



Housing Information

AIU Residence Hall



Academic Year 2009

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1. Residence Hall

(1) Purpose of student housing

All freshmen (degree-seeking, special non-degree-seeking and transfer students) are required to live in the Residence Hall on campus for a year. This creates a living environment with people of different cultures from all over Japan, and from countries and regions around the world and provides students with the opportunity to experience intercultural communication first hand. Additionally, by sharing rooms with roommates and common spaces with suitemates, Japanese and international students learn to understand and respect each other, and learn more about themselves. It is unmistakably a valuable social experience for students to have before they go out and join society.

(2) Name and address

Name: “Komachi Hall” Akita International University Residence Hall
Address: 193-3 Okutsubakidai Tsubakigawa Yuwa Akita-city, Akita 010-1211 JAPAN

(3) Residence Hall occupants

All AIU students must live in the Residence Hall for their first year after matriculating.

(4) Administrative operation

The Residence Hall is managed by the Division of Student Services. The Division of Student Services is responsible for assigning rooms, collecting housing fees and student affairs in general.

Resident Hall Staff maintain the Residence Hall. They provide 24-hour security, emergency response, and postal delivery; receive visitors; maintain the dining and kitchen area and equipment; and perform safety control.

Resident Assistants who have lived in the Residence Hall for a year will live together with incoming students as role models and guidance counselors.

The Resident Committee is elected by all the resident students in April after freshmen move into the Residence Hall.

The Resident Administrative Assistants, Resident Assistants, Resident Committee, Dean of Students and Student Committee try to solve problems which occur in the Residence Hall.

(5) Facilities

The Residence Hall is a four-story building which is gender-segregated by floor.

The Residence Hall includes 186 rooms which are designed in pairs and are connected by a bathroom with one room designed especially for disabled students. The building also includes an entrance, lobby, mail box, public phone, dining & kitchen area, smoking area, automatic vending machine and four laundry rooms.

(6) Equipment

The Residence Hall includes 186 rooms (95 single-occupancy rooms, 89 double-occupancy rooms, and 1 handicapped-accessible room).

Equipment within the room includes: desk, desk chair, book shelf, desk lamp, bunk bed, closet, internal phone between rooms, air conditioner, and Internet access. Common areas: Bathroom, toilet, and sink.

2. Residence Hall Fees and Expenses

Degree-Seeking, Transfer, and Special Non-Degree-Seeking Students

(1) Fees and expenses

Below is a table of the fees and expenses for a student in a single room, entering in academic year 2009. Incoming students will first pay single room fees, and those who are assigned to double rooms will have the difference repaid each semester (within 2 months before the end of the semester).

The cleaning fee (3,000 yen in 2008) may change in 2009.

※For students entering the Residence Hall during fall semester, please be aware that the spring semester price and fall semester price may differ slightly. Fees change from academic year to year, so students entering in the fall semester will pay AY 2010 fees for the following spring semester. We appreciate your understanding.

Item	Price	Explanation
1 Year's Rent	287,500 yen (172,500 yen)	Spring intake: Single room. Spring Semester: 125,000 yen. Fall Semester: 162,500 yen (includes service charges) (Price in parentheses () is the price for a double room Spring Semester: 75,000 yen. Fall Semester: 97,500 yen) Students who share a room with another student or international student will be refunded the difference between the single room and double room price. Students who do not participate in winter program and vacate their rooms early will be refunded the rent for that period.
Food (Spring and Fall)	200,000 yen	Spring (April 2 dinner – July 31 dinner, excluding May 2 breakfast – May 6 lunch) 100,000 yen Fall (August 25 dinner – December 18 dinner, excluding lunch on October 11 and 12) 100,000 yen The above prices are for 3 meals a day. Meals are available on a cash basis in the cafeteria outside the above dates. Please see the Residence Hall Calendar for more details
Total Fees	487,500 yen (372,500 yen)	Rent and Food (Price in parentheses () is the price for a double room)
Cleaning Fee	3,000 yen (1,500 yen)	Please pay when making the first Residence Hall fee payment. (The price may change in 2009)
Total	490,500 yen (374,000 yen)	Payment methods/deadlines Lump payment: 490,500 yen by Apr. 2, 2009 2 payments: 228,000 yen by Apr. 2, 2009 262,500 yen by Sep. 1, 2009 (Price in parentheses () is the price for a double room)

Notes on Residence Hall Fees and Expenses

※For students in the fall 2009 intake:

*Rent (including service charge) Fall: 175,000 yen and Spring: 112,500 yen (est.)

(For a double room) Fall: 105,000 yen and Spring: 67,500 yen (est.)

* Food and cleaning fees are expected to be the same as in the above chart, but they may change.

* For students wishing to pay in 2 installments, the amounts and deadlines are as follows:

278,000 yen by Sep. 1, 2009

212,500 yen (est.) by Apr. 2, 2010



※① Students must pay the cleaning fee for floor waxing, curtain cleaning, etc, but they do not have to pay key money or a deposit. Students are therefore responsible for whatever damage they cause to the room while they live in it and will have to pay for any such damages if they occur. Basic cleaning expenses are included in the rent price.

※② For reference, monthly rent for the Residence Hall rooms (AY 2009) is as follows:

Single: 25,000 yen. Double: 15,000 yen. Double used as single: 20,000 yen

※③ For reference, AY 2009 food prices are the same as those in AY 2008: 100,000 yen/semester or 25,000 yen/month. AIU staff periodically exchanges opinions with the cafeteria staff over menu selection.

※④ As a general rule, students in the Residence Hall must be on the meal plan, but if they have any special reasons (such as health or religious reasons) not to be on the meal plan, they should consult the Administration Office.

※⑤ Students wishing to rent bedding may do so for a rental and cleaning fee. Laundry facilities and kitchen equipment may be used for a fee.

(2) Payment and deadlines for Residence Hall fees

The Residence Hall agreement form functions as a rental contract, finalized by the payment of Residence Hall fees. Fees may be paid in a single lump payment or in two installments. Please complete a bank transfer of the payment by the deadline to the account listed below, making sure to indicate the student's name as the remitter.

Account:	Akita Ginko Kawabe-Shiten	Regular Acct#: 195034
Recipient:	Koritsu Daigaku Hojin Kokusai Kyoyo Daigaku Rijicho NAKAJIMA Mineo	
Remitter:	[Name] RH (Please add RH (Residence Hall) after the name)	

Please be aware that when remitting more than 100,000 yen, the following apply:

Cash remittances of over 100,000 yen cannot be made from ATMs in Japan. Please go to the teller and present some form of identification (driver's license, etc.) to complete the transfer.

Direct transfers from accounts can be made at the ATM or with a teller. However, if the account was opened without using some valid form of identification, transfers will require the remitter to present some form of identification. For more information, see the separate form on remitting tuition and fees.

International and Non-Degree-Seeking Students

(1) Fees and expenses

Information on Fees and expenses for International and Non-Degree-Seeking Students is available in the International Student Handbook.



3. Procedures for Moving into the Residence Hall

(1) Sending luggage and other notes

- **When entering the Residence Hall, residents should have at least the following:**

One set of bedding, clothes, toiletries, daily goods (including toilet paper, trash bags, etc.)

Students wishing to rent bedding should submit the supplied request form.

- **Sending luggage before moving in:**

Students may plan to send their bedding and 3 cardboard boxes ahead of their arrival. The cardboard boxes should be of a weight and size that makes them easily carried by one person. If a resident sends a small refrigerator, it will be considered one of the “boxes.” There is no limit to the amount of luggage residents can bring with them on moving in day (Spring: Thurs, Apr. 2. Fall: Tues, Aug. 25). Send luggage to the address below, and request delivery on or after the day before moving in day (Spring: Wed, Apr. 1. Fall: Mon, Aug. 24). We will be unable to accept luggage delivered before these dates.

(When sending luggage, please note that the address of the university ends in 193-2 while the address of the Residence Hall ends in 193-3)

[Name] Komachi Hall Residence
Akita International University
193-3 Okutsubakidai, Tsubakigawa, Yuwa, Akita-city 010-1211
(Do NOT forget to write your name.)
Telephone: 018-881-0357 Fax: 018-886-3708

Direct any questions regarding moving into the Residence Hall to the Division of Student Affairs (Telephone: 018-886-5935, Fax: 018-886-5910)

- **Carrying Luggage**

On the date that they move into their rooms, students are expected to carry their own luggage up and down stairs. There is no elevator in the Komachi Hall. All students will move out of their rooms one year later, and should try to limit the amount of luggage they bring accordingly.

- **Cooking in the Residence Hall**

Students cannot cook in their Residence Hall rooms. They can, however, cook in the shared kitchen in the Residence Hall.

- **Electrical Appliances**

Appliances which require large amounts of electricity may overload the circuits of the Residence Hall. Please do not bring such appliances. See the following information.



Electrical Appliances

Acceptable appliances for Residence Hall room use:

Hot pots/electric kettles, coffee makers, small refrigerators.

Restricted appliances (these are not allowed in the Residence Hall):

Ovens, microwave ovens, hot plates, toasters, rice cookers, slow cookers, etc.

Appliances which can be borrowed from the Residence Hall Administration:

Vacuum cleaner, futon dryer, iron and ironing board.

Communal appliances/equipment in the Residence Hall kitchen:

Pots, pans, rice cooker, oven/microwave, refrigerator, cooking implements, dishes, and flatware.

(The refrigerator may be used to hold cooking ingredients or food intended to be cooked and consumed on that day. It may not be used to keep food for long periods of time.)

Laundry room appliances:

Washing machine, dryer (both available for a fee).

Communal lounge appliances/equipment:

Television, sofa, mail boxes, etc.

- **Computers (must have antivirus software installed)**

Students bringing computers may connect them to the Internet in their Residence Hall rooms for free. Those wishing to use the Internet should apply for the connection after moving into the Residence Hall. Students must provide their own LAN cable.

- **Telephone**

The Residence Hall rooms are equipped with internal phones which can be used to call other Residence Hall rooms, but they cannot make outside calls. Those wishing to make outside calls should use a cellular phone or the public payphone in the Residence Hall entrance.

- **KIOSK**

The Student Hall has a store called KIOSK, where basic daily goods can be purchased.

- **Laundry Room**

Students may use the laundry rooms in the Residence Hall for a fee. The washing machine and dryer each cost 100 yen per cycle.

- **Electric Range**

The communal kitchen has an induction heater (electric range) stove for cooking. Students must notify the Residence Hall Administration when using this stove. Students pay for the electricity they use in the kitchen. (100 watts for 10 minutes cost 10 yen. 200 watts for 60 minutes cost 100 yen. The induction heater stove uses a large amount of electricity and costs 100 yen for 60 minutes of use.)

- **Residence Registration**

Students moving to AIU from other parts of Japan need to register as residents. They should bring the necessary paperwork from their previous registered location to the City Hall or Kawabe Citizen Center (reachable by bus from



AIU). Students from other countries must register and receive Alien Registration Cards. The procedures for this will be covered during orientation.

- **ATM**

There is an ATM for Akita Bank on campus. As AIU's main bank is Akita Bank, it may be convenient for students to set up their own Akita Bank account. Procedures for opening such an account will be covered during orientation. To open an account students need a *hanko* stamp and ID (driver's license, health insurance card, Alien Registration Card, etc.) There is no Postal Bank ATM on campus, but Postal Bank ATM cards may be used in the Akita Bank ATM.

(2) Period of stay

All AIU students (including special non-degree-seeking students and transfer students who have not lived in the AIU Residence Hall) must live in the Residence Hall for their first year of study at AIU.

Students must live in the Residence Hall for one spring semester and one fall semester; winter program is optional. Students who do not wish to live in the Residence Hall during winter program must move out of the Residence Hall by the end of fall semester (December). Students entering the Residence Hall in fall semester do not have the option to move out of the Residence Hall for winter program. For more information, see **(4) Leaving the Residence Hall mid-term and extending stays.**

Spring Semester:	April 2, 2009 (Thurs)	–	March 15, 2010 (Mon)
Fall Semester:	August 25, 2009 (Tues)	–	August 10, 2010 (Tues)

A student's period of stay in the Residence Hall terminates on the last day of the above listed terms.

(3) Moving in day and procedures

Spring moving in day: April 2, 2009 (Thurs)

Fall moving in day: August 25, 2009 (Tues)

For both moving in days, the check-in times are from 9:00 – 16:00 in the Residence Hall lobby.

※Orientation for new students begins in the afternoon of moving in days (from 16:30) so students should arrive on campus and move in during the regular check-in time. If for some unforeseeable reason (transportation problems, etc.) a student cannot get to the Residence Hall during check-in time on moving in day, he/she should contact the Division of Student Affairs in the Administration Office (018-886-5935 or 018-886-5934)

Receive the following at the check-in counter:

- ① Orientation packet
- ② Name tag
- ③ Room key

(We will temporarily collect international students' passports at this time)

After checking in:

- ① Carry in and organize luggage
- ② Check the room for damage (also check light bulbs)
- ③ Make a door sign
- ④ Take an ID photograph
- ⑤ Open a bank account (Japanese students only – International students will make accounts on another day)

⑥ Pay necessary fees (including activity, insurance, influenza inoculation, alumni association, parents' association, and reception fees.)



Paperwork to hand in:

① Any matriculation paperwork yet to be handed in.

② Damage check form. (Immediately after check in, search the room for any damage and record it on the damage check form. This form must be turned in to the Residence Hall Administration by 17:00 on April 6 (spring semester) or August 28 (fall semester). When moving out, residents will be charged for any damage to the room that is not recorded on this form.)

(4) Leaving the Residence Hall mid-term and extending stays

As all new students must live in the Residence Hall for 1 year, it is generally not allowed to move out early. However, in the event that a student must take a leave of absence for medical treatment or some other reason, the university president may approve a student's request to leave the Residence Hall early.

Students may also not stay in the Residence Hall for more than one year. However, some international students from AIU's partner institutions may be allowed to extend their stays in accordance with their partnership contracts with AIU. Students who choose to become Resident Assistants (RAs) may extend their stays in the Residence Hall by one year.

AIU's winter program is optional, so students are not required to stay in the Residence Hall during that period. (Students who live in the Residence Hall for one spring semester and one fall semester are considered to have fulfilled the requirement). Students who choose to stay for the winter program are requested to live in the Residence Hall. Residence Hall fees are calculated on a semimonthly basis. Carefully observe move out dates to avoid extra charges.

(5) Room assignments

Room assignments are made by the Division of Student Affairs with the permission of the president. Before matriculation, students are requested to submit any room requests that they have and the room assignments will be made based upon those requests. AIU may or may not be able to accommodate all such requests, depending upon their nature, and we request your understanding in this matter.

Students may not trade rooms in the Residence Hall without the permission of the president. In the event that troubles with roommates or suitemates make switching rooms necessary, students should contact the administration office without hesitation.

※For students in double rooms: Each room has 2 beds, dressers, desks, desk lamps, bookcases, etc. AIU does not decide which furniture will be used by which roommate, but the desk key given to a resident on check in day corresponds to the desk on his/her side of the room. Thereafter, roommates may trade furniture or sides of the room if both are in agreement.

For more information, please see the Residence Hall Agreement Form and Damage Check Form.



4. Procedures for Moving Out

(1) Moving out periods and procedures

2008 fall intake students' move-out period:	Aug 1, 2009 (Sat) – Aug 10, 2009 (Mon)
Must be moved out by:	Aug 10, 2009 (Mon) 17:00
2009 spring intake students' move-out period:	Mar 1, 2010 (Mon) – Mar 15, 2010 (Mon)
Must be moved out by:	Mar 15, 2010 (Mon) 17:00
2009 fall intake students' move-out period:	Aug 1, 2010 (Sun) – Aug 10, 2010 (Tue)
Must be moved out by:	Aug 10, 2010 (Tue) 17:00

(2) Moving out declaration

Students who are moving out of the Residence Hall should submit the “Moving Out Declaration” (form 12) to the Division of Student Services, indicating the date they intend to move out.

※Students who, for some reason, find they are unable to leave the Residence Hall by their declared move out date must inform the Division of Student Services and request an extension. Students may not extend their stays in the Residence Hall without permission. With the exception of RAs who have special permission of the president to do so, no student may stay in the Residence Hall past the final move out date.

(3) Eviction from the Residence Hall

Under some circumstances, the president may evict students from the Residence Hall. Those circumstances are as follows:

- Failing to pay Residence Hall fees or other costs by the deadline.
- Failing to pay required damages or penalty fees.
- Breaking the terms of the Residence Hall contract.
- Breaking Residence Hall rules or significantly violating rules of student conduct.

(4) Damage check

When a student submits his or her moving out declaration, he or she should consult the Division of Student Services to set a date and time for the damage check. A member of the administrative staff will go through the Residence Hall room and suite common areas with its residents to check for damage. If there is any damage to the walls, furniture, or other parts of the Residence Hall room, the student will be responsible for bearing the costs of repairs. When residents share a room or common area and it cannot be determined who caused the damage, the residents will share the burden equally.

(5) Fees paid at the time of moving in

Since students are automatically charged the price of a single room, those sharing a double with another student or international student will have the difference between the single and double price (10,000 yen/month) reimbursed to them. Students who stayed in a double room for their entire year in the Residence Hall will have half of their cleaning fee refunded. (This refund is not available to students who spent any part of their year in a single room.)



Students who lived alone in a double-occupancy room will be repaid the difference between the single room price and the double-single room price (5,000 yen/month).

When moving out, be sure to clean the room thoroughly. There is a cleaning fee to clean and prepare the rooms for incoming students. (The fee for this cleaning (waxing floors, etc.) is 3,000 yen for a single and 1,500 per person for a double.) If students leave their rooms especially dirty or in a state of exceptional disrepair, they may be charged additional cleaning fees.

Students who leave the Residence Hall before winter program, or who move out of the room early for another reason will have their owed room fees calculated on a semimonthly basis and be reimbursed the difference for their unused time.

Students who live in double rooms or who leave their rooms early must submit the “Moving out and repayment bank account declaration form” (form 2) to the Administrative Office. The refund will be remitted to the bank account that the student indicates on this form. Processing the refund usually takes about 2 months.

Fees owed by Residence Hall students should be paid to the Administrative Office as soon as possible.

For more information, see the “Procedures for Moving Out” and “Important Information Prior to Moving Out” forms distributed separately.



5. Facilities and Equipment of Residence Hall

Shared Facilities

(1) Residence Hall office

(There is a staff member on call in the Residence Hall Office at all times. In emergencies, staff will respond 24 hours a day.)

The regular office hours are as follows: Monday – Friday 8:30 a.m. - 5:30 p.m.

*The office is closed on Saturdays, Sundays and national holidays. However, the office staff will respond in case of emergency.

Services:

- Postal delivery to each resident student's mail box
- Care for faulty equipment in the Residence Hall
- Check of the room and delivery & collection of room keys when students move in & out of the Residence Hall
- Other affairs and operations for the Residence Hall

(2) Entrances on each floor and emergency exits

- The main entrance: From 10 p.m. – 7 a.m. students need ID cards to open the automatically self-locking door.
- Emergency exit (back door on the first floor): From 10 p.m. – 7 a.m. students need ID cards to open the automatically self-locking door. (Male students only)
- Emergency exit (back door on the second floor): From 10 p.m. – 7 a.m. students need ID cards to open the automatically self-locking door. (Female students only)
- Each door to the other floors: 24 hour automatically self-locking
*It is permitted to go to any floors between 7 a.m. – 10 p.m.
- The door of the first floor: From 10 p.m. – 7 a.m. students need ID cards to open the automatically self-locking door. (Male students only)
- The door of the second floor: From 10 p.m. – 7 a.m. students need ID cards to open the automatically self-locking door. (Female students only)
- The center door of the first floor: From 10 p.m. – 7 a.m. this door is open for emergencies only.

(3) Lobby

Resident students can use a TV with built-in digital reception, couch, table and vending machine in the lobby. They may play video games only when no one is watching TV. Students should not leave personal video game consoles in the common areas.

*A number of newspapers are available at the library which is open 24 hours.

(4) Dining and kitchen area

Residents may use the coin-operated dining & kitchen area on the first floor after applying for it at the Residence Hall Office. It is open from 7 a.m. – 10 p.m. (preparation and cleaning up must also be completed within these times). It may be reserved for special events but an advanced application is required.

※ Do not remove dishes or other kitchen equipment from the dining and kitchen area



※ The refrigerator in the kitchen can only be used to store food or ingredients intended to be used and consumed on that day. Food may not be stored in it for a long period of time.

※ Clean the kitchen thoroughly after use and inform the Residence Hall Administration when finished. Return any borrowed equipment to the place where it was found before leaving the kitchen.

(5) Mail box and postal delivery

In the entrance of the Residence Hall, there are mail boxes for each resident. The Residence Hall staff will deliver mail to each mail box. If a resident receives mail that does not fit in the mail boxes, the Residence Hall staff will inform him/her of it by telephone or by placing a notification in the resident's mail box. Please come to the Residence Hall Office with your ID card and the notification to receive mail in that case.

For Japanese students, the numbers on the mail boxes on the first floor correspond to students' room numbers. International students' mail boxes are organized by name. Information on how to open the mail box is printed on the inside of the mail box. Please be aware the Residence Hall Office does not receive fresh produce nor cash on delivery. Outgoing mail may be sent using the post box outside the cafeteria.

The store KIOSK offers shipping services.

In addition, please make sure that people sending mail to the Residence Hall remember to write the room number in the address.

*Please be aware that the street numbers of the university and Residence Hall are different.

University: 193-2, Residence Hall: 193-3

(6) Vending machines

Residence Hall: Bread, candy, prepackaged food, beverages, etc.

Cafeteria: Ice cream, milk, beverages, etc.

* There are other vending machines in the entrance hall, student hall, Global Village laundry room, and first floor of the Administration Building A that sell beverages.

(7) Bulletin boards

Between the Residence Hall and Cafeteria: Information concerning the student union, Resident Committee and general information from AIU

Resident Hall lounge and the first floor: General information from the Residence Hall Office, Division of Student Services, AIU, RA and Resident Committee

(8) Smoking area

Smoking is permitted in the smoking rooms in the lobby of the Residence Hall, the hallway between Building A & E, and the outside area between Building B & C. It is prohibited to bring anything except an ashtray into the smoking rooms.



(9) Laundry rooms

Laundry rooms which have washing machines and dryers are located on each floor. It costs 100 yen per cycle. Please don't leave clothes in the laundry room. Clothes which have been left for more than two weeks will be discarded. Please inform the Residence Hall Office if the machines don't function properly or make strange noises.

(10) Parking lot registration for vehicles & bicycles

All vehicles and motorcycles must display an issued parking pass. In order to register a car at the Division of Student Services, an application form for parking, a copy of the car insurance and a copy of the automobile inspection and car registration are required.

Bicycles may be parked in a bicycle parking lot at the owner's own risk.

(11) KIOSK store

The store hours are: Monday – Friday 10 a.m. - 6 p.m.

Closed on Saturdays, Sundays, national holidays and during long school breaks.

The following items are available: stationery, daily necessities, stamps, snacks, beverages, shipping services, Fax & copy machines, prepaid calling cards, prepaid cafeteria cards and reception for rental bedding

(12) Cafeteria

The cafeteria is open Monday – Friday 7 a.m. – 8 p.m. but closed from 9 a.m. – 10 a.m. and 2 p.m. – 3 p.m.

The cafeteria provides three meals a day during the spring and fall semester. Please follow the cafeteria hours. Also, meals and dishes may not be taken out of the cafeteria.

The available hours are as follows:

	Breakfast	Lunch	Dinner
Monday - Friday	7 a.m. – 8:30 a.m.	11 a.m. - 1:30 p.m.	5 p. m. – 8 p.m.
Saturdays, Sundays & National Holidays	7:30 a.m. – 9 a.m.	11 a.m. – 1:30 p.m.	5 p.m. – 8 p.m.

A microwave and toaster are available in the cafeteria.

Residents are obligated to show their meal plan card and resident identification card to use the cafeteria. Rice soup is available for sick students with advanced notice to the cafeteria staff. The meal plan card will be issued each semester. Meals will be available on a cash basis in case the meal plan card expires.

The meal expenses are not included in the housing fee during winter program and long school breaks. Meals will be available on a cash basis at either the cafeteria or college cafe located in the Student Hall when they are open.

(13) ID card and the computerized checking system door

Students are responsible for their own ID cards and room keys. They should make sure to lock their room door when they leave and carry their room key, desk key and ID card on them at all times. The ID card is used to unlock the Residence Hall doors, which lock automatically after 10 p.m., and the gender-segregated Residence Hall floors.



An ID card is needed to use computers and borrow books from the library, and use the Student Station (automatic certificate issuing machine). In addition, ID cards are necessary to enter the library, the Residence Hall and the other facilities. Residents will be charged a fee for lost ID cards and room keys. Copies of the room and desk keys are not allowed.

(14) The garbage collection site

The garbage collection site is located next to the emergency exit on the first floor. Newspapers, books and magazines must be bundled with string (this string can be purchased at KIOSK). Do not leave any personal garbage in the communal areas such as the cafeteria, lobby or hallway. Please refer to the page of “how to separate and dispose of garbage” in this book.

(15) Emergency equipment and evacuation

A ladder is set up on each balcony and a fire extinguisher is on each floor as well. Residents must participate in disaster drills every year. It is forbidden to place anything on the balcony so they can be kept clear for emergencies. Please refer to “Evacuation Route Map” in this book.

Facilities and Equipment in Rooms

(1) Description

Every two rooms in the Residence Hall share a common toilet, bath, and sink. The residents in the double room and adjoining single room with whom they share a common space are called “suitemates.”

Outline of rooms:

- Area: 7.5 tatami mats/room (all rooms are the same size)
- Air conditioner/heater and Internet connection provided
- Internal line telephone.
- Bed, dresser, desk, desk lamp, chair and bookcase provided.
- Students may not cook in the rooms, but they may provide their own electric kettle, coffee maker, or small refrigerator if they wish.
- Laundry facilities are on each floor, and a community kitchen is located next to the Residence Hall Staff office.

(2) Internet access

Residents must register for Internet access at the office of Student Services in advance. Computers must be installed with antivirus software. In order to connect to the network, a LAN cable is necessary. The Internet access fee is included in the housing fee. However, residents will pay for any additional services they may use on the Internet.

(3) Phones

The internal phone system is only for internal calls within the Residence Hall. The phone number is the same number as the three-digit room number. Public phones are available for making outside calls. It is possible to make an international call on the public phone with a prepaid calling card.

The Residence Hall Office number is 701.



Be aware that neither the Residence Hall Office nor the Secretariat Division of AIU will take calls for students except in emergencies.

(4) Air conditioner and electricity

Every room has an air conditioner/heater. We hope for everyone's cooperation in trying to save electricity by turning lights and appliances off when not in use. The air conditioner changes to a heater in October and back again in June. The circuit breaker may be tripped if an electric pot and heated carpet are used at the same time.

There will be an equipment inspection of each room during breaks and we will inform residents about it in advance.

(5) Bedding

Rental bedding is available. In addition to the complete bedding set, a weekly linen replacement service is also available. It can be applied for it at the KIOSK store at any time. The lease is for one year and may not be broken early.

Bedding rental: 12,650 yen/year

Bedding rental and weekly cleaning/replacement: 25,300 yen/year

(6) Cleaning

Please keep the rooms and communal areas clean at all times. Please take extra care with the bathroom which gets moldy easily. A vacuum cleaner is available at the Residence Hall Office. However, residents need to provide their own detergents and cleaners.



6. Resident Committee and Resident Assistants (RAs)

Resident Committee

The Resident Committee is established to provide an orderly Residence Hall life. After residents move into the Residence Hall, sections of the different floors elect representatives to the Resident Committee. These committee members then elect a committee chairman and vice chairman. RAs also participate in the construction and activities of the Resident Committee.

Resident Assistants (RAs)

RAs are students who have already finished their obligatory one year of Residence Hall life and continue to live in the Residence Hall to mentor and support new students. They apply for the RA position and are chosen based upon the documents they submit and an interview. While most Residence Hall residents must move out after one year, RAs are allowed to continue living in the Residence Hall. RAs are at once part of the Residence Hall community and available for counseling its residents. In order to make the Residence Hall a more livable environment, they take a leadership role in seeing to its hygiene, activities, and general order.

RAs are available to counsel students when they have troubles or concerns. With the cooperation of the Resident Committee, University Administration, and Residence Hall staff, they play an important role in the administrative and academic guidance of new students.

RAs' responsibilities

- ① Act as a model to Residence Hall residents.
- ② Advise students of the Residence Hall rules and take part in their enforcement.
- ③ Help students to understand the impact that their actions have on others to make a comfortable community.
- ④ Make the Residence Hall an easy environment in which to live and study.
- ⑤ Encourage residents to respect each others' privacy.
- ⑥ Help students to respect and understand each others' cultures.
- ⑦ Treat each student fairly, taking a leadership role, and encouraging teamwork.

RAs' jobs

- ① Be willing to work, when necessary, outside of regular work hours/days.
- ② Keep watch over the Residence Hall.
- ③ Warn students against and provide guidance on not being disruptively noisy, drinking, smoking, being racist, or bullying other students.
- ④ Keep the RA log book when on duty.
- ⑤ With the advice of the Dean of Students, University Staff, Residence Hall Staff, Counselors, etc., give advice on health issues, problems with studies, interpersonal problems, and roommate/suitemate disputes.
- ⑥ Conduct personal interviews with each resident once a semester.
- ⑦ In addition to RA meetings, participate in Resident Committee meetings and floor meetings, and when necessary Residence Hall-wide meetings.
- ⑧ Respond to emergencies.
- ⑨ Support the new student orientation and help with peer supporter training.
- ⑩ Help the Resident Committee with the planning and implementation of Residence Hall events.
- ⑪ Help with the beautification of the Residence Hall.



7. Living with a Roommate

The advantages of living with an international roommate

All new students at AIU must live in the Residence Hall for their first year of study.

Half of the rooms in the Komachi Residence Hall (about 90 rooms) are double-occupancy rooms and the rest are single-occupancy rooms. These provide an excellent chance for daily intercultural communication between Japanese students and their international roommates/suitemates.

Most Japanese students who study abroad at an AIU partner institution will share a room with a roommate. After returning to Japan from their studies abroad, many AIU students elect to continue sharing a room.

Sharing a room gives students an opportunity to understand another person's culture and point of view, and is certainly no easy task. But sharing a room is also a valuable experience which will facilitate a student's adjustment to life in a foreign country, and provide an international perspective that will doubtless be a beneficial tool later in life for understanding other cultures, customs, and ways of thinking.

Of course single rooms are available, but we strongly recommend that students consider living with an international or Japanese roommate.

The university takes students' requests into account when placing them in rooms. Students should indicate their preferences for housing on the Residence Hall Room Request form and submit it to the Administrative office before matriculating.

AIU does its best to meet students' wishes, but there are times when that is not possible. We hope for your understanding.

Tips for living with a roommate or suitemate

Resident students share their own room and the communal areas with their roommates and suitemates. Living with a roommate and suitemates can become stressful since everyone has his or her own lifestyle and customs.

We recommend residents keep the following things in mind to make roommate life go more smoothly:

- Discuss lifestyle and customs from the first day
- Make detailed rules both roommates agree on
- Decide who is on cleaning duty and when and follow the plans accordingly
- Be considerate of telephone and visitor rules and quiet hours
- Do not use a roommate's or suitemates' personal belongings without permission
- Never borrow or lend money
- Secure valuables; they are your responsibility
- Keep the room clean
- Discuss concerns and worries as soon as they occur, rather than keeping them inside
- Consult family, RA, counselors or Student Services when things get stressful

*Please refer to "Living with a Roommate & suitemate in the Residence Hall/Global Village".



8. Other Important Notes

(1) Smoking and drinking

By Japanese law, drinking alcohol and smoking tobacco are legal when a person turns 20. On the AIU campus, smoking and drinking are only allowed in designated areas.

Alcohol is not allowed to be brought into or consumed in the Komachi Residence Hall.

Smoking areas on campus

- The smoking room in the Residence Hall.
- The corridor connecting the Administration Building A and E building.
- Outside of the west entrance of B building.
- Under the corridor connecting the library and D building.
- On the east side of the bus stop.
- The northern side of the Global Village parking lot.

Other areas of the campus are considered smoke-free. We appreciate your cooperation.

Drinking areas on campus

- College Cafe (in the evenings – take out not allowed)
- Recreation space of the Student Hall (reservation required in advance)
- Inside the Global Village or University Village apartments.

(2) Train, bus, public transportation, and other public areas

Please do not forget that trains and busses and other public areas are used by many people, and be sure not to disturb others when using them. Public displays of affection, loud conversations, loud music, and other behaviors can negatively affect others, so please avoid them. Have consideration for the impact of actions on others.

(3) Private cars

International exchange students may not own or drive cars while at AIU.

Students with cars must have the proper insurance and registration, including a proof of parking certificate. Akita is known for its heavy snow, so be sure to use winter tires to avoid accidents. Laws against drinking and driving are *extremely* strict. **Never** drive after drinking alcohol, even a tiny amount. Instead, use a taxi, *daiko*, bus, train, or other mode of transportation. Fines are imposed for talking on cell phones while driving.

Be sure to have additional optional insurance to be covered in most situations.

There will be a course in November on winter driving. Especially those with little or no experience driving on icy or snowy roads are encouraged to participate.

(4) Copyrights

CDs, movies, books, essays, video games, etc. and the words, music, lyrics, photos, pictures and other content they contain are protected under copyright law. Do not copy, distribute, or sell such content without permission. Be especially careful when using the Internet for downloads, and when writing blogs or making personal web pages.

Keep in mind that blogs and web pages can be seen and read by everyone in the world, so do not infringe on copyright laws when writing or creating them. Also remember that there are dangers to putting personal information on the Internet for anyone to see. Do not put anything on the Internet that could be used to your disadvantage.



A more in-depth explanation of Japanese copyright law is available from <http://www.cric.or.jp>.

(5) Scams

There are currently a number of scams that target young people in Japan and try to sell poor-quality merchandise or offer membership in fake organizations. Be wary of solicitations that promise money, ask you to complete surveys, or indicate that they are singling you out. There are also many dangers associated with using online dating sites. If you are conned into signing a contract, Japan has an 8 day “cooling off” period during which such contracts can be broken without repercussions. For more information contact the Division of Student Affairs or go to <http://www.kokusen.go.jp>.

(6) Credit cards and loan sharks

It is usually possible to use foreign-issued credit cards in Japan, but make sure to contact the issuing company to verify that the card can be used overseas.

Credit cards can be used to purchase items when one does not have the necessary cash on hand. They can also be used for cash advances. Using credit cards without keeping careful track of spending is extremely dangerous. Telling another person your PIN, writing your PIN down, giving your card to another person, and other such dangerous actions should be scrupulously avoided. If you lose or have any problems with your credit card, contact the issuing company immediately.

The Japan Consumer Credit Industry Association’s home page is <http://jccia.or.jp>.

Interest rates on credit cards can be extremely high on carried balances, starting from 16%-25% APR and sometimes going as high as 30% APR. Loan sharks can have APRs as high as 100%. Using loan shark services can have devastating consequences and students should avoid them.

If you have some trouble paying tuition or other fees, please consult the Division of Student Affairs before resorting to such drastic measures.

(7) Relationships

Different cultures have different ideas about how men and women should interact. Japanese people, for instance, may use the words “boyfriend” and “girlfriend” to refer to friends, rather than people they are dating. Japanese people may take relationships more seriously than people in other cultures, considering dating to be a precursor for marriage. When dating someone from a different culture, please make intentions clear to one another to avoid misunderstandings or miscommunications.

It is recommended that students not be careless about having members of the opposite sex in their rooms.



9. Health Care

For the mental and physical well-being of AIU students, there is a counseling room and nurse's office on campus, and periodic health checks are conducted. More information is available in the Student Handbook.

(1) Counseling room and nurse's office

Students having trouble in studies, daily life, in human relations, or who are otherwise feeling depressed can benefit from consulting a professional counselor. The counseling room is located on the 3rd floor of the Administration Building A. Part-time and full-time counselors are on duty. (Students usually make appointments in advance, but walk-ins are accepted.) Effective counseling requires the effort and cooperation of the counselee. In particular, Japanese students may find the idea of counseling to be unfamiliar, but they should not hesitate to try it.

There is a professional nurse on staff in the nurse's office who can discuss health issues and respond to emergencies. Students who are feeling ill should visit the nurse's office.

The counseling room and nurse's office are open from 8:30 – 17:30.

Making a reservation for the Counseling room

By e-mail: Send appointment requests (provide two time options) anytime to counseling@aiu.ac.jp. The staff will respond on weekdays.

In person: Go to A-18 (3rd floor of Administration Building A) during open hours.

By telephone: Call 018-886-5957 during open hours.

※If you have trouble making an appointment, come directly to the counseling room, or Division of Student Services.

※Unscheduled times for walk-ins are posted in front of the counseling room each day.

(2) Hospital information

Japan has general hospitals which deal with many fields of medicine, and smaller, more specialized private hospitals. In general, private hospitals are first-come, first-served, and general hospitals use appointments.

Procedures for going to the hospital:

- Present your health insurance card to the front desk and follow the instructions. (If returning for a follow-up appointment, present your appointment card as well.)
- Get examined.
- Pay for the examination.
- Go to a pharmacy to pick up and pay for any prescribed medications.

AIU will direct students to hospitals when necessary, and call for ambulances. For more information on Medical facilities in the area, see "Hospital Information" (form 7).

(3) Health workshops

To help students have a healthy and productive college life, AIU periodically conducts health workshops. These workshops are on topics such as culture shock, stress management, time management, relaxation, etc. Information about these workshops will be sent to all students by the Counseling room or Nurse's office staff by e-mail.

In particular, workshops on culture shock are beneficial to most international students. Overcoming culture shock is an important first step in immersing oneself in a new culture. For more information, see "Culture Shock" (form 8).



10. Extracurricular Activities and Community Outreach

(1) Sports park use and fees

AIU does not have its own sports facilities, but it is directly across the street from the large Akita Prefectural Sports Park. The park contains the facilities listed below. Students must pay for personal use, but the cost of use by AIU clubs and circles is covered by the university.

Facility	Open Dates	Rental Times	Prices (in yen)	
			Student	General
Track and Field Area (Personal Use)	Apr 1 – Nov 30	morning or afternoon 1 day	110 220	240 480
Secondary Track and Field Area (Personal Use)	Apr 1 – Nov 30	morning or afternoon 1 day	110 220	240 480
Throwing Area	May 1 – Nov 30	1 hour	590	
Indoor Arena (Sky Dome) (Organization Use)	Apr 1 – Oct 31	1 side for 1 hour	520	1,150
	Nov 1 – Mar 31	1 side for 1 hour	620	1,350
Indoor Arena (Sky Dome) (Personal Use)	Apr 1 – Oct 31		210	350
	Nov 1 – Mar 31		320	450
“Omni Court” Tennis Court	Apr 1 – Nov 30	1 hour (weekday)	210	
Hard Tennis Court		1 hour (weekend/holiday)	430	
Baseball Diamond	May 1 – Nov 30	1 hour	540	1,150
Baseball Area	May 1 – Nov 30	1 hour	380	810
Archery Area (Personal Use)	May 1 – Nov 30	morning or afternoon	110	240
		1 hour	220	480
Soccer (Rugby, Football, etc.) Field (2 grass fields. In general: 1 side for 3 hours)	Jun 1 – Oct 31	9:00 – 12:00	3,250	7,050
Exercise/Training Area (grass)	Jun 1 – Oct 31	¼ of area / 1 hour	1,150	
Training Center (arena) (Organization Use)	Year-round	¼ of area / 1 hour	330(day)	690(day)
			490 (night)	1,000 (night)
Training Center (arena or training room) (Personal Use)	Year-round	morning or afternoon	110 (day)	240 (day)
			160 (night)	350 (night)



The indoor facilities are available from 9:00-17:00 year-round. Outdoor facilities close for part of the year, so be sure to check the availability. Outdoor facilities can be used from 9:00 – 17:00 but from June 1 to August 31, they can be used from 9:00 – 18:30. In November, most facilities close at 16:00 or are not open at all.

A reservation is necessary to use these facilities. They can only be used after you have applied, reserved, and paid for the facility.

Evening use of the facilities is usually only available on Tuesdays, Thursdays, and Saturdays. Night reservations for the Arena or Sky Dome and reservations for the “Omnicourt” Tennis Courts must be made 2 weeks in advance. Training room reservations must be made by 16:00 on the previous day. Night use without a reservation is not possible.

These facilities are used for Physical Education classes at AIU. Costs for their use during classes will be borne by the university.

Reservations for Club/Circle or class use will be made by the university. Club use is generally restricted to Mondays, Wednesdays, and Fridays. (On those days, personal evening use is unavailable)

Indoor shoes must be worn when using the arena. Do not forget to bring them. If you did not bring indoor shoes with you to AIU, you will need to buy a pair for indoor use.

The Training Center has overnight accommodations for 200 people and a restaurant.

For more information, to make a reservation, or to cancel, call the training center: 018-886-4141

Akita Central Park

Akita Central Park is a large (583.8 hectare) park surrounding the airport. There are hills, woods, fields, and other natural scenery. It consists of:

- **Garden:** located in front of Akita airport, with an observatory and walking trails
- **Picnic Area:** has a fountain and space for barbecuing
- **Sport area:** comprehensive athletic facilities (explained above) big enough to hold national athletic events
- **Education area:** the largest athletic field in Japan
- **Nature observation area**
- **Nature exploration area**

(2) Student Organizations

Students take the lead in Student Organizations. There are two types of Student Organizations. A “club” consists of 15 students or more and a “circle” consists of fewer than 15 students. AIU offers subsidies to officially recognized clubs and provides clubrooms as needed. Circles may use clubrooms, but clubs are given priority. Student Organizations must be renewed or established each semester by the Student Government. Student Organizations established after the application deadline may not be officially authorized. Student Organizations may recruit new members either at the orientation for new students or on the bulletin boards.

It is necessary to have a faculty member as an advisor. Student Organizations must notify Student Services when they participate in off-campus activities or events with other colleges’ organizations.

Please refer to Student Handbook about Establishment of Student Organizations.

(3) Student Hall

The Student Hall, completely refurbished in 2008, is a place for students to assemble. It contains 2 small meeting rooms, club rooms, a recreation room with ping-pong table, 2 *tatami* mat rooms, Student Government offices, 2 studios,



an event area, the Career Development Center, the KIOSK store, College Cafe, International Student Lounge, and lockers. It is open daily until 23:00.

The College Cafe is open until 21:00 and serves food and beverages and has an atmosphere different from that of the Residence Hall lounge. As the Student Hall is a communal space for all students, please be respectful and clean when using it.

The Student Government oversees the use of the space. If a club wishes to use some part of the Student hall, the members should contact Student Government or the Division of Student Affairs.

(4) Events

AIU festival and sport events are held for all students. Each executive committee works to set up and run the festival and events. In particular, community-based AIU festivals are extremely important since local exchange festivals are held at the same time. AIU expects all the Japanese and international students will participate during festivals and the festivals are counted on as being a great way to inform the public about AIU and promote it to the community.

(5) Kanto Festival

The Kanto Festival is one of Tohoku's top three festivals and is a well-known traditional festival. The larger Kanto, called "Owaka," weigh about 50 kg (110 lbs.), rise 12 m (13.2 yd.) into the air and suspend 46 lanterns. The performers demonstrate wonderful skills by balancing and shifting the Kanto and placing it on the palms of their hands, their shoulders, lower backs and foreheads without gripping the pole. It is an entrancing scene of 230 lanterns floating in the night sky with the sound of Japanese drums and bamboo flutes.

The AIU Kanto team, established in 2005, participates in the festival. Students who wish to try Kanto must become a member of the team since it will take one year of practice before participants may be allowed to perform at the festival.

(6) Field trips

Student Services sets up and runs bus tours for visiting tourist spots and festivals in Akita prefecture two or three times each semester. In order to join the tours, students are required to register by email (studentaffairs@aiu.ac.jp) or come to the office directly and pay the fees by the stated deadline. These field trips are usually excellent opportunities for Japanese students and international students to meet and talk with each other.

AIU sometimes offers subsidies to students depending on the tour.

(7) Volunteering and community outreach

AIU frequently receives offers from municipal organizations to participate in events, to interact in children's events, to assist as English instructors and to aid elementary and junior high school students who visit AIU for field trips in learning improvement. We will inform students about the requests from the organizations by email or on the bulletin board when volunteers are needed. Volunteering will significantly enhance your student life so please feel free to inquire with The Division of Community Outreach and Services for more detailed information.



(8) Volunteering for AIU

Campus Tours are held in July and September for high school students who aspire to attend AIU and it is very important to share detailed information about AIU with them. Many students volunteer as a tour guides, or assistants for demonstration classes, or act as counselors.

Alternatively, an orientation for new students is held in the beginning of April and the end of August. We will recruit volunteers called Peer Supporters by email in order to welcome new students and support them in their new college life. Please feel free to inquire about these opportunities at Student Services.

(9) Events in Akita Prefecture (summer and winter)

Various festivals take place in Akita in summer and winter.

Please visit these websites for more information: <http://www.akitafan.com>, <http://www.pref.akita.lg.jp>

Pamphlets and brochures are also available at Student Services.



11. Other

Obligations

(1) Damage

If you cause any damage to the Residence Hall room or common spaces, or lose your key, you are obligated to report it to the Residence Hall staff.

(2) Reporting malfunctions

If there are problems with the electricity/lights, water, heater, air conditioner, or other malfunctions with facilities or equipment in the Residence Hall, you are obligated to inform the Residence Hall staff as soon as possible. If the desk lamp bulb burns out within one week of moving in day, it will be replaced. After that, you must buy your own replacement bulbs.

(3) RA interviews

All Residence Hall residents must make an appointment and have a meeting with their RA once per semester.

(4) Participating in Residence Hall meetings

Residents are obligated to participate in Residence Hall meetings and section meetings.

(5) Posting bulletins

Posting notices on the Residence Hall bulletin board without permission is not allowed. Please get the permission of the Resident Committee to post on this board. Official bulletin boards are in the A, C, D and E buildings. You need the permission of the Administration Office to post notices there.

(6) Spending the night outside of the Residence Hall

As a precaution in case of emergencies, please inform the Residence Hall staff if you plan to spend the night outside of the Residence Hall. There is a form (form 5) available for this.

(7) Travel Plans

When International students plan to spend long periods of time traveling inside or outside of Japan, they are obligated to submit the “Travel Plan” form (form 6) detailing their plans.

(8) Visitors

Visitors are allowed into the Residence Hall between 7:00 and 22:00. They must sign in with the Residence Hall staff, noting their name and the time they check in. (When leaving, they must sign out and note the time). They will receive a visitor badge which they must keep wear when in the Residence Hall. Visitors without a pass are not allowed into the Residence Hall.



※ Residents of the University Village wishing to use the coin-operated laundry machines should use the Global Village laundry rooms rather than the Residence Hall laundry rooms.

(9) Emergency Drills

Residents must participate in emergency/evacuation drills. RAs and staff will check attendance at these drills.

(10) Questionnaires

We ask for cooperation in completing questionnaires about how residents will spend their Golden Week, spring, summer, and winter vacations, whether they will use the meal plan, where they plan to live after moving out of the Residence Hall, and satisfaction surveys. Each Residence Hall section's representative will pass out and collect these.

(11) Routine inspections and maintenance

The Residence Hall staff conducts routine inspections and maintenance of facilities (such as air conditioners or plumbing) and may have to enter Residence Hall rooms to complete them. If there are problems with noise, alcohol, or visitors, the staff may need to enter rooms to address them.

Prohibitions and Limitations

(1) Visitors and overnight stays

Please turn in the Application for overnight visitors (form 7) to the Administration Office and receive permission before having overnight guests. Guests are limited to those of the same sex as a room's residents. This applies to family members as well. Permission must be granted 24 hours before the guest is to arrive. Unplanned or sudden overnight guests are not allowed. Guests may not stay longer than 4 days and 3 nights. Guests must check in with the Residence Hall staff, noting their name and check in time, receive a visitor badge, and wear it while in the Residence Hall. Residents are responsible for making sure that their guests observe the rules of the Residence Hall.

If there are any problems with the visitor, the host student will be held responsible.

※ Unapproved guests, even other AIU students, may not be or stay in rooms, or the lobby outside of visiting hours.

(2) Noise

When listening to music in your room or participating in events or gatherings in the Residence Hall, be aware that your actions have effects on others and try not to trouble them. Any activities which bother other students are not allowed. In particular, please observe quiet hours, every day from 22:00 at night to 10:00 the following morning.

(3) Smoking

Smoking is allowed in Japan from the age of 20. The only place in the Residence Hall where smoking is permitted is in the smoking room in the lobby. Smoking is only allowed in designated places on campus. For a list of these places, see

(1) Smoking and Drinking of section **8. Other Important Notes**.



(4) Alcohol

Drinking alcohol is allowed in Japan from the age of 20. Drinking on campus is only allowed in certain areas, and drinking in the Residence Hall is strictly prohibited. For a list of these areas, see **(1) Smoking and Drinking** of section 8. **Other Important Notes.**

(5) Drugs

The possession, import, and sale of marijuana, hallucinogens, stimulants, and other drugs are strictly prohibited in Japan and violations of drug laws have serious consequences. Any violation of drug laws will result in immediate expulsion from the university.

Additionally, some over-the-counter cold medicines (Sudafed, etc.) in other countries contain pseudoephedrine. Pseudoephedrine can be processed into methamphetamines, and is a controlled substance in Japan. It may not be brought or sent into the country. If you plan to bring any over-the-counter medications with you to Japan, please be sure they do not contain pseudoephedrine.

(6) Dangerous items

Weapons or items that can be used as weapons should not be brought into the Residence Hall.

(7) Fire hazards

Fireworks, firecrackers, barbecues, incense, candles and other inflammable materials or open flames are not permitted in the Residence Hall or the surrounding area. Cooking devices, such as ovens, hotplates, microwave ovens, toasters, rice cookers, slow cookers, etc, are not permitted in Residence Hall rooms or common spaces (except the communal kitchen). Students may have coffee makers, electric kettles, and small refrigerators in their rooms. Electric or kerosene space heaters are also strictly prohibited. There are fire extinguishers on each floor. Do not touch, use, or discharge them except in emergencies to put out fires.

(8) Pets

Pets may not be kept in the Residence Hall. However, residents may keep fish in an aquarium, as long as the aquarium does not exceed 2 liters in volume.

(9) Solicitations and sales

Residents may not sell goods or services or solicit their sale in the Residence Hall. With the permission of the president, student organizations may sell goods and services at events or on other special occasions.

Emergencies

(1) Counseling, sudden illness, and injury

In the event that you experience stress, culture shock, or other psychological trouble, or if you become ill or injured, please go to the on-campus nurse's office or counseling room. The counseling room is usually on an appointment basis, but in emergencies, you can contact the administration office, RAs, or Residence Hall staff.



For sudden illness or injury, notify an RA, the administration office, or the Residence Hall staff, have them call you an ambulance, and receive treatment from a hospital. You should keep your health insurance card on you at all times to be prepared for medical emergencies.

※ If you feel ill and do not want to go to the cafeteria for meals, call the Residence Hall staff (701) and they will have the cafeteria prepare a meal and deliver it to your room.

※ The Residence Hall staff has access to some emergency medicines, but residents should be responsible for their own cold medicine, stomach medicine, and other over-the-counter medicines.

※ The nurse's office can administer some first aid or deal with simple illnesses, but for more involved treatments, residents will be transferred to a nearby clinic or hospital.

(2) Fire, earthquake, and other disasters

Please learn about emergency exits and disaster response procedures ahead of time to be prepared for emergencies.

Residents must participate in emergency drills.

※ More information will be provided during orientation. Please read and remember it.

(3) Theft and lost items

The university does not accept any responsibility for theft or lost items in the Residence Hall. Residents are responsible for their own belongings and should always lock their doors when leaving their room. If something is stolen from your room, please report it to the Residence Hall staff.

There is a lost and found in the Administration Office. If you lose something, check the lost and found to see if someone has turned it in. Write your name on your textbooks and other belongings.

