

Application Procedures of the on-campus dormitories for current students:

If you want to apply for the dormitory, please read and fully understand the following information and the Housing Office website (<https://office.icu.ac.jp/ho/en/>) and apply for admission by the deadline. Please apply on the condition that you pledge to live in the dormitory in accordance with the dormitory regulations, accept the university's guidance in daily living, agree with and abide by the dormitory ["Guideline for Responding to Infectious Diseases in On-campus Dormitories"](#) when you are approved to reside in the dormitory.

In the event that either the submission of university entrance procedure documents or the payment of the matriculation fee/tuition and facilities fee is not completed by the designated deadline, the student will be considered to have declined the admission offer at that time, and the dormitory application and the results of the selection process will also be invalidated.

◆ List of On-Campus Dormitories

Name	Status	Sex	Capacity	Occupancy per room	No. of rooms	Size of room (m ²)	Year built *Ferro-concrete
Canada House	Undergraduate	Male	34	2	11	20	1962
				1 (*1)	12	10	(3-story)
Third Women's	Undergraduate	Female	40	2	20	12	1958 (3-story)
Fourth Women's	Undergraduate	Female	32	2	16	23	1964 (3-story)
Global House	Undergraduate	Male & Female	68	1	64	12	2001
	Graduate: Tutor (*3)				4	44	(4-story)
Zelkova House	Undergraduate	Male & Female	126	2	63	25	2010 (3-story)
Ginkgo House	Undergraduate	Male & Female	126	2	63	25	2011 (3-story)
Oak House	Undergraduate	Male & Female	126	2	63	25	2011 (3-story)
Maple House	Undergraduate	Male & Female	128	2	48	20	2017
				1(*2)	32	10	(5-story)
Momi House	Undergraduate	Male & Female	160	2	50	20	2017 (7-story)
				1(*2)	60	10	
	Graduate		32	2	2	20	
				1	28	10	

Most undergraduates live in double rooms

Bathroom, kitchen, living room, etc. are all shared

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

*2 The single rooms in Momi House and Maple House are basically for seniors.

*3 A graduate student is assigned as a tutor and one tutor stays on each floor.

◆ Dormitory Fee for fiscal year 2024 (Japanese yen)

Dormitory	Entrance Fee	Spring Term	Autumn Term	Winter Term	Total cost for the first year*
Canada House	62,000	96,600	96,600	128,800	384,000
Third Women's		77,250	77,250	103,000	319,500
Fourth Women's		93,000	93,000	124,000	372,000
Global House		158,850	158,850	211,800	591,500
Zelkova House					
Ginkgo House		153,900	153,900	205,200	575,000
Oak House					
Maple House					
Momi House		151,500	151,500	202,000	567,000

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

* Leased bedding fee is included in the dormitory fee.

1. Schedule for entering the dormitory in December 2024

Status at ICU	Application Period	Notification of Results	Moving-in Date	Due Date for Payment (Dormitory Entrance Fee and Dormitory Fees for the First Term)
Undergraduate, Graduate	Wednesday, October 16 – Wednesday, October 23, 2024	Thursday, October 31, 2024	Saturday, November 30 – Tuesday, December 3, 2024 (between 10 a.m. and 4 p.m.) *Excluding Sunday, December 1.	Early in January 2025 (subject to change)

* The screening will be conducted according to the application form.

* Application received after the deadline will NOT be considered.

* Any inquiries regarding the selection results will not be accepted.

* Payment slips will be distributed after entrance.

2. Quota (Only dormitories with openings are listed with eligible ID numbers, entrance period, and dormitory name)

Undergraduate students (including OYR students)											
Dormitory	Third Women's Dormitory		Fourth Women's Dormitory			Global House			Zelkova/Ginkgo/Oak House		
ID	26	28	26	27	28	26	27		26	27	28
Admission Period	Apr/Sep		Apr/Sep			Apr	Apr	Sep	Apr/Sep		
Gender	Female		Female			Female	Female	Female	Male & Female		
Quota	several		several			several	several	several	several		

Undergraduate students (including OYR students)	
Momi/Maple House (2nd-5th Floor)	
27	28
Apr/Sep	
Male & Female	
several	

Graduate Students		
Momi House (7th Floor)		
25	26	27
Apr/Sep		
Male & Female		
several		

3. Procedures

Please access the following website and enter the necessary information. You will receive an auto-reply email when the application is successfully sent. If the auto-reply email does not reach you, please inform us by email.

Online Website: <https://business.form-mailer.jp/fms/82b51fd0260374>

4. Notes about the application

1) Your Family Information

- (1) Under family members, fill in all the members up to the relations in the second degree including those who are independent and those who live separately. For grandparents, please fill in only if you are living together.
- (2) If you have brothers and sisters in school, please fill in their kinds of schools and current grade in the Occupation or School Name (Grade) column.
- (3) For the annual income column, please refer to Tax withholding statement or the income certificate etc.

5. 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.

6. Notification of Results

The results will be announced by email on Thursday, October 31.

*The email will include a URL and password for accessing your results. Please use these to check your results yourself.

7. Medical Examination

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

8. 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.

* Vaccination with the new coronavirus vaccine is also recommended.

* 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 Law (unofficial translation). If you contract any of these diseases, this law forbids you from attending ICU until you receive medical clearance from a doctor.

Common Rules and General Matters

1. Period of Residency

- 1) CLA Regular students: up to four years after enrollment
- 2) CLA Transfer students: up to three years after enrollment
- 3) CLA One Year Regular students: up to 10 months after enrollment
- 4) Graduate students in Master's Course: up to two years after enrollment
- 5) Graduate students in the 5-Year program of Master's Course: up to one year after enrollment
- 6) Graduate students in Doctoral Course: up to three years after enrollment

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 ICU International Summer Program (ICU ISPJ) and students are required to vacate the dormitories.

However, a designated dormitory may remain open during this period for students who wish to remain over the summer. Even in the case that the summer designated dormitory is open, it is limited to students who are writing their senior thesis or job hunting, and students who do not have a place to stay in Japan.

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 (Subject to change depending on the university's academic calendar.)

Spring Term: The designated moving-out date in June

Autumn Term: November 30th

Winter Term: The designated moving-out date in March

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 one month 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 and Accredited Privately Financed *Ryugaku* can return to the dormitory by submitting the following documents.

*Students studying abroad other than ICU's exchange program and Accredited Privately Financed *Ryugaku* or taking leave of absence are not eligible for re-entry.

1) Application for withdrawal from Dormitory

2) Application for Re-entry to Dormitory..

6. Dormitory Entrance Fee and Dormitory Fees

1) Upon your entry to the dormitories, the dormitory entrance fee must be paid together with the dormitory fee.

2) Dormitory entrance fees and dormitory fees may be revised every April.

3) The dormitory fee will be charged from December 2024. The dormitory fees must be paid per term in one payment in Japanese yen cash.

The spring and autumn terms must be paid for three months each, and the winter term must be paid for four months in a lump sum.

4) For the dormitory entrance fee and dormitory fees, please use the university's prescribed payment form to be provided after entering the dormitory and make payment at the Yucho bank. Please also transfer the dormitory fee from the post office in the same way, using the payment slip, for the following term and on.

*Each dormitory collects a small amount of money to purchase items for shared use.

***Any entrance 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 well-being 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 Zelkova, 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 Cafeteria (fees not included in the dormitory fee) for lunch.

The opening hours of the University Cafeteria are as follows.

Monday through Saturday and holidays when classes are held 11:00 a.m. - 3:00 p.m. *

*Opening hours are subject to change.

9. Commitment to Maintaining the Dormitory Environment

Dormitory students must cooperate to maintain cleanliness in their rooms and communal area in the dormitory. Living in a dormitory involves the risk of infectious diseases etc., due to the nature of group living.

If you have concerns, please consider living in an apartment or other housing options.

10. Compensation for Damages

If 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. We recommend that you buy liability insurance just in case.

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