

Tokyo Metropolitan University International House
Accommodation for international researchers

Facility & User Guide

Tokyo Metropolitan University

Administrative Affairs Department of TMU

Last Update: April 2023

Contents

I	Before Applying for Accommodation	1
1.	Occupancy Eligibility.....	1
2.	Period of Occupancy (Stay).....	1
3.	Room Types & Room Rates.....	2
4.	Landline Phone & Internet Connection	3
II	Procedures: from Application to Check-In	4
1.	Procedures - from Provisional Reservation to Issuing of Keys.....	4
①	Provisional Reservation (by Phone or Email)	4
②	Application (Submission of Application Form)	5
③	Processing of Application.....	6
④	Issuing of Letter of Permission for Accommodation.....	6
⑤	Submission of Forms to Reception Desk & Issuing of keys	6
2.	Payments	7
3.	Cancellation/Change after Issuing of Letter of Permission for Accommodation	7
III	Instructions on Room Use	7

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

- 1 . Researchers or academic staff on an international exchange agreement with TMU
- 2 . Visiting lecturers or researchers
- 3 . Researchers on the International Fellowship Program for Research in Japan by the Japan Society for the Promotion of Science (JSPS)
- 4 . Researchers on the JSPS Postdoctoral Fellowship for Overseas Researchers Program by JSPS
- 5 . Researchers on the International Joint Research Program
- 6 . International trainees
- 7 . Others who have been approved by the President of the University after obtaining the approval of the International Exchange Committee.

(2) Applicants with no position in overseas research institutions

- Full-time or specially-appointed international lecturers employed by TMU

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.5720)

2. Period of Occupancy (Stay)

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

However, the period of occupancy varies depending on the eligibility. Please refer to

" II Procedures: from Application to Check-In " for details.

Check-in date and check-out date are possible only on workdays. Please avoid scheduling your

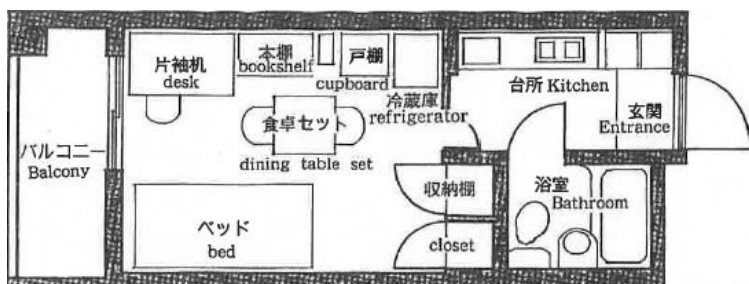
check-in date and check-out date for a Saturday, Sunday and public holiday.

3. Room Types & Room Rates

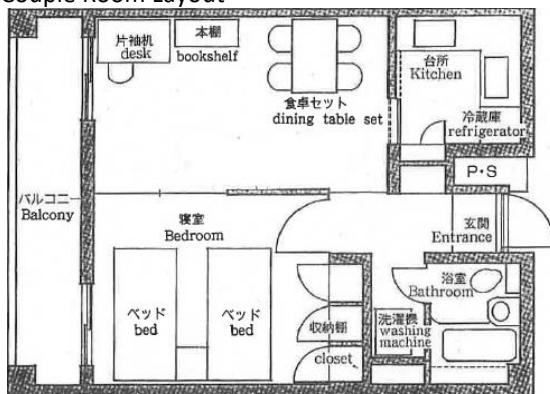
(1) Room types:

- ① Family room(64 m²): approx. 2LDK, furnished with bathroom & toilet, air-conditioner, washing machine.
- ② Couple room(41 m²): approx. 1LDK, furnished with bathroom & toilet, air-conditioner, washing machine.
- ③ Single 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.

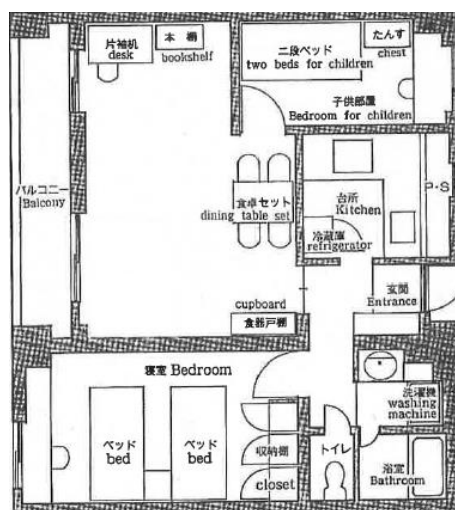
Single Room Layout



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. The minimum period of stay is 7 days. Fees are charged by the day for the stay within one month.

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 calls.
- The Internet is only available via eduroam, and one wired line is available in each room.
- Wi-Fi connection is available on campus, but not in your room.
- Use of wireless LAN routers and HUB via eduroam is prohibited in your room.

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

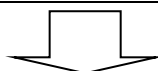
Tel: 042-677-4958 (ext. 5720)

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	1.Researchers or academic staff on an international exchange agreement with TMU 2.Visiting lecturers or researchers 3.Researchers on the International Fellowship Program for Research in Japan by the Japan Society for the Promotion of Science (JSPS) 4.Researchers on the JSPS Postdoctoral Fellowship for Overseas Researchers Program by JSPS 5.Researchers on the International Joint Research Program 6.International trainees	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 3 months prior to the check-in date
	7. Others who have been approved by the President of the University after obtaining the approval of the International Exchange Committee.	3) 7 days to less than 1 month (With some exceptions)	3) For 3 months prior to the check-in date
TMU Researcher	Foreign faculty members or specially appointed foreign faculty members of TMU who will join within 30 days of their new arrival	4) Foreign faculty 5) Specially appointed foreign faculty	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.

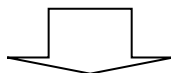
The form is downloadable from International House webpage.

<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.**

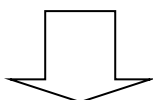
- Form to be submitted: Application for Accommodation form (Staple 2 sheets together, or print on both sides of one sheet)
- Submit to: International House, International Affairs Office by inter-campus mail.



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, a Letter of Consent form, Notification of Check-In form 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

- Letter of Consent with the signature and seal of the host faculty
- Notification of Check-In
(APPLICANT for more than 1 month, please attach a photo of your face.)
- 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. Changes and Cancellations after Issue of a Letter of Permission for Accommodation

If any changes or cancellations occur after the issue of the Letter of Permission for Accommodation, please contact the International Affairs Office as soon as possible.

III Instructions on Room Use

- ① As a principle, please check out not later than 15:00.
- ② 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.
- ③ 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.
- ④ Residents are not allowed to remodel or makeover the room which changes the status of the room.
- ⑤ Residents must not remove the furnished equipment or any other items from the room.
- ⑥ 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.
- ⑦ 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.
- ⑧ In case of an emergency such as a fire, the staff will enter the room without the resident's permission.