

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@tokyu-nasic.jp
Office hours: 9:00 to 18:00
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 from the first day of the Permitted Period of Residence. However, electricity charges will start 2 days prior to the first day of the Permitted Period of Residence. Please note that billing will not be based on the actual move-in date.
 - (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 - (3) The payment of the rent, the water utility fees and the bank transfer charge (110 yen) will be automatically withdrawn from your bank account except the month you move-in and move-out.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 and the water utility fees for these two months in cash, which can be paid at any convenience stores. Please be aware that you will be charged 671 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 671 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 Generally, the automatic transfer will be withdrawn on 6th of next month. If you have not paid the rent and the water utility fees for three months or more, you are obligated to move out of TIEC.
 - (6) Electricity and Gas contracts should be made under the resident's individual Name. The Administration office will apply contract on behalf of the residents under the residents'

name. Payment must be made by credit card. When you complete the move-in procedures, make sure to register your phone number and credit card information etc. to the supply company. Payments should be made monthly and without delay.

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. It cannot be left in the hallway in front of the entrance or on the balcony, which is designated as an 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 TIMES24 CO., LTD. manages the car parking area. If you wish to apply, please contact and contract with them directly. A parking lot for residents will be available only if there are vacant spots.
- 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 Residents must not allow anyone or pets who are not the residents (incl. friends or family members with no residence permit) to enter and/or stay in all of TIEC building including residents' room from 11:00 p.m. to 6:00 a.m. When you violate the rule, you will be requested to move out of your room.
- ⑰ 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 and/or stay in all of TIEC building including residents' 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.
- ⑲ You need to prepare a basic bedding set for your bed.
- ⑳ For purchasing information at TIEC, please check the following site. If you dispose of bedding items, they will be collected as bulky waste for a fee.
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 ~ 18:00)

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.