



上智大学  
SOPHIA UNIVERSITY

# Sophia Soshigaya International House Living Guide

Center for Student Affairs

Sophia University

Revision in September 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 dormitory. 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.

SSIH operates under its educational principles, which are expressed in the "Mission" and "Vision" as follows. The residents of the dormitory are expected to have strong motivation and active participation in exchange activities with other residents and the community, to help each other, and to abide by dormitory rules and regulations.

### ◇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 dormitory 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 dormitory

## (2) Established by

Sophia School Corporation

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

## (3) Address

4-24-1 Kami-Soshigaya, Setagaya-ku, Tokyo 157-0065

Tel.: 03-5384-1201

## (4) Access

- Twenty minutes' walk from Seijogakuen-mae Station on the Odakyu line or from Sengawa Station on the Keio line.
- From Seijogakuen-mae Station of Odakyu line: 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.
- From Chitose Karasuyama Station of Keio line: 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 with one basement floor)
  - 1F: Dormitory office, lounge, cafeteria, big kitchen
  - 2F: Prayer room, library, study room, conference rooms, tatami room, multipurpose room, restrooms
  - B1: Music room, auditorium, restrooms

- Residential wings A-D (single rooms): five stories / 320 rooms ... 15.08 m<sup>2</sup>  
Furnishings: air-conditioner, refrigerator, toilet and washbasin, storage furniture, bed, desk, desk lamp; a chair, curtains, and Wi-Fi router  
Shared facilities: kitchens, laundry rooms (coin-operated), and shower rooms
- Residential wing E (family rooms): two or three stories / 7 rooms... 56.50 m<sup>2</sup> (2LDK)  
Furnishings: air conditioners, standard kitchen unit, gas stove, family-sized refrigerator, microwave, electric rice cooker, electric kettle, bathroom with toilet and sink, washing machine, dining table and chairs, storage chests, beds, desk and chair set, curtain, and 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, except December 30- January 3.

Tel.: 03-5384-1201

E-mail: [dorm-soshigaya-ofc@sophia.ac.jp](mailto:dorm-soshigaya-ofc@sophia.ac.jp)

\*Picking up for baggage and keys for shared facilities, borrowing rental items (irons etc.) are available 24 hours.

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

#### (7) Sophia dormitory section, Center for Student Affairs, Sophia University (1F, Building 2, Yotsuya Campus)

Office hours: 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

E-mail: [dorm-co@sophia.ac.jp](mailto:dorm-co@sophia.ac.jp)

## 2. Application: Eligibility and Procedure

### (1) Eligibility

- ① Single Rooms: Degree students, exchange students, non-degree students or research students enrolled at Sophia University
- ② Family Rooms: Faculty and staff of Sophia University or married international students with family (limited to spouses and children).
- ③ Others who have been granted permission by the Director of Center for Student Affairs

### (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

Application information and period is available at Sophia University website. Application is only accepted during the prescribed period.

### (4) Move-in Procedure

- Move-in Registration (on the day of move-in to the following day)
- ① Registration is from 8:00 a.m. to 10:00 p.m. If you arrive after 10:00 p.m., the security staff will

- give you a key to enter your room, but you must complete registration during office hours the following day.
- ② For those who wish to apply for rental bedding service, please fill out the prescribed application form and receive the bedding set.
  - ③ The following documents will be provided during registration
    - A) Pledge and Application  
Read the “Living Guide” (this booklet) and the “Sophia Soshigaya International House Guidelines” carefully. Fill out and sign necessary sections then submit completed documents during orientation.
    - B) Room Condition Report & Furnishing List  
Check the condition of the furnishings in your room and complete required part accordingly. Submit completed form to the office in three days after move-in.
    - C) Documents for the Ward Office  
Follow the sample and fill out the necessary information on your own. Make sure to bring it with you during the ward office tour (see below).
- Orientation (on the day of move-in to the following day)  
Please gather in the conference room on the 2nd floor of the Administration Building for orientation at the time specified on the cover of the Orientation Book. Make sure to bring and submit the Pledge and Notification Form.
  - Resident Registration and Ward Office Tour (within 2 weeks after move-in)
    - ① All residents, regardless of nationality, are required to complete resident registration and join the National Health Insurance within two weeks of entering the dormitory. Registration can be done at the Setagaya Ward Office or at any general branch or sub-branch office. Dormitory staffs will escort new residents to the general branch or sub-branch office and assist them with registration (ward office tour). Please assemble in front of the main entrance at the time indicated on the cover of the orientation book with completed documents for the ward office.  
1~2 weeks after you register as a resident, you will receive a notice with your 12-digit My Number. Please keep your My Number well, as it may be required when you contract a cell phone or get a part-time job. You should never provide it to a third party or lend or borrow it from another person without knowing the purpose of use or without authorization.
    - ② Those who are 20 years old and above at the time of entering the dormitory are also required to join the National Pension Plan. You will go through the procedure during the ward office tour. Under application, undergraduate and graduate students are eligible for deferment of pension payment, and other students such as exchange students are exempt from payment.
  - Entrance Permit (within one month after move-in)
    - ① The “Entrance Permit” will be delivered to your mailbox. Your permitted period of stay at the dormitory is indicated on the document. Make sure to keep it well.

### 3. Dormitory Fee

#### (1) Breakdown

	Single	Family
Entrance Fee (Only at entering. Nonrefundable)	45,000 yen	84,000 yen
Dormitory Fee (Monthly)	45,000 yen	84,000 yen
Rental Bedding Fee (not compulsory)	Approx. 29,150 yen per year *Fees vary depending on rental period	

- Entrance Fee

- ① The entrance fee for a family room is half price if the permitted period of stay is less than 6 months or within one semester. However, if the permitted period of stay is extended to more than 6 months or more than 2 semesters, the difference will be charged additionally.
- ② When moving from a single room to a family room, additional payment for the difference in the entrance fee (39,000 yen) should be made. However, if you move from a family room to a single room, the difference will not be refunded.

- Dormitory Fee

- ① The Fee includes electricity, water, gas and internet.
- ② Dormitory fees for the month of entry and exit for single rooms are shown in the table below

Move in from the 21 <sup>st</sup> to the end of the month	15,000 yen
Move out from the 1 <sup>st</sup> to the 10 <sup>th</sup> of the month	
Move in or out between the 11 <sup>th</sup> and 20 <sup>th</sup> of the month	30,000 yen
Move in from the 1 <sup>st</sup> to the 10 <sup>th</sup> of the month	45,000 yen
Move out from the 21 <sup>st</sup> to the end of the month	

\*For moving in during the designated move-in period of each semester, dormitory fee will be charge as indicated below.

- Spring semester: Regardless of the actual move-in day, March fee will be exempted, and dormitory fee will be charge starting from April 1.
- Autumn semester: Regardless of the actual move-in day, dormitory fee will be charge starting from September 21. September dormitory fee is 15,000 yen.

\*If you wish to move out of the dormitory, you must submit a notice of leaving at least one month prior to the desired date of moving out. Please refer to “4. Extension, Renewal, and Leaving Procedures” for details.

Ex 1. If you wish to move out on June 12 and submit move-out notice by May 12, dormitory fee for the move out month (June) will be 30,000 yen according to “move out between the 11<sup>th</sup> and 20<sup>th</sup> of the month” in the table above.

Ex 2. If you wish to move out on June 12, but you submit the move-out notice late on June 2, your official move out day will be one month ahead, July 2. Dormitory fee (45,000 yen) for June will be charged. As for July, according to “move out from the 1<sup>st</sup> to the 10<sup>th</sup> of the month” in the table above, dormitory fee will be 15,000 yen.

- ③ Dormitory fees for family rooms for the month of entry and exit are calculated on daily basis (2,800 yen per day).

- Rental Bedding Fee

For those who wish to use the rental bedding service, rental fee will be charged together with the dormitory fee a month after the start of rental contract. Please inquire at the office for details.

#### (2) Payment

Dormitory fee should be paid by following methods. Debit or credit card payment is not acceptable.

- ① Payment at a convenience store with billing postcard

A billing postcard for dormitory fees will be sent to your mailbox at the end of the month prior to the payment month. Complete the payment in cash at a convenience store by the 6<sup>th</sup> of the month is required. Handling fee (671 yen) will be charged separately.

② Automatic Withdrawal (from a domestic Japanese bank account only)

At the end of the month prior to the payment month, you will receive a confirmation of the dormitory fee debit in your mailbox. The amount will be deducted from your bank account on the 6<sup>th</sup> of the month (or the next business day if the 6<sup>th</sup> falls on a Saturday, Sunday, or holiday).

Please make sure to deposit the amount by the day before the date of deduction. No handling fee will be charged.

<To those who wish to use automatic withdrawal service>  
Please fill out and submit the required information on the application form available at the dormitory office. It takes about 2 months after application to start debit. Until then, please make your payment at a convenience store.  
Please note that the dormitory fee for the move-out month should be paid at a convenience store. No automatic withdrawal will be made for the final month.

## 4. Extension, Renewal, and Leaving Procedures

### (1) Procedures for Extension and Renewal

Two months prior to the end of permitted residential date, information on how to extend/renew your stay or leave the dormitory will be posted on the "Loyola" online bulletin board. Whether you wish to extend or renew your stay, or leave the dormitory by the permitted date, please be sure to complete the necessary procedures (online application) by the due date. Applications submitted after the deadline will not be accepted.

#### ● Extension

- Available for exchange students
- Procedures for extension of stay will be announced in May to those who receive permission to stay till July 31. The announcement will be made in November to those who receive permission to stay till January 31 of the following year.
- Students may apply for an extension of up to one month. If an extension is granted, dormitory fees for the granted period will be charged.

#### ● Renewal

- Available for degree students, non-degree students, foreign special research students, and research students who will be enrolled at Sophia University for the following semester.
- Procedures for extension or move-out will be announced in May to those who receive permission to stay till September 10. The announcement will be made in November to those who receive permission to stay till March 20 of the following year.
- The period of residence is two years in principal but may be renewed with special permission from the Director of the Center for Student Affairs.
- Based on application, renewal is possible for up to one year. Note that selection will be conducted and not all applicants will be granted for renewal permission.
- Students who are scheduled to graduate or complete their studies in the current semester are not allowed to renew their residence permit and must leave the dormitory by the end date of the permit (September 10 for spring semester, March 20 for autumn semester).

### (2) Leaving Procedures

- ① Submit "Notice of Leaving" (designated form) to the dormitory office no later than one month

prior to the date of leaving. Make sure to read the “Procedure of Leaving” provided by the office carefully.

- ② When submitting the Notice of Leaving, you will be asked to schedule two room checks (RC). The 1st RC will be one or two days after submitting the Notice of Leaving, and the 2nd RC will be conducted on the day of leaving or on the weekday right before the leaving day. Residents should present in person during the RC.
- ③ Payment of last month’s dormitory fee should be made at convenience store only. Please pay the final bill before the 2nd RC and submit the payment receipt to the dormitory office. Failure to confirm submission may cause delay to your move-out. The final billing postcard will be delivered to your mailbox approximately a week before your leaving date.
- ④ During the RC, if there is staining that requires special cleaning, damage that requires wallpaper or floor repair, etc., or loss of equipment, the cost of restoring the room to its original condition will be charged.
- ⑤ Please dispose of your personal belongings by yourself. If personal belongings are left in your room, balcony, kitchen, or laundry room, you will be charged for disposal fee.
- ⑥ Please be sure to cancel your landline, newspapers, and other contracts.

Caution 1 The date of leaving will be one month from the date of submitting the Notice of Leaving. For example, if you wish to move out from the dormitory on July 31, you must submit your Notice of Leaving by June 30 at the latest; if you submit it on July 1, your final date of leaving will be August 1, and as a result, you will be charged the August dormitory fee (15,000 yen).

Caution 2 In principle, no changes can be made once the Notice of Leaving has been submitted.

## 5. Living Group Community of the Dormitory

In Sophia Soshigaya International House, all residents belong to one of the 20 “Living Groups” community. Living Groups are the basic community where residents can cooperation in diversity. Participation in Living Groups activities is mandatory for all residents. Below is an overview of the Living Group community system.

Purpose	-Promote interpersonal and international exchange (concept of a community building) -Become leading agents of creating the culture, atmosphere and order of the dormitory
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 dormitory issues and for intercultural exchanges) -Other activities/events according to the need of the dormitory and groups such as: •Supporting new residents during move-in period and orientation •Actively participate in and organize international exchange events -Keeping the floor and kitchen clean and comfortable (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 / projects held 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)**

In each Living Group of around 15 residents, a Living Group Leader (LGL) is assigned. LGLs represent the residents and partner with the Center for Student Affairs to build better dormitory. Residents may feel free to consult with LGLs if there are any questions or concern during daily life.

\* LGL is selected by the Center for Student Affairs from an organizational perspective and appointed by the Director of the Center for Student Affairs.

## **6. Rules and Regulations**

Please comply with the rules so that the residents with diverse backgrounds and values live together comfortably. You may be dismissed from the dormitory if you violate them.

### **(1) SSIH**

- ① **Smoking is completely prohibited on the premises (including your room, living areas, shared facilities and outdoor areas), including heated and electronic cigarettes.** No smoking room is available. Also, **In Setagaya Ward, smoking is prohibited on all streets and parks in the ward, except in designated smoking areas.**  
**\*If you discover any smoking practices by residents in the dormitories or nearby neighborhood, please report it immediately to the dormitory office staff and security guards, regardless of time and day.**
- ② Single Wings are separated for men and women. **No one is allowed to enter the living areas of the opposite sex, including corridors and common facilities.**
- ③ **For safety reasons, the only entrance to the hall is the main entrance.** The emergency exits on each floor are for emergency use only.
- ④ **22:00-6:00 is Quiet Hour.** Even during non-quiet hours, please do not talk loudly or play loud music. To prevent noise pollution to the neighborhood, pwindows in the gymnasium should keep closed.

### **(2) 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 **Please take off your shoes in your room. (No shoes in the room.)**
- ③ Each resident is responsible for the maintenance and cleaning of his/her room.
- ④ Please take good care of the furnishings in your room, as they are loaned to you. No tape or nails may be used to redecorate the room or on the floor or walls. Please do not take these furnishings out of the room.
- ⑤ In single room, **do not use cooking appliances such as microwave ovens and toasters for cooking**
- ⑥ You are not allowed to enter other people's rooms from 22:00-6:00. When meeting with other residents during this time, please use the common facilities.
- ⑦ **Visitors is not allowed to enter the single room residential areas or stay overnight.** When inviting family or friends, please complete the entry procedure at the office and meet at the lounge or cafeteria on the first floor of the Administration Wing.
- ⑧ If resident of the family room wishes to let non-residents to stay in the room, please submit an "Application for Accommodation" to the office at least two weeks prior to the stay period. Note that only family members (parents, siblings, spouses, and children) are allowed to stay in the family room. Friends are not allowed to stay. The maximum length of stay is one week.



### (3) 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 in advance if you want to post information or poster on the bulletin 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	Where	Open Hours	Instructions for Use and Precautions
Floor Kitchen	Each floor of Single Wings	24 hours	Men only: all the kitchens of <u>wing B</u> . Women only: all the kitchens of <u>wings A&amp;C</u> . Always keep clean of the kitchen. Do not make noise when using the kitchen between 22:00-6:00.
Lounge	1F, Administration Wing	24 hours	No food or drink.
Cafeteria	1F, Administration Wing	24 hours	The library is located just above the cafeteria. Keep quiet while using, 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.
Big Kitchen	1F, Administration Wing	10:00~21:30 (including cleaning time)	(1) The responsible resident must fill in the required information on the Big Kitchen Reservation Form and submit "Application for the Big Kitchen Use" to the office in advance. Reservation can be made three (3) days in advance. (2) When it is time to use the service, fill out the facility usage form at the dormitory office and receive the key.
Prayer room	2F, Administration Wing	24 hours	Reservation is required at the office when using as a group with more than three people.
Library Study room	2F, Administration Wing	24 hours	No chatting, food or drink. Do not take books out of the library.

Conference Rooms Tatami Room	2F, Administration Wing	9:00~22:00	<p>(1) While using as a group, the representative should fill in the facility reservation form at the dormitory office. Reservations can be made one month prior to the desired date of use.</p> <p>(2) When it is time to use the service, fill out the facility usage form at the dormitory office and receive the key.</p> <p>(3) If the group includes non-residents, the representative of the group must submit a “Request of Use of Facility” to the dormitory office at least 3 days prior to the desired date of use.</p>
Auditorium	B1, Administration Wing		
Music Room	B1, Administration Wing	9:00~24:00	<p>(1) Fill in the facility reservation form in the dormitory office. Reservations can be made from 3 days prior to the desired date of use.</p> <p>(2) When it is time to use the service, fill out the facility usage form at the dormitory office and receive the key.</p> <p>*Amplifiers cannot be used after 22:00. If any noise is reported by residents, the use of the room will be suspended.</p>
Gymnasium		8:00~22:00	<p>(1) Fill in the facility reservation form in the dormitory office. Reservations can be made from 3 days prior to the desired date of use.</p> <p>(2) When it is time to use the service, fill out the facility usage form at the dormitory office and receive the key.</p> <p>(3) If the group includes non-residents, the representative of the group must submit a “Request of Use of Facility” to the dormitory office at least 3 days prior to the desired date of use.</p>
Training Room		6:00~24:00	
Tennis Court		Apr. to Oct. 9:00~17:00 Nov. to Mar. 9:00~16:00	

- 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 inserting coins into the dryer, it operates continuously for the equivalent time.)
  - The washing machine and dryer for athletic shoes are available at 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 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 Keep the floor 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 floor 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.
  - When placing rice cookers, etc. in the floor kitchen, please write your room number and name on them and store them in your locker, on a shelf or under a sink in the common area.
  - 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 pests won't breed.
- Do not leave dirty dishes in the sink. Please wash them and clean the kitchen soon after use.
- Residents may use the Big Kitchen for authentic cooking.

⑫ Rental items

Following rental items are available at the dormitory office. Please write your name and room number if you wish to borrow.

Please return these items soon after use. We will stop lending them to you if you do not return them.

Items for rental	Where to use
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

**(4) 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 dormitory office if you lose it by any chance. You will be charged 5,000 yen for a new key and key cover. (The fee will be refunded 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.

**(5) Garbage**

Please check the attached instruction for details of where and how to throw and separate your garbage. Do not dispose of garbage in your room in the floor kitchen or big kitchen garbage can. When disposing of oversized garbage (items over 30 cm square such as futons, bicycles, and suitcases), be sure to apply for collection 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>). There is a fee for oversized garbage collection. Please purchase an oversized garbage ticket for the amount instructed by the Oversized Garbage Collection Center, affix it to the oversized garbage, and place it at the drop-off site located near the north gate on the morning of the collection day. Please call a manufacturer to recycle your computer and other electronics.

**(6) Temporary leave**

If you will leave the dormitory for over three nights, please be sure to submit the "Notice of Temporary Leave" (designated form). This is important if the dormitory office needs to reach you in case of a disaster or an emergency.

**(7) Inviting guests**

Visiting hours are from 9:00 to 22:00. Guests can use the lounge and the cafeteria but cannot be invited into the residential area and resident's room for any reason. If apply beforehand, family

member of the same sex is allowed to visit the residential area for helping of moving in/out etc. (during visiting hours only).

The guests are to write their names on the guest list at the dormitory office and put on an issued entrance pass. Residents should come to the office to meet the invited guests.

If your guests damage facilities or equipment of the dormitory, you are required to pay compensation for the damage or the loss. If guests break the rules etc. of the dorm or cause any trouble in the dormitory, they may be ordered to leave.

## (8) Bulletin board

Notices and announcements will be posted on the bulletin board in front of the cafeteria and the center of hallway. Be sure to check regularly. If you have any questions about the posts, please visit the dormitory office.

## (9) E-mail

- ① Various information regarding the dormitory will be sent from the Center for Student Affairs and the dormitory office to the e-mail 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 e-mail 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 dormitory office.

## (10) Telephones

The office telephone is 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.

## (11) Mail and courier

- ① Make 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.
- ② Be aware that following will not be accepted at the dormitory office
  - Cash on delivery
  - Registered mail for sending cash
  - Package drop service
  - Food delivery such as Uber\*

\*When you order food delivery, be sure to wait at the front entrance and pick up by yourself.

  - 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.
  - Items that are not sent to the name registered at Sophia University
- ③ The mails and packages for you must be addressed to the name you registered at Sophia University (in kanji, kana, or Roman alphabet). Make sure that your room number must be

indicated in the address as well.

<Address Sample>

Recipient's Name  
Room No., Sophia Soshigaya International House  
4-24-1, Kamisoshigaya, Setagaya-ku, Tokyo 157-0065

## (12) Bicycles

- Make sure to register your bicycle at the dormitory office and put an issued sticker on it. Park your bicycle in order in a designated parking space. Do not park in no-parking areas outside the dormitory. It is your own responsibility to take care of your bicycle.
- When you get bicycle 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 at street. Please make sure NOT to ride an unattended bicycle even if you find one near a station or in a street. If you ride on other's bicycle, you **may be accused of having stolen the bike you ride by police.**
- Please follow traffic rules and ride in manners so as not to cause disturbances to others around you. Tokyo Metropolitan Government obliges you to purchase bicycle insurance.

## (13) Motorcycles and cars

Residents are not allowed to park a motorcycle or a car at the dormitory.

## (14) 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 rent.

Wi-Fi is available in shared areas of the main building.

## (15) Pets

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

## (16) Meetings/gatherings and parties

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

## (17) 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 dormitory.
- 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 Placing objects in the corridors and around emergency ladders is prohibited by law.
- ⑧ Residents are required to take part in the fire drills twice a year (May and October).

### **(18) Entry to your room**

For proper management of the dormitory, the dormitory staff may enter your room.

### **(19) Responsibility of reparation**

If resident or resident's guests damage facilities or lose equipment of the dormitory, resident is required to pay compensation for the damage or the loss.

### **(20) Dismissal from the dormitory**

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, the decision will be officially announced in the dormitory.

- 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 2 and any guidelines or regulations of Sophia University.
- ④ Failure to satisfy financial obligations accrued under Article 13, Paragraph 4 of the Guidelines in case of damage to and loss of the dormitory property.
- ⑤ Disorderly conduct that interferes with the order and public moral of the residential community of the dormitory.
- ⑥ Medical, health, or sanitary problems deemed detrimental to the well-being of community life in the dormitory.
- ⑦ Any behavior that is against the law, in the dormitory or outside.
- ⑧ Received a disciplinary action under the University Regulations.
- ⑨ Offense of public order and morals.
- ⑩ Any behavior that is regarded not suitable as a resident.
- ⑪ Lost of eligibility.
- ⑫ Any behavior that may cause serious interference with the operation and management of the dormitory.

## **7. Other Information**

### **(1) Counseling**

Counseling service is available at the Health 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 dormitory office soon if you are ill or injured. In case of infection such as influenza, the dormitory staff will perform disinfectant fogging to reduce the spread of infection. Dormitory 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

### (3) Possession of drugs and weapons

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

### (4) Drinking alcohol and smoking

Underage (under 20 years old) drinking and smoking is prohibited by the 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 dormitory and on the university website. Make sure to check the revision and follow the rules on the latest Living Guide.

## 8. Public Facilities around SSIH

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 <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 (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 September 2024)