



上智大学  
SOPHIA UNIVERSITY

# Sophia-Arrupe International Residence Living Guide

Center for Student Affairs  
Sophia University

Revised in July 2025

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# 1. Overview of Sophia-Arrupe International Residence

## (1) Purpose of Sophia-Arrupe International Residence

Sophia University began operating Sophia-Arrupe International Residence in April 2019, as a mixed-residence dormitory where people with diverse values—such as nationality, religion, culture, and language—live together and learn from one another. The dormitory is named after Fr. Pedro Arrupe, S.J., who made a great contribution in designing academic mission for Jesuit educational institutions promoting a slogan “Men for Others”. Succeeding his belief, Sophia-Arrupe International Residence intends to nurture its residents to become global citizens with diverse worldview through living in multinational and diverse environment.

Arrupe 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-Arrupe International Residence is a place that aims to bring up persons of global competency based on the educational principles of Christian Humanism and, guided by Sophia University's vision: “Sophia - Bringing the World Together.”

### ◇Vision◇

#### 1. Freedom and Responsibility

Residents have the freedom to create any educational opportunity in accordance with the Mission and are responsible to maintain the order of residence.

#### 2. Coexistence through understanding ‘the other’

Residents are expected to accept others’ characteristics and diversity and respect the attitude to live together.

#### 3. Self-development as Global Agent

Residents are expected to acquire a sense of global leadership by making their own effort and insight toward solving social issues the humanity faces.

## (2) Established by

Sophia School Corporation

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

## (3) Address

33-7 Shinanomachi, Shinjuku-ku, Tokyo 160-0016

Phone: 03-3351-1028

## (4) Access

One minute’s walk from Shinanomachi Station on the JR Sobu line

## (5) Facilities

- Shared spaces  
Multipurpose Area; Courtyard; Study rooms (two); Theater room; Beverage vending machine; Pray room; Sports studio; Terrace; Laundry rooms with washers and dryers)

- Room: 180 rooms ... 9 - 10 m<sup>2</sup>  
Furnishings: storage furniture; a desk; a desk lamp; Wi-Fi router; a chair; a bed; an air-conditioner; a curtain; mirror, closet (970\*1950\*200(mm)).  
Shared facilities in each unit: kitchens; shower rooms; toilet; sinks

## **(6) Dormitory Office (1<sup>st</sup> Floor)**

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

Phone : 03-3351-1028

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

\*Accepting various application forms, receiving of mails and parcels, accepting use of common facilities, supplying and lending items.\* 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)**

Counter: 10:00-11:30, 12:30-15:30 from Monday to Friday (Class Day)

12:30-15:30 from Monday to Friday (Non-class day)

\*Closed on national holidays or during university designated summer/winter recess and holidays.

Phone : 03-3238-4621

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

# **2. Application: Eligibility and Procedure**

## **(1) Eligibility**

- Degree students, exchange students, non-degree students or research students enrolled at Sophia University
- Others who have been granted permission by the Director of Center for Student Affairs

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

- The residence period is 1 year 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 the extension of residence period will be accepted only during the prescribed period.

## **(3) Application Form**

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

## **(4) Move-in Procedures**

- 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.
  - At the time of Registration, a photo will be taken to create your resident profile.
  - 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:

①Pledge and Application

Read the “Living Guide” (this booklet) and the “Sophia-Arrupe International Residence Guidelines” carefully. Fill out and sign necessary sections then submit completed documents during orientation.

②Room Condition Report & Furnishing List

Check the condition of the furnishings in your room using the equipment checklist. Make sure all listed items are present. Please submit the completed checklist to the dormitory office by the day after you move-in.

③Documents 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 Multipurpose Area on the 1st floor at the time designated on the cover of the Orientation Book. Make sure to bring and submit the Pledge, Agreement and Application Form.

- Ward Office Tour for Resident Registration and National Health Insurance Enrollment (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 Shinjuku 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 at the Multipurpose Area 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

One-time Entrance Fee (Nonrefundable)	95,000 yen
Monthly Dormitory Fee	95,000 yen

- Dormitory Fee

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

Move-in : 21st ~ last day of the month Move-out: 1st ~ 10th of the month	31,000 yen
Move-in, Move-out: 11th ~20th of the month	62,000 yen
Move-in: 1st ~ 10th of the month Move-out: 21st ~ last day of the month	95,000 yen

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

- Spring Official Move-in: regardless of the actual Move-in day (the day you start living in Dormitory; the same hereinafter), Dormitory Fee for March is exempted, Dormitory Fee will be charged from April 1.
- September Official Move-in: regardless of the actual Move-in day, Dormitory Fee will be charged from September 21. Dormitory Fee for September shall be 31,000 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 Move-out Notice by May 12, dormitory Fees for the move out month (June) will be 62,000 yen, according to “Move-in, Move-out: 11th ~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 (95,000 yen) for June will be charged. As for July, according to “Move-out: 1st ~ 10th of the month” in the table above, dormitory fee will be 31,000 yen.:

- Bedding rental fees: If you choose to rent bedding, an additional fee will apply. The rental fee will be charged separately from the dormitory fee after the contract is finalized. Please note that there will be no refunds if you cancel the rental during the contract period. For more details, please contact the dormitory office.

#### (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 around the middle of the previous month. You can pay in cash at a convenience store by the end of the month. The handling fee for the convenience store payment varies from 440 yen to 550 yen depending on the store (including tax).

② Automatic Withdrawal (from domestic Japanese bank account only)

Around the middle of the previous month, you will receive confirmation of the dormitory fee debit in your mailbox.

The amount will be deducted from your bank account on the 27th of the month (or the next business day if the 27th 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 be present in person during the RC. After the second room check, the door will be locked, and you will not be able to re-enter the room.
- 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 Arrupe, all residents belong to one of the 26 “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) -Create the culture of the dormitory and have a responsibility for keeping the environment in good condition
Structure	-26 groups consisting of 7 residents of different nationalities, languages etc. who live in the same unit with a Living Group leader
Member	All residents

Activities	<ul style="list-style-type: none"> <li>-Compulsory monthly meeting (for discussing internal issues and for intercultural exchanges)</li> <li>-Other activities/events according to the need of the Residence and groups (see examples below) <ul style="list-style-type: none"> <li>Supporting new students during move-in period and orientation</li> <li>Actively participate in educational programs and planning and organizing international exchange events</li> </ul> </li> <li>-Keeping the floor and kitchen clean and comfortable, which is responsible for the members of each floor (see examples below) <ul style="list-style-type: none"> <li>Keep one's own belongings in the designated storage space in the kitchen</li> <li>Not to leave belongings in the shared places</li> <li>Clean up the sink and table and leave nothing behind</li> </ul> </li> <li>-Communication beyond living groups <ul style="list-style-type: none"> <li>Communication at Common Living</li> <li>Events and projects planned and co-organized by members from different living groups</li> </ul> </li> </ul>
LGL	<ul style="list-style-type: none"> <li>-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.</li> <li>-LGL is selected by the Center for Student Affairs from an organizational perspective and appointed by the Director of the Center for Student Affairs.</li> </ul>

\*The participation to the living group meeting recorded by LGLs by attendance sheet and hearing from LGL will be the resources for the screening of extension for staying in Arrupe.

## 6. Rules and Regulation

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) Arrupe

- 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 Shinjuku 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.
- Residential areas are separated for men and women. No one is allowed to enter the living areas of the opposite sex (beyond the flapper gates on the first floor), including corridors and common facilities.
- For safety reasons, the emergency exits on each floor are for emergency use only.
- 11:00 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.
- For building maintenance and hygiene reasons, please take off your shoes in your room and within the unit. Wearing shoes indoors is strictly prohibited.
- Each resident is responsible for maintaining and cleaning 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 your room, do not use cooking appliances such as microwave ovens and toasters.
- You are not allowed to enter other people's rooms from 11:00 p.m. to 6:00 a.m. When meeting with other residents during this time.
- No visitor is allowed to enter the residential areas beyond the flapper gates on the first floor, which lead to both male and female zones. Additionally, overnight stays by visitors are not allowed. When inviting your family and friends to Arrupe, all visitors must register at the office accompanied by a resident and stay at the shared facilities on the first floor.

## (3) Shared Facilities and Equipment

Do not disturb other people when you use shared facilities. Please do not talk or play music loudly from 11:00 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/whiteboard or decorating the walls for events.
- Do not leave your belongings in shared facilities, including in the hallway and around emergency ladders, except for the designated shared shelves within your unit. Any unattended items will be removed and disposed of. The university and dormitory office will not be held responsible for any loss or damage. Additionally, the cost of disposal may be charged to the resident.
- 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 Areas>

- Unit

Please establish specific kitchen usage rules within each unit. However, the following points are shared guidelines for all residents:

- For building maintenance and hygiene, please take off your shoes inside the unit. Outdoor shoes are strictly prohibited. Each resident should prepare indoor slippers.
- Always keep the dining kitchen clean. Check the cleaning report of your unit and ensure that everyone takes responsibility for cleanliness and tidiness within the unit.
- After meals, do not leave cooking utensils or dishes unattended. Clean and put them away immediately. Cleaning staff will clean the dining kitchen from Monday to Friday, but they cannot clean areas where items are left in the sink or on tables.
- Cooking appliances (such as fish grills, microwave ovens, and rice cookers) are not cleaned by cleaning staff. To prevent malfunction, odors, or mold, residents must clean them

thoroughly after use.

- Label all personal items with your room number and name, and store them in the shared shelves or under the sink.
- In case of fire, fire doors will close automatically. Do not place any items in hallways near emergency doors in front of rooms.
- 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.
- Return all shared items in the unit to their designated places after use.
- When ironing, use the ironing board in the kitchen area. Do not use irons inside your room.
- When using a stepladder, please be careful.
- Vacuuming is not allowed during Quiet Hours (11:00 p.m. to 6:00 a.m.).
- Please dry off inside the shower booth to avoid wetting the changing area.

#### <Common Living (2nd–8th Floors)>

- Available 24 hours a day. However, please keep noise to a minimum during Quiet Hours (11:00 p.m. to 6:00 a.m.).
- Eating and drinking are allowed.
- Do not leave personal belongings in the common living room.
- Cleaning staff will clean the area from Monday to Friday. However, if personal belongings are left on the floor or sofas, those areas cannot be cleaned. When leaving your seat, please make sure to remove all personal belongings from the floor and sofa.

#### <Laundry Room (8th Floor)>

- The laundry room is equipped with washing machines and dryers, and is available 24 hours a day.
- Please bring your own detergent and fabric softener.
- To ensure all residents can use the facilities comfortably, please collect your laundry promptly after use.
- Do not leave personal belongings in the laundry room.

#### <Other Shared Facilities>

The other shared facilities are listed as in the following table.

- 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.
- Some facilities have specific usage rules depending on their function. Please check the notices posted inside the dormitory before using them.
- Please be sure to keep the usage time as it may disturb the next user.
- If you have any questions, please contact the dormitory office.

Facilities:	Open Hours	Instruction for Use and Precautions
Prayer Room (1F)	24 hours	Reservation is required when using as a group with more than three people, please submit a "Usage Request Form" to the dormitory office in advance.
Courtyard (1F)	8:00~ 22:00	No food allowed. Only drinks are permitted. Please always close the door when entering and exiting the courtyard.
Multipurpose Area (1F)	24 hours	Food and drinks are allowed. If you plan to use the facility with 20 or more people, please submit a "Facility Use Application Form" to the dormitory office at least three days in advance. *Please note that if there are complaints regarding noise or other disturbances, you may be asked to stop using the area.
Study Room (1F)	24 hours	No food allowed. Only beverages with lids are permitted Please make a reservation using the sign-in sheet at the entrance of the Study Room. Reservations are in 30-minute increments, with a maximum of 2 hours per person per day. If there is no reservation, this room will be open space.
Theater Room (1F)	8:00~ 24:00	Food and drinks are allowed. Please make a reservation at the dormitory office. Reservations are in 30-minute increments, with a maximum of 3 hours per person per day. Usage must end after a room check by dormitory office staff, which should be completed at least 5 minutes before the end of your reserved time. If there is any dirt or mess when leaving, please clean it up.
Terrace (8F)	8:00~ 22:00	Food and drinks are allowed. Leaving clothes is not allowed. It will be removed.
Sports Studio (9F)	24 hours	No food allowed. Only beverages with lids are permitted No reservation is required. *Please note that if there are complaints regarding noise or other disturbances, you may be asked to stop using the room.

#### <Available Supplies & Rentals>

The dormitory office provides or lends the following supplies. If you wish to use any of them, please visit the dormitory office.

Item	Notes
Disinfectant alcohol	Up to 2 units can be provided at a time.
Kitchen paper, wet wipes	
Dish sponges	
Cleaning clothes (for tables and floors)	

Dishwashing detergent	Please bring an empty container for refills.
Hand soap	
Cooking utensils (bowls, knives, cutting boards, frying pans, etc.)	If the condition deteriorates, we will replace them with new ones. Please bring the used item.
Blender, hand mixer	Please return promptly after use.
Thermometer	
Dehumidifier	Available for rent during humid seasons.

#### (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 3,000 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 14 days.)

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. Please do not leave your valuables unattended in shared facilities. 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 or security guard, regardless of the time.

#### (5) Garbage

Please separate your garbage properly and dispose of it in the kitchen garbage bin of your unit according to instructions on the accompanying leaflet.

For sharp items such as knives, skewers, or broken pieces of dishes, please wrap them securely in thick paper or old cloth, label them clearly with “Danger,” and place them next to the garbage bin.

To prevent injury to cleaning staff, do not dispose of these items directly in the kitchen garbage bin under any circumstances.

When disposing of oversized garbage trash (over 30 cm on a side such as futons, bicycles, and suitcases), please request collection from the Shinjuku Ward Oversized Garbage Collection Center (See “8. Public Facilities around Arrupe”).

Oversized garbage collection requires a fee. Please purchase a oversized garbage disposal ticket for the amount specified by the Shinjuku Ward Oversized Garbage Collection Center, attach it to the item you wish to dispose of, and bring the item to the dormitory office.

Please call a manufacturer directly to recycle your computer.

#### (6) Temporary Leave

If you will leave the dormitory for more than three nights, please be sure to submit the “Notice of Overnight Stay” (designated form) to the dormitory 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 shared facilities on the first floor.
- **Visitors are strictly prohibited from entering the residential area beyond the flapper gate, regardless of the 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.

- Residents are requested to explain the dormitory rules to their guests in advance and ensure that guests also follow the rules.
- If your guests damage facilities or equipment in 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) Digital signage display and whiteboard**

We put notices and announcements on the digital signage display and whiteboard near the entrance. Please be sure to check it regularly. If you have any questions about the notices, please consult the Dormitory Office.

#### **(9) E-mail**

- Various information regarding the dormitory will be sent from the Center for Student Affairs and the dormitory office to the email address indicated on the "Pledge and Application." Please be sure to check the inbox of your registered e mail address daily, as we may send you important notices such as information on the renewal of your residence permit. The university will not be held responsible for any disadvantage caused by your overlook of e-mail.  
\*There are cases that all the storage of your mailbox is used so 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 but we will accept a message in case of emergency. There is a public phone near the vending machine corner on the 1<sup>st</sup> floor.

Please sign a mobile or sim card contract by yourself if you need one. Do not forget to terminate the contract, change billing address and pay the last bill when you move out.

#### **(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 mail and parcels, then sends a notice to you via e-mail. Please visit the office to pick-up once you received a notice.
- Be aware that the 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 receive it yourself outside the entrance.
  - ☐ 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-Arrupe International Residence, 33-7, Shinanomachi, Shinjuku-ku, Tokyo 160-0016
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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. Follow the parking rule outside the dormitory as well. It is your own responsibility to take care of your bicycle.
- When you get one 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 the 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 the police.**
- Sophia University does not allow students to go to school by car, motorcycle, or bicycle.
- 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. Parking within the dormitory is not available for residents or guests.

## (14) Pets

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

## (15) 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 sound 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).**

## (16) Entry to Your Room

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

## (17) Responsibility of reparation

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

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

Residents 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 Violation of any responsibilities of Article 3 or any rules and regulations of University.
- ② Failure to fulfil obligations to compensate for damages specified in Article 13, Paragraph 4.
- ③ Disorderly conduct that interferes with the order and morals of the residential community.
- ④ Medical, health, or sanitary problems deemed detrimental to the well-being of community life in the Dormitory.
- ⑤ Any behavior that may cause serious interference with operation and management of the Dormitory.
- ⑥ Any behavior that is against the law in the Dormitory or outside.
- ⑦ Received a disciplinary action under the University Regulations.
- ⑧ Offense of public order and morals.
- ⑨ At entrance to the Dormitory, Entrance Fee and monthly Dormitory Fees are not paid by the deadline.
- ⑩ Payment of monthly Dormitory Fees is overdue for three consecutive months or more.
- ⑪ Any behavior that is regarded not suitable as a resident.
- ⑫ Eligibility is lost.

## **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 TEL: 03-3238-3559

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

Please inform the dormitory office soon if you become 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 2F. (available in Japanese, English)

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

## 8. Public Facilities around Arrupe

Category	Name	Contact	Address
Ward Offices	Shinjuku Ward Office:	03-3209-9999	1-4-1 Kabuki-cho, Shinjuku-ku 
	Yotsuya branch office:	03-3354-6171	87, Naito-machi, Shinjuku-ku 
Police	Yotsuya Police Station	03-3357-0110 (Emerg. <u>110</u> )	6-5 Samonchou, Shinjuku-ku 
Fire Station	Yotsuya Fire Station	03-3357-0119 (Emerg. <u>119</u> )	3-10, Yotsuya, Shinjuku-ku 
Post Office	Shinanomachi Eki-mae Post Office	03-3351-2445	19, Minami-motomachi, Shinjuku-ku 
Hospital	Yotsuya Medical Mall	03-5368-0675	2nd Floor, Yotsuya Medical Building, 20, Samon-cho, Shinjuku-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	Shinjuku Ward Oversized Garbage Collection Center	▼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 July 2025)