

HITOTSUBASHI UNIVERSITY RESIDENCE HALL KEIMEIKAN
2018 APPLICATION GUIDELINES
(For residencies beginning September 2018)

1. Total number of rooms available: 12

Men's rooms: 7

Ladies' rooms: 4

Barrier-free rooms*: 1

*For the barrier-free room, in principle, students with disabilities are eligible. If there is no disabled person at the time of recruitment, you may move in; however, if there is a request from a disabled student who needs to live in a barrier-free room, you will be required to move even during your permitted residency period.

2. Eligibility for residence:

Students eligible for residence must be enrolled at Hitotsubashi University as of September 01, 2018, as one of the following:

(1) Postgraduate student (including international students)

(2) Student with a physical disability

(3) Exchange student

(4) Any other student approved for the residence by the University President

(5) Students presently residing in Residence Hall Keimeikan

* Those who are currently residing in Keimeikan can apply for a new residency period; however, even if another residency period is granted by lottery, you are required to move out from the hall from August 17th, 2018 to September 3rd, 2018, to allow for cleaning.

3. Period of residence:

Students can reside for any period from September 3, 2018, to August 16, 2019.

* Even if it is within the permitted residency period, students are not allowed to live at the Hall after graduation.

Whatever the reason, students cannot extend the permitted residency period.

4. When and where to apply:

(1) Application period: From July 31(Tuesday) , 2018until the number of recruitment rooms becomes full.

(Applications will not be accepted after this period and are not accepted on Saturdays or Sundays.)

(2) Office hours: 8:30 AM–5:15 PM

(Applications are not accepted outside these hours.)

(3) Send your applications to the following address:

Student Life Officer

Student Services Division

Department of Academic Affairs

Hitotsubashi University

2-1 Naka, Kunitachi

Tokyo 186-8601

* 1. Please write “**Residency Application Enclosed**” using red ink in the bottom-left corner of the envelope.

2. Applications sent by email are not accepted.

3. Applications can be submitted both in person at the office and by regular mail.

5. Necessary documents:

Residency Application form for Hitotsubashi University’s Residence Hall
Keimeikan

6. Selection method:

A first come, first served basis.

7. Announcement of results:

We will contact you by email.

8. Expenses:

(1) Security deposit: 30,000 yen*

(2) Rent (monthly):

Type A room: 49,000 yen

Type B room: 60,000 yen

Barrier-free room: 49,000 yen

(3) Common service fee: 6,000 yen

* Even if you currently reside at Keimeikan, you will need to pay the security deposit if you intend to reside at Keimeikan again.

Payment method:

Please pay the amount on the monthly invoice issued by the manager’s office (note that the invoice for the month in which you move will include the security deposit) either by bank transfer to the designated account (transaction fees paid by the resident) or in person at the manager’s office at Residence Hall Keimeikan. Water bills are included in the common service fee. Accepted students need to contact the electric power company to open an electricity account.

9. Allergies:

If you have any allergies, please inform the Student Services Division in advance.

10. Location and transport:

Hitotsubashi University Residence Hall Keimeikan

3-7-1 Higashi, Kunitachi

Tokyo 186-0002

* This location is approximately an 8-minute walk from Kunitachi Campus.

11. Facilities:

(1) Separate spaces

(a) Type A rooms (20.43 m²); Type B rooms (27.61 m²); Barrier-free rooms (27.61 m²).

(b) Communal facilities: Four washing machines and four dryers in each laundry area for men and women, one multipurpose toilet, 10 parcel delivery boxes, and three fire extinguishers on each floor.

* Multipurpose toilet: This toilet can be used by the physically disabled, those with children, pregnant women, the elderly, and those with other injuries or illnesses.

(c) Room facilities: Lavatory, shower, desk, desk lamp, chair, drawer unit, bookcase, air conditioner, bed, bed pad, sheet, curtains, refrigerator, microwave oven, storage box (closet chest), air purifier, shoe rack, umbrella stand, room lighting, IH cooking heater, extra wardrobe (only in barrier-free rooms), and washing machine (only in barrier-free rooms).

* IH cooking heater: Induction heating stove.

(2) Security

Key Card for the building's entrance, ordinary key for rooms, security cameras, and an automatic fire alarm system. The hall management office is open during the week (9 am–6 pm). At night (6 pm–9 am), weekends, and national holidays, a call center is available.

(3) Mail

Ordinary mail is delivered to the communal mailboxes (the mail is delivered from outside and is retrieved inside). Small parcels and other deliveries are placed in delivery boxes if students are out when they arrive.

(4) Internet (wired)

Each room has LAN ports. The Internet can be accessed by connecting a cable (not provided by the university) to a computer.

(5) Television

Each room has antenna outlets. A television set can be connected to the outlet with a cable. Please contact NHK (Japan Broadcasting Corporation) to arrange the payment of the NHK monthly service fee.

(6) Parking

Spaces are available for bicycles and motorcycles but no parking is available for cars.

12. Other:

(1) Incomplete applications are not considered. If you have any questions regarding the application form or the necessary documentation, please contact the Student Life Officer at the Student Services Division or the Residence Hall Keimeikan manager's office prior to submitting your application.

(2) Permission to reside in the building will be revoked if rent payments or other expenses fall into arrears.

(3) Those approved to reside in Residence Hall Keimeikan are not permitted to apply for a room in Residence Hall Ikkyo-Ryo.

(4) Students applying from outside Japan receive a lottery number by email.

(5) Moving in before the designated date is not allowed. Please note that there is no place to store luggage before your move-in date.

- (6) Those permitted to reside in Residence Hall Keimeikan are required to have a fire insurance contract, details of which will be notified separately.
- (7) If there is a vacant room due to a decline in occupancy, additional recruitment may be conducted. Information about the applications will be announced on the Hitotsubashi University website and the Student Services Division.
- (8) All personal information in documentation submitted as part of your residence application shall be solely used by the Residence Hall Keimeikan administration.