



Application Guidelines for October 2021 Occupancy
Yokohama National University International Student House
Family room / Married couple room

Student Support Division, YNU

International Student House 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.
- ※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) (Family room) Students planning to move in with his/her spouse and children
(Married couple room) Student planning to move in with his/her spouse

- ※Single students who do not accompany with their family cannot apply for the family/couple units.
- ※No individuals other than above is allowed to live in principle.
- ※The spouses and 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.
- ※The eligible spouses should have "dependent" or "student" visa status when they move in in principle. If your spouse's status of residence is other than "dependent" or "student", please consult the student support division before applying. See page 8 for contact information.

- (3) Students who have not lived in the International Student House or Minesawa International Student Dormitory or have lived in for less than 1 year and 6 months as of September 30, 2021.

- ※Applicants who have lived in those dormitories for 6 months or for 1 year and 6 months as of September 30, 2021 or who are research students (except MEXT students) as of October 2021 can apply for 6-month occupancy only.
- ※Students who have lived in those two dormitories for two years in total are not eligible.

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

2 Period of Occupancy

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.

International Student House

Married couple room	About 5 units	Family room	About 7 units
---------------------	---------------	-------------	---------------

4 Accommodations

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)

		Married couple room	Family room
Area		33m ²	42m ²
Fees 1	Rent ¹	9,500 JPY/month	11,900 JPY/month
	Maintenance	14,130 JPY/month	15,530 JPY/month
Facilities		Bed, desk, desk lamp, chair, unit bath, toilet, air conditioner, kitchen (sink & gas range), dish cupboard, table, curtains, internet access	
Dormitory Management 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 have their own individual accounts with electric and gas* companies.(See page 6)

※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.

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 must be paid by the end of month.

◆Payment Handling Agencies◆

Japan Post service counter *Note that ATM outside post office does not accept the payment slip.

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

(1) Documents to be submitted

Documents	Application Forms	Attachments
Dormitory		
International Student House	Application Form①	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 etc.
Married couple room & Family room	Application Form②	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.) 4. 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 5. (In case the spouse's visa status is not 'dependent') Copy of marriage certificate

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

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

※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 (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**

When 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. International students who have **never** lived in married couple or family rooms. Additionally, their family members to live together already live in Japan or obtain the Certificate of Eligibility when applying.
2. International students who have **never** lived in married couple or family rooms and not applicable to the priority 1.

3. International students who have lived in married couple or family rooms. Additionally, their family members to live together already live in Japan or obtain the Certificate of Eligibility when applying.
4. International students who have lived in married couple or family rooms and not applicable to the priority 3.

(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 with the application receipt number. 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 : Receipt # / Name / International Student House / Notice of intention
* Text : 1, Indicate your intention of <u>move-in / decline, or keep staying at the same room if you are already the residents.</u> 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.

※Failure to inform your intention to the Student Support Division by Friday, August 6, will result in forfeiture of the right to move in.

- ② 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.

(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.)

(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 win the drawings, they will not have to move out in September 2021 and can keep staying at the same room. However, if you apply for a different type of unit, you will need to move out.

(4) Receiving the room key

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 office 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 instructions, 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.

«For Current Ooka IR/Tokiwadai IR residents moving into YNU International Student House»

- **A notification of your desired move-out date to the 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 living in International Student House.

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 document ① below to the Student Support Division before moving in

Document to be submitted	Notes
① Copy of health certificate	<ul style="list-style-type: none">• Must be issued within the past 12 months• Of all family members who reside in

※Regular student shall take the annual health examination at YNU and submit the certificate copy.

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.

- (2) Be sure to submit documents 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	<ul style="list-style-type: none">• You and your family members who reside in dormitory 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. Details will be informed upon move-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

■ Married couple room & Family room Before move-in, be sure to complete an electricity and gas contract

There are electricity and gas equipment in these rooms. You need to open your account to start using power and gas with these companies yourself, as soon as the move-in date and room number are decided. Especially the day of engagement with a power company is at least 3 business days before the date you start using electricity.

How to contract with a power company

Use one of the following two methods

- ① Over the Internet : <https://www4.tepco.co.jp/en/customer/online/online02-e.html> (English)
- ② By telephone: TEPCO local customer center : 0120-995-113 (toll free only inside Japan)
【Telephone Hours】 Monday - Saturday except holidays 9:00 - 17:00

If passed the deadline (at least 3 business days before the date you start using electricity), please call a local TEPCO customer center : 0120-995-113 (toll free)

How to contract with a gas company

Use one of the following two methods

- ① Over the Internet : <https://home.tokyo-gas.co.jp/summary/moving/> (Japanese only)
- ② By telephone (Three-way calls in English are available.)
Tokyo Gas Customer Center : 0570-002211 (inside Japan)
03-3344-9100 (inside & outside Japan)

【Telephone Hours】 Monday through Saturday, 9:00 - 19:00
Sunday and Holidays, 9:00 - 17:00

※International Student House office can act over of gas procedure, please contact us by email at least 2 weeks before the start date of use, if you wish.

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 arrive at the dormitory.
 - ※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

