

## YNU Ooka International Residence Application Guideline (2019 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 starts from Friday, February 1<sup>st</sup>, 2019.
- (B) Applications will be accepted on a first-come, first-served basis and will be closed once the fixed numbers of rooms are booked.
- (C) The maximum number for the reservation is as stated below.
  - About 20 persons for Male, about 20 persons for Female
- (D) Any individual preferences with allocation of rooms will not be considered. Male student’s room can be on the 1<sup>st</sup> floor.
- (E) Applications will not be accepted when applying for any other dormitories, such as Minesawa International Student Dormitory and International Student House, at the same time.

### 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 25<sup>th</sup>, and in fall latest by September 25<sup>th</sup>.
- \* 6-month or 1-year contract will be allowed in case the remaining enrollment period is less than 2 years.

#### 4. How to apply

##### ○Documents to submit

- (A) Housing Application Form
- (B) Photocopy of Student ID Card (cardholders only)
- (C) Photocopy of Passport (photo page, visa/status of residence page)
- (D) Photocopy of Residence Card (cardholders only)
- (E) Photocopy of YNU Entry Letter (freshmen only)
- (F) 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

- 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

\* 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**

\* 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 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

	Single Type 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	50,000 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、
Common Facilities	Auto lockable door, elevator, culture hall, shared kitchen lounges, coin laundry, shower room, smoking room, bicycle parking lot, convenience

	store
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\*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 25<sup>th</sup> in March (when you move out in spring) and 25<sup>th</sup> 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 3<sup>rd</sup> in order to moving into another apartment on October 3<sup>rd</sup>": ⇒In this case, the resident is not able to stay in Ooka IR until October 3<sup>rd</sup> but have to move out by September 25<sup>th</sup> in order to provide the room to incoming students from the beginning of fall semester.

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

**11. 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](mailto:residence@japt.co.jp)

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