

## YNU Ooka International Residence Application Guideline (2017 Spring International Students)

### 1. Eligibility criteria for application

- A) At the time of moving-in must be enrolled as a student at Yokohama National University and either hold a “College Student” visa or present a proof of eligibility to change the visa status to “College Student”.
- B) Complete the procedure of institutional guarantor by Yokohama National University and join the Comprehensive Renter’s Insurance for Foreign Students in Japan.
- C) Loss of the status of international student at Yokohama National University will lead to move out order from the residence. (includes taking a leave of absence, suspension over 3 months and repeating the same grade over a year)
- 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 Student Support Division.

### 2. About Application

- A) When to apply
  - ① Current students···application starts on February 1<sup>st</sup> (Wed), 2017
  - ② New students···application starts on March 1<sup>st</sup> (Wed), 2017
- B) Applications will be accepted on a first-come and first-served basis and selection by drawing will not be done.
- C) Application will be closed once all the rooms are booked.
- D) Any individual preferences with allocation of rooms will not be considered.
- E) Applications will not be accepted when applying for more than one YNU dormitories at the same time. Any duplicated applications will be canceled automatically.

### 3. Period of Residence

- A) Length of initial contract is 2 years.
- B) Re-contract procedure is available after completion of initial contract.
- C) No fee is charged for re-contract procedure.
- D) Maximum period of residence for undergraduate students is 4 years, and 5 years for graduate students. Graduate school entry to by undergraduate student does not automatically extend the length of contract.

- E) Contracts ending in March must terminate latest by 25<sup>th</sup>, in September latest by 17<sup>th</sup>.

\* In case the remaining enrollment period is less than 2 years a 6 months and 1 year contract is possible.

#### 4. How to Apply

Documents to submit

- A) Housing Application Form
- B) Copy of Student ID Card (cardholders only)
- C) Copy of Passport (photo page, visa/status of residence page)
- D) Copy of Comprehensive Renter's Insurance for Foreign Students in Japan Policy (policyholders only)
- E) Copy of Residence Card (cardholders only)
- F) Copy of YNU Entry Letter (freshmen only)
- G) Proof of sufficient number of registered subjects to meet "College Student" visa requirements (Kamokuto Rishusei Non-Matriculated undergraduate students and Chokosei auditor students only)

\* Non-holders of Comprehensive Renter's Insurance for Foreign Students need to complete applicable procedure of institutional guarantor system at Student Affairs Department Student Support Division when the housing application is approved.

#### 5. Where to submit documents:

Please submit the application documents by post or email.

Documents submitted by post shall be sent to the following address:

<Ooka International Residence Management Office> 2-31-2 Ooka, Minami-ku, Yokohama, 232-0061
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\* Please send the application documents by registered post or courier delivery service. No responsibility will be taken for lost and not received documents sent by ordinary mail. No C.O.D. mail will be received.

\* Application by email is highly recommended as applications will be accepted on a first-come and first-served basis.

Documents submitted by email shall be sent to the following email address.

residence@japt.co.jp
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\* email subject <Ooka International Residence Housing Application>

\* email messages in Japanese and English can be processed.

**6. Screening Process**

- A) Screening and eligibility check by Yokohama National University will start after the application is received and will take ca. 1 week.
- B) Applications will be accepted on a first-come and first-served basis. Selection by drawing will not be done.

**7. Result Announcement**

- A) The results will be announced by email or phone.
- B) After screening results
- ① Please do check the results of screening. 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 If due to unavoidable reasons you need to cancel your move-in, please contact Ooka International Residence Management Office soonest possible.

**8. Facility Outline**

	Single Type 1~3F Men's floor, 4~6F Women's floor	1K Type 2~4F Co-gender 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	28.32~28.76 sq.m
Rent	33,000 Yen/month	60,000 Yen/month
Management Fee	8,000Yen/month (Water and internet fee included)	5,000 Yen/month (Internet fee included)
Electric Fee	At resident's expense	At resident's expense
Water Fee	Included in management fee	At resident's expense
Gas Fee	No Gas	At resident's expense
Internet Fee	Included in management fee	Included in management fee
Deposit	50,000 Yen (tax-exclusive) (Paid at initial contract only)	60,000 Yen (tax-exclusive) (Paid at initial contract only)
Room Facilities	Bed, desk, chair, desk lamp, closet, toilet, wash basin, shoebox , ceiling light, air conditioner, refrigerator、	Bed, desk, chair, desk lamp, closet, toilet, wash basin, ceiling light, air conditioner, refrigerator, washing

		machine, shower room, kitchen
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.

\*1K type room has kitchen, shower and washing machine. Floors are not separated by gender.

\*Smoking is forbidden except the designated smoking areas.

## 9. About 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. When moving out

- A) If you wish to cancel your contract during the term of the contract, a notification to the Management Office will be needed at least one month before the day you wish to move out. One month rent and management fee will be charged from the date of submission of the "Cancellation Notice".
- B) As this residence is an YNU student dormitory, if you wish to move out at the end of the semester, you must move out the residence latest by 25th in March (when you move out in spring) and 17th 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, you are not able to stay in Ooka IR until October 3<sup>rd</sup> but have to move out by September 17th in order to provide the room to incoming students from the beginning of fall semester.

**11. For Inquiries:**

○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](mailto:residence@japt.co.jp)

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