

Tokyo International Exchange Center (TIEC)

Residential Guide  
General Information and Rules and Regulations

## Introduction

Residents in Tokyo International Exchange Center (hereinafter referred to as “TIEC”) must carefully read “the Matters to be Observed to Use TIEC”, follow them and coordinate to maintain the comfortable living environment for all residents.

In the event of uncertainties in the expressions, interpretations or other aspects of the Japanese and English texts of the Residence Guide, the Japanese version shall prevail.

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All forms in this guide are provided at the Administration Office.

Some forms are available for downloading from the website below.

<https://www.jasso.go.jp/en/kyoten/tiec/residence/guide.html>

# I . Outline of Tokyo International Exchange Center

## 1. Contact information

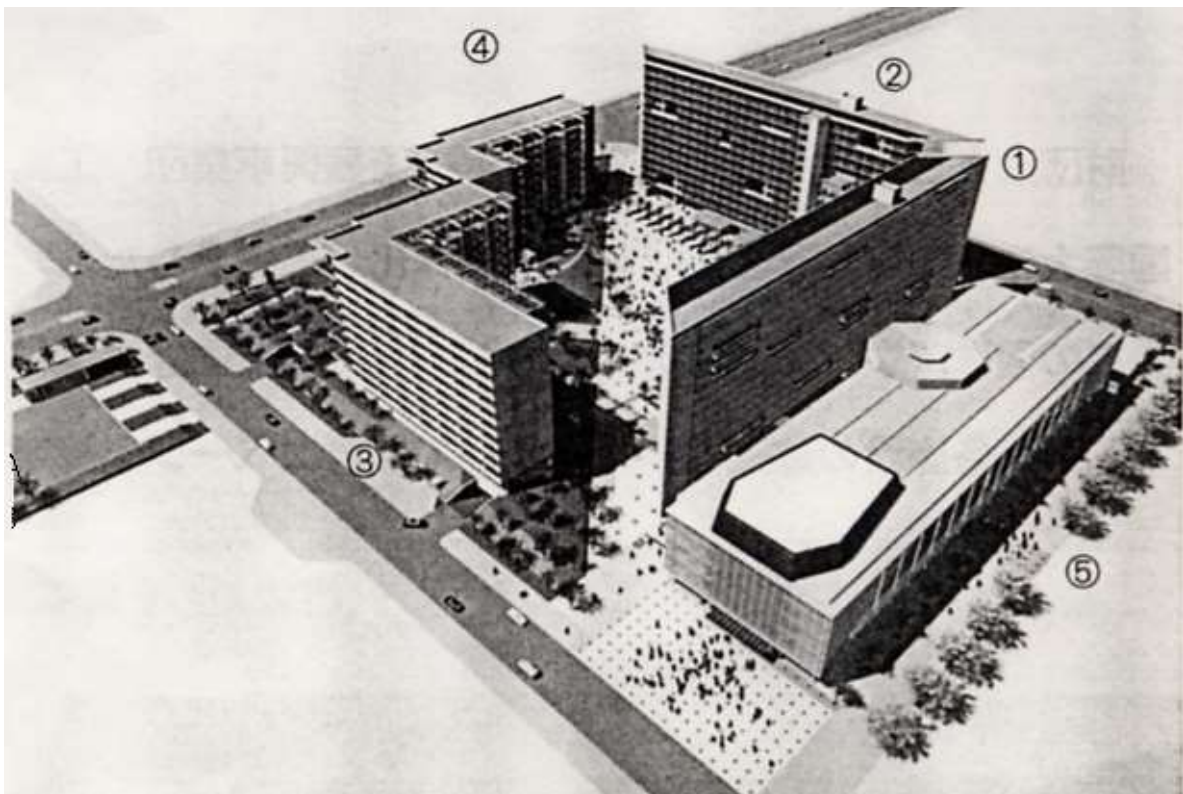
Name: Japan Student Services Organization (JASSO)

Tokyo International Exchange Center (TIEC)

Address: 2-2-A, 2-2-B, 2-2-C, 2-2-D Aomi, Koto-ku, Tokyo Japan 135-0064

Telephone: 03-5520-6000 (Administration Office)

Website: <https://www.jasso.go.jp/ryugaku/kyoten/tiec/index.html>



- ① Residence Hall A
- ② Residence Hall B
- ③ Residence Hall C
- ④ Residence Hall D
- ⑤ Plaza Heisei

## 2. Facilities and equipment

### (1) Residence Hall A

It has 14 floors and one basement: 330 rooms for residence

Floor	Room description	Facilities and equipment
2~14	Rooms for residence (20.0m <sup>2</sup> )	Shower/ Toilet, Washstand/ Sink/ Bed/ Mattress/ Desk/ Closet/ Bookshelf/ Chair/ Coffee table with wheels/ Refrigerator/ Convection microwave oven/ Air conditioner/ Laundry pole/ Shoebox/ Intercom/ Trash can
2~14	Lounges (common use)	Desks/ Chairs
2~14	Dining rooms (common use)	Dining tables/ Chairs/ Cooking stove/Microwave/Toaster oven
2~14	Laundry rooms (common use, coin-operated)	Washing machine/Drying machine
1	Japanese language seminar room/ Study rooms/ Cooking instruction room/Japanese-style room/ Restroom/ Garbage dump(for recyclables or incombustible garbage) / Garbage disposal chute / Mail boxes/Delivery boxes	

### (2) Residence Hall B

It has 14 floors and one basement: 300 rooms for residence

Floor	Room description	Facilities and equipment
2~14	Rooms for residence (30.0m <sup>2</sup> )	Shower/ Toilet/ Washstand/ Kitchen (equipped with cooking stove)/ Bed/ Mattress/ Closet/ Bookshelf/ Desk/ Chair/ Coffee table with wheels/ Refrigerator/ Convection microwave oven/ Washing & drying machine/ Air conditioner/ Laundry pole/ Shoebox/ Intercom / Trash can
2~14	Lounges (common use)	Desks/ Chairs
1	Convenience store/ Music rooms (A/B)/ Art and Craft room/ Multi-purpose room/ RA secretariat/ Restroom/ Mail boxes/ Delivery boxes	

### (3) Residence Hall C

It has 11 floors and one basement: 110 rooms for residence

Floor	Room description	Facilities and equipment
2~11	Rooms for residence (80.0m <sup>2</sup> )	Bath/ Toilet/ Washstand/ Kitchen(equipped with cooking stove& oven)/ Beds/ Mattresses/ Sofa/ Dining table/ Desk/ Chair/Bookshelf/Study room/ Storage unit/ Floor heating (only in the living room)/ Refrigerator/Convection microwave oven/ Electric pot/ Mirror stand/ Closet/ Air conditioner/ Washing& Drying machine/Laundry pole/Shoebox/ Intercom / Trash can
1,2,4,6,8,10	Lounges (common use)	Sofas and tables/ TV/ Restroom/ Sink
1	Recreation room/ Mail boxes/ Delivery boxes	
B 1	Parking lot for residents/ Bicycle parking area for residents/ Garbage dump(for recyclable and incombustible garbage)	

### (4) Residence Hall D

It has 9 floors and one basement: 56 rooms for residence

Floor	Room description	Facilities and equipment
2~8	Rooms for residence (100.0m <sup>2</sup> )	Bath/ Toilet/ Washstand/ Kitchen (cooking stove& oven)/ Beds/ Mattresses/ Sofa/ Dining table/Desk/ Chairs/ Bookshelf/ Study room/ Children's room/ Storage unit/ Floor heating (only in the living room)/ Refrigerator/Convection microwave oven/ Electric pot/ Mirror stand/ Closet/ Air conditioner/ Washing& Drying machine/Laundry pole/Shoebox/ Intercom / Trash can
1,3,5,7	Lounges(common use)	Sofas and tables/ TV/ Restroom/Sink
1	Play room/Mail boxes/ Delivery boxes/Garbage disposal chute	
B 1	Parking lot for residents/ Bicycle parking area for residents/ Garbage dump(for recyclable and incombustible garbage)	

### **(5) Plaza Heisei:**

It has 5 floors and one basement

Floor	Facility description
5	
4	Meeting rooms (1~5)/Gymnasium
3	International conference hall/Media Hall/Training room/ Trainees lodging rooms
2	JASSO office rooms/Trainees lodging rooms
1	Administration Office (in charge of residence management)/ Disaster Prevention Center/ JASSO Office rooms
B 1	Pay parking lot for visitors

### **(6) Outdoor Sports Ground**

Floor	Description	Facilities and equipment
Outdoor	Outdoor sports ground	Futsal goals
1	Clubhouse	Locker rooms/Shower rooms/Restroom

### **3. The Administration Office (1<sup>st</sup> floor of Plaza Heisei)**

The Administration Office is in charge of resident management. The Administration Office staff members conduct various administrative and clerical activities to support the residents in TIEC and their daily lives. They post notifications on the bulletin board, send messages to residents by e-mail or post them into your mail boxes, so you need to check them out every day. They rents a vacuum cleaner and steam iron/ iron board for residents.

[Working hours] 9:00~18:00 (regular day off Sundays, 12/29-1/3)

TEL: 03-5520-6000

E-mail: tiec@tokyu-nasic.jp

### **4. The Disaster Prevention Center (1<sup>st</sup> floor of Plaza Heisei)**

At the Disaster Prevention Center, security guards station around the clock and undertake the following duties.

- (1) Reservations for common use facilities (only when the Administration Office is closed)
- (2) Navigation or other assistances when a resident call an ambulance.



- (3) Issue of temporary parking permits for moving
- (4) Cart rental
- (5) Support in case of cylinder lock or IC tag(only when the Administration Office is closed)

If you have any trouble when the Administration Office is outside of business hours, you can consult at the Disaster Prevention Center. (If they cannot provide the service as you require, please contact the Administration Office later.)

## **5. Japanese students (assistants for international students and others)**

Some Japanese students live in the residence halls to support international students and researchers in TIEC.

If you need some help with your daily life in Japan, feel free to ask them. However, please refrain from contacting them at midnight except an emergency.

## **II. Rules to be Observed in TIEC (Resident Regulations)**

### **1. Moving-in and moving-out (commencement and termination of living in TIEC)**

(1) After you have been approved to move into TIEC, you must attend a move-in orientation before moving in.

(2) After moving in TIEC, all residents, both Japanese and non-Japanese, must submit the Moving-in Notification to Koto Ward Office within 14 days from the date they start living in TIEC.

[Koto City Office] Address: 4-11-28, Toyo, Koto Ward, Tokyo Phone : 03-3647-9111

(3) Before moving out of TIEC, you must submit the “Moving-out Notification” with the signature and seal of the person in charge of your university/ institution to the Administration Office within one month before the date of moving out.

(4) Clean your room and restore it to its original state when you move out. And when moving out, do not leave your belongings in TIEC. After you move out and return the key (cylinder lock) and IC tag, the items that you left behind will be discarded as garbage. It might be possible for you or your university/ institution to be charged for the costs of removal and disposal of those items or of cleaning of the room in case that your room is not cleaned up.

## 2. The Length of stay(permitted period of residence)

The period of stay is written in the “Permit for Residence”.

## 3. Entrance fee and rent

### (1) Entrance fee

Residents are required to pay the entrance fee which is equivalent of one month rent, regardless of the length of the permitted period of residence. It should be paid within one month from the first day of your residence permit. If you do not pay the entrance fee for two months from the first day of your residence permit, your residence permit will be invalidated and you will be obliged to move out of your room. Additionally, Entrance fee is non-refundable.

### (2) Rent

The table of respective monthly rents is listed below. If your first /last day of your **Permitted Period of Residence** is in the middle of the month, the rent will be assessed on a daily rate. **You will be charged rent from the first day of the Permitted Period of Residence, not from the date when you actually move in TIEC.** If you fail to pay rent for three months or more, your residence permit will be invalidated and you will be obliged to move out of your room.

### Rent (monthly fee)

Room Type	International Student	Japanese Student	Researcher
Residence Hall A	¥35,000	¥56,000	¥62,000
Residence Hall B	¥52,000	¥70,000	¥78,000
Residence Hall C	¥74,500	¥101,000	¥112,000
Residence Hall D	¥86,500	¥118,000	¥129,500

### (3) **Rent payment method**

- ① Rent is to be withdrawn from your bank account. It will be withdrawn automatically from the bank account you requested to use, added bank transfer fee(110 yen), on the 6th (or the following business day when the 6th day falls on a Saturday, Sunday or national holiday) every next month. Of the month of moving in or moving out, rents cannot be withdrawn from your bank account, along with the entrance fee payment, so you have to pay the fees with handling

fee by the payment slips from the Administration Office at a convenience store. The payment handling fee is 671 yen, and the total amount of the payment is 50,000 yen or more, you are to pay 200-yen revenue stamp.

You are requested to register your bank account for automatic debits from your bank account at the Administration Office when you move in. The 110-yen bank transfer fee shall be borne by you.

- ② In the case of failure of bank account registration due to a wrong bank account name or the seal, automatic deduction cannot be made in the following month, so you have to pay by the payment slips from the Administration Office at a convenience store as in the case of the first month of moving in.
- ③ Due to insufficient funds in your bank account, the withdrawal cannot be made correctly, you have to pay by the payment slip issued by the Administration Office. You have to add the fee of failed bank transfer (110 yen), payment handling fee (671yen), and 200-yen revenue stamp if the total amount of the payment is 50,000 yen or more.

#### **4. Utility fees (electricity, water and gas fees)**

**To start using electricity, water and gas, residents do not have to make contracts by themselves because utilities service for residents are under contract with TIEC.**

##### (1) Utilities

Residents are responsible for the payment of fees accrued for electricity, water and gas used in their rooms. (Gas fixtures are installed only in Residence Halls C and D.) Residents are claimed actual utility fees (Postpaid system).

##### (2) How to pay utility fees

Utility fees are to be withdrawn from your bank account. For account registration and payment method, please refer to 3. Entrance fee and rent (3) Rent payment method on page 6.

#### **5. Rooms for residence**

(1) Depending on the rooms in TIEC, there are some differences of the types of the bathrooms (only with showers or equipped with bath tubs), directions (cardinal directions), the equipment installed, and so on.

(2) The superintendent of TIEC designates rooms for the residents. You cannot choose a room or change your rooms.

(3) After the entrance procedure is over, the key (cylinder lock) and the IC tag are lent to

the residents from the first date of the permitted period of residence.. You must not lend your keys to the non-residents of the room and must return them when vacating your room. When you lose your key, you need to pay for reissuing the key.

(4) **Residents must not allow anyone who are not the residents (incl. friends or family members with no residence permit) to stay overnight or live in their rooms. When you violate the rule, you will be requested to move out of your room.**

- ① The visiting hours for people from outside of TIEC (your friends or family members, etc. with no residence permit) is from 6:00 a.m. to 11:00 p.m. You must not allow them to enter your room or to stay overnight from 11:00 p.m. to 6:00 a.m. next morning.
- ② You must not lend your own room to other people nor allow anybody who has no residence permit to live in your room.
- ③ You must NOT have any pets or bring flammable items into your room. Do not feed stray cats or wild birds such as pigeons.

(5) Residents in Residence Hall A for singles are not permitted to cook in their rooms.

(6) Residents must not bring any hazardous goods such as explosives into their rooms.

(7) Residents are not permitted to smoke in their rooms (including the balconies) and indoor common facilities.

(8) Residents should be careful with fires and prevent disasters.

(9) Residents are individually responsible for the management and cleaning of their rooms. The Administration Office rents a vacuum cleaner for room cleaning. Residents must keep their rooms clean and prevent infestation and breeding of cockroaches, rats, bed bugs, and other vermin. If the Administration Office determines that other rooms or buildings will be affected by the vermin, residents will be charged extra fee as pest control cost.

(10) You are not permitted to refurbish or redecorate your rooms. In the event of making any modifications to your room, you have to return it to its original state and the expense is to be paid by you.

Residents are requested to take good care of all the furniture and appliances in their rooms and should not take any of them out of their rooms (including your doorway and your balcony).

In the event of violating the rule and damage or loss of these items, you must pay for the compensation fee. When you vacate your room, you have to return all the equipment in your room and return your key (cylinder lock) and your IC tag which you have during your permitted period of residence. You have to pay for compensation of actual expenses in case either of them is broken or lost.

(11) When residents move out, they must clean their rooms, put all equipment in order, and allow the staff member from the Administration Office to check their rooms.

(12) Consumables

The light bulbs and batteries of appliances inside the room are consumables. After occupying the room, you are requested to purchase a new one and attach it by yourself once it is expired. When vacating the room, you are requested to make sure that all the light bulbs and batteries are in working condition for the next resident. If you are not sure the model numbers and standards of consumables, you can ask the Administration Office.

(13) Toilet

Some toilets are equipped with electric bidets depending on the rooms. If your toilet is equipped with electric bidet, and has been already broken when you move in, or will be broken, TIEC does not or will not offer any repair service. If you would need the device, you have to pay all the expenses. Besides, if you have installed your own electric bidet to the toilet, you have to remove yours and install the original device to the toilet when you move out.

(14) Since there is no storehouse for the residents' personal use in TIEC, you have to keep all your belongings in your room. Do not leave your belongings in your doorway or in your balcony.

## **6. Long stay-over, trip or temporary home return**

For safety reasons, Residents have to keep in touch with TIEC, and they have to submit the “**Nights Away Notification**” to the Administration Office when they are planning to go on a trip, stayover or temporary home return and stay outside of TIEC.

## **7. Sickness, injury, etc.**

In the event of sudden illness or injury, residents are requested to contact the Administration Office immediately. When it is closed, contact the Disaster Prevention Center or Japanese students.

## 8. Notification

Residents can place a notice in the designated place with a permission from the Administration Office in advance. . If you post anything without the permission, it will be removed.

## 9. Telephone

Telephone line is not installed. Also, residents are not allowed contract new telephone line. In emergency, residents can call the Administration office or the Disaster Prevention Center by intercom on their rooms.

## 10. Internet

For using the Internet with wired LAN in their rooms, residents are requested to contract with Internet service provider by themselves. The provider will be INVOICE.co.ltd. only. If you establish a contract with the Internet service provider, you have to terminate the contract and complete all the payments for the Internet access when you move out from TIEC.

## 11. Mailings, etc.

Ordinary mails are delivered to respective mail boxes. Parcels and courier deliveries will be stored in the delivery boxes on the first floor of respective Residence Halls. In case of your absence, registered mails will be returned to the Harumi Post Office which is responsible for this area. You are requested to contact the post office by telephone before going and collect them or ask the person in charge at the post office for redelivery.

The Administration Office do not receive or keep any personal mailings for residents.

**[Harumi Post Office] Address: 4-6-26 Harumi Chuo-ku, Tokyo Phone: 0570-943-844**

## 12. Cars

TIMES24 CO., LTD. manages the car parking area. If you want to apply for it, contact and contract with them directly. The number of resident only parking spaces is limited to a maximum of 25 cars. Residents will be given a resident only parking space use permit only if there are vacancies.

If there are no vacancies for resident only parking spaces, residents will be given a general customer parking space use permit and applied monthly parking contract for general customers. At the time of contract, you have to pay the issuance fee for Certificate of approval for use of a parking lot (6,600 yen (Including tax)) and the deposit which is equivalent of one month parking fee. The deposit will be refunded if the contract is canceled. Cars must be parked on the designated spaces respectively in the basement

parking lot of the Residence Hall C for couples and families. Unregistered cars will be deemed as hourly parking and charged hourly parking fee. TIEC do not bear any liabilities for theft or any damage, so the owners should be responsible for their vehicles and keep them locked without fail.

**Residents Only Parking fee (monthly\*)**

International student	Researcher, Japanese student
¥8,800(Including tax)	¥13,200(Including tax)

\*only on monthly rate (no daily rate)

\*monthly parking contract for general customer parking spaces has different monthly fee.

**13. Bicycles, motorcycles, etc.**

Residents have to register for their bicycles and motorcycles if they want to park within the premises of TIEC. After you move in, you need to go to the Administration Office for registration along with your bicycle or motorcycle and the bicycle registration certificate for anti-theft purposes. A resident can register only one bicycle and one motorcycle. You have to park your bicycle or motorcycle in the parking area of your Residence Hall. (The first floors of Residence Halls A and B (the roadside) and the basements of Residence Halls C and D.) Cycles parked outside of the designated parking spaces, such as the one parked in your doorway, will be removed. Unregistered bicycles or motorcycles will be deemed as being dumped illegally and will be removed or disposed of at any time. TIEC do not bear any liabilities for theft or any damage, so the owners should be responsible for their bicycles or motorcycles and keep them locked without fail. Also, do not park your bicycles or motorcycles illegally outside the premises of TIEC.

**14. Gatherings, parties, etc.**

In the event of holding a gathering or a party, etc. inside TIEC, the residents need to choose someone in the group as the person in charge and submit the “Gathering and Facility Use Request” to the Administration Office one week before the event.

**15. TV reception, newspaper, etc.**

When purchasing a TV and receiving TV stations, or subscribing to newspapers, residents have to deal directly with the respective companies for the contract or payment.

If you establish a contract with the companies by yourself, you have to terminate the contract and complete all the payments for the fees when you move out.

**16. International Student Society, etc.**

Residents can set up an International Student Society inside TIEC with a permission of the Superintendent. The terms and conditions for the International Student Society may

be set out with the approval of the Superintendent.

At present, the “RA Secretariat” has been set up with RAs and take the lead in conducting various activities.

## **17. Disaster prevention**

Residents must constantly pay attention to prevent disasters, cooperate with other members and staff to make an effort to protect TIEC from disasters and observe the following rules.

- (1) Residents are prohibited to use an oil heater or a gas burner inside their rooms as they create fire hazards.
- (2) Smoking is prohibited in all rooms for residence (including the balcony) and indoor common facilities. Residents can smoke only in the designated smoking areas.
- (3) Residents must check the locations of the emergency exit, fire-alarm box and fire extinguisher regularly.

Residents must not use or touch these equipment except in an emergency.

- (4) In the event of detecting a fire, you need to inform all residents of the fire by pressing for fire alarm, evacuate and cooperate for rescue under the instruction of the staff.
- (5) Residents are prohibited by law to place goods in passage ways such as corridors or escape ladders. Residents must not place any items except the laundry pole and the laundry in the balcony which may impede the evacuation route, with exception of a laundry pole or laundry.
- (6) Japan is the Earthquake country. Residents are encouraged to participate in an emergency drill to be prepared for such disasters. When an earthquake occurs, elevators will stop working, so the residents are requested to use escape stairs.

## **18. Entrance to the rooms by the staff**

- (1) At times, it might be necessary for the Administration Office or the Disaster Prevention Center staff to enter their rooms, with the permission of the residents beforehand, especially for the sake of the appropriate management and operation of TIEC, so the residents are requested to cooperate with the staff in this regard.
- (2) According to the regulation, it is necessary to enter the rooms to inspect any firefighting equipment by law or for the management of the facilities, they will be informed in advance of the date and time on which they have to allow the staff to enter their rooms. In that case, the staff might enter their rooms without their attendance.
- (3) In case of emergencies, such as a fire, water leakage, the staff might enter in any rooms without the permission of the residents.

## **19. Nuisance behaviors / annoying activities**



Do not make loud noises which could disturb others, such as shouting inside or outside the building, turning up the volume of TV or speaker and playing musical instrument loudly. You have to be very careful about the noises particularly at midnight or early morning (22:00 ~ 8:00).

It is prohibited that residents bring in hazardous materials or something malodorous that causes public nuisance, or disturb the safety, order, morals or comfortable community in TIEC.

No property may be left unattended on the premises. Please do not leave items unattended in an attempt to give them away.

## **20. Prohibition of keeping pets**

Residents are prohibited to keep dogs, cats or other pets inside TIEC.

Do not feed stray cats or birds on the premises.

## **21. Accommodations**

(1) TIEC has special trainee lodging rooms and guest rooms.

[Eligible persons]

① Special trainee lodging rooms (For singles)

- International students who are not the residents of TIEC
- Resident's family members within the third degree of kinship
- Former TIEC residents

② Guest rooms (For couples or triple use)

- Former TIEC residents
- Resident's family members within the third degree of kinship

### **[Family members within the third degree of kinship]**

Resident's "great-grandfather and great-grandmother", "great-grandchild and his/her spouse", "uncle and aunt and his/her spouse", or "nephews/nieces and his/her spouse"

Resident's spouse's "great-grandfather and great-grandmother", "great-grandchild", "uncle and aunt", or "nephews/nieces"

(2) The period of stay shall be within 30 days.

(3) If you want to use these rooms, you have to submit the "Temporary Stay Request" to the Administration Office. You need to pay the accommodation fee prescribed below in advance. The bank transfer fee (the handling fee, etc.) shall be borne by you.

### Accommodation fee (per night)

Room Type	International Student satisfies conditions stated in Section 21(1)	Resident's Family Member, etc. (within the 3rd degree)
Trainee Lodging Room (for one person /22㎡) [Plaza Heisei]	¥4,235 (Including tax)	¥8,470 (Including tax)
Guest room (for twin or triple use/120㎡) [9 <sup>th</sup> floor of Residence Hall D]	¥13,640 (Including tax)	¥27,280 (Including tax)

## 22. Compensation

In the event of damage of the facilities, equipment, or the loss of items in TIEC intentionally or negligently by the residents or their visitor(s), the residents must pay for the compensation fee.

## 23. Expulsion orders

Under the conditions stated below, the Superintendent has the authority to order the residents to vacate their rooms of TIEC.

If you are ordered to leave your room, you need to vacate your room within one week.

- (1) Whoever fails to pay rents or utility fees for three months or more.
- (2) Whoever fails to pay the entrance fee for two months from the first date of the permitted period of residence.
- (3) Whoever loses the status of residence in TIEC such as registered absence from school, and loss of school registration.
- (4) Whoever violates the rules and regulations with respect to the maintenance of facilities, equipment and fixtures, along with the statement listed below.
  - ① **Whoever allows people who are not the residents with no residence permit of the rooms to stay overnight or live in their room.**
  - ② Whoever rents or assigns the whole or part of their room to other people.
  - ③ Whoever uses their room for the purposes other than living in.
  - ④ Whoever modifies any of the equipment or fixtures inside their room.
  - ⑤ Whoever cooks inside a room of Residence Hall A (neither an electric cooker nor a gas burner can be used).

- ⑥ Whoever brings in any explosive materials or other dangerous materials.
- ⑦ Whoever do not use their rooms in good condition (e.g. who did not respond appropriately after vermin infestation).
- (5) Whoever does not perform the obligatory compensation.
- (6) Whoever is deemed to be in a condition that is inappropriate for living together with other residents in TIEC due to illness or other hygiene reasons.
- (7) Whoever misbehaves and disturb the order of the community of TIEC considerably.
- (8) Whoever misbehaves and disturb the public order of TIEC considerably.
- (9) Whoever violates the Law of Japan.
- (10) Whoever the Superintendent has determined that it is necessary for them to leave TIEC for other reasons.
- (11) Whoever lives in TIEC as a RA, has neglected their responsibility for RA activities or failed to complete their reporting duties.
- (12) Possession of weapons or illegal drugs such as marijuana, cocaine and heroin.
- (13) Having cooperative relationships with someone at organizations related to smuggling or illegal migrations, and organized crime groups.

## **24. Moving-out procedures**

(1)Residents have to submit 'Moving-out Notification' to the Administration Office one month before the date of moving out, regardless of the date is ahead of time or the end of the expiration date of the permitted period of residence.

You should note that if you do not submit 'Moving-out Notification' one month before the date of moving out, one month's rent of the month of moving-out will be withdrawn from your bank account.

(2)Residents are required to attend the inspection of any damage on equipment of the rooms prior to vacating their rooms. In the event of damage of the facilities, equipment, or the loss of items in TIEC intentionally or negligently by the residents or their visitor(s), the residents must pay for the compensation fee.

(3)Residents have to clear all the payments of utilities following the Administration Office instruction before moving out.

(4)Residents must return their cylinder lock and IC tag to the Administration Office (when it is outside of business hours, to the Disaster Prevention Center) by the departure date.

## **25. Extension procedures**

In the event of extending the permitted period of residence, you have to contact the person in charge of the university or institution to which you belong at least two months before the end of the expiration date of the permitted period of residence.

[Japanese student] Japanese students are supposed to become RAs in after entering TIEC and get permissions to stay, so if they are not RAs when applying for extension, they will not be able to get permitted.

### **III. How to Use Common Facilities and Equipment, etc.**

#### **1. Lounges**

Lounges are on each floor from the 2<sup>nd</sup> floor to 14<sup>th</sup> floor of Residence Halls A and B, on the 1<sup>st</sup>, 2<sup>nd</sup>, 4<sup>th</sup>, 6<sup>th</sup>, 8<sup>th</sup> and 10<sup>th</sup> floors of Residence Hall C, and on the 1<sup>st</sup>, 3<sup>rd</sup>, 5<sup>th</sup> and 7<sup>th</sup> floors of Residence Hall D.

Residents need to keep the lounges clean for everybody to use them.

You have to be careful with a fire which may be caused by smoking, etc. (Smoking is prohibited in indoor common facilities)), turn off the lights and lock the door before leaving the lounge without fail. When using air conditioner in particular, the last person leaving the lounge should make sure that it is turned off.

#### **2. Laundry rooms (available only for Residence Hall A)**

A laundry room equipped with coin-operated washing and dryer machines is available at each floor of Residence Hall A. This service comes with a fee. To save electricity, you should turn off the lights of the room when you finish using.

#### **3. Common kitchen (available only for Residence Hall A)**

- (1) A common kitchen is available at each floor of Residence Hall A. Residents in Hall A can use the common kitchen on their floor. Keep the kitchens clean when using.
- (2) Do not bring in any personal belongings including tableware, electric rice cookers to the common kitchen. In addition, residents should make sure that electric sockets not to be overloaded because it may cause a fire.
- (3) Do not leave the place while using an electric appliance such as an IH heater (electric hotplate), oven, etc. The users should make sure that the power is turned off after using the devices.
- (4) Residents need to separate their garbage and dispose of it in the designated garbage containers.

#### **4. Garbage**

Residents must bring combustible garbage to the special garbage disposal chute. To open

garbage disposal chute, use the key hanging from the chute, and take out the key after using it. Residents who do not dispose of garbage in the proper way may be obliged to vacate TIEC.

**In addition, do not leave garbage even in the garbage dump which might cause an outbreak of cockroaches and flies.**

Residents must separate their garbage and dispose of it in the designated places listed below.

- Combustible garbage (raw garbage, etc.) ⇒ To the garbage disposal chute
- Recyclables (newspapers, magazines, cardboards, etc.) ⇒ In the designated container in the garbage dump
- Recyclables garbage (cans, bottles, etc.) and plastics ⇒ In the designated container in the garbage dump
- Incombustible garbage (broken glass, earthenware, etc.) ⇒ In the designated container in the garbage dump
- Large-sized garbage ⇒ You need to apply for disposal of large-sized garbage (Items of 30 cm or over) in advance to “Bulky Waste Reception Center” by phone or online, and the Center will collect your garbage for a fee. (\*Inquiry about the collecting place of your garbage should be directed to the Administration Office.)

**[Bulky Waste Reception Center (Koto Ward)] Phone: 03-6431-9997 (Japanese language only)**

**Online: <https://www2.sodai-web.jp/koto/index.html>**

## **5. Use of common facilities**

To use common facilities, you need to make a reservation at the Administration Office or the Disaster Prevention Center (only when the Administration Office is closed). Reservation can be accepted from two weeks before the date of using, on a first-come-first-served basis. Facilities with ★ must be reserved in advance at the administration office. When you are planning to use one of the following respective facilities, you need to submit the “Gathering and Facility Use Request” to the Superintendent via the Administration Office and get a permission. When using common facilities, the users should be careful not to bother others. Also, the users should be careful not to break or dirty the equipment etc. installed at the common facilities. Children are not allowed to use the common facilities by themselves, without their guardians. You cannot use the facility for any other purposes other than the approved purpose.

**Operating hours are as follows:**

Equipment	Hall	Hours	Remarks
Study room A	Hall A	8:00-24:00	No reservations required
Study room B	Hall A	8:00-24:00	No reservations required
Training room	Plaza Heisei	7:00-24:00	(The orientation)reservation required (After orientation)no reservations required
★Gymnasium	Plaza Heisei	8:00-24:00	Available 2 hours a day/4hours a week
★Sports round	Outdoor	8:00-18:00	
★BBQ area	Outdoor	9:00-21:00	9:00-15:00 or 15:00-21:00
★Cooking room	Hall A	8:00-24:00	
★Tea room	Hall A	-	Available for RA and others' events
★Multi-purpose room	Hall B	-	Available for RA and others' events
★Art room	Hall B	8:00-24:00	
★Music room A	Hall B	8:00-22:00	
★Music room B	Hall B	8:00-22:00	Available 2 hours a day/4 hours a week
★Recreation room	Hall C	8:00-22:00	
Play room	Hall D	8:00-20:00	No reservations required. Contact Disaster Prevention Center before use.

- ※ 1: Do not leave any of your belongings in the study room or other common facilities.  
Do not forget to bring them with you after using the facilities.
- ※ 2: Only residents who have joined the training room orientation and received a completion certificate, will be able to use the training room. If you let someone who has not attended the orientation use the training room, your permission will be cancelled. Children younger than 15 are prohibited from entering the training room.
- ※ 3: The aforementioned hours of use may be changed to conserve electricity during the summer season (July to September).
- ※ 4: In the event of inviting visitors to the cooking instruction room, BBQ area or gymnasium, the number of visitors must not exceed the number of the residents who are going to use the facility.

## **6. Room key (cylinder lock), IC tag and card key**

IC tag / card key can open the entrance doors of Residence Halls and the common facilities. Also, you can enter your room with your cylinder lock. One room key and IC tag will be rented to residents of the Residence Halls A and B, two keys and IC tags to those of the Residence Hall C and two or three keys and IC tags to those of the Residence Hall D. You have to return all keys and IC tags when you move out.

### **<Note>**

- (1) Residents must handle your cylinder lock (s) and IC tag(s) with due care and they are responsible for keeping them until the date of leaving. If you lose or damage them, you must report it to the Administration Office or the Disaster Prevention Center (when the Administration Office is closed) as soon as possible. The staff will go to your room with you to unlock the door of your room. When the Administration Office is outside of business hours at that time, the Disaster Prevention Center staff can deal with it. Do not forget to report to the Administration Office later in business hours at your earliest convenience and ask for reissuing your cylinder lock or IC tag. When you lose the keys, you have to submit the “Room Key Reissue Request.”
- (2) Residents are to be billed at cost for reissue of cylinder lock, IC tag or card key.
- (3) Residents must not lend the key (IC tag) to the non-residents of the room. If this rule is broken, it will be informed to their universities/ institutions by the Administration Office and it might be possible that they are requested to vacate their rooms.

**Japan Student Services Organization (JASSO)**  
**Tokyo International Exchange Center**  
**Resident's Guide**

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