



上智大学  
SOPHIA UNIVERSITY

# Sophia Soshigaya International House

## Living Guide

Center for Student Affairs  
Sophia University

Revision in September 2023

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# 1. Overview of Sophia Soshigaya International House

## (1) Purpose of Sophia Soshigaya International House (SSIH)

Sophia University began operating Sophia Soshigaya International House in April 2012 as a dormitory consisting of residential areas (separate men's areas and women's areas) and the co-ed shared area. Residents have opportunities to meet people of different cultures and language backgrounds in the House. In order to facilitate the personal growth of the international and Japanese students living together, SSIH has established a unique community system called "Living Group" since 2014. SSIH also has maintained the links with the local community to develop international understanding and cultural interaction.

The House operates under its educational principles, which are expressed in the "Mission" and "Vision" as follows. The members of the House are required to actively participate in maintaining its order, in the House events and in its exchange activities, as well as complying with regulations and rules of the House.

### ◇Mission◇ "For Others, With Others"

Sophia Soshigaya International House is a home that aims to bring up persons of global competency, guided by Sophia University's vision: "*Character Building through Christian Humanism*" and "*Sophia - Bringing the World Together*"

### ◇Vision◇ Students who live in this House may:

- Help each other, as a family with unity and responsibility
- Live together understanding and accepting all differences
- Become leading agents of creating the culture, atmosphere and order of the House

## (2) Established by:

Sophia School Corporation

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

## (3) Address

4-24-1 Kamisoshigaya, Setagaya-ku, Tokyo 157-0065

Phone: 03-5384-1201

## (4) Access

- Twenty minutes' walk from Seijogakuen-mae Station on the Odakyu line or from Sengawa Station on the Keio line.
- Or get on the Odakyu bus at the west exit (No. 5) of Seijogakuen-mae Station toward "Chitose Funabashi Eki" or "Chitose Karasuyama Eki Minamiguchi." Then get off at the "Soshigaya Kokusai Koryukaikan" bus stop.
- Or get off at Chitose Karasuyama Station on the Keio line. Then get on the Odakyu bus toward "Seijogakuen-mae Eki Nishiguchi" at the "Chitose Karasuyama Eki Minamiguchi" bus stop and get off at the "Soshigaya Kokusai Koryukaikan."

## (5) Facilities

- Administration wing (two stories and a basement)  
Administrative office; a lounge; an auditorium; conference rooms; a study room; a library; a multipurpose room; a tatami room; a music room; a room for prayer; a cafeteria (with beverage vending machines); a big kitchen (next to cafeteria)
- Residential wings A-D (single rooms): five stories / 320 rooms ... 15.08 m<sup>2</sup>  
Furnishings: storage furniture; a refrigerator; a desk; a desk lamp; a chair; a bed; an air-conditioner; curtains; a toilet; a sink; and a wireless VDSL modem  
Shared facilities: kitchens, laundry rooms (with coin-operated washers and dryers), and shower rooms
- Residential wing E (family rooms): two or three stories / seven rooms... 56.50 m<sup>2</sup> (2LDK)  
Furnishings: a kitchen; storage furniture; a refrigerator; desks; desk lamps; chairs; beds; air-conditioners; full bathroom; curtain; and a wireless VDSL modem
- Residential wings G (couple rooms): three stories / four rooms ... 40.58 m<sup>2</sup> (1LDK)  
Furnishings: a kitchen; storage furniture; a refrigerator; desks; desk lamps; chairs; beds; air-conditioners; full bathroom; and curtains; and a wireless VDSL modem
- Tennis court, gymnasium, and training room

## (6) Administrative office (Administration wing 1F)

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

Tel: 03-5384-1201

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

\*Administrations such as baggage pick-up, usage of gym, music room, are available every day at the Office.

\*Please come to the Office for any concerns or reports regarding your residential life or for assistance in English. You can also call us during office hours.

\*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

- ① Students of Sophia University enrolled in undergraduate and graduate programs.  
Faculty and staff member of Sophia University (including visiting professors)
  - ② Others with special arrangements by the Director of Center for Student Affairs
- ※As for students, couple and family rooms are available only for married international students who are residing with their family members.

## **(2) Term of Residence**

- ① The maximum period of occupancy is 2 years. On condition that “the Director” determines that such action is appropriate, the length of agreement may be extended.
- 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**

Please find the application information and period on our official website.

## **(4) Check-in Procedure**

- ① Please make sure to check-in/arrive at the House during the following hours.  
8:00-22:00 (Including weekend and holidays)  
If you wish to check-in after office hours, you can get a key and any explanation on the living will be done the next day. If you are asked to move in during the designated period, please follow the instruction.
- ② You can receive the “Residence Permit” after your moving in, which shows the term of residence. Please keep it safe.
- ③ You need to submit the “Housing Agreement and Application for Furnishings” ,  
“List of Furnishings provided” distributed when you moved in. Please follow below 2 instructions.
  - Carefully read this guidebook and the Sophia Soshigaya International House 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 Setagaya Ward Office or a branch office within two weeks from your moving in.  
After registering as a resident in Japan, all residents/citizens (including international students) will later receive a "notification card" with a 12-digit “My Number” from Japanese government. Please keep your “My Number” in a safe place, as it might be required when you take a part-time job or when you move out or move in at the ward office. Please do not provide it to a third party without knowing the purpose of use, and never lend or borrow it from others.  
In addition, all persons (including international students) 20 years of age or older who are registered as residents in Japan are obliged to join the National Pension Plan. Enrollment procedures are carried out at the ward office. It is possible to apply for postponement or exemption of payment.
- ⑥ If you apply for a couple or a family room, you have to contact electric, gas, and water providers to make contracts soon after you fix the date for your move in. Payment by credit card is available for these providers.

### 3. Rent and Utility Costs

#### (1) Breakdown of Housing fee

	Single	Couple	Family	
Monthly fee	45,000 yen	63,000 yen	72,000 yen	Including Internet fee
Entrance fee	45,000 yen	63,000 yen	72,000 yen	Once when moving-in; No refund
Cost of utilities	Included in monthly fee	Actual cost (individually contracted)	Actual cost (individually contracted)	

\* Rent fee for Single rooms includes Internet fee, heat, light and water expenses.

\* Rent fee for Couple rooms, Family rooms includes Internet fee. For use of electricity, water, gas in Couple rooms, Family rooms, individual contract between the resident and service providers is needed (Not included in the rent fee)

\* Residents in couple and family rooms have to pay their utility bills directly to electric, gas, water providers.

\* Free Wi-Fi is available in the common space of the Administration wing.

\* Bedclothes fees: approx. ¥28,900 per year (Lease fee varies depending on the term of the agreement) .

\* Leased bedding is either four-month, six-month, ten-month or one-year contract and bedding fee is non-refundable even if you cancel the contract during the term.

\* For Couples rooms and Family rooms, if the permitted period of stay is less than 6 month or even longer than 6 months but only for one semester, the entrance fee will be reduced to half, and after that, if the permitted period of stay is extended to 6 months or more, the difference will be charged additionally.

#### (2) Payment of rent

The bills will be delivered to 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 6<sup>th</sup> every month; if the 6<sup>th</sup> 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 6<sup>th</sup> 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.

\* For Couple rooms, Family rooms, when you move in or out, the rent for that month is calculated on a daily-basis. .

Single rooms monthly fee for the month of moving-in and moving-out is as follows.

Moving-in between 21st and last day of the month	15,000 yen
Moving-out between 1st and 10th of the month	
Moving-in and Moving-out between 11st and 20th of the month	30,000 yen
Moving-in between 1st and 10th of the month	45,000 yen
Moving-out between 21st and last day of the month	

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 15,000 yen.

**Example 1:** You wish to move out on June 12, and submit the Move-out Notice by May 12:

→Dormitory Fees for the month you move out (June) will be 30,000 yen, applicable to “move-in/-out between the 11<sup>th</sup> and 20<sup>th</sup> of the month” .

**Example 2:** You wish to move out on November 12, and submit the Move-out Notice by October 12:

→Dormitory Fees for the month you move out (November) will be 30,000 yen, applicable to “move-in/-out between the 11<sup>th</sup> and 20<sup>th</sup> 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 1:** You wish to move out on June 12, , but you are late in submitting the Move-out Notice and submit it on June 2:

→ Your move-out day will be July 2, a month after the Notice submission date, and the full Dormitory Fees for June (45,000 yen) and Dormitory Fees for the move-out month (July) will be charged. Dormitory Fees for the move-out month (July) will be 15,000 yen, applicable to “move-out between the 1st and the 10th of the month”.

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

→ Your move-out day will be December 2, a month after the Notice submission date, and the full Dormitory Fees for November (45,000 yen) and Dormitory Fees for the move-out month (December) will be charged. Dormitory Fees for the move-out month (December) will be 15,000 yen, applicable to “move-out between the 1st and the 10th of the month”.

### (3) Moving to another room

If you move to another type of room with higher rent (from a single room to a couple room, for example), please pay the difference of the Entrance fees. If you move back to a room with lower rent, the difference will not be refunded.

## 4. Leaving procedures

- ① Please submit the “Notice of Leaving” to the office at least a month before you move out. The due date for moving out of the dormitory is one month after the date of submitting the notification of moving out, and students will be charged dormitory fees up to that date.  
\*Once you submit the “Notice of Leaving”, you CANNOT cancel the request of leaving the House.
- ② For Couple rooms, Family rooms, the dormitory fee will be calculated on a daily basis up to the due date of moving out. For Single rooms, please confirm the explanations and examples below. 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 two weeks before the leaving day, and the second just before

leaving.

- ③ 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.
- ④ The last bill for rent should be paid in cash at a convenience store.
- ⑤ Check to see if your belongings have been left behind in your room, floor kitchen, laundry room, etc., and if so, please take all your belongings and dispose of unnecessary items. We do not accept anything at the office. It is not allowed to leave your unnecessary items (including bicycle) in the kitchen or other shared spaces. Please be sure to complete necessary procedures at the Setagaya Ward Office for oversized garbage trash (over 30 cm square).
- ⑥ Please be sure to terminate contracts for land-line phone and newspaper delivery.
- ⑦ Residents in couple and family rooms have to contact electric, gas, water providers in advance and finish all the procedures such as meter reading and payment adjust on the spot before leaving, which requires your presence.

## 5. Lifestyle and system of the House

We have a community system in the House called "Living Group" and every member of the house is assigned to one of the Living Groups from the beginning. Every member is required to join the activity of Living Group as an obligation. Living Group is the basic community for the residents to appreciate the given riches and to collaborate in diversity. The following is the structure and content of Living Groups.

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
Structure	-20 groups consisting of around 15 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
Activities	-Compulsory Monthly meeting (for discussing internal issues and for intercultural exchanges) -Other activities/events according to the need of the House and groups (see examples below) Supporting activities for new students to get used to life in the House Actively participate in and organize international exchange events -Keeping the floor and kitchen clean and comfortable, which is responsible for the members of each floor (see examples below) Keep one's own belongings in the designated storage space in kitchen Not to leave belongings in the shared places Clean up the sink and table and leave nothing behind -Communication beyond living groups Communication at the shared spaces Events and projects planned and co-organized by members from different living groups

※The participation to the floor meeting recorded by LGLs by attendance sheet and hearing

from LGL will be the resources for the screening of extension for staying in SSIH.

### **Living Group Leader (LGL)**

The Living Group Leader (LGL) system is provided, and each floor has one leader. LGLs represent the residents and work with CSA as partner to build better dormitory. Please feel free to ask for their help when you have a problem.

\*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 House**

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

### **(1) Your room**

- ① The Director of the Center for Student Affairs assigns your room. As a rule, you cannot assign or ask to change the room by yourself.
- ② Remove your shoes in the room (do not enter it with shoes).
- ③ Never smoke in your room. (Including the balcony)
- ④ Single wings are separated by gender. You cannot enter the wings of the opposite sex throughout day and night. This includes corridors, a kitchen on each floor and individual rooms. Do not enter other rooms after 22:00 because that can disturb your neighbors.
- ⑤ Residents in single rooms are not allowed to let non-residents enter nor stay overnight in their rooms. Visitors cannot come into the Residential wings. Residents can meet them in either Cafeteria or Lounge. (You need to go through the procedure at the House Office.)
- ⑥ When residents in couple and family rooms want to let someone stay overnight, “Application for Overnight Stay in EFG wings” is to be handed in to the office at least 2 weeks prior to the stay. Only family members (your parents, siblings, spouse, and children) are eligible to stay over. Friends are not allowed to stay over. The maximum term of stay is 1 week.
- ⑦ Do not cook in single rooms.
- ⑧ 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.
- ⑨ The furnishings in your room are university property. Please take good care of them. Do not take them out of your room.
- ⑩ For security reasons, please use only the main entrance to go in and out of wings A-D.
- ⑪ 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 the equipment of the facilities. You will be charged for the damage when you leave the room.
- ② Please ask the office if you want to display information or poster on the wall. To decorate walls for events as well.
- ③ Do not leave your belongings in shared facilities including in the hallway and around emergency ladders.
- ④ Drinking and eating are not allowed except in the cafeteria and the auditorium.
- ⑤ Please turn off the air conditioner and the lights to save electricity when you are the



last to leave a shared facility.

- ⑥ The microwave and toaster oven in the kitchen on each floor is shared equipment. Other utensils and electric appliances in the kitchens, such as rice cookers, belong to some other residents. So please do not use them without the owner's permission.
- ⑦ When using the facilities 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.
- ⑧ Each facility has different rules for usage so please check the notification on the bulletin board in the dormitory. If you have any questions, please consult at the House Office.

Facilities:	Open for:	Note:
Prayer room	24 hours	Reservation is required at the office when using as a group with more than three people.
Kitchen (Each Floor)	24 hours	Men only: all the kitchens of <u>wing B</u> . Women only: all the kitchens of <u>wings A&amp;C</u> . Please be quiet after 22:00 and keep it clean.
Cafeteria	24 hours	The library is located on the floor just above the cafeteria. Please be quiet, especially after 22:00. If you hold any events with more than 25 people, the application should be done three days before event day at the House office.
Lounge	24 hours	No food & drink.
Library, Study room	24 hours	No chatting, food & drink. Do not take books out of the library.
Auditorium / Conf. Rooms / Tatami room	9:00~22:00	Application is required at the office_in advance. <ul style="list-style-type: none"> <li>1. If the users are only residents: The application should be done one hour before by the responsible person.</li> <li>2. If people who do not live in the dormitory are included The application should be done three days before by the responsible person. Please also submit a proposal that includes the names of all users.</li> </ul>
Gymnasium / Training Room	6:00~24:00	Sign up at the office. If people who do not live in the dormitory are included, the application should be done three days before. Please also submit a proposal that includes the names of all users.
Music room	9:00~24:00	Application is required at the office_in advance. *After 22:00, please refrain from using the amplifier and if any noise is reported by residents, you will be asked to stop using the music room.
Tennis court	9:00~17:00	Sign up at the office. * Available until 16:00 from October to March. If people who do not live in the dormitory are included,

		the application should be done three days before. Please also submit a proposal that includes the names of all users.
Big kitchen (next to cafeteria)	10:00~21:30 (including cleaning time)	The responsible resident must submit “Application for the Big Kitchen Use” to the House Office in advance.

⑨ Washing machines and dryers in the laundry room.

- Washing machines are available for 200 yen a time. Please use your own detergent.
- The dryer is available for 100 yen for 50 minutes. (By putting multiple coins into the dryer, it operates continuously for the equivalent time.)
- The washing machine and dryer for athletic shoes are available in the 1<sup>st</sup> floor of both A and B wings.
- Please refrain from using them after 22:00 not to disturb your neighbors.

⑩ Please keep the kitchen clean.

- Separate your garbage according to instructions on the accompanying leaflet. Do not throw trash from your room into the garbage cans in the kitchen.
- Do not throw away dangerous items in the kitchen, such as knives and pieces of broken glass. Please throw them away in garbage disposal areas outside.
- Do not leave your belongings, such as dishes and rice cookers, in the kitchen. Please write your name and room number on them and put them on 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, first, keep distance from cooking stove. As soon as earthquake stops, turn off the cooking stoves.
- Please keep food and drink in your refrigerator so that worms won't breed.
- Do not leave your dirty dishes in the sink. Please wash them and clean the kitchen soon after a meal.

⑪ Rental items

They are available at the office. Please write your name and room number to check out. Please return these items soon after use. We will stop lending them to you if you do not return them.

Items for rental

Items	Places to use at
Vacuum cleaners	Your room and shared facilities
Irons	Laundry rooms * Do not use in your room
Shuttlecock, rackets, and nets for badminton Nets, balls, rackets for table tennis	Gymnasium
Tennis balls/rackets	Tennis Court
Air pumps for bicycles/balls	Outdoors/ Gymnasium

**(3) Room key and your personal belongings**

You are responsible for your room key. Do not lend it to anyone or duplicate it. Please come to the office if you lose it by any chance. You will be charged 5,000 yen for a new key and key cover. We will refund the money when you find the key you lost and return it to the

office within a month.

Please take care of your belongings on your own responsibility. The university cannot compensate you for the loss.

#### **(4) Garbage**

Please separate your garbage according to instructions on the accompanying leaflet. Please check where to throw it and how to deal with your garbage.

You have to pay for oversized garbage trash (over 30 cm square such as futons, bicycles, and suitcases). Please make an application to the Setagaya Ward Oversized Garbage Collection Center at 03-5715-1133 or on their website

(<https://www.sodai-setagaya.jp/eco/view/setagaya/top.html>). Please consult with the House Office if you are not sure about what to do with your garbage. Please directly call a manufacturer to recycle your computer and other electronics.

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

When you spend three or more nights away from the House 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. Please come down to the office to meet your guests. Visiting hours are 9:00 to 22:00. Your guests can use the lounge and the cafeteria but cannot be invited into the residential area and your room for any reason. It is the responsibility of the host to let them leave by 22:00. 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.)

If your guests damage facilities or lose equipment of the dormitory, 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 dormitory, they may be ordered to leave.

#### **(7) Bulletin board**

We put notices and announcements on the bulletin board in front of the cafeteria. Please be sure to check it regularly. If you have any questions about the notices, please consult the House Office.

#### **(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.

※There are cases that all the storage of your mailbox is used 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 it to the office.

#### **(9) Telephones**

The office Telephone are not for private use. We do not usually accept phone calls from you. We will accept a message in case of emergency.

Please sign a contract yourself if you want to have a land-line phone in your room. Do not

forget to terminate the contract and to pay the last bill when you move out.

#### (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 or alphabet and your room number. The address should be:

Sophia Soshigaya International House (with your room number), 4-24-1, Kamisoshigaya, Setagaya-ku, Tokyo 157-0065
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#### (11) Bicycles

- Your bicycle has to be registered at the office. Please put an issued sticker on it and place your bicycle in order in a designated parking space. Do not park in no-parking areas outside the House. 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.

#### (12) Newspapers and Internet (in your room/shared facilities)

- Newspapers  
Please make a contract by yourself to subscribe to a newspaper. Please complete all necessary procedures to terminate the contract when you move out.
- Internet  
Internet fee in single, couple and family room are included in the each rent. Wi-Fi is available in shared areas. Please bring devices to the office that you want to connect to the network. Registration is required.

#### (13) Non-Smoking

**Smoking (with all forms of cigarettes/tobacco, including new types of cigarettes/tobacco such as heated and electronic) is prohibited in all areas of the dormitory. There is no Smoking room.**

Except for the designated areas, smoking is prohibited in all streets and parks in Setagaya city.

#### (14) Motorcycles and cars

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

#### (15) Pets

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

#### (16) Meetings and parties

When you want to hold a meeting or a party, please register the person in charge and get permission at the office at least a week in advance. Any activities resulting in complaints from other residents will be canceled.

### **(17) Disturbing your neighbors**

Do not disturb your neighbors by talking loudly, playing musical instruments, or listening to loud music. Please maintain a quiet environment, especially at night.

### **(18) 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 House.
- ③ All the items that use flames, such as candles, scented candles, aroma therapy pots and incense sticks, are prohibited to use.
- ④ Please turn off the lights and other electric appliances not in use when you leave your room.
- ⑤ Make sure of the locations of emergency exits, fire alarms, and fire extinguishers. Do not use or touch them except in case of emergency.
- ⑥ When you find a fire, please sound a fire alarm, and exit out of the building immediately following the instructions of the staff.
- ⑦ Do not leave any kinds of belongings in the hallway or around emergency ladders, because it is against the Fire Prevention Law.
- ⑧ Please take part in disaster drills.

### **(19) Official access into your room**

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

### **(20) Responsibility of reparation**

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

### **(21) Expulsion from the House Dismissal from the House**

Resident may be dismissed from the Dormitory if the Director of Center for Student Affairs judges the resident committed any of the following acts during residence period. You must leave within 2 weeks if you are expelled. In case of expulsion, it will be officially announced in the House.

- ① Failure to make payments of Entrance Fee and the prescribed Dormitory Fee at Move-in by the specified deadline.
- ② Payment of monthly Dormitory Fee is overdue for three consecutive months or more.
- ③ Violation of the terms of residents' responsibilities under Article 9, Paragraph 1 and any of this House Guidelines.
- ④ Failure to satisfy financial obligations accrued under Article 10, Paragraph 2 of the Guidelines in case of damage to and loss of the House property.
- ⑤ Disorderly conduct that interferes with the order and normal functions of the residential community of the House.
- ⑥ Disciplinary problem that threatens the living environment of the residential community of the House.
- ⑦ Medical, health, or sanitary problems deemed detrimental to the well-being of community life in the House.

- ⑧ Any behavior that is against the law, in the dormitory or outside.
- ⑨ Received a disciplinary action under the University Regulations.
- ⑩ Offense of public order and morals.
- ⑪ Any behavior that is regarded not suitable as a resident.
- ⑫ Eligibility is lost.
- ⑬ Any behavior that may cause serious interference with the operation and management of the House.

## **7. Other Information**

### **(1) Counseling**

Counseling service at Heath 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

### **(2) Diseases and injuries**

Please inform the office soon if you become ill or injured. In case of infection such as influenza, the House staff will perform disinfectant fogging to reduce the spread of infection. House 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

### **(3) Possession of drugs and weapons**

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

### **(4) 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 House and on the website of the university.

### **(5) Alcohol drinking**

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

### **(6) Smoking**

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

### **(7) Bicycles**

Riding other person's bicycle is deemed as a criminal act in Japan, such a rider may be arrested.

## 8. Public Facilities around the House

Category	Facilities	TEL	Address
Ward offices	Setagaya Ward Office:	03-5432-1111	4-21-27 Setagaya, Setagaya-ku
	Kinuta branch office:	03-3482-3861	6-2-1 Seijo, Setagaya-ku
	Karasuyama branch office:	03-3300-5361	6-2-19 Minamikarasuyama, Setagaya-ku
Police	Seijo police station	03-3482-0110 (Emerg. <u>110</u> )	3-19-1 Chitosedai, Setagaya-ku
Fire station	Seijo fire station	03-3416-0119 (Emerg. <u>119</u> )	1-21-14 Seijo, Setagaya-ku
Post office	Seijo post office	0570-943-849	8-30-25 Seijo, Setagaya-ku
Hospital	Shiseikai 2 <sup>nd</sup> Hospital	03-3300-0366	5-19-1 Kamisoshigaya, Setagaya-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	Setagaya Ward Oversized Garbage Collection Center	03-5715-1133	
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 September 2023)