

Tokyo Metropolitan University
International House

**A GUIDE TO APPLICATION FOR ACCOMMODATION
For International Students
(Annual Application for Academic Year 2024)**

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 2024.

1. Eligibility

Applicants must be privately financed 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 number of available rooms in April and October 2024 for each type of room is as follows.

Type of Room	Number of Rooms Available for Academic Year 2024	
	April check-in	October check-in
Family	1	TBD
Couple	3	TBD
Single	9	TBD

3. Period of Occupancy

In principle:

- April entrants: from April 2024 for up to two years, until the day of graduation ceremony in March.
- October entrants: from October 2024 for up to two years, until 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 2nd year of a doctoral program as of October 2023, 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 1st year of a master's program as of October 2023, 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 delayed 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 Friday, November 10, 2023

5. Application Method

Submit the following application form and supporting documents to the International Affairs Office:

- 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 st and 2 nd year doctoral students	The course year is as of October, 2023
2	1 st year master's students	
3	Others	

Notes:

- Applicants in need of special access may be placed at the top regardless of the priority order listed above.
- Those who have lived in IH for more than one year (including as a family member) within the past 3 years shall be placed at the lowest in order regardless of the above.
- Those who are to be enrolled in a doctoral program at TMU shall be included in "Others".

(2) Selection by Lot

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

7. Notification of Selection Result

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 2024 to September in 2024. 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. You are not allowed to bring in any personal furniture.
- ② Only family members who have obtained permission at the time of application are allowed to stay in the same room. Family members are defined as spouses or partners who have been certified under the partnership system and children.
- ③ 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.
- ④ No one except for the spouse and their children is allowed to live in the family room.
- ⑤ Garbage discharged from each room must be sorted according to the rules of segregation set forth by the lodging room. Failure to comply will result in revocation of permission to enter the room.
- ⑥ University staff or other staff may enter the rooms for maintenance and inspection and to repair or replace equipment, etc.
- ⑦ All residents are responsible for restoration of the room and the furnishings to the original state at the time of check-out and for payment of repair costs if required. To avoid such payment, residents should maintain their room clean and in good condition.
- ⑧ Regarding the parking lot, among all residents of the couple/family rooms only those who are highly in need of cars are permitted to use the parking lot for the duration of one academic year. Other residents are not allowed to park cars there.
- 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 30 years old and its facilities and equipment have deteriorated accordingly. We appreciate your understanding.

11. Structure and Furnishings

(1) Room Size & Furnishings

- Family Room (64 m²): beds, desk, bookshelf, dining table & chairs, refrigerator, washing machine, etc.
 - Couple Room (41 m²): beds, desk, bookshelf, dining table & chairs, refrigerator, washing machine, etc.
 - Single Room (20 m²): beds, desk, bookshelf, dining table & chairs, refrigerator, etc.
- *All rooms have a bathroom, toilet, kitchen, air-conditioner and heating equipment.

(2) Accommodation Fees (as of October 2023)

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

UTILITIES CHARGES etc.	Family room	29,070 yen/month
	Couple room	19,710 yen/month
	Single room	11,160 yen/month

Note: Accommodation Fees 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.

Kurihara / Takaki

International Affairs Office

Tel: 042 677 4958 (Ext. 5720)

Mail: ih-syukuhaku@jmj.tmu.ac.jp

SCHEDULE (from application to check-in)

October 2023	Application announcement released
Friday, 10 November 2023	Application deadline (from the applicant to International Affairs Office)
November – December 2023	Selection process
December 2023	Notification of selection result to applicants and supervising faculty
January - February 2024	Information session on Living at IH
April 2024	Check in the accommodation
October 2024	Check in the accommodation