

YNU Ooka International Residence Application Guideline (2022 Spring International Students)

1. Eligibility criteria for application

- (A) At the time of moving-in must be enrolled (or enrolling) as a Student at YNU and either hold a “College Student” visa or present a proof of eligibility to change the visa status to “College Student”.
- (B) Loss of the status of international student at YNU will lead to move out order from the residence. (including: taking a leave of absence, suspension over 3 months and repeating more than one year)
- (C) In case of repeating a year, a one-year stay extension may be allowed after consulting with YNU. Repeating more than one year will lead to the loss of the living eligibility and move out order.
- (D) Failure to complete admission procedures within the assigned period will also lead to move out order from the residence.

* In case of any queries concerning eligibility to apply please contact YNU Student Support Center.

2. Regarding housing application

- (A) Application Period
 - Application starts from **February 28th (Mon)**
- (B) The number of applications to be accepted
 - Single Type (1R) for male : **About 30 rooms**
 - Single Type (1R) for Female : **About 20 rooms**
- (C) Applications will be accepted on a first-come, first-served basis and will be closed once the fixed numbers of rooms are booked.
- (D) Any individual preferences with allocation of rooms will not be considered. Male student’s room can be on the 1st floor.
- (E) Duplicate application with other YNU dormitories, such as Tokiwadai International Residence, Minesawa International Student Dormitory and International Student House, will not be accepted.

3. Period of Residence

- (A) Duration of stay for undergraduate and graduate students is only permitted within the standard course period. Research students are only allowed to stay during the enrolled period. As a general rule, repeating more than one year will lead to the loss of the living eligibility and move out order.

- (B) Length of each contract is 2 years at longest.
- (C) Re-contract procedure is available after completion of the current contract.
- (D) No fee is charged for re-contract procedure.
- (E) Duration of stay for undergraduate and graduate students is only permitted within 4 years for undergraduate / 5 years for graduate students. Even if the undergraduate student goes on to graduate school, the stay period cannot be extended automatically.
- (F) Contracts ending in spring must terminate latest by March 25th, and in fall latest by September 25th.

* 6-month or 1-year contract will be allowed in case the remaining enrollment period is less than 2 years.

4. How to apply

(A) Documents to submit

- ① Housing Application Form
- ② Photocopy of Student ID Card (cardholders only)
- ③ Photocopy of Passport (photo page, visa/status of residence page)
- ④ Photocopy of Residence Card (cardholders only)
- ⑤ Photocopy of YNU Entry Letter (freshmen only)
- ⑥ Proof of sufficient number of registered subjects to meet “College Student” visa requirements (“Kamokuto Rishusei”; Non-Matriculated undergraduate students and “Chokosei”; auditor students only)

5. Where to submit documents

- (A) Please submit the application documents by email.
- (B) Documents submitted by email shall be sent to the following email address.

residence@japt.co.jp

* email subject <Ooka International Residence Housing Application>

6. Screening Process

- (A) Screening and eligibility check by YNU will start after the application is received.
- (B) Applications will be accepted on a first-come, first-served basis. Selection by drawing will not be done.

7. Result Announcement

- (A) The screening result will be informed approximately 1~2 days (1 week at longest) after

receipt of the application documents.

(B) Announcement of the screening result will be informed by e-mail.

(C) After screening results

- ① Please be sure to check the screening results. Successful applicants need to confirm the move-in will by the given date. The lack of confirmation of move-in will on time will result in transfer of right to the next applicant.
- ② In case you need to cancel your move-in due to unavoidable reasons, please contact Ooka International Residence management office soonest possible.

8. Facility Outline (Application for 1K room will not be accepted this Spring)

	Single Type (1R) 1~4F Men's floor, 5~6F Women's floor
Name	Ooka International Residence
Address	2-31-2 Ooka, Minami-ku, Yokohama 232-0061
Access	Yokohama Municipal Subway Blue Line "Gumyoji" Sta. 3mins walk
Room Size	12.26~12.55 sq. m
Rent	33,000 Yen/month
Management Fee	10,000Yen/month (Water and internet fee included)
Electric Fee	At resident's expense
Water Fee	Included in management fee
Gas Fee	No Gas
Internet Fee	Included in management fee
Deposit	55,000 Yen (tax included) (Paid at initial contract only)
Room Facilities	Bed, desk, chair, desk lamp, closet, toilet, wash basin, shoebox, ceiling light, air conditioner, refrigerator,
Common Facilities	Auto lockable door, elevator, culture hall, shared kitchen lounges, coin laundry, shower room, smoking room, bicycle parking lot, convenience store

*No kitchen in single type room. Common kitchen lounge is available on each floor.

*No laundry space in single type room. Coin laundry is available on each floor.

*No shower in single type room. Coin showers are available on each floor.

*Smoking is forbidden except the designated smoking areas.

9. Deposit

(A) Deposit includes administrative fee and basic room cleaning fee after move-out.

(B) Basic room cleaning fee covers standard cleaning service for the future resident.
Reparation charges due to intentional damages caused by resident or due to resident's

neglect (wall, carpet and fixtures), lost or broken in-room items or disposal cost of leftover items will be charged separately.

(C) Deposit is not refundable.

10. Moving out

(A) If you wish to cancel your contract during the contract period, 1 month advance notice to the management office will be required. 1 month rent and management fee will be charged from the date of the "Cancellation Notice" submission.

(B) As this residence is a YNU student dormitory, if you wish to move out at the end of the semester, moving out the residence must be done latest by 25th in March (when you move out in spring) and 25th in September (when you move out in fall). Therefore, please be careful when to move to another student house or general property.

e.g. "Moving out of Ooka IR on October 3rd in order to moving into another apartment on October 3rd": ⇒ In this case, the resident is not able to stay in Ooka IR until October 3rd but have to move out by September 25th in order to provide the room to incoming students from the beginning of fall semester.

(C) In the term from March 26th to May 31st and from September 26th to November 30th, contract cancellation will be limited. If you are leaving on or after March 26th (when you move out in spring), the rent payment until May 31st will be needed. If you leave on or after September 26th (when you move out in fall), the rent payment until November 30th will be needed.

11. About COVID-19 correspondence

(A) In order to prevent the spread of COVID-19 infection, there are necessary procedures and restrictions for entering the dormitory. Please check the following carefully and be sure to follow the instructions.

(B) Please be sure to check the latest information at the following URL, as the restrictions of the YNU may change depending on the situation at the time.

https://www.ynu.ac.jp/about/president/message/message_03.html

(C) About online classes and campus entrance restrictions due to the influence of COVID-19.

① Even if you temporarily return to your home country due to the cancellation of face-to-face classes or restrictions on campus entrance, we do not reduce or exempt dormitory expenses, such as rent and management fee, during your absence.

② Even if you cancel your contract for the above reasons, we will not refund the rent,

management fee or move-in deposit. In addition, 1 month advance cancellation notice to the management office is required for cancellation of the contract, and rent for one month will be incurred from the date of cancellation notice submission.

(D) Regarding the restrictions on use of facilities and services in the Residence

- ① As a measure to prevent the spread of COVID-19 infections, we are restricting the use of some facilities and services in the residence for the time being. (Example: Restrictions on entering the residence other than residents, relatives, and related staff, restrictions on the number of seats and users in the kitchen lounges, prohibition of studying and eating with multiple of people in common areas, cancellation of various exchange events, or holding those events online, etc.)
- ② In order to reduce the number of visitors, it is prohibited to visit the residence for the purpose of viewing before moving in. In addition, the number of attendants on the day of move-in is limited to one person besides the resident (student him/herself).

(E) About moving in from Japan

- ① Body temperature measurement and health observation are required for 7 days before moving in, and for 2 weeks after moving in. Please note that you will not be able to move in until the body temperature measurement and health observation are completed for 7 days before moving in.
- ② Email or FAX the "Confirmation sheet of health status and overseas travel history to prevent the spread of COVID-19" and "Health Check Sheet for Prevention of the Spread of COVID-19 " (Health Check Sheet) to the management office two days prior to your moving in. The content of your Health Check Sheet will be checked and the management office will respond as to whether or not you are allowed to move in.
- ③ Bring your Health Check Sheet to the dormitory on the day you move in and submit it to the management office. However, if you have a fever of 37.5°C or higher, or have cold symptoms the day before or on the day you move in, you will not be allowed to move in.
- ④ The health check sheet to be submitted will be emailed to the occupants. Please prepare the thermometer by yourself.
- ① Please be sure to complete the body temperature measurement results on the health check sheet. If the body temperature is not measured or if there is any omission in the description, you will not be able to move in.

(F) About moving in from overseas

- ① When entering from overseas, regardless of the risk level released by Ministry

of Foreign Affairs, students are required to stay off campus at home for a period of time specified by the Japanese government, and not to use public transportation (including taxis) in Japan. "At home" here does not include the student dormitories. During this waiting period at home, students are not allowed to enter the student dormitories. Students must find accommodation outside the student dormitory at their own expense. Additionally, to prevent the spread of infection, please refrain from asking your acquaintances in Japan to drive you so as to provide you with a means of transportation, or staying at the home of such acquaintances.

② Procedures for moving in

1. As soon as you know the date you will enter Japan, contact the management office.
2. Upon entering Japan, email or FAX your passport entry stamp, ticket stub, or another document showing the date of entry to the management office.
3. Stay at accommodation outside the campus other than the student dormitories for a period of time specified by the Japanese government. You cannot enter the dormitories during this period.
4. During the waiting period, check your body temperature and health status twice a day and fill in the Health Check Sheet. Additionally, avoid contact with friends, and be sure to wash your hands and strictly follow cough etiquette.
5. Email or FAX the Health Check Sheet to the management office two days prior to your moving in. The content of your Health Check Sheet will be checked and the management office will respond as to whether or not you are allowed to move in.
6. Bring your Health Check Sheet to the dormitory on the day you move in and submit it to the management office. However, if you have a fever of 37.5°C or higher, or have cold symptoms the day before or on the day you move in, you will not be allowed to move in.
7. The health check sheet to be submitted will be emailed to the occupants. Please prepare the thermometer by yourself.
8. Please be sure to complete the body temperature measurement results on the health check sheet. If the body temperature is not measured or if there is any omission in the description, you will not be able to move in.

The above waiting conditions and measures are subject to change depending on the infection status and prevalent variant at the time of arrival in Japan. The latest information will be posted on the following website of the Ministry of

Health, Labor and Welfare.

https://www.mhlw.go.jp/stf/seisakunitsuite/bunya/0000121431_00209.html

12. For Inquires

For any inquiries concerning application procedure please contact:

Ooka International Residence Management Office

2-31-2 Ooka, Minami-ku, Yokohama 232-0061

TEL: 0120-948-790 (toll-free) TEL: 045-712-8870

email: residence@japt.co.jp

Business Hours : 9:00~18:00 Mon-Fri (Closed on Saturdays, Sundays and National Holidays)