

Tokyo Metropolitan University International House
Accommodation for international researchers

Facility & User Guide

Tokyo Metropolitan University

International Affairs Office

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I Before Applying for Accommodation

International House is used for academic exchange programs and as accommodation for international researchers and international students at TMU, and is intended to be conducive to the advancement of international exchange in research and education at TMU.

If you wish to reside in IH, read the following explanation before applying for accommodation. Direct application by the applicant is not accepted, be sure to consult first your host faculty.

1. Occupancy Eligibility

Applicants must meet one of the conditions listed in (1) or (2) below.

(1) Applicants with a position in overseas research institutions

- Persons engaged in education, research, etc. at TMU (examples below)
 - Researchers and staff members who have been accepted by TMU under an international exchange agreement
 - Visiting Researchers or Adjunct Assistant Researcher of TMU
 - Invitees for joint research accepted by TMU
- Students who participate in international exchange programs conducted by TMU or accepted by TMU based on international exchange agreements

(2) Applicants with no position in overseas research institutions

- TMU Full-time or Adjunct Faculty from abroad

If you have any questions about occupancy eligibility, please contact us.

International Relations Section, International Affairs Office

(mail to ih-syukuhaku@jmj.tmu.ac.jp Ext. 5712/5713/5714/5722)

2. Period of Occupancy (Stay)

In principle, the period of occupancy (stay) should be more than one month and less than 2 years.

If you wish to stay for a period of less than one month, contact the International Affairs Office.

Note that the period of occupancy refers to the number of days that the room is used, rather than the number of nights that you stay.

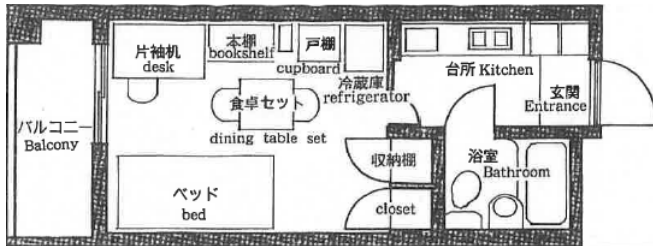
Check-in date and check-out date are possible only on workdays. Please avoid scheduling your check-in date and check-out date for a Saturday, Sunday and public holiday.

3. Room Types & Room Rates

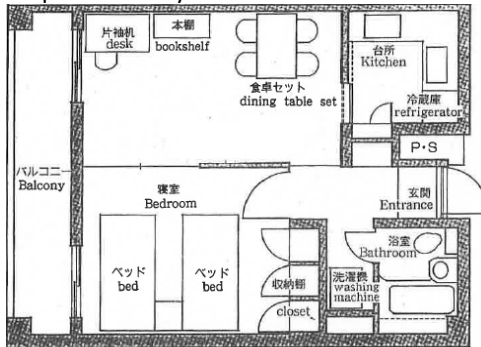
(1) Room types:

- ①Family room(64 m²): approx. 2LDK, furnished with bathroom & toilet, air-conditioner, washing machine.
- ②Couple room(41 m²): approx. 1LDK, furnished with bathroom & toilet, air-conditioner, washing machine.
- ③Single room(A-type(20 m²), B-type(21 m²)): approx. 1LDK, furnished with bathroom & toilet, air-conditioner. Washing machines available in the laundry room on the rooftop.

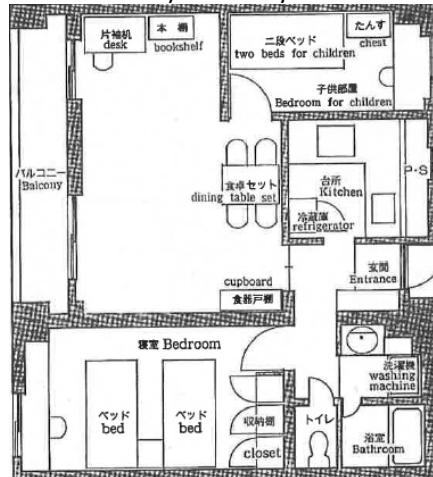
Single Room Layout



Couple Room Layout



Family Room Layout



Furnished furniture may be currently different depending on the room.

(Notice)

- All rooms furnished with beds, desks, refrigerator, microwave oven, vacuum cleaner, bookshelves and cooking tools (tableware, cutlery, pots, frying pans, etc.)
- Rental of bedding (a set of comforters, bed pads, pillows, pillow cases, sheets) is available in a charge.

In a principle, rental of bedding at the beginning of stay is charged

- Upon request, amenity (towel, soap, shampoo and hair conditioner) is available in a charge.
- As towel will not be exchanged every day, please wash the towel by yourself.

(2)Room Rates:

- Please check the monthly fee on International House website. Fees are incurred from the first

day of the period of occupancy until the check-out date (weekday) indicated on the Notification of Check-Out.

- The minimum period of stay is 7 days. Fees are charged by the day for the stay within one month. If you stay for less than one month, fees are incurred from the first day to the last day of the period of occupancy.

4. Landline Phone & Internet Connection

- Each room has a dial-in telephone with an extension number. With this telephone, you can not make an external call.
- The Internet is only available via eduroam, and one wired line is available in each room. To use eduroam, you must submit an application in advance to obtain an ID.
- Wi-Fi connection is available on campus, but not in your room. Wi-Fi is available at the Lounge on the 1st floor of International House.
- Use of wireless LAN routers and HUB via eduroam is prohibited in your room. Doing so may cause system trouble.

II Procedures – from Application to Check-In

1. Provisional reservation to issuing of keys

① Provisional reservation (by E-mail)

Host faculty can make a provisional reservation by telephone or E-mail before submitting an official application for accommodation.

E-mail: ih-syukuhaku@jmj.tmu.ac.jp

When you make a provisional reservation or inquiry, have the following information at hand.

- Host Faculty
Name of host faculty, Affiliation, Ext. number, E-mail address.
- Details of preference
Preferred type of room (single, couple or family type)
Preferred period of occupancy
- Applicant who wishes to reside in IH
Name of applicant, Purpose of visit, Nationality, Occupancy eligibility

< Occupancy eligibility and tentative application start date >

status	Occupancy Eligibility (Ref. page 3)		Availability period	Start of tentative application
Belonging to an overseas research institute	Persons engaged in education, research, etc. at TMU		1) 1 month to 2 years 2) 7 days to less than 1 month	1) For 15 months prior to the check-in date 2) For 6 months prior to the check-in date
	Students who participate in international exchange programs conducted by TMU or accepted by TMU based on international exchange agreements		3) 7 days to 2 years	3) For 6 months prior to the check-in date
TMU Faculty from abroad	TMU Faculties who will enter IH Accommodation room within 30 days of their new arrival in Japan	4) TMU Fulltime Faculty from abroad 5) TMU Adjunct Faculty from abroad	4) 7 days to less than 1 month 5) 1 month to 2 years	4)&5) For 6 months prior to the check-in date



② Application (Submission of Application for Accommodation)

Host faculty must submit an Application for Accommodation within the valid period of provisional reservation (no later than one month before check-in).

E-application on PDF or Word is not acceptable.

The form is downloadable from International House webpage.

<http://www.ic.tmu.ac.jp/about/hall.html>

You may submit it in person at the International Affairs Office.

*** The Application for Accommodation form requires the signature and seal of the dean of your graduate school.**

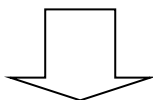
- Form to be submitted: Application for Accommodation form (print on both sides of one sheet)
- Submit to: International House, International Affairs Office by inter-campus mail.



③ Processing of Applications

If your application contains some matter that requires clarification, we will contact you.

Please understand that we deny your application depending on the content you have provided. In this case, we will contact you immediately.



④ Issuing of a Letter of Permission

The International Affairs Office will send a Letter of Permission, Notification of Check-In form, Written Pledge for Network to your host faculty before your scheduled check-in.



⑤ Submission of forms to Reception Desk & issuing of keys

The applicant entering a room must present the following documents at the front desk to receive a card key for your room.

As a principle, please check in not later than 15:00.

What to submit to the reception desk upon check-in

- Notification of Check-In
(APPLICANT for more than 1 month, please attach a photo of your face.)
- Written Pledge for Network
- Notification of Check-In (When the period of stay is less than 1 month)

Contact: Reception Desk

Ext.5710 or 042-677-3001 (Minami-Osawa Campus)

2. Payments

- ① **Residents must pay accommodation fee in cash at Reception Desk of IH by the 10th day of each month.**
- ② If you check in or check out in the middle of a month, you will be charged by the day.
- ③ Fees that have already been paid will not be refunded.

3. Changes and Cancellations after Issue of a Letter of Permission for Accommodation

To change or cancel the Letter of Permission for Accommodation after it has been issued, contact the International Affairs Office at least two weeks prior to the desired check-in date. Even if you check in on a later date, you will be required to pay the fees from the first day of the allowed period of occupancy. To check in early, contact the International Affairs Office at least two weeks prior to the desired check-in date. If early check-in is possible, you will be required to pay the fees from the date of early check-in. Fees will not be incurred if check-in is canceled.

If you stay for less than one month, changes to the check-out date will be allowed up to two weeks prior to the check-in date, and fees will be incurred according to the check-out date.

III Instructions on Room Use

- ① Residents must not move from the allotted room to any other room without permission, sub-rent the room to any other person nor use it for other purposes.
- ② Residents are not allowed to remodel or makeover the room which changes the status of the room.
- ③ Residents must not remove the furnished equipment or any other items from the room.
- ④ Residents must check all the furnished equipment, devices and other items at check-in and check-out, and have the director of IH inspect the room.
- ⑤ When the staff needs to check the facilities, furnished equipments and other items in the room, they may enter the room upon the resident's permission.
- ⑥ In case of an emergency such as a fire, the staff will enter the room without the resident's permission.

IV Check-out Procedures

- ① To extend the period of occupancy, ask the International Affairs Office to check whether it is possible to extend the period of occupancy as early as possible at least one month prior to the last day of the period of occupancy. If an extension is possible, the

International Affairs Office will notify you of the required procedures according to the extension period.

- ② Submit a Notification of Check-Out at least one month prior to the check-out date (before the same day of the previous month). As a general rule, we ask you to check out no later than 15:00 on a weekday. If the Notification of Check-Out is not submitted in time and you do not contact the reception desk of International House in advance regarding this matter, fees will be incurred until the last day of the allowed period of occupancy or the last day of the check-out month. Changes to the check-out date are not allowed after the Notification of Check-Out is submitted, but if you need to extend the period of occupancy due to unavoidable circumstances, contact the International Affairs Office at least two weeks prior to the check-out date indicated on the Notification of Check-Out. If the International Affairs Office informs you that an extension is possible, you will be required to resubmit the Notification of Check-Out and pay fees for the extension period.
- ③ At check-out, make sure not to leave any personal belongings in the room. In case that there is any personal item left in the room, we will ask your host faculty to remove it, and to pay for the disposal fees.