

## **Tokyo International Exchange Center (TIEC) Residence Moving-in Procedures**

1. Moving-in Procedure
  - (1) Procedure Period: adjusting the schedule with TIEC Administration Office  
Time: You can choose from 10:00, 13:00 or 15:00
  - (2) Reservation for the Admission Procedure  
Contact: TIEC Administration Office  
Phone: 03-5520-6000  
E-mail: tiec@klp.ne.jp  
Office hours: 9:00 to 17:00  
Pre-order period: from the date when the decision of admission is informed to the date designated by TIEC Administration Office.
2. Allocation of Rooms
  - (1) Each room has differences in floor number, direction, layout with a bathtub or only a shower, type of equipment, etc.
  - (2) You cannot choose a specific room or change your allocated room.
3. Rent and Other Expenses
  - (1) The billing of rent and utilities will start not from the day when you, the TIEC resident, actually move in, but from the first day of your admitted residence period. As for your parking space, you will be charged by the complete month, not by day even if you start or end using it in the middle of a month.
  - (2) In addition to the monthly rent, you must pay the entrance fee which is the equivalent of one month's rent. This entrance fee is non-refundable. If you have not paid the entrance fee more than two months since the first day of your residence permit, you are obligated to move out of TIEC.
  - (3) The payment of the rent, and parking fee plus the bank transfer charge (110 yen) will be automatically withdrawn from your bank account except the month you move-in and move-out. You need to take the payment invoice to pay the rent fee for these two months in cash, which can be paid at any convenience stores. Please be aware that you will be charged 143 yen for the convenience store transfer fee, and you need 200 yen revenue stamp if the total amount is 50,000 yen or more.
  - (4) If your bank account does not have enough money, and the monthly payment cannot be deducted by the bank, you will have to take the payment invoice to pay it in cash at any convenience stores. Please be aware that you will be charged 110 yen for the bank transfer failure fee and 143 yen for the convenience store transfer fee. In addition, you need 200 yen revenue stamp when the total amount is 50,000 yen or more.
  - (5) The payment deadline for rent will be at the end of each month. Generally, the automatic transfer will be withdrawn on 27th of every month. If you have not paid the rent for three months or more, you are obligated to move out of TIEC.
4. Important Rules at TIEC

- ① When you move in, your address will be as below:  
2-2-●-●●●●● (Residence Hall A~D - Room No.) Aomi, Koto-ku,  
Tokyo 135-0064 Japan
- ② You are not allowed to bring or deposit any baggage or boxes before starting your admission period.
- ③ If you want to park a car temporarily inside of the premises of TIEC while you are moving in, you need to give notice to the Disaster Control Center which is located next to the Administration Office and receive a temporary parking permit (valid only on the day). You are not allowed to park a car on the premises of TIEC except the moving-in reason.
- ④ You must be very careful not to damage or destroy anything in your room and facilities while you live in TIEC. We are going to charge you compensation fee if you cause any damage.
- ⑤ You are responsible for disposing of any oversized garbage which may be generated while you live in TIEC and a collection fee would be charged to you. Do not dump any garbage illegally on the premises.
- ⑥ There is no available space outside your room such as storage etc. to store your luggage. Please keep all your belongings inside your room all the time. You are not allowed to leave them on the balcony which is designated as the emergency evacuation route. It is advisable that you legally throw away the belongings whose sizes do not fit into the room before you move to TIEC.
- ⑦ If you want to park a bicycle or a motor bike, you need to register. After you move in, please bring your bicycle or motor bike and the theft prevention registration certificate to the Administration Office for registration. You are only allowed to register one bicycle and one motor bike under your name. There is no parking fee (free of charge).
- ⑧ You need to register if you want to use the car parking lot. You can register at the Administration Office once you complete the moving-in procedure. In this regard, you need to be the registered owner of the vehicle and the vehicle inspection certificate must be under your name. You need to pay parking fee per month.
- ⑨ It is prohibited to use an oil heater or a gas burner in your room, as these items have a high risk of causing a fire. Residents who live in Hall A are not allowed to cook in one's own room.
- ⑩ You cannot smoke in every room and common facilities (lounge and kitchen, etc.) except in the designated smoking areas.
- ⑪ The telephone line is not installed. You cannot re-register a subscribed telephone number which you may have used before moving in. Also, residents are not allowed contract new telephone line.
- ⑫ In order to use Internet in your room, you need to make an individual contract with INVOICE.
- ⑬ The hot-water supply system in rooms in the Residence Hall A or B for singles (including showers) utilizes off-peak electricity generated during the night. Please note that you will not have any hot water on the first day after moving in because it will take one night to heat up your hot water tank after the breaker switch is turned on.

- ⑭ Once you move in TIEC, all residents, whether Japanese or non- Japanese, need to submit a notification of moving in to the Koto City Hall within 14 days after moving in. You may be requested to show your residence permit of TIEC to register at the City Hall. This permit will be given to you in person at the Administration Office after you have completed the moving-in procedure.
- ⑮ When you are allowed to be a resident of TIEC, you need to submit a resident card (Form A) to TIEC Administration Office.
- ⑯ You are not permitted to have people (friends, family members, etc.) who are not registered as residents of your room, staying overnight or residing in your room. If you are found out above circumstances, you must move out of TIEC.
- ⑰ For those who do not live in TIEC, such as friends or family members, the visiting hours is from 6:00 a.m. to 11:00 p.m. You cannot allow non-residents to enter or stay in the Residence Hall or your room from 11:00 p.m. to 6:00 a.m.
- ⑱ Due to the regulation, when inspecting firefighting equipment by law or other necessities in case of the management of the facilities, the person(s) in charge may enter your room, and this can be done without your attendance on the spot. In that case, you shall get the notification of the date and specific time in advance.
- ⑲ You need to prepare a basic bedding set for your bed. For purchasing information and bedding lease service at TIEC, please check the following site.  
URL <http://www.jasso.go.jp/en/kyoten/tiec/residence/tetuduki.html>

Contact Information:

Administration Office, Tokyo International Exchange Center (TIEC)

2-2-1 Aomi, Koto-ku, Tokyo 135-0064 Japan

Phone: 03-5520-6000 (9:00 ~ 17:00)

## List of Documents to Be Submitted and Brought for Verification

Please bring the following documents and items when you visit us for the moving-in procedure. The residents for Residence Hall C for couples and Residence Hall D for families must bring documents of all family members who live with you.

### (1) Documents for the Moving-in Procedure

Check Item	Documents to Be Submitted
<input type="checkbox"/>	Full Face Photo x 2 copies (3 cm × 2.5 cm)

Please bring one of the originals of the following documents for identity verification.

- ① Passport
- ② Residence card
- ③ Student identification card or identification card (for researcher, etc.)

### (2) Documents for Procedure of Payment of Rent, etc. (only for the one who holds the account to be used for the bank transfer)

Check Item	Documents to Be Brought for Verification
<input type="checkbox"/>	<input type="checkbox"/> Bankbook * If you do not have a bankbook, please bring a document which identifies the registered name, its katakana, and account number equivalent.
<input type="checkbox"/>	<input type="checkbox"/> Registered seal * If you use a method of signature verification, the seal is not necessary.