

---

# Ritsumeikan University

## OIC International House

### Guidebook

---

**Updated: February 2025**

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 International House (OIC I-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 International House provides living facilities for undergraduate and graduate level international students from diverse countries and regions, as well as for domestic students. OIC I-House 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 I-House 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 International House is not a hotel, but rather a "home" for its residents, where they will develop lifelong friendships. All OIC I-House 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 OIC I-House experience.

<b>Unit/Room No.</b>	
<b>Name</b>	

# Table of Contents

## **I. General Information**

1. Formal Name	1
2. Address	1
3. Purpose	1
4. Administration and Management	1
5. Brief Description of OIC I-House	1
6. Units and Rooms	1

## **II. Procedures for Moving In**

1. Residency Prerequisites	2
2. Period of Residence	2
3. Dates for Moving In	2
4. Expiration of Period of Residence	2
5. Revocation of Residence Permission	2
6. Required Application Procedures	3
7. Required Procedures upon Moving In	3
8. Required Procedures after Moving In	3
9. Unit and Room Assignment	4
10. Bicycle Registration	4

## **III. Fees and Payment**

1. Fees	6
2. Payment of Fees	6
3. Payment of Fees at Departure	7
4. Liability for Damage	7

## **IV. OIC I-House Facilities Use**

### **< Common Use Facilities and Equipment >**

1. Main Entrance	8
2. Multi-Purpose Room (1F)	8
3. Laundry Room (1F)	8

4. Drying Area (Patio) .....	9
5. Patio/Smoking Area .....	9
6. Use of Storage Room Vacuum Cleaner and Blu-Ray Player .....	9
7. Internet Connection .....	9
8. Vending Machines .....	10
9. Mailboxes .....	10
10. Bicycle Parking/Motor Vehicle Parking .....	10
11. Vacant Spaces on the Premise .....	10

**< Units and Rooms >**

1. Units (General) .....	11
2. Units (Rooms) .....	11
3. Units (Living Room/Dining Room/Kitchen) .....	11
4. Units (Sink/Shower) .....	12
5. Units (Toilets) .....	12
6. Facility/Furnishings Inspection .....	12
7. Acceptable Usage .....	12
8. Room Keys .....	12
9. Air Conditioning .....	13
10. Bedding .....	13
11. Use of Electrical Appliances in Individual Rooms .....	13
12. Garbage .....	13

**V. Prohibited Activities**

1. Unauthorized Use .....	15
2. Solicitation and Sales .....	15
3. Plants and Pets .....	15
4. Visitor Entry Rules .....	15
5. Loud Noises .....	15
6. Dangerous Activities .....	16
7. Fire Prevention .....	16

8. Use of Flammable Items	16
9. Dangerous Items	16
10. Smoking (Including Electronic Cigarettes)	16
11. Alcohol	16
12. Illegal Drugs	16
13. Parking of Motorcycles and Motor Vehicles	16
14. Remodeling of Rooms and Units	16
15. Proselytizing and Political Activities	17
16. Maintenance of Morals and Order	17
17. Restriction of Access to Female-Only Floor	17
18. Moving Common-Use Furnishings	17
19. Violation of Laws	17
<b><u>Discipline</u></b>	17
<b><u>Eviction</u></b>	17

## **VI. Submitting Notices**

1. Staying Out Overnight	18
2. Holding an Event	18
3. Posters/Flyers	18

## **VII. Procedures for Moving Out**

1. Preliminary Procedures	19
2. Pre-departure Unit and Room Inspections	19
3. Procedures on the Day of Departure	20
4. What to Do Before Departure	20
5. Changing Your Address and Procedures Outside the Dormitory	20

## **VIII. In the Event of an Emergency**

1. Fire	21
2. Earthquake	22
3. Illness or Injury	22
4. Theft	22
5. Reporting Faults in Utilities/Furnishings	22

## **IX. Resident Mentors**

10. Resident Mentors	23
11. Role of Resident Mentors	23

# I. General Information

## 1. Formal Name

---

Ritsumeikan University OIC International House (OIC I-House)

## 2. Address

---

1-9-9 Kamichujo, Ibaraki, Osaka Prefecture 567-0881 TEL/FAX: 072-625-0100

\*When looking up the address, search for the Ibaraki Tax Office (1-9-21 Kamichujo, Ibaraki). OIC I-House is located just north of the Ibaraki Tax Office

## 3. Purpose

---

Ritsumeikan University OIC International House (hereinafter referred to as “OIC I-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 the I-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 I-House which is staffed from 8:00 – 17:00 on weekdays and Saturdays. On Sundays and in the evening/early morning (17:00 – 8:00), management is handled remotely via operator.

## 5. Brief Description of OIC I-House

---

- Co-educational housing (As of February 2025, the 4<sup>th</sup> and 5<sup>th</sup> floor offers female-only housing)
- 5 floors, reinforced concrete construction
- Common-use facilities:
  - Multi-purpose room, laundry room, drying area (patio), patio/smoking area, vending machines and outdoor bicycle parking area

## 6. Units and Rooms

---

Rooms: 168 rooms (6 rooms per unit / 28 units)

1F: 4 units, 2F – 5F: 6 units each (\*4F and 5F are female-only)

**\*Student room equipment and furnishings:** desk, chair, lighting, wardrobe (including 3 clothes hangers), bed (including mattress and rental bedding), curtains, trash can, 3-drawer cabinet, air conditioning unit, internet connection (Wi-Fi)

**\*Unit equipment and furnishings (shared):** refrigerator, cupboard, microwave oven, television, dining table and chairs (for 6 people), vacuum cleaner, trash can, clothes basket (for shower), broom and dustpan set, shoe box, door phone/intercom, frying pan + lid, 2 pots, kettle, cooking utensils, chopping board, strainer • bowl, dish drainer, dish towel, garbage bags, sponge, detergent, cleaning supplies

## II. Procedures for Moving In

### 1. Residency Prerequisites

---

Residents of OIC I-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 I-House.

### 2. Period of Residence

---

- (1) The period of residence at OIC I-House is for one 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. \* Refer to '4. Expiration of Period of Residence'.
- (2) As a general rule, Resident Mentors (RM), persons who provide resident support, may reside at OIC I-House for one 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

---

<Regular student>

April Enrollees : Last day of February of the year after move-in

September Enrollees : Last day of August of the year after move-in

<Non-degree students>

(SKP students, PBL students, APU students, and exchange students specific to the faculty)

\* If the acceptance period at our university is one semester

Students starting studies at Ritsumeikan in April : Until mid-August

Students starting studies at Ritsumeikan in September : Until mid-February the following year

\* If the acceptance period at our university is one year

Students starting studies at Ritsumeikan in April : Until mid-February of the following year

Students starting studies at Ritsumeikan in September : Until mid-August of the following year

### 5. Revocation of Residence Permission

---

Permission to move in to I-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 International House Dormitory Application Form as instructed by the OIC International Education Center.
- (2) Upon receipt of the Residence Permit and Invoice for Initial Dormitory Fees of OIC I-House, 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 7 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 I-House 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 I-House Guidebook** (OIC I ハウスガイドブック)
  - 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, unit number, and room number on the OIC I-House Guidebook. Be sure to bring it to the orientation for new I-House 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/unit, if applicable. When moving in, be certain to record any missing furnishings, damage or defacement of the room/unit, or troubles with electrical devices in the room/unit, 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 I-House. Write your unit number, 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 I-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 (Yuucho) Bank (ゆうちょ銀行)**

Please refer to P6 「Ⅲ .About automatic withdrawal from Japan Post Bank account」 .

**(3) Enroll in fire insurance**

Residents of OIC I-House are required to enroll in fire insurance. After you move into I-House, please follow the instructions you are given to enroll in the fire insurance provided by Creo-Human, and pay the insurance premium by the deadline using the invoice that will be mailed to you at a later date.

## 9. Unit and Room Assignment

---

- Residents' units and rooms are assigned by the International Center at OIC. Residents are unable to change units and/or rooms unless they receive specific permission.
- Female students who require religious considerations have priority to apply for units and rooms on the female-only housing floor.

## 10. Bicycle Registration

---

In order to own and ride a bicycle, it is required to complete anti-theft registration and enroll in liability insurance. Residents who wish to park their bicycles at OIC I-House are asked to register their bicycles as explained below.

\*Each resident is able to register and park one (1) bicycle only.

**(1) Enrollment in Liability Insurance**

- In Osaka Prefecture, all bicycle users are required to enroll in liability insurance.
- By enrolling in fire insurance at CreoHuman as instructed after move-in , you are automatically also enrolled in liability insurance, so there is no need to enroll in separate liability insurance.

- ◎ CreoHuman: Student Liability Insurance (学生総合保障制度)
- ※ If you are already enrolled in fire insurance, there is no need to enroll in separate liability insurance, so please submit a copy of your proof of insurance (保険証書) .
- ※ Fire insurance coverage is for each fiscal year, which means that it must be renewed every year that you are living in OIC I-House.
- ※ If you are enrolled in fire insurance from a company other than CreoHuman (i.e. the Ritsumeikan Co-op), you are required to enroll in liability insurance with a compensation limit of at least ¥100,000,000. The coverage period must extend through the completion of your program/degree.



## (2) Bicycle Anti-theft Registration

- Anti-theft registration is legally required for all persons who purchase a bicycle.
- Anti-theft registration raises the chance of recovery of a stolen or missing bicycle.
- Anti-theft registration in Osaka Prefecture is valid for ten (10) years.

※ If you received your bicycle directly from another person, you are responsible for transferring the anti-theft registration to your name. Registration may be accomplished at the Ritsumeikan Co-op. To register at the Co-op, the following items will be required:

- ① Previous owner's Anti-theft registration certificate/card, or letter/email from previous owner certifying that he/she has given/sold you the bicycle.
- ② Photo identification (Student ID, etc.)
- ③ Registration fee (¥600) \*As of February 2018
- ④ The bicycle to be registered

## (3) Bicycle Registration Process (OIC I-House)

- ① Complete the bicycle anti-theft registration and enrollment in liability insurance program.
- ② Bring your student ID, a copy of your anti-theft registration certificate/card, and a copy of proof of insurance to the OIC I-House building manager's office, then fill out a bicycle registration form.
- ③ The building manager will verify the bicycle's condition (including front light, lock, and anti-theft registration).
- ④ Receive a bicycle registration sticker with your registration number on it and affix it to the rear wheel guard of your bicycle. Be sure to park your bicycle in its designated place according to the registration number.

## (4) Caution:

- Be sure your anti-theft registration is in your name and keep the registration certificate/card safe. If you ride a bicycle received from a friend or senior student without changing the registration, you may be questioned by the police and treated as being in possession of another's bicycle.
- If you wish to be able to park your bicycle on the university campus, you must carry out a separate registration at the OIC Campus Information. Please make sure to go through the procedures according to the instructions given during the orientation for new international students.
- Bicycles parked at OIC I-House without registration will be locked or removed. Please make sure to complete the registration at the building manager's office within one (1) week after you buy/acquire the bicycle.
- When you move out, you must remove the bicycle registration sticker and report to the building manager's office about this matter. In case you sell/give away your bicycle during the period of residency, please remove the sticker and report the building manager's office as well.
- If you would like to dispose of the bicycle, please label it as "garbage" (ごみ) and put it out on the designated day for oversized garbage (once a month). If you have an electric bicycle, please contact a cooperating store to recycle the battery. You are also required to deregister from the Bicycle Anti-theft Registration. If you give your bicycle to your friend, please make sure to go through any necessary procedures to update the Anti-theft Registration with the name of your friend.

## 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 I-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 unit and/or 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 (1F - 5F)	55,000 yen	2,000 yen	7,200 yen	64,200 yen

\*There is a separate fee required to use the coin laundry at OIC I-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 26th, residents will have to transfer the required fees payment manually. In this case, the resident will still be responsible for any transfer fees.
- 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 the I-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 a bank account at Japan Post Bank (ゆうちょ銀行). Your cash card will be delivered at a later date.
- ② Write your bank account number on the "Automatic Payment Application Form" (自動払込利用申込書) and "seal registration certificate" (印鑑登録票) you received when moving in and submit it to Manager's office.  
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.

\*You must have completed resident registration in order to open a bank account.

\*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. 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) Unit/Room Maintenance and Repair Fees

All units and 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 unit, 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 I-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 (ルームキー紛失届け). A key reissuing fee (25,000 yen + tax) will be charged to the resident.
- Residents are not allowed to enter or leave the building except through the main entrance.

#### 2. Multi-Purpose Room (1F)

---

Hours of operation: 9:00 – 21:00

- Residents who wish to use the multi-purpose room should enter their request in the multi-purpose room reservation book (多目的室予約台帳) at the building manager's office and pick up the key by 17:00 on the day of the use.
- Users of the multi-purpose room must abide by the following at all times (You can start booking two (2) weeks prior to the date of use.):
  - ◆ Drinking alcohol is prohibited. (Eating and drinking are allowed.)
  - ◆ Refrain from behaviors that cause trouble to other residents.
  - ◆ Be sure to take sufficient precautions against fire, burns, etc.

\*If using the IH heater, microwave, etc., do not leave the kitchen while in use. Be sure to confirm that they are turned off after you are done using them.

- ◆ Any garbage created while cooking must be separated and disposed of in the trash cans inside the residents' unit(s).
- ◆ Room must be cleaned and returned to its original configuration immediately after each use.
- ◆ Turn off the lights and air conditioner after each use and return the key to the building manager's office.
- ◆ Table tennis equipment may be borrowed from the building manager's office using the reservation book.

#### 3. Laundry Room (1F)

---

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

- The three machines in the area separated on the left are for females only.
- Do not leave your laundry unattended in a washing machine or dryer.
- Store all detergent, etc. in your own room.

#### 4. Drying Area (Patio)

---

Hours of operation: 24 hours/day

- Users of the outside drying area must abide by the following at all times:
  - ◆ Do not leave clothes hanging for extended periods of time.
  - ◆ Do not use the three (3) clothes hangers provided in the wardrobe in your room outside, as these are for indoor use only.
  - ◆ Buy your own hangers, etc. and store them in your own room.
  - ◆ Use sturdy clothespins to hold clothes in place. In addition, do not hang clothes outside during periods of high winds.
  - ◆ Give priority to the space as a drying area.
  - ◆ Eating and drinking, consuming alcohol, smoking, and the use of fire is prohibited.
  - ◆ Be careful to avoid creating noise that may disturb other residents and neighboring residents.
  - ◆ Visitors are only allowed to enter the drying area when accompanied by the residents who invited them.

#### 5. Patio and Smoking Area

---

Hours of operation: 9:00 – 21:00

- Users of the patio and smoking area must abide by the following at all times:
  - ◆ Drinking alcohol is prohibited. (Eating and drinking are allowed.)
  - ◆ Use of fire or smoking (outside of the smoking area) is prohibited.
  - ◆ If using the smoking area, be sure that you do not disturb other residents.
  - ◆ After using the smoking area, be sure that the cigarettes are completely extinguished, in order to prevent fires, burns, etc.
  - ◆ Electronic cigarettes may not be smoked outside of the smoking area.
  - ◆ Smoking of hookah/shisha is prohibited, even in the smoking area.
  - ◆ Activities such as playing ball that may damage the facility are prohibited.
  - ◆ Be sure not to disturb neighboring residents.
  - ◆ If being used by multiple individuals or groups at once, please be considerate of each other.
  - ◆ Visitors are only allowed to enter the patio/smoking area when accompanied by the residents who invited them.
  - ◆ Do not leave personal items or trash in the patio/smoking area.

#### 6. Use of Storage Room Vacuum Cleaner and Blu-Ray Player

---

Available hours: 9:00 – 21:00 (vacuum cleaner only). Blu-ray player is available 24/7.

- As a general rule, please use the vacuum cleaner placed in your unit.
- When you use or return the vacuum cleaner located in the storage room or the Blu-ray player stored in the building manager's office, you must sign the usage record book (備品貸出台帳).
- Return the vacuum cleaner/Blu-ray player immediately after each use. Report to the building manager's office if you find any troubles with them.

#### 7. Internet Connection

---

Wi-Fi is available in the building.

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

## 8. Vending Machines

---

Located on the first floor.

## 9. Mailboxes

---

- **Normal Mail:**

Mailboxes may be opened by entering a 3-digit PIN. Regular mail will be placed in your mailbox. Please confirm your PIN in your room after you move in.

- **Registered Mail / Parcel Delivery:**

- The delivery call will go to the unit as a whole, so please confirm who the mail/package is addressed to before going down to receive any parcels or registered mail at the entrance.
- 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.

## 10. Bicycle Parking/ Motor Vehicle Parking

---

### **Bicycle Parking:**

Bicycle parking users must abide by the following at all times. Also, residents must thoroughly read “**VII. Important Notes, 2. Bicycle Registration**” on page 15 to register their bicycles accordingly.

- ◆ Bicycles must be parked and locked in their designated spot (assigned according to registration number) after being registered at the building manager’s office.
- ◆ Bicycles may not be taken inside OIC I-House. Each resident may register and park one (1) bicycle only.
- ◆ Parking a motorbike is prohibited.
- ◆ In the event that you receive visitors who arrive by bicycle, please ensure that they ride safely and avoid causing trouble for other I-House residents and the surrounding community. Visitors must park in the designated parking lot. Parking anywhere outside the designated area is strictly prohibited.

\*Visitors are allowed to park their bicycles during their visit to OIC I-House residents only. The bicycles parked outside of the approved visiting hours will be locked or removed.

### **Motor Vehicle Parking:**

There is no motor vehicle parking available to residents or visitors.

\*If you need to use the parking lot for moving in or out of the I-House, you must consult the building manager's office in advance.

## 11. Vacant Spaces on the Premise

---

Any activities that could be considered dangerous, e.g. ball games, or that could cause troubles to residents of I-House and the neighboring area, e.g. leaving personal belongings or garbage, are strictly prohibited on the premise.

The University accepts no responsibility for any accident, theft or damage to your personal belongings on the premises.

## < Units and Rooms >

### 1. Units (General)

---

Available hours: 24 hours a day.

- Residents must abide by the following at all times.
  - ◆ Use the living room, dining room, kitchen, sink, shower, and toilet in your own unit.
  - ◆ Take care not to disturb other residents. Be especially quiet during the early morning and late evening.
  - ◆ Be sure to turn off the lights and air conditioning when you are not using them.
  - ◆ Be sure to complete cleaning duties when it is your turn.
  - ◆ Be sure to use the designated garbage bags for the trash cans (not including any personal trash cans in your room).
- Shoes are not permitted inside the unit. Please use the shoe box at the entrance of the unit, which can be used for 1 pair of shoes per person. If you have other shoes, please store them in your room (inside the wardrobe).
- The areas at the entrance of the unit, entrance of the bedrooms, hallway, and outside the windows are designated as evacuation routes in the case of an emergency. Do not put personal belongings or trash in these areas, and be sure to keep them clean at all times.
  - \*If you leave personal belongings in the common areas, including hallways, they may be moved or disposed of at the discretion of the building manager.

### 2. Units (Rooms)

---

- If you wish to dry your laundry in your room, buy a pole or rope (approx. 110cm long) on your own to use with the hooks installed above your window (do not dry clothing on the pole in the wardrobe). Make sure that the clothes have been wrung dry before hanging them up.
- 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.
- It is prohibited to keep pets and grow plants on the premises of OIC I-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.

### 3. Units (Living Room/Dining Room/Kitchen)

---

- 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 your own cookware, cutlery, ingredients, and seasonings.
- 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 9:00 and after 21:00. Use the kitchen quietly and avoid causing a disturbance to other residents.

#### 4. Units (Sink/Shower)

---

- 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.
- To prevent damage to the sink from falling objects, do not put heavy or sharp items in front of the mirror.
- If you get water in the sink, dressing area, or hallway, wipe it up thoroughly.
- Visitors are not allowed to use the shower.
- Be sure that the person in charge of shower and sink cleaning duties washes the bath mats (in the sink and dressing area) regularly.

#### 5. Units (Toilets)

---

- 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.
- Within your unit, assign a schedule or rotation for buying toilet paper. (Toilet paper is only provided when you first move in.)

#### 6. Facility / Furnishings Inspection

---

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

#### 7. Acceptable Usage

---

- Residents are to abide by the following at all times:
  - ◆ Residents are to take care of units/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 the I-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.
  - ◆ Working with the RM, assign weekly cleaning duties to clean the ① kitchen, ② shower and sink, ③ toilet, ④ living room and dining room, and ⑤ to empty the trash cans and keep the unit clean.
  - ◆ Do not enter or leave the building through your room window.

#### 8. 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).
- 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 (25,000 yen + tax).



## 9. Air Conditioning

---

- Be sure to turn off the lights and air conditioner when not in use.
- Please practice energy conservation (usage by each unit is monitored).

## 10. Bedding

---

- Linen (quilt cover, sheets, pillowcase) is exchanged twice a month. Check the bulletin boards for the exchange dates.
- On the morning of the linen exchange day, place your quilt cover, sheets, and pillowcase in the collection box at the entrance of the dormitory.  
\*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 16:00 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 I-House. Even if you bring your own bedding, you are still responsible for the fixed bedding rental fee. Furthermore, when you move out from the I-House, 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), towel blanket (depending on the season)

## 11. 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.

## 12. Garbage

---

- (1) Follow all of the Ibaraki City rules for separation and disposal of garbage.
- (2) For garbage listed in ①② below, residents must separate garbage in the unit as instructed, using the designated (transparent) garbage bags available in the storage room, and place the bag(s) at the designated outside garbage collection point on the scheduled day and time, according to the cleaning duties assigned by the unit. Garbage from personal rooms should also be sorted and put out according to the disposal schedule.
- (3) For garbage listed in ③④, each resident should place their own garbage at the designated outside garbage collection point on the scheduled day and time.

### [Rules for Garbage Separation and Disposal in Ibaraki]

#### ① Normal waste, 2 times a week «Transparent garbage bag»

**Food products, paper, rubber, leather products, textiles, wood products, ceramics and pottery, small plastic wrapping/containers, small metal items, knives, spray cans/portable gas canisters, disposable lighters, cylindrical batteries, polystyrene foam, etc.**

\* Garbage is collected at a designated place outside of the building. (Make sure to lock the area after use.)

- \* Garbage must be put out in transparent bags with the contents visible in order to be collected.
- \* Drain water completely from all food products.
- \* Knives, broken glass, etc., must be carefully wrapped in paper and labeled as dangerous (kiken).
- \* For spray cans/portable gas canisters and disposable lighters, make sure they are empty of their contents before opening a hole/letting out the gas before disposal.
- \* Button batteries or small chargeable batteries should be brought to collection boxes at large electrical appliance stores, supermarkets, etc.

**② Cans, glass bottles (including cosmetic bottles), PET plastic bottles**

**2 times a month** «Transparent garbage bag»

**Cans or glass bottles from food and drink, cosmetic bottles, PET plastic bottles**

- \* Cans, glass bottles, and PET plastic bottles are collected at a designated place outside of the building.  
(Make sure to lock the area after use.)
- \* Garbage must be put out in transparent bags with the contents visible in order to be collected.
- \* Sort cans, glass bottles, and PET plastic bottles and put them out separately.
- \* Wash dirty cans and bottles before disposal.
- \* Remove labels and caps of plastic bottles.

**③ Used paper and used cloth (newspapers, magazines, cardboard, used cloth, used clothes, etc.)**

**1 time a month**

- \* Do not leave used paper/cloth in your room or unit; be sure to dispose of it on your own.
- \* Separate newspapers (including flyers folded in the newspapers), magazines (including paper boxes), and cardboard and tie each category up with string.
- \* Please put used cloth and used clothes in a transparent plastic bag.
- \* Paper cartons such as milk cartons should be washed, cut open, and dried before bringing them to the recycling boxes available at public facilities in the city.

**④ Large items, 1 time a month**

Smaller items: Items that are larger than 30cm but smaller than 1m, glass objects/glass bottles that are not from food, drink, or cosmetics

Large items: Items that are larger than 1m (however, one side must be smaller than 1m)

- \* Inform the building manager if you will be putting out large items
- \* Do not place large items in cardboard boxes or bags before putting them out
- \* Only 2-3 items can be collected at a time
- \* If you need to dispose of a large quantity at once, you will need to apply for a special collection (for a fee, to be paid by the resident).

## V. Prohibited Activities

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

### 1. Unauthorized Use

---

OIC I-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 the OIC I-House premises.

### 3. Plants and Pets

---

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

### 4. Visitor Entry Rules

---

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

#### <Visitors>

Visiting hours: 11:00 - 20:00

- 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 I-House. Residents assume responsibility for all actions of their guests.
- If visitors leave after 17:00 when the building manager is not available, the presence and signature of another dormitory resident is required.
- 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.
- Be sure to inform the other residents in your unit about any visitors in advance, and take care not to disturb others.
- 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 I-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 I-House 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 I-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 I-House is prohibited. The use of portable gas stoves, candles, incense, and other flammable items is strictly prohibited in OIC I-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 I-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 I-House is prohibited.

## 10. Smoking (Including Electronic Cigarettes)

---

Smoking is permitted in the designated smoking area on the patio only. Smoking outside of the designated area 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. Alcohol may only be consumed in your room and the living room, dining room, and kitchen of your unit.

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

## 14. Remodeling of Rooms and Units

---

Rooms/units 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 the I-House.

## 16. Maintenance of Morals and Order

---

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

## 17. Restriction of Access to Female-Only Floor

---

Regardless of being a resident or visitor, males are not allowed to enter the female-only floor(5F).

## 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 I-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
- 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 I-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 I-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 I-House and the conditions in the Residents' Pledge
- ◆ Activities that disturb the peace at OIC I-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 I-House for even just one night, please submit a Notification of Overnight Stay (外泊届け) to the building manager's office by the morning of the day of your departure (however, if you will be staying out overnight on a Sunday/holiday when the building manager is not present, you must submit the form by the end of office hours of the last day the office is open before you leave). 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" (一時出国届) to the International Center at OIC in advance.



### 2. Holding an event

---

- Residents who wish to hold gatherings or functions etc. in the common-use areas at OIC I-House must consult with the Resident Mentor (RM) first and then receive approval from the building manager's office by submitting a written plan no less than seven (7) business days before the event. You must also submit a report of the event after it has taken place.
- Evening events must end no later than 21:00.
- 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 I-House as well as inside your unit. Posters or flyers inside the unit should be posted on the bulletin board only.  
Before displaying any poster or flyer inside OIC I-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 unit and room 10 days before your requested move-out date, as well as a final inspection of your unit and 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 (Refer to '4. Expiration of Period of Residence'). You must pick up a "Request for Moving Out" (退寮願) at the building manager's office and turn it in to the building manager's office **at least one (1) month prior to the same date** your requested move-out date.
- (2) Move outs must be scheduled between Monday and Saturday (please confirm for Saturdays), the hours of between 9:00 and 16:00. You are not allowed to move out on Sundays, national holidays, 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 Unit and Room Inspections

---

- (1) The building manager will visit your unit/room for a pre-departure unit and 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 unit and room, conducted by the building manager, and to follow any directions given at that time. If it is determined that the unit/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 OIC I-House 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 and units. 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 the parking area at OIC I-House 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 I-House when moving out, including items in your personal room, the unit, and the bicycle parking area. 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

- ◆ If you are moving within Ibaraki: Go directly to Ibaraki City Hall.
  - ① Go to the Citizens Affairs Division (市民課) within fourteen (14) days of moving with your Residence Card, submit a notification of change of address, and have your new address entered on the back side of the card.
  - ② Next, go to the Health Insurance and Pension Division (保険年金課) and have your National Health Insurance Card reissued with your new address.
- ◆ If you are moving out of Ibaraki to another city: Go to Ibaraki City Hall as well as the city hall/ward office that presides over your new address.
  - 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.
  - ③ Within fourteen (14) days after moving to your new address, go to the appropriate division of the city hall or ward office that presides over your new address with your residence card and "Moving-Out Certificate" to complete the moving-in procedures and have your new address entered on the back side of the card.
  - ④ Next, go to the division responsible for health insurance and register for National Health Insurance under your new city.



**\* 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**

- In order to make sure that mail addressed to your old address (OIC I-House) is 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 I-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 I-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.
- To slow the spread of smoke and fire, please close the door of your room and your unit (fireproof door) 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

---

- 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 cost for transportation, etc. for the manager or another dorm resident if they accompany the ill or injured student to the hospital.

## 4. Theft

---

The university bears no responsibility for any theft or robbery that occurs in OIC I-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, unit, or common use areas become inoperable or broken, please report the problem by promptly submitting a maintenance report (不具合報告書) 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 I-House life. Additionally, RMs are responsible for the maintenance of hygiene, discipline, and other guidance issues of the unit to which they are assigned. Residents are to cooperate willingly with the RM in their unit and work together to make every effort to improve the living environment of OIC I-House. Please consult your Resident Mentor if you have any worries or concerns related to your residence at OIC I-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 unit as a unit 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!

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

<End of Guidebook>

**Ritsumeikan University OIC International House  
Dormitory Regulations (Excerpt)**

Purpose

Article 1. This document provides the regulations for Ritsumeikan University OIC International House (hereinafter referred to as "OIC I-House") based on Article 21 of the Ritsumeikan University OIC International House Administration and Operation Regulations (hereinafter referred to as "Administration and Operation Regulations").

Residents' Obligations

Article 2. Residents are required to abide by the items listed below:

- (1) In addition to these regulations, Residents must abide by the requirements provided in the Administration and Operation Regulations and the OIC International House Guidebook.
- (2) Residents must follow the directions of the building manager and Resident Mentors
- (3) Residents must maintain the cleanliness of their rooms and endeavor to keep them neat and in order.
- (4) Residents must separate their daily garbage by type and put it out in the designated location at the scheduled collection times, as directed by the building manager. Residents must bear the expense of disposal of all fee-based garbage.
- (5) Residents must clean the common-use space in their unit and any common-use areas outside of their unit after their use and preserve their cleanliness and order.
- (6) Residents must bear all expenses for replacing disposable items in their room and unit, such as lightbulbs, toilet paper, etc.
- (7) Residents may not leave personal items outside their rooms and units in common-use spaces. Residents must agree that personal items left in common-use spaces outside rooms and units may be moved or disposed of on the building manager's authority.
- (8) Residents must use all be careful in their use of all furnishings, electric appliances, etc., in their rooms as well as common-use spaces and report any damage to the building manager. If Residents are found to be responsible for damage, they must bear responsibility for payment.
- (9) Residents must dispose of all personal items remaining in their rooms upon moving out.
- (10) Except in cases of special circumstances, Residents must participate in all events planned for Residents.

Prohibited Activities

Article 3. Residents must not engage in any of the following activities within the dormitory:

- (1) Possession, consumption, cultivation/production, and trafficking of marijuana and all other drugs and narcotics.

- (2) Consumption of alcohol or smoking of tobacco by persons under 20 years of age and other legally prohibited activities.
  - (3) Smoking outside of the designated smoking area.
  - (4) Ownership of motor vehicles or motorcycles.
  - (5) Use of rooms for any purpose other than residence.
  - (6) Unauthorized movement of chairs, sofas, etc., located in common-use areas. Furnishings from common-use areas outside of units may not be taken inside rooms or units without permission. Furnishings from common-use spaces inside the units may not be taken inside rooms without permission.
  - (7) Solicitation and sale of commercial goods.
  - (8) Possession of living things such as plants or pets.
  - (9) Allowing visitors (including parents, guardians, siblings, and friends) to stay overnight in the dormitory.
  - (10) Causing loud noises that cause a nuisance for other residents or the surrounding community.
  - (11) Activities that could result in harm to the Resident or other persons or activities that are considered to be dangerous.
  - (12) Entering the roof area or using sealed emergency exits without permission.
  - (13) Use of matches, lighters, candles, incense, portable stoves, gas stoves, or other items that use fire.
  - (14) Bringing weapons or items that can be considered weapons, explosive or flammable dangerous items, or liquids or chemicals that could corrode or damage the OIC I-House building, facilities, or furnishings (including pipes) into the building.
  - (15) Smoking water-filtered tobacco.
  - (16) Consumption of alcohol outside of Residents' own rooms or the living space inside Residents' own units.
  - (17) Remodeling of rooms.
  - (18) Proselytizing in the dormitory.
  - (19) Participation in a gang or violent organization, as well as admitting somebody involved in such an organization into the dorm.
  - (20) Males entering the (female-only) fifth floor (including Residents and visitors).
2. Short-term residents must not engage in any of the activities listed above, as well as the following activities:
- (2) Admitting visitors into the dormitory.
  - (3) Entering spaces within the dormitory outside of those for which they have received permission to use.

#### Reporting Obligation

Article 4. Residents in any of the circumstances below must submit a notification to the Administrative Manager of the Office of International Affairs at OIC using the designated form.

- (1) Causing damage to furnishings in rooms, units, or common-use spaces outside of units

- (2) Loss of room key
  - (3) Damage to any electricity, water and drainage, hot water, air conditioning, or other furnishings and equipment in room and unit
  - (4) Absence from the dormitory for a period of 7 days or more for reasons such as trips, vacations, and returning home
2. Residents who intend to engage in any of the following activities must submit a request using the designated form and obtain permission from the Administrative Manager of the Office of International Affairs at OIC.
- (1) Possession of a bicycle or request to use bicycle parking area
  - (2) Conducting any event within the dormitory grounds
  - (3) Posting of information within common-use spaces in the dormitory

### Bicycle Use

- Article 5. Residents may use bicycles in accordance with the following guidelines:
- (1) Residents may possess only one bicycle per person and park it in the dormitory bicycle parking area.
  - (2) Residents must affix the designated OIC I-House sticker to their bicycles.
  - (3) Bicycle users must be enrolled in accident and liability insurance.
  - (4) Bicycles must be equipped with a lock and users should beware of theft.
2. The University and building manager will not bear any responsibility for theft, damage, accidents, etc. that take place in the parking lot or bicycle parking area.

### Visitors' Access to Dormitory

- Article 6. Residents must abide by the following guidelines when bringing visitors into the dormitory:
- (1) Visitors must sign the visitor log book at the Building Manager's Office.
  - (2) Visitors are permitted between the hours of 11:00 - 20:00 only.
  - (3) Visitors may not stay overnight in the dormitory.

### Entering Residents' Rooms

Article 7. When deemed necessary for building maintenance, crime prevention, fire prevention, aid, or other required management functions, Ritsumeikan University faculty and staff as well as building managers may inform Residents and enter their units and rooms. However, in the event of an emergency when there is no time to inform Residents in advance, the aforementioned staff may enter rooms without giving notice.

### Amendment or Abolishment

Article 8. These regulations may be amended or abolished by the authority of the Executive Director of the Division of International Affairs.

### Supplementary Provision

These regulations are effective as of March 1, 2018.

End of Dormitory Regulations