

# Sophia Soshigaya International House Guidelines

Established April 1, 2012

Revised February 1, 2018

October 1, 2019

May 1, 2020

May 16, 2023

July 1, 2024

August 1, 2024

May 1, 2025

## **(Purpose)**

Article 1:

- The Guidelines set forth the requirements concerning the rules and regulations for the residents of Sophia Soshigaya International House (hereinafter referred to a Soshigaya Dormitory) to help ensure safe and secure environment for the residents.
2. All residents must observe the Guidelines.

## **(Residents' Responsibilities)**

Article 2:

Residents of Soshigaya Dormitory are required to observe the following rules:

- (1) All or part of the assigned room (hereinafter referred to as the Room, including furniture and appliances) may not be sublet.
  - (2) The Room and common facilities, furniture, and appliances of Soshigaya Dormitory must be used and kept always in good condition, and, without permission, may not be used for any other purposes, altered, or remodeled.
  - (3) Precautions must be taken against fire and other disasters. Residents should avoid actions that may lead to danger, such as using open flame inside the Dormitory.
  - (4) Residents must not let other residents of opposite sex and non-residents into their Rooms, or the single room residential area (refers to Men's or Women's area and all areas including Floor Kitchen and corridors etc.; same hereafter).
  - (5) Residents are allowed to have non-residents visit during specified hours in specified visitors area according to specified procedures and the residents who invited the non-residents shall be responsible for their behavior. Non-residents shall be ordered to leave the Dormitory, if found to have acted in violation of Dormitory rules etc.
  - (6) Residents are not allowed to enter areas restricted for residents, such as residential area of opposite sex, the Rooms, Dormitory Office, machine room.
  - (7) Residents may not refuse the entrance of the Managers to their Room as specified in Article 14.
  - (8) Residents must report to the Managers immediately if residents find any suspicious person within the Dormitory.
  - (9) Residents must not engage in any annoying conduct, such as staying long hours, talking loudly, and making noise in the Dormitory as well as in areas and streets close to the Dormitory.
  - (10) Residents are not allowed to engage in any political activities, gambling, business activities, or fund raising, or any other activities prohibited by the University.
  - (11) Residents must not engage in any discrimination based on religion, race, gender or any other grounds.
  - (12) No pets are allowed.
  - (13) Residents are required to follow the cautions and directions given by the Managers.
  - (14) Before inviting non-residents to the Dormitory, the residents must make sure the non-residents read and obey the Guidelines.
  - (15) Residents are required to follow other rules and regulations set by Sophia University.
2. When acceptance is approved for moving in as provided in Article 5, residents shall be informed about the rules set forth in the preceding paragraph and any other rules that should be strictly observed.

## **(Eligibility)**

Article 3:

Persons qualified to live in Soshigaya Dormitory shall be those who meet one of the following conditions:

- (1) Single Rooms: Degree students, exchange students, non-degree students or research students enrolled at Sophia University
- (2) Couple and 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 the Center for Student Affairs (hereinafter called the Director)

#### **(Application)**

Article 4:

Applications for the Dormitory should be filed during the prescribed period according to application guidelines posted on the website of Sophia University.

#### **(Acceptance)**

Article 5:

The Director shall make the final decision on acceptance approval following selection procedures.

2. The Rooms for the residents shall be assigned by the Director. Residents may not request for or specify a room.

3. The Director may order residents to change to a different room after moving into the Dormitory when deemed necessary for the operational management of the Dormitory.

#### **(Move-in Procedure)**

Article 6:

The accepted applicants must follow the prescribed Move-in procedures and complete the payment of Dormitory Fees specified in Article 12.

#### **(Residence Period)**

Article 7:

The maximum residence period is one year starting from the Move-in day prescribed in Article 8, Paragraph 1 until the Move-out day prescribed in the same Article, Paragraph 2. 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 renewal of acceptance may be filed only during the prescribed period.

#### **(Move-in and Move-out Day)**

Article 8:

The Move-in day at the start of residence period (refers to Official Move-in day) shall be March for Spring Semester and September for Autumn Semester. The details for each academic year will be determined by the Director.

2. The Move-out day at the end of the residence period shall be September 10 for Spring Semester and March 20 for Autumn Semester. However, the dates will be specified separately for Exchange Students.

3. Notwithstanding the preceding two paragraphs, the Director may specify the Move-in day or Move-out day.

#### **(Cancellation of Acceptance)**

Article 9:

The Director may cancel the acceptance if any of the following applies to the approved applicant:

(1) Delayed move-in without good reason.

(2) Material false entry found in the application documents.

#### **(Move-out Procedures)**

Article 10:

Residents shall follow the specified Move-out procedures before moving out:

2. Residents must vacate the room on or before the day of the end of residence period as indicated in Article 8, Paragraph 2 or the Move-out day if the Director has specified the date.

3. If a resident wishes to leave the Dormitory during the residence period, the resident must submit a Notice of Move-out (*taiyo-todoke*) to the Dormitory Office at least one month prior to the day the resident wishes to leave the Dormitory.

4. If the Notice of Move-out is submitted to the Dormitory Office later than one month prior to the day the resident wishes to leave the Dormitory, the Move-out day shall be counted as one month after the submission date, and the Dormitory Fees shall be charged according to Appendix 1 or Appendix 3.

5. Residents leaving the Dormitory must not leave any personal belongings in the Dormitory, and the cost for disposing of personal belongings shall be borne by the residents.

6. The University may take the following actions when a resident leaves the Dormitory:

(1) The Managers will check the Room of a resident before move-out and the resident shall be charged for the cost to restore any defacements or damages to the original state.

(2) Any items left behind will be regarded as relinquished by the owner and shall be discarded. Any fees for discarding such items will be charged to the residents.

7. At move-out, residents may not request for redemption of expenses incurred for the rooms or remodeled equipment or ask for payment of removal expenses, compensation for eviction, concession money or demand for buying out remodeled equipment paid for and installed by the residents in the rooms.

### **(Dismissal from the Dormitory)**

Article 11:

Resident may be dismissed from the Dormitory if the Director judges the resident committed any of the following acts during residence period:

- (1) Failure to make payments of Entrance Fee and the prescribed Dormitory Fees at Move-in by the specified deadline.
  - (2) Payment of monthly Dormitory Fees is overdue for three consecutive months or more.
  - (3) Violation of any responsibilities of Article 2 or any rules and regulations of University.
  - (4) Failure to fulfil obligations to compensate for damages specified in Article 13, Paragraph 4
  - (5) Disorderly conduct that interferes with the order and morals 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) Eligibility is lost.
  - (12) Any behavior that may cause serious interference with operation and management of the Dormitory.
2. If resident is dismissed from the Dormitory in accordance with the preceding paragraph, the resident must leave Soshigaya Dormitory within two (2) weeks from the day after the notification of the dismissal.

### **(Payment of Dormitory Fees)**

Article 12:

Residents must pay the Entrance Fee and Dormitory Fees for the month at Move-in by the payment deadline specified in the Move-in procedures.

2. Dormitory Fees shall be as specified in Appendix 1 and must be paid for the applicable month by the payment deadline for each month.
3. Entrance Fee and Dormitory Fees are nonrefundable.
4. Single room Dormitory Fees for approved residence period of 31 days or less are specified in Appendix 2, and the Single room Dormitory Fees for the Move-in or Move-out months for approved residence period of 32 days or more are specified in Appendix 3.
5. For the Dormitory Fees, no reductions will be made other than those specified in preceding paragraph.

### **(Access to Facilities and Damage Liability)**

Article 13:

Residents may use the common facilities and equipment of Soshigaya Dormitory following prescribed procedures. However, personal belongings should not be left in any of the common spaces.

2. The Managers may suspend the use of the common facilities if the residents misbehave in the area.
3. Residents should immediately notify the Dormitory Office of any damage to or misuse of facilities and loss of furniture or appliances.
4. Whether by intent or by negligence of the residents or the invited non-residents, residents are held liable for all damages, misuse and losses specified in the preceding paragraph, and for compensation for damages and losses.

### **(Emergency Inspection)**

Article 14:

The Managers may enter the Rooms with prior notice to the residents if judged as necessary for the management of the Dormitory. The residents shall cooperate in such cases.

2. Notwithstanding the previous paragraph, the Managers may enter the Rooms without prior notice to the residents for emergencies or urgent maintenances.

### **(Non-smoking)**

Article 15:

Smoking is prohibited in all areas of Soshigaya Dormitory. Residents must also refrain from smoking in the neighboring streets and any smoking that may annoy the neighbors.

**(Long Overnight Stay Outside the Dormitory)**

Article 16:

Residents must submit the Notice of Overnight Stay (*choki gaihaku-todoke*) in advance to the Dormitory Office if staying overnight outside Soshigaya Dormitory for three consecutive days or more.

**(Exchange Activities)**

Article 17:

Residents shall make efforts to participate in interaction with other residents and neighbors of the community taking active initiatives.

**(Living Group Leader System)**

Article 18:

Soshigaya Dormitory has a system called Living Group which promotes diverse human relationships and international exchange.

2. Detailed rules and regulations of Living Group are set separately.

**(Vehicles)**

Article 19:

It is prohibited to park cars or motorcycles (including scooters) in areas surrounding the Dormitory, neighborhood streets, or on the premises of the Dormitory. If residents wish to use bicycle parking, notify the Managers in advance and register.

**(Changes in the Guidelines)**

Article 20:

Sophia School Corporation reserves the right to amend or delete this Guideline based on its prescribed procedure.

Supplementary Provisions

These Regulations shall come into force on April 1, 2012.

Supplementary Provisions

These Regulations shall be revised and come into force on February 1, 2018.

Supplementary Provisions

These Guidelines shall be revised and come into force on October 1, 2019.

Supplementary Provisions

These Guidelines shall be revised and come into force on May 1, 2020.

Supplementary Provisions

These Guidelines shall be revised and come into force on May 1, 2020.

Supplementary Provisions

These Guidelines shall be revised and come into force on May 16, 2023 and will be applied from April 1, 2023.

Supplementary Provisions

These Guidelines shall be revised and come into force on July 1, 2024 and will be applied from April 1, 2024.

Supplementary Provisions

These Guidelines shall be revised and come into force on August 1, 2024.

Supplementary Provisions

1. These Guidelines shall be revised and come into force on May 1, 2025.
2. Notwithstanding the Appendices 1 to 3, Dormitory Fees from Academic Year 2026 onwards shall be as follows:

Soshigaya International House Dormitory fees (Academic Year 2026 onwards)

	Dormitory Fees (monthly)	Entrance Fee		Daily unit price (Daily amount)	Utility costs Internet fee
		Approved residence period: 6 months or more	Approved residence period: Less than 6 months		
Single Room	51,000 yen	51,000 yen	51,000 yen	None	Included in the Dormitory Fees
Couple Room	81,000 yen	81,000 yen	40,500 yen	2,700 yen	Included in the Dormitory Fees
Family Room	90,000 yen	90,000 yen	45,000 yen	3,000 yen	Included in the Dormitory Fees

Soshigaya International House Single Room Dormitory Fees

(Approved residence period: 31 days or less) (Academic Year 2026 onwards)

Length of stay: 1 day ~ 10 days	17,000 yen
Length of stay: 11 days ~ 20 days	34,000 yen
Length of stay: 21 days ~ 31 days	51,000 yen

Soshigaya International House Single Room Dormitory Fees for Move-in, Move-out months

(Approved residence period: 32 days or more) (Academic Year 2026 onwards)

Move-in : 21st ~ last day of the month Move-out: 1st ~ 10th of the month	17,000 yen
Move-in, Move-out: 11th ~ 20th of the month	34,000 yen
Move-in: 1st ~ 10th of the month Move-out: 21st ~ last day of the month	51,000 yen

※ However, Dormitory Fees at the start of residence period (refers to Official Move-in) are as follows:

- ① Spring Official Move-in: regardless of the actual Move-in day (the day you start living in the Dormitory; the same hereinafter), the Dormitory Fees for March is exempted, the Dormitory Fees will be charged from April 1.
- ② September Official Move-in: regardless of the actual Move-in day, the Dormitory Fees will be charged from September 21. The Dormitory Fees for September shall be 17,000 yen.

Appendix 1 Soshigaya International House Dormitory Fees

	Soshigaya Dormitory Fees (monthly)	Entrance Fee		Daily unit price (Daily amount)	Utility costs Internet fee
		Approved residence period: 6 months or more	Approved residence period: Less than 6 months		
Single Room	45,000 yen	45,000 yen	45,000 yen	None	Included in Dormitory Fees
Couple Room	75,000 yen	75,000 yen	37,500 yen	2,500 yen	Included in Dormitory Fees
Family Room	84,000 yen	84,000 yen	42,000 yen	2,800 yen	Included in Dormitory Fees

Appendix 2 Soshigaya International House Single Room Dormitory Fees  
(Approved residence period: 31 days or less)

Length of stay: 1 day ~ 10 days	15,000 yen
Length of stay: 11 days ~ 20 days	30,000 yen
Length of stay: 21 days ~ 31 days	45,000 yen

Appendix 3 Soshigaya International House Single Room Dormitory Fees for Move-in, Move-out months  
(Approved residence period: 32 days or more)

Move-in : 21st ~ last day of the month Move-out: 1st ~ 10th of the month	15,000 yen
Move-in, Move-out: 11th ~ 20th of the month	30,000 yen
Move-in: 1st ~ 10th of the month Move-out: 21st ~ last day of the month	45,000 yen

※However, Dormitory Fee at the start of residence period (refers to Official Move-in) is as follows:

- ① Spring Official Move-in: regardless of the actual Move-in day (the day you start living in the Dormitory; the same hereinafter), the Dormitory Fee for March is exempted, the Dormitory Fees will be charged from April 1.
- ② September Official Move-in: regardless of the actual Move-in day, the Dormitory Fees will be charged from September 21. The Dormitory Fees for September shall be 15,000 yen.

Note: The English translation is provided for information. The original Japanese version remains the sole official version.  
If there is any discrepancy between the two versions, the Japanese original should take precedence.