

September 2019

Tokyo Metropolitan University  
International House

**APPLICATION FOR ACCOMMODATION GUIDE  
For International Students  
(Annual Application for Academic Year 2020)**

The International Affairs Office is now calling for applications from eligible international students to live in the accommodation facility at International House (IH) starting from April or October 2020.

1. Eligibility

Applicants must be international graduate students (master's or doctoral) who are enrolled in TMU at the time of application and whose reason for application is solely seeking a room to live in.

2. Number of Available Rooms

The combined number of available rooms in April and October, 2020 for each type of room is as follows.

Type of Room	Number of Rooms Available for AY 2020
Family	0
Couple	3
Single	11

However, if vacancies occur, the vacancies may be added to the above numbers.

3. Period of Occupancy

In principle: 2 years

- April check-in: April 2020 – March 2022  
(Check-out no later than the day of graduation ceremony in March)
- October check-in: October 2020 – September 2022  
(Check-out no later than the day of graduation ceremony in September)

NOTES:

- (1) A student permitted to live in a room at International House must vacate the room by the expiry date of occupancy. If a student wishes to extend the period of occupancy, the student must apply again at an annual application; however, the student is not permitted to occupy the room for more than 2 years in a row.
- (2) If a student completes the course of study during the permitted period of occupancy, the student must vacate the room within the month of completion of study.
- (3) If a student is in the 2<sup>nd</sup> year of a doctoral program as of October 2019, the period of occupancy is one year until the completion of the doctoral program. When a student extends the period of study and wishes to continue living at IH, the student must apply for accommodation again.
- (4) If a student is in the 1<sup>st</sup> year of a master's program as of October 2019, the period of occupancy is one year even if the student advances to a doctoral program.
- (5) Only privately financed international graduate students are eligible to apply.
- (6) The start of occupancy can be earlier or later depending on the timing of vacancy.
- (7) With regard to the actual check-in and check-out days, all residents must follow the instructions of the International Affairs Office.
- (8) We may be accepting applications after the annual application is closed to fill the vacancies when vacancies occur, and be adding applicants to the waiting list from time to time.

4. Application Deadline

No later than Monday, November 12, 2019

5. Application Method

Submit the following application form and supporting documents

- ① Application Form for Accommodation
- ② Application Form for Overseas Students
- ③ Copies of the applicant's student ID card and resident card

6. Selection Process

Successful applicants and applicants on the waiting list are prioritized based on the priority order below, and permission for accommodation is given by the President of TMU (Director of IH) accordingly.

(1) Priority Order

Order	Applicants' Status	Note
1	1 <sup>st</sup> and 2 <sup>nd</sup> year doctoral students	As of October, 2019
2	1 <sup>st</sup> year master's students	
3	Others	

Notes:

- Applicants in need of special access may be placed in the top regardless of priority order listed above.
- Regarding applicants who lived in IH more than one year within the past 3 years, they are placed in the lowest order.
- Regarding applicants who will be enrolled in a doctoral program at TMU, they are included in "Others".

(2) Selection by Lot

If two or more applicants share the same priority order, a successful applicant(s) is selected by lot.

7. Notification of Result of Selection Process

The result will be notified to applicants as well as to their supervising professors after mid-December.

8. Waiting List

The valid waiting period is from April in 2020 to September in 2020. If there is a cancellation of a room by a successful applicant or a revocation of permission for accommodation by the Director during the above valid period, the waiting students are offered a room in accordance with the priority order.

9. Revocation of Permission for Accommodation

If a successful applicant falls under any of the following, the permission for accommodation can be revoked.

- (1) The applicant included falsification in the submitted application.
- (2) The applicant did not check in within the designated period.
- (3) The applicant lost the eligibility to occupy the room.

## 10. Be Aware of the Following Matters

- ① All rooms are fully furnished. Any personal furniture is not allowed to be brought in.
- ② Any other than permitted family members may not live at IH.
- ③ Any other than the permitted spouse may not live in the couple room. However, if a resident wishes to live together with the spouse and a child under 3 year old when there is no family room available at the time of check-in, the child is permitted to live with the couple.
- ④ If a student takes a leave of absence, or withdraws from the university, the student must vacate the room even if it happens within the permitted occupancy period.
- ⑤ Any other person than the spouse and children is not permitted to live in the family room.
- ⑥ University staff or other staff may enter the rooms for maintenance and inspection.
- ⑦ Any resident is responsible to restore the room and the furnishings to the original state at the time of check-out, and to pay repair costs if required. To avoid such payment, residents should maintain their room clean and in good condition.
- ⑧ Regarding the parking lot, residents of the couple/family rooms are permitted to use the parking lot for one year at most only if they extremely need to use a car. Any other resident cannot use the parking lot.
- ⑨ All residents must follow the TMU International House Management Policy and related rules and regulations while living at International House.
- ⑩ International House is more than 20 years old and its facilities and equipment have deteriorated accordingly. Please kindly note that.

## 11. Structure and Furnishings

### (1) Room Size & 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>): beds, desk, bookshelf, dining table & chairs, refrigerator, etc.
- \*All rooms have a bathroom, toilet, kitchen, air-conditioning and heating equipment.

(2) Accommodation Fees (as of 2019)

ROOM RATES	Family room	49,500 yen/month
	Couple room	35,500 yen/month
	Single room	23,500 yen/month

UTILITIES CHARGES	Family room	20,490 yen/month
	Couple room	17,490 yen/month
	Single room	7,800 yen/month

COMMON AREA MENTENANCE FEE	All rooms (flat fee)	930 yen/month
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Note: Fees, rates and charges are subject to change during the period of occupancy.

(3) Others

For further information, visit the website below.

<http://www.ic.tmu.ac.jp/english/house/house.html>

For inquiry, contact the following staff.

Yumiko OOTANI (Ms.)

Tel: 042 677 4958 (Ext. 5720)

Mail: [ootani-yumiko@jmi.tmu.ac.jp](mailto:ootani-yumiko@jmi.tmu.ac.jp)

## SCHEDULE

(from application to check-in)

October 2019	Application announcement released
Monday, 11 November 2019	Application deadline (from the applicant to International Affairs Office)
November – December 2019	Selection process
Mid December 2019	Notification of selection result to applicants and supervising faculty
Late January 2020	Information session on Living at IH
April 2020	Check in the accommodation
October 2020	Check in the accommodation