

Dormitory Application for International House (Kinugasa Campus/2016 Spring Semester)

This is the guideline for students who would like to apply to live in the student dormitory of Kinugasa Campus, "Ritsumeikan University International House (I-House)". For application details, please follow this guideline.

1. General Information of I-Houses around Kinugasa Campus

■ **Address:** *For location and commuting time to the university, see the separate sheets.

I-House Tokiwa: 23 Tokiwa Kanda-cho, Ukyo-ku, Kyoto-shi 616-8219 Tel. +81-75-873-1820

I-House Utano: 1-15 Uzumasa Sanbi-cho, Ukyo-ku, Kyoto-shi 616-8192 Tel. +81-75-467-9270

I-House Taishogun: 22 Taishogun Sakata-cho, Kita-ku, Kyoto-shi 603-8335 Tel. +81-75-748-0647

■ **Room type:** Single occupancy only *For furnishings and shared facilities, see the separate sheet.

■ **Period of Residence:** In general, residence is limited to one year (see below).

➤ **Period for April Enrollees:**

One year: From "designated date around mid March" to "last date of February in the following year"

*Regular undergraduate students may apply for another one-year residence permit and stay for a maximum of two years.

*Regular graduate students may annually apply for another one-year residence permit until the last academic year of minimum enrollment period at Ritsumeikan University.

■ **Dormitory Fees (For Student Rooms) :**

◎ **Dormitory Fees per month (Japanese yen)**

Name of House	Rent	Bedding Rental fee	Total
I-House Tokiwa	36,000	-	36,000
I-House Utano	45,000	-	45,000
I-House Taishogun	42,000	2,000	44,000

*Rent of I-House Tokiwa and Utano: Inclusive of water, electricity, internet and bedding.

*Rent of I-House Taishogun: Inclusive of water, electricity and internet.

◎ **Initial Dormitory Fees (Fees due upon moving-in for 2016 April enrollees, Japanese Yen)**

Name of House	Security Deposit (1 month's rent)	Rent for Mar. & Apr.	Bedding Rental Fee for Mar. & Apr.	Cleaning Fee (Moving out)	Total
I-House Tokiwa	36,000	54,000	-	-	90,000
I-House Utano	45,000	67,500	-	-	112,500
I-House Taishogun	42,000	63,000	4,000	10,000	119,000

*Rent and Bedding Rental Fee for March 2016: Half of the normal fees.

2. How to Apply

Application Deadline: Tuesday, February 2nd, 2016 9:00am (Japanese Standard time)

- 1) Fill out the Dormitory Application Form.
- 2) Submit the Application Form by email to accomm@st.ritsumei.ac.jp
*Be sure to write “**I-House Residency Application**” in the subject line and write your application number, name, faculty/graduate school in the body of the email.
- 3) Permission to reside shall be determined based on a selection and will be notified in the middle or later in February. *Residents are unable to change assigned rooms on their own convenience.

Caution (Application):

- (1) Please be sure to fill out all applicable fields. If there are any non-applicable fields, please write “none.” We will not accept the uncompleted application form.
- (2) If you require any religious consideration for room assignment, please tick the relevant field (No.15) on the application form (available for I-House Taishogun only). Please note that we do not accept any requests for room assignment other than religious consideration.
- (3) In general, you are unable to apply for I-House if the desired period of residence is less than 3 months.

4. Payment of Initial Dormitory Fees

- 1) If your dormitory application is accepted, you will be sent a Residency Permission Form and an Invoice Form. Please pay the invoiced fees by the bank transfer to the designated account by the deadline.
- 2) Once you have paid the initial dormitory fees, please send a scan or clear image of your transfer receipt by email to accomm@st.ritsumei.ac.jp . Otherwise your payment of initial dormitory fee will not be confirmed.

Caution (Payment):

- (1) Residents must pay all bank-levied transfer fees.
- (2) Please pay all fees in Japanese Yen. In the event that you are only able to transfer funds in US dollars, the dollars will be exchanged to yen at the university's bank's effective exchange rate on the day of receipt. Any resulting imbalance will be assessed after you move in.

5. Moving in

You are required to move into the assigned I-House on the designated date and time. The moving period for 2016 April enrollees is as follows, so please state the desired move-in date on your application form.

- **Students of Global Studies Major:** From Wednesday, March 16th to Friday, March 18th, 2016
- **Graduate Students:** From Wednesday, March 16th to Tuesday, March 23rd, 2016
- **Other students:** Contact the International Center at Kinugasa Campus.

***Hours you can move in to the I-House: From 10:00 am to 5:00 pm only**

Caution (Moving In):

- (1) On the day of arrival, please travel directly to the assigned I-House between 10:00 am and 5:00 pm.
 - If your family members/friends accompany you when moving in, they can visit the I-House between 11:00 am and 9:00 pm only. Also, all visitors must sign in and out at the building manager's office.
 - Regardless of being a family member or not, males are not allowed to enter the female-only floor (4th floor of I-House Taishogun).
- (2) You cannot change the designated move-in date on your own. Also, in general, you are unable to move in to the I-House before 10:00 am and after 5:00 pm. In the event that you are unable to arrive the I-House by 5:00 pm due to the delay of the flight etc., please contact the I-House immediately. (Depending on the circumstances, you may need to look for your accommodation of the day on your own)
- (3) In case you have a plan to arrive in Kyoto before the designated move-in date, please arrange the accommodation to stay on your own. Please note that you are unable to visit the I-House or bring your luggage in the I-House before the designated move-in date and time.
- (4) In the event that your move-in date may need to be delayed due to the circumstances of your visa application, be sure to contact us well in advance.
- (5) You may send a large suitcase or a box to I-House. However, please time your luggage/boxes to arrive after your arrival and you are required to receive them by yourself. The Building Manager's Office does not accept or house any luggage/boxes sent to the residents. And if you are not staying in your room during the arranged delivery time, you are unable to receive the luggage so you will need to arrange the redelivery by yourself.

6. Payment of Dormitory Fees after Moving in

Residents will receive the invoice for the next month posted to their mail box around the middle of each month. Be sure to pay the invoiced fee into the designated bank account monthly.

7. Important Notes

Permission to move in to the I-House may be revoked in any of the cases below:

- (1) Failure to complete designated application procedures, including payment of Initial Dormitory Fees, by the deadline.
- (2) Discovery of deliberate misrepresentation in or falsification of application documents.
- (3) Participants in the Study in Kyoto Program (SKP) will receive the information on application for accommodation separately. Please follow the instructions of the program office.

For any inquiries, please email to the International Center at Kinugasa Campus. Be sure to write your name, application number of entrance examination and name of college/graduate school in the body of the email.

Contact for International Housing representative: accomm@st.ritsumei.ac.jp

Ritsumeikan University International Center at Kinugasa Campus

General Information for International Houses around Kinugasa Campus, Ritsumeikan University

As of Jan. 2016

Fees, Commuting time & Facilities		I-House Tokiwa	I-House Utano	I-House Taishogun
Dormitory Fee	Security deposit	Equal to one (1) month's rent		
	Rent (including electricity, water, internet)	36,000 yen	45,000 yen	42,000 yen
	Bedding rental fee	-	-	2,000 yen
	Cleaning fee (used at time of moving-out)	-	-	10,000 yen
Commuting Time	Walking	-	-	About 20 min.
	Bicycling	About 15 min.	About 15 min.	About 10 min.
	Public transportation	About 20 min. (Bus)	About 30 min. (Randen)	About 5 min. (Bus)
Private Room Facilities	Desk	✓	✓	✓
	Chair	✓	✓	✓
	Bookshelf	✓	✓	✓
	Closet	✓	✓	-
	Hanging rail	-	-	✓
	Bed (with bedding rental)	-	-	✓
	Bed (with bedding)	✓	✓	-
	Curtains	✓	✓	✓
	Dust box	✓	✓	✓
	Shoes box	-	-	✓
	Refrigerator	-	✓	✓
	Toilet	-	✓	-
	Wash stand	-	✓	✓
	Telephone (incoming calls only)	✓	✓	-
	Entryphone/Intercom	-	-	✓
Air conditioning	✓	✓	✓	
Lighting	✓	✓	✓	
Common Use Facilities	Dining room kitchen	✓	✓	-
	Kitchen with dining and living room (LDK)	-	-	✓
	Shared refrigerator	✓	-	-
	Television	✓	✓	✓
	Lounge	✓	✓	✓
	Japanese room	✓	✓	Tatami space only
	Multipurpose room	-	-	✓
	Study room	-	-	✓
	Internet room	✓	✓	-
	Toilets (separated by gender)	✓	✓	✓
	Shared bathroom (separated by gender)	✓	-	-
	Shower rooms (separated by gender)	-	✓	✓
	Laundry room with dryers (coin-operated)	✓	✓	✓
	Public phone	-	-	✓
	Vending machine (beverage only)	✓	✓	✓
Elevator	-	-	✓	
Bicycle parking	✓	✓	✓	
Others	Support from Resident Mentor (RM)	✓	✓	✓
	24-hour auto-lock (main entrance only)	✓	✓	✓
	Visitors (11:00 am - 9:00 pm only)	✓	✓	✓
	Internet connection	Wired (LAN)	Wired (LAN)	Wireless (Wi-Fi)
	Female-only floor	-	-	✓ (4F)
	Handicapped-accessible room	-	✓	✓

衣笠キャンパス 国際寮 (I-House) 所在地
Location of I-House around Kinugasa Campus



★
I-House 宇多野
I-House Utano

★
I-House 常盤
I-House Tokiwa

★
I-House 大將軍
I-House Taishogun

立命館大学衣笠国際教育センター
International Center at Kinugasa Campus,
Ritsumeikan University