

ENTERING THE DORMITORIES

We would like to welcome you to the ICU dormitories. Please find below the necessary procedures for moving in to 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 Friday, August 27, 2021. 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 (E-mail: dormapply@icu.ac.jp) beforehand (**if you are unable to enter Japan due to immigration restrictions and cannot enter the dormitory, please let us know as well**). Please note that if you do not enter on the specified date without any notification, you will be considered to have cancelled your dormitory admission.

(Note) For Graduate Students

Momi House 7th floor Residents: Please kindly e-mail the floor representative and meet her at the first floor of Momi House on the day of dormitory entrance and take necessary procedures.

2. Basic Rules

In order for you to live in comfort with your dorm mates from many different cultures, it is necessary for each person to realize that the living situation in the dormitories requires proper discretion, responsibilities for one's own actions and most of all, respect towards each other.

For your better understanding of the 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) [Guideline for the Prevention of COVID-19 Infections in On-campus Dormitories](#)

3. Sending Luggage

Please address all unaccompanied luggage to your assigned dormitory to arrive on or after Friday, August 27, 2021 so that somebody in the dormitory can take care of it.

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

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

Your Name Third/Fourth Women's Dormitory International Christian University 3-10-3 Osawa, Mitaka-shi Tokyo 181-0015 JAPAN
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*For Momi/Maple, include floor no.

Telephone number:

Canada House 0422-33-3579
 Third Women's 0422-33-3585
 Fourth Women's 0422-33-3586
 Global House 0422-33-3674

Zelkova House 0422-33-3735
 Ginkgo House 0422-33-3736
 Oak House 0422-33-3737
 Momi & Maple House 0422-33-3739

4. Dormitory Orientation*

Orientation meeting for September 2021 new dorm students will be held via Zoom on the day of dormitory entrance. Orientation will begin at 5:00 p.m., but Zoom will be open one hour earlier at 4:00 p.m. Please access well in advance just in case. If you cannot join the orientation, please notify the Housing Office beforehand. **Those who will be entering the dormitory late (including those who plan to enter the dormitory after the immigration restrictions are lifted) should also participate in this orientation.**

Date: Friday, August 27 from 5:00 p.m. (approx. 45 min.)

Form: Zoom Meeting

Join Zoom Meeting: <https://icu.zoom.us/j/98795834398>

Meeting ID: 987 9583 4398

Password: 326762

5. Payment of Dormitory Fees

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

*** Please note that for the time being, you may be asked to pay using the payment slip as the first time, due to the circumstances of the dormitory operation caused by the new coronavirus infection (normally, dormitory fees for the next and subsequent terms will be billed together with tuition fees and paid by bank transfer or automatic withdrawal from designated financial institutions).**

- Present the below identification document at the teller window.

(Japanese citizen) * Driver's license or Japanese passport

(Foreign citizen) Resident Card with address registered

*See Japan Post website: [Identification Documents\(only in Japanese\)](#)

6. Miscellaneous Procedures

- (1) National Health Insurance*:

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

- (2) Resident Card*:

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

Notes on registering your address on resident card (there are some restrictions):

- 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 **XF**, 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 on how to register your address for mails, parcels, and icuMAP.

See you soon!

Housing Office

International Christian University