
Ritsumeikan University

OIC Global House

Guidebook

Update: December 2024

According to its Charter, Ritsumeikan is committed "to building an institution where many cultures coexist in the spirit of international mutual understanding." The Ritsumeikan University OIC Global House was established to realize the spirit of the Charter by serving as not just a place to live, but as a facility for practical international exchange and joint activities between international and domestic students, thereby advancing the internationalization of education and research at the university.

The OIC Global House provides living facilities for international students from diverse countries and regions, as well as for domestic students. It offers a safe and comfortable environment for students with no previous living experience in Japan to adjust to their new lifestyle and studies. Additionally, by interacting daily with their fellow residents from different cultural backgrounds, students have the opportunity to develop and improve their intercultural communication and language abilities, both of which are essential skills in the 21st century's globalized society.

The Ritsumeikan University OIC Global House is not a hotel, but rather a "home" for its residents, where they will develop lifelong friendships. All residents are encouraged to abide by its rules and participate actively in intercultural exchanges and events with fellow residents and the local community in order to make the most of their experience.

Room No.	
Name	

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I. General Information

1. Formal Name

Ritsumeikan University OIC Global House

2. Address

2-127 Iwakuracho, Ibaraki, Osaka Prefecture 567-8570 TEL: 072-665-2761 FAX: 072-665-2769

3. Purpose

The Ritsumeikan University OIC Global House (hereinafter referred to as “OIC G-House”) was established to promote the internationalization of education and research at Ritsumeikan University and to promote diverse learning and intercultural exchange between international students from various countries, domestic students, and the local community.

4. Administration and Management

The International Center at Osaka Ibaraki Campus (OIC) conducts administration and management of OIC G-House on behalf of the Executive Director of the Division of International Affairs of Ritsumeikan University.

There is a building manager’s office at OIC G-House which is staffed 24 hours a day. However, in the evening/early morning (22:00 – 8:00), management will be handled by nighttime security staff.

5. Brief Description of OIC G-House

- Co-educational housing (including single-gender areas)
- 5 floors, reinforced concrete construction
- Common-use facilities:
Kitchens, dining areas, multi-purpose room, lounge, living areas, toilets, shower rooms, laundry rooms, and vending machines

6. Rooms

- ① Standard student rooms (single rooms, sink included): 200 rooms
- ② Accessible room (includes a shower, toilet, and kitchen): 1 room
- ③ Guest rooms (intended for researchers, including a modular bathroom and kitchen): 8 rooms

***Standard student room equipment and furnishings:** desk, chair, lighting, wardrobe (including 3 clothes hangers), bed (including mattress and rental bedding), curtains, trash can, storage boxes, sink, mirror, refrigerator, air conditioning unit, internet connection (Wi-Fi)

***Accessible room equipment and furnishings:** desk, chair, lighting, wardrobe (including 3 clothes hangers), bed (including mattress and rental bedding), curtains, trash can, storage boxes, sink, mirror, shower, toilet, kitchenette, refrigerator, air conditioning unit, internet connection (Wi-Fi)

II. Procedures for Moving In

1. Residency Prerequisites

Residents of OIC G-House must be currently enrolled Ritsumeikan University students, or those recognized as eligible by the Executive Director of the Division of International Affairs and have completed all designated application procedures and received permission to reside in OIC G-House.

2. Period of Residence

- (1) For students enrolled in the College of Global Liberal Arts (GLA):
 - ① Cohort A students: until departure for study at Australian National University (ANU)
 - ② Cohort B students: until the end of the period of study at Ritsumeikan University
- (2) For students enrolled in all other colleges/graduate schools:

1 year. However, for non-degree seeking students participating in exchange programs, etc. for less than one year, the residence period is until the end of the program period.
- (3) RMs: As a general rule, 1 year. However, the residence period can be extended to a maximum of 2 years if they are approved to continue to serve as an RM for another one year.

3. Dates for Moving In

April Enrollees: A date or period from mid- to late March, as designated by the University

September Enrollees: A date or period from early to mid-September, as designated by the University.

4. Expiration of Period of Residence

- (1) For GLA students: the last day of the month listed in "2. Period of Residence" above
- (2) Students in all other colleges/graduate schools
 - April Enrollees: Last day of February of the year after move-in
 - September Enrollees: Last day of August of the year after move-in

5. Revocation of Residence Permission

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

- Failure to complete designated application procedures by the deadline
- Discovery of deliberate misrepresentation in or falsification of application documents
- Failure to pay Initial Dormitory Fee or other fees by the designated deadline

6. Required Application Procedures

- (1) Submit the Dormitory Application Form to the management company in charge of move-in procedures, Nikkei Service Corporation (oic-gh@nikkei-service.co.jp).
- (2) If permission to move in is granted, upon receipt of the Residence Permit and Invoice for Initial Dormitory Fees, pay the designated initial payment by bank transfer no later than the date specified on the invoice.

*Please refer to "IV. Fees and Payment" on [page 6](#) for details regarding the initial payment, payment of dormitory fees, etc.

7. Required Procedures upon Moving In

- (1) Bring your residence permit and move into the dormitory between 9:00 and 20:00.
- (2) Submit a completed and signed **Residents' Pledge** (入寮誓約書) to the building manager's office (the Residents' Pledge will have been sent to you in advance).
- (3) Fill out the **Room Key Receipt** (鍵預かり書) that you will receive from the building manager's office and stamp it with your personal seal or sign it.
- (4) Receive the following seven (7) items:
 - ① Room key
 - ② Moving-In Room Inspection Form (入寮時点検表)
 - ③ Loan Agreement (物品借用書)
 - ④ Resident Profile Form (入寮者プロフィール用紙)
 - ⑤ OIC G-House Guidebook (分林国際寮(仮称)ガイドブック)
 - ⑥ Automatic Payment Application Form (自動払込利用申込書)
 - ⑦ Nameplate Form (Personal Name) (ネームプレート用紙(個人名入り))

*Please write your name and room number on OIC G-House Guidebook. **Be sure to bring it to the orientation for new dormitory residents.**
- (5) **Before moving any personal items into your room,** inspect the room and check if electrical devices in the room work properly, complete the "Moving-In Room Inspection Form", and submit it to the building manager. Inform the building manager of any entries and areas that require attention.

*The "Moving-In Room Inspection Form" is an important document that will be used for your departure inspection as well as billing for any damages to the room, if applicable. When moving in, be certain to record any missing furnishings, damage or defacement of the room, or troubles with electrical devices in the room, on this form, and report the situation to the building manager **before you move personal items into your room.**
- (6) Fill out the Resident Profile Form and submit it to the building manager's office within three (3) days after moving into OIC G-House. Write your room number and name on the reverse side of your ID photo (4 cm long x 3 cm wide) and attach it to the form.

8. Required Procedures after Moving In

(1) Resident registration and other necessary procedures at City Hall

You must perform resident registration procedures and enroll in the National Health Insurance system. If you are 20 years of age and older, you must also enroll in the National Pension system. Be sure to complete the procedures below:

- ① Resident registration: Go to Counter #3 of the Citizens Affairs Division (市民課) on the first floor at Ibaraki City Hall, submit a moving-in notification (転入届) and have your address in Japan (the address of OIC G-House and room number) written on the reverse side of your resident card.
- ② Enrollment in the National Health Insurance system: After completing (1), perform the appropriate procedures at Counter #7 of the Health Insurance and Pension Division (保険年金課). The insurance card will be sent to you at a later date by post.
- ③ Enrollment in the National Pension system: If you are 20 years of age or older, after completing (2), turn in the paperwork at Counter #8 to enroll in the National Pension system (国民年金の加入届け) as well an application for exemption for students (学生納付特例). Please note that your student ID is required for the second application, so if you have not received your student ID yet, please ask for a copy of the application and then complete the procedures by mail once you have received your student ID.

(2) **Open a bank account at Japan Post Bank**

Please refer to “Ⅲ”

(3) **Enroll in fire insurance**

Residents of OIC G-House are required to enroll in fire insurance. After you move in, please follow the separate instructions to enroll.

9. Room Assignment

- Residents' rooms are assigned by the university. Residents are unable to change rooms unless they receive specific permission.

Ⅲ. Fees and Payment

1. Fees

(1) Fees due upon moving in

- 1) Security deposit (Equal to one month's rent),
- 2) Two months' worth of rent, bedding rental fees, utilities, and internet
- 3) Entrance fee (10,000 yen, covers move-out inspection and cleaning)

* This security deposit serves as insurance during your stay at OIC G-House. This money will be used to cover any unpaid fees such as rent at the time of your departure, or the cost of any damage to the room for which you are deemed responsible.

(2) Rent will be determined based on the move-in date.

- ◆ Residents who move in on the 15th of the month or earlier: 1 month's worth of rent, bedding rental fees, utilities, and internet.
- ◆ Residents who move in on the 16th or later: 50% of the rent for the month in which they moved in, and 1 month's worth of bedding rental fees, utilities, and internet.

(3) Monthly Fees

	Rent	Bedding Rental	Utilities & Internet	Total
Student Room (2F - 5F)	65,000 yen	2,000 yen	7,200 yen	74,200 yen

*There is a separate fee required to use the coin laundry at OIC G-House.

2. Payment of Fees

(1) Payment of fees due upon moving in:

- Please pay the invoiced fees by bank transfer to the designated account by the deadline.
*Residents must pay all bank-levied transfer fees.
- 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 bank's effective exchange rate on the day of receipt. Any resulting imbalance will be assessed after you move in.

(2) Payment of fees after moving-in (rent, bedding rental, utilities and internet):

- Residents are required to pay via automatic withdrawal from a Japan Post Bank account. Be sure to open a bank account at Japan Post Bank and complete all the necessary paperwork for automatic withdrawal of monthly dormitory fees as soon as possible.

- Monthly lodging fees for the next month will be automatically withdrawn from the registered Japan Post Bank account on the 26th of each month (in the event that the 26th is a Saturday, Sunday, or holiday, withdrawal will occur on the following business day). Residents are required to pay all bank-imposed automatic deduction fees.
- In the event that required fees cannot be withdrawn from your account on the first try in a given month due to insufficient funds, a second attempt to withdraw will be made on the 10th of the following month (in the event that the 10th is a Saturday, Sunday, or holiday, withdrawal will occur on the following business day). Residents are required to pay all bank imposed automatic deduction fees.
- In the event that the second withdrawal also fails, the unpaid amount will be added to the regular required fees to be withdrawn the present month, and an attempt to withdraw the total of these will be made on the 26th. However, if no further withdrawal is scheduled for the present month due to the resident's upcoming scheduled move out, the resident will have pay the required fees manually via bank transfer. In this case, the resident will be responsible for any transfer fees incurred.
- Residents who are delinquent in their payments for two months or more consecutively will be evicted, so please pay close attention to your payments.
- If you will be away from OIC G-House for an extended period of time, such as traveling during the long vacation periods, please be certain to leave enough money in your Japan Post Bank account to allow for necessary lodging fees to be withdrawn during your absence.
- Fees cannot be paid in cash.

<About automatic withdrawal from Japan Post Bank account >

Residents are required to pay the monthly dormitory fees via automatic withdrawal, so it is necessary to complete the procedures below as soon as possible. Details will be announced after you move in.

- ① Open an account
- ② Write your bank account number on the "Automatic Payment Application Form (自動払込利用申込書)" you received when moving in and submit it to Japan Post (Yuucho) Bank.

In addition to the purpose of automatic withdrawal of monthly dormitory fees, if you need a bank account to receive your scholarship payment etc., please follow the instructions from your scholarship coordinator.

*To open a bank account, you must have completed your resident registration.

*In the case of international students, the JP Bank account status is "NON-RESIDENT" until you spend 6 months after entering Japan. If your account status is "NON-RESIDENT", they will charge you an extremely high handling fee compared to "RESIDENT" when you use any domestic money transfers from or to JP Bank accounts held by "NON-RESIDENT", and also, the types of transactions will be limited. Please make sure to complete the procedure to change your account status from "NON RESIDENT" to "RESIDENT" at the post office immediately right after you spend 6 months after entering Japan.

If you miss this procedure and the high handling fee is incurred at the time of the security deposit refund, please be noted that you have to bear this fee.

- ③ Submit a copy of your bankbook (cover and first page) or cash card, as well as a copy of the application form for automatic transfers, to the manager's office.

*** Important Notice Regarding Automatic Transfer Applications**

Dormitory fees will be collected by automatic transfer from the Japan Post Bank. If you do not open an account and set up an automatic transfer within two months of moving into the dormitory, you will be considered to be in violation of the rules and will be subject to eviction, so please complete the procedures as soon as possible.

3. Payment of Fees at Departure

(1) Confirmation of fees (rent, bedding rental, utilities and internet) on date of departure

Your date of departure (the date through which your last monthly dormitory fee is determined) and the amount of fees for your final month will be determined based on your submitted Request for Moving Out.

- ◆ Residents whose date of departure is on or before the 15th of the month: half of the month's rent and the entire month's bedding rental fee, utilities, and internet.
- ◆ Residents whose date of departure is on or after the 16th of the month: the entire month's rent, bedding rental fee, utilities, and internet.

(2) Room Maintenance and Repair Fees

All rooms will be subject to an inspection when residents move out. Residents will be billed for repairs for any significant damage, such as damage to the door, holes in the wall, carpet stains from spilt food and drink, or any other damage determined to be the result of the resident's negligence or misuse. Residents will not be responsible for damage or wear resulting from routine use.

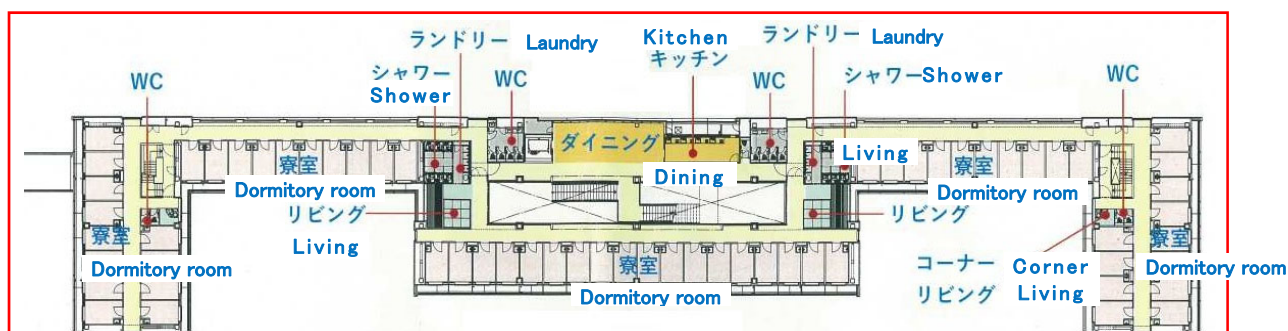
(3) Calculation and Return of Security Deposit

Any unpaid rent or room repair fees resulting from a resident's acts or negligence will be deducted from the resident's security deposit and the remainder will be refunded to the resident. However, if the security deposit is insufficient to cover incurred costs, the resident will be invoiced separately.

4. Liability for Damage

If you cause damage to any of the furnishings in your room or in the common-use areas, or lose your room key, you are required to report the damage to the building manager's office and pay for any repairs or replacements required to return the equipment to its original state.

IV. OIC G-House Facilities Use



In the event that the electricity, plumbing, hot water, air conditioner, or any other furnishing in your room or common-use areas become inoperable or broken, please immediately report the problem to the building manager's office using a Maintenance Report (不具合報告書).

<Common-Use Facilities and Equipment>

1. Main Entrance

Interior door: 24-hour auto-lock

- Residents will be able to open the interior door by holding their room key over the entrance panel. Residents are asked to be especially quiet in the entry area during the early morning and late evening.
- If you have lost your key, you must immediately report the loss to the building manager's office by submitting a Report of Loss of Room Key (ルームキー紛失届) (P27). A key reissuing fee (amount to be determined) will be charged to the resident.
- Residents are not allowed to enter or leave the building except through the main entrance.
- **Outdoor shoes are not allowed inside the dormitory.** Please place your shoes in the shoe rack located at the main entrance. Please store any shoes that will not fit in the shoe rack inside your room.

2. Kitchen and Dining Area

Hours of operation: 24 hours a day (Lights are turned off from 0:00 to 8:00 for Quiet Hours)

- In general, use the kitchen and dining area on your floor.
- Take care not to disturb other residents. For example, be considerate of residents in nearby rooms when watching TV, playing games, or chatting, and do not monopolize the space for long periods of time.
- In particular, if using the kitchen and/or dining area late at night, be quiet and avoid disturbing other residents.
- **Do not leave personal items in the kitchen and dining area.**
- **Clean up immediately after each use.**
- Properly sort all garbage from cooking and throw it away in the designated trash cans.
- If you use oil, **do not pour it down the sink**, as this may cause the drain to clog. Instead, be sure to use an oil hardening agent (coagulant) or paper towels to absorb the oil and throw it out in the trash can.
- Take care of and store your own cookware, cutlery, ingredients, and seasonings.

- Keep your personal storage shelf clean and organized.
- Use only IH-compatible cookware.
- Pay constant attention to avoid fire, injury, etc.
 - * Do not leave the kitchen while the IH stove and microwave oven are in use.
 After use, please check to make sure that you have not forgotten to turn stoves off.
- Visitors are only allowed to use the kitchen and lounge when accompanied by the residents who invited them.
- Take special care when using the kitchen before 8:00 and after 22:00. Use the kitchen quietly and avoid causing a disturbance to other residents.
- After use, turn off the lights and air conditioning.
-

3. Multi-Purpose Room and Lounge

- Users of the multi-purpose room must abide by the following at all times:
 - ◆ Refrain from behaviors that cause trouble to other residents. (Learners priority)
 - ◆ Room must be cleaned and returned to its original configuration immediately after each use.
 - ◆ **Drinking alcohol is prohibited in the lounge (eating and drinking are allowed).**
 - ◆ Turn off the lights and air conditioner after each use.
- Visitors may only use these facilities if accompanied by the resident they are visiting.

4. Living Areas

- The living areas can be used 24 hours a day, but users must abide by the following at all times:
 - ◆ **Drinking alcohol is prohibited (eating and drinking are allowed).**
 - ◆ Take care not to disturb other residents. For example, be considerate of residents in nearby rooms when watching TV, playing games, or chatting, and do not monopolize the space for long periods of time.
 - ◆ Use the area quietly in the mornings before 9:00 and in the evenings after 21:00.
 - ◆ After using the living areas, return all furniture, etc. to its original configuration.
- Visitors may only use these facilities if accompanied by the resident they are visiting.

5. Shower Rooms

Hours of operation: 24 hours a day *May be unavailable during cleaning

- Pay attention to your water use and practice conservation.
- Shampoo and other bath products must be stored in your own room.
- Dyeing or cutting your hair in the shower room is prohibited. Please rinse off any shampoo or other products used in the shower room as soon as possible.
- Use the appropriate single-gender shower room.
- If you get water in the dressing area or hallway, wipe it up thoroughly.
- Visitors are not allowed to use the shower.
- After use, turn off the lights.

6. Toilets

Hours of operation: 24 hours a day *May be unavailable during cleaning

- Keep the toilet clean and wipe up any mess you make.
- Do not flush anything down the toilet except for toilet paper.
- Garbage must be put in a trash can.

7. Laundry Rooms

Hours of operation: 6:00 – 24:00 *All machines are coin-operated (100-yen coins only).

- Please use the laundry machines located in the appropriate single-gender area.
- Do not leave your laundry unattended in a washing machine or dryer.
- Store all detergent, etc. in your own room.

8. Entrance to Rooms/Hallways

Because entrances to rooms, hallways, and the spaces outside windows will become evacuation routes in the event of an emergency, avoid putting personal items, garbage, etc. in these areas and keep them clean at all times.

*If personal items are left in common-use areas, including hallways, they may be moved or disposed of at the discretion of the building manager.

9. Use of Vacuum Cleaner

Available hours: 8:00 – 22:00

- As a general rule, please use the vacuum cleaner placed on your floor.
- When you use or return the vacuum cleaner, you must sign the usage record book (備品貸出台帳).
- Return the vacuum cleaner immediately after each use. Report to the building manager's office if you find any troubles with it.

10. Internet Connection

Wi-Fi is available in the building.

*Please confirm the user ID and password after you move in.

11. Vending Machines

Located on the second floor.

12. Mailboxes/Delivery Boxes

(1) Mailboxes:

Mailboxes may be opened by entering a PIN. Regular mail will be placed in your mailbox. Please confirm your PIN after you move in.

(2) Parcel Delivery

- Residents should accept parcels directly at the entrance themselves.
- If you have arranged a time for delivery, please make sure you are in your room during the designated time period.
- If a delivery is made when you are not available, the delivery company will place the parcel in a delivery box and lock it with a designated number. This number will then be placed into your mailbox. Residents should input the designated number into the delivery box and retrieve their own parcels themselves.

(3) Registered Mail:

- Residents should receive registered mail directly at the entrance themselves.
- If you have arranged a time for delivery, please make sure you are in your room during the designated time period.
- If you are unavailable, a non-delivery notice will be put into your mailbox, and you must ask the post office/delivery company for a re-delivery on your own.

<Rooms>

1. Rooms

- It is prohibited to keep pets and grow plants on the premises of OIC G-House.
- For trash cans inside your rooms, please purchase and use your own trash bags.
- Be sure to clean the room on a regular basis.
- The pole in the wardrobe is only intended for clothing and cannot support heavy items, so do not hang heavy items from the wardrobe pole.

2. Facility / Furnishings Inspection

After receiving advance permission from the residents, university employees and building management staff may enter rooms periodically for the purpose of inspecting their condition and furnishings, etc.. In the event of a fire or other emergency situation, your room may be entered without your permission.

3. Acceptable Usage

- Residents are to abide by the following at all times:
 - ◆ Residents are to take care of rooms and all furnishings and are not to undertake construction, rearrangement, redecoration, remodeling or removal of furniture without permission.
 - ◆ As a general rule, you are not allowed to bring your own furniture into OIC G-House.
 - ◆ You are solely responsible for all cash and valuables in your room.
 - ◆ Lock your door whenever you leave your room, even if only for a short time.

4. Room Keys

- During the duration of your residency, you are solely responsible for your room key. Please be very careful with this important item.
 - You may not make copies of your key or lend it to others.
 - If you lose your key, please report the loss to the building manager's office immediately and submit the designated report form (ルームキー紛失届 P25).
 - You must return your key to the building manager's office immediately upon moving out.
- * If you lose your key, you will be responsible for paying all costs related to replacing the door lock (fee to be determined).

5. Air Conditioning

- Be sure to turn off the lights and air conditioner when not in use.
- Please practice energy conservation.

6. Bedding

- Linen (quilt cover, sheets, pillowcase) is exchanged twice a month. Check the bulletin boards for the exchange dates.
- From 16:30 to 20:30 on the linen exchange day, place your quilt cover, sheets, and pillowcase in the collection box in front of elevator.
 - *Be sure to always put out all three items.
- New sets of linens (quilt cover, sheets, pillowcase) will be put out by the entrance at 16:30 or later on the day of the exchange, and you are responsible for picking up a new set yourself.
-

- When using the bedding, be sure to put the sheets, quilt cover, and pillowcase on your futon and pillow. If you stain the bedding, you will be charged a separate cleaning fee.
- As a general rule, you are required to use the bedding provided by the university. Even if you bring your own bedding, you are still responsible for the fixed bedding rental fee. Furthermore, when you move out from the dormitory, you must properly remove any bedding you brought in.
- You are not allowed to share unused rental bedding items with other residents or bring large bedding such as mattresses or futons into your room.

* Rental bedding: Quilt, quilt cover, mattress pad, sheets, pillow, pillowcase, blanket (depending on the season)

7. Use of Electrical Appliances in Individual Rooms

You must not use multiple electrical appliances, such as an electric kettle and hair dryer, at the same time in one room as the circuit breaker may be tripped. Also, please remember to conserve energy when possible.

8. Garbage

Residents must separate garbage into the appropriate garbage cans.

- ① Burnable garbage, can bottles, PET bottles, plastic
Please throw it in the designated garbage can in the common space.
- ② Used paper and cloth (newspapers, magazines, cardboard, used cloth, used clothes, etc.)
Please put them all together next to the shared space garbage can.
 - * Please tie newspapers (including leaflets), magazines (including various paper boxes), and cardboard separately with strings.
 - * Please put used cloth and clothes in a transparent bag and put them out.
 - * Please wash, open, and dry paper cartons such as milk cartons before throwing them into the waste paper collection box of the city's public facilities.
- ③ Ordinary waste that does not fall under the above (the longest part of the vertical, horizontal, and height is less than 30 cm)
Please ask to the manager about the sorting and processing methods.
- ④ Oversized garbage
If you want to dispose of oversized garbage, please contact the manager's office first.

Oversized garbage (small size): Garbage with a size of 30 cm or more and less than 1 m, glass and food and drink, bottles other than cosmetic bottles

Oversized garbage (large): Garbage with a size of 1 m or more (however, one side is less than 1 m)

- * Up to 2 to 3 pieces at a time.
- * Limited to those used by the person in the dormitory room.
- * If you want to put out a large amount at once, you need to apply for temporary garbage collection (charged). Paid collection will be borne by the individual.

V. Prohibited Activities

Note: In the event of any violation of OIC G-House Prohibited Activities listed below, the violating resident will be subject to disciplinary measures.

1. Unauthorized Use

OIC G-House rooms may be used as a residence only. All other uses are prohibited.

2. Solicitation and Sales

Any solicitation or sales activities are prohibited on OIC G-House premises.

3. Plants and Pets

Residents are prohibited from bringing in plants or keeping pets of any type on OIC G-House premises.

4. Visitor Entry Rules

Residents' visitors (including parents, guardians, siblings, friends, etc.) may not stay overnight in residents' rooms. Residents will be subject to disciplinary measure if they allow their guests to stay overnight in the building.

<Visitors>

Visiting hours: 11:00 - 21:00

- When the resident receives their guests, all the visitors must sign the visitor's log **in the presence of the resident** at the building manager's office. Once the resident has signed the visitor's log, the visitor is allowed to enter the building. They must report their visit even if their stay in the building is for a few minutes only. The visitors also need to sign out when they leave.
- Residents are responsible for ensuring that their visitors and guests abide by all the rules of OIC G-House. Residents assume responsibility for all actions of their guests.
- Failure to follow the above rules, e.g. allowing guests to enter the building without signing in or out, receiving visitors during off-hours etc., will result in disciplinary measures for the resident involved.
- Due to security reasons, residents must not allow non-residents to enter the building who are not their own guests. You should pay attention when you open the self-locking door at the entrance and do not let strangers inside.

5. Loud Noises

Residents who are listening to music, as well as those holding or participating in events held at OIC G-House, must take care to keep their noise levels down and avoid impacting other residents. Loud noises that interfere with or cause a nuisance for other residents or the surrounding community are strictly prohibited and must be stopped immediately.

6. Dangerous Activities

All activities that could result in harm to yourself or other persons, or any activities that could be considered dangerous are strictly prohibited.

7. Fire Prevention

- Please be very careful when using the IH stove and other electronic items within OIC G-House. Additionally, overloading electrical outlets, by way of a power strip, etc., with multiple electric appliances is forbidden.
- Fire extinguishers may be found on every floor. All residents should familiarize themselves with the use of extinguishers before an emergency.

8. Use of Flammable Items

Bringing flammable items such as oil heaters into OIC G-House is prohibited. The use of portable gas stoves, candles, incense, and other flammable items is strictly prohibited in OIC G-House.

9. Dangerous Items

Bringing weapons, items that could be considered weapons, or dangerous items that have an explosive nature or ignition quality into OIC G-House is strictly prohibited. In addition, bringing liquids or chemical substances that may cause corrosion or damage to the building, facilities, or equipment, including drains, in OIC G-House is prohibited.

10. Smoking (Including Electronic Cigarettes)

The Global House is a smoke-free property. If you smoke, the residents may be grounds for eviction. Japanese law prohibits smoking by persons under twenty (20) years of age. Hookahs/shisha or other water-filtered smoking devices may not be used in the smoking area.

11. Alcohol

Japanese law prohibits the consumption of alcohol by persons under twenty (20) years of age.

12. Illegal Drugs

Consumption, possession, cultivation/production, and trafficking of marijuana and all other drugs and narcotics are forbidden by law. The minimum punishment for these offenses is five (5) years' imprisonment. Residents found to be in violation of any of the above will be expelled from the university.

13. Parking of Motorcycles or Motor Vehicles

OIC G-House residents are prohibited from parking motorcycles (including scooters) or any other motor vehicles on dormitory property.

14. Remodeling of Rooms

Rooms must be preserved in the same condition as they were at the time of moving in. Remodeling is prohibited.

15. Proselytizing and Political Activities

Proselytizing and political activities are prohibited in OIC G-House.

16. Maintenance of Morals and Order

Joining organized crime syndicates or allowing such individuals into OIC G-House is prohibited.

17. Restriction of Access to Single-Gender Areas

Regardless of being a resident or visitor, males are not allowed to enter the female-only areas, and females are not allowed to enter the male-only areas. (After moving into the dormitory, there is a possibility that the rules may change.)

18. Moving Common-Use Furnishings

The furniture in common use areas, such as chairs or sofas, must not be moved without notice. In addition, bringing common-space furnishings into individual rooms without permission is prohibited.

19. Violation of Laws

In addition to drinking and smoking by people under twenty (20) years old, any behavior that violates Japanese law, Ibaraki City Ordinance and community rules is also prohibited. International students could be deported depending on the violation.

Discipline

- In the event of any violation of the above OIC G-House Prohibited Activities or rules, or serious disruptions to the order of the dormitory, the violating resident will be subject to disciplinary measures. Depending on the violation, the severity of the discipline may vary.

First Offense	Warning
Second Offense:	Eviction or disciplinary measures taken by the College

- Severe violations, such as smoking outside of the designated area, are not limited by the guidelines above and may result in instant eviction.

*Regardless of whether or not they are residents of OIC G-House, any Ritsumeikan University student that commits acts that upset the workings of society (criminal acts), major traffic violations, harassment, violations of information ethics, violations of academic ethics, interference with students' studies and research or professors' research activities, testing violations, or other violations of the duties and obligations of students will be punished based on the university's disciplinary code.

Eviction

The Executive Director of the Division of International Affairs reserves the right to evict OIC G-House residents for any of the following reasons:

- ◆ Failure to pay rent or other fees for two (2) months or more
- ◆ Failure to pay compensation for damages
- ◆ Failure to uphold the rules of OIC G-House and the conditions in the Residents' Pledge
- ◆ Activities that disturb the peace at OIC G-House or are determined to be a serious violation of duties as a resident

VI. Submitting Notices

1. Staying Out Overnight

If you will be away from OIC G-House for even just one night, please submit a Notification of Overnight Stay (外泊届け) (P20) to the building manager's office by the morning of the day of your departure at the latest. From a crisis management perspective, this is necessary for the University to confirm residents' safety in the event of a natural disaster, etc., so please be sure to submit the notification.

*In addition to this, when international students are temporarily leaving Japan, they must submit a "Notification for Temporarily Leaving Japan"



2. Holding an event

- Residents who wish to hold gatherings or functions etc. in the common-use areas at OIC G-House must consult with the Resident Mentor (RM) first and then receive approval from the building manager's office by **submitting a written plan (P23) no less than seven (7) business days before the event. You must also submit a report of the event (P24) after it has taken place.**
- Evening events must end no later than 22:00.
- Residents are responsible for all garbage collection and disposal as well as for returning the room to its original condition.

3. Posters/Flyers

- Please regularly check the bulletin board (notice board) in the main entrance of OIC G-House.
- Before displaying any poster or flyer inside OIC G-House, residents must bring the poster/flyer and apply at the International Center at OIC for permission. (Posters/flyers that have received permission will be stamped with the International Center stamp.)

VII. Procedures for Moving Out

When you reach the end of your period of residence, you must submit a "Request for Moving Out" (退寮願). After submitting this, you must undergo a pre-departure inspection of your room 10 days before your requested move-out date, as well as a final inspection of your room on the day that you move out.

1. Preliminary Procedures

- (1) Your requested move-out date must be in the month that your period of residence ends. You must pick up a "Request for Moving Out" (退寮願 P22) at the building manager's office and turn it in to the building manager's office **by 19:00 on the day exactly one (1) month before** your requested move-out date.
- (2) You must schedule moving out **between 9:00 and 16:00 on a weekday. You are not allowed to move out on Saturday, Sunday or a national holiday, or outside of the hours noted above.**

Caution:

- If you fail to turn in the "Request for Moving Out" by one month before your desired move out date, you will be required to pay extra rent and fees billed through one month after the day you submit your notice.
- If you need to change the move-out date and/or time on the submitted notification, you must consult the building manager's office at least three (3) days before your fixed move-out date. Depending the circumstances, you may be responsible for additional rent and all other fees or you may receive the reduction of rent for the move-out month. Please follow any instructions from the building manager's office regarding this matter. Also, if you overstay the date on your "Request for Moving Out" without advance consultation, you will be billed for all fees, including rent and other mandatory fees, beginning on the day following the original move-out date.
- In principle, the security deposit will be refunded by bank transfer to your **registered Japan Post Bank account in your name** within two (2) months of moving out. (Residents must pay all bank-levied fees/expenses required for the bank transfer. The same applies if residents would like to receive the security deposit refund in an overseas bank account for their own convenience.) In the case that you must return to your country right after moving out, when you submit the "Request for Moving Out", please consult with the building manager's office about how to receive the refund.

2. Pre-departure Room Inspections

- (1) The building manager will visit your room for a pre-departure room inspection. In general, residents are required to be present for this inspection.
- (2) In general, the inspection will be scheduled ten (10) days prior to your move-out date. All pre-departure inspections will be held **between 9:00 and 16:00**.
- (3) The inspection schedule will be fixed when you submit your "Request for Moving Out" to the building manager's office.

3. Procedures on the Day of Departure

- (1) On the day of departure, residents are required to be present for a final inspection of their room, conducted by the building manager, and to follow any directions given at that time. If it is determined that the room's wallpaper, carpet, or furnishings need to be replaced, repaired, etc., the cost of the necessary maintenance will be taken from the resident's security deposit or billed directly.
- (2) Residents must also return their room key to the building manager's office when moving out.

4. What to Do Before Departure

- (1) Residents must make preparations to remove all personal belongings from their rooms. Any garbage or unwanted items must be appropriately disposed before departure. In particular, please consult with the building manager regarding disposal of large items as early as possible.
- (2) If you need to use a parking space when moving out, consult with the building manager's office in advance.
- (3) If you plan to take a taxi, etc. to the airport when moving out, you need to make a booking on your own and inform the building manager's office of the pick-up time in advance. Also, on the day of departure, residents are required to be present for the building manager's final inspection of their room, so your move-out time as listed on the "Request for Moving Out" must be scheduled at least thirty (30) minutes prior to the pick-up time.

- (4) Please be certain to remove all personal items brought into the dormitory when moving out. In the event that your personal items are left after you move out, they will be disposed of at your expense and you will be billed.

5. Changing Your Address and Procedures Outside the Dormitory

(1) Resident Registration / National Health Insurance

- ① **First**, go to the Citizens Affairs Division (市民課) at **Ibaraki City Hall** and perform the **procedures for moving-out** and receive a “Moving-Out Certificate” (転出証明書) .
- ② Next, go to the Health Insurance and Pension Division (保険年金課) , return your National Health Insurance card, and give notification of your expected move-out date.

*** Ibaraki City Hall:**

Address: 3-8-13 Ibaraki-shi Ekimae, Ibaraki, Osaka Prefecture 567-8505

TEL.: 072-622-8121

Hours: 8:45 - 17:15 (Closed on Saturdays, Sundays, national holidays and during New Year season)

Access: 10-minute walk from both JR Ibaraki Station and Hankyu Ibaraki-shi Station

(2) Post Office Forwarding

- If you would like mail addressed to your old address (OIC G-House) to be forwarded to your new residence, please apply for the post office mail forwarding service.
- Go to the nearest post office to pick up an address change postcard and fill it out. Bring it to the post office service window or post it to complete the change of address procedure. This procedure can be done online as well. (Mail will be forwarded to your new residence for up to one (1) year after you complete the procedure.)

*Mail delivered to OIC G-House after you move out will not be received for any reason and will be returned to the post office.

(3) Other

In addition to the city hall and post office, residents must also report their new address to the following.

- ◆ Ritsumeikan University: Your address information can be changed via manaba+R
- ◆ International Center at OIC: Submit a copy of your residence card with the updated address (international students only)
- ◆ Fire Insurance, Ritsumeikan Co-op: Members only
- ◆ Mobile phone provider, bank, registry of bicycle theft prevention, etc.

VIII. In the Event of an Emergency

*In the event of an emergency such as an incident or accident we may urgently contact your guarantor and ask them to take responsibility and deal with the situation.

1. Fire

- In the event of a fire in OIC G-House, please evacuate the building immediately as you are, leaving all belongings behind.
 - While evacuating, please hold your head low and cover your mouth and nose with a cloth to avoid inhaling smoke.
 - Do not use elevators during a fire.
 - Please close the door of your room when evacuating.
 - Once you have evacuated, do not reenter the building until you receive permission to do so.
 - After evacuation, please follow the directions of the building manager or resident mentor.
- *All residents are required to participate in yearly fire drills whenever they are held.

2. Earthquake

- In the event of an earthquake, please take shelter under a desk, etc. until the shaking stops to prevent objects from falling on your head.
 - If you are using the IH stove, turn it off immediately.
 - Once the shaking has stopped, please evacuate, leaving your door open.
 - Do not use elevators during or immediately after an earthquake.
 - After evacuation, please follow the directions of the building manager or resident mentor.
- *All residents are required to participate in yearly evacuation drills whenever they are held.

3. Illness or Injury (Please check the contact information on the Web)

- In the event of an illness or injury, or if you need to talk to someone about a psychological issue, please consult the Health Center or the Counseling Room on campus.
- Before you take/use any medicines, whether prescribed or non-prescribed, please make sure you understand the instructions, directions and precautions for use. If you have any questions, please consult the Health Center, etc. in advance.
- Please prepare some items for small injuries, such as first-aid adhesive tape and antiseptic solution, by yourself and keep them in your room.
- If you feel unwell, even if the symptoms are minor, please notify the manager immediately and seek medical treatment on your own. Please note that accompanying the patient to the medical institution is not part of the RM's duties. In principle, the patient or their guarantor should handle the consultation.

After Hours Health Consultation and Counseling

In the event of a sudden illness or injury call "119" for an ambulance, or ask someone nearby to call for you. If you call while at the dormitory, please inform the manager as well.

* You will be responsible for all hospital treatment and transportation expenses. This includes the necessary expenses (transportation fees, etc.) if the manager must accompany you in an ambulance.

4. Theft

The university bears no responsibility for any theft or robbery that occurs in OIC G-House. However, we ask that residents immediately report any incident of theft to the building manager's office.

5. Reporting Faults in Utilities/Furnishings

In the event that the electricity, plumbing, hot water, air conditioner, or any other furnishings in your room or common use areas become inoperable or broken, please report to the building manager's office.

IX. Resident Mentors

1. Resident Mentors

Resident Mentors (RM) are appointed by the university to support the provision of a safe and comfortable dormitory life. Additionally, RMs are responsible for the maintenance of hygiene, discipline, and other guidance issues of the floor/area to which they are assigned. Residents are to cooperate willingly with the RM of their floor/area and work together to make every effort to improve the living environment of OIC G-House. Please consult your Resident Mentor if you have any worries or concerns related to your residence at OIC G-House.

2. Role of Resident Mentors

Primary Duties of RMs

- Consult routinely with residents and guide them in a positive direction.
- Offer advice related to daily life in Japan (disposal of garbage, bus system, shopping advice, etc.)
- Keep records of events (complaints, consultation, emergency events, etc.)
- Attend RM Meetings and other related conferences
- Oversee assigned floor/area as a leader
- Plan and conduct RM floor meetings
- Plan and conduct various events
- Support new residents upon move-in

Event Planning

OIC I-House residents are encouraged to plan and conduct various events in the I-House. Please determine the items below and consult with your RM for planning and then receive approval from the building manager's office by submitting a written plan (P23) no less than seven (7) business days before the event. You must also submit a report of the event (P24) after it has taken place.

- Purpose
- Date and time
- Location
- Detailed description of event
- Participants
- Materials to be prepared

<End of Guidebook>

外 泊 届

Notification of Overnight Stay

OIC-Iハウス / OIC I-HOUSE

部屋番号

Room No. _____

日付: 年 月 日
Date: Year Month Day

1. 氏名 Name : _____

2. 外泊日: 年 月 日 ~ 月 日
Date of absence: Year Month Day Month Day

3. 帰寮日の帰宅予定時間: AM / PM :

Arrival time on date of return:

4. 行き先 Destination: _____

5. 外泊時の連絡先 (必ず記入してください)

Contact information during absence (must be completed)

① 氏名

Name: _____

② 住所

Address: _____

③ 電話番号

TEL No.: () -

④ メール

Email Address: _____

6. 日本を出国する場合、OIC 国際教育センターに「一時出国届」の提出は済ませていますか？※留学生のみ

If you are leaving the country, have you already submitted the "Notification for Temporary Leaving Japan" to the International Center at OIC? *International students only

YES NO

NO の場合、いつするつもりですか？

If no, when will you submit the notice?

《大学記入欄》 Official use only

留学生一時出国届

Notification for temporarily leaving Japan

_____年 月 日
yy/mm/dd / /

学部・研究科名 Faculty/Graduate school		回生 Grade	
学生証番号/ Student ID No.			
氏名/ Name			

下記の期間一時出国いたします。

I will be away from Japan during the following period.

日本出国日 Departure date	年 月 日 (yy/mm/dd) / /
日本再入国日 Return date	年 月 日 (yy/mm/dd) / /

渡航先情報

Contact Information during your absence

渡航先住所 Address			
電話番号 Tel		E-mail	
出国理由： Reason for leaving Japan:			

※ 安全確認や奨学金の為に連絡することがあります。

*We may contact you to confirm your safety condition or scholarship status.

退寮願 Request for Moving Out

国際部長 殿
To the Executive Director of the Division of Int. Affairs

年 月 日
Y M D

学籍番号 Student ID Number: _____ 居室番号 Room No: _____

氏名 Name: _____ 署名 Signature: _____

下記に出し、立命館大学グローバルハウスを退寮したいので、申請します。
I hereby apply for permission to depart Ritsumeikan University OIG Global House as follows.

配 Details

1. 事前居室点検日
Date of Pre-departure Inspection: _____ 年 月 日 _____ 時 分
Y M D () ()
※退寮日の10~12日前に紛争して下さい。
事前居室点検では点検日および希望時間に不在でも入室します。了承する場合は、チェックを入れて下さい。
 事前居室点検日に不在の場合は、入室を了承します。

※Your pre-departure inspection should be 10 ~ 12 days before moving out.
The inspector will enter your room even if you are absent for the pre-departure inspection.
If you agree to these terms, please check below.

The inspector can enter my room if I am absent for the pre-departure inspection.

2. 退寮日
Date of Moving-out: _____ 年 月 日 _____ 時 分
Y M D () ()
※原則立会い点検ですので退寮日には必ず在室して下さい。
※退寮日の10~12日前に紛争して下さい。

3. 理由 Reason: _____
①卒業・交換期間満了 Graduation / End of exchange period
②休学による退寮 Leave of Absence (ex: Military / illness)
③退学による退寮 Withdrawal from school
④その他 Other _____
I. 在寮期間が終了する End of term at OIG G-House
II. 騒音等 Noise, etc.
III. 経済的理由 Financial reason ()
IV. シェアをする為 Move to shared apartment (Number of people: _____)
V. 不便さ Inconvenience ()
VI. その他 Other ()

4. 携帯電話番号/Eメール Mobile Phone Number/E-mail _____

5. 退寮後の国内での住所 Address in Japan after Moving out of OIG G-House _____
-未定 Not decided yet -その他 Other _____

以上につきまして、相違ありません。
I certify that the above is true and accurate.

署名 Signature: _____

クレオテック記入欄 For Creatotech use only		返金手続 返金方法		大学記入欄 For University use only	
退寮願受付日(相当)	付与元口座の積立	有	無	無	本人連絡 有・無
()	()				

退寮願 Request for Moving Out (入寮者控え Copy for Resident)

国際部長 殿
To the Executive Director of the Division of Int. Affairs

年 月 日
Y M D

学籍番号 Student ID Number: _____ 居室番号 Room No: _____

氏名 Name: _____ 署名 Signature: _____

下記に出し、立命館大学グローバルハウスを退寮したいので、申請します。
I hereby apply for permission to depart Ritsumeikan University OIG Global House as follows.

配 Details

1. 事前居室点検日
Date of Pre-departure Inspection: _____ 年 月 日 _____ 時 分
Y M D () ()
※退寮日の10~12日前に紛争して下さい。
事前居室点検では点検日および希望時間に不在でも入室します。了承する場合は、チェックを入れて下さい。
 事前居室点検日に不在の場合は、入室を了承します。

※Your pre-departure inspection should be 10 ~ 12 days before moving out.
The inspector will enter your room even if you are absent for the pre-departure inspection.
If you agree to these terms, please check below.

The inspector can enter my room if I am absent for the pre-departure inspection.

2. 退寮日
Date of Moving-out: _____ 年 月 日 _____ 時 分
Y M D () ()
※原則立会い点検ですので退寮日には必ず在室して下さい。
※退寮日の10~12日前に紛争して下さい。

3. 理由 Reason: _____
①卒業・交換期間満了 Graduation / End of exchange period
②休学による退寮 Leave of Absence (ex: Military / illness)
③退学による退寮 Withdrawal from school
④その他 Other _____
I. 在寮期間が終了する End of term at OIG G-House
II. 騒音等 Noise, etc.
III. 経済的理由 Financial reason ()
IV. シェアをする為 Move to shared apartment (Number of people: _____)
V. 不便さ Inconvenience ()
VI. その他 Other ()

4. 携帯電話番号/Eメール Mobile Phone Number/E-mail _____

5. 退寮後の国内での住所 Address in Japan after Moving out of OIG G-House _____
-未定 Not decided yet -その他 Other _____

以上につきまして、相違ありません。
I certify that the above is true and accurate.

署名 Signature: _____

クレオテック記入欄 For Creatotech use only		返金手続 返金方法		大学記入欄 For University use only	
退寮願受付日(相当)	付与元口座の積立	有	無	無	本人連絡 有・無
()	()				

立命館大学OIGグローバルハウスで退寮願を受け取りました。
Your application for departure has been accepted.

企 画 書

Event Proposal

作成者 Name		提出日 Date	20 年 月 日 Y M D
企画名 Event Name			
目的・概要 Purpose/Outline			
実施日 Event Date	20 年 月 日 () Y M D	実施時間 Time	~
実施場所 Location			
当日の詳細スケジュール ※準備・撤収を含む Detailed Schedule (including setup/breakdown)			
参加対象者 Participants			
参加人数 No. of Participants	名(予定)	飲食 Food/Drink	<input type="checkbox"/> 有 <input type="checkbox"/> 無 Yes No
予算 Budget	全体 / Total: 円/yen 1人あたり / Per person: 円 yen/人 person	支出明細 Expense Details	
想定される状況(騒音など) Expected Noise, Etc.			
上記への対策 Countermeasures for Above			
責任者(2名以上) Responsible Persons (2+)		居住ハウス Dormitory	OIC I ハウス
多目的室 Multi-Purpose Room	使用あり Will use	使用なし Will not use	貸出備品 Rental Equipment
			使用あり Will use
			使用なし Will not use

【注意事項・Important Notes】

- ・ 多目的室を使用する場合は、音楽等の騒音を発生させないよう、窓をすべて閉めること。
- ・ When using the Multi-Purpose Room, close all windows to prevent noise from spreading.
- ・ 中庭を使用する場合は、音楽の音量等、騒音の発生に注意すること。
- ・ When using the patio, be aware of noise levels (e.g. when playing music).
- ・ 準備・撤収作業の際には、各施設の使用開始・終了時間を考慮し厳守すること。
- ・ During setup and breakdown, be sure to adhere to the start and end times for each facility.
- ・ 責任者は2名以上とし、うち1名は必ずRMとすること。また責任者は準備から当日の運営までの責任を持つこと。
- ・ There must be 2 or more people responsible, one of whom must be an RM. Responsible parties are responsible from preparation until the day of the event.

【受付方法・Acceptance of Proposals】

管理人からのメール送信のみとする。なお企画書は、実施日の7日前(土日祝を除く)までに管理人に提出すること。
Applicants must wait for an email from the building manager. Event proposals must be submitted to the building manager by 7 days (not including weekends or holidays) before the date of the event.

管理人	OIC 国際教育センター

企画実施報告書

Event Report

作成者 Name		提出日 Date	年 月 日 Y M D
企画名 Event Name			
責任者 Responsible Persons			居住 ハウス Dormitory
実施日 Event Date	年 月 日 Y M D	実施時間 Time	~
実施場所 Location	多目的室		
当日の実施 スケジュール ※準備・撤収を含む Event Schedule (including setup/breakdown)			
参加人数 No. of Participants	名 / people	参加費 Participation Fee	0 円 yen / 人 person
収支報告 Expense Report	収 入 Income	円/yen	支出 Expenses
	支出 明細 Expense Details		
良かった点 What went well			
反省点 What could have been improved			

【注意事項・Important Notes】

- ・A4サイズ1～2枚で作成してください。各項目の縦幅を必要に応じて伸ばしてください。
Report should be 1-2 pages, A4 size. Feel free to adjust the size of each cell as necessary.
- ・企画実施後7日以内(土日祝を除く)に提出してください。
Submit this report within 7 days (not including weekends and holidays) after the event.

【提出方法・How to Submit】

下記の OIC 国際教育センター宛にメールで提出してください。
Email the report to the International Center at OIC using the email below.

(新様式) ルームキー紛失届
REPORT OF LOSS OF ROOM KEY

立命館大学 国際部長殿

To the Executive Director of the International Division,

寮名 Dormitory	OIC Global House
部屋番号 Room No.	
氏名 Name	
学生証番号 Student ID	

【紛失状況/Details of Situation】

紛失に気付いた日時 Date and Time when you noticed the loss	_____月_____日_____時ごろ Month Day Time
紛失したと思われる場所 Place where you lost the key	
紛失の経緯 Tell how and why it happened	

- 1) 猶予期間(本届出から 3 日間)までに鍵が見つからなかった場合、シリンダー交換に伴う費用を負担します。
 - 2) 今後紛失をしないよう、注意いたします。
 - 3) 紛失したルームキーの代替品として予備の ID タグとルームキー各 1 個を受け取りました。
- 1) **In case my room key cannot be found within the moratorium period (3days from the submission date of this report), I promise to pay all the expenses for replacing the door lock and key-switch.**
 - 2) I will take care to avoid such a thing happening again.
 - 3) I have received 1 substitute ID tag and 1 substitute room key.