



上智大学
SOPHIA UNIVERSITY

Sophia Soshigaya International House

Living Guide

Center for Student Affairs
Sophia University

Revision in March 2024

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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. 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.
- Odakyu bus from Seijogakuen-mae Station: Go to No.5 bus station at the west exit and take buses bound for "Chitose Funabashi Eki" or "Chitose Karasuyama Eki Minamiguchi." Get off at the "Soshigaya Kokusai Koryukaikan" bus stop.
- Odakyu bus from Chitose Karasuyama Station: Go to the "Chitose Karasuyama Eki Minamiguchi" bus station and take buses bound for "Seijogakuen-mae Eki Nishiguchi." Get off at the "Soshigaya Kokusai Koryukaikan" bus station.

(5) Facilities

- Administration wing (two stories and a basement)

Dormitory 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 m²
Furnishings: storage furniture; a refrigerator; a desk; a desk lamp; a chair; a bed; an air-conditioner; curtains; a toilet; a sink; and a Wi-Fi router
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 m² (2LDK)
Furnishings: a kitchen; storage furniture; a refrigerator; desks; desk lamps; chairs; beds; air-conditioners; full bathroom; curtain; and a Wi-Fi router
- Tennis court, gymnasium, and training room

(6) Dormitory 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 from 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, during university designated summer/winter recess and 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.

② Faculty and staff members of Sophia University (including visiting professors)

③ Others with special arrangements by the Director of Center for Student Affairs

※As for students, family rooms are available only the current or incoming married international students (limited to Degree Undergraduate Students; Degree Graduate Students; Non-Degree Students; Foreign Special Research Students; Research Students, Exchange Students) with family (limited to spouse and children)..

(2) Term of Residence

① The residence period is 2 years or less as specified by the Director of Center for Student Affairs. However, the residence period may be extended if approved by the

Director.

- ② The rules for the extension of residence period prescribed in the preceding Paragraph are specified separately.
- ③ Application for extension of residence period will be accepted only 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 from 8:00-22:00.

(Including weekend and holidays)

If you check-in after office hours, on the day of move-in, you can get your room key and you are required to present at the office from 8:00-22:00 on the next day to complete check-in procedures, receive an explanation regarding the dormitory. If you are asked to move in during the designated period, please follow the instructions.

- ② You will receive “Pledge and Application” and “List of Furnishings Provided & Room Condition Report” when moving in. Please complete the following two documents, and bring them to the orientation..

- Carefully read this guidebook and the Sophia Soshigaya International House Guideline
- Check your room furniture using the furniture list provided.

- ③ You will receive the “Residence Permit” after your move-in which shows the term of residence. Please keep it well.

- ④ If you wish to set up automatic withdraw of the dormitory fee, please submit the application of automatic payment to the office. It takes about 2 months for registration for automatic withdrawal from your bank account in Japan, so you will have to pay in cash at a convenience store until then.

- 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 paper 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 go through the move-out or move-in procedures at the ward office. Please do not provide it to a third party without knowing the purpose of use, never use with illegal purposes and never lend it to or borrow 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.

3. Dormitory fee

(1) Breakdown of Dormitory fee

	Single	Family
Monthly fee	45,000 yen	84,000 yen
Entrance fee	45,000 yen	84,000 yen

- * Dormitory fee includes Internet fee, electronic, gas and water expenses.
- * Entrance Fee is charged once when you move-in, and the fee will not be returned.
- * Free Wi-Fi is available in the common space of the Administration wing.
- * Bedclothes lease fees: approx. ¥29,150 per year (Lease fee varies depending on the term of contract) .
- * 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 Family rooms, if the permitted period of stay is less than 6 month or longer than 6 months but withing one semester, the entrance fee will be reduced to half. If the permitted period of stay is extended to over 6 months, the fee deducted will be charged additionally.

(2) Payment of Dormitory fee

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 dormitory fee is automatically withdrawn on the 6th of every month; if the 6th falls on Saturday, Sunday or a national holiday; the fee 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 of 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 dormitory fee in cash at a convenience store until then.
 - * You cannot use your debit or credit card.
 - * For family rooms, when you move in or out, the dormitory fee for that month is calculated on a daily-basis (2800 yen/day).
 - * Single rooms monthly fee for the month of moving-in and moving-out is as follows.

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

However, the March dormitory fee is exempted for students who move-in during the spring official move-in period (around end of March). September dormitory fee is 15,000 yen for students who move-in during the autumn official move-in period(around mid-September).

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 11th and 20th 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 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 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 November 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 dormitory fee (from a single room to a family 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 “Move-out Notice” 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 “Move-out Notice”, you CANNOT cancel the request of leaving the House.
* For family rooms, the dormitory fee will be calculated on a daily basis up to the due date of moving out.
- ② The schedule of first room inspection and second room inspection will be determined at the time of submission of “Move-out Notice” The first room inspection will be done right after the Notice is submitted., and the second just before move out.
- ③ The last bill for rent should be paid in cash at a convenience store.
- ④ 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.
- 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. 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 Center for Oversized Garbage Collection for oversized garbage trash (over 30 cm square).

- ⑥ Please be sure to terminate contracts for land-line phone and newspaper delivery.

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.

Purpose	-Promote interpersonal and international exchange (concept of a community building) -Create the culture of the House 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
Member	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)

One Living Group Leader (LGL) is assigned in each floor. LGLs represent the residents and work with the Center for Student Affairs 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 be dismissed from the House if you violate them.

(1) Your room

- ① The Director of the Center for Student Affairs assigns your room. The Director may request that a resident's room be moved in accordance with the operational necessity of our educational dormitory, such as LGL placement, ensuring diversity in the dormitory, etc. Residents may not request or designate their own rooms.
- ② Remove your shoes in the room (do not enter 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 any time. This includes corridors, kitchen of each floor and individual rooms. Do not enter others' rooms between 22:00-6:00 because that may 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 Dormitory Office.)
- ⑥ When residents in 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 properties. 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 as the doors are only for emergency use.

(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 post information or poster on the wall, or decorate walls for events.
- 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, IH heater, 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. 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 Dormitory Office.

Facilities	Open Hours	Instructions for Use and Precautions
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&C</u> . Always keep clean of the kitchen. Do not make noise when using the kitchen between 22:00-6:00.
Cafeteria	24 hours	The library is located just above the cafeteria. Please be quiet, especially between 22:00-6:00. If you hold any events with more than 25 people, the application should be done three days before event day at the Dormitory 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	1. Please sign up at the dormitory office. If the users are only residents: The application should be done one hour before by the responsible person. 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.
Gymnasium	8:00~22:00	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.
Training Room	6:00~24:00	
Music Room	9:00~24:00	Sign up at the office. *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.
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- 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 1st floor of both A and B wings.
 - Please refrain from using the laundry room between 22:00-6:00 so as not to disturb your neighbors.

- ⑩ Please keep the shower room clean.
- Close both inner and outer doors when in use
 - Please refrain from using shower from 22:00-6:00 so as not to disturb your neighbors.

- ⑪ 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.
 - Please wrap sharp objects such as knives, skewers, fragments of dishes, etc. properly with newspaper, etc. and dispose of them as non-burnable garbage in the outdoor garbage station.
 - Do not leave your belongings, such as dishes and rice cookers, in the kitchen. Please write your name and room number on them and store 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 use.

- ⑫ 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. Please be sure to lock your door when you leave your room, even for a short period of time. In common areas such as the lounge and cafeteria, please do not leave your personal belongings unattended. The university cannot compensate you for the loss. If you find anything in the dormitory that you believe to be lost or stolen, please report it immediately to the dormitory office staff or security guard, regardless of the time.

(4) Garbage

Please check the attached instruction for where to throw and how to separate your garbage.

You have to pay for oversized garbage (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 call a manufacturer to recycle your computer and other electronics.

(5) Temporary Leave

If you will leave the House for over three nights, or temporarily return to your home country, please be sure to submit the "Notice of Temporary Leave." This is important if the dormitory office needs to reach you 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 an issued entrance pass. Please come down to the office to meet your guests. Visiting hours are from 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 of the same sex is allowed to visit the residential area for helping of moving etc. if the application is done beforehand in the case of entrance/leaving. (During visiting hours only.)

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 rules 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 Dormitory Office.

(8) E-mail

- 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 your overlook of e-mail.

※There are cases that all the storage of your mailbox is used so email cannot be delivered to you. We recommend that you organize your mailbox often.

- 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 for you. We will accept a message in case of emergency. There is a public phone with which you can make an international call in the hallway.

Please sign a contract by yourself if you want to have a cell phone. Do not forget to terminate the contract and to pay the last bill when you move out.

There is a telephone line in your room. If you wish to install a landline telephone, please make a contract with the telephone company by yourself. When you leave the dormitory, please be sure to cancel the contract and pay the bill.

(10) Mail and Courier

Please be sure to check your mailbox regularly.

Regular mail is delivered directly to your mailbox. The Dormitory Office collects your registered mail and parcels, then send a notice to you via e-mail. Please visit the office to pick-up once you received a notice.

Please note that the following cannot be accepted for pick-up at the dormitory office.

- Cash on delivery
- Registered mail for sending cash
- Package drop service
- Food delivery such as Uber
- Food and beverages that cannot be stored at room temperature (raw food, cakes, etc.), items that require maintenance (bouquets, plants, etc.) and other similar items that require refrigeration/freezing.

The Dormitory Office accepts mails or packages send to you only.

Please ask senders to write the name you registered at the university in kanji, kana, or Roman alphabet with your room number. The address should be:

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

(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 accused of having stolen the bike you ride 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.
- Please ride with good traffic rules and manners so as not to cause disturbances to others around you. Tokyo Metropolitan Government obliges you to purchase bicycle

insurance.

(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 and family room are included in the each rent.
Wi-Fi is available in shared areas.

(13) Smoking Rule

Smoking (with all forms of cigarettes/tobacco, including heated and electronic cigarettes/tobacco) is prohibited in all areas of the dormitory, and there is no smoking room available.

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

Please immediately report to the dormitory office staff and security guards any smoking-related activity you observe in the dormitory or in the surrounding area.

(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 between 22:00-6:00.

(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, incense sticks and fireworks, 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 is available the at Heath and Wellbeing Center in Yotsuya Campus, 3F of Building No. 10. (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.
Health service is available at the Health and Wellbeing Center in Yotsuya Campus, 2F of Hoffmann Hall (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.

(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. Make sure to check the revision, and follow the rules on the latest Living Guide.

(5) Alcohol drinking

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

(6) Smoking

Underage smoking (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: Kinuta branch office: Karasuyama branch office:	03-5432-1111 03-3482-3861 03-3300-5361	4-21-27 Setagaya, Setagaya-ku 6-2-1 Seijo, Setagaya-ku 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 Department, Karasuyama Branch	03-3307-0119 (Emerg. <u>119</u>)	6-14-12 Minami Karasuyama, Setagaya-ku
Post Office	Seijo post office	0570-943-849	8-30-25 Seijo, Setagaya-ku
Hospital	Shiseikai 2 nd Hospital	03-3300-0366	5-19-1 Kamisoshigaya, Setagaya-ku
Guidance Service for Medical Institutions	Tokyo Medical Function Information "Himawari"	Japanese: 03-5272-0303 (24h) English: 03-5285-8181 (9:00-20:00)	
	Sophia University Telephone Health Counseling Service	Japanese: 0120-386-787 (24h)	

		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 March 2024)