



上智大学
SOPHIA UNIVERSITY

Sophia-Arrupe International Residence Living Guide

Center for Student Affairs
Sophia University

Revised in March 2023

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1. Overview of Sophia-Arrupe International Residence

(1) Purpose of Sophia-Arrupe International Residence

Sophia-Arrupe International Residence allows for all students with different nationalities, religions, cultures and languages living in one residence and learning the diversity by. They are encouraged to grow in the environment of multi-culture and multi-language, gaining a sense of internationality and diversity. The residence will hold various kinds of educational programs for residents to participate to achieve the Mission & Vision below.

“Sophia-Arrupe International Residence” is derived from Fr. Arrupe Pedro, who was the twenty-eighth Superior General of the Society of Jesus (SJ) and clarified the principles of “Jesuit-Ignatian-Education”, which sets educational policy of Jesuit schools. This philosophy and our school motto, For Others, With Others,” is derived from his vision and proposal.

◇Mission◇ “For Others, With Others”

Sophia-Arrupe International Residence is a place that aims to bring up persons of global competency based on the educational principles of Christian Humanism and, guided by Sophia University's vision: “Sophia - Bringing the World Together.”

◇Vision◇

1. Freedom and Responsibility

Residents have the freedom to create any educational opportunity in accordance with the Mission and are responsible to maintain the order of residence.

2. Coexistence through understanding ‘the other’

Residents are expected to accept others’ characteristics and diversity, and respect the attitude to live together.

3. Self-development as Global Agent

Residents are expected to acquire a sense of global leadership by making own effort and insight toward solving social issues the humanity faces.

(2) Established by:

Sophia School Corporation

(7-1 Kioicho, Chiyoda-ku, Tokyo 102-8554 <http://www.sophia.ac.jp/>)

(3) Address

33-7 Shinanomachi, Shinjuku-ku, Tokyo 160-0016

Phone: 03-3351-1028

(4) Access

- One minute’s walk from Shinanomachi Station on the JR line

(5) Facilities

- Shared spaces
Multipurpose Area; Courtyard; Study Rooms (two); Theater Room; Beverage vending machine; Pray Room; Sports Studio; Terrace; Laundry rooms with washers and dryers)

- Room: 180 rooms ... 9 – 10 m²
Furnishings: storage furniture; a desk; a desk lamp; a chair; a bed; an air-conditioner; a curtain; mirror, closet (970*1950*200(mm));
Shared facilities in each unit: kitchens; shower rooms; toilet; sinks
- 8F Special Room: two rooms (Wheelchair user friendly)
Furnishings: storage furniture; a desk; a desk lamp; a chair; a bed; an air-conditioner; a curtain; a kitchen; a shower room; a toilet; and a sink

(6) Office (1st Floor)

Office hours: 8:00-22:00 (Including weekend and holidays)

Tel: 03-3351-1028

Email: dorm-arrupe-ofc@sophia.ac.jp

*Administrations such as baggage pick-up and Theater Room are available all days at the Office.

* Office will close during December 30 through January 3

(7) Coordinators of Sophia Dormitories, Center for Student Affairs, Sophia University (1F, Building 2, Yotsuya Campus)

Counter: 10:00-11:30, 12:30-15:30 from Monday to Friday (Class day)

12:30-15:30 from Monday to Friday (Non-class day)

※Closed on national holidays or during university designated summer/winter break or holidays.

Tel: 03-3238-4621

Email: dorm-co@sophia.ac.jp

2. Application: Eligibility and Procedure

(1) Eligibility

Either of the below Sophia University student can stay in the dorm during period of study.

1. Degree students
2. Exchange students, Non-Degree students, Research students
3. Others who have been granted permission by the Director of Center for Student Affairs

(2) Term of Residence

1. The maximum period of occupancy is 2 years. Extension of period of stay may be decided after document screening and interview by the Director.
2. The regulations on the length of this agreement are determined separately.
3. The application for the extension of stay is acceptable during the prescribed period.

(3) Application Form

All persons who wish to live in the Residence should apply by completing and submitting prescribed application form on the website during the prescribed period.

(4) Check-in Procedures

- ① Please make sure to check-in/arrive at the Residence during the following hours:
8:00-22:00 (Including weekend and holidays)

If you wish check-in after office hours, you can get a key and any explanation on the living will be done next day. If you are asked to move-in during the designated period

of time, please follow the instruction.

- ② You can receive the “Residence Permit” after your moving in, which shows the term of residence. Please keep it safely.
- ③ You need to submit the “Pledge and Application” , “List of Furnishings Provided” distributed when you moved in. Please follow below 2 instructions.
 - Carefully read this guidebook and the Sophia-Arrupe International Residence Guideline
 - Check your room furniture using the furniture list.
- ④ For automatic payment of the rent, you have to register your bank account information at the office.
- ⑤ Please take necessary procedures for resident registration and national health insurance at the Shinjuku Ward Office within two weeks from your moving in.

3. Rent

(1) Breakdown of fee

1. Residents must pay the entrance fee (95,000 yen) and room fee.
2. Room fee (95,000 yen/month) are charged in advance of each month. Utility costs (heat, light and water expenses, and internet fees) is included. Residents must complete the payment before the monthly deadline.
3. Dormitory Fees for move-in/-out month is as follows.

Moving-in between 21st and last day of the month Moving-out between 1st and 10th of the month	31,000 yen
Moving-in and Moving-out between 11st and 20th of the month	62,000 yen
Moving-in between 1st and 10th of the month Moving-out between 21st and last day of the month	95,000 yen

However, the March dormitory fee for students who move-in into the dormitory during the Prescribed Collective Move-in Period at the beginning of the Spring semester (end of March) is exempted. The September dormitory fee for students who move-in into the dormitory during the Prescribed Collective Move-in Period at the beginning of Fall semester (around mid-September) is 31,000 yen.

※When moving out from the dormitory, please submit Dormitory Move-out Notice (tai-ryo todoke) to the Dormitory Office, as stated in dormitory regulations, at least one month prior to the intended move-out day.

Example: If you wish to move out on June 12, 2023, and submit the Move-out Notice by May 12:

→ Dormitory Fees for the month you move out (June) will be 62,000 yen, applicable to “move-in/-out between the 11th and 20th of the month” .

Please note that if you fail to submit the Move-out Notice at least one month prior to the intended move-out day, your move-out day will be counted as one month after the submission date of the Notice, and the Dormitory Fees up to that month will be charged.

Example: If you wish to move out on June 12, 2023, but you are late in submitting the Move-out Notice and submit it on June 2, 2023:

→ Your move-out day will be July 2, a month after the Notice submission date, and the full Dormitory Fees for June (95,000 yen) and Dormitory Fees for the move-out month (July) will be charged. Dormitory Fees for the move-out month (July) will be 31,000 yen, applicable to “move-out between the 1st and the 10th of the month”.

4. No other rate (such as daily rate) is provided except the preceding clause.
5. Bedclothes fees: approx. ¥28,900 per year (Lease fee varies depending on the term of the

agreement) . If you want to apply for leased bedding, please consult with the Office. Leased bedding is either 4 months, 6 month, 10month or one-year contract and bedding fee is non-refundable even if you cancel the contract during the term.

(2) Payment of rent

The bills will be delivered into your mailbox by the end of the previous month. You have two options for payment methods as follows.

① Automatic withdrawal from domestic bank account

Your rent is automatically withdrawn on the 6th every month; if the 6th falls on Saturday, Sunday or a national holiday; the rent will be withdrawn on the next weekday. Please be sure to have enough money in your account by the day before the withdrawal.

② Payment in cash at Convenience store

You can pay in cash at a convenience store by the 6th every month. The handling fee for the convenience store payment is 671 yen (including tax).

*Regarding ① above, it takes about 2 months for registration for automatic withdrawal from your bank account in Japan, so you will have to pay the first and second month fee in cash at a convenience store.

*You cannot use your debit or credit card.

4. Leaving procedures

(1) Leaving procedures

Please submit the “Notice of Leaving” to the office at least a month before you move out. Please pay the dormitory fee for move-out month according to “3. Rent (1) Breakdown of fee”.

The last bill for rent should be paid in cash at a convenience store.

Once you submit the “Notice of Leaving”, you CANNOT cancel the request of leaving for any reason.

(2) Room inspection

The schedule of first room inspection and second room inspection will be determined at the time of submission of “Notice of Leaving.” The first room inspection will be done within two weeks after the submission of “Notice of Leaving” , and the second just before the leaving. As a result of room inspection, in case of considerable damage or stain that requires special cleaning or repair in your room, such as replacing the wallpaper or floor mat, repair fee will be paid by you.

(3) Leftover

Please take all your belongings and dispose unnecessary items. We do not accept anything at the office. It is not allowed to leave your unnecessary items (including bicycle) in a kitchen or other shared spaces. Please be sure to complete necessary procedures at the Shinjuku Ward Office for oversized garbage trash (over 30 cm square).

(4) Expulsion from the Residence

Residents may be dismissed from Arrupe dormitory if any of the following applies:

(1) Violation of any of Article 3 or other articles of Sophia Arrupe International Residence Guidelines.

(2) Failure to satisfy financial obligations accrued in case of damage to and loss of Arrupe

dormitory property.

(3) Disciplinary problem that threatens the living environment of the residential community.

(4) Medical, health, or sanitary problem deemed detrimental to the well-being of community life in Arrupe dormitory.

(5) Any behavior that may cause serious interference with operation and management of Arrupe dormitory.

(6) Any behavior that is against the law, in the dormitory or outside.

(7) Obtainment of any disposition of the University Regulations.

(8) Offense of public order and morals.

(9) Payment of dormitory fees is overdue for three months or more.

(10) Failure to pay the entrance fee for two months after the move-in.

(11) Any behavior that is regarded as not suitable as a Sophia student.

(12) Eligibility is lost.

(5) Others

(1) Residents must vacate the room within one week if they become ineligible as residents due to cancellation of eligibility in accordance with Article 4 in Sophia-Arrupe International Residence Guideline.

(2) Period of occupancy ends on March 20th in autumn semester and September 10th in spring semester.

(3) All residents who leave the Residence are required to agree the following:

- The manager and staff check the condition of room and may charge payment for defacements or other damages.

- Any leftover within the room and shared spaces will be regarded as relinquished by the owner and abandoned.

5. Life style and system of the Residence

We have a community system in the Residence called “Living Group” and every member is assigned to one of 26 Living Groups when moving in. Every member is required to join the activity of Living Group as an obligation. Living Group is the basic of the community where members are required to cooperate with others in diversity. Below is the explanation of the system.

(1) Living group

P u r p o s e	-Promote interpersonal and international exchange (concept of a community building) -Create the culture of the Residence and have a responsibility for keeping the environment in good condition
S t r u c t u r e	-26 groups consisting of 7 residents of different nationalities, languages etc. who live in the same unit with a Living Group leader
M e m b e r	All residents
A c t i v i t i e s	-Compulsory Monthly meeting (for discussing internal issues and for intercultural exchanges) -Other activities/events according to the need of the Residence and groups (see examples below) Supporting activities for new students to get used to life in the Residence

	<p>Actively participate in educational programs and planning and organizing international exchange events</p> <p>-Keeping the floor and kitchen clean and comfortable, which is responsible for the members of each floor (see examples below)</p> <p>Keep one's own belongings in the designated storage space in a kitchen</p> <p>Not to leave belongings in the shared places</p> <p>Clean up the sink and table and leave nothing behind</p> <p>-Communication beyond living groups</p> <p>Communication at Common Living</p> <p>Events and projects planned and co-organized by members from different living groups</p>
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※The participation to the living group meeting recorded by LGLs by attendance sheet and hearing from LGL will be the resources for the screening of extension for staying in Arrupe.

(2) Living Group Leader (LGL)

Living Group Leader (LGL) system is provided and each floor has one leader determined by the Director of Center for Student Affairs (CSA), LGLs represent the residents and work with CSA as partner to build better residence. If you have any concern or problem in your daily life, please consult with them.

*The LGL candidates are arranged by the Center for Student Affairs from organizational viewpoints and assigned by the Director of the Center for Student Affairs.

6. Rules of the Residence

Please comply with the rules so that the residents with diverse backgrounds and values live together comfortably. You may have to leave the Residence if you violate any of them.

(1) Your room

- ① The Director of Center for Student Affairs assigns your room. In some cases, such as positioning of LGLs and secure the basic of an educational dormitory by keeping its diversity and so on, the Director might ask resident to change their room. As a rule, you cannot assign or ask to change the room by yourself.
- ② The area behind the flapper gate and floors other than 1st floor is separated from between male and female. No entrance is allowed to the area of the opposite sex.
- ③ Do not enter other rooms after 22:00 because that can disturb your neighbors.
- ④ Cooking in the room is prohibited.
- ⑤ Clean and organize your room by yourself. It is not allowed to remodel your room irreversibly, to put adhesive tape on the floor, or to drive nails into the wall excluding the cork board.
- ⑥ Furnishings in your room are university's property. Please take good care of them. Do not take them out of your room.
- ⑦ You cannot exit from the emergency doors for your daily use due to the doors are only for the emergency.

(2) Shared facilities and equipment

- ① Do not disturb other people when you use shared facilities. Do not break equipment of the facilities. You will be charged for the damage, when you leave the room.
- ② Please ask office beforehand if you want to display information or put a poster on the

wall or whiteboard, or if decorating wall for events.

- ③ Do not leave your belongings in shared facilities including in the hallway and around emergency ladders. If any unattended item is found within the Residence, that will be removed. The university and office are not liable for this matter.
- ④ Please turn off the air conditioner and the lights to save electricity when you are the last to leave a shared facility.
- ⑤ When using the facilities in 1F with non-residents, please confirm the following rule. If the number of users is less than 5, at least one should be resident. If the number of users is from 5, at least half should be residents.
- ⑥ Each facility has different rules for usage so please check the notification on the bulletin board in the Residence. If you have any question, please consult at the Office.

Facilities:	Open for:	Please Note:
Prayer room (1F)	24 hours	Reservation is required at the office when using as a group with more than three people.
Courtyard (1F)	8:00~ 22:00	Please always close the door when entering and exiting the courtyard. Drinking is allowed but no eating is allowed.
Multipurpose Area (1F)	24 hours	If you hold any event with more than 19 people, reservation is required three days before at the office. If any noise is reported by residents, you will be asked to stop using any activity in the multipurpose area. Eating and drinking are allowed.
Study room (1F)	24 hours	No food and drink (Pet bottle with a cap is acceptable.) Reservation is required by completing the application form at the entrance of Study room. One user can use this room by 30 minutes and two hours at the most. If there is no reservation, this room will be open space.
Common living (2F) –(8F)	24 hours	Please keep silent after 10:00 pm. Eating and drinking are allowed.
Terrace	8:00~ 22:00	Leaving clothes is not allowed. It will be removed. Eating and drinking are allowed.
Sports studio (9F)	24 hours	No reservation is required. If some resident claims for the noise etc. in this studio, users may be asked to stop using this. Drinking is allowed but no eating is allowed.
Theater room	8:00~ 24:00	Reservation is required at the office. Reservations are made in 30-minute time slots up to a maximum of 3 hours.. Users are required to ask the staff to check the room five minutes before the end of the reservation. Eating and drinking are allowed but please keep the room clean.
Laundry room	24 hours	When washing or drying is completed, please remove your clothes as soon as possible.

- ⑦ Please set any rule regarding usage of unit kitchen. Below is a common rule.
- Cleaning is done during weekdays by cleaning staffs. Please check the cleaning report of your unit and always make sure to keep your unit clean and clear.
 - Separate your garbage according to instructions on the accompanying leaflet.
 - Wash the fish oven immediately after using this. This is not the matter of cleaning staff.
 - Please write your name and room number on them and put them in the shelf labeled with your room number, the public shelves, or under the kitchen sink.
 - Never leave the kitchen while the cooking stove is on. Never forget to turn it off after use. In case of earthquake, at first, keep distance from cooking stove. As soon as earthquake stops, turn off the cooking stoves.
- ⑧ After using any item of each unit, please return it back to its original position.
- When ironing, use the ironing board at the kitchen area. No use at the room is accepted.
 - When using a stepladder, please be careful.
 - Please refrain from using vacuum cleaner after 10 pm.
 - After taking a bath, wipe your body in a booth so that a changing room will not be wet on the floor.

(3) Room key and your personal belongings

You are responsible for your room key. Do not lend it to anyone. Please come to the office if you lose it by any chance. You will be charged 3,000 yen for a new key. If the lost card key is found and the new card key is returned within 14 days from the date of issuing new key, the issue fee will be refunded. The office and university cannot compensate you for the loss even when you lose your key.

(4) Garbage

Please separate your garbage according to instructions on the accompanying leaflet. Cleaning will be done between Monday and Friday by cleaning staffs. Please check how to deal with your garbage.

If you dispose of any sharp object such as broken glass, mug or knife, please consult with the office. If otherwise you put these objects into the trash box in the kitchen, this may hurt the cleaning staffs.

You have to pay for oversized garbage trash (over 30 cm square such as futons, bicycles, and suitcases). Please make an application to the Shinjuku Ward Oversized Garbage Collection Center on their website. Please consult with the office if you are not sure about what to do with your garbage. Please directly call a manufacturer to recycle your computer.

(5) Traveling over a long period and visiting your home

When you spend three or more nights away from the Residence or when you temporarily go back to your home country, please be sure to submit the "Notice of Temporarily Leaving." This is important in case of a disaster or an emergency.

(6) Inviting guests

- The guests are to write their names on the guest list at the office, and put on issued entrance pass.
- Guests can enter the Residence only when residents invite them.
- Visiting hours are 9:00 to 22:00. Visitors are required to leave the Residence by 22:00.
- Your guests can use the shared spaces on the 1st floor.
- No entrance is allowed behind the flapper gate. It is the responsibility of the host to let

them leave by 22:00.

- If your guests damage facilities or lose equipment of the Residence, you are required to pay compensation for the damage or the loss. If they break the rule etc. of the dorm or cause any trouble within the Residence they may be ordered to leave.
- A family member with the same sex can be allowed to visit the residential area for helping of moving etc. if the application is done beforehand in the case of entrance/leaving. (Visiting hours is same as office hours.)

(7) Digital signage display and whiteboard

We put notices and announcements on the digital signage display and whiteboard near the entrance. Please be sure to check it regularly. If you have any questions about the notices, please consult at the office.

When you want to post something there, bring it to the office first and ask for approval. Do not take any posters without permission.

(8) Email

- ① Various information regarding the dormitory will be sent from the Center for Student Affairs and the office to the email address indicated on the " Pledge and Application. " Please be sure to check the inbox of your registered e mail address daily, as we may send you important notices such as information on the renewal of your residence permit. The university will not be held responsible for any disadvantage caused by not confirming the e-mail, so please be careful not to overlook it.
※Sometimes your mailbox may be full so email cannot be sent to you. We recommend that you organize your mailbox.
- ② If you wish to change your registered e mail address, please fill out the Designated Form and submit to the office.

(9) Telephones

Telephone of the office is not for private use. We do not usually accept phone calls for you but we will accept a message in case of emergency. Public telephone service is available near the vending machine corner on the 1st floor.

(10) Mail

Please be sure to check your mailbox regularly.

Regular mail is delivered directly to your mailbox. We receive your registered mail and parcels and we will send a notice to your email. Please come to the office to get them.

We cannot keep cash on delivery and refrigerated food.

We can only receive mail with your name on it.

Please ask senders to write your full name in kanji (Chinese letter) or alphabet and your room number. The address should be:

[Your name]

Sophia-Arrupe International Residence (with your room number),
33-7, Shinanomachi, Shinjuku-ku, Tokyo 160-0016

(11) Bicycles

- Your bicycle has to be registered at the office. Please put an issued sticker of the Residence on it and place your bicycle in order in a designated parking space. Do not park in no-parking areas outside the Residence. It is your own responsibility to take care of your bicycle.
- When you get one from your friend, please ask him or her to write a certificate of

transfer and get the bicycle registered in your name for “Theft-Prevention Registration” at a bicycle shop . “Theft-Prevention Registration” for bicycles proves your ownership and it serves well as protection against theft and also for making it easier to find your bicycle in case of theft. Without this registration, you cannot officially claim your ownership **and may be arrested by police.**

- It is a crime to ride a bicycle abandoned in a street. Please make sure NOT to ride an unattended bicycle even if you find one near a station or in a street.
- Sophia University does not allow students to go to school by car, motorcycle and bicycle.

(12) Motorcycles and cars

Having or parking a motorcycle or a car at the Residence is prohibited.

(13) Pets

No pet, such as dogs, cats, and fish, is allowed in the Residence. Do not feed stray animals outside.

(14) Disturbing your neighbors

Do not disturb your neighbors by talking loudly, playing musical instruments, or listening to loud music. Please maintain quiet environment, especially after 10:00 pm.

(15) Disaster prevention

- ① Do not use an oil heater or electric devices, such as an iron and a microwave, in your room.
- ② Do not bring dangerous items, such as explosives, into the Residence.
- ③ All the items that use flame, such as candles, scented candles, aroma therapy pots and incense sticks, are prohibited to use in your room.
- ④ Smoking is not permitted everywhere within the Residence.
- ⑤ Please turn off the lights and other electric appliances not in use when you leave your room.
- ⑥ Make sure of the locations of emergency exits, fire alarms, and fire extinguishers. Do not use or touch them except in case of emergency.
- ⑦ When you find a fire, please sound a fire alarm and exit out of the building immediately following the instructions of the staff.
- ⑧ Do not leave your belongings in the hallway or around emergency ladders, because it is against the Fire Prevention Law.
- ⑨ Please take part in disaster drills.

(16) Official access into your room

To manage the Residence appropriately, the staff may enter your room with permission from the Director of Center for Student Affairs.

(17) Responsibility of reparation

If you or your guests damage facilities or lose equipment of the Residence, you are required to pay compensation for the damage or the loss.

(18) Non-Smoking

Smoking is prohibited in all areas of the Residence. (There is no smoking room). Except the designated areas, smoking is prohibited in all streets and parks in Shinjuku city.

7. Other Information

(1) Office Hour

Servi Evangeli Catholic church will hold a regular office hour at the study room on the 1st floor for residents to counsel. For any information, please check the announcement on the digital signage display and whiteboard.

(2) Counseling

Counseling service at Health and Wellbeing Center, Yotsuya Campus, Building No. 10 3F (English available)
Monday to Friday, 9:30-11:30; 13:30-16:30 TEL: 03-3238-3559

(3) Diseases and injuries

Please inform the office soon if you become ill or injured. In case of infection such as influenza, the staff will perform disinfectant fogging to reduce the spread of infection. Staff will call an ambulance if necessary. Please make sure to bring your National Health Insurance Card with you when going to the hospital.

Heath service at Health and Wellbeing Center, Yotsuya Campus, Hoffmann Hall 2F (English available)

Monday to Friday, 9:30-11:30, 12:30-17:00 TEL: 03-3238-3394

(4) Possession of drugs and weapons

Possessing drugs (marijuana, cocaine, and heroin, for example), guns, and swords is prohibited by law in Japan.

(5) Revision or abolition of this Living Guide

If there is any revision or abolition in this Living Guide, it will be announced by notices on the bulletin board of the Residence and on the website of the university.

(6) Alcohol drinking

Underage drinking (i.e. under 20 years old) is prohibited by the law in Japan.

(17) Smoking

Underage smoking (i.e. under 20 years old) is prohibited by the law in Japan.

8. Public Facilities around the Residence

Category	Facilities	TEL	Address
Ward offices	Shinjuku Ward Office: Yotsuya branch office:	03-3209-9999 03-3354-6171	1-4-1 Kabuki-cho, Shinjuku-ku 87, Naito-machi, Shinjuku-ku
Police	Yotsuya police station	03-3357-0110 (Emerg. <u>110</u>)	6-5 Samonchou, Shinjuku-ku
Fire station	Yotsuya fire station	03-3357-0119 (Emerg. <u>119</u>)	3-10, Yotsuya, Shinjuku-ku
Post office	Yotsuya post office	03-3351-2445	31, Shinanomachi, Shinjuku-ku
Hospital	Yotsuya Medical Mall	03-5368-0675	20, Samon-cho, Shinjuku-ku
Guidance service for medical institutions	Tokyo Medical Function Information “Himawari”	Japanese: 03-5272-0303 English: 03-5285-8181	
	Sophia University Telephone Health Counseling Service	Japanese: 0120-386-787 English 0120-386-833	
Oversized garbage	Shinjuku Ward Oversized Garbage Collection Center	Go to the website https://www.shinjuku-sodai.com/receipts/home?lang=en	
Visa	Tokyo Regional Immigration Services Bureau	0570-034259 03-5796-7234(IP phone, overseas)	5-5-30 Konan, Minato-ku
	Immigration Information Center	0570-013904	

(As of March 2023)