

Dormitory for International Students of
Nagoya City University
Booklet for New Residents

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○住所 address

□ 466-0842

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Nagoya City University
International Exchange Center
Tel (052) 872 5163

Introduction

This booklet is designed for the international students, who are assigned to live in the dormitory and lists the rules that must be followed. We ask for your cooperation and compliance when staying in this accommodation.

In Nagoya, you may find some differences in the lifestyle, culture and customs, and the ways of thinking from those of your home country. It is sometimes difficult to adapt oneself to a new environment especially for the international students who have only been in Japan for a short while.

It is necessary to cooperate with other fellow international students to live in this accommodation and this booklet explains how.

Please read through this booklet carefully and follow all the rules that are mentioned. Once you leave this dormitory, the next international students will take over your rooms. Please use all the facilities with care and keep to the regulations so the new international students will be able to follow the good behavior of the senior students.

If you have any concerns or need help with anything, please feel free to contact the supervisor/advisor for a consultation. You are also welcome to visit the International Exchange Center.

Contents

| | Page |
|---|------|
| 1. Procedure for Moving in | 3 |
| 2. Expenses and Payments | 4 |
| 3. Rules & Regulations / Expulsion | 4 |
| 4. Guidance for using the rooms and life in the dormitory | 6 |
| 5. Procedure for Moving out | 8 |
| 6. Duration of residence | 9 |
| 7. Garbage Collection Day | 10 |
| 8. Emergency Place around Dorm | 11 |

1. Procedure for Moving in

(1) Moving in to the residence:

After you have been accepted as a resident, we will ask you when you are going to move in. We will try to make arrangements for the date you request, so please move in on the date you requested. If you change for some reason, please make sure to contact us beforehand. **If you change without any notice, permission for your residence may be withdrawn.**

(2) Things to submit

Once you have moved into the dormitory, please submit the 'Written contract form & declaration form', the 'Room check-list', the 'Rental agreement of dormitory's key' and the 'Application for the parking space in NCU dormitory' to the International Exchange Center as soon as possible. Please inform us clearly of any faults in your room at the time of submission. After the room inspection, the International Exchange Center will repair any damages and deal with anything where necessary.

Please be advised that **you will be asked to pay for the loss of equipment or cause of any damages to the facilities regardless of whether it was done intentionally or by mistake.**

(3) Use of Electricity and Gas,

For the use of electricity and gas, the dormitory manager contacts each company directly and makes a contract.

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|---|--------------------|
| Electricity – Chubu Electricity (in Atsuta) | Tel (0120) 985 710 |
| Gas – Toho Gas (in Hoshigaoka) | Tel (052) 781 6131 |

(4) Registration etc.

Go to Showa Ward Office to give notification of your address.

If you have moved within Japan, you need to turn in a "Notification of Moving-out" at a previous city hall, and then submit a "Notification of Moving-in" to Showa Ward Office. You must also send a change of address form to the Post Office to forward all your postal mail.

Showa Ward Office: 3-19 Ayuchi-dori, Showa-ku Tel (052) 731 1511

2. Expenses and Payments

(1) Room rental fees

You will be given a rental invoice every month. Please make your monthly rent

payment by the last date of each month. However, the fees for December must be paid by the 30th (in the case of a national holiday, payments should be made by the last weekday before this date) at the Bank of Tokyo–Mitsubishi UFJ. Please do not pay at ATM ,we can't confirm the name who paid.

(2) Common service fees (including water fee)

You will receive a payment envelope with a room rental invoice from the manager every month. You need to come to the International Exchange Center to pay common service fee with the envelope. Please pay your common service fee by the last date of each month, but the fees for December must be paid by the 28th (in the case of a national holiday, payments should be made by the last weekday before this date) at the International Exchange Center.

(3) Electricity, Gas charges

Please make payments for electricity and gas charges on your own according to the requested payment invoice sent by each of these companies. We recommend you to pay by using the direct debit system from your bank account in order to prevent you from forgetting to pay.

Electricity and gas services will be stopped if no payments are made.

3. Rules &Regulations / Expulsion

Although rooms are designed as private rooms, there are rules which must be followed in living as a group in this dormitory. We expect you to be cooperative in following the rules mentioned below.

(1) Rules

- ① **No visitors (including family members or friends) are allowed to stay overnight in the dormitory. Visitors are permitted to visit between 9:00 a.m.–9:00 p.m.** They must leave when this time ends. **They will be banned from entering the dormitory if they do not keep to the regulations.**
- ② **Smoking in the dormitory is strictly prohibited.** Please DO NOT smoke. Smoking around the dormitory is also prohibited due to consideration for the neighbors.
- ③ In regard to prevention of any accidents and for hygienical purposes, please make every effort in maintaining a pleasant environment within the dormitory.

In Nagoya, detailed sorting is necessary when disposing of garbage. You need to buy the designated plastic bags of Nagoya City and dispose your garbage by sorting it into different types of waste on a designated date and time. You may need to pay for dumping your garbage depending on the types of garbage. **Please sort your garbage properly and make sure to put them out on the designated date at the designated dumping sites.** Please write your room number

on your garbage bag. For details, please refer to the 'Guide for Sorting Recyclables and Garbage' which we handed to you with this booklet. If you are still not sure how to sort the garbage, you may ask for help from the manager or adviser.

- ④ Please use the equipment, facilities etc. with care and do not make any changes or alterations on anything without permission. **Otherwise you will be asked to pay for everything which needs to be restored to its original condition.**
- ⑤ Do not bring in any dangerous items to the dormitory and do not make loud noises or perform any actions which may bother the other students in the dormitory or the neighbors nearby.
- ⑥ Do not lend your room to anybody else or use your room for any other purposes other than residing in.
- ⑦ You are not allowed to put any notice inside the building without permission.
- ⑧ Do not participate in political activities, religious activities or any other money-making business inside the dormitory.
- ⑨ You are not to keep pets (animals/ birds) in the dormitory.
- ⑩ You are not to place/leave anything in the corridor, stairs, emergency exit areas or outside your rooms without permission.
- ⑪ You are not to bring cars or motorbikes to the dormitory. Even if you have borrowed them from your family/ friends, you are not to park them at the premises.

(2) Expulsion

Please be advised that **you may be expelled from the dormitory if you come under any of the followings.**

- ① **When you have not followed the Rules (1) written above and do not seem to be improving your behavior** after being warned
- ② **When you fail to pay rental fees etc. without an acceptable reason**
- ③ If you refuse to pay compensation for damages
- ④ If your health condition does not meet the residence requirements in respect to living with other students as a group

- ⑤ If you are deferred from the University for more than 3 months or become eligible to study abroad
- ⑥ When you get disqualified as a student of Nagoya City University
- ⑦ If you have moved into the dormitory by dishonest means with a false statement
- ⑧ When you disturb the order of the dormitory system and misbehave to others
- ⑨ When the Director of the Student Affairs Division comes to the judgment there is difficulty in administrating the operation of the dormitory.

4. Guidance for using the rooms and life in the dormitory

① Room Keys

Room keys are provided to you from the International Exchange Center so please take good care of the keys. **Once they get lost, stolen or damaged, we will replace your keys but you will be charged fee for this service.**

② Entering the room

No shoes are allowed inside the room. Please remember to take off your shoes and leave them near the entrance when entering your rooms.

③ Ventilation

The weather in Nagoya is very humid. Many things gather mold especially during the rainy season in June, so please regularly leave the windows open for ventilation.

④ Water drain areas around the kitchen, toilet, bathroom etc. (drainage)

Do not drain any household waste, like leftover food waste or waste oil etc. down the sink in the kitchen.

This may cause environmental pollution.

Do not flush anything except for toilet-paper in the toilet. Paper tissue cannot be dissolved down the drainage, so **please be careful not to flush anything which cannot be dissolved by water in the drainage system.**

Drainpipes are connected to every floor of the building. Once something indissoluble by water is put in it, it will cause water to overflow and block the pipes which will also create problems for other people. **If you cause damage, you will be liable for this damage and are charged for all the repairs which must be made.** And please use an appropriate detergent when cleaning the water drain area.

⑤ Balcony

Do not use your balcony as a garbage dumping site or a storeroom. Please

immediately remove anything that is unnecessary. When using water on the balcony, make sure not to spill it and bother others living on both sides of your room and those on lower floors.

⑥Bicycles

If you have a bicycle, you need to submit the 'Application for the bicycles parking space in NCU dormitory 'to the International Exchange Center in advance and you must put parking seal on your bicycle. You need to ask the manager to get the seal. You need to put your name ,address and a key attached to your bicycle. For parking, please park it neatly in the parking space provided. **Do not park your bicycle in front of the entrance or anywhere near the dormitory.** It may cause trouble to your nearby neighbors.

⑦Other equipment

If there has been any damage to the equipment since you moved into the dormitory, you will be asked to pay for it. Please use all the equipment with care.

⑧Other Problems etc.

Consult with the administrator or an adviser when you are faced with any troubles while living in the dormitory. If you observe strangers inside the building, please notify the administrator immediately. If by any chance your room gets robbed, report it to the administrator, the International Exchange Center and the police.

[Contacts]

| | |
|--|---|
| International Exchange Center | 9:00 a.m.~17:00p.m. (Closed: Sat, Sun, national holidays) Tel: (052) 872 5163 Email: ryugaku@sec.nagoya-cu.ac.jp |
| Showa Police Station | 5-11, Hiroji-dori, Showa-ku Tel (052) 852 0110 |
| In case of Emergency (Police) | Tel Just dial 110 |
| In case of Emergency (ambulance and fire engine) | Tel Just dial 119 |

⑨Preparing for disaster

A fire prevention water bucket is provided in every room and a flush light with a built-in battery is also provided by the door. The fire prevention water bucket should be filled with water. Make sure to renew the water once a week.

Fire

Please pay extra attention when you use any fire and do not leave it unattended. Please keep flammable items away from the equipment which uses fire. Do not leave anything in the hallway or on the balcony of the dormitory because it may cause a

fire hazard and block the evacuation route.

If you cause or find a fire, use the fire prevention water or the fire extinguisher to stop the fire and ask someone for help immediately. If it is possible, ring the fire alarm. If you hear the fire alarm, check outside whether a fire is burning or not. If there is a fire, please call 119 for help. If flames spread up to the ceiling, please evacuate immediately instead of attempting to stop the fire. When you evacuate, alert the other students as well.

Earthquake

Earthquakes frequently happen in Japan. When an earthquake occurs in the Tokai area, strong shaking is likely to happen, especially in the Nagoya area. It is difficult to predict when an earthquake will happen, but with proper preparation, in case of emergency, it is possible to minimize the damage.

- Do not put heavy or solid objects on a high place.
- Prepare emergency supplies and valuables needed for minimum requirements for everyday life.

If an earthquake happens, protect yourself first. Do not dash out of the house because telephone poles, signboards, or window glass may fall on you.

- To protect your head, stay under a table or desk until the shaking stops.
- If you are using a fire, the range stops automatically.
- Confirm the safety of other students in the dormitory. If a massive earthquake hits, it is predicted that it may take time before any rescue by firefighters is available. Therefore, please do what you can to help those in need around you as much as possible.
- Power and water is likely to be cut off. In case you cannot use any electricity due to the blackout, you can use the light ball which is placed at the entrance of each room as a flashlight. Water in the fire prevention water bucket can be used for washing and cleaning.
- If the dormitory has been destroyed and is unlivable, please evacuate to the nearest community shelter (Hiroji Elementary School).

5. Procedure for Moving out

① Notice of Leaving

If you are leaving the dormitory during the permitted period of residence approved by the dormitory or according to the expiration of this approved period, **please submit your 'Leaving Notice' form to the International Exchange Center by the 15th of the month previous to the month you are leaving.** Rental room fees and common service fees for the final month is as follows.

| Days of stay | Rental room fee | Common service fee |
|--------------|-----------------|--------------------|
|--------------|-----------------|--------------------|

| | | |
|----------------|-------------------------------|-------------------------------|
| 15days or less | Half of the final month's fee | Half of the final month's fee |
| 16days or more | Full amount | Full amount |

However, please be aware that if we do not receive your 'Leaving Notice' form by the 15th of the month previous to the month you leave in, you are to pay the rental fees and common service fees for that whole month.

②Room Inspection

Before you move out of the dormitory, we will undertake an inspection of your room. Once we receive your form of leaving, we will notify you about the date of inspection. Make sure your room is in the same condition as it was when you first came into the dormitory (please clean up your room and repair any damage). If there is anything which must be fixed, you are going to be charged for all the expenses.

③Returning Keys

Please return your room keys to the manager at the time of leaving. If we do not receive your room keys, we will conclude that you have lost the keys and request you to pay for the replacement.

④Other Procedures

Please contact the Electricity & Gas Companies and inform them about discontinuance of their services and arrange to stay in contract until the next day of your leaving (or on the day of leaving). Those who are returning to their home country straight afterwards have to pay off all the fees before leaving for home.

Also, report your change of address at the Showa Ward Office as well as the new address you are moving to. You must send a postcard to the Post Office to forward your postal mail, so it will not cause any trouble to the next international students who are newly moving into the dormitory during your absence.

Please do not forget to inform the Faculty/Department office you belong to of your change of your address.

6. Duration of residence

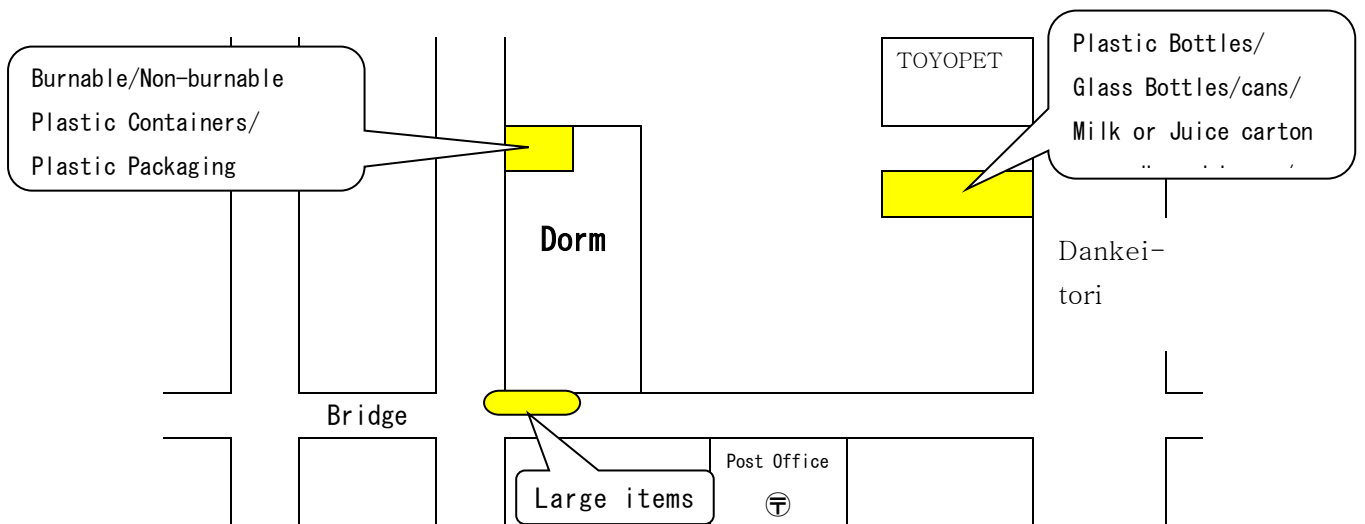
Students are only allowed to live in the dormitory until 15th March within 2 years. However final students are allowed to live until the next day of the graduation ceremony only if you apply to the International Exchange Center. Please consult with the International Exchange Center in case you have any compelling reasons for staying longer than 2 years.

Garbage Collection Day

| | Mon | Tue | Wed | Thurs | Fri |
|----------------------|--|----------|--|-------|--|
| 1 st week | Plastic containers/ Plastic packaging | Burnable | | | Burnable Plastic bottles/ Glass bottles/Cans/ Milk or Juice cartons |
| 2 nd week | Plastic containers/ Plastic packaging | Burnable | Large items of refuse (you need to tell to dormitory manager) | | Burnable Plastic bottles/ Glass bottles/Cans/ Milk or Juice cartons |
| 3 rd week | Plastic containers/ Plastic packaging | Burnable | | | Burnable Plastic bottles/ Glass bottles/Cans/ Milk or Juice cartons |
| 4 th week | Plastic containers/ Plastic packaging | Burnable | Non-Burnable/ Magazines/ Paper cartons/ Cardboard boxes | | Burnable Plastic bottles/ Glass bottles/Cans/ Milk or Juice cartons |

Non-burnable: ex. pot, electric bulb, hair drier, glass, pan

You can dispose trash from only 7:40~8:00am on the designated day.



Place to dispose

Emergency Place around Dorm



When typhoon and earthquake causes heavy damage to the dormitory, you need to evacuate to the nearest emergency evacuate place. The nearest site is Kawana Park (川名公園) .