on scholarships requiring application through the university is sent by e-mail to those students who have completed the Pre-Registration.

Information on Scholarships requiring direct application is posted on the website of the International Affairs Office.

1. Notes on Scholarship Application Procedures

- A) When you apply for scholarships for international students, you must hold the status of residence of “college student.”
- B) To apply for scholarships requiring university recommendation, you must have completed the Scholarships Pre-Registration, except for the Japanese Government (MEXT) Scholarship Program (Domestic Selection).
- C) Some scholarships require applicants to submit a medical certificate. Those students who have received an annual health check-up on campus can obtain a medical certificate through the certificate-issuing machine (regular degree students only.)
- D) Some scholarships require applicants to submit official transcripts or certificates of graduation issued in their home countries. It is, therefore, recommended to have extra such documents on hand. When you submit an official transcript in a language other than Japanese or English, you must attach a Japanese translation to it.
- E) Provision of false information in the application documents will result in cancellation of recommendation or termination of scholarship.

5. Exemption, Reduction and Installment Payment

(1) What are the tuition exemption and installment payment?

As an educational support for international students showing excellent academic performance, the University offers the full/half tuition exemption program, meanwhile students who have difficulty to pay the semester tuition in lump sum can use the installment payment program.

(2) Eligibility

Full-time degree students in the undergraduate and graduate courses are eligible for the full/half exemption, but non-degree students including research students are ineligible. The TMU Student Committee examines applicants and determines their eligibility for tuition exemption or the installment payment.

(3) Application periods

You must apply for the exemption and the installment payment in each semester, twice a year. Application for the 1st semester will be accepted in early April (2nd, 3rd, 4th April 2018), and on the designated days in early October for the second semester. Please note that any overdue applications shall not be accepted. Students who are unable to submit the application within the designated period due to an inevitable reason should contact the Student Affairs Division beforehand.

(4) Application forms

The application forms for the first semester will be distributed in late January and in late July for the second semester at the Student Affairs Division. The application forms can be downloaded from the website of the Student Affairs Division.

(5) Examination results

The examination results will be sent to applicants or guardians in June for the first semester, and in November for the second semester.

(6) Notes for tuition payment

Students who completed the procedures for automatic withdrawal from their bank account must deposit the amount of tuition into their account by due date. You can also make the payment using the payment slip sent by postal mail at a nearby bank by due date. Any student who fails to pay tuition by due date shall be expelled from the university in accordance with the university regulation.

*Research students whose period of study is for the first half-year or one-year must pay their half/full-year tuition in April, and students whose period of study is only for the second half-year must pay their tuition in October. Research students who fail to pay tuition by due date shall not be admitted to TMU. For the details of the amount of tuition and due dates, please contact your faculty/department office.

6. Part-time Jobs

International students with the status of residence of “College Student” can work part-time, to the extent not affecting their studies, by obtaining the “Permission to Engage in Activity Other than Status Qualification.”

(1) Application for the “Permission to Engage in Activity Other than Status Qualification”

You can apply for the permission at the Regional Immigration Bureau with the following required documents.

- a. Application form (downloaded from the Immigration Bureau’s website)
- b. Passport
- c. A copy of Resident Card (both sides)



(2) Rules on part-time jobs and working hours

Working hours are limited to 28 hours a week during the semester and to 8 hours a day during long breaks.

(3) Notes

- a. It is prohibited to work at adult entertainment or related businesses.
- b. The “Permission to Engage in Activity Other than Status Qualification” is not required for working part-time in research and education, such as a teaching assistant or research assistant, at an enrolled university.
- c. International students must carry their Resident Card with them at workplace.

(4) Part-time job placement

TMU is a member of “*albeit* (part-time jobs) information network for student (aines)” to facilitate students’ part-time job search.

If you register with “aines”, you can browse part-time job listings anytime anywhere from your PC or cell phone. (However, there is no need to enter your ID & password when you access “aines” from the PCs in place on the campus). If you have any questions about using this network system, please contact the Careers Support Division at 042-677-1165/1140.

A part-time job should not be overdone to the extent that it interferes with academic work. It is important to do a reasonable part-time job, considering your abilities, aptitude and time to spare.

When you have problems about the actual job conditions which are not the same as offered, please consult the Careers Support Division immediately.

7. Bicycle and Motor-bike Registration

Bicycles/motor-bikes must be registered for parking on campus. Commuting by car is not allowed with some exceptions.

(1) Commuting by bicycle

a. Where to register

Students enrolled in the Minami-Osawa campus must register the bicycle with their faculty/department office by presenting their student ID card or research student card (1st & 2nd-year undergraduates of the Faculty of System Design and 1st-year undergraduates of the Faculty of Health Sciences should register with the Student Affairs Division in the Student Support Center.)

b. Entry permit sticker

On completion of the registration, you will receive an entry permit sticker attaching to your bicycle. All unregistered bicycles, or bicycles without the entry permit sticker, parked on the campus should be removed. Bicycles must be parked only within the designated parking area so as not to stand in the way of emergency evacuation routes.

(2) Commuting by motor-bike

a. Where to register

Register your motor-bike with the Student Affairs Division, Student Support Center.

- b. Parking permit certificate and entry permit sticker

Affix an entry permit sticker onto the rear tire cover or mudguard of your motor-bike.
Unregistered bicycles/motor-bikes are not allowed to enter the campus.

- c. Eligible Students

Those who live in an area of 1 kilometer or more away from the Minami-Osawa campus in a straight line.

(3) Commuting by car

Commuting by car is not allowed. Exceptions are granted only for students with a compelling reason, such as physically weak or challenged. For inquiries, contact the Student Affairs Division.

8. Important Reminder When Signing a Contract

When you enter into a contract of a cell phone or Internet service, be accompanied by someone who speaks Japanese (e.g. your tutor).

Be sure to sign a contract upon fully understanding the content of the contract.



9. How to Use “TMU Temporary Day-Care Facility”

In an effort to support students and staff of TMU, TMU has set up a temporary day care facility, called “Shutodai Kids”. They accept 57 day old babies to 6 years old children.

If you want to use this day care service, you need to register for it. For details, please see the following URL.

<http://www.comp.tmu.ac.jp/diversity/child/index.html>

Contact: TMU Diversity Promotion Office (located on Minami-Osawa Campus Main Library 1F)

Tel: 042-677-1337 (direct), 2571(ext.)

Fax: 042-677-1355

10. When an earthquake occurs

Japan is prone to earthquakes. Earthquakes can occur very frequently at different magnitudes and places. It is very difficult to predict when and where it will occur, but easy to imagine that it takes a very long time to recover. Please keep the following measures in mind and prepare well against possible earthquakes.

Daily tips for earthquakes

- Stock up on some water and food, a flashlight, a radio and any others you need.
- Avoid placing heavy objects in high places, especially above your bed.
- Check your local evacuation areas.

What you should do when an earthquake occurs

- If you are inside the building, hide yourself under the strong table.
- Do not panic, do not rush out of the building.
- Open a door and a window, secure the exit.
- Extinguish flames if you are using the stove or kitchen stove.

- Stay out of the heavy and fallable objects such as furniture, walls, and vending machines.

11. Money transfer

It is not difficult to open a bank account in Japan, but foreign nationals are not allowed to transfer money not only to foreign countries but also within Japan for the first 6 months after opening the account, for the purpose of avoiding money laundering.

For this reason, you may not be able to receive money from your home country during this period. We recommend you bring enough money when you come to Japan.