

Application Guidelines for October 2021 Occupancy
Yokohama National University International Student Housing
(International Student House and Minesawa International Student Dormitory)
 Student Support Division, YNU

International Student House and Minesawa International Student Dormitory accepts 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 we expect them to respect each other and grow up together.

1 Eligibility (Should meet conditions below)

- ※Please do not submit applications for more than one dormitory (International Student House, Minesawa International Student Dormitory, Ooka IR and Tokiwadai IR). If applicants apply for Ooka IR and Tokiwadai IR before the notice for additional occupancy, their application will be cancelled automatically.
- ※Occupancy period is 6-month term from April or October. If you stay even one day during the 6 months, your occupancy record is counted as 6 months.

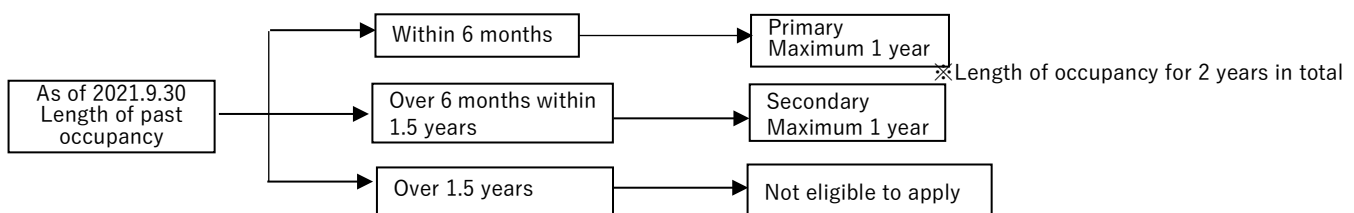
- (1) International students (except Accredited Auditors and Auditors) currently enrolled at Yokohama National University as of October 1, 2021.
 International students (except Accredited Auditors and Auditors) scheduled to enroll at Yokohama National University in October 2021.

- ※International students who have eligibility and have lived in housing need to apply for extending period of occupancy.
- ※Students who receive a grant (excluding purpose of research) of exceeding 100,000 yen per month from YNU, dispatching institution or other organizations are not eligible to apply.
- ※Permission to reside in housing will be terminated if the applicant does not enroll in the university in October, 2021 or lose YNU student status.
- ※Residents who lose their YNU student status must vacate their student housing.
- ※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.

- (2) (Primary) Students who have never lived or have lived for 6 months as of September 30, 2021 in the International Student House or Minesawa International Student Dormitory.
 (Secondary) Students who have lived in those two dormitories for one year or one year and six months as of September 30, 2021.

- ※Applicants who have lived in those two dormitories for 6 months or for one year and 6 months as of September 30, 2021, or who are research students (except MEXT students) as of October 2021 can only apply for 6 months occupancy only.
- ※Students who have lived in those two dormitories for two years in total are not eligible.
- ※Students who have lived in those two dormitories **for one year or one year and six months in total** are eligible as **secondary applicants** and possible to move in if there are still units open after the primary lottery

- (3) Students who can register the dormitory address as their residence at both the ward office and YNU and besides students who can actually live in the dormitory.



2 Period of Occupancy

(International Student House and Minesawa International Student Dormitory)

1 year occupancy	October 1, 2021	~	September 20, 2022
6 months occupancy	October 1, 2021	~	March 18, 2022

(Note) You may not occupy or leave belongings in the units before October 1, 2021.

3 Expected Unit Availability

The number of rooms available may change to correspond the new coronavirus.

Dormitory	Single male room	Single female room
International Student House	About 27units	About 28units
Minesawa International Student Dormitory	About 50units	About 48units

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
Area		16 m ²
Fees ¹	Rent	5,900 JPY/month
	Maintenance	9,030 JPY/month
Facilities		Bed, desk, desk lamp, chair, unit bath, toilet, air conditioner, kitchen (sink), curtains, internet access
Dormitory Office Hours		Weekdays (Monday - Friday) 9:00 – 12:00, 13:00- 19:00 *It may be changed due to circumstances.

※Rent and Maintenance fees are subject to change.

※Each resident must open an individual accounts with power supplier(TEPCO). (See P6.)

※Driving in and parking at International Student House is prohibited.

※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		12 m ²
Fees ¹	Rent	5,700 JPY/month
	Maintenance	5,040 JPY/month
Facilities		Bed, desk, desk lamp, chair, locker, air conditioner, vanity sink, toilet, the window shade, internet access, Communal showers and kitchen are located on each floor
Dormitory Office Hours		Mondays, Tuesdays, Thursdays, Fridays and Saturdays 10:00 - 12:45, 13:45-18:00 *It may be changed due to circumstances.

※Rent and Maintenance fees are subject to change. Electricity, water and gas used in each resident's room and shared area are charged separately.

※Driving in and parking at Minesawa International Student Dormitory is prohibited

※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 Dormitory Fees **【IMPORTANT】**

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 be posted in your mailbox. You must pay by the end of month.

◆Payment Handling Agencies◆

- International Student House: Only Japan Post (post office)
- Minesawa International Student Dormitory: Convenience stores such as 7-Eleven/LAWSON/ Family Mart etc.

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

(1) Documents to be submitted

Documents Dormitory	Application forms	Attachments
International Student House (Single Units) & Minesawa International Student Dormitory	Application Form ①	1. Copy of residence card (front and back) 2. (YNU student) Copy of student ID (Newly enrolled students) Notification of Acceptance (Students whose present ID period terminate in September 2021) Research Student Period Extension Permit 3. (If you do not submit either your residence card or student ID card) A copy of your passport (a page where we can confirm your name, etc.)

※Do not use pencils, erasable ink, or FriXion Ball on application form.

※All documents should be attached when submitted.

※If you cannot submit the attachments by deadline, please submit them as soon as you get it.

(2) Application Submission: Student Support Division

- ① Hand in to the Student Support Division Office counter (by yourself or proxy).
- ② Mail all the materials by post to the Student Support Division Office (See P8, contact)

In case the entry to YNU is restricted, follow ② and submit.

※Be sure to check the YNU website for the latest information regarding the entrance restriction.

https://www.ynu.ac.jp/about/president/message/message_03.html



(3) Application Period

Thursday, July 1, 2021 ~ Friday, July 16, 2021

NOTE!! The documents are not accepted if they are incomplete or arrive after the deadline.

(Office hours) 8:30 – 12 : 45 / 13 : 45 – 17 : 00 (except Saturdays and Sundays)

※A receipt number will be issued at the time of submission or will be sent by e-mail if you send the application by post.

We use this receipt number for the announcement of the result.

※If more than 3 business days 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) How to select residents

If the number of applications exceeds the number of available units, the Student Support Division will decide based on the order of priority below. Then drawings will be held in the order of priority exceeding the available units to decide the winner. Applicants or proxies will not participate in the drawing.

(Order of priority)

1. Students who enroll in October 2021 and enter Japan from overseas
2. Students who enroll in October 2021 living in Japan already
3. YNU students who first time enter Japan from overseas
4. YNU students who are already living in Japan

(5) **Announcement of Lottery Results**

Date: Monday, August 2, 2021 around noon

Place: Student Support Division website (<https://www.gakuseisupport.ynu.ac.jp/>)



The lottery results of the winners and the numbers on the waiting list will be announced. Be sure to check the website.

7 **Procedures and precautions following the lottery results announcement**

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

- ① The lottery winners need to inform the Student Support Division by e-mail from Mon, August 2 to Fri, August 6 with the details below.

* To : gakusei.gakusei@ynu.ac.jp
* Re : Application receipt number / Student's name / Dormitory name/ Notice of Intention
* Text : 1 , Indicate your intention of <u>move-in / decline, or keep staying at the same room</u> if you are already the residents. 2 , Specify the date to pick up your room key at the dormitory, if you are a new resident. The date should be on dormitory office hours on and after October 1.

- ② **Failure to inform your intention to the Student Support Division by Fri, August 6, will result in forfeiture of the right to move in.**

(2) Notification of additional occupancy

Waitlisted applicants in order will be contacted by either email or phone for additional occupancy.

The final notice date for additional occupancy

Current residents at International Student House/Minesawa International Student Dormitory:

Thursday, September 16

Applicants except above: Friday, September 24

※If current residents of Minesawa International Student Dormitory/International Student House do not receive any contact from the student support division by the above final notice date, they must vacate their rooms by Friday, September 17 (in the case your current contract is valid till September 17, 2021).

※The application will be invalidated at the point that the applicant apply to Ooka IR or Tokiwadai IR as well.

(Those applicants will be considered NOT APPLICABLE and not be contacted even though their turn comes around.)

- ④ Please inform the Student Support Division immediately in case applications have to be canceled due to failure especially to be accepted or to enroll at YNU.

(3) **Room number announcement**

Date: Friday, September 24 around noon

Place: Student Support Division website (<https://www.gakuseisupport.ynu.ac.jp/>)

※The room numbers will be announced with the application receipt number in numerical order.

※If applicants who have been residing in International Student House or Minesawa International Student Dormitory win the drawings, they will not have to move out in September 2021 and can keep staying at the same room.

- (4) The earliest move-in date is October 1. Please directly go to the dormitory and receive your room key at the management office during the business hours*.

*See [4 Accommodations] on page 2 for the business hours

◀NOTICE▶

- The earliest move-in date is October 1st. Dormitories does not keep your belongings before October 1st either.
- .Be sure to strictly follow your real estate agent's or landlord's procedures when you move out your current housing. In addition, you must find your accommodations between the dates of moving out of your current residence and moving into International Student House/Minesawa International Student Dormitory.

◀For Current Ooka IR/Tokiwadai IR residents moving into YNU International Student Housing▶

- **A notification of your desired move-out date to Ooka and Tokiwadai IR office is required at least one month in advance.**

【The contract end date is September 25.】

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

8 **Documents to be submitted after permitted to move into the dormitory**
(*Permitted occupants must read)

※In addition to direct bringing and mailing, you can also submit data (document scan or photo) by e-mail.

- (1) Be sure to submit the document ① below **to the Student Support Division before moving in.** However, regular student shall take the annual health examination at YNU and submit the result copy as soon as you get.

※Notice regarding the Yokohama National University 2021 School Year Regular Health Exam

<https://www.ynu.ac.jp/hus/sien/26152/detail.html>

※Regarding the regular health exam for the fall semester will be announced later, so please check on the YNU website.

Document to be submitted	Notes
① Copy of health certificate	• Must be issued within the past 12 months

※If you are a regular student and do not take the annual YNU health exam, take an exam at outside clinic by your own expense and submit the result copy.

※If you need a "Health Check Certificate" form, you can download from the website below. (Different formats are also accepted only when all requirements are included.)

URL: <https://www.gakuseisupport.ynu.ac.jp/dormitory/foreign/resident/>

※Continuous residents after Oct 2021 who submitted after Apr 2021 do not have to submit the result.

- (2) Be sure to submit the document ② below **to the Student Support Division by Tuesday, November 30.**

Document to be submitted	Notes
② Copy of health insurance card Black out symbol and number	• You must have health insurance to live in Japan • The address on the insurance card should be the dormitory address

※Continuous residents after Oct 2021 who submitted after Apr 2021 does not have to submit.

- (3) An occupancy form, a pledge with advisor's seal and other necessary documents should be submitted to your **dormitory office promptly** after moving in.

9 **Privacy Policy**

Personal information submitted will be used for occupancy procedures and management and operation during occupancy.

To Residents who move in the International Student House

■ Single room

Before move-in, be sure to complete an electricity contract

The single room is “all electrified (No natural Gas for hot water, cooking, heating/cooling etc.)”, please make a contract with a power company yourself, after the move-in date and room number are decided. Especially the day of engagement with a power company is before at least 3 business days prior to the date you start using electricity.

□ Electricity : How to contract with TEPCO

- ① Over Internet : <https://www.tepco.co.jp/en/ep/startstop/index-e.html> (English)
- ② By phone : TEPCO Customer Center 0120-995-113 (toll free)
【Telephone Hours】 9:00 – 17:00. Mon. through Sat. except holidays

※In case of failure to open an account 3 business days before the date you start using electricity, please call TEPCO Customer Center.

About new coronavirus infectious disease correspondence

In order to prevent the spread of new coronavirus infection, there are necessary procedures and restrictions for entering the dormitory. Please check the following carefully and be sure to follow the instructions.

Please be sure to check the latest information at the following URL, as the restrictions of YNU may change depending on the situation.

https://www.ynu.ac.jp/about/president/message/message_03.html



●Procedure for moving in

- A temperature measurement and health observation are required 7 days before moving in and 2 weeks after moving in.
- If you have a fever of 37.5°C or above on the day before moving in or on the day you move in, please postpone moving in.
 - ※Details and the health check sheet to be submitted will be sent to the occupants by email.
 - ※Please prepare a thermometer.

●About moving in from overseas

At Yokohama National University, when entering from overseas, regardless of the risk level released by Ministry of Foreign Affairs, students are asked not to leave their residence and stay outside the campus for two weeks after entering Japan, and not to use public transportation (including taxis) in Japan.

"Residence" here does not include the student dormitories. During this two-week period of staying in their residences, students are not allowed to enter the student dormitories. Students must find accommodation outside the student dormitory at their own expense. Additionally, to prevent the spread of infection, please refrain from asking your acquaintances in Japan to drive you so as to provide you with a means of transportation, or staying at the home of such acquaintances.

(Procedures for moving in)

1. As soon as you know the date you will enter Japan, contact the Student Support Division.
2. Upon entering Japan, e-mail or FAX your passport entry stamp, ticket stub, or another document showing the date of entry to the Student Support Division.
3. Stay at accommodation outside the campus other than the student dormitories for two weeks. You cannot enter the dormitories during this period.
4. For two weeks after you have entered Japan, check your temperature and health status twice a day and fill in the Health Check Sheet for Prevention of the Spread of the Novel Coronavirus. Additionally, avoid contact with friends, and be sure to wash your hands and strictly follow cough etiquette.
5. E-mail or FAX the Health Check Sheet to the Student Support Division two days prior to your moving in.
 - ※The content of your Health Check Sheet will be checked and the Student Support Division will respond as to whether or not you are allowed to move in.
6. Bring your Health Check Sheet to the dormitory on the day you move in and submit it when you move in.
 - ※However, if you have a fever of 37.5°C or higher, or have cold symptoms the day before or on the day you move in, you will not be allowed to move in.

The health check sheet to be submitted will be emailed to the occupants.

Contact:

Yokohama National University
Student Support Division,
Student Affairs Department
Located 2F, Student Center

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

