

INFORMATION
on
HOUSING

2018



HOUSING OFFICE
INTERNATIONAL CHRISTIAN UNIVERSITY

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LIST OF ON-CAMPUS DORMITORIES AND FEES

< List of On-Campus Dormitories > Refer to pages 2 to 5 for general information.

Dormitory	Status	Sex	Maximum period of residency	Capacity	Occupancy per room	No. of rooms	Size of room (㎡)	Air-conditioner	Building description, year built	Reference				
Canada House	Undergraduate	Male	4yrs.	34	2	11	20	Only at the Social Room (not in the resident's rooms)	1962 (3-story)	p.7-9				
Third Women's	Undergraduate	Female			1*1	12	10		1958 (3-story)					
Fourth Women's	Undergraduate	Female			2	16	23		1964 (3-story)					
Global House	Undergraduate	Male & Female	Master:2yrs. Doctor:3yrs.	68	(64)	1	64	12	2001 (4-story)	p.11-13				
	Graduate:Tutor*2										(4)	4	44	
Zelkova House	Undergraduate	Male & Female	4yrs.	126	2	63	25	Equipped	2010 (3-story)	p.15-19				
Ginkgo House	Undergraduate	Male & Female							2011 (3-story)					
Oak House	Undergraduate	Male & Female							2011 (3-story)					
Maple House	Undergraduate	Male & Female							128		2	48	20	2017 (5-story)
											1	32	10	
Momi House	Undergraduate	Male & Female							160		2	50	20	2017 (7-story)
	Graduate		1	60	10									
Sibley House	Graduate	Female	Master:2yrs. Doctor:3yrs.	19	9	1	9	10	Only at the Social Room	p.25-26				
		Couples*3			5	2	5	30	Equipped		1957 (2-story)			

*1 The single rooms in Canada House are basically for juniors and seniors.

*2 A graduate student is assigned as a tutor.

*3 Married couples who will not be living with their children.

< List of Dormitory Fees >

In JPY

Dormitory	Admission Fee (a)	AY2018 Spring Term Fee			AY2018 Autumn Term Fee			AY2018 Winter Term Fee			Total cost for the first year*1 (a)+(b)+(c)+(d)	
		Room charge	Other charges*2	Subtotal (b)	Room charge	Other charges*2	Subtotal (c)	Room charge	Other charges*2	Subtotal (d)		
Canada House	Double Room	57,300	35,700	93,000	57,300	35,700	93,000	76,400	47,600	124,000	366,000	
	Single Room	68,700	35,700	104,400	68,700	35,700	104,400	91,600	47,600	139,200	404,000	
Third Women's	56,000	53,700	23,550	77,250	53,700	23,550	77,250	71,600	31,400	103,000	313,500	
Fourth Women's		61,500	30,000	91,500	61,500	30,000	91,500	82,000	40,000	122,000	361,000	
Global House		126,000	28,050	154,050	126,000	28,050	154,050	168,000	37,400	205,400	569,500	
Zelkova House		120,000	27,000	147,000	120,000	27,000	147,000	160,000	36,000	196,000	546,000	
Ginkgo House		120,000	27,000	147,000	120,000	27,000	147,000	160,000	36,000	196,000	546,000	
Oak House		120,000	27,000	147,000	120,000	27,000	147,000	160,000	36,000	196,000	546,000	
Maple House		120,000	28,500*3	148,500	120,000	28,500*3	148,500	160,000	38,000*3	198,000	551,000	
Momi House		120,000	28,500*3	148,500	120,000	28,500*3	148,500	160,000	38,000*3	198,000	551,000	
Sibley House	Single room	67,000	68,700	32,850	101,550	68,700	32,850	101,550	91,600	43,800	135,400	405,500
	Apartment*4	86,000	93,900	34,500	128,400	93,900	34,500	128,400	125,200	46,000	171,200	514,000

*1 The cost for the first year is calculated based on 10 months' residency.

*2 "Other charges" includes utility and Internet fees, etc.

*3 Rental bedding fee is included. (Rental bedding fee should be paid separately in other dormitories.)

*4 Electricity used by an apartment should be paid monthly by the occupant.

Please also visit ICU's website.
<https://www.icu.ac.jp/en/campuslife/dormitories/index.html>

DORMITORY SCHEDULE

Schedule

Enrollment	Admissions Systems	Application Deadline	Notification of Results	Moving-in Date	Due Date for Payment (Dormitory Admission Fee and Dormitory Fees for the First Term)
April	April Admissions by Documentary Screening	Monday, February 5, 2018	Early March 2018	Thursday, March 29, 2018 (between 10 a.m. and 4 p.m.)	End of April, 2018
	Graduate Students	Monday, February 26, 2018			
September	September Admissions by Documentary Screening	Thursday, June 7, 2018	Early July 2018	Thursday, August 30, 2018 (between 10 a.m. and 4 p.m.)	End of September, 2018
	Graduate Students				
	One-Year Regular Students	Friday, March 30, 2018			

*Application received after the deadline will NOT be considered.

*The dormitory orientation will be held on the same day as the moving-in date. Attendance at the orientation session is mandatory.

*Payment slips will be distributed after entrance.

The actual number of new dormitory students (2017)

	Dormitory	Sex	April	September
Undergraduate	Canada House	Male	6	7
	Third Women's	Female	7	7
	Fourth Women's	Female	6	8
	Global House	Male	3	13
		Female	3	11
	Zelkova House Ginkgo House Oak House	Male	27	10
		Female	56	30
	Momi House Maple House	Male	19	5
Female		52	29	
Graduate	Global House	Male	0	0
		Female	0	0
	Momi House (7th Floor)	Male	0	5
		Female	1	2
	Sibley House	Female	1	0
		Couples	0	0

*Recruitment is made considering the composition ratio of each grade.

Closure of Dormitories: July and August

Students are required to vacate the rooms for university programs conducted during the period of summer recess.

INTRODUCTION

The purpose of this booklet is to provide you with information regarding on-campus housing.

Students are responsible for getting in touch with the cooperative agents to find an off-campus housing. If you need to find an off-campus room after the screening of dormitory residency, please contact the agents on your own responsibility. Their contact information is on page 27.

Qualifications to Apply

1. Undergraduate students enrolled in the CLA, who will register for courses within the minimum years required to graduate.
2. Graduate students enrolled in the graduate school, who will register for courses within the minimum years required to complete their programs.
 - * Kenkyusei are not eligible.
 - * Exchange/Invitee students studying at ICU for one to two terms are not eligible.

Application Procedures:

1. Read this booklet and see our website (especially regulations and bylaws) carefully before applying for on-campus housing.
2. Complete the application form attached to this booklet as legibly as possible. Incomplete or illegible applications will not be considered.
3. Send the application with your photo attached and the self-addressed mailing label for receiving the results in any envelope to the following address:

Housing Office
International Christian University
3-10-2, Osawa, Mitaka-shi, Tokyo 181-8585 JAPAN

- * Sending the documents by express mail or courier service (DHL, FEDEX, etc.) is highly recommended.
 - * Global House tutor applicants must attach a report in about one page expressing how you can contribute to dormitory community. Only those who made Global House as first choice are eligible to apply for Global House tutor.
 - * Students who may have reason to decline residence in the dormitory are asked to refrain from applying.
 - * The procedures for Exchange/Invitee One-Year Regular Students are different from other students. We will let you know the details through International Office.
4. Screening of Dormitory Residency

The number of dormitory applicants is larger than the number of vacancies. The dormitory applications should go through competitive procedures. Items on the application such as one's reason for wishing to live in the dormitory, the composition of one's family, and household finances will be taken into consideration.

The dormitory applicants must understand and sympathize with the philosophy of the ICU dormitories. They must show enthusiasm for participation and cooperation in dormitory life.

* Interview will be conducted at ICU for Global House (Tutor) applicants.

5. Medical Examination

A medical examination should be taken and those who fail to take the examination may lose their right to reside in the dormitory.

6. Vaccination

Check your vaccination history (measles, rubella/German measles, mumps, varicella/chicken pox) once more before you move into your dormitory. If you have not been vaccinated twice against each of these acute contagious diseases, please receive additional vaccinations at a healthcare facility so that the total number of vaccinations for each disease becomes two.

To live in the dormitories, receiving vaccinations is essential. Please make sure to check your vaccination history and receive vaccinations to protect yourself against contagious diseases and to prevent mass infections or the spread of infections on campus.

*ICU considers receiving the above vaccinations as the rule for communal living on campus.

*These contagious diseases are designated as "contagious diseases that should be prevented by educational institutions" by the School Health and Safety Law¹. If you contract any of these diseases, this law forbids you from attending ICU until you receive medical clearance from a doctor.

¹unofficial translation

COMMON RULES AND GENERAL MATTERS

1. Period of Residency

- (1) The period of stay shall be limited to the minimum number of years required to complete the curriculum in the College, and the standard period of residence for the Graduate School.
 - * Those students who are enrolled in beyond the standard period of residence are not qualified to remain in the dormitory.

2. Cancellation of Qualifications for Residency

The Dean of Students may cancel the qualifications for residing in the dormitory for either of the following reasons.

- (1) If false statements were found to have been made on the application for entrance.
- (2) If dorm fees are not paid.
- (3) If registration for classes are not made.
- (4) If a student violates the University regulations or major hindrance is caused to management or community life of the dorm.

3. Dormitory Open Period and Closing for the Summer

Students can stay in the dormitories for ten months within the year in accordance with the university calendar. During the summer vacation (July and August), most of the dormitories will be closed. During the closed period the dormitories may go under renovation or be used as housing facilities for university programs such as Summer Courses in Japanese and students are required to vacate the dormitories. However, designated dormitory may remain open during this period for the students who will continue living in the dormitories from September and wish to remain over the summer.

Generally, all the dormitories are open during the autumn, winter and spring recess.

4. Moving out of the Dormitory

- (1) Specified due date for moving out
 - Spring Term : On or the next day of the June commencement
 - Autumn Term : November 30th
 - Winter Term : On or the next day of the March commencement
- (2) Residents who take a leave of absence or withdraw from ICU or study abroad are to move out of the dormitory.
- (3) Those who are moving out of the dormitory before the term expiration must submit the “Application for Withdrawal from the Dormitory” to the Housing office, no later than two months prior to the intended date of withdrawal.
Even if moving out in the middle of the term for any unavoidable reason, dormitory fees will not be refunded.

5. Returning to the dormitory

As a basic rule, only students who take part in ICU’s exchange program can return to the dormitory by submitting the following documents. (Excluding studying abroad other than ICU’s exchange program or taking leave of absence.)

- (1) Application for withdrawal from Dormitory
- (2) Application for Re-entry to Dormitory

6. Dormitory Admission Fee and Dormitory Fees

- (1) Upon your entry to the dormitories, every student must pay the dormitory admission fee.
- (2) Dormitory fee consists of “room charge” and “other charges.” “Other charges” covers such costs as utility and Internet fee. The fee may be revised every year.
- (3) The dormitory fees must be paid per term in one payment in Japanese yen cash.

- (4) For payment of your very first dormitory fee (dormitory admission fee and the dormitory fee for the first term), please use the university's prescribed payment slip to be provided after the opening date of the dormitory and make payment at the post office in Japanese yen cash.
- (5) For payment of the second term on, the Finance and Accounting Group will notify you of the details regarding payment together with your tuition fees. Please be sure to pay your dormitory fees by the prescribed due date, and in accordance with the specified procedures.
- * Each dormitory collects small amount of money for the purpose of buying newspapers and other materials.
- * **Any admission fee or dormitory fees you have paid will not be refunded to you, regardless of your reason for moving out from the dormitory.**

7. Dormitory Supervisors

There are live-in dormitory supervisors to oversee the dormitory's management and operations as well as the mental and physical wellbeing of its residents. They live on-campus to cope with emergency situations.

There are residences for supervisors alongside the Fourth Women's Dormitory and on the first floor of Zelvova, Ginkgo, Oak and Momi/Maple House.

8. Meals

A kitchen is available in each dormitory for preparing light meals.

Residents may also make use of the University Dining Hall (fees not included in the dormitory fee).

The opening hours of the University Dining Hall is as follows.

【During the university terms】

Monday through Friday	7 : 30 a.m.-8 : 00 p.m.
Saturdays	8 : 00 a.m.-4 : 00 p.m.
Sundays and Holidays	9 : 30 a.m.-4 : 00 p.m.

【Between the university terms】

Monday through Friday	9 : 30 a.m.-7 : 00 p.m.
Saturdays, Sundays and Holidays	9 : 30 a.m.-4 : 00 p.m.

Boxed lunch, rice balls, breads, snacks, and instant noodles are also available at a store in Diffendorfer Memorial Hall (west wing).

9. Commitment for Maintaining the Dormitory Environment

Dormitory students must cooperate with each other to maintain cleanliness in their rooms and communal area in the dormitory.

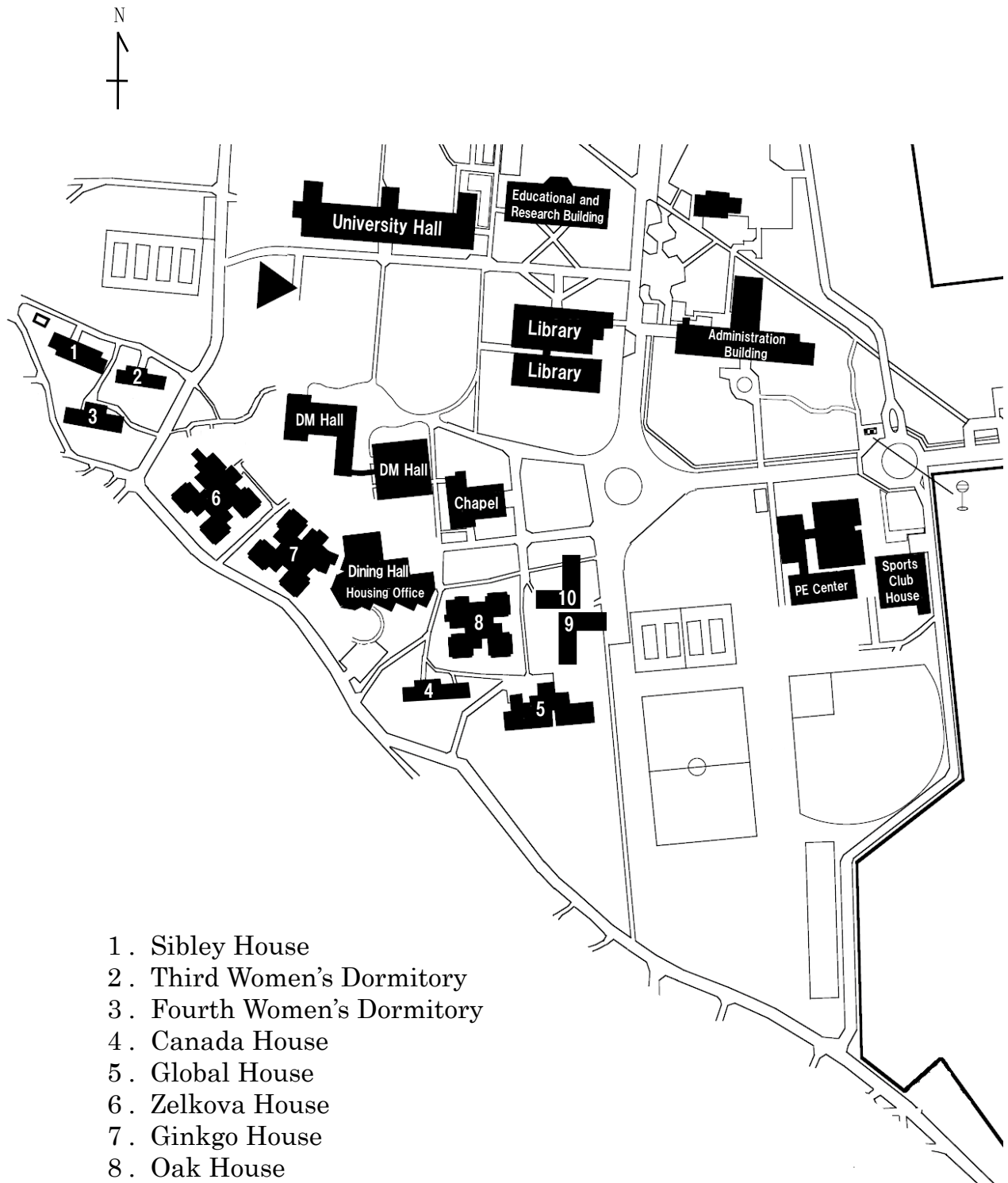
10. Compensation for Damages

In the event that any of the facilities or equipment in the dormitory are damaged or destroyed, the individual or individuals responsible are as a rule required to cover the cost of repair or replacement.

11. Other Matters

- (1) Possession of vehicles is prohibited.
- (2) No pets are allowed in the dormitory.
- (3) Use of products causing fire (incense, candles, fireworks, etc.) is strictly prohibited.
- (4) Room change will take place periodically.

DORMITORY LOCATIONS



1. Sibley House
2. Third Women's Dormitory
3. Fourth Women's Dormitory
4. Canada House
5. Global House
6. Zelkova House
7. Ginkgo House
8. Oak House
9. Momi House
10. Maple House

Please visit ICU's webpage for "Facilities and Campus Map".
<https://www.icu.ac.jp/en/about/campus/index.html>

DORMITORIES FOR UNDERGRADUATE STUDENTS

1. Canada House, 3WD* and 4WD*

(1) Overall Description

ICU has three gender separated undergraduate dormitories, two for women and one for men. Each dormitory consists of about 80% Japanese students coming from different places in Japan and overseas, and about 20% non-Japanese students. It is dormitory policy to mix nationalities, not to segregate them, in assigning rooms which accommodate two persons. New students will be assigned to double rooms (single rooms at Canada House are basically for Junior and Senior students).

When you meet requirements as a dormitory resident, and come to understand proper conduct in Japan, life in the dormitories will provide you with an excellent opportunity to study and experience Japanese culture, the importance of interpersonal relationships, group solidarity and the vertical structure in Japanese society.

The atmosphere in the dormitories has been cultivated over the years and, from the view point of Japanese and non-Japanese regular students, is based on being together for the entire four-year period of university life. Therefore, if you are at ICU only for one or two years, you need to be aware of an expectation and be willing to work for group harmony in your dormitory in order to get the most out of your dormitory experience.

You are advised to think through your ability to accept cultural differences before applying for dormitory housing. For example, private space and public space can be thought of differently depending on one's cultural background, and it may be very difficult for you to share limited space with people from other cultural backgrounds. You may be asked to make a compromise on different occasions in your dormitory life.

The dormitories vary in size and style of construction. The atmosphere of the dormitory also varies according to the characteristics of each dormitory and the residents' ability to work together for the good of all. As about 80% of the residents are Japanese, management of the dormitories tends to be predominantly Japanese.

There are many activities within a dormitory and among the undergraduate dormitories which are planned by students for their enjoyment and to promote friendship among students. Examples of activities include, welcoming events for new students, the annual dormitory festival, and sports games. Participation in these events is voluntary, but dormitory residents will certainly have different experiences from those living off campus.

* 3WD; Third Women's Dormitory, 4WD; Fourth Women's Dormitory

Dormitory Facilities and Equipment

◇ In each resident's room

Beds, mattresses, desks, chairs, file cabinets, desk lamps, chest of drawers, bookshelves, closets

◇ In the common living space

【Social Room】 : sofa, table, TV, air conditioner

【Kitchenette】 : induction cooktops, microwave oven, garbage can

【Laundry Room】 : washing machine, drying machine, iron, ironing board

【Entrance】 : mail boxes, message board, phone just for incoming calls, shoe shelves

◇ Other common facilities in the dormitory

Wash basin and shower room with Japanese-style bath tub, bathroom, storage room, study room

◇ Common facilities outside of dormitory

Bicycle parking space, garbage collection site

* Light meals can be prepared in the kitchenette.

* Air-conditioners are only in the social rooms. Please be aware that the use of the heating system and the boilers are restricted to certain hours and period.

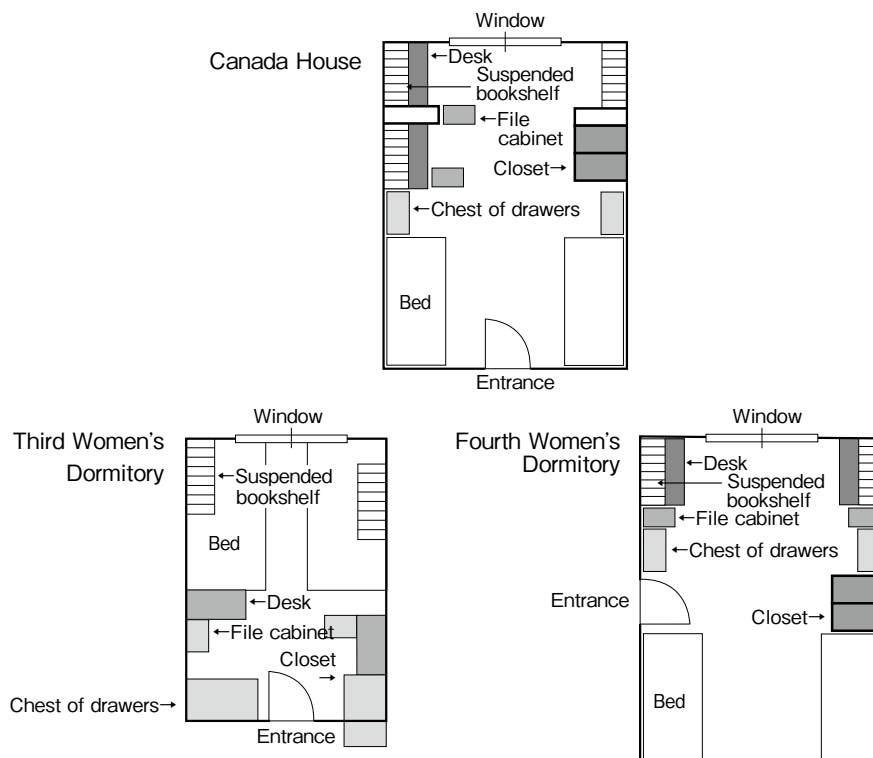
* Wi-Fi available.

What to Bring

Toiletries, towels, clothes hangers, medicines, room slippers and other personal belongings for your comfort are necessary.

The information on bedding lease and linen supply service will be sent to the students accepted for entry to the dormitories. Contract should be renewed annually.

~Floor Plan~



(2) Duties and Rules

Duties

The dormitory members' sense of solidarity is fairly strong, and each member is expected to participate in group activities such as monthly dormitory meetings and various duties including the 'information desk' and cleaning. Although professional cleaners clean up the common use areas of the dormitories three times per week, dormitory members should cooperate with each other to maintain cleanliness. Dormitory meetings are held monthly and are conducted both in English and in Japanese. Attendance at these meetings as well as fulfillment of information duties for the purpose of dormitory management and self-government are part of your requirements as a dormitory resident. There are dormitories that set some kind of penalty for being absent from the dormitory meetings or neglecting duties according to their own rules.

As well as the rules of each dormitory, the conduct of a dormitory student is expected to conform to the Dormitory Regulations set by the University, so you are expected to read them before applying for a dormitory.

Rules

① Curfew

The dormitory entrances are closed everyday as follows.

Men's Dormitory	0 a.m. to 5 a.m.
Women's Dormitory	11 p.m. to 5 a.m.

② Visitors

Visiting hours are from 9 a.m. to 11 p.m. Visitors are forbidden to stay overnight.

③ Drinking

The students are allowed to drink alcohol only in the social rooms within the dormitories.

④ Smoking

Smoking is allowed only at designated areas in each dormitory.

2. Global House

The Ideals behind the Construction of Global House

The Global House was built as part of a project to commemorate the 50th Anniversary of the Founding of International Christian University, aiming to provide an international, Christian, and democratic residential environment for university students.

Founded as the “University of Tomorrow” in the middle of the 20th century, today ICU greets the 21st century, in which the problems of “tomorrow” involve not only the way different nations should relate to each other, but the way people should live as “Global Citizens.”

Out of the hope that people from all parts of the globe will come together in this building to create a “community without borders,” the building has been given the name “Global House.”

Committee for the Construction of Global House
June, 2001

(1) Overall Description

Global House is a student dormitory built for the purpose of providing young people from various countries and cultures with a place in which to learn and live together, while making the most of their own individual personalities in order to grow. Approximately half of the residents are international students.

Global House is a four-story building made of reinforced concrete, equipped with air conditioning in every room. Living areas have been designed as units that insure the mutual privacy of those living there, while at the same time providing a space for conversation and interaction. Each of these units consists of four separate rooms for individual students, plus a common kitchenette and other shared rooms. Centrally located on each floor are the rooms of graduate student residents, who act as tutors and advisors on issues related to studies and life at the University for the residents of their floor. Furthermore, to make for more fulfilling interpersonal relations among all residents in the dormitory, shared facilities such as the lounge, study room, and common bathing area have been included as well.

Each floor provides space for 17 residents (in four units, plus one tutor), for a total dormitory capacity of 68. There are separate floors for male and female students: men live in units on floors 1 and 2, women on floors 3 and 4.

Tutors (all of them graduate students) are assigned to Global House. A total of four tutors may live at Global House, one residing on each floor. They will establish office hours and be available for consultation with dormitory residents in regard to matters pertaining to school and personal life, as well as facilitating contact between the dormitory residents and the University. They also assist the operation of Global House.

Residents are expected to understand and accept that Global House is a student dormitory at which international students and students from within Japan will live and pursue their studies, and that it is also a facility to sponsor activities designed to promote international exchange with individuals from both within and outside of the University community.

Dormitory Facilities and Equipment

◇ In the individual resident's room of each unit (4 rooms per unit)

Bookshelf, closet, desk, chair, file cabinet, desk lamp, TV antenna hookup, bed, mattress, chest of drawers

◇ In the common living space of each unit

【Living Room】 (1 per unit) : table, chairs, TV antenna hookup, intercom

【Kitchenette】 (1 per unit) : induction cooktop, microwave oven, refrigerator, hanging shelves and cupboard

【Wash basin and shower room】 (1 per unit) : washing machine

【Unit entrance area】 : shoe shelves

【Bathroom】

◇ Other common facilities in the dormitory

Entrance lobby, lounge, mail boxes, drying room, bath, study room, storage room, rooftop area for hanging laundry

◇ Common facilities outside of dormitory

Bicycle parking space, garbage collection site

* There is a supervisor's office beside the entrance of Global House.

* Air-conditioners and the use of the heating system is restricted to certain hours and period.

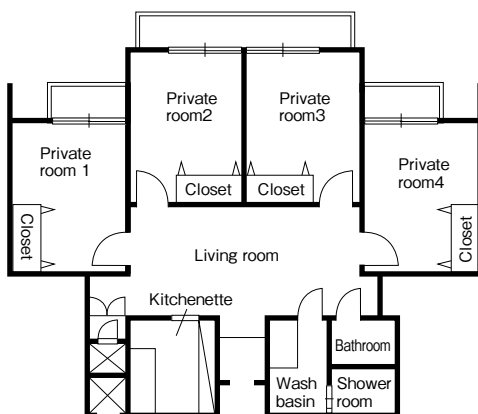
* Wi-Fi available

What to Bring

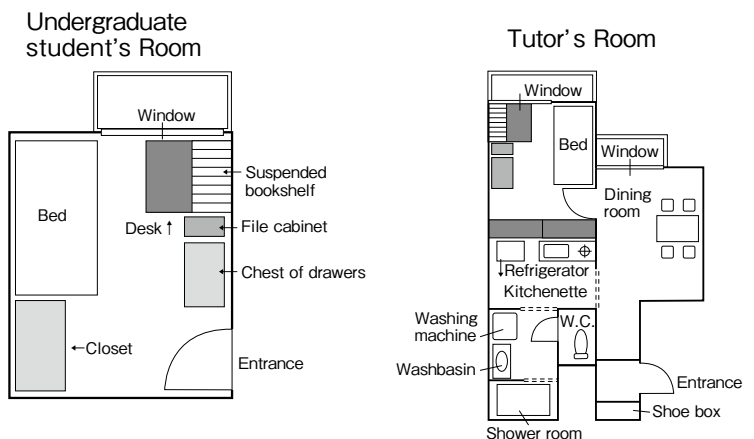
Toiletries, towels, clothes hangers, medicines, room slippers and other personal belongings for your comfort are necessary.

The information on bedding lease and linen supply service will be sent to the students accepted for entry to the dormitories. Contract should be renewed annually.

~Example of an Unit~



~Floor Plan~



(2) Duties and Rules

Duties

Although dormitory supervisors clean the common use areas such as the lounge, study room, common use bathroom, and hallways, and around the dormitory, students of each unit should cooperate with each other to share the duties such as cleaning the kitchenette, living room, shower room, and bathroom.

Each member is expected to participate in monthly dormitory meetings. There is some kind of penalty for being absent from the meetings. Also, there are many activities within a dormitory and among the undergraduate dormitories which participation is voluntary but will help promote friendship and enjoyable.

Rules

- ① Curfew
There is no curfew in Global House.
- ② Visitors
Visiting hours are from 9 a.m. to 11 p.m. Visitors are forbidden to stay overnight.
- ③ Drinking
Consumption of alcohol is not allowed in the dormitory, except for within the units themselves.
- ④ Smoking
Smoking is prohibited throughout the dormitory.
- ⑤ Compensation for room key
Compensation must be made for lost or broken room key.

3. Zelkova House, Ginkgo House and Oak House

(1) Overall Description

The dormitory Zelkova House was completed in March 2010 and Ginkgo House and Oak House were completed in March 2011. Zelkova House, Ginkgo House and Oak House are to be a facility where students from various countries and cultures learn and live together, while aiming to realize an international education that encourages development of students in all aspect.

Each dormitory has the same floor plan comprising of three floors with accommodations for 126 residents. Men reside on the 1st floors with women on the 2nd and 3rd floors. All rooms are doubles and offer ample space with about 25m² (nearly 270ft²). It is hoped that with two students to each room, the dormitories will foster mutual understanding and respect as well as an atmosphere that cultivates friendship and a spirit of cooperation.

A feature of these dormitories is its security system. For all three dormitories, only residents and their families are permitted to enter the facilities. Residents unlock the entrance with their personal card key. Also, on the 1st floor of each dormitory are residential facilities for each dormitory's supervisors.

Dormitory Facilities and Equipment

◇ **In each pod**

【Double Rooms】 : beds, mattresses, desks, chairs, file cabinets, bookshelves, desk lamps, closets, lockers, small table, air-conditioner

【Common area】 : refrigerators, shower rooms (no bathtub*), bathrooms, washbasins, full-length mirror, storage room, vacuum

*Residents may use Momi house first floor bath.

◇ **On each floor**

【Study Room】 : desks, chairs, whiteboard, cork board

【Kitchen】 : refrigerator, microwave ovens, oven toasters, induction cooktops, rice cookers, electric pot, cupboard, tables, chairs

【Social Room】 : TV, table, sofa, whiteboard

【Laundry Room】 : washing machines, drying machines, iron, ironing board

【Drying Room】 : laundry pole

◇ **Common facilities in the dormitory (1st floor)**

【Lounge】 : table, sofa, whiteboard

【Infirmary】 : bed, table, chair, bathroom, wash basin

【Others】 : reception, mail boxes, shoe lockers, umbrella stands

◇ **Common facilities outside of dormitory**

Bicycle parking space, garbage collection site

* All air-conditioned rooms.

* Wi-Fi available

What to Bring

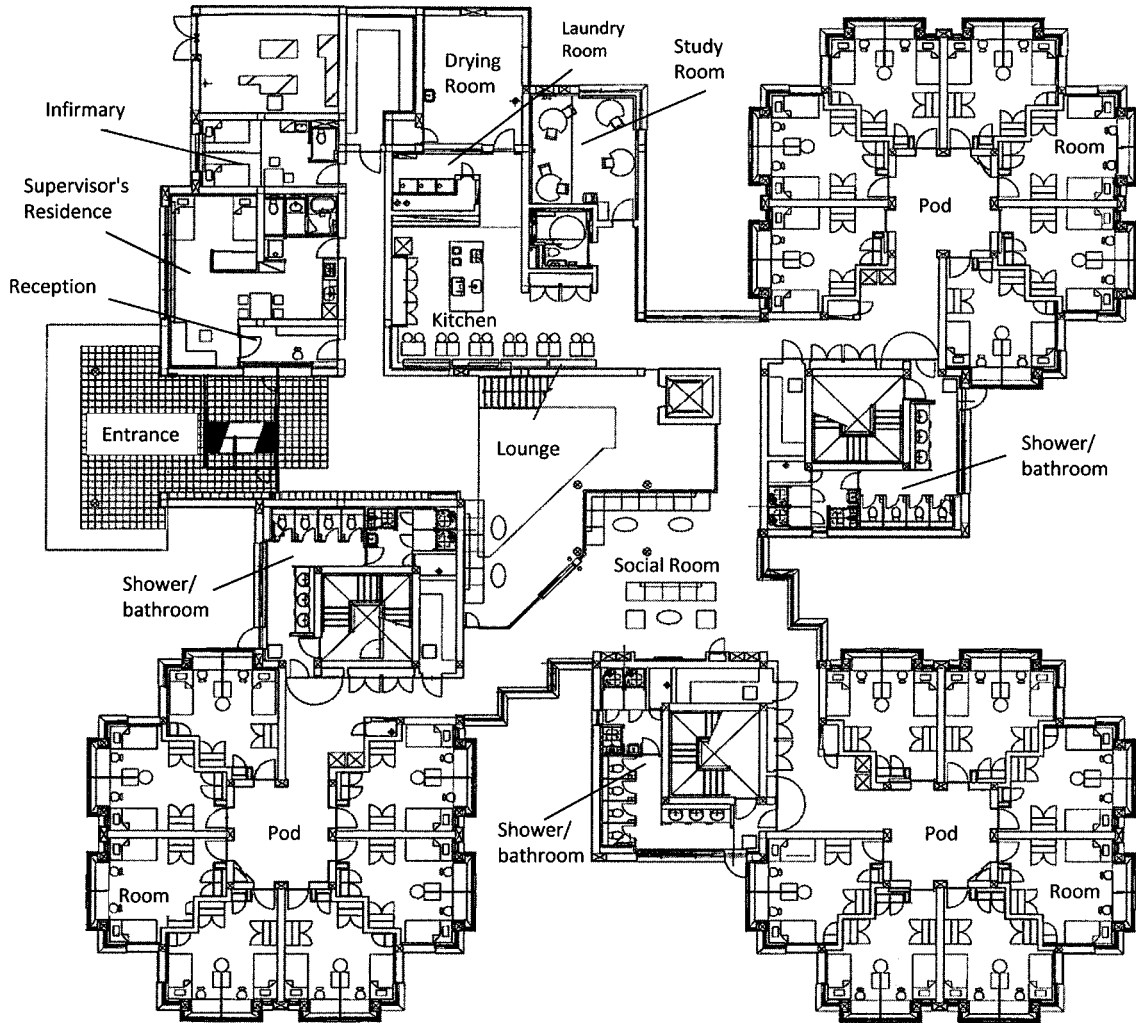
Toiletries, laundry basket, towels, clothes hangers, medicines, room slippers and other personal belongings for your comfort are necessary.

Bedding

As a basic rule, residents of Zelkova House, Ginkgo House and Oak House are required to use the Bedding Lease & Linen Supply Service because the storage, laundry and drying space is limited (Leased for ten months: ¥14,000).

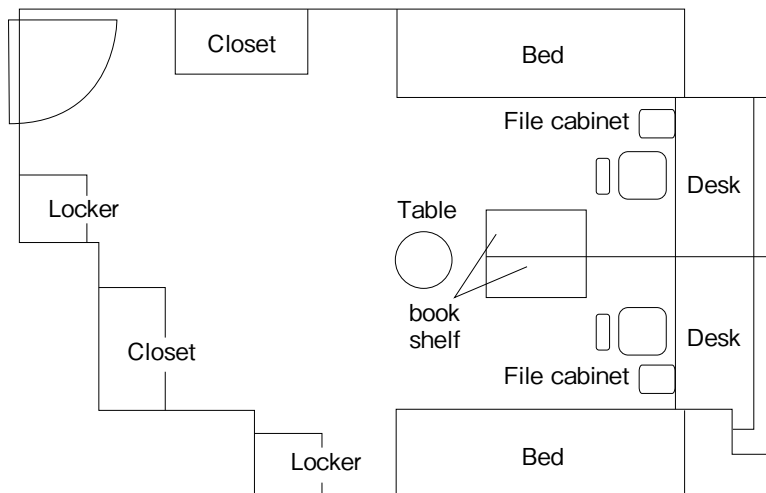
Contract should be renewed annually.

~ Description of first floor ~



*Differs in detail according to the floor and dormitory

~Floor Plan~



(2) Duties and Rules

Duties

In order to keep the dormitory clean, there are duties such as cleaning in each dormitory. Residents should follow the rules of the dormitory as well as cooperate with each other to organize their rooms and communal area and maintain cleanliness in the dormitory. Professional cleaners clean the communal space Monday through Saturday.

Dormitory meetings are held monthly in each dormitory. Various matters concerning the dorm will be discussed in this meeting in order to make the dorm running smoothly. Attendance at these meetings is part of your requirements as a dormitory resident so be sure to participate.

* There are dormitories that set some kind of penalty for being absent from the meetings or neglecting duties.

Rules

① Curfew

Residents must return to the dormitory by 12 midnight. If for unavoidable reasons residents are not able to return to the dormitory before curfew, residents must take appropriate procedures.

② Notification for Temporary Curfew Exemption

If residents will not be spending the night in the dormitory (including returning to one's parents' home), they must inform the dormitory supervisor in advance.

③ Visitors

Inviting guests into the dormitory is prohibited except for residents' families. Also, even if the visitor is a resident's family, they are allowed only to the first floor lounge and not further.

However, in such case as moving into the dormitory and when the Housing Office gives permission, one can enter the dormitory.

④ Residents are prohibited from taking the following actions.

- 1) Using students' residential rooms in any ways other than those stipulated as its objectives
- 2) Smoking in the dormitory or its environs
- 3) Underage drinking (legal drinking age is 20 years old)
- 4) Drinking alcohol outside students' residential rooms
- 5) Entering the living areas of residents of the opposite sex
- 6) Keeping animals in the dormitory or its environs
- 7) Bringing unpermitted electrical appliances, furniture, etc. into the dormitory.
(see list in page 19 for details)

⑤ Compensation for card key and closet key

Compensation must be made for lost or broken card key and closet key.

**List of items that need approval to bring into
Zelkova House, Ginkgo House and Oak house**

Allowed without application : ○
Application required : △
Not allowed : ×

Category	Item	Permission	Remarks
Electrical appliance	Hair dryer	○	
	Hair iron	○	
	Electric shaver	○	
	Desk lamp	○	Equipped on each desk.
	Printer	○	
	Vacuum	○	Equipped at each pod.
	Humidifier	△	
	Air purifiers	△	
	Electric blanket	△	Application required
	Electric stove	×	Air conditioners are equipped in each room. Not allowed because of fire risk.
	Electric carpet	×	Not allowed because of limitation of electrical capacity and fire risk.
	Kotatsu	×	
	Television	×	Equipped in the social room.
	DVD player	△	Application required.
	Projector	△	Application required.
	Clothes iron	×	Equipped. Not allowed because of fire risk.
	Refrigerator	×	
	Rice cooker	×	
	Electric hot plate	×	Not allowed because of limitation of electrical capacity and fire risk.
	Microwave/Toaster oven	×	
Sewing machine	△	Application required.	
Cooking equipment	Blender	△	Application required. Must be kept in your room.
	Food processors	△	
	Electric kettle	×	Equipped in the Kitchen.
Furniture	Full-length mirror	×	Equipped in each pod.
	Drawer	△	Only if it can be stored inside the locker or the closet, or there is an appropriate reason for having it, permission will be given upon application.
	Book shelf	△	
	Closet	×	Furnished in each room.
Audio	Home audio CD player (exp, portable)	△	Application required.
	Guitar	△	Application required.
	Amplifier	△	Application required.
	Electric piano, keyboard	△	Application required.
Game	Console game (Play station, X-box, Wii etc)	○	

<NOTE>

- Please consult with the dormitory Supervisor and apply for permission at the Housing Office after moving into the dormitory.
- Usage of items that will be permitted will be based upon mutual understanding of those who share the room.
- Anything that can be brought into the dormitory should be kept in your rooms or in the storage room.
- Write your room number and name on any piece of paper and attach it on things to be kept in the storage room.
- Do not leave any personal belongings when you move out.
- For anything not listed in the above chart, please inquire the Housing Office.

4. Momi House and Maple House

(1) Overall Description

Momi House and Maple House are equipped with 6 seminar rooms and a common living & dining area on the spacious first floor. These spaces will be open to commuting students and faculty for learning and community activities.

The second floor and above are residential areas with 32 residents per floor, consisting of approximately eight students from each year. Each floor has 12 double-occupancy rooms for first to third year students, and 8 single rooms for seniors who need to concentrate on their graduation theses and job search. There are more double-occupancy rooms than single rooms based on students' feedback that sharing a room is the best part of dorm life. Some higher floors mainly have single rooms to accommodate graduate students and students with diverse needs.

The second floors are for men only and the third to fifth floors are for women only. The sixth and seventh floors are mixed-gender floors.

A spacious common area including a kitchen, dining room, social room, study rooms, showers and laundry rooms is located at the center of each floor. This is to encourage Japanese students and international students with diverse cultural, linguistic and religious backgrounds as well as personalities and ways of thinking to interact on a daily basis.

Dormitory Facilities and Equipment

◇ In each resident's room

Bed, mattress, desk, chair, file cabinet, bookshelf, desk lamp, closet, air-conditioner, full-length mirror

◇ On Each floor

【Study Room】 : desks, chairs, whiteboard

【Kitchen / Dining Room】 : refrigerator, microwave ovens, oven toasters, induction cooktops, rice cookers, cupboard, kitchen utensils, dishes, tables, chairs

【Social Room】 : TV, table, sofa

【Laundry Room】 : washing machines (100 yen/load), drying machines (100 yen/20 minutes), iron, ironing board
* coin-operated washing machines and drying machines

【Drying Room】 : laundry pole

【Others】 : shower rooms (no bathtub), bathrooms, washbasins, storage room, vacuum

◇ Common facilities in the dormitory (1st floor)

There are seminar rooms, common living & dining area, a lounge, a Japanese-style room, a shower room with Japanese-style bathtub, an infirmary, reception, mail boxes, delivery boxes and vending machines on the spacious first floor.

◇ Common facilities outside of dormitory

Bicycle parking space, garbage collection site

* All air-conditioned rooms.

* Wi-Fi available.

What to Bring

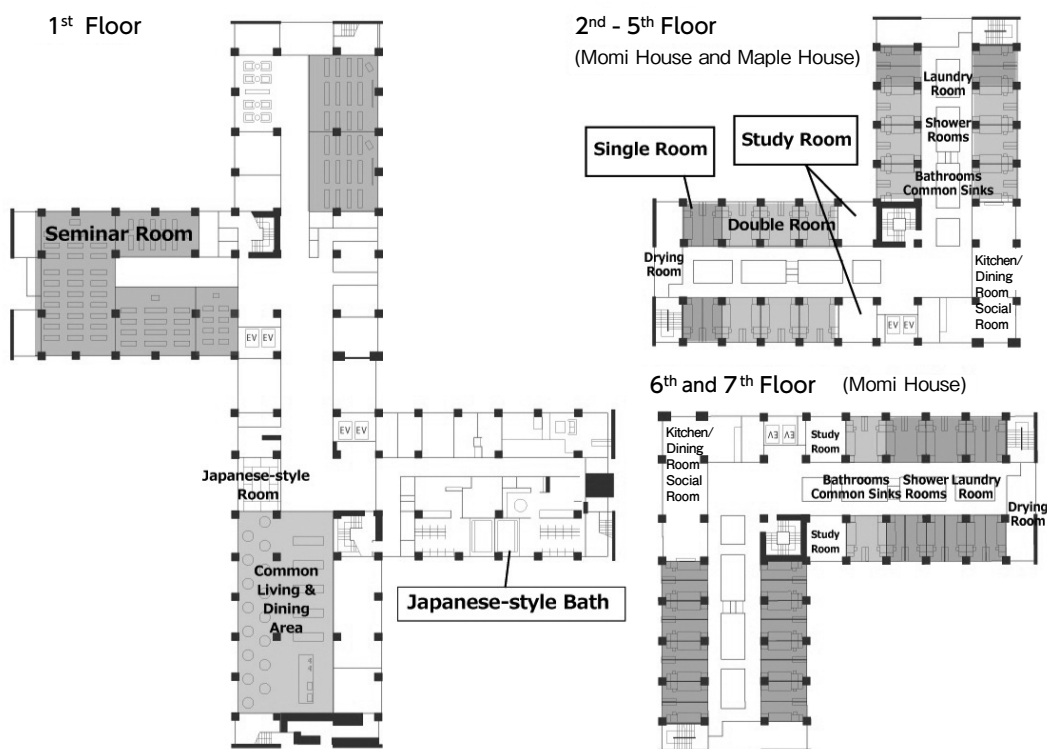
Toiletries, laundry basket, towels, clothes hangers, room slippers and other personal belongings for your comfort are necessary.

Bedding

As a basic rule, residents of Momi House and Maple House are required to use the Bedding Lease & Linen Supply Service because the storage, laundry and drying space is limited.

* The rental bedding fee is included in the dormitory fee.

~Plan view~



*Differs in detail according to the floor and dormitory

(2) Duties and Rules

Duties

In order to keep the dormitory clean, there are duties such as cleaning (e.g. washing and putting the kitchen utensils and dishes back in its place) in each dormitory. Residents should follow the rules of the dormitory as well as cooperate with each other to organize their rooms and communal area and maintain cleanliness in the dormitory. Although professional cleaners clean up the common use areas of the dormitories, dormitory members should cooperate with each other to maintain cleanliness.

Dormitory meetings are held in each dormitory. Various matters concerning the dorm will be discussed in this meeting in order to make the dorm running smoothly. Attendance at these meetings is part of your requirements as a dormitory resident so be sure to participate.

* There are dormitories that set some kind of penalty for being absent from the meetings or neglecting duties.

Rules

① Curfew (except graduate students)

Residents must return to the dormitory by 12 midnight. If for unavoidable reasons residents are not able to return to the dormitory before curfew, residents must take appropriate procedures.

② Spending the night outside the dormitory

If residents will not be spending the night in the dormitory (including returning to one's parents' home), they must inform in advance.

③ Visitors

Visits from non-residents are in principle prohibited. However, in the following cases, visitors may enter.

(1) Family members of residents on move-in day

(2) Persons who have been approved by the Dean of Students

And if residents follow the rules below, then ICU students residing elsewhere may enter the residential floors of Momi House & Maple House for the time being.

④ Residents are prohibited from taking the following actions.

1) Using students' residential rooms in any ways other than those stipulated as its objectives

2) Smoking in the dormitory or its environs

3) Underage drinking (legal drinking age is 20 years old)

4) Drinking and becoming a nuisance to others. Forcing others to drink.

5) Keeping animals in the dormitory or its environs

6) Bringing unpermitted electrical appliances, furniture, etc. into the dormitory.

(see our website for details)

⑤ Compensation for card key and bookshelf key.

If a resident borrows a guest card key and loses or breaks it, compensation must be made. Also, compensation must be made for lost bookshelf key.

DORMITORIES FOR GRADUATE STUDENTS

1. Sibley House

(1) Overall Description

Sibley House is a dormitory for graduate students, located next to the Third Women's Dormitory in a shady, wooded area. Sibley House accommodates a total of 19 graduate students and spouses, nine single women, who reside on the first floor, and five married couples without children on the second floor.

Dormitory duties are shared among all Sibley House members. Besides dormitory duties, overall responsibility for the care and smooth management of the dormitory is also shared on a rotation basis, through the duty of "Dormitory Representative." One resident is appointed for a six-months to a year period to carry out this important duty.

Dormitory Facilities and Equipment

◇ In each resident's room

Bed, mattress, desk, chair, file cabinet, chest of drawers, bookshelf, closet

* There is also a small kitchen, table, chairs, and bathroom in the apartments.

◇ In the common living space (first floor)

[Social Room] : sofa, table, TV, air conditioner

[Kitchenette] : induction cooktop, microwave oven * no refrigerator

[Laundry Room] : washing machine, drying machine

[Entrance] : mail boxes, message board, phone just for incoming calls, shoe shelves

◇ In the space for drying laundry (second floor)

Iron, ironing board

◇ Other common facilities in the dormitory

Wash basin and shower room with Japanese-style bath tub (for first floor residents only), bathroom, storage room, rooftop area for hanging laundry

◇ Common facilities outside of dormitory

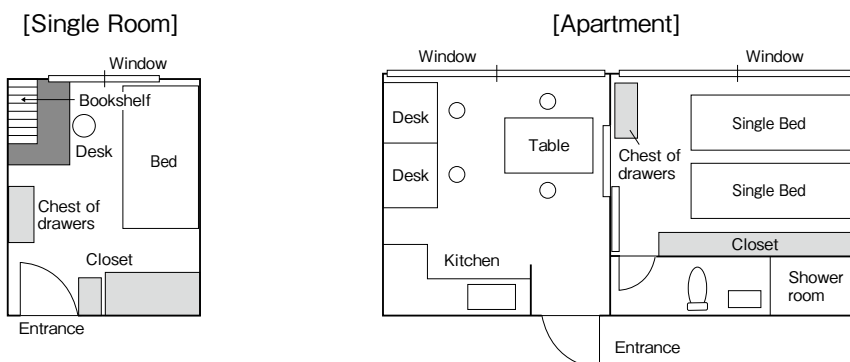
Bicycle parking space, garbage collection site

* Light meals can be prepared in the kitchenette.

* Air-conditioner is only in the Social Room for first floor residents. Please be aware that the use of the heating system and the boilers are restricted to certain hours and period.

* Wi-Fi available

~Floor Plan~



What to Bring

Toiletries, towels, clothes hangers, medicines, room slippers and other personal belongings for your comfort are necessary.

The information on bedding lease and linen supply service will be sent to the students accepted for entry to the dormitory. Contract should be renewed annually.

Duties

Residents should cooperate with each other to share the duties such as answering the phone, keeping the dormitory a secure place, and other matters concerning daily life.

Professional cleaners clean the communal space three days a week such as the social room, kitchenette, common bathing area, common use bathroom, hallways, and around the dormitory.

Each member is expected to participate in monthly dormitory meetings. Attendance at these meetings is part of your requirements as a dormitory resident so be sure to participate.

Rules

① Visitors

Visitors are forbidden to stay overnight.

② Smoking

Smoking is prohibited throughout the dormitory, except in the designated smoking areas.

2. Global House (Tutor)

Regarding the details, please refer to the description of Global House in pages 11 to 13.

3. Momi House 7F

Regarding the details, please refer to the description of Momi House in pages 21 to 23.

OFF-CAMPUS HOUSING

1. Apartments, Student Dormitories, Student Apartment Houses and Share House

ICU consigns the introduction of Off-campus housing such as Apartments, Student Dormitories, Student Apartment Houses and Share House to ICU Service Co., Ltd..

ICU Service, in cooperation with the cooperative agents, makes arrangements to provide beneficial conditions to students who are looking for off-campus residences. Also, ICU Service holds consultation events on-campus together with the cooperative agents.

If you have any inquiries regarding Apartments, Student Dormitories, Student Apartment Houses, or Share House please contact the cooperative agents directly or the ICU Service.

■ ICU Service Co., Ltd.

International Christian University

2nd Fl., Administration Building

3-10-2 Osawa, Mitaka, Tokyo, 181-8585 Japan

Mon.- Fri. 9:00-12:00, 13:00-17:00

Phone: +81(0)422-33-3530

E-mail: info@icu-service.com

Home page: <http://en.icu-service.com/>

2. Homestay

Living with a Japanese family will enable you to experience Japanese culture, daily life and also to practice your Japanese language. However, homestay is not much common in Japan, and the number of the host families is limited. ICU consigns the introduction of homestay families to Nextage Co. Ltd. Nextage makes arrangements to provide appropriate homestay families to students who are looking for host families in Japan. If you are interested in living with a host family in Tokyo, please contact the below cooperative agent directly.

■ Nextage Co. Ltd.

Homestay in JAPAN

5th Fl., Toho Centre Bldg., 4-6 Kandasakuma-cho,

Chiyoda-ku, Tokyo, 101-0025 Japan

Phone : +81(0) 3-3866-0139

E-mail: icu@homestay-in-japan.com

Home page : www.homestay-in-japan.com/icu

Housing Office

International Christian University

3-10-2, Osawa, Mitaka-shi
Tokyo 181-8585 JAPAN

Phone : +81(0)422-33-3069
E-mail : dormapply@icu.ac.jp