



上智大学
SOPHIA UNIVERSITY

Sophia Edagawa Men's Dormitory Living Guide

Center for Student Affairs
Sophia University

Revision in September 2026

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1. Overview of Sophia Edagawa Men's Dormitory

(1) Purpose of Sophia Edagawa Men's Dormitory

Edagawa Dormitory was opened in April 2005 as a new men's dormitory following the closure of the Sophia House Men's Dormitory on Yotsuya Campus. Each room is a studio-type unit equipped with a bath and kitchen, providing a private space and an environment suitable for concentrated study. At the same time, various activities are organized to promote interaction among residents, led by Living Group Leaders (LGL).

Edagawa Dormitory accommodates both Japanese and international students, and the principles fostered in the former Sophia House Men's Dormitory — a place to practice of Catholic education, a site for international cultural exchange, and a home that encourages the growth of independent persons — continue to thrive naturally here.

(2) Established by

Sophia School Corporation

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

(3) Address

1-4-11 Edagawa, Koto-ku, Tokyo 135-0051

Phone: 03-3615-8918

(4) Access

10 minutes' walk from Toyosu station of Tokyo Metro Yurakucho Line

(5) Facilities

- Shared spaces
Community Room, Courtyard, Lounge Corner, Bicycle Parking
- Room: 78 rooms ... 24.79 m²
Furnishings: desk, chair, Wi-Fi modem, bookshelf, bed, air conditioner, curtains, closet, mini kitchen, separate bath and toilet, washbasin

(6) Dormitory Office (1st Floor)

Office hours:

8:00~22:00 Every day, including weekends and holidays, except December 30 – January 3.

Phone: 03-3615-8918 E-mail: dorm-edagawa-ofc@sophia.ac.jp

*Acceptance of various application forms, and equipment rental.

*Security staff are present when the dorm office is closed.

*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

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. to 20:00. If you arrive after 20:00, our 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.
 - The following documents will be provided during registration:
 - ①Pledge and Application
Read the “Living Guide” (this booklet) and the “Sophia Edagawa Men’s Dormitory 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.
- Orientation (on the day of move-in to the following day)
 - An orientation session (approximately 1 hour) will be held on the day of your move-in or the following day. Please do not schedule any personal appointments during this time.
 - Meet in the Community Room 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.
- 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 2 weeks of entering the dormitory. Registration can be done at the Koto Ward Office. If you cannot find the information about the ward office, please ask at the dormitory 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 can take care of this at the same time as your resident registration. 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 1 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

Dormitory fees will be revised from FY2027. For details, please check the notices posted in the dormitory and the [Sophia University Web Piloti](#).

(1) Breakdown of Dormitory Fees for FY2026

One-time Entrance Fee (Nonrefundable)	70,000 yen
Monthly Dormitory Fee	70,000 yen

- Dormitory Fee
 - The dormitory fee includes the internet fee. Please pay the dormitory fee for the current month by the payment deadline each month.
Utility costs (electricity, water, and gas) are not included in the dormitory fee and must be contracted and paid for individually by residents.
 - 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	23,000 yen
Move-in, Move-out: 11th ~ 20th of the month	46,000 yen
Move-in: 1st ~ 10th of the month Move-out: 21st ~ last day of the month	70,000 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 23,000 yen.

*If you wish to move out of the dormitory, you must submit the Notice of Leaving at least 1 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 Fees for the move out month (June) will be 46,000 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 1 month ahead, July 2. Dormitory fee (70,000 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 23,000 yen.:

- Bedding and appliance rental fees: If you choose to rent bedding and appliances, an additional fee will apply. The rental fee will be charged together with 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 2 methods to pay your dormitory fee: Debit or credit card payment is not acceptable.

① Payment at a convenience store

At the end of the month prior to the payment month, a billing postcard for dormitory fees will be sent to your mailbox. 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 domestic Japanese bank account only)

At the end of the month prior to the payment month, you will receive 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

No later than two months before the expiration of your dormitory residence permit (in May or November), you will receive an email with information on how to extend or renew your stay, or move out of the dormitory. 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 1 month. If an extension is granted, dormitory fees and rental fees (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 1 year in the principle but may be renewed with special permission from the Director of the Center for Student Affairs.
- Based on applications, renewal is possible for up to 1 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 1 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 1 or 2 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. Please make sure to allow sufficient time for the check-out procedures on your departure day.
- Payment of the 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 two weeks before your leaving date.
- Based on the results of RC, if there are any stains that require 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, on the balcony, in the community room, in the bicycle parking area, or any other area, you will be charged a disposal fee.

- Please be sure to cancel your landline, newspapers, and other contracts.

Caution 1 The date of leaving will be 1 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 (23,000 yen).

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

5. Dormitory Life and LGL

The Sophia Dormitories are designed as educational dormitories that value opportunities for residents to learn from and interact with one another. We encourage all residents to actively participate in dormitory events and educational programs.

While Edagawa Dormitory is the only private-room style dormitory among the Sophia Dormitories, it also has residents who take on the role of “Living Group Leaders (LGLs)”. These residents support fellow residents and help foster a positive dormitory community in cooperation with the university and the dormitory office.

A small number of LGLs are recruited each semester, and residents are eligible to apply from the semester following their move-in. As partners of the university, they work together to create a better living environment in the dormitory.

The main responsibilities of LGLs include supporting dormitory-wide activities such as assisting new residents during move-in and helping with fire drills, as well as planning and organizing events that encourage interaction among residents. They also provide advice and support regarding dormitory life, so please feel free to reach out to them if you have any concerns or need assistance.

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) Throughout the dormitory

- 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 Koto Ward, smoking is prohibited 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.
- Each room balcony has an emergency ladder. Please do not use it except in case of an emergency.
- 22:00 . to 6:00 . is Quiet Hour. Even during non-quiet hours, please do not talk loudly , play musical instruments, or play music at high volume, or engage in any other behavior that may disturb nearby residents or other dormitory occupants.

(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, 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 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.
- If you notice any malfunction or damage to equipment, please contact the dormitory office immediately.
- You are not allowed to enter other people's rooms from 22:00 . to 6:00. When meeting with other residents during this time.
- **No visitor is allowed to enter the residential areas (beyond the automatic doors on the courtyard side) or stay overnight.** When inviting your family and friends to Edagawa Dorm, all visitors must register at the office accompanied by a resident and stay in the lounge corner 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 22:00 to 6:00 (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 dormitory office if you want to post information or poster on the wall/whiteboard or decorate the walls for events.
- **Do not leave any personal belongings in shared facilities (including the hallway in front of the rooms) at any time. 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.**

<Community Room>

- Hours of use: 7:00 ~ 22:00
- For building maintenance and hygiene, please remove your shoes inside the community room. (No outdoor shoes allowed.)
- Please do not leave the community room while using the microwave.
- The microwave will not be cleaned by staff. To prevent malfunctions, odors, and mold, residents who use it must clean it after each use.
- The last person to use the community room must turn off the lights and air conditioner to save energy.

<Equipment Rental >

The dormitory office lends out the following items. If you would like to borrow something, please come to the dormitory office.

Item	Notes
Thermometer	Rooms and Shared Facilities
Vacuum Cleaner	Rooms and Shared Facilities
Iron and Ironing Board	Rooms and Shared Facilities
Hot Plate	Shared Facilities
Bicycle Pump	Bicycle Parking

(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.

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 designated location. For details, please refer to 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 and clearly label them "Danger." Please dispose of them separately from regular garbage. To prevent injury to cleaning staff, do not place them directly into garbage bags without proper wrapping 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 Koto Ward Oversized Garbage Collection Center (See "8. Public Facilities around the Dormitory").

You can apply via the internet, or the LINE mini app. Oversized garbage collection requires a fee. Please purchase an oversized garbage disposal ticket for the amount specified by the Oversized Garbage Collection Center, attach it to the item you wish to dispose of, and place it in the designated area.

Please call a manufacturer directly to recycle your computer.

(6) Temporary Leave and Extended Stay (3 Nights or More)

When leaving or returning to the dormitory, please update your status on the In/Out Management Board located in front of the dormitory office.

If you will leave the dormitory for more than 3 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. Visitors must leave the dormitory by 22:00.
- Guests are allowed to use only the lounge corner on the first floor. Visitors are strictly prohibited from entering the residential area (beyond the automatic doors on the courtyard side), regardless of the reason.
- By applying in advance, family members is allowed to enter the residential area to help with moving in or out (during visiting hours only).
- The guests are required to register on the guest list at the dormitory office. 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) Bulletin Board

We put notices and announcements on the bulletin board located in shared facilities (such as the community room and lounge corner). 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 to you but we will accept a message in case of emergency.

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 mail is 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 receive a notice.
- A delivery locker is available in the dormitory. 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, please receive your order in person at your room door.

- ☐ 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 mail 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 Edagawa Men's Dormitory, 1-4-11 Edagawa, Koto-ku, Tokyo 135-0051
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(12) Bicycles

- Tokyo Metropolitan Government obliges you to purchase bicycle insurance. Please follow traffic rules and ride in manners so as not to cause disturbances to others around you
- **Make sure to register your bicycle at the dormitory office** and put an issued sticker (Parking Permit) on it. Please park your bicycle properly and neatly in the designated bicycle parking area. Follow the parking rules 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.
- Visitors are not permitted to use the bicycle parking area.

(13) Motorcycles and cars

Residents are not allowed to park a motorcycle or a car at the dormitory. There is no parking available within the dormitory.

(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 heating appliances such as kerosene stoves or electric heaters with exposed high-temperature parts in your room, as they pose a fire risk if tipped over.**
- 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 must 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 intentionally or negligently 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. If you are expelled, you must leave within 2 weeks after the notification of the decision. In case of expulsion, the decision will be officially announced in the dormitory.

- ① Violation of any responsibilities specified in Article 2 of the Sophia Edagawa Men's Dormitory Guidelines or any rules and regulations of University.
- ② Disorderly conduct that interferes with the order and morals of the residential community.
- ③ Medical, health, or sanitary problems deemed detrimental to the well-being of community life in the Dormitory.
- ④ Any behavior that may cause serious interference with operation and management of the Dormitory.
- ⑤ Any behavior that is against the law, in the Dormitory or outside.
- ⑥ Received a disciplinary action under the University Regulations.
- ⑦ Offense of public order and morals.
- ⑧ Any behavior that is regarded not suitable as a resident.
- 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 3 consecutive months or more.
- ⑪ Failure to fulfill obligations to compensate for damages specified in Article 14, Paragraph 4 of the Sophia Edagawa Men's Dormitory Guidelines.
- 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 and English)

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 My Number Card (as a health insurance card) with you when going to the hospital. If you do not have a My Number Card, please bring your Certificate of Eligibility with you.

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 the Dormitory

Category	Name	Contact	Address
Ward Offices	Koto Ward Office	03-3647-9111 (Main Phone)	4-11-28 Toyo, Koto-ku 
Police	Edagawa Police Box	03-3641-0110 (Emerg. <u>110</u>)	1-7-1 Edagawa, Koto-ku 
	Fukagawa Police Station	03-3641-0110 (Emerg. <u>110</u>)	3-18-6 Kiba, Koto-ku 
Fire Station	Fukagawa Fire Station Edagawa Branch Office	03-3647-0119 (Emerg. <u>119</u>)	3-2-1 Edagawa, Koto-ku 
Post Office	Koto Toyosu Post Office	03-3531-9551	1st Floor, Toyosu Front, 3-2-20 Toyosu, Koto-ku 
Hospital	SHOWA Medical University Koto Toyosu Hospital	03-6204-6000	5-1-38 Toyosu, Koto-ku 
	Tums Family Clinic Toyosu	03-3520-8813	4th Floor, Urban Dock LaLaport TOYOSU3, 2-2-1 Toyosu, Koto-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	Koto Ward Oversized Garbage Collection Center	▼Web ▼LINE Mini App  	
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 (IPphone, from overseas) (8:30~17:15 excluding weekends, public holidays, and the year-end/New Year holiday period)	

(As of September 2026)