

Application Guidelines for April 2024 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 announcement of the lottery result or notice for additional occupancy, their application will be cancelled automatically.
- ※ Those who are accepted in Yokohama International Student House lose eligibility to apply for YNU student housing.
- ※ Occupancy period is 6-month term from April or October. If you stay for 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 April 1, 2024.

OR International students (except Accredited Auditors and Auditors) scheduled to enroll at Yokohama National University in April 2024.

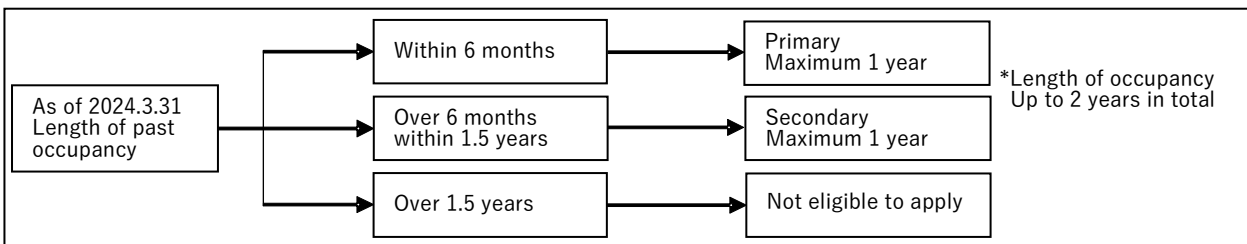
- ※ International students who have eligibility and have lived in housing need to apply for extending period of occupancy.
- ※ Students who receive a grant (excluding purpose of research) of exceeding 100,000 yen per month from YNU, dispatching institution or other organizations are not eligible to apply.
- ※ Permission to reside in housing will be terminated if the applicant does not enroll in the university in April 2024 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 March 31, 2024 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 March 31, 2024.

- ※ Applicants who have lived in those two dormitories for 6 months or for one year and 6 months as of March 31, 2024, or who are research students (except MEXT students) as of April 2024 can only apply for 6 months occupancy.
- ※ 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	April 1, 2024	~	March 19, 2025
6 months occupancy	April 1, 2024	~	September 20, 2024

(Note) You may not occupy or leave belongings in the units before April 1, 2024.

3. Expected Unit Availability

Dormitory	Single male room	Single female room
International Student House	About 52 units	About 53 units
Minesawa International Student Dormitory	About 34 units	About 30 units

4. Accommodations

(1) International Student House

Location: Ooka 2-31-1, Minami Ward, Yokohama 232-0061

(Access: 3-min. walk from Gumyoji subway station)

Tel. 045-742-2845

		Single Units
Area		16 m ²
Fees ¹	Rent	5,900 JPY/month
	Maintenance	9,190 JPY/month
Facilities		Bed, desk, desk lamp, chair, unit bath, toilet, air conditioner, kitchen (sink), curtains, internet access ※It is prohibited to put furnishings out of the room.
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	Rent	5,700 JPY/month
	Maintenance	5,130 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 ※It is prohibited to put furnishings out of the room
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 the dormitory.

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. ※Transfer fee shall be on your expense.

◆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.

※If your rent or maintenance fees are overdue for more than 3 months for no justifiable reason, you are ordered to leave.

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 *Fill in the web application form	1. Copy of residence card (front and back) 2. Required documents vary depending on the applicant. [YNU student] Copy of student ID [Newly enrolled students] Notification of Acceptance [Students whose present ID period terminate in March 2024] Research Student Period Extension Permit 3. (Those who does not have a residence card) A copy of your passport (a page with your name and ID photo, etc.)

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

(2) Application Submission: Student Support Division

Please apply on the web application form below.

If you have trouble applying online, contact the Student Support Division. (See P8 for contacts)

<https://forms.office.com/r/mv5yRnas1w>



(3) Application Period

Friday, January 5, 2024 ~ Friday, February 16, 2024 Closing at 17:00

NOTE!! The application is not accepted if documents are incomplete.

※A receipt number will be sent by e-mail after we receive your application.

We use this receipt number for the announcement of the result and your room number. Please keep the email message with the receipt number till the announcements.

※If you do not receive an email with the receipt number for more than 3 business days after you applied, be sure to contact the Student Support Division.

(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 April 2024 and enter Japan from overseas
2. Students who enroll in April 2024 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, February 26, 2024 around noon

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

※The winning and waitlisted numbers of all applicants will be announced.

※Be sure to check the result announcement on the website.



7. Procedures and precautions following the lottery results announcement

(1) Inform your intention

- ① The lottery winners need to send your notice of intention either to move in or decline on an Intention Form below.

Intention Form: <https://forms.office.com/r/eaB1YjsZVV>

Acceptance period: Monday, February 26 through Sunday, March 3

※Failure to inform your intention to the Student Support Division by Sunday, March 3 will result in forfeiture of the right to move in.

※If you do not receive any reply from Student Support Division after 2 business days since you have sent the intention form, please contact to [gakusei.gakusei@ynu.ac.jp] at Student Support Division.

- 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.
- ③ Those who are accepted in Yokohama International Student House lose eligibility to apply for YNU student housing.



(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:

Monday, March 18

Applicants except above: Friday, March 22

※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 Tuesday, March 19 (in the case your current occupancy period ends on March 19, 2024).

※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, March 22 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 lottery, they will not have to move out in March 2024 and can keep staying at the same room.



(4) Collect your room key

Your room key is ready to be picked up on and after April 1. Directly go the dorm office to collect your room key during the business hours*.

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

◀NOTICE▶

- The earliest move-in date is Monday, April 1, 2024. Dormitories does not keep your belongings before April 1 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 March 25.】

(Note) 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 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) 【Non-regular students(Research students etc.)】 Be sure to submit the document ① below to the Student Support Division before moving in.

【Regular students】 After you take an annual health examination at YNU (in and off campus exam), submit the result copy as soon as you obtain.

※Notice regarding the Yokohama National University Regular Health Exam

<https://www.hoken.ynu.ac.jp/>

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/#submit>

※Continuous residents after Apr 2024 who submitted after Oct 2023 do not have to submit the result.

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

Document to be submitted	Notes
② Copy of health insurance card Black out 2 digits and 8 digits numbers on top of the card	• You must have health insurance to live in Japan • The address on the insurance card should be the dormitory address

※Continuous residents after Apr 2024 who submitted after Oct 2023 do 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.

10. Condition of the room in Minesawa International Student Dormitory and International Student House

When move in, please note the followings,

Repairs and replacements are performed according to the degree of damage.

Therefore, facilities for each building and the status in each room may be different.

As rooms are allocated at random by YNU, it is not possible to change once decided.

11. To Residents who move in the International Student House

Be sure to make a contract with an electric power company to open an account.

Single rooms are "all electrified" for hot water, cooking, heating/cooling.

No need to contract for gas.

Once your room number and move-in date are fixed, make a contract with the power company, TEPCO.

Electricity : How to contract with TEPCO 【Choose SMART PLAN】

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

It is recommended that the start date of use shall be prior to your move-in date.

Ex.) In case of moving in on Monday, April 1, the contract should be scheduled to start on Friday, March 29.

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

Contact:

Yokohama National University
Student Support Division,
Student Affairs and International Strategy 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

