

ENTERING THE DORMITORIES

We would like to welcome you to the ICU dormitories. Please find below the necessary procedures for moving into the dormitory. Please note that the schedule may change depending on the situation of the Novel Coronavirus Infection (COVID-19)

1. Moving In

You are requested to move into your assigned dormitory between 10 a.m. and 4 p.m. on Wednesday, March 29th, 2023. The University cannot offer you any accommodation before this date. If you find it difficult to enter the dormitory during this period, please notify the Housing Office (Tel. + 81-422-33-3069 E-mail: dormapply@icu.ac.jp) beforehand. Please note that if you do not enter on the specified date without any notification, you will be considered to have canceled your dormitory admission.

2. Basic Rules

For you to live in comfort with your dorm mates from many different cultures, each person must realize that living in the dormitories requires proper discretion, responsibility for one's actions, and respect towards each other.

For a better understanding of dormitory life, please read again the information on the on-campus dormitories on our website. Especially, please read through the following (click on the underlined words).

- (1) [Common Rules and General Matters](#)
- (2) Overall Description, Duties and Rules, Annual Events, Regulations and Bylaws
 - [Three Undergraduate Dormitories](#)
 - [Global House](#)
 - [Zelkova, Ginkgo & Oak House](#)
 - [Momi & Maple House](#)

3. Sending Luggage

Please address all unaccompanied luggage to your assigned dormitory to arrive on or after Wednesday, March 29th, 2023 so that somebody in the dormitory can take care of it.

Your Name
Momi/Maple House <u>X</u>F
International Christian University
3-10-<u>2</u> Osawa, Mitaka-shi
Tokyo 181-0015 JAPAN

*For Momi/Maple, include floor no.

Your Name
Canada House, Global House or
Zelkova/Ginkgo/Oak House
International Christian University
3-10-<u>2</u> Osawa, Mitaka-shi
Tokyo 181-0015 JAPAN

Your Name
Third/Fourth Women's Dormitory
International Christian University
3-10-<u>3</u> Osawa, Mitaka-shi
Tokyo 181-0015 JAPAN

Telephone number:

Canada House 0422-33-3579	Zelkova House 0422-33-3735
Third Women's 0422-33-3585	Ginkgo House 0422-33-3736
Fourth Women's 0422-33-3586	Oak House 0422-33-3737
Global House 0422-33-3674	Momi & Maple House 0422-33-3739

4. Dormitory Orientation

Orientation meeting for new dorm students for the 2023 spring will be held via Zoom on the day of the dormitory entrance. Orientation will begin at 5:00 p.m., but the Zoom meeting will be open one hour earlier at 4:00 p.m. Please access well in advance just in case. Please notify the Housing Office beforehand if you cannot join the orientation.

Date: Wednesday, March 29th from 5:00 p.m. (approx. one hour)

Form: Zoom Meeting

Join Zoom Meeting: <https://icu.zoom.us/j/98778318488>

Meeting ID: 987 7831 8488

Password: 881403

5. Payment of Dormitory Fees

The non-refundable dormitory fees (admission fee and spring term fee) must be paid by mid-May at the post office or Japan Post Bank in Japanese yen cash using the payment slip to be distributed after entering the dormitory.

Please refer to the following URL for the amount of admission and dormitory fees for each dormitory.

<https://www.icu.ac.jp/en/campuslife/dormitories/facility/index.html>

- Present the below identification document at the teller window.
(Japanese citizen)* Driver's license or Japanese passport
(Foreign citizen) Resident Card with the address registered
*See Japan Post website: [Identification Documents\(only in Japanese\)](#)

6. Miscellaneous Procedures

(1) Resident Card:

Register the dorm address or notify the change of address at the city hall.

When registering and entering your address on the resident card, please provide the following information:

1) Zelkova/Ginkgo/Oak House, Global House, Canada House residents:

International Christian University, XXX House, 3-10-**2**, Osawa, Mitaka-shi, Tokyo

(Write your dormitory name after "International Christian University")

2) Third/Fourth Women's Dormitory residents:

International Christian University, XXX Dormitory, 3-10-**3**, Osawa, Mitaka-shi, Tokyo

(Write your dormitory name after "International Christian University")

3) Momi House and Maple House residents:

International Christian University, XXX House **X F**, 3-10-**2**, Osawa, Mitaka-shi, Tokyo

(Write your dormitory name and floor no. (not the room number) after "International Christian University")

*Please ask the dormitory/floor representatives how to register your address for mail, parcels, and icuMAP.

(2) National Health Insurance:

Apply and register the dorm address or notify the change of address at the city hall.

See you soon!

Housing Office

International Christian University