

Dormitory for International Students of
Nagoya City University
Booklet for New Residents

○住所 address

〒 466-0842

名古屋市昭和区檀溪通2-8 名古屋市立大学留学生宿舎

Nagoya City University Ryuugakusei-Shukusha

2-8 Dankei-dori Showa-ku Nagoya City, Aichi JAPAN

postal code:466-0842

Nagoya City University
International Exchange Center
Tel (052) 872 5163

2020.3

Introduction

This booklet is designed for international students assigned to live in the dormitory, and it lists the rules that must be followed. We ask for your cooperation and compliance when staying in the dormitory.

In Nagoya, you may find the lifestyle, culture, customs, and ways of thinking to be

somewhat different from those of your home country. It is sometimes difficult to adapt oneself to a new environment, especially for international students who have only been in Japan for a short while.

It is necessary to cooperate with other fellow international students to live in this dormitory, and this booklet explains how.

Please read through this booklet carefully and follow all the rules that are mentioned. Once you leave this dormitory, the next group of international students will take over your rooms. Please use all the facilities with care and comply with the regulations so that the new international students will be able to follow in the footsteps of your good behavior.

If you have any concerns or need help with anything, please feel free to contact the supervisor/advisor for a consultation. You are also welcome to visit the International Exchange Center.

Contents

	Page
1. Procedure for Moving in	3
2. Expenses and Payments	4

3. Rules & Regulations / Expulsion	4
4. Guidance for using the rooms and life in the dormitory	6
5. Procedure for Moving out	8
6. Duration of residence	9
7. Garbage Collection Day	10
8. Emergency Place around Dorm	11

1. Procedure for Moving in

(1) Moving in to the residence:

After you have been accepted as a resident, we will ask you when you are going to move in. We will try to make arrangements for the date you request, so please move in on the date you requested. If you change for some reason, please make sure to contact us beforehand. **If you change without any notice, permission for your residence may be withdrawn.**

(2) Things to submit

Once you have moved into the dormitory, please submit the 'Written contract form & declaration form', the 'Room check-list', the 'Rental agreement regarding dormitory key' and the 'Application for parking space at NCU dormitory' to the International Exchange Center as soon as possible. Please inform us clearly of any faults in your room at the time of submission. After the room inspection, the International Exchange Center will repair any damages and deal with anything else as necessary.

Please be advised that **you will be asked to pay for the loss of equipment or cause of any damages to the facilities regardless of whether it was done intentionally or through negligence.**

(3) Use of Electricity and Gas

Regarding the use of electricity and gas, the dormitory manager contacts each company directly and signs a contract.

Electricity – Chubu Electricity (in Atsuta)

Tel (0120) 985 710

Gas – Toho Gas (in Hoshigaoka)

Tel (052) 781 6131

(4) Registration etc.

Go to the Showa Ward Office to give notification of your address.

If you have moved within Japan, you need to turn in a "Notification of Moving-out" at your previous city hall, and then submit a "Notification of Moving-in" to the Showa Ward Office. You must also send a change of address form to the Post Office to forward all your postal mail.

Showa Ward Office: 3-19 Ayuchi-dori, Showa-ku Tel (052) 731 1511

2. Expenses and Payments

(1) Room rental fees

You will be given a rental invoice every month. Please pay your monthly rent by the last day of each month. However, the fees for December must be paid by the 30th (in the

case of a national holiday, payments should be made by the last weekday before this date) at the Bank of Tokyo-Mitsubishi UFJ. We ask that you not pay via ATM because we cannot confirm the name of who paid.

(2) Common service fees (including water fees)

You will receive a payment envelope with a room rental invoice from the manager every month. You need to come to the International Exchange Center to pay your common service fees using the envelope. Please pay your common service fees by the last day of each month, but the fees for December must be paid by the 28th (in the case of a national holiday, payments should be made by the last weekday before this date) at the International Exchange Center.

(3) Electricity and gas charges

Please make payments for electricity and gas charges on your own according to the payment invoice sent by each of these companies. We recommend that you pay using the direct debit system from your bank account in order to prevent you from forgetting to pay.

Electricity and gas services will be stopped if no payments are made.

3. Rules & Regulations / Expulsion

Although rooms are designed as private rooms, there are rules which must be followed when living as a group in this dormitory. We expect you to be cooperative in following the rules mentioned below.

(1) Rules

- ① **No visitors (including family members or friends) are allowed to stay overnight in the dormitory. Visitors are permitted to visit between 9:00 a.m. and 9:00 p.m.** They must leave when this time ends. **They will be banned from entering the dormitory if they do not comply with the regulations.**
- ② **Smoking in the dormitory is strictly prohibited.** Please DO NOT smoke. Smoking around the dormitory is also prohibited due to consideration for the neighbors.
- ③ To prevent accidents and for sanitation purposes, please make every effort to maintain a pleasant environment within the dormitory.

In Nagoya, detailed sorting is necessary when disposing of garbage. You need to buy the plastic bags designated by Nagoya City and dispose your garbage by sorting it into different types of waste that have designated dates and times for disposal. You may need to pay to dispose of garbage depending on the type of garbage. **Please**

sort your garbage properly and make sure to put it out on the designated date at the designated dumping site. Please write your room number on your garbage bag. For details, please refer to the 'Guide for Sorting Recyclables and Garbage' which we handed to you with this booklet. If you are still not sure how to sort your garbage, you may ask for help from the manager or adviser.

- ④ Please use the equipment, facilities etc. with care and do not make any changes or alterations to anything without permission. **Otherwise you will be asked to pay for anything that needs to be restored to its original condition.**
- ⑤ Do not bring any dangerous items into the dormitory and do not make loud noises or perform any actions which may bother the other students in the dormitory or the neighbors nearby.
- ⑥ Do not lend your room to anybody else or use your room for any purpose other than residing in.
- ⑦ You are not allowed to post any notices inside the building without permission.
- ⑧ Do not participate in political activities, religious activities or any money-making businesses inside the dormitory.
- ⑨ You are not to keep pets (animals/ birds) in the dormitory.
- ⑩ You are not to place/leave anything in the corridors, stairs, emergency exit areas or outside your room without permission.
- ⑪ You are not to bring cars or motorbikes to the dormitory. Even if you have borrowed them from your family/ friends, you are not to park them on the premises.

(2) Expulsion

Please be advised that **you may be expelled from the dormitory if you fall under any of the following.**

- ① **Failure to follow the aforementioned rules and no display of behavioral improvement** after being warned
- ② **Failure to pay rental fees etc. without an acceptable reason**
- ③ Refusal to pay compensation for damages

- ④ Health condition that does not meet the residence requirements in respect to living with other students as a group
- ⑤ Deferral from the University for more than 3 months or becoming eligible to study abroad
- ⑥ Disqualification as a student of Nagoya City University
- ⑦ Occupancy in the dormitory by dishonest means, such as false statements in application
- ⑧ Disturbing the order of the dormitory system and misbehaving toward others
- ⑨ Any other grounds that the Director of the Student Affairs Division judges will cause difficulties in administrating the operation of the dormitory

4. Guidance on using the rooms and life in the dormitory

①Room Keys

Room keys are provided to you from the International Exchange Center, so please take good care of them. **If lost, stolen or damaged, we will replace your keys, but you will be charged a fee for this service.**

②Entering the room

No shoes are allowed inside the room. Please remember to take off your shoes and leave them near the entrance when entering your room.

③Ventilation

The weather in Nagoya is very humid. Many things gather mold, especially during the rainy season in June, so please regularly leave the windows open for ventilation.

④Water drain areas in the kitchen, toilet, bathroom etc. (drainage)

Do not drain any household waste, like leftover food waste or waste oil, etc., down the sink in the kitchen.

It could cause environmental pollution.

Do not flush anything except for toilet paper in the toilet. Paper tissue does not dissolve down the drain, so **please be careful not to flush anything that cannot be dissolved in water into the drainage system.**

Drainpipes are connected to every floor of the building. Once something that cannot be dissolved in water is flushed into the pipes, it will cause water to overflow and block the pipes, which will also create problems for other people. **If you cause damage, you**

will be liable for this damage and will be charged for all the necessary repairs. And please use an appropriate detergent when cleaning water drain areas.

⑤Balcony

Do not use your balcony as a garbage dumping site or a storeroom. Please immediately remove anything that is unnecessary. When using water on the balcony, make sure not to spill it and bother others living on both sides of your room and those on lower floors.

⑥Bicycles

If you have a bicycle, you need to submit an 'Application for a bicycle parking space at the NCU dormitory' to the International Exchange Center in advance, and you must put a parking sticker on your bicycle. You need to ask the manager to get the sticker. You need to provide your name, address and a bicycle key. When parking, please park neatly in the parking space provided. **Do not park your bicycle in front of the entrance or anywhere near the dormitory.** It may cause trouble for your neighbors.

⑦Other equipment

If there has been any damage to the equipment since you moved into the dormitory, you will be asked to pay for it. Please use all the equipment with care.

⑧Other Problems etc.

Consult with the administrator or an adviser when you have any troubles while living in the dormitory. If you observe strangers inside the building, please notify the administrator immediately. In the unlikely event that your room gets robbed, report it to the administrator, the International Exchange Center and the police.

[Points of Contact]

International Exchange Center 9:00 a.m. to 17:00p.m.
(Closed: Sat., Sun., national holidays)
Tel: (052) 872-5163
E-mail: ryugaku@sec.nagoya-cu.ac.jp

Showa Police Station 5-11, Hiroji-dori, Showa-ku Tel: (052) 852-0110
In Case of Emergency (Police) Tel: Just dial 110
In Case of Emergency (Ambulance and Fire Dept.) Tel: Just dial 119

⑨Preparing for disaster

A fire prevention water bucket is provided in every room and a flash light with a built-in battery is also provided by the door. The fire prevention water bucket should be filled with water. Make sure to renew the water once a week.

Fire

Please pay extra attention when you use any fire and do not leave it unattended. Please keep flammable items away from equipment that produces fire. Do not leave anything in the hallway or on the balcony of the dormitory because it may cause a fire hazard and block the evacuation route.

If you cause or find a fire, use the fire prevention water or the fire extinguisher to stop the fire and ask someone for help immediately. If it is possible, ring the fire alarm.

If you hear the fire alarm, check outside to see whether a fire is burning or not. If there is a fire, please call 119 for help. If flames spread up to the ceiling, please evacuate immediately instead of attempting to stop the fire. When you evacuate, alert the other students as well.

Earthquake

Earthquakes frequently occur in Japan. When an earthquake occurs in the Tokai area, it is likely to be accompanied by strong shaking, especially in the Nagoya area. It is difficult to predict when an earthquake will happen, but with proper preparation, in case of emergency, it is possible to minimize the damage.

- Do not put heavy or solid objects in high places.
- Prepare emergency supplies, valuables, and the minimum requirements for everyday life.

If an earthquake occurs, protect yourself first. Do not dash out of the house because telephone poles, signboards, or window glass may fall on you.

- To protect your head, stay under a table or desk until the shaking stops.
- If you are using fire, the stovetop will turn off automatically.
- Confirm the safety of other students in the dormitory. If a massive earthquake hits, it is predicted that it may take time before any rescue by firefighters is available. Therefore, please do what you can to help those in need around you as much as possible.
- Power and water is likely to be cut off. If you cannot use any electricity due to the blackout, you can use the light ball placed at the entrance of each room as a flashlight. Water in the fire prevention water bucket can be used for washing and cleaning.
- If the dormitory has been destroyed and is unlivable, please evacuate to the nearest community shelter (Hiroji Elementary School).

5. Procedure for Moving out

①Notification of Leaving

If you are leaving the dormitory during the permitted period of residence approved by

the dormitory or according to the expiration of this approved period, **please submit your 'Notification of Leaving' form to the International Exchange Center by the 15th of the month before the month you are leaving.** Rental room fees and common service fees for the final month are as follows.

Days of stay	Rental room fees	Common service fees
15 days or fewer	Half of the final month's fees	Half of the final month's fees
16 days or more	Full amount	Full amount

However, please be aware that **if we do not receive your 'Notification of Leaving' form by the 15th of the month before the month you leave, you will be required to pay the rental fees and common service fees for that whole month.**

②Room Inspection

Before you move out of the dormitory, we will inspect your room. Once we receive your notification of leaving, we will notify you about the date of inspection. **Make sure your room is in the same condition as it was when you first came into the dormitory** (please clean up your room and repair any damage). **If there is anything which must be fixed, you are going to be charged for all the expenses.**

③Returning Keys

Please return your room keys to the manager at the time of leaving. **If we do not receive your room keys, we will conclude that you have lost the keys and request you to pay for replacements.**

④Other Procedures

Please contact the Electricity & Gas Companies and inform them about discontinuance of their services and arrange for your contract to last until the day after you leave (or the day you leave). **Those who are returning to their home country straight afterwards have to pay all the fees before leaving for home.**

Also, report your **change of address** at the Showa Ward Office as well as the new address you are moving to. **You must send a postcard to the Post Office to forward your postal mail,** so it will not cause any problems for the next international students who will move into the dormitory after you have left.

Please do not forget to inform the Faculty/Department office you belong to of your change of address.

6. Duration of residence

Students are only allowed to live in the dormitory until 15th March two years after moving in. However, graduating students are allowed to stay until the day after the graduation ceremony, but only if they apply to the International Exchange Center. Please consult with the International Exchange Center if you have any compelling reasons for

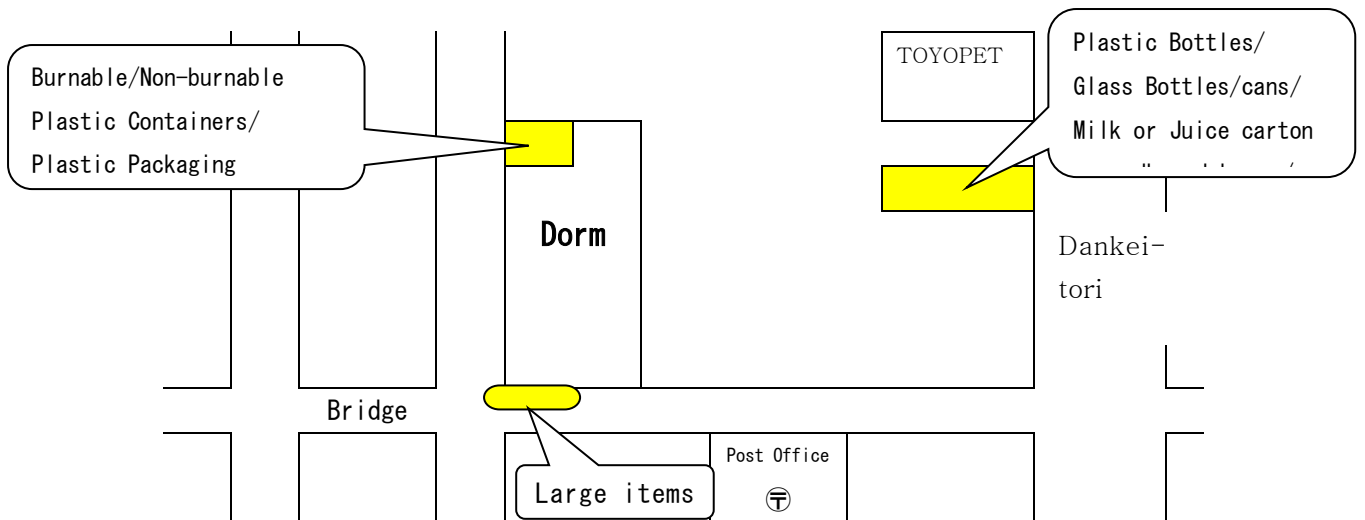
staying longer than 2 years.

Garbage Collection Day

	Mon	Tue	Wed	Thurs	Fri
1 st week	Plastic containers/ Plastic packaging	Burnable			Burnable Plastic bottles/ Glass bottles/Cans/ Milk or Juice cartons
2 nd week	Plastic containers/ Plastic packaging	Burnable	Large items of refuse (you need to tell to dormitory manager)		Burnable Plastic bottles/ Glass bottles/Cans/ Milk or Juice cartons
3 rd week	Plastic containers/ Plastic packaging	Burnable			Burnable Plastic bottles/ Glass bottles/Cans/ Milk or Juice cartons
4 th week	Plastic containers/ Plastic packaging	Burnable	Non-Burnable/ Magazines/ Paper cartons/ Cardboard boxes		Burnable Plastic bottles/ Glass bottles/Cans/ Milk or Juice cartons

Non-burnable: ex. pot, electric bulb, hair drier, glass, pan

You can dispose trash from only 7:40~8:00am on the designated day.



Emergency Place around Dorm





If a typhoon or earthquake causes heavy damage to the dormitory, you need to evacuate to the nearest emergency evacuation shelter. The nearest shelter is Kawana Park (川名公園) .