



上智大学
SOPHIA UNIVERSITY

Sophia Soshigaya International House Living Guide

Center for Student Affairs

Sophia University

Revision in March 2025

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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, or SSIH, 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 languages 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, restrooms
 - B1: Music room, auditorium, restrooms
- Residential wings A, B, C, and D (single rooms): five stories / 320 rooms ... 15.08 m²
Furnishings: air-conditioner, refrigerator, toilet and washbasin, storage furniture, bed, desk, desk

- lamp, chair, curtains, and Wi-Fi router
- Shared facilities: kitchens, laundry rooms (coin-operated), and shower rooms
- Residential wing E (family rooms): three stories / 7 rooms... 56.50 m² (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, Wi-Fi router, and Handy Vacuum Cleaner.
- Tennis court, gymnasium, and training room

(6) Dormitory office (Administration wing 1F)

Office hours: 8:00-22:00 *Including weekends and holidays, except December 30- January 3.

Phone.: 03-5384-1201

E-mail: dorm-soshigaya-ofc@sophia.ac.jp

*Accepting various application forms, receiving of mails and parcels, accepting use of common facilities, renting of items (irons, vacuums, etc.).

*Picking up mails and parcels and borrowing rental items are available 24 hours.

* Should you have any concerns or questions about dormitory life, feel free to come to or call the dormitory office.

(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.

Phone.: 03-3238-4621

E-mail: dorm-co@sophia.ac.jp

2. Application: Eligibility and Procedure

(1) Eligibility

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

(2) Term of Residence

- 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.
- The rules for the extension of residence period prescribed in the preceding paragraph are specified separately.
- 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)
 - Registration is from 8:00 a.m. to 8:00 p.m. If you arrive after 8:00 p.m., our security staff will hand you a key and a bedding set, if you apply, but you must complete registration during office hours

- of the following day.
- For those who wish to apply for rental bedding service, please fill out the prescribed application form and receive the bedding set.
 - The following documents will be provided during registration:
 - ① 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.
 - ② 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 within three days after move-in.
 - ③ 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)

Meet in the conference room on the 2nd floor of the Administration Wing at the time designated on the cover of the Orientation Book. Make sure to bring and submit the Pledge, Agreement and Application Form.
 - Resident Registration and Ward Office Tour (within 2 weeks after move-in)
 - 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 staff will escort new residents to the general branch or sub-branch office and assist them with registration (ward office tour). Meet in front of the main entrance at the time indicated on the cover of the orientation book with your documents for the ward office.

1~2 weeks after you register as a resident, you will receive a notice of your 12-digit Personal Identification Number, called “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.
 - 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. By applying, undergraduate and graduate students may be eligible for deferment of pension payment, and other students such as exchange students may be exempted from payment.
 - Entrance Permit (within one month after move-in)

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
One-time Entrance Fee (Nonrefundable)	45,000 yen	84,000 yen
Monthly Dormitory Fee	45,000 yen	84,000 yen
Rental Bedding Set Fee (Optional)	15,400 yen for one semester, 29,150 yen for a year. There are some other options. Please ask the dorm office for more information	

- Entrance Fee
 - 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.
 - 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
 - The Fee includes electricity, water, gas and internet.
 - Dormitory fees for the month of entry and exit for single rooms are shown in the table below. Dormitory fees for family rooms for the month of entry and exit are calculated on daily basis (2,800 yen per day).

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

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

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

*If you wish to move out of the dormitory, you must submit the 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 the Notice of leaving by May 12, dormitory fee for the move out month (June) will be 30,000 yen according to “move out between the 11th and 20th of the month” in the table above.

Ex 2. If you wish to move out on June 12, but you submit the Notice of leaving 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 1st to the 10th of the month” in the table above, dormitory fee will be 15,000 yen.

- 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

There are two methods to pay your dormitory fee: Debit or credit card payment is not acceptable.

① Payment at a convenience store

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 6th of the month. Handling fee (671 yen) will be charged separately. Please keep the receipt for your record.

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 6th of the month (or the next business day if the 6th 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. Automatic withdrawals from bank accounts opened online will not begin until you register your signature at a physical branch. Debit will start 2 months after submitting your application. Until then, please make your payment at a convenience store.

Please note that no automatic withdrawal will be made for the move out month. Please pay at a convenience store.

4. Extension, Renewal, and Leaving Procedures

(1) Procedures for Extension and Renewal

Two months prior to the end of the expiration date of your dormitory residence permit, a notice on how to extend/renew your stay or leave the dormitory will be posted on the student portal system "My Sophia". No matter whether you wish to extend or renew your stay, or leave the dormitory by the residence period, you are required 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 posted in May to those whose dormitory residence period ends on July 31, and in November to those whose dormitory residence period ends on January 31 of the following year.
- Students may apply for an extension of up to one month. If an extension is granted, dormitory fees and rental bedding fee (if applicable) 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 renewal will be announced in May to those whose dormitory residence period ends on September 10, and in November to those whose dormitory residence period ends on March 20 of the following year.
- The period of residence is two years in the principle 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 renewal permission.
- Students who are scheduled to graduate or complete their programs 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

- 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.
- When submitting the Notice of Leaving, you will be asked to set up room check (RC) date and time. In general, 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.
- 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.
- During the RC, if there is a stain 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.
- 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.
- 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 SSIH, all residents belong to one of the 20 “Living Groups” . Living Groups are the basic community where residents can cooperate in diversity. Participation in Living Group 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	- There are 20 Living Groups in total. - Each Living Group averages 15 residents of different nationalities, languages etc. who live in the same unit with a Living Group leader
Member	All residents
Activities	-Mandatory 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 the kitchen •Not to leave personal 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

LGL	<p>-In each Living Group, a Living Group Leader (LGL) is assigned. LGLs represent the residents and partners with the Center for Student Affairs to build better community. Residents may feel free to consult with LGLs if they have any questions or concerns in their life.</p> <p>-LGL is selected by the Center for Student Affairs from an organizational perspective and appointed by the Director of the Center for Student Affairs.</p>
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*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.

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

- 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 or security guards, regardless of time and day.
- 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.
- For safety reasons, the only entrance to the hall is the main entrance. The emergency exits on each floor are for emergency use only.
- 10:00 p.m. to 6:00 a.m. is Quiet Hour. Even during non-quiet hours, please do not talk loudly or play loud music. To prevent noise pollution to the neighborhood, the gymnasium windows must be kept closed.

(2) Room

- 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.
- Please take off your shoes in your room. (No shoes in the room.)
- Each resident is responsible for maintaining and cleaning of his/her room.
- 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.
- In single room, do not use cooking appliances such as microwave ovens and toasters
- You are not allowed to enter other people's rooms from 10:00 p.m. to 6:00 a.m. When meeting with other residents during this time, please use the common facilities.
- No visitor is allowed to enter the residential area. When inviting your family and friends to SSIH, all visitors must register at the office accompanied by a resident and stay at the lounge and the cafeteria on the 1st floor of the Administration Wing.
- 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

Do not disturb other people when you use shared facilities. Please do not talk or play music loudly from 10:00 p.m. to 6:00 a.m. (Quiet Hours).

- Please use the equipment in the common facilities with care. If they are broken or soiled, you may be charged for repairs. Also, return the equipment to its original place after use.
- Please ask the office if you want to post information or poster on the wall, or decorate walls for events.
- Do not leave your belongings in shared facilities, including in the hallway and around emergency ladders.
- Please turn off the air conditioner and the lights to save electricity when you are the last to leave a shared facility.

<Shared Facilities in Residential Wings>

- A **Laundry Room** has two washing machines and a dryer
 - Washing machines are available for 200 yen a time. Please use your own detergent.
 - The dryer is available for 100 yen for 50 minutes.
 - The washing machine and dryer for athletic shoes are available in the 1st floor of A and B wings.
 - Please do not leave your belongings in Laundry Room.
 - Please close the door gently.
 - Please refrain from using the Laundry Room between 10:00 p.m. to 6:00 a.m. (Quiet Hours) so as not to disturb your neighbors.
- A **Shower Room** has three shower booths (two in A wing) and two wash basins.
 - Close tightly both inner and outer doors when in use.
 - Please close the door gently.
 - Please refrain from using shower from 10:00 p.m. to 6:00 a.m. (Quiet Hours) so as not to disturb your neighbors.
- A **Floor Kitchen** in A or C/D Wing is for female only, while a kitchen in B Wing is for male only.
 - Keep the kitchen clean.
 - Separate your garbage according to instructions on the accompanying leaflet. 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 throw trash from your room into the garbage cans in the kitchen.
 - The IH heater, microwave, and toaster oven are the only shared equipment in a kitchen. Other utensils and electric appliances in the kitchens such as rice cookers, belong to individual residents. Please do not use them without the owner's permission.
 - 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 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 earthquakes, first, keep distance from cooking stove. As soon as the 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.

<Other Shared Facilities>

Shared facilities in the Administration Wing or outside are listed as in the table on the next page.

- Eating and drinking are allowed only in the Cafeteria. Eating and drinking are allowed in the Auditorium and Japanese-style rooms only with prior application and permission. In other facilities (except Prayer Room), only water in pet bottles or other containers with lids can be brought in.

- When inviting non-residents to use the shared facilities, at least one non-resident must be included in the group of four or less, and the majority of the group of five or more must be dormitory students. For some facilities, you must submit an Application for Use of Facilities (AUF), or with the purpose of use and the names of all users to the office at least three days prior to the use for permission.
- At facilities that require reservations, each residents is allowed to make only one reservation per day. You may extend your use of the facility only when there are no reservations for the next time slot. Please come to the office or call the office to check if a reservation has been made.
- **Please be sure to keep the usage time as it may disturb the next person who has a reservation.**

Name	Location	Open Hours	Eating & Drinking	Use of Non-Residents	Reservations
Prayer Room	Adm Wing 2 nd floor	24 hours	Not allowed	Submit an AUF stating the purpose of use and the names of all users to the office at least 3 days prior to the date of use for permission.	Not Required
Library	Adm Wing 2 nd floor	24 hours	Water in lidded containers only	Not allowed	Not Required
Study Room	Adm Wing 2 nd floor	24 hours	Water in lidded containers only	Submit an AUF stating the purpose of use and the names of all users to the office at least 3 days prior to the date of use for permission.	Not Required
Conference Room	Adm Wing 2 nd floor	9:00-22:00	Water in lidded containers only	Submit an AUF stating the purpose of use and the names of all users to the office at least 3 days prior to the date of use for permission.	Make a reservation using the "Facility Use Reservation Book" in the office. Reservations can be made for that semester.
Japanese Room	Adm Wing 2 nd floor	9:00-22:00	Prior permission required		
Cafeteria	Adm Wing 1 st floor	24 hours	Allowed	Allowed	Not Required If you hold any events with more than 30 people, submit an AUF stating the purpose of use and the names of all users to the office at least 3 days prior to the date of use for permission.
Lounge	Adm Wing 1 st floor	24 hours	Water in lidded containers only	Allowed	Not Required
Big Kitchen	Adm Wing 1 st floor	10:00-21:30	Allowed	Allowed	Make a reservation using the "BK Reservation form" in the office. Reservations can be made every Monday for the week.
Auditorium	Adm Wing B1 floor	9:00-22:00	Prior permission required	Submit an AUF stating the purpose of use and the names of all users to the office at least 3 days prior to the date of use for permission.	Make a reservation using the "Facility Use Reservation Book" in the office. Reservations can be made for that semester.
Music Room	Adm Wing B1 floor	9:00-24:00 *Amplifier not available after 22:00.	Water in lidded containers only	Not allowed	Make a reservation using the "Facility Reservation Table" in front of the office. Reservations can be made 3 days prior to the date of use.
Gymnasium	Sports Hall	8:00-22:00	Water in lidded containers only	Submit an AUF stating the purpose of use and the names of all users to the office at least 3 days prior to the date of use for permission.	
Training Room	Sports Hall	6:00-24:00	Water in lidded containers only		
Tennis Court	Outdoor	9:00-17:00 *Nov. to Mar. 9:00~16:00	Water in lidded containers only		

<Items Available for Loan>

When using loaned items, please fill in the room number, name, name of the item, and date and time of loan in the “Item Loaner Book” at the office.

Items must be returned within 24 hours. We will stop lending them to you if you do not return them.

Items	Where items can be used
Thermometer	Your Room
Vacuum Cleaner Big/Small	Your Room, Shared Facilities
Iron	Laundry Room (Do NOT use in Your Room)
Badminton (Net, Racket, Shuttle) Ping Pong (Net, Pole, Racket, Ball)	Gymnasium
Tennis (Racket, Ball)	Tennis Court
Air Pump	Outdoor, 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. A deposit of 5,000 yen is required to issue a new key. (The fee will be refunded when you find the key you lost and return the new key 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 more than three nights, please be sure to submit the “Notice of Temporary Leave” (designated form) to the office before you leave. 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 enter the residential area or resident’s room for any reason. By applying in advance, a family member of the same sex is allowed to enter the residential area for helping of moving in/out etc. (during visiting hours only).

The guests are required to register 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 do not comply with dorm regulations 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 ask the dormitory office staff.

(9) E-mail

- 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.
- If you wish to change your registered e-mail address, please fill out the "Notification of change of e-mail address" (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

- Make sure to check your mailbox regularly
Regular mails are delivered directly to your mailbox. The dormitory office collects your registered mails and parcels, then send a notice to you via e-mail. Please visit the office to pick-up once you received a notice.
- 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
- 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
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(12) Bicycles

- Make sure to register your bicycle at the dormitory office and put an issued sticker (Parking Permit) on it. Park your bicycle neatly in the designated parking lots. Follow the parking rule outside the dormitory as well. It is your responsibility to take care of your bicycle.
- When you get bicycle from others, 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, or 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 submit an AUF stating the purpose of use and the names of all users to the office at least 3 days prior to the date of use for permission. Any activities resulting in complaints from other residents will be canceled.

(17) Disaster Prevention

- Do not use an oil heater or electric devices, such as an iron and a microwave, in your room.
- Do not bring dangerous items, such as explosives, into the dormitory.
- All the items that use flames, such as candles, scented candles, aroma therapy pots, incense sticks and fireworks, are prohibited to use.
- Please turn off the lights and other electric appliances not in use when you leave your room.
- Make sure of the locations of emergency exits, fire alarms, and fire extinguishers. Do not use or touch them except in case of emergency.
- When you find a fire, please activate a fire alarm, and exit out of the building immediately following the instructions of the dorm staff and LGL’s.
- Placing objects in the corridors and around emergency ladders is prohibited by law.
- 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. (available in Japanese, English, Chinese)

Monday to Friday, 9:30-11:30; 13:30-16:30 Phone: 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 (available in Japanese, English)

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

(3) Possession of drugs and weapons

Possessing drugs (marijuana, cocaine, and heroin, for example), guns, and swords are 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	Name	Contact	Address
Setagaya Ward Office and Branches	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 
	Seijo Police Box (Seijogakuenn-mae station South Exit)		2-39-8 Seijo, 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 
	Seijogakuenn-mae Station Post Office	03-3484-2161	6-16-30 Seijo, Setagaya-ku 

Hospital	Shiseikai Daini 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 ▼Online Application 	
Visa	Tokyo Regional Immigration Services Bureau	0570-034259 (From Japan) 03-5796-7234 (IP phone, from overseas)	5-5-30 Konan, Minato-ku 
	Immigration Information Center	0570-013904 (From Japan) 03-5796-7112 (IP phone, from overseas)	

(As of March 2025)