



Application Guidelines for April 2023 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.

※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 even for 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 3, 2023.

OR International students (except Accredited Auditors and Auditors) scheduled to enroll at Yokohama National University in April 2023.

※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 April 2023 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 March 31, 2023.

※Applicants who have lived in those dormitories for 6 months or for 1 year and 6 months as of March 31, 2023 or who are research students (except MEXT students) as of April 2023 can apply for 6-month occupancy only.

※Students who have lived in those two dormitories for two years in total are not eligible.

(4) 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	April 3, 2023	~	March 19, 2024
6 months occupancy	April 3, 2023	~	September 20, 2023

(Note) You may not occupy or leave belongings in the units before April 1, 2022.

## 3. Expected Unit Availability

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

International Student House

Married couple room	About 6 units	Family room	About 5 units
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## 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 <sup>2</sup>	42m <sup>2</sup>
Fees 1	Rent <sup>1</sup>	9,500 JPY/month	11,900 JPY/month
	Maintenance	14,380 JPY/month	15,800 JPY/month
Facilities		Bed, desk, desk lamp, chair, unit bath, toilet, air conditioner, kitchen (sink & gas range), dish cupboard, table, curtains, internet access ※It is prohibited to put furnishings out of the room	
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.

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

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

### (1) Documents to be submitted

Documents Dormitory	Application Forms	Attachments
International Student House  Married couple room & Family room	Application Form① Application Form②	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 March 2023) Research Student Period Extension Permit etc. 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](https://www.ynu.ac.jp/about/president/message/message_03.html)



### (3) Application Period

**Thursday, January 5, 2023 ~ Friday, February 17, 2023 Closing at 17:00**

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, Sundays and holidays)

※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: Friday, February 24, 2023 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 send your notice of intention either to move in or decline from an Intention Form below.

Intention Form: <https://forms.office.com/r/Xv09RvsFi9>

**Acceptance period: Friday, February 24 through Friday, March 3**

※Failure to inform your intention to the Student Support Division by Fri, 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:

Friday, March 17

Applicants except above: Wednesday, 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 Friday, March 20 (in the case your current contract is valid till March 20, 2023).

※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 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 April 2023 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) **Collect your room key**

Your room key is ready to be picked up on and after April 3. 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 3**. Dormitories does not keep your belongings before April 3 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 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 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"><li>• Must be issued within the past 12 months</li><li>• Of all family members who reside in</li></ul>

※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 Apr 2023 who submitted after Oct 2022 do not have to submit.

- (2) Be sure to submit documents ② below **to the Student Support Division by Tuesday, May 31**

Document to be submitted	Notes
② Copy of health insurance card *Black out number	<ul style="list-style-type: none"><li>• You and your family members who reside in dormitory must have health insurance to live in Japan</li><li>• The address on the insurance card should be the dormitory address</li></ul>

※Continuous residents after Apr 2023 who submitted after Oct 2022 does not have to submit.

- (2) 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.

## **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**

### **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 【Choose SMART PLAN】**

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

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

Ex.) In case of moving in on April 3, the contract should be scheduled to start on March 31.

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

### **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.

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](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 prior to move-in and after.
- If you have a fever of 37.5°C or above on the day before or on the day you move in, please postpone moving in.
  - ※Details will be sent to the occupants by email.
  - ※Prepare a thermometer yourself for your daily health observation.

### ● About moving in from overseas

When having entered Japan from overseas, you may be required to stay at home etc, the residence such as off-campus for a period of time designated by Health Monitoring Center for Overseas Entrants, the Ministry of Health, Labor and Welfare.

“Home` here does not include the student dormitories. During this period, students must find accommodation outside the student dormitory at their own expense to stay away from the dormitories. In addition, to prevent the spread of infection, please avoid staying at your acquaintances' house during this period.

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](mailto:gakusei.gakusei@ynu.ac.jp)

