

Moving into International House Sanjo 1

1. Residence Registration

(1) The IH office is open for residence registration during the following hours:

On and after September 21 (Thu.)

Monday to Friday (excluding holidays and weekends)

9:00~ 17:00

- ✧ Please note that the registration must be made by the prospective resident himself/herself.
- ✧ Each registration meeting takes about 20minutes.

(2) Please be sure to bring your **residence permit, your ID** with you when you move in. If you cannot bring an original residence permit, please show the dorm staff its copy or its PDF version.

(3) After attending the registration meeting, you can receive your room key.

2. Facilities in your Residence

Kitchen (consisting of sink, gas stove and gas water heater), cupboard, table, refrigerator, washing machine (single room occupants use the coin-operated laundry in the building), desk, chair, closet, bed, bathroom (single room occupants use the common shower room), air conditioner, vacuum cleaner (single room residents use the common ones on each floor.)

Please note:

※ Please prepare bedclothes, tableware, cookware.

(Please use the attached application if you want to rent bedding.)

※ The IH Office will apply for you to start gas, electricity, and water to your residence.

※ If you wish to apply for Internet service for your room, please make a contract individually from the attached "Internet Application URL" at least two days before the move-in date (Excluding Saturdays, Sundays, and holidays).

(Fees: Application fee 3,300yen, 1 month 3,410yen-includes rental Wi-Fi router)

3. Payment of Fees

The initial deposit of 30,000 yen and two months' rent and maintenance fee (plus a fixed amount for utilities) must be paid. Please transfer the specified amount by bank within approximately two weeks after moving in. If there is a delay in payment, please contact the office after you move in.

4. Parking

You need a parking permit if you wish to park your car in International House parking area. Please apply to the International House Office.

5. Other

(1) Those who violate International House Management Regulations may lose their Residence Permit or be evicted.

* Cases of residence permit cancellation or eviction

- If you fail move in within seven days of the start of the move-in period without providing a reason.
- If you allow unauthorized persons to stay overnight in your room.
- If you damage the dorm facilities badly.
- If your behavior is substantially disruptive to other residents.
- If you fail to pay housing, maintenance, or other fees for three months or longer.

(2) Smoking Rules

Smoking cigarettes and burning incense are strictly prohibited all Sanjo area including your room.

If your room becomes smelly or dirty due to smoking or incense, you must pay a cleaning fee.

Contact address: Life Support Section, Student Services Division, Tohoku University

TEL 022-795-3774

Email ihome@grp.tohoku.ac.jp