

Application Procedures of the on-campus dormitories:

If you want to apply for the dormitory, please first read the following precautions regarding the new coronavirus (COVID-19). After that, please read the following information about the dormitory and the screening process, and apply for admission by the deadline.

Please apply by the deadline 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 the Prevention of COVID-19 Infections in On-campus Dormitories"](#) when you are given the approval to reside in the dormitory.

◆Notes about COVID-19

Due to the global outbreak of COVID-19, different rules for living in the dormitories are required than usual. Those who wish to live in the dormitory should consider the following risks before applying.

- **If a number of residents in the dormitory are found to be infected**, we may close the whole floor or dormitory. In addition, if the infection situation in Tokyo worsens significantly, we may request all the dormitory residents to move out temporarily.
- **The resident confirmed to be positive** will be asked to move out of the dormitory temporarily and hospitalized or asked to move to a hotel designated by the capital for medical treatment under the guidance of the public health center, medical institutions, etc. (depending on the situation of coronavirus in Japan and Tokyo, different measures may be taken in the future depending on the public health center, medical institution, etc.). If the public health center, etc. determines that the dormitory resident is a "dense contact person," the resident will be asked to get tested and move from the dormitory for quarantine according to the guidance of the public health center and university.
- **When a declaration of emergency or a request/notification by an administrative agency is issued:** Please note that not only when somebody is infected or has symptoms of COVID-19 at our university, but also when the infection situation in Tokyo has significantly deteriorated, when a new emergency situation, etc., is declared or a request/notification issued by the government agency in the future, depending on the content, you may not be able to enter the dormitory, or you may be asked to leave the dormitory temporarily to ensure the health and safety of the dormitory residents, even if you have entered the dormitory.
<Reference>
[Guidelines for Activities to Prevent the Spread of COVID-19 \(BCP: Business Continuity Plan\)](#)
<https://www.icu.ac.jp/en/news/docs/BCP20220805-E.pdf>
- **In the dormitory**, please follow the rules and guidelines to be set and avoid "The Three Cs" in closed spaces (poorly ventilated spaces), crowded places (where many people are crowded), close-contact settings (conversations and joint actions within reach of each another). Ventilate your room, wash your hands, disinfect your hands and fingers, wear a mask and take your temperature and keep yourself in control of your physical condition
- **Dormitory Rooms and Common Areas:** Most of the rooms in the dormitory are designed for twin rooms and you will most likely move into a shared room. In addition, toilets, kitchens, living rooms, etc. are also shared. The common areas will be cleaned and disinfected by a professional company regularly.

- © Due to the group living environment of dormitory students from all over the world, it is difficult to say that there is no risk of infection. If you are concerned about that, please consider living in a residence other than a dormitory.

◆List of On-Campus Dormitories

Name	Status	Sex	Capacity	Occupancy per room	No. of rooms	Size of room (m ²)	Air-conditioner	Year built *Ferro-concrete
Canada House	Undergraduate	Male	34	2	11	20	Equipped	1962 (3-story)
				1 (*1)	12	10		1958 (3-story)
Third Women's	Undergraduate	Female	40	2	20	12		1964 (3-story)
Fourth Women's	Undergraduate	Female	32	2	16	23		2001 (4-story)
Global House	Undergraduate	Male & Female	68	1	64	12		2010 (3-story)
	Graduate: Tutor (*3)				4	44		2011 (3-story)
Zelkova House	Undergraduate	Male & Female	126	2	63	25		2011 (3-story)
Ginkgo House	Undergraduate	Male & Female	126	2	63	25		2011 (3-story)
Oak House	Undergraduate	Male & Female	126	2	63	25		2017 (5-story)
Maple House	Undergraduate	Male & Female	128	2	48	20		2017 (7-story)
				1(*2)	32	10		
Momi House	Undergraduate	Male & Female	160	2	50	20		
				1(*2)	60	10		
	Graduate		32	2	2	20		
Sibley House	Graduate	Female	19	9	9	10		
		Couples(*4)		5	2	5	30	

*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.

*4 Married couples who will not be living with their children.

◆Dormitory Fee for the academic year 2023 (Japanese yen)

Dormitory	Admission Fee	Spring Term	Autumn Term	Winter Term	Total cost for the first year*1
Canada House	56,000	96,600	96,600	128,800	378,000
Third Women's		77,250	77,250	103,000	313,500
Fourth Women's		93,000	93,000	124,000	366,000
Global House		158,850	158,850	211,800	585,500
Zelkova House		153,900	153,900	205,200	569,000
Ginkgo House					
Oak House					
Maple House		151,500	151,500	202,000	561,000
Momi House					

* 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 April 2023

Admissions System	Application Deadline	Notification of Results	Moving-in Date	Due Date for Payment (Dormitory Admission Fee and Dormitory Fees for the First Term)
English Language Based Admissions (April)	Monday, February 20, 2023	Tuesday, March 7, 2023	Wednesday, March 29, 2023 (between 10 a.m. and 4 p.m.)	End of April 2023
Graduate Students	Tuesday, February 21, 2023			
Current ICU students (undergraduate, graduate)	Friday, January 27 , 2023			

* The screening will be conducted according to the application form. Also, Applications received after the deadline will NOT be considered.

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

* Dormitory orientation will be held on the same day as the moving-in date. Attendance at the orientation session is mandatory.

* Payment slips will be distributed after entrance.

2-1. Quota (April 2023 New Students)

Undergraduate students										
Dormitory	Canada House	Third Women's	Fourth Women's	Global House		Zelkova, Ginkgo and Oak House		Momi and Maple House(2nd-5th Floor)		Momi House (6th Floor)
Gender	Male	Female	Female	Male	Female	Male	Female	Male	Female	Male & Female
Quota	6	6	4	3	3	20	36	9	26	4

Graduate students		
Dormitory	Momi House(7th Floor)	Global House (Tutor) *
Gender	Male & Female	Male
Quota	10	1

*Only those who have made Global House tutor their first choice will be considered for selection. Tutors will live in the same dormitory as undergraduate students and are expected to serve as advisers for dormitory life.

If you wish to be a tutor, please indicate how you can contribute to dormitory life with undergraduates as a tutor. Those who pass the application form screening will be invited for an interview at a later date. The interview date will be informed individually after the application form is submitted.

2-2. Quota (For current ICU students *Only dormitories with opening is listed with eligible ID numbers, entrance period, and dormitory name)

Undergraduate students							
Dormitory	Canada House	Third Women's Dormitory	Fourth Women's Dormitory	Zelkova/Ginkgo /Oak House	Momi/Maple House	Momi/Maple House	Momi/Maple House
ID	26	26	26	26	25	26	26
Admission Period	Sep	Apr/Sep	Apr/Sep	Apr/Sep	Apr	Apr/Sep	Sep
Gender	Male	Female	Female	Male & Female	Female	Male	Female
Quota	several	several	several	several	several	several	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 you do not receive an auto-reply message, please check your spam folder and be sure to inform us by email if it has not reached you. Your dormitory application may not have been received.

▼ [Application forms differ for new undergraduate students, new graduate students, and current ICU students.](#)

April 2023 new students (undergraduate students): <https://business.form-mailer.jp/fms/b245f429188870>

April 2023 new students (graduate students): <https://business.form-mailer.jp/fms/6418b107188874>

Current ICU undergraduate students (in ID 25, 26): <https://business.form-mailer.jp/fms/507c4e67189002>

*If the page does not open after clicking above, copy and paste the URL into your browser's search bar.

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 **Tuesday, March 7**.

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) The period of stay shall be limited to the minimum number of years required to complete the curriculum in the College, and the standard period of residence for the Graduate School.

* Those students who are enrolled in beyond the standard period of residence are not qualified to remain in the dormitory.

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 Summer Courses in Japanese 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
Spring Term: End of June or until the day of the summer commencement (for OYRs; end of June)
Autumn Term: November 30th
Winter Term: On or the next day of the March commencement
- 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 can return to the dormitory by submitting the following documents.(*). (Excluding studying abroad other than ICU's exchange program or taking leave of absence.)

- 1) Application for withdrawal from Dormitory
- 2) Application for Re-entry to Dormitory.

6. Dormitory Admission Fee and Dormitory Fees

- 1) Upon your entry to the dormitories, the dormitory admission fee must be paid together with the dormitory fee. However, the Dormitory admission fee will be waived for those who have experience in residing in one of the ICU on-campus dormitories (excluding Dormitory for Short-Term International Students).
- 2) Dormitory admission fees and dormitory fees may be revised every year.
- 3) The dormitory fee will be charged from April 2023. The dormitory fees must be paid per term in one payment in Japanese yen cash.

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

- 4) For the dormitory admission 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 for the purpose of purchasing items for shared use.
 - ***Any admission 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.

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.