For New applier and continual occupancy (6months)

Application Guidelines for April 2020 Occupancy
Yokohama National University International Student Housing
(International Student House and Minesawa International Student Dormitory)

International Student House and Minesawa International Student Dormitory accept diverse students not only from Japan but also various countries in the world.

You may be confused by differences in lifestyles and ways of thinking while living together, but it is a good opportunity for the residents to learn diversity, and expect them to respect each other and grow up together.

1. Eligibility

(1) International students currently enrolled at Yokohama National University as of April 1, 2020 and international students scheduled to enroll at Yokohama National University in April, 2020.
The applicants who have eligibility and have lived in housing can apply for extending period of occupancy.

*Note that suspension from the University, leave of absence, or study abroad for a period of three months or more is grounds for disqualification of right to student housing.
*Students (except YCCS program students) who receive scholarships exceeding 100,000 yen from public institutions etc. are not eligible to apply for single rooms.
*Permission to reside in housing will be terminated if the student does not enroll in the university in April, 2020.

(2) Students who have lived in the International Student House or Minesawa International Student Dormitory for one year and over, are not eligible for this appligation. However, they can register for the available rooms.

*Applicants who have lived in these two dormitories for 6 months or who <u>are research students as of April, 2020 can only apply for 6 months occupancy.</u>

(3) Residents who lose their YNU student status must vacate their student housing.

(4) If you move into International Student House or Minesawa International Dormitory, you must register the dormitory address as your residence at both the ward office and YNU. Furthermore, you must actually live in the dormitory.

(5) Spouses of international students are eligible to reside with their spouses in units reserved for married couple students only. Spouses and children of international students are eligible to reside with his or her spouse/parent in units reserved for students with families (No other individuals will be allowed under any circumstances to live in the housing unit).
And the spouse and the children have to live in the dormitory throughout the residence period.

*Applicants whose spouses are Japanese or spouses' status of residence are "permanent" or "settlement" are not eligible for family room or room for married couple.
*Spouse who can live with the international student in the family room or married couple room is spouse with "dependent," or "student," visas in principle. If your spouse's status of residence is other than "dependent" or "student", please consult with the contact whether you can apply or not, before applying.

(6) Applicants who wish to apply for units reserved for married couples students or students with families and whose spouses/children are currently residing in Japan or have acquired a certificate of eligibility to reside in Japan will be given priority.

(7) Please do not submit an application for more than one dormitory (International Student House, Minesawa International Student Dormitory, Ooka IR and Tokiwadai IR). Also, people who have been permitted to move in Yokohama International Students House cannot apply as well. If applicants apply for Ooka IR and Tokiwadai IR before the announcement of lottery results or notice for additional occupancy, their application will be cancelled automatically.

2. Period of Occupancy (International Student House and Minesawa International Student Dormitory)

1 year occupancy	April 1, 2020 through around March 19, 2021
6 months occupancy	April 1, 2020 through around September 18, 2020

*You may not occupy or leave belongings in the units before April 1, 2020.
*If applicants previously lived in the International Student House or Minesawa International Student Dormitory, the prior period of occupancy will be deducted from the new period of occupancy.
*We lease those dormitories in units of 6 months. People who are research students as of April, 2020 can apply for a 6-month lease only (except MEXT scholarship student).
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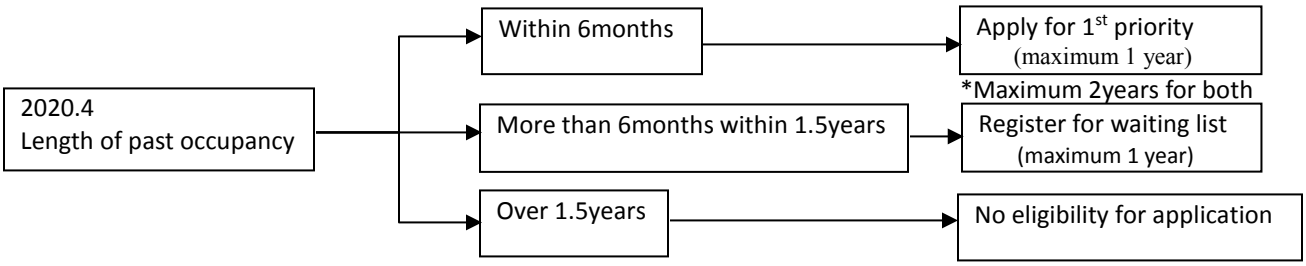

3. Expected Unit Availability

【International Student House】

Single (male)	About 50units	Single (female)	About 45units
Married couple	About 10units	Family	About 7units

【Minesawa International Student Dormitory】

Single (male)	About 35units	Single (female)	About 20units

4. Accommodations

(1) International Student House

Location: Ooka 2-31-1, Minami Ward, Yokohama 232-0061 Tel. 045-742-2845
(Access: 3-min. walk from Gumyoji subway station)

		Single Units	Units for Married couples	Units for Students with Families
Area		16m^2	33m^2	42m^2
Fees[1]	Rent	5,900 JPY/month	9,500 JPY/month	11,900 JPY/month
	Maintenance	8,900 JPY/month	14,000 JPY/month	15,400 JPY/month
Facilities	Single Units	Bed, desk, desk lamp, chair, unit bath, toilet, air conditioner, kitchen (sink), curtains, internet access		
	Units for Married couples Students and Students with Families	Bed, desk, desk lamp, chair, unit bath, toilet, air conditioner, kitchen (sink & gas range), dish cupboard, table, curtains, internet access		
Business days		Weekdays (Monday - Friday) 9:00 - 19:00 *It may be changed because of some reasons.		

[1]Rent and Maintenance fees are subject to change.
[2]Each resident must have their own individual accounts with electric and gas* companies. *exc. single room
[3]Driving in and parking at International Student House is prohibited.
[4]Smoking is not allowed in the room or the building. There is one outdoor smoking area. If smoking is detected outside the smoking area, you may be asked to leave.

(2) Minesawa International Student Dormitory

Location: Minezawa-cho 305-1, Hodogaya Ward, Yokohama 240-0061 Tel. 045-336-2222

(Access: 5-min. walk from YNU campus)

		Single Units
Area		12m^2
Fees[1]	Rent	5,700 JPY/month
	Maintenance	4,840 JPY/month
Facilities		Bed, desk, desk lamp, chair, locker, air conditioner, the window shade, vanity sink, toilet (communal showers and kitchen), internet access
Business days		Mondays, Tuesdays, Thursdays, Fridays and Saturdays 10:00 - 18:00 *It may be changed because of some reasons.

[1]Rent and Maintenance fees are subject to change.

[2]Please pay separately the charge such as electricity, water service, and gas.

[3]Driving in and parking at Minesawa International Student Dormitory is prohibited.

[4]Smoking is not allowed in the room or the building. There is one outdoor smoking area. If smoking is detected outside the smoking area, you may be asked to leave.

5. Important note regarding fees at International Student House and Minesawa International Student Dormitory

Fees are not calculated on a prorated basis. A full month's rent is levied for a mid-month move-in or out. The payment slip is issued by the middle of month and must be paid by the end of month.

International Student House: Only the post office window and ATM machine in the post office can accept the payment slip.

Minesawa International Student Dormitory: Payment can be made at the following convenience stores: Seven-Eleven / LAWSON / FamilyMart / Daily YAMAZAKI / Circle K / MINI STOP etc.

6. Application Procedure (You may apply for only one unit.)

*** Do not use pencils, erasable ink, or friction ballpoint pens.**

(1) Documents to be submitted

Documents / Facility Name	Application Forms	Other Documents
International Student House (Single Units) & Minesawa International Student Dormitory	Application Form ①	1.Copy of student ID (YNU student) 2.Copy of residence card (front and back) *Only for newly enrolled students in April, 2020 Notification of Acceptance (if applicable) *Students whose present ID period terminate in March,2020. Research Student Period Extension Permit etc.
International Student House (Married couples Units & Family Units)	Application Form ① Application Form②	1. Copy of student ID (Applicant and YNU student only) 2. Copies of the front of the residence cards or certificates of eligibility to live in Japan of all other persons intending to live in the unit 3. Copy of marriage certificate (In case the spouse's visa status is not 'dependent'.)

* If you can prepare to submit documents in time, please submit it to us.

* If you can't submit documents until deadline, please submit documents until follow by our direction of dates.

(2) **Application Submission: the Student Support Division (at Student Center 2F)**

*Submit all application materials directly to the office of the Student Support Division.
*Additionally, you may mail the materials or arrange for a proxy to submit the application on your behalf.
*Please note that incomplete applications will not be accepted.

(3) **Application Period:**

Tuesday, January 7, 2020 through Friday, February 14, 2020 8:30 - 12:45, 13:45 -17:00

**No applications will be accepted after 17:00 on Friday, February 14. Applications sent in by post must arrive by February 14, 2020.*

*A receipt number will be issued for the lottery drawing at the time document submission.
*Receipt numbers for applications made by post will be issued by e-mail. We use this receipt number for the announcement for lottery result.
*If more than 3 days (except for Saturdays, Sundays and public holidays) have passed the estimated arrival date of postal mail, please inform the Student Support Division that you have not received the receipt number via email.

(4) If the number of applications exceeds the number of available units, the Student Support Division will decide based on an impartial lottery drawing. Applicants or proxies will not participate in the drawing.

(5) **Announcement of Lottery Results**

Announcement Date: Friday, February 21, 2020 around 12:00pm

*The lottery results will be announced on Student Support Division website (https://www.gakuseisupport.ynu.ac.jp/)

Student Support Division website

7. Special Notes for Period Following the Lottery Results Announcement and Procedures for Lottery Winners

(1)**Inform your intention by email**

① The lottery winners need to inform the Student Support Division by e-mail between **Friday, February 21 and Monday, March 2** of your intention to move into international student housing, including those who intend to decline it.

To: gakusei.gakusei@ynu.ac.jp
Tittle: *Application receipt number*, *Student's name*, *Name of housing facility*, "notice of intention"
Text: 1, Please indicate your intention of **move-in**, **cancellation** or **keep staying at same room**. 2, Please write down your intend your schedule of the date to pick up your key from your dormitory. *The date should be business days of each dormitory on and after April 1.

② The Student Support Division will not reply to this "notice of intention" email unless there is an issue .

③**Failure to inform your intention email to the Student Support Division by Monday, March 2, will result in forfeiture of the right to move in**. The unit will be offered to another applicant.

④**The final notice date for additional occupancy**

Students currently living in International Student House or Minesawa International Student Dormitory: Wednesday, March 18, 2020.

People except above: Monday, March 23, 2020.

*If the applicants who are waiting apply for Ooka IR or Tokiwadai IR before the notice of additional occupancy, they will not be added to the waiting list. Please note that we do not contact those who apply for Ooka IR and Tokiwadai IR even there is the additional occupancy.

⑤Please inform the Student Support Division ASAP in case applications have to be canceled such as failure to be accepted or to enroll at YNU.

⑥Applicants for married couples or family room who have not submitted the copy of the family members' certificate of eligibility, need to submit these documents to the Student Support Division by Monday March 2,2020.

⑦Those who are accepted in Yokohama International Student House lose eligibility to apply for YNU International Student Housing.

(2) The earliest move-in date is April 1. Please go to the dormitory directly and receive your room key.

(3) **We will announce the room number on the Student Support Division website on Monday March 23 around 12:00pm.**

*We will announce it in numerical order of the receipts, please check the room number by yourself.

*The applicant who have lived in Minesawa International Student Dormitory or International Student House, it will not need to move out in March 2020 and you can keep staying at the same room.

≪Important notice for all of residents moving in student housing≫

・The earliest move-in date is April 1st. Dormitories cannot keep your belongings before April 1st either.

・You must make arrangements to move out from your current apartment or Ooka IR/Tokiwadai IR. Be sure to strictly follow your real estate agency's or landlord's procedures.

・You must find your own accommodations for dates between moving out of your previous residence and moving into International Student House or Minesawa International Student Dormitory.

≪Important notice for applicants living in Ooka IR and Tokiwadai IR ≫

・The Ooka IR and Tokiwadai IR require that you notify its office of your intention to move out at least one month in advance of the moving date. 【**Note that the contract end date is March 25.**】

***If you do not move out from Ooka IR or Tokiwadai IR by March 25, you will lose the right of moving and forfeit your permission of live in Minesawa International Student Dormitory or International Student House.**

8. Documents to be submitted after permitted to move into the dormitory.

* In addition to direct bringing and mailing, you can also submit data (document scan or photo) attachment.

(1) Submit the following documents **to the Student Support Division of the Student Affairs Department before moving in** International Student House or Minesawa International Student Dormitory.

Document to be submitted	Notes
Copy of health certificate	• **Must be issued within the past 12 months** • **One certificate for each person living in the unit is required** • **Formats are acceptable if in Japanese or English** *** For residents reside in married couples and family room, have to submit all of your family's documents too.**

*If you are regular student, have the health examination at YNU and submit the result by June 1.

*Not required for applicants who have already submitted after October 2019.

*If you need a "Health Check Certificate" form, you can download from the website below.

(URL: https://www.gakuseisupport.ynu.ac.jp/dormitory/foreign/resident/)

(2) Submit the following documents **to the Student Support Division of the Student Affairs Department by Monday June 1, 2020.**

Document to be submitted	Notes
Copy of health insurance card	• **You must have health insurance to live in Japan (including spouse and children living in Japan)** *** For residents reside in married couples and family room, have to submit all of your family's documents too.**

(3) You must submit necessary documents (occupancy form or pledge with advisor's seal) to the dormitory office in your residence within one week of moving in.

(4) Privacy Policy
Personal information submitted will be used for occupancy procedures and management and operation during occupancy.

Contact:

Yokohama National University
Student Support Division,
Student Affairs Department

Address:
Tokiwadai 79-8, Hodogaya Ward, Yokohama 240-8501
Tel. 045-339-3190 (Business hours: 8:30-12:45, 13:45-17:00)
Website: https://www.gakuseisupport.ynu.ac.jp/dormitory/
E-mail: gakusei.gakusei@ynu.ac.jp