

Welcome to International Village!

This handbook, “ International Village Handbook” has been prepared for international students living in International Village.

We would like you to use this as a survival book for living in Kodaira-City. This book will help you find shops around the dorm, and will give you some useful information for living here.

If you just arrive here, read this book from the beginning page. If you need some specific information, refer to contents page or FAQ page.

We are hoping that this handbook will help all of you live comfortably and have rich experiences in this dormitory.

2010 International Village Handbook Committee

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1. Going to the City Hall

Kodaira City Hall URL : <http://www.city.kodaira.tokyo.jp/>
[〒187-8701 2-1333 Ogawa-machi, Kodaira-shi Tel:042-341-1211]

■ Reception Time

Mon.-Fri. / 8:30am-5:00pm

Sat. (Part of the office) / 8:30am-12:15pm

■ Closed

Sun. hol. Year-end & New Year holidays (Dec.29th-Jun.3rd)

1. Alien Registration (Changing address)

Foreign nationals who are going to live in Japan for more than 90 days must apply for the alien registration at the City Hall.

① New registration

You must register within 90 days after entering Japan.

For a newborn baby, the parents or a family member must register for him/her within 60 days from the date of birth.

You have to go to the city office with your passport and two photos (4.5cm by 3.5cm). As for persons under 16 years old, the parents or the family member must register on behalf. The photos are not necessary.

The alien registration card will be issued within two to four weeks after application at the city office. Only the person who applied can receive it.

This is a legal form of identification that you must carry at all times.

② Change of Registration

If you already have an alien registration card, you must report the change of address at the City Hall of the new residence within 14 days after moving in. The family member living with you can also apply for it. Bring your alien registration card with you.

You also need to report when there is a change in your visa status, period of stay, occupation or place of work. In these cases, you have to report it by yourself (as for under 16, by a legal representative).

You need to bring your alien registration card with you.

2. B. National Health Insurance

Everyone who lives in Japan must enroll in the medical insurance program. Seventy percent of your doctor's fees are paid by the National Health Insurance if you pay the insurance premiums every month.

1. Who is eligible: A person who has undergone alien registration procedure and has one-year or longer period of residence status. Even if your period of stay is less than one year, you can enrol if you show your working or student registration certificate (a person with a short-stay visa cannot enroll).
 2. Where to apply: Kodaira City Office Health Insurance Department.
Tel: 042-346-9531 8:30am-5:00pm Mon. - Fri.
 3. Insurance Premiums: Insurance premiums are calculated from the month you become a member. Even if you join at the end of the month, you will still be charged for the whole month.
 4. How to pay for your insurance premiums: Pay either at the City Hall, the bank or the post office, bringing the bill sent to you from the City Hall or pay by automatic bank transfer.
- ☆When you move to Kodaira from other places in Japan, you must return your old National Health Insurance card to the old place, and finish paying the insurance premiums if they are unpaid. The old card cannot be used. If you have moved from another place in Kodaira, you have to report the change in address.
- ☆If you file "Kokumin Kenko Hoken-zei Shinkoku-sho (a tax return of National Health Insurance)" or declare that you have little or no income, you may be eligible for reduced premiums.

If you have spent a big amount of medical expenses, you might be eligible for a refund or a loan from NHI.

2. 寮費を払う(Paying Dormitory Rent)

寮に住むには・・・家賃を払いましょう。

To live in this dormitory, you must pay rent.

1. 寮費について (Dormitory Expenses)

①入館費 (Deposit)

まず入館費として次の金額が最初の月の請求書に含まれます。

入館費は部屋の清掃代とベッドパッドのクリーニング代を引いて退寮時にお返しします。

The following amount of money is included in the invoice of the first month. The amount of deposit will be refunded when you leave the dormitory. Please be advised that the room and bed pad cleaning fee will be deducted from the deposit, when you leave.

¥30,000 単身室 (Single type) ¥36,000 夫婦室 (Married Couple type)

¥45,000 家族室 (Family type)

②月額費 (Monthly Payment)

毎月初めに次の請求書がメールボックスに投函されます。(次ページ見本)

Following invoice will be delivered into your mail box early every month.

請求書のコレが「みずほ銀行」の口座を通して毎月 10 日に自動引き落としされます。詳細は以下のとおりです。

The amount on the invoice is to be paid by automatic account withdrawal from your checking account on the 10th of the month. Details are as follows.

②-1 寮費 (Rent)

¥5,900 単身室 (Single-type room) ¥11,900 夫婦室 (room for a Married Couple)

¥14,200 家族室 (Family type room)

②-2 共益費 (Management charge)

¥2,000 全室 (every room)

②-3 ISDAK会費 (ISDAK Committee Fee)

¥2,000 全留学生 (every international student)

すべての留学生が ISDAK のメンバーです。会費は ISDAK の運営に使われます。

→P.15 参照

All international students are the members of ISDAK.

Membership fee is used for the operation of ISDAK (See P.16).

- ②-4 水道料金 (Water charge)
- ②-5 電気料金 (Electricity charge)
- ②-6 共用光熱費 (Utility charges in the shared area)

187-0045
東京都小平市学園西町1-29-1
国際学生宿舎A棟A644

様

一橋大学寮厚生会

〒186-0004
国立市中2-1
(小平国際交流プラザ管理室)

TEL: 042-349-0039
FAX: 042-349-0112

承認	検印	担当

平成 22 年 2 月 4 日

御 請 求 書

2010 年 2 月分 国際学生宿舎A棟 号室

平成 22 年 2 月 10 日 (水) に引落する予定で作業を行っていますので、前日までに資金を口座にご用意ください。請求書作成システムを更新しました。更新に伴い光熱水費の単価等を見直し、電気料は減額、水道料は定額料金となりました。また、前システムからのデータ移行等は最後の注意で行いましたが、ご不明な点がございましたら、プラザ管理室にご連絡ください。

前月繰越額	当 月 分	入金額合計	当月請求合計
¥0	¥12,603	¥0	¥12,603

当月御請求内訳

内 訳	金 額
家賃	¥5,900
共益費	¥2,000
ISDAK 会費	¥2,000
定額水道料	¥478
検針電気料	¥693
検針共用部	¥1,532

[電気検針]

今回検針日	今回指針
2010/02/01	60.0 kwh
前回検針日	前回指針
	kwh
使用量	
	60.0 kwh

*** 引落口座**

銀行名: みずほ
支店名: 国分寺
普通 No * * * * *
ミカエル フリカエル

毎月 10 日より前に自分の口座に入金してください。金額が不足している場合、全額引落できません。

Please put the dormitory fee in your checking account before 10th of every month. If the balance is short, the whole amount cannot be withdrawn.

注意 (Attention!)

3 か月以上の寮費滞納者は退寮処分です！
When a resident does not pay the dormitory fee for more than 3 months, the residential permission will be cancelled!

2. 銀行自動引き落としの手続き (Procedures for Automatic Withdrawal)

①「みずほ銀行」に初めて口座を開設する人は次の書類を記入してプラザ管理室に提出してください。

Students who open a bank account at Mizuho Bank need to submit following documents to the Plaza Office.

◆新規申込書(Account Application Form) 注 1

◆学校収納金口座振替依頼書(Account Transfer Request Form) 注 2

◆外国人登録証明書(Alien Registration Certificate (Card))または登録原票記載事項証明書(Certificate of Registered Matters on Alien Registration Card) 注 3.

②すでに「みずほ銀行」に口座を持っている人は次の書類をプラザ管理室に提出してください。

Those who already have an account at Mizuho Bank need to submit following documents.

◆学校収納金口座振替依頼書(Account Transfer Request Form) 注 2

◆外国人登録証明書(Alien Registration Certificate (Card))

◆住所変更届(Change of Address Notice Form) 注 4.

注 1 新規申込書の書き方

(How to fill out the Account Application Form)

2 枚目
Second page

4 枚目
forth page

Sign or seal

印鑑
または
サイン

ご新規 申込書

● みずほデビットカード、ペイジー口座振替受付サービスの機能をご利用しない方は、2枚目にご記入ください。

● この申込書は普通預金と貯蓄預金、普通預金（無利息型）と貯蓄預金のいずれかの同時お申し込みにもご利用いただけます。

● 普通預金と普通預金（無利息型）の同時お申し込みはお取扱していません。

● 普通預金（無利息型）の確定のみキャッシュカードの無料発給が必要になります。

● 口座開設のお申し込みには、ご本人さまであることを確認させていただく資料が必要となります。

この預金は預金保険の対象であり、預保障の範囲内で保護されます。

「普通預金（無利息型）」は預金保険制度上の「決済用預金」として全額保護対象となりますが、無利息の「普通預金」は「決済用預金」以外の自らの預金等と合算して元本1,000万円までとする利息等が保護対象となります。

おとこ おなまえ	〒187-0045 小平市学園西町 1-29-1 □-□□□	TEL () () () () () ()	金 種 別	普通 0	金 額	〒 () () () () () ()	
おなまえ		Name		性別		年齢	
おとこ		男		女		歳	
おなまえ		女		男		歳	

● 建替になっておりますので早くご記入ください。● お印鑑は4枚目にご貼りしてください。

Birth Year
Western calendar available

Name of your
university & Tel

注意 (Attention!)
 名前は外国人登録証と同じ表記で記入してください。
 Spell your name exactly as shown in your foreign registration card.



注 2 学校収納金口座振替依頼書の書き方

(How to fill out the Account Transfer Request Form)

支店名 (Name of the branch)

1. 新しく口座を開く人は、“国分寺”支店と記入してください。
 2. すでに口座のある人は、通帳を確認のうえ支店名を書いてください。
1. One who is opening a new account should write “国分寺”(支店).
 2. One who owns a Mizuho account, please write the branch name as is written before “支店“in your bank book .

学校収納金口座振替依頼書

〒168 0001 東京都小平市 国分寺 1-1-1 国分寺 1-1-1 国分寺 1-1-1

みずほ銀行 年 月 日

私は、下記の学校（収納機関）から請求された金額を私名義の下記預金口座から預金口座振替によって支払うこととしたいので、預金口座振替規定を確認のうえ依頼します。

太腹の内側をご記入下さい。

学校名 (収納機関)	一橋大学学寮厚生会
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引落指定預金口座	預金者名 Account holder's name	銀行へのお届け印	みずほ銀行	支店	出張所
			店番号		
			預金科目	1. 普通	2. 当座
		口座番号			

印鑑またはサイン
(sign or seal)

振替日	学校（収納機関）の指定する日 (休日の場合はその翌営業日)	料金等の種類	学生・生徒等納付金 (授業料、給食費、PTA会費等 学校の指定する納付金)
-----	----------------------------------	--------	---

フリガナ	学生・生徒氏名	所 属	Faculty & Department Student ID
フリガナ	Name	フリガナ	Student ID

住 所 小平市学園西町 1-29-1 □-□□□ □-□□□□ □-□□□□ □-□□□□

— 預金口座振替規定 —

1. 上記の取扱いについては、当座振替規定または普通預金規定にかかわらず、当座小切手の振出または普通預金通帳および同払戻請求書は提出しません。

2. 振替日が変更された場合は、変更後の日をもって処理されてもさつかえありません。

口座番号 (Account Number)

1. 新しく口座を開く人は、ここには何も書かないでください。
 2. すでに口座のある人は、通帳を確認のうえ口座番号を書いてください。
1. One who is opening a new account, please leave it blank.
 2. One who owns a Mizuho account, please check the bank book and write down your account number.

注 3 登録原票記載事項証明書 Toroku Genpyo Kisai Jiko Shomeisho (Certificate of Registered Matters on Alien Registration Card)

この証明書はカードが発行されるまでのあいだ利用できます。

You can use this temporary certification until the Alien Registration Card is issued.

登録原票記載事項証明書

氏名

国籍 生年月日 年 月 日 性別

在留の資格 在留期間 年 月 日から 年 月 日まで

登録証明書番号

居住地

配偶者名 続柄

以下 余白

注 4 住所変更届 (Change of Address Notice Form)

必ず口座と同じサインまたは印鑑を押してください。

Please be sure that the signature or seal is the same as the one you have registered at the bank.

住所変更届 (B)

株式会社 みずほ銀行 (お届け日) 年 月 日 (取引店名) 支店 ()

ご本人のおなまえ 様

変更前のところ (生年月日 明・大・昭・平 年 月 日) (性別 男女) 印鑑

下記事項を了承のうえ、届出事項を次のとおり変更します。

変更後のところ

お届け場所(1つを○で圈んでください) 口座番号等 当座預金がある場合 勤務先(学校名)

ご家族のおなまえ 様

お届け場所(1つを○で圈んでください) 口座番号等 当座預金がある場合 勤務先(学校名)

3. 寮費の振込口座

(Account from which the dormitory expenses are withdrawn)

銀行名:みずほ銀行

Name of the Bank: Mizuho Bank

支店名:国分寺支店

Name of the Branch: Kokubunji

普通口座 (Checking account)

NO:2665632

振込先名 (Receiver' s Name):ヒトツバシダイガクガクリョウコウセイカイ

次の人は現金で上記の口座に振り込んでください。

- * みずほ銀行に口座のない人
- * 自動引き落としの手続を終了していない人。
- * 手続後 2~3 週間以内の人。

If you correspond to any of the following, please transfer the rent to the above account.

- * Those who haven' t opened an account at Mizuho Bank.
- * Those who haven' t submitted "Account Transfer Request Form".
- * Those who have finished the transfer procedure within 2-3weeks.



「どこのATM機でも送れますか?」

- A. 銀行やコンビニエンスストアのATM機であればどこからでも送れます。
みずほ銀行の国分寺支店であれば手数料はかかりません。

“Can we pay the rent at any of ATM machine ? ”

- A. You can use ATM machines at any bank and convenience stores.
If you send it from Kokubunji Branch of Mizuho bank , ATM fees will be free.

A999 ミカエル フリカエル



注意!(Attention!!)

振り込み人の名前欄には必ず自分の部屋番号を入れてください

Please remember to include your room number along with sender' s name.

4. 書類を提出する (Submitting the Required Documents)

以下の書類を入寮後 2 週間以内にプラザ管理室に提出してください。

Please submit the following documents to Plaza office within two weeks after moving into the dormitory.

1. 入居届・誓約書 (Report of Moving-In & Pledge)
2. メールングリスト (Mailing List)
3. 物品・設備等チェックリスト (Checklist of the Furniture and Equipments)

①入居届・誓約書 (Report of Moving-In & Pledge)

別記様式第 3 号 (編別第 5 条関係)

入 居 届

年 月 日

一橋大学国際学生宿舎 主事 殿

高橋大学 _____
姓 名 _____
署名(印) _____

一橋大学国際学生宿舎規則等を了読の上、上記のとおり入居しますのでお願ひします。

記

- 1 入居年月日 _____ 年 月 日
- 2 居室番号 _____ 棟 _____ 号室
- 3 入居家族 (夫婦家族・単身者) の氏名を記入してください。

氏 名	性 別	身 分

(写 真)

本 人 _____

写真・実照
3cm x 4cm

また、家族の場合
集合写真でも可

注：裏面も記入してください。

(Form 3)

Report of Moving-In

Date: _____

To Director of Hitotsubashi University International Village

Name of university: _____

Name: _____

Signature: _____

I read and agree to the rules of the Hitotsubashi University International Village and will move in as follows.

Room No. (Room)	Gender	Relationship

(Photograph)
Principal
Upper hall/ front
3cm x 4cm

A photograph is acceptable in case of a family

Remarks: Those who stay in Japan for 90 days or longer must go through the formalities for alien registration (or registration of change of address, etc.) at the City Office of Kodaira-shi and submit the alien registration certificate (or copy of "alien registration card").

* Please fill out the back side, too.

写真忘れずに!
Attach your photograph!

別記様式第 4 号 (編別第 5 条関係)

誓 約 書

年 月 日

一橋大学国際学生宿舎 主事 殿

私は、一橋大学国際学生宿舎に入居した上は、宿舎に関する諸規則等を遵守することを誓います。
なお、万一これに反した場合は、入居期間中に入居の取り消しを受け、退去を命じられても不服は申しません。

居室番号: _____ 棟 _____ 号室

高橋大学: _____

氏 名: _____

署名(印): _____

(Form 4)

Pledge

Date: _____

To Director of Hitotsubashi University International Village

I pledge to observe the rules and regulations of the dormitory after moving into the Hitotsubashi University International Village.
If I violate any of them, I will accept the cancellation of the resident status during the residence term and will not complain even when I am ordered to leave.

Room No.: _____

Name of university: _____

Name: _____

Signature: _____

裏面が誓約書です。
The backside is "Pledge".

②メーリングリスト (Mailing List)

— IMPORTANT 【重要】 —

Kodaira International Dormitory 小平国際学生宿舎

メーリングリスト「Tamayashiki net」

国際学生宿舎に入居している皆さんとの連絡方法として、メーリングリストへの参加を全員にお願いしています。下記にパソコンの E メールアドレス等を記入の上、プラザ管理室へ提出してください。

Mailing List “Tamayashiki net”

We are offering a mailing list which all foreign students are to sign up for a measure of communication and correspondence.
Please fill in the table below and submit it to the Plaza Office.

提出日 年 月 日
Date of submission: / /

Email Address (of PC) パソコンの E メールアドレス

@

(注意) わかりやすく書いてください。アンダーバー ー とハイフン - はとも使ってください。
数字のイチ one = 1 ゼロ zero = 0 英語のエル = l オール = O

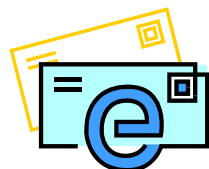
部屋番号 Room no.	
名前 Name	
大学 University	
国籍 Nationality	

留学生は全員必ずメーリングリストへ加入してください。大学、プラザ管理室、ISDAK などからだいじなお知らせを送りますので毎日チェックしてください。

また、留学生同士の連絡方法としてもどんどん活用してください。たとえば、「フリーマーケットをします」「売ります」「買います」など何でもかまいません。

All international students are to sign up for the Mailing List (Tamayashiki net). As important information from the university, Plaza Office, ISDAK, etc. is to be sent to you via this mailing list, please be sure to check your incoming e-mails every day.

You can also use it as a correspondence procedure among students. For example, “We are having a garage sale.”, “I want to buy…” “TV is for sale” or what have you.



③物品・設備等チェックリスト (Checklist of the Furniture and Equipment)

A 種類別(A Individual-type)

物品・設備等チェックリスト Checklist of the Furniture and Equipment

部屋番号 Room No. A- 号室 A- 大学 University 氏名 Name

入居時に物品・設備等を確認し、問題があれば「入居時チェック」欄に印を入れ、対応事項の汚れ、しみ、傷、故障等があれば記入の上、プラザ管理室に提出してください。取捨しない場合は退去時物品・設備等の中、汚損、損傷などで発見した項目となり、帰郷していただく事になりますので必ず提出して下さい。
Please check the furniture and equipment in your room upon your arrival, tick in the row "Check upon Arrival" in the below, describe something broken or dirty or stained, sign it and hand it in to the Plaza Office.
Please be noted that if you don't describe damage, stain or defect caused by the former residents or fail to hand this in, you would be responsible and need to compensate for them when you leave.

1. 品名 Item	2. 数量 Quantity	3. 入居時チェック Check upon Arrival	4. 退去時チェック Check upon Leaving	5. 備考 Note
下足入れ Shoe Cupboard	1			
吊り棚(壁に取付)	1			
ワードローブ(扉付)	1			
ワードローブ(扉付)上蓋 Cupboard above Wardrobe	1			
冷蔵庫 Refrigerator	1			
机と上蓋 Desk and the Shelf on it	1			
机の後ろの壁の棚 Back beside the Desk	1			
机(机の下の引き出し) Desks under the Desk	1			
椅子 Chair	1			
ベッド Bed	1			
ベッドマット(管理費で提供) Bed Pad (Bed or Plaza Office)	1			受け取っていない場合は必ずプラザ管理室にて受け取ってください。 If not received, ask at the Plaza Office.
レースカーテン Lacework Curtain	1			
エアコン Air Conditioner	1			最初から故障している場合はすぐにプラザ管理室に申告して下さい。 If broken or dead, please report to the Plaza Office immediately.
リモコンの電池 Remote Batteries				
電球 Light Bulbs				
トイレ Lazynety	1			
洗面台 Wash Stand	1			
鏡台ボード Mirroration Board	1/2			ベランダにあります There are in the balcony.

入居時チェック Date of Check	年 月 日 Year/Month/Day	プラザ管理室記入簿 For Plaza Office	退去時チェック 年 月 日 Year/Month/Day
物品等汚れた、しみ、傷、故障等 Special Note (Dirty, broken, etc.)		対応事項の汚れ、しみ、傷、故障等	
署名 Signature		立会人署名	

入居時に物品、設備を確認し問題がなければレ印を記入し、汚れ、しみ、傷などあればその状況をくわしく記入してください。退去時に弁償の必要があるかどうかの判断になりますので必ず提出してください。

Please check the furniture and equipments in your room upon your arrival. If something is broken, dirty or stained, please describe it in detail and hand it in to Plaza Office.

Please note that if you neglect to describe damage, stain or missing items, you will be responsible and need to compensate for them when you leave.

3. Living in this dorm

1. What is ISDAK ?

You are now a Member of ISDAK starting today!

Q. What' s ISDAK * ?

English: International Students Dormitory Association of Kodaira (ISDAK)

Japanese: 小平国際学生宿舎留学生寮 (留学生寮)

Kodaira Kokusai Gakusei Shukusha Ryugakusei Ryo (Ryugakusei Ryo)

ISDAK is the association of international residents, by the international residents, for the international students in this dormitory. (URL = <http://www.isdak.jp>)

* ISDAK is being considered as a formal name. It would be deliberated officially at the Floor Leaders Meeting or Oct. 2007.

Q. What is the Role of ISDAK?

ISDAK works for improving the quality of life in this dormitory. ISDAK discusses residence rules and various issues with relevant universities. ISDAK also organizes welcome parties twice a year and other various activities for international residents.

Q. How does ISDAK work?

ISDAK consists of all international residents living in this dormitory: there are about 400 members now. Each floor has a Floor Leader. Issues on each floor are discussed at each Floor Meeting, and issues about the dormitory are discussed at Floor Leaders Meeting once a month. All Floor Leaders and Resident Assistants(RA)* attend this meeting.

Every international resident can be a Floor Leader. Floor Leader will be elected at the Floor Meeting in April and October.

* RA: Residents who help international residents to live comfortably in this dormitory (see P. 18).

2. PLAZA Office・Guard Station・Resident Assistants

①PLAZA Office

This is the management office of the Dormitory, located on the first floor of the building next to Kodaira Cafeteria. When you encounter trouble or emergency situations, please contact Plaza Office immediately. They also process paperwork related to moving in and out of the dorm room as well as replacing damaged equipment.

There is a lounge in Plaza Building as well, where you can study, read, play the piano, or relax. ISDAK students may also use conference rooms in Plaza building by making a reservation in advance.

Open Mon-Fri. 9:00am-6:00pm Tel:042-349-0039

Extension:9000 → announcement → 4001-4003



②Guard Station

They are responsible for providing safety on Kodaira Campus. You will find the station to the left of the main entrance. When the plaza is closed, please contact the guard station. Also the undeliverable packages are left at the guard station.

Open 24hours, everyday Tel:042-345-8100

Extension:9000 → announcement → 4040

③Resident Assistant (RA)

There are RAs who assist residence life in this dormitory. RA are Japanese students who study at Hitotsubashi University, Tokyo Gakugei University, Tokyo University of Agriculture and Technology, and the University of Electro-Communications. If you have any problems or any questions about ISDAK, please don't hesitate to ask them.

At each floor you can find a List of RAs with photos and contact addresses.

Please remember who your floor's RA is!

小平国際キャンパス コールセンター

Kodaira international campus call center

小平国際キャンパス内のトラブルを解決!

For your troubles or requests in Kodaira international campus

24時間 365日受付

Service available:24 hours a day and 365 days a year.

0120-5-1284-5

平日 9:00am~6:00pm は内線 4001~3にてプラザ管理室で受付

Plaza Office(internal call:9000+4001,4002,or 4003) will

receive calls on weekdays: **9:00am-6:00pm**

◆You can also contact campus call center (See left notice)

Service is available 24hours a day, seven days a week.

◆If it is not urgent or if you have a general question, please send Email to the following address.

kodaira@matabee.com

3. Rules in the Dormitory

There are about 800 Students living on this Kodaira Campus. Half of them are international students. Each has his/her own lifestyle. To keep this dorm nice and neat, the most important rule is — “RESPECT EACH OTHER”. This is the key to living together comfortably!!

① Rules of the Dorm

- (1) Do not disturb others.
- (2) Do not house unauthorized roommate(s) in your room. If you do so, you will have to leave the dormitory.
- (3) Please keep quiet after 11pm.
- (4) Smoking is not allowed in whole buildings including the balconies. If the smell or the change of color, etc. is found on wallpapers or curtains, etc. in your room, you have to pay for the damage.

The person who disturbs public peace or does not follow the rules set by ISDAK will be issued a yellow card from ISDAK. If s/he compiles 4 yellow cards, s/he must leave this dormitory. Violation to Rule (2) is subject to immediate termination of your dormitory contract.

② Rules in the shared Area

Linen/shower rooms and dining rooms are shared areas.

- (1) Make sure you follow the guidelines for separating trash.
- (2) Clean the filters of dryers after use.
- (3) Do not use other person’s belongings. Make sure you know what can be shared and what can not be shared.
- (4) Attend Floor Meetings.

Each Floor has its own rules such as how to use shower, cleanup duty and so on. Rules are to be discussed at the floor meeting.



4. How to Make Telephone Calls

① The internal calls

The telephone set in your room is for the internal use only unless you apply for the external line. You can call other rooms in the dormitory free of charge.

Push the Building Prefix Number, then after the auto answering message starts, push the Extension Number.

*For a call to the same building, the prefix number is not necessary, except for the room with different prefix number (ex. from A101 to A501).

② Building Prefix Number List

Building	Prefix No.	Building	Prefix No.
A Building 1-4F	1000	D Building	4000
A Building 5-9F	2000	E Building	6000
B Building	3000	Ikkyoryo Building	7000
C Building	5000	Plaza Office/Security	9000

③ Extension Number List

Rooms	Extension No.	Rooms	Extension No.
A Bldg. 1-4F	1 before Room No.	E Building	6 before Room No.
A Bldg. 5-9F	2 before Room No.	Ikkyoryo South (S)	7 before Room No.
B Bldg.	3 before Room No.	Ikkyoryo North (N)	7 before (Room No.+400) ex. N201⇒7601, N302⇒7702
C Bldg.	5 before Room No.	Plaza Office	4001/4002/4003
D Bldg.	4 before Room No.	Security	4040

Ex.1) When you make a call to A501 from A202,

push 2000 ⇒ A message meaning "Push the extension number (in Japanese)" ⇒ Push 2501.

Ex.2) When you make a call to Plaza Office,

push 9000 ⇒ A message meaning "Push the extension number (in Japanese)" ⇒ Push 4001/4002/4003.

* Please be sure to set PB/DB switch underneath the telephone set at "PB".

☆ How to set the alarm: Push 80 and the time by 4 digits (24-hour system) Ex.)
0800=2000

☆ How to reset the alarm: Push 809.

4. Cell Phones / Internet Connection



1. Cell Phones

Introducing 3 major cell phone companies in Japan

<au by KDDI>

The closest shop : 1F Lions Mansion Kokubunji-Ekimae 2-18-6 Minami-cho,
Kokubunji-shi
Tel. 042-328-8611 Shop hours 11:00am-8:00pm
7days a week MAP IVB3

<NTT Docomo>

The closest shop : 1F Twin Leaf Kokubunji 1-5-12 Hon-cho, Kokubunji-shi
Tel. 042-327-2371 Shop hours 10:00am-7:00pm
Second Thu. closed MAP IVC2

<Softbank>

The closest shop : 2F Hataman Bldg., (2F Seiyu) 2-10-2 Hon-cho, Kokubunji-shi
Tel. 042-328-1414 Shop hours 10:00am-8:00pm
7days a week MAP IVB2

◎Documents needed to make a new contract◎

Student Identification	ID with photo, date of birth, expiration date, and the current address on it.
OR	
Alien registration card	With more than 90 days before expiration.

* If you would like to have a student discount, you need to have your student ID with you.

◎Requirements for account transfer application◎

Your signature or seal which you have registered at the bank ,Bank's name, branch name ,account holder's name, and account number.

* If you wish to pay on your credit card, you do not need the documents listed above.

2. Internet Connection

There are 3 services available to ISDAK residents. They are “INVOICE” , “J-COM” and “Gyao Hikari UCOM”

“INVOICE”

Toll Free Number: Tel 0120-483-550

From your cell phone: Tel 03-5440-1604

Mon.-Sat. (except national holidays) 9:00am-5:30pm

E-mail : info@george24.com URL: <http://www.invoice.ne.jp/>

* Subscription form is available at Plaza office.

“Gyao Hikari UCOM”

Broadband Call Center

General Inquires

Toll Free Number: Tel 0120-359-841

From your cell phone: Tel 03-5548-5165

Technical Support

Toll Free Number: Tel 0120-359-842

From your cell phone: Tel 03-5548-5167

(24/7 9:00am-9:00pm) URL : <http://help.us-isp.jp/index.html>

「J-COM」

Toll Free Number: Tel 0120-848-816

From your cell phone: Tel 0424-78-5005

Closed on Tue. & Wed.

URL: <http://www.jcom.co.jp/>

* Application form is available at Plaza office.

* English Service is available.

<Internet Café>

MANGA Land KOKUBUNJI

Address: B1F Kobayashi Bldg., 3-15-6 Minami-cho, Kokubunji-shi

TEL: 042-359-8505

Charge: 30minute pack 250Yen

3Hours pack 800Yen

7Hours pack 1500Yen(Free all day)

Nigh pack discount 11:00pm-2:00am 7Hours pack 500Yen OFF!!

5. To make a international Call & Fax

1. International Call

You can buy a prepaid international call card at convenience stores.

Card Number → Country Cord → Telephone Number

① From Public Phone

By a touch-tone telephone, you can make a direct call. When you use a green-colored public phone, you should insert coins or a telephone card before you make a call. After the call, coins and the card will return. The change will not return.

② From mobile phone

You can make an international call without any application (Some companies need an application).

2. Recommended International cards

See also <http://www.calling-cards.jp/list.htm>

- MCI Exchange Card China: China, Taiwan, Singapore, Hong Kong, USA
- comica Card: Korea, Taiwan, France, Germany
- Super Card 3: The Philippines
- BOSS Card: Southeast Asia
- GOOD Card: Brunei, Kazakhstan, Uzbekistan, Greece, Poland, Austria, Scandinavia
- Super ZAMZAM card: Bangladesh, Turkey, Iran, Pakistan, India, Sri Lanka, Egypt, Saudi Arabia, Morocco, Kenya

<International Fax>

You can send and receive Fax at LAWSON (convenience store chain).

Push 010 → country code → Telephone Number

>>Charge

To countries whose country code begins with 1: ¥100 (1 page)

To other countries → ¥200 (1 page)

6. Bicycling around Kodaira

1. To buy an inexpensive bicycle

☆ Don Quixote (Kodaira) MAP I A1

Open: 10:00am–3:00am Budget: ¥9,000–13,000

Address: 1–5–23 Ogawa-Higashi-cho, Kodaira-shi

☆ Olympic (Koganei)

Open: 10:00am–9:00pm Budget: ¥8,000–13,000

Address: 4–3–1 Nukui-Kita-machi, Koganei-shi

2. To have your bicycle repaired

☆ Cycle and Bike Horie

Address: 3–9–6 Gakuen-Nishi-machi, Kodaira-shi Tel: 042–344–2335

☆ Shizuoka Cycle MAP III C3

Address: 2–4–7 2 Gakuen-Higashi-machi, Kodaira-shi Tel: 042–341–5255

3. Bicycle Theft Prevention Registration

You need to go through a theft prevention registration. You can register it at any bicycle shops (¥500). If you get one from your friend, refer to the following 4.

4. When you want to sell or donate your bicycle

You can send an e-mail to ISDAK mailing List (tamayashiki net). You need the following things for a handover procedure.

- The bicycle concerned.
- The official certificates of addresss(ec. driver's licence, health insurance card, or residence registry) of the assigning party and assignee
- Certificate of bicycle handover (you can get the form from http://www.cycly.co.jp/documents/transfer_certificate.pdf)
- The copy of bicycle theft prevention registration of the assigning party (former owner).
- Theft prevention registration fee ¥500

5. Be careful about illegal parking bicycle removal!

If you park a bicycle in no-parking zone, it would be taken to the following impound lot and you must pay a fine to get it back.

Address: 1307-19, 2 cho-me, Ogawa-cho, Kodaira-shi

Tel: 042-345-9282,

Open: Mon.–Fri. 8:30am-5:00pm Sat.Sun.&Hol. 8:30am-12:00pm,

Closed: New Year Holidays (Dec.29-Jan.3)

Required for release: Identification (student card, or alien registration card or passport, etc.), ¥2000/bicycle, ¥4000/motorcycle, the key and your seal if you have one.

7.Going out by public transportaion

1. About SUICA and PASMO

SUICA is the name of the rechargeable “IC card” used to pay for fares on trains and buses in major cities in Japan (JR, private railway companies). The advantage of SUICA is that after you charge your card, you don’t need to buy a ticket before every train or bus ride. SUICA also offers monthly train passes and it is also possible to use them to pay at convenience stores.

PASMO is the name of the rechargeable “IC card” issued by some private bus and railway companies. Two cards have almost the same features.

2. To Narita International Airport

Narita Airport has two terminals, the 1st and 2nd Terminal. Please make sure to at which terminal you have to get off!! The terminals differ depending on your airline.

Get off at “Narita kūkō” Station (the last station of the line) for Terminal 1.

Get off at “Kūkō Dai Ni Biru” Station for Terminal 2.

URL <http://www.narita-airport.jp/jp/>

Hitotsubashi Gakuen Sta. (Seibu Tamako Line) → Kokubunji Sta.(JR Chūō Line) → Tokyo Sta.(Narita Express) → Narita Airport

2 hours, ¥3690

*All the seats on the Narita Express are reserved. As tickets may sell out, make sure to book in advance. You could alternately (and more economically) take Keisei-Line (transfer in Nippori Sta.) to the Airport.

See <http://www.jorudan.co.jp/english/>

3. To Each University

To Hitotsubashi University (Kunitachi Campus)

Hitotsubashi-Gakuen Sta.(Seibu Tamako Line) → Kokubunji Sta.(JR Chūō Line) → Kunitachi Sta.

The University is an about 6-minute walk from the South Exit of JR Kunitachi Station.

To Tokyo Gakugei University (Koganei Campus)

Hitotsubashi-Gakuen Sta.(Seibu Tamako Line) → Kokubunji Sta.

①(JR Chûô Line)→Musashikoganei Sta.

Take the Keio Bus bound for Kodaira Danchi at the North Exit of Musashikoganei Station. After 5 stops, about 10 minute ride, get off at Gakugeidai Seimonmae. From there it is a 5 minute walk to the Koganei Campus.

②Kokubunji Sta. ... about 18 minute walk.

To The University of Electro-Communications

Shinkodaira Sta.(JR Musashino Line) → Fuchu-honmachi Sta. (JR Nanbu Line)→ Bubaigawara Sta. →(KeioLine)→ Chofu Sta. 30 minutes.

About 5-minute walk from the North Exit of Chofu Station.

To Tokyo University of Agriculture and Technology (Fuchu Campus)

Hitotsubashi Gakuen Sta.(Seibu Tamako Line) → Kokubunji Sta.

Take Keiô Bus bound for Fuchu Station (via Meisei Gakuen) at the South Exit of Kokubunji Station. After 2 stops, get off at Harumichô.

To Tokyo University of Agriculture and Technology (Koganei Campus)

Hitotsubashi-Gakuen Sta. (Seibu Tamako Line)→ Kokubunji Sta.(JR Chuo Line)→Higashi-koganei Sta.

About 10-minute walk from the South Exit of Higashi-koganei Station.

4. Taxis

The telephone numbers for the taxis are as follows:

Kodaira Kôtsû 042-341-3030

Mitama Kôtsû 042-341-5555

Sanko Kôtsû 042-321-0413

8. Postal Services (JAPAN POST)

1. Send & Receive

① Domestic mail

There are red posts with the postal mark (〒), from which you can send your mail. You can also send your mail at the post offices.

② The Post Offices

The nearest post office: Gakuen-Nishimachi Post Office

Kodaira Post Office (Central Post Office): 5-16-1

Ogawa-Higashi-cho (Tel.042-341-0732)

English service: Tel. 03-3560-1139

URL <http://www.jp-network.japanpost.jp/en/>

The Kodaira Post Office is open during weekends, too.

Office hours: 7:00am-8:00pm (Mon.-Sun. Hol.)

2. Postal Savings

When you have **Postal Savings Account**, you don't have to pay ATM fees on even Saturdays and Sundays.

You need to show your passport or alien registration card in order to open an account.

They will issue you a new bankbook. In a week, you will also receive a Postal Savings Card by mail (one of them functions as electronic money).

ポストマップ



9. 布団で寝る (Sleep in the futon)

1. 布団はどこで買えばいいの？

Where can I buy the futon?

- ① ホームセンター・コーナンがおすすめです。

必要な日用品や自転車も買えます。

同じ敷地にあるサミットストアは食料品の品ぞろえが豊富です。

住所:小平市上水本町 5-13-1

5-13-1 Josui-Hon-cho, Kodaira-shi

Tel:042-320-1620 (P. 43 参照)

We recommend you to go to the home center “KONAN”. You can also buy daily necessities and a bicycle. Summit Store

which is on the same premise has the good range of foods. (See P.44)



- ② 安い量販店なら“ドンキホーテ”です。

少し遠いのですがなんでも安い量販店に行ってみてはどうでしょう。すべての物がそろっているわけではありませんがお買い得品ばかりです。

住所:小平市小川東町 1-5-23

1-5-23 Ogawa-Higashi-cho, Kodaira-shi

Tel:042-349-3031

営業時間 10:00am ~ 3:00am

<http://www.donki.com/> (P. 43 参照)

You can try to go to the discount shop, “DONQUIJOTE”. Although it has not everthing, you can buy very reasonable goods there. (See P.44)



- ③ 通販で注文してみる。商品は豊富です。配達には 2.3 日かかります。

アマゾン (www.amazon.co.jp)、ニッセン (www.nissen.co.jp) が代表的です。

You can order one via the Inrernet. Although there is a wide range of selection, it takes a few days to receive it.

10. Buying Miscellaneous Goods

1. Start your new life ... and go shopping by bicycle!

Don Quixote: A huge discount shop. Food, daily goods, bicycles and also fancy dresses. MAP I A1

1-5-23 Ogawa-Higashi-cho, Kodaira-shi, Open: 10:00am - 3:00 am

Kohnan & Summit: Two big discounters for food and DIY goods. MAP I C4

5-13-1 Josui-Hon-cho, Kodaira-shi

Open 9:30am(Mon.-Sat.),9:00am(Sun.&Hol.) -8:00pm (Kohnan)

9:00am-1:00am (Summit)

OK Store: Inexpensive food. MAP IVB1

2-3-1 Honda, Kokubunji-shi, Open: 10:00am-10:00pm

2. If you want to shop ASAP for what you need ... go to the shopping streets nearby!

Gakuen-Ichibangai-Shotengai: North of the Hit-Gakuen Station.

Kusuri no Seijo: Drugstore... detergent, toilet paper, MAP III A3

Sunday Mart: Food. Many residents are regular customers. MAP III B3

Daiso Hitotsubashi Gakuen: Flat rate of ¥100. ...in front of Sunday Mart

Hitotsubashi-Gakuen-Minamimachi-Shotengai: South Side

Togakushi-Soba: Traditional Japanese fast food: Soba, Udon, Gyudon, Oden.

Open: 24 hours / 7 days, no holidays MAP II C1

Amaike: Supermarket. Open: 10:00am - 11:00pm MAP II C2

Seika Higuchi: Inexpensive and fresh vegetables, fruits and natto.

Open: 9:30am-8:30pm MAP II C2

After Shopping ... Relax in a *Japanese Public Bath*

Kodaira Yokujo: Public Bath: Adult ¥420 (2007. July)

If you tell the receptionist: "Ryo-sei desu (I'm living in the dormitory)", you will get a ¥20 discount. From the West Gate of the dormitory, walk and turn along Kodaira-Yonsho 4th Elementary School of Kodaira. 5 minute walk.

3-4-22 Tsuda-machi, Kodaira-shi

Open: 3:45pm-11:30pm (closed on Mon.)

11. Life with Family

1. Day-care center (for children) (Hoikuen)

You can put your children in day-care center (for children) (Charged).

- Kodaira-Ekimae-Hoikusitsu, 1-15-10 Misono-cho, Kodaira Tel. 042-343-6670
- Donguri Hoikuen: 2-10-9-4 Higashi-machi, Kodaira Tel. 042-344-9981
- Yotsugi Daisan Hoikuen: 2-23-4 Gakuen-Nishi-machi Tel. 042-344-1230

2. Childhood Immunization

Do not forget to have your children immunized to prevent various diseases.

Nakayama Shonika: 1-30-20 Suzuki-cho, Kodaira Tel.042-322-1231

The staff deal kindly with children so they won't be nervous.

Obayashi Iin: 2-250 Suzuki-cho Tel. 0424-61-7677

They serve all kinds of vaccination.

Suzuki Shonika Naika Iin: 2-11-28 Gakuen-Nishi-machi Tel. 042-341-0353

You can book a vaccination via the Internet.

For more Information? You can search on the Internet!

>>Women's Park<< <http://women.benesse.ne.jp>

When you become a member (free of charge), you can get more useful information. It takes about a week for you to make use of the information (because it takes a week to get your ID by mail).

12. Living in Kodaira city

1. K I F A (a volunteer group)

URL: <http://www.kifa-tokyo.jp/>

Kodaira International Friendship Association (KIFA) is a group that promotes international exchange between citizens and foreign nationals of Kodaira city. They support foreign nationals living in Kodaira City through Japanese conversation classes, informational consultation, and international friendship parties.

◎The Japanese conversation classes (<http://www.kifa-tokyo.jp/event.html#01>)

The KIFA's Japanese conversation classes offer foreigners an opportunity to learn conversational Japanese. Lessons are conducted in small groups, according to your Japanese proficiency level.

Period	1 st term: Apr.–Jul.	2 nd term: Sep.–Dec.	3 rd term: Jan.–Mar.
Time	【Monday Class】 10:00am–12:00pm	【Friday Class】 7:00pm–8:45pm	【Saturday Class】 10:10am–12:10pm
Cost	¥300 ※ You need to pay tuition fees for the whole term in advance.		
Baby sitting service	Available for children from 6 months to 6 years old. <u>You need to book.</u>		

◎The International Friendship Party

On third Saturday of every month, KIFA holds International Friendship Party!
The cost is ¥200.

Kodaira International Friendship Association

c/o Gakuen-nishimachi Community Center 2-12-22,

Gakuen-nishimachi, Kodaira-shi, Tokyo 187-0045

Telephone: 042-342-4488 Fax: 042-347-3003

[Open] Mon. Wed. – Sat.: 8:30am – 5:00pm

[Closed] Tue. Sun. hol. & New Year Holidays (12/29 – 1/3).

2. City Libraries

URL : <http://library.kodaira.ed.jp/>

http://library.kodaira.ed.jp/riyou_english.html (English Page)

Everyone who lives in Kodaira city can borrow books and CDs free of charge. To apply for a membership card, you need to show documents that prove your address, such as your student ID, driver's license or health insurance card.

©Central Library

Open hours	Weekdays : 10:00am-7:00pm Sat. Sun. & Hol. : 10:00am-5:00pm
Closed	Fri. the third Thursday of the month and New Year Holidays(Dec.28 - Jan.4)

〒187-0032 1325 2 chome Ogawa-Cho, Kodaira-shi

Tel. 042-345-1246

3. Kodaira Green Roads

Around our dormitory, there are beautiful walking and cycling trails as follows..

- Cycling Road
- Nobidome-Yosui
- Tamagawa-Josui
- Sayama-Sakai Ryokudou etc.

Check ! ! → <http://www.city.kodaira.tokyo.jp/green/index.html>

13. Sports Facilities

Kodaira City Gymnasium



Since it is municipal, you can use it at reasonable prices.

Address: 1-1-1 Tsudamachi, Kodaira-shi

Contact: Tel: 042-343-1611

Open: 9:00am-9:30pm

* It varies by facilities. For further information, please call them.

Usage fee: gymnasium/archery ¥400(¥150 for middle schoolers and under)/2.5h

Heated swimming pool ¥250(¥70 for middle schoolers and under)/1h

Training Room ¥200/75min(middle schoolers and under cannot use it)

Closed period: every 1st Mon. (if Monday falls on holidays, the next day), year-end and New Year holidays(Dec. 28-Jan.5). It may be closed on a temporary basis for maintenance.

Available sport facility:

Badminton, volleyball, basketball, pingpong, volleyball, kendo, karate, shorinji kenpo, iaido, judo, aikido, gentle exercise, jazz dance, Japanese archery, archery
Fitness room: treadmill, ergometer, rowing machine, legpress, horse riding machine, etc.

Heated swimming pool 25m × 12m depth 1.0-1.2m

URL:<http://www.city.kodaira.tokyo.jp/kurashi/001/001375.htm>

14. Immigration Bureau -Tachikawa Office-

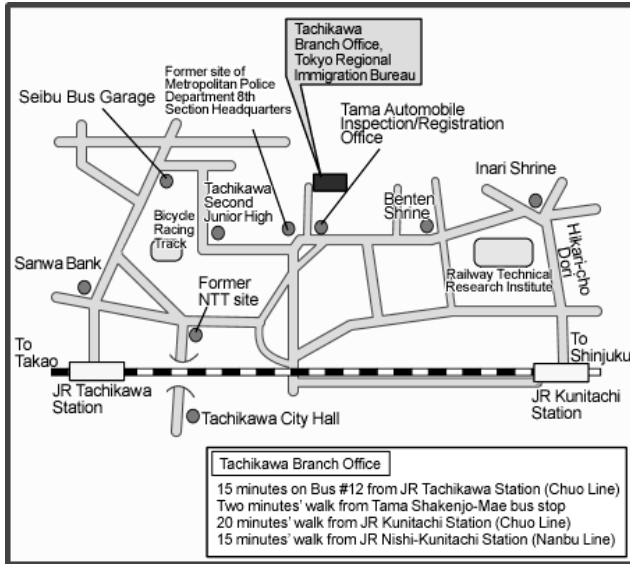
URL: <http://www.immi-moj.go.jp/english/index.html>

Tachikawa Legal Affairs Joint Government Bldg.,

Address: 3-31-2 Kita, Kunitachi-shi, Tokyo

Tel. 042-528-7179, Fax. 042-528-7178

Open: 9:00am-12:00pm, 1:00pm-4:00pm (exc. Sat. Sun. Hol.)



FAQ

〈Starting Your Dormitory Life〉

- Q1. Where could we buy inexpensive TV sets?
A1. See P.44 for detail
You can send an e-mail to ISDAK mailing list.
- Q2. How could we apply for the Internet services?
A2. See P.26 for detail
- Q3. How could we open the saving account immediately?
A3. To open an account at the Post Office, see P.36 for detail. When you open an account at the bank, you need to bring your passport and alien registration certificate.

〈International-related Matter〉

- Q4. Where is the internet café around here?
A4. See P.26 for detail
- Q5. How could we send parcels overseas?
A5. Please contact pickup service of Kodaira Post Office (Tel. 042-341-1239). Application form is available at the counter of Plaza Office

〈Life in the Dormitory〉

- Q6. My neighbors are noisy. What should I do?
A6. Please come to Plaza Office or ask RA.
- Q7. When I moved into my room, the light bulb had already been burned out. What should I do?
A7. Please come to Plaza Office
- Q8. The sink is clogged. What should I do?
A8. Please come to Plaza Office
- Q9. The balcony is getting messy with pigeon droppings. What should I do?
A9. Please come to Plaza Office
- Q10. Internal phone is unconnected. What should I do?
A10. Please contact Invoice Customer Center.
(Tel. 0120-483-550)

〈Other Questions〉

- Q11. Recommend some good courses for walking and jogging around the dormitory?
- Q12. Where is the suggested place to study quietly?
- Q13. I parked my bicycle at a place where I am not supposed to, and it has been taken away. What should I do?
- Q14. What is the recommended Japanese language class?
- Q15. I lost my room key. What should I do ?
- Q16. Where is the suggested place to hold a party or a meeting?
- Q17. How could we pay health insurance premium?
- Q18. Could we deposit money using only the bank passbook?
- A11. The walking trail along the Tamagawa Jousui stream is one of the best courses around here.
- A12. The lounge of Plaza Bldg. is a hot spot.
- A13. See P.30
- A14. See P.47
- A15. Please come to Plaza Office. When Plaza Office is closed, contact the guard station, please.
- A.16. ISDAK stuents can use Plaza rooms by making a reservation in advance
- A17. Please pay for it at the city hall or at any bank near here
- A18. Please touch “English”first and choose “deposit”.

(Installation)

Article 1 Hitotsubashi University's International Village (hereinafter called Village) at Hitotsubashi University (hereinafter called This University).

(Objective)

Article 2 The objective of Village is to provide a good living and studying environment for the undergraduate and graduate students (including international students) of This University (hereinafter called Students of This University) and international students of Tokyo Gakugei University, Tokyo University of Agriculture and Technology, and the University of Electro-Communications (hereinafter called International Students of Other Universities), and to boost awareness of internationalism.

(Facilities)

Article 3 The Village is provided with single-person rooms, married couple rooms, and family rooms.

(Staff)

Article 4 The Village is staffed with the following persons.

- 1) Director
- 2) Associate Director
- 3) Four directional supervisors
- 4) Other staff members

(Director)

Article 5 The Director is a vice-president appointed by the president of this University.

2. The Director manages the operations related to the Village.

(Manager of Village)

Article 6 The Associate Director of the Village is a professor or an associate professor of this University appointed by the president of this University.

2. The Associate Director assists the Director and acts for the Director if anything happens to the Director.
3. The term of the Associate Director is two years. If vacancy occurs, however, the successor's term is for the remaining term of the predecessor.
4. Associate Director may be reappointed.

(Directional Supervisors of the Village)

Article 7 The directional supervisors of the Village are the professors or associate professors or assistant professors of this University appointed by the president of this University.

2. The directional supervisors, under the supervision of the Director, guide and advise on various living matters of the students of this University and the foreign students of the Other Universities who reside in the Village.
3. The term of the directional supervisors is two years. However, the term of the substitute directional supervisors is for the remaining term of the predecessor.
4. The directional supervisors may be reappointed.

(Expert Committee)

Article 8 In order to discuss important items related to the management / administration of the Village, Hitotsubashi University's International Village Expert Committee (hereinafter called "Expert Committee") is installed as an expert committee as prescribed in Hitotsubashi University Student Committee Rules (Rules No.38,2004) Article 7.

2. Necessary items related to the Expert Committee are separately prescribed.

(Administration of Living in Village)

Article 9 The maintenance of discipline and administration of living standards in the Village shall be conducted through resident autonomy or agreement under the guidance of the manager of the Village.

2. For the Village, an autonomous organization can be installed.

3. In order to achieve the objective of Clause 1, the autonomous organization must prepare rules and obtain the approval of the Director in advance. This also applies when the rules are revised.

4. The autonomous organization can express its opinions on matters related to improvement of living standards in the Village to the manager or directional supervisors of the Village.

(Eligible Residents)

Article 10 Those who can reside in the Village are as follows.

1. Students of this University (including family members of international students), international students, and their family members of the Other Universities.

2. Japanese tutors of universities concerned recognized by the Other Universities

3. Those who are recognized as eligible by the Director.

(Resident Term)

Article 11 The resident term is within the shortest learning years of the courses (undergraduate's first semester/second semester, graduate master/doctor second semester) for students of this University and the resident term for international students is separately prescribed.

2. For international students of the Other Universities, the resident term can be specified in accordance with the conditions of the universities concerned.

(Extension of resident term)

Article 12 If unavoidable conditions are recognized by the Expert Committee, the Director can permit an extension of the resident term.

(Application for Moving-In)

Article 13 Those who wish to reside must apply to the Director by means of the specified application form for residency; students of this University directly to the Director and foreign students of the Other Universities via the president of each university concerned.

(Permission for Residency)

Article 14 When the applications in the preceding Article are made, the Director decides on approval or rejection through discussion at the Expert Committee and notifies the approval or rejection to the students of this University through the Student Affairs Division or Foreign Student Affairs Division and to the foreign students of the Other Universities via the president of each university concerned.

2. The Director issues the permit to those permitted to reside and notifies them of the date of residency. (Moving-In Date)

Article 15 The Director sets, as a rule, a day in April or October as the date of moving-in to be notified.

2. Those who are permitted must move in within 10 days from the date of residency.

(Dormitory Fee)

Article 16 Every resident must pay the dormitory fee by the day separately specified, every month.

2. The dormitory fee is not returned.

(Expenses)

Article 17 In addition to the dormitory fee specified in Clause 1 of the preceding Article, every resident must pay charges for electricity, gas, water, telephone, etc. used for his or her individual living and expenses required for the operation of the Village (hereinafter called Expenses), as separately specified.

(Maintenance of Facilities)

Article 18 The residents must maintain the facilities, equipment, and fixtures of the Village (hereinafter called Facilities, etc.), maintain order, and also observe the items described in the following paragraphs.

- 1) The whole or part of the dormitory must not be lent to other persons.
- 2) The dormitory can be used only for the purpose of residence.
- 3) No other persons than the residents should be accommodated in the dormitory, except when there are special reasons and the approval is obtained from the Director.
- 4) The dormitory must be used always in a good condition, and no modification should be added.
- 5) Attention should be paid to prevention of fire or disaster and health/sanitation.

(Compensation for Damage)

Article 19 If any resident destroys, damages or contaminates the facilities, etc., he or she must compensate for the damage or restore them to the original condition.

(Cancellation of Residency Permission)

Article 20 If any resident is relevant to one of the following paragraphs, the Director can cancel the residency permission through discussion at the Expert Committee.

- 1) When a resident permitted to reside did not move in by the specified date.
 - 2) When a resident violates any of rules related of the Village.
 - 3) When a resident does not pay the dormitory fee or expenses even after being reminded of the non-payment.
 - 4) When a resident is recognized as not suitable for the lifestyle in the Village because of health or sanitation problems.
 - 5) When a resident disturbs the order of the Village or corrupts public morals.
 - 6) When it becomes clear that a resident had moved in through false reporting.
 - 7) When it is recognized that the management/administration of the Village is seriously hampered.
2. This University is not responsible for any damage suffered by a resident due to the cancellation of the residency permission in accordance with the provisions of the preceding Clause.

(Leaving)

Article 21 If a resident is relevant to any of the following paragraphs, he or she must immediately leave.

- 1) If a resident is no longer qualifies for residency as proscribed in Article 10.
- 2) When the resident term specified in Article 11 expires.
- 3) When a resident goes abroad for study or becomes temporarily absent from school.
- 4) If the residency permission was canceled due to any of the provisions of the preceding Article.

2. When a resident leaves the Village, he or she must submit the specified Report of Leaving to the Director.

(Checking When Moving-In/Leaving)

Article 22 When moving-in and leaving, the room, equipment and fixtures belonging to the room must be checked by the staff, witnessed by the resident.

(Office Work)

Article 23 The office work of the Village is done by the Student Affairs Division of Hitotsubashi University in cooperation with the International Student Division, School Affairs Division of Tokyo Gakugei University, International Student Division, Student Affairs Division of Tokyo University of Agriculture and Technology, Foreign Student Affairs Division, Student Affairs Division of the University of Electro-Communications, and Student Exchange Division of Hitotsubashi University.

(Miscellaneous Rules)

Article 24 In addition to the rules set forth here, necessary items related to the management/administration of the Village are separately prescribed.

Additional Rule

These rules take effect on April 1, 2004.

Additional Rule

These rules take effect on April 1, 2007

Additional Rule

These rules take effect on September 1, 2007.

(Purpose)

Article 1 These Regulations stipulate necessary items on the operation of International Village of Hitotsubashi University (hereinafter called Village) on the basis of the provisions of 24 Articles of the Rules of International Village of Hitotsubashi University (Regulations No.137, 2004).

(Procedure for Applying for Residency)

Article 2 Those who want to reside must submit an Application for Residency (Form 1) during the specified application period.

(Notification of Residency Permission)

Article 3 Notification to those who are permitted to reside is made through departments concerned, and as a rule, the notification is posted at a specified place. For Tokyo Gakugei University, Tokyo University of Agriculture and Technology, and the University of Electro-Communications, however, the notification is made to the president of each university.

(Issuance of Residency Permit)

Article 4 The Director of the Village (hereinafter called Director) issues the Permit for Residency (Form 2) to those who are permitted to reside.

(Procedure for Moving-In)

Article 5 Those who are permitted to reside must submit the Report of Moving-In (Form 3) and written Pledge (Form 4) by the day before they move-in, except when the Director recognizes there is a special reason for not doing so.

(Deposit)

Article 6 Those who are permitted to reside must pay the deposit which is separately prescribed.

(Compensation for Damage)

Article 7 When a resident compensates for any damage, he or she is to do so through his/her university.

(Cancellation of Residency Permission)

Article 8 When residency permission for a resident is canceled, the Director issues the Cancellation of Residency Permission (Form 5) to the resident.

(Procedure for Leaving)

Article 9 When a resident leaves the Village, he or she must submit the Report of Leaving (Form 6) to the Director at least 14 days before the day of leaving, as a rule.

(Miscellaneous Rules)

Article 10 In addition to these detailed regulations, necessary items related to the operation of the Village are separately prescribed by the Director.

Additional Rule

These detailed regulations take effect on April 1, 2004.

Regulations on acts of residents that interfere with the public welfare of ISDAK.

1. Purpose.

Sec. 1. This rule shall regulate acts of residents belonging to ISDAK that interfere with the public welfare, and intends to assure the safety and peace of the dormitory life, thereby guaranteeing the freedom and rights of its residents.

2. Definitions.

Sec. 2. As used in this act:

- (a) "International Village" means a set of dormitories owned by Hitotsubashi University. It consists of seven buildings, A, B, C, D, E, S and N building.
- (b) ISDAK is the association of international residents. Any international students of Hitotsubashi University, Tokyo Gakugei University, University of Electro-communications and Tokyo University of Agriculture and Technology and residential assistants of respective universities that live in International Village belong to this council. The student association Ikkyo-Ryo, Chuwa-Ryo and Insei-Ryo are also included in International Village.
- (c) "Acts that interfere with the public welfare" shall be defined as in the next article.
- (d) "Floor Leaders Council" means the highest organ of ISDAK. It convokes a meeting, principally on the second Friday of each month to be attended by residential assistants, all floor leaders and a guidance counselor. Any bill shall not be submitted nor enacted in the meeting if less than two-thirds of all floor leaders attend.

3. Regulation on acts that interfere with the public welfare.

Sec. 3.1. ISDAK shall issue a reprimand paper in the case of a resident committing one of the acts defined below. A resident that has received four reprimand papers shall be evicted.

- (a) Making abnormally loud sounds with voices, musical instruments, audio equipments, televisions, and so forth, after receiving a warning from his/her floor leader or residential assistants.
- (b) Smoking in a public room or discarding cigarette butts in an inappropriate place.
- (c) Discarding trash inappropriately against the public welfare.
- (d) Not paying rent, electricity, water, and/or sewerage bills for three months.
- (e) Absence without advance notice from a guidance meeting convoked by ISDAK.
- (f) Being absent from a floor meeting convoked by his/her floor leader without advance notice.
- (g) Other acts that acutely disturb his/her neighbors.

Sec. 3.2. ISDAK shall issue a special reprimand paper in the case of a resident committing one of the acts defined below or failing to cease an act enumerated in the previous section for which he/she has been issued a reprimand paper. A resident that receives a special reprimand paper shall be evicted within one month.

- (a) Purloining property belonging to other residents or the public.
- (b) Accommodating other people in his/her room.
- (c) Not paying rent, electricity, water, and/or sewerage bills for six months.
- (d) Indecent exposure of his/her body in a public space.

4. Judgments.

Set. 4. Judgments of acts defined in the preceding article shall be made at a Floor Leaders Meeting. Cases shall be settled by a majority vote of the attending floor leaders, residential assistants and the guidance counselor. In the case of a draw between approval and disapproval votes, the guidance counselor shall settle the case. Reprimand papers shall be issued in the name of the guidance counselor and personally delivered by the residential assistant.

5. Investigation.

Sec. 5. Prior to a meeting mentioned in the preceding article, residential assistants shall investigate cases of acts that interfere with the public welfare. Residents alleged to have commit acts that interfere with the public welfare shall have rights to defend him/herself by voicing opinions and submitting evidence advantageous to him/her.

6. Calculation of time

Sec. 6. Reprimand papers shall be counted within one year. The year shall be calculated from the day a resident begins his/her tenure in International Village until the day corresponding to one day before the first day of the following year's tenure. Another year shall be calculated from the following day to the last day of the preceding year. The reprimand papers shall expire with the end of each year.

7. Caution on application of this rule

On application of this rule, it shall not be utilized to violate rights of residents nor for malevolent purposes diverting from the original purpose.