

Ritsumeikan University

International House Tokiwa

Guidebook

Updated: September 2026

According to its Charter, Ritsumeikan is committed to building an institution where many cultures coexist in the spirit of international mutual understanding. Ritsumeikan University International House Tokiwa (hereinafter “I-House Tokiwa”) realizes the spirit of the Charter by serving 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.

I-House Tokiwa provides living facilities for undergraduate and graduate level international students from diverse countries and regions, as well as for domestic students. The 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 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.

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

Room No.	Name

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Basic Residents' Obligations

I-House Tokiwa is part of an educational facility. Residents are asked to respect one another and make every effort to maintain a good communal living environment. In particular, all residents must observe the following basic obligations at all times (please refer to the relevant sections of this Guidebook for details).

- Comply with the matters set forth in this Guidebook and the "Ritsumeikan University International House Rules."
- Follow the instructions of the I-House Manager (university staff, building manager, and management company staff) and Resident Mentors (RM).
- Keep your room clean and tidy.
- Sort your garbage and dispose of it at the designated place and time. Residents are responsible for any fee required to dispose of garbage. (→ See "V. Use of Facilities, Individual Rooms, 10. Garbage")
- Restore common-use areas to their original condition after use.
- Purchase toilet paper, tissue paper and other consumables for your room at your own expense.
- Do not leave personal items in common-use areas. Items left behind may be moved or disposed of at the I-House Manager's discretion.
- Handle furnishings and appliances in your room and in common-use areas with care, and report any damage or malfunction to the I-House Manager promptly. If damage is caused intentionally, you will be billed for the actual cost of repair. (→ See "VI. Rules for Conduct, 3. Liability for Damage")
- Report any malfunction of building equipment or utilities promptly to the I-House Manager. (→ See "VI. Rules for Conduct, In the Event of an Emergency, 5. Reporting Faults in Utilities/Furnishings")
- Remove all of your personal belongings from your room when you move out. (→ See "VI. Rules for Conduct, 8. Removal of Personal Items When Moving Out")
- Pay dormitory fees and other charges by the designated due date. (→ See "IV. Fees and Payment, 1. Payment of Fees")
- Respond promptly if the I-House Manager asks you to come to the office or requests a meeting with you.
- Make every effort to participate in events for residents (such as orientation and fire drills), except where you have a valid reason not to attend.

Failure to observe these obligations may result in guidance, a warning, an order to leave the dormitory, or other necessary action by the Executive Director of the Division of International Affairs.

I. General Information

1. Formal Name

Ritsumeikan University International House Tokiwa (I-House Tokiwa)

2. Address

23 Tokiwa Kanda-cho, Ukyo-ku, Kyoto-shi, Kyoto-fu, JAPAN 616-8219

Phone Number: 075-873-1820

If using the Randen tram, board at the nearest station to I-House Tokiwa ("Narutaki" station on the Kitano Line) and get off at "Ryoanji" or "Toji-in" station. If coming by bicycle, ride safely, follow Japan's traffic rules, and pay close attention to cars and pedestrians.

3. Purpose

Ritsumeikan University International House Tokiwa (hereinafter referred to as "I-House Tokiwa") was established to promote the internationalization of education and research at Ritsumeikan University and to promote intercultural exchange between international students from various countries, Japanese students, and the local community.

4. Administration and Management

The Office of International Affairs conducts administration and management of the I-House on behalf of the Executive Director of the Division of International Affairs, under Ritsumeikan University.

I-House Tokiwa has a Manager's office and is managed on a 24-hour basis. However, between 23:00 and 7:00 the following day, the building is managed by the automatic security system, and staff from the security company will respond in case of an emergency.

5. Brief Description of I-House Tokiwa

- Co-educational housing (all floors).
- Three (3) floors above ground and one (1) basement floor, reinforced concrete construction.
- Common-use facilities: eat-in kitchen, lounge, tatami room, internet corner, toilets, bathrooms, laundry, shoe box, vending machine corner, outdoor bicycle parking.

6. Rooms and Furnishings

- Student Room (single occupancy): 52 rooms

Equipment and Furnishings

Desk, chair, bookshelf, bed, air conditioner, curtains, trash box, closet, lighting (desk, ceiling), telephone (incoming calls only)

II. Procedures for Moving In

Residents of I-House Tokiwa must be current Ritsumeikan University students, or those recognized as eligible by the Executive Director of the Division of International Affairs, and must complete the designated application procedures to receive permission to reside in the I-House.

As a general rule, residence at I-House Tokiwa is limited to six months or one year, but the residence period differs depending on your affiliation and program; the period specified at the time of residence permission will apply.

For details regarding dormitory admission, please refer to the “Application Guideline for I-House,” which will be provided separately to eligible applicants.

1. Required Procedures upon Moving In (Details will be provided when you move in)

- In general, you must move in between 10:00 and 17:00. You must bring your residence permit with you.
- At the I-House Manager’s office, complete and sign the following two (2) documents: 1) Resident’s Pledge, 2) Key Receipt.
- Receive the following five (5) items: 1) Room key, 2) Room Inspection Form, 3) Loan Agreement, 4) Resident Profile Form, 5) I-House Tokiwa Guidebook (this book).
- Before moving any personal items into your room, inspect the room and check that electrical devices work properly, complete the “Room Inspection Form,” and submit it to the I-House Manager’s office. Report anything of concern to the I-House Manager at that time.
- Fill out the “Resident Profile Form” and submit it to the I-House Manager’s office within three (3) days of moving in. Write your room number and name on the reverse side of your ID photo (approx. 4cm x 3cm) and attach it to the form.
- Write your room number and name on the cover of this “I-House Tokiwa Guidebook,” and bring it with you to the orientation for new residents held after move-in.

Note

- The “Room Inspection Form” is an important document used for the departure inspection and for billing any repair costs. Be sure to record any missing furnishings, damage, or malfunctioning equipment, and report it to the I-House Manager BEFORE moving your belongings into the room.
- When inspecting your room, check carefully what furnishings are provided. Be careful not to accidentally dispose of or take away any I-House furnishings when you move out.

2. Required Procedures after Moving In

(1) Residence Registration, National Health Insurance, and National Pension

- Residence registration: Go to the Shimin-Madoguchi-ka (Resident Registration Section) at Kyoto City Ukyo Ward Office, submit the Resident Registration Form, and have your address in Japan (I-House Tokiwa address and room number) written on the reverse side of your Residence Card.
- Enrollment in National Health Insurance: After completing residence registration, go to the Hoken-Nenkin-ka (Insurance and Pension Section) at the ward office and receive your insurance card. Note: You will later receive invoices for insurance fees by post — be sure to pay each by its due date.
- Enrollment in the National Pension: All residents of Japan aged twenty or over are legally required to join the National Pension. Students may apply for the “Special Payment System for Students” to defer payment. For details, see the Japan Pension Service website (<http://www.nenkin.go.jp>).

(2) Opening a Bank Account

After completing residence registration, you may open a bank account. To enable automatic withdrawal of fees, please complete the following procedures promptly. Details will be explained after you move in.

- Open a bank account at Japan Post Bank (JP Bank).
- Submit the “Automatic Payment Application Form” to the I-House Manager’s office.

Note

- For international students, your JP Bank account will be classified as “NON-RESIDENT” until six months after you enter Japan, during which remittances (sending or receiving) are subject to high fees and some types of transactions are restricted. As soon as six months have passed, please go to the post office promptly to change your account status to “RESIDENT.” If you fail to do this and incur a high fee at the time of the security deposit refund (residents who moved in by February 2026 only), you will be responsible for that fee.
- If you need a bank account to receive scholarship payments, etc., in addition to automatic fee withdrawal, please follow your scholarship coordinator’s instructions. Also, if a security deposit refund applies (residents who moved in by February 2026 only), it will, as a rule, be transferred to your bank account within Japan.

(3) Subscription to Fire Insurance

Residents of I-House Tokiwa are required to take out fire insurance. As soon as possible after moving in, please enroll in a fire insurance program at the Student Co-op, CreoHuman, or elsewhere, attach a copy of your proof of enrollment (insurance policy or Co-op Insurance Card) to the Fire Insurance Enrollment Confirmation Form, fill in the required information, and submit it to the I-House Manager’s office by the designated due date.

3. Room Assignment

Rooms are assigned by the International Center at Kinugasa Campus. Residents may not change to a different room without specific permission.

4. Revocation of Residence Permission

Permission to move in may be revoked in any of the following cases:

- Failure to complete the designated application procedures by the deadline
- Discovery of false statements in application documents
- Failure to pay the initial fee or other required fees by the designated deadline

III. Procedures for Moving Out

1. Preliminary Procedures

You must submit a “Request for Moving Out” to the I-House Manager’s office **no later than 22:00 on the date that is one (1) month before your desired move-out date.** Once accepted, your move-out date, base date for calculating your final fee, and final payment amount will be determined.

Note: If you submit the “Request for Moving Out” by the deadline (22:00, one month before your desired move-out date), the base date for calculating your final fee will be the same as your move-out date.

Note: If your approved period of residence is one (1) month or less, submit the “Request for Moving Out” when you move in.

Note

- You must schedule your move-out between 10:00 and 16:00 on a weekday. Moving out on a Saturday, Sunday, national holiday, or outside these hours is not permitted.
- If you plan to use an airport taxi or shared shuttle when moving out, make your own booking and inform the I-House Manager’s office of the pick-up time in advance. Since the I-House Manager will conduct a final room inspection with you present, your scheduled “move-out time” on the Request for Moving Out must be at least thirty (30) minutes before the pick-up time.
- If you fail to submit the “Request for Moving Out” by the deadline, the date one (1) month after you submit it becomes the base date for calculating your final fee, which may result in an obligation to pay fees for the latter half of your final month or for the following month as well (→ see “IV. Fees and Payment, 2. Payment of Fees at Departure” for details).
- If you need to change the date or time on your submitted Request for Moving Out, you must consult the I-House Manager’s office at least three (3) days before your scheduled move-out date. Depending on the timing of the change, additional fees (or a reduction) for the move-out month may apply — please follow the I-House Manager’s instructions. If you overstay your scheduled move-out date without prior consultation, you will be billed for all fees from the day following the original move-out date, regardless of how many days you overstay.
- Residents are responsible for all bank transfer fees, including for remittances to an overseas bank account requested for personal reasons.

(Residents who moved in by February 2026 only: Your security deposit will, as a rule, be refunded by bank transfer to your registered JP Bank account within 60 days of moving out. If more than six months have passed since you entered Japan, please change your account status to “RESIDENT” at the post office beforehand. Residents are responsible for all transfer fees. If you are returning to your home country immediately after moving out, please consult the I-House Manager’s office about refund arrangements when submitting your Request for Moving Out — remittance to an overseas bank account in your name is possible.)

2. Pre-departure Inspection

- Prior to moving out, you are, in principle, required to be present for a pre-departure inspection by the I-House Manager.
- This inspection is generally scheduled around ten (10) days before your move-out date, between 9:00 and 17:00.
- The inspection date and time will be arranged when you submit your Request for Moving Out.

3. Obligations before Day of Departure

- Prepare to remove all personal belongings when moving out, and dispose of garbage and unneeded items according to the designated methods. For large items, consult the I-House Manager’s office about disposal before the pre-departure inspection and take responsibility for disposing of them yourself. (→ See “V. Use of Facilities, Individual Rooms, 10. Garbage”)
- If you need to use the parking area for your move, consult the I-House Manager’s office in advance.

4. Procedures on the Day of Departure

- On the day of departure, you are required to be present for a final inspection by the I-House Manager and to follow their instructions. If wallpaper, carpet, or furnishings require replacement or repair, the cost will be billed to you. (Residents who moved in by February 2026 may have this deducted from their security deposit.)
- When moving out, return your I-House Tokiwa room key to the I-House Manager's office.

5. 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
- Violation of regulations, rules, or the Residents' Pledge related to I-House Tokiwa
- Conduct that disrupts the order of I-House Tokiwa and is judged by the Executive Director of the Division of International Affairs to be a serious breach of a resident's responsibilities

6. Changing Your Address

(1) If leaving Japan after completing your program at Ritsumeikan University [Residence Registration / National Health Insurance]

- Go to the Shimin-Madoguchi-ka at Ukyo Ward Office and submit a Moving Overseas Notice. (This can be done from fourteen (14) days before departure; about seven (7) days before is recommended. Failing to submit this notice may cause problems on your next entry to Japan. Return your Residence Card to the immigration officer at the airport when departing.)
- Go to the Hoken-Nenkin-ka and return your National Health Insurance card. Show proof of your departure date (e.g., an airline ticket) and settle any outstanding insurance fees up to your departure date.
- If enrolled in the National Pension, complete withdrawal procedures at the same time.

(2) If moving within Kyoto City

- Within fourteen (14) days of moving, go to the Shimin-Madoguchi-ka of the ward office for your new address, submit the notification, and have your new address entered on the reverse of your Residence Card.
- Go to the Hoken-Nenkin-ka to have your National Health Insurance card reissued. If enrolled in the National Pension, register your new address.

(3) If moving outside Kyoto City (e.g., to Osaka)

- Complete moving-out procedures at the Shimin-Madoguchi-ka of Ukyo Ward Office and receive a "Certificate of Moving Out."
- Go to the Hoken-Nenkin-ka, return your National Health Insurance card, and report your expected move-out date.
- Within fourteen (14) days of moving, submit the Certificate of Moving Out at the relevant window for your new address and have your new address entered on your Residence Card.
- Register for National Health Insurance at your new address's insurance window. If enrolled in the National Pension, register your new address.

Kyoto City Ukyo Ward Office

- Kyoto City Ukyo Ward Office: 12 Uzumasa-shimo-keibu-cho, Ukyo-ku, Kyoto 616-8511. Phone: 075-861-1101 (main line)
- Office hours: 8:30–17:00 (closed Saturdays, Sundays, national holidays, and New Year holidays)
- Access (by Randen tram): From "Narutaki" station, change trams at "Katabiranotsuji," get off at "Randen-Tenjingawa" (immediately outside the station)

Mail Forwarding

To have mail addressed to your old address (I-House Tokiwa) forwarded to your new address, submit a change-of-address notice. You may do this online, or pick up a change-of-address postcard at any post office, fill it out, and submit it at the counter or mail it. (Mail will be forwarded for up to one (1) year after the notice is submitted. The post office does not forward mail overseas. Mail delivered to I-House Tokiwa after you move out will not be accepted under any circumstances and will be returned to the post office.)

Other Address-Change Procedures

- Ritsumeikan University: Update your address on CAMPUS WEB via Student Portal, or notify the Manabi Station directly.
- International Center at Kinugasa Campus: Submit a copy of your updated Residence Card.
- Ritsumeikan Co-op (members only), your bank, mobile phone provider, bicycle anti-theft registry, etc.

IV. Fees and Payment

<Monthly fees> (Please refer to the “Application Guideline for I-House” for initial costs and other fees associated with entering the dormitory.)

	Rent	Bedding Rental	Total
Room (1F–3F)	¥39,000	¥2,000	¥41,000
Note • Rent includes water and electricity charges. The coin laundry fee is not included and must be paid separately. • Internet access is available in the dormitory at no additional cost. Depending on usage, the connection may be congested at times. • Dormitory fees and related policies may be revised each semester, and changes may apply from the following semester even while you are residing in the dormitory. Please check the latest information each semester.			

1. Payment of Fees

For initial costs and other fees associated with entering the dormitory, please refer to the “Application Guideline for I-House.”

For fees incurred after moving in (rent and bedding rental), please open a JP Bank account and complete the necessary paperwork for automatic withdrawal promptly.

- As a rule, fees are paid in advance. On the 26th of each month (or the next business day if it falls on a weekend/holiday), the following month’s fee will be withdrawn from your registered JP Bank account. The withdrawal fee is your responsibility, so be sure to deposit “next month’s fee + withdrawal fee” into your account. See the invoice distributed by the I-House Manager’s office for details.
- For new residents, considering the time needed to open a bank account, no withdrawal is made in your move-in month; the first automatic withdrawal occurs on the 26th of the following month.
- If your account lacks sufficient funds, a second withdrawal attempt will be made on the 10th of the following month (or the next business day if a weekend/holiday). A withdrawal fee applies (resident’s responsibility).
- If the second attempt also fails, the unpaid amount is added to the following month’s fee and both are withdrawn together on the 26th. If you are moving out soon and no further withdrawal is scheduled, you must transfer the required amount directly to the designated bank account yourself (transfer fee is your responsibility).
- Residents who are delinquent for two (2) months or more will be subject to a warning or eviction — please pay close attention to your payment schedule.
- If you will be away from I-House for an extended period (e.g., during a long vacation), leave sufficient funds in your account to cover fees during your absence.
- As a rule, fees cannot be paid in cash.
- Residents staying less than three (3) months must, as a rule, pay the entire period’s fees in one lump-sum remittance before moving in (applicable residents will be notified at the time of application).

2. Payment of Fees at Departure

(1) Determining the End Date for Rent and Bedding Rental

Based on your submitted Request for Moving Out, the base date for calculating your final fee and the final payment amount will be determined.

- If the base date is on or before the 15th of the month: half a month’s rent plus one full month’s bedding rental fee
- If the base date is on or after the 16th of the month: one full month’s rent and bedding rental fee

(2) Room Repair Costs

Your room will be inspected when you move out. You are not responsible for the cost of ordinary wear and soiling from daily living. However, if damage such as a broken door, holes in the wall, carpet stains from spilled drinks left uncleaned, or broken furnishings is found to be the result of your intentional act or negligence, you will be billed for the cost of repair.

(Residents who moved in by February 2026 only: Any room repair costs or unpaid fees resulting from your intentional act or negligence will be deducted from your security deposit, with the remainder refunded. If the deposit is insufficient to cover the cost, you will be billed separately for the difference.)

V. Use of Facilities at I-House Tokiwa

Note

- If electricity, plumbing, hot water, air conditioning, or any other equipment in your room or common-use areas becomes inoperable or broken, report it to the I-House Manager's office immediately.
- Between 23:00 and 7:00 the following day, the building is managed by the automatic security system. Except in an emergency, do not open windows or emergency exits in common-use areas during this time (doing so triggers the alarm and brings security staff to the building immediately). The main entrance door and your own room window may be opened during this time, but be sure to keep them locked/closed otherwise.
- Please fully understand the rules in this Guidebook and refrain from any behavior that may cause trouble for other residents. Nuisances or rule violations may result in a warning or eviction.
- The university accepts no responsibility for any accident or theft on the premises, including the bicycle parking area.

Common-Use Facilities and Equipment

Common Rules for Use of Shared Spaces (Applicable to All Facilities)

- **Quiet Time is from 10:00 p.m. to 6:00 a.m.** Please refrain from using loud appliances or chatting loudly, out of consideration for neighboring residents and other dormitory residents.
- Always clean up and restore common-use areas to their original condition after use. Do not leave personal items unattended (items left behind may be moved or disposed of at the I-House Manager's discretion).
- Turn off lights and air conditioning (including the TV) after each use.
- When using an IH cooking heater or other cooking appliance, do not leave it unattended, to prevent fire and burns, and check after use that it has been turned off.
- Visitors may only use common-use spaces when accompanied by the resident who invited them. However, visitors are not permitted to use the bathroom.

Below, only the hours of operation and rules specific to each facility are listed (in addition to the common rules above).

1. Front Gate

Open 7:00–23:00. If passing through the gate outside these hours, be sure to close it behind you.

2. Main Entrance

- Entrance door: 24-hour auto-lock
- Residents may unlock the door by holding their room key over the entrance panel. Please be especially quiet when entering or leaving early in the morning or late at night.
- If you lose your key, report it to the I-House Manager's office immediately. A key reissuing fee (approx. ¥50,000, tax included; subject to change) will be charged to the resident.
- Entering or leaving the building through any door other than the main entrance is prohibited.

3. Eat-in Kitchens (1F–3F)

Generally available 24 hours; however, the university may limit hours to reduce late-night noise. Follow the latest posted notices or the I-House Manager's instructions.

- As a rule, use the kitchen on your own floor.
- Be especially quiet late at night and early in the morning.
- Sort your cooking garbage and dispose of it in the designated bins.
- Store your own cookware, dishes, ingredients, and seasonings, and keep storage shelves tidy.
- I-House Tokiwa uses IH cooking heaters, not gas stoves — only IH-compatible cookware may be used.
- Be sure to perform your assigned cleaning duty. When using the kitchen in a group, take care not to inconvenience other residents.

4. Bathrooms (Basement)

Available 24 hours (except during cleaning).

- Practice water conservation.
- Store shampoo and other items in your own room.
- Hair dyeing and cutting are prohibited.
- Use only the bathroom designated for your gender.
- Wipe up any water left on the changing area floor.

5. Toilets (All Floors) (Male: 2F/Basement, Female: 1F/3F/Basement)

Available 24 hours (except during cleaning).

- Keep the toilet clean; wipe up any soiling.
- Do not flush anything other than toilet paper.
- Dispose of garbage in the trash box/sanitary box.

6. Laundry Room (2F)

Available 24 hours. Coin-operated (100-yen coins only).

- Close the door when using the laundry room at night.
- Do not leave laundry unattended in the washer or dryer.
- Store detergent, etc. in your own room.

7. Lounge and Tatami Room (Basement)

Generally available 24 hours; the university may limit hours to reduce late-night noise. Follow the latest posted notices or the I-House Manager's instructions.

- Eating and drinking (including alcohol) is allowed in the lounge, but cooking is not.
- Keep noise down before 9:00 and after 21:00. Use of fire is prohibited.

8. Internet Room (Inside Lounge)

Available 24 hours.

- Do not move the computers or install software without permission.
- Eating and drinking are prohibited. Please be considerate of others and avoid using the room mainly for games when others are waiting.
- Visitors may not use this room.

9. Hallways/Room Entryway

Hallways and entryways serve as emergency evacuation routes, so keep them free of personal items and garbage at all times. Items left in common-use areas may be moved or disposed of at the I-House Manager's discretion, and the resident responsible may be subject to a warning or eviction. Talking or making noise (e.g., loud footsteps) in the hallway at night is a nuisance to others and, in serious cases, may result in a warning or eviction.

10. Name Plate (1F)

The I-House Manager uses this to confirm whether residents are in the building. For safety, always switch your name plate to WHITE when you are in, and RED when you are out.

11. Shoe Box (1F)

- Shoes are not permitted inside the building — please prepare indoor slippers.
- Remove your shoes at the entrance and place them in your own shoe box. Do not leave shoes or personal items in an unused box.
- Dry wet shoes in your own room, not at the entrance.

12. Use of Vacuum Cleaner (Available 09:00–21:00)

- Available for loan from the I-House Manager's office. Sign the log book when borrowing and returning.

- Return promptly after use, and report any malfunction to the I-House Manager's office.

13. Vending Machine

Located on the 1st floor.

14. Mailbox (1F)

- Regular mail: delivered to your mailbox.
- Registered mail/parcels: must be received in person at the entrance. If a delivery time is specified, please be in your room at that time. If unavoidably absent, the I-House Manager may hold the item temporarily (a tag will be placed on your name plate; sign the log book to collect it).
- Items the office cannot hold (cash-on-delivery, insufficient postage, items requiring customs payment, refrigerated/frozen items, etc.) will trigger a redelivery notice in your mailbox — contact the post office/courier yourself to arrange redelivery.

Note: The I-House Manager's office cannot hold any mail or parcels that arrive before you move in. Please arrange for deliveries to arrive only after you have moved in.

15. Bicycle Parking/Motor Vehicle Parking

[Bicycle Parking] Register your bicycle at the I-House Manager's office, park it in the designated area, and always lock it. Each resident may register and park only one (1) bicycle. Bicycles may not be brought inside the building, and motorbikes may not be parked on the premises. Visitors may park only while visiting a resident. → See "VI. Rules for Conduct, 2. Bicycle Registration" for details.

[Motor Vehicle Parking] No parking is available for residents or visitors. If you need to bring a truck onto the premises for moving, consult the I-House Manager's office in advance.

16. Vacant Spaces on the Premise

Dangerous activities (including ball games), use of fire, smoking outside the designated area, and leaving personal items or garbage are all prohibited.

Individual Rooms

1. Entering Rooms

The I-House Manager may enter your room, with prior notice, only in one of the following circumstances:

- Necessary maintenance, inspection, or repair of the building or equipment
- Response to a fire, accident, sudden illness, or other emergency
- Confirmation of a rule violation, or other cases reasonably necessary for safety management

In an emergency, the I-House Manager may enter without prior notice, but will report the circumstances to you promptly afterward. Any entry will be limited to the minimum scope and time necessary.

2. Acceptable Use

- Use of fire or smoking is prohibited (→ see "VI. Rules for Conduct, Prohibited Activities").
- Handle furnishings with care; do not remove them from your room without permission.
- Do not remodel or rearrange the room (including moving furniture) on your own.
- Do not damage the walls or wallpaper (e.g., by putting up posters or hooks).
- The hanger bar in the closet is designed only for clothing — do not hang heavy items on it.
- As a rule, do not bring your own furniture or large electrical appliances.
- You are solely responsible for managing your own cash and valuables.
- Lock your door whenever you leave, even briefly.
- Clean your room regularly.
- Do not enter or exit through the window.

3. Room Keys

- You are responsible for your room key throughout your residency.

- Do not copy, lend, or transfer your key to anyone else.
- If lost, report it to the I-House Manager's office immediately and submit a "Lost Key Report."
- Return your key to the I-House Manager's office promptly when moving out.

Note: If you lose your key, you will be billed for the actual cost of replacing the door lock and key-switch (approx. ¥38,000, tax included; subject to change).

4. Key-switch

Your room has a key-switch that turns the lighting and air conditioning ON/OFF using your room key. These utilities cannot be used without your key. Note that the outlet under the desk remains powered even when the key-switch is OFF.

5. Air Conditioner

Operated via the key-switch. Please practice energy conservation.

6. Telephone

For internal calls and incoming calls only. Room extension: 2 + room number. I-House Manager's office extension: 2230. Calls from outside are transferred after a recorded message by entering the extension number.

7. Bedding

- Rental bedding: quilt, quilt cover, mattress pad, sheets, pillow, pillowcase, blanket
- Linen exchange (twice a month): quilt cover, sheets, pillowcase. Details will be provided after move-in.

Note: Always use a sheet, cover, and pillowcase with your bedding. You will be billed a cleaning fee for any soiling during use. Even if you bring your own bedding, you are still responsible for the fixed rental fee. Sharing unused rental bedding with others, or bringing large bedding items such as a mattress, is prohibited. Dispose of any bedding you brought yourself when you move out.

8. Internet Connection in Individual Rooms

Both wired (LAN) and Wi-Fi connections are available in your room (a LAN cable is available for loan from the I-House Manager's office). Confirm the Wi-Fi ID and password when you move in. There is no additional charge, but the connection may become congested depending on usage.

9. Use of Electrical Appliances in Individual Rooms

Do not use multiple electrical appliances (e.g., electric kettle, hair dryer) at the same time, as this may trip the circuit breaker. Please practice energy conservation. As a rule, large electrical appliances may not be brought in. Electric heaters of any size are not permitted.

10. Garbage

Sort your garbage according to instructions, place it in Kyoto City's designated bags, and dispose of it at the designated location and time. Do not leave garbage from your room in common-use areas — dispose of it yourself on the designated day.

Note

- Purchase Kyoto City's designated garbage bags yourself (available at supermarkets and convenience stores).
- Do not dispose of your room garbage in common-use area trash bins.

Kyoto City Garbage Sorting and Disposal Rules

- 1) Burnable garbage (designated yellow bag): food waste, paper waste, rubber/leather products, textiles, wood waste, glass products, ceramics, plastic products, soiled plastic containers/wrapping, metal bottle caps, broken glass, knives, etc. Collected outside the building. Drain food waste well; wrap glass/knives in thick paper and place in the center of the bag.
- 2) Cans, bottles, PET bottles (transparent bag): beverage/food/seasoning cans and bottles, beverage/alcohol/soy sauce PET bottles. Collected inside the building. Rinse if soiled; do not crush cans/bottles; remove caps (metal caps go in #1, plastic caps in #3).

- 3) Plastic containers and packaging (transparent bag): seasoning/cooking oil bottles, kitchen detergent/shampoo containers, PET bottle caps/labels, etc. Collected inside the building. If heavily soiled, dispose as #1. Return food trays to store collection points where possible.
- 4) Small metal items, spray cans (any transparent bag): metal items up to 30cm, spray/aerosol cans. Collected inside the building. Fully empty spray cans without puncturing; heavy items (e.g., dumbbells) go under #8 large items.
- 5) Miscellaneous recyclable paper (paper bag; bundle large items with string): printed materials, wrapping paper, paper boxes/bags, envelopes/postcards, memo paper, etc. Collected inside the building. Remove personal information and non-paper parts; soiled or scented paper goes under #1.
- 6) Used paper (newspapers, magazines, cardboard, etc.): collected inside the building.
- 7) Milk cartons/batteries: rinse and open milk cartons before disposal (aluminum-lined cartons go under #1). Batteries are disposed of by the I-House Manager — bring them to the office (insulate both terminals with tape).
- 8) Large items: consult the I-House Manager's office (a disposal fee may apply). Arrange Kyoto City large-item pickup yourself.

VI. Rules for Conduct

1. Subscription to Fire Insurance

For fire insurance enrollment procedures, please see “II. Procedures for Moving In, 2. Required Procedures after Moving In (3) Subscription to Fire Insurance.”

2. Bicycle Registration

Residents who wish to park a bicycle must register it as described below. Each resident may register and park only one (1) bicycle.

Enrollment in Liability Insurance (Required)

- Enroll in one of the following liability insurance programs: Ritsumeikan University Co-op (Student Liability Insurance) or CreoHuman (Student Comprehensive Insurance, Bicycle Comprehensive Insurance, etc.)
- To ensure proper responsibility toward any injured party, residents are required to enroll in liability insurance with a compensation limit of at least ¥100,000,000. Coverage must extend through the completion of your program.

Bicycle Anti-theft Registration

- Anti-theft registration is legally required for all bicycle purchasers, and increases the chance of recovery if the bicycle is lost or stolen. Registration in Kyoto Prefecture is valid for ten (10) years.
- If you received your bicycle from someone else, you must register it in your own name (registration is also possible at the Co-op). Required documents: 1) the previous owner's certificate of transfer or anti-theft registration certificate, or a copy of correspondence confirming the sale; 2) photo ID (e.g., student ID); 3) registration fee (¥600 in Kyoto Prefecture, subject to change); 4) the bicycle itself.

Bicycle Registration Process at I-House

- Complete bicycle anti-theft registration and enroll in liability insurance.
- Bring your student ID and proof of insurance to the I-House Manager's office.
- The I-House Manager will check the bicycle's condition (light, lock, anti-theft registration).
- Receive a bicycle registration sticker and affix it to the rear fender.

Note

- Be sure to complete anti-theft registration and keep the registration card safe. Riding an unregistered bicycle received from someone else may lead police to treat you as being in possession of someone else's bicycle.
- To park on the university campus, a separate registration is required — follow the instructions given during new international student orientation.
- Unregistered bicycles parked at I-House will be locked or removed. Complete registration at the I-House Manager's office within one (1) week of purchase.
- When moving out, return your bicycle registration sticker to the I-House Manager's office. If you give away or dispose of your bicycle during your residency, also return the sticker.
- If disposing of your bicycle, consult a recycle shop and be sure to complete anti-theft registration cancellation. If giving it to a friend, complete the necessary transfer of anti-theft registration.

3. Liability for Damage

If you cause damage to any furnishing in your room or in common-use areas, or lose your key, you must report it to the I-House Manager's office and pay the actual cost of restoring it to its original condition.

4. Gatherings and Functions

To hold a gathering or event in a common-use space, consult your Resident Mentor (RM) first, then submit a written plan to the International Center at Kinugasa Campus for approval, as a rule at least one (1) month before the event date. Evening events must end by 22:00. Residents are responsible for garbage disposal and restoring the space to its original condition.

5. Posters/Flyers

- Check the bulletin board regularly.
- Obtain permission from the International Center at Kinugasa Campus before posting anything inside I-House Tokiwa.

6. Visitors (Visiting hours: 11:00–21:00)

- Visitors must sign the visitor log book at the I-House Manager's office every time, with the resident present. Entry is permitted only after the resident signs to confirm. This is required even for a visit of only a few minutes, or a second visit on the same day. Visitors must also sign out when leaving.
- Visitors may not stay overnight (including parents, siblings, and friends).
- Residents are responsible for ensuring their visitors follow the I-House Tokiwa rules, and are jointly responsible if a visitor causes a problem.

Note: If a visitor fails to complete the required check-in procedure, or enters outside visiting hours, the resident who invited them will be subject to a warning or eviction. For security, do not let in anyone who is not your own visitor. Be careful not to let outsiders in when opening the auto-locking entrance door.

7. Staying Out Overnight

If you will be away from I-House Tokiwa for one (1) night or more due to travel, a trip home, etc., you must submit the "Notification of Overnight Stay" (web form) at least two (2) weeks in advance and promptly inform the I-House Manager's office that you have submitted it. International students who are temporarily leaving Japan must also submit a "Notification for Temporarily Leaving Japan" to the International Center at Kinugasa Campus in advance.

8. Removal of Personal Items When Moving Out

When moving out, remove all personal belongings you brought in (including from the shared kitchen and bicycle parking area, not only your room). Any items left behind will be disposed of, and you will be billed for the disposal cost. Be careful not to mistakenly dispose of I-House furnishings along with your own items.

Prohibited Activities

Violation of any of the following prohibited activities may result in a warning or eviction. This also applies to incidents that occur outside the dormitory if they affect the order or safety of the dormitory.

- **Illegal Drugs:**
Possession, use, cultivation, or sale of marijuana, narcotics, and similar substances is prohibited by law, with a minimum penalty of five (5) years' imprisonment. Violators will be immediately expelled from the university.
- **Dangerous Items:**
Bringing in weapons or items that could be considered weapons, explosive or flammable dangerous items, and liquids or chemicals that could corrode or damage the building, facilities, or equipment (including drains) is prohibited.
- **Smoking:**
Permitted only in the designated outdoor smoking area (including heated tobacco and e-cigarettes). Dispose of cigarette butts in the ashtray provided. Smoking by persons under twenty (20) is prohibited by law, and hookah/water pipes may not be used even in the smoking area. Note: smoking rules may change due to legal revisions.
- **Alcohol:**
Drinking alcohol or purchasing alcohol by persons under twenty (20) is prohibited by law, as is giving alcohol to anyone under twenty (20). Drinking is only allowed in your own room or the lounge. Drinking alcohol with other people in your room is prohibited. Drinking in the lounge is generally not allowed during Quiet Time.
- **Violation of Laws:**

In addition to the above, any act prohibited by Japanese law, Kyoto City ordinances, or community rules is prohibited. International students who receive a legal penalty may be deported.

- **Loud Noises:**

Quiet Time is from 10:00 p.m. to 6:00 a.m. Be considerate of other residents when playing music or talking in your room or the lounge, or participating in events. Severe or repeated violations may result in a warning or eviction. Refrain from visiting other residents' rooms during Quiet Time except in an emergency.

- **Harassment and Discrimination:**

Prohibited in any form, in accordance with the "Harassment Prevention Regulations for Ritsumeikan University and Ritsumeikan-affiliated Schools." (Details: Ritsumeikan University and Ritsumeikan Affiliated Schools Harassment Prevention Committee website, <http://www.ritsumei.ac.jp/mng/gl/jinji/harass-eng/>)

- **Emergency Exits and Roof:**

Do not enter or exit through any door other than the main entrance except in an emergency. Unauthorized access to the roof is also prohibited.

- **Fire Prevention:**

Take great care when using the IH stove and electrical appliances. Overloading a single outlet with multiple devices is prohibited. Do not tamper with, disable, or damage fire, safety, or evacuation equipment without proper reason. Fire extinguishers are located on every floor — familiarize yourself with their use in advance.

- **Parking of Motor Vehicles/Motorcycles:**

Parking a car or motorcycle on the I-House Tokiwa premises is prohibited.

- **Overnight Visitors:**

Residents may not allow visitors (including parents, guardians, siblings, and friends) to stay overnight in their room.

- **Maintenance of Morals and Order:**

Joining organized crime syndicates or allowing affiliated persons to enter I-House Tokiwa is prohibited.

- **Use of Flammable Items:**

Bringing in oil heaters, electric heaters, or similar heating items is prohibited. Using matches, lighters, portable gas stoves, candles, incense, etc. is also prohibited.

- **Pets:**

Keeping any living creature is prohibited, whether or not for the purpose of raising it, and regardless of whether it is kept continuously.

- **Unauthorized Use:**

Rooms may not be used for any purpose other than residence.

- **Remodeling of Rooms:**

Rooms must be kept in their move-in condition and not remodeled. Putting up posters (which may damage the walls) or moving built-in furniture is prohibited.

- **Moving Common-Use Furnishings:**

Do not move common-use furnishings without permission, and do not bring shared items into your room without permission.

- **Solicitation and Sales:**

Any commercial solicitation or sales activity directed at residents on the premises is prohibited.

- **Proselytizing and Political Activities:**

Prohibited within the dormitory.

- **Dangerous Activities:**

Any act that could harm yourself or others, that could be considered dangerous, or that the Executive Director of the Division of International Affairs judges to disrupt the order of the dormitory is prohibited.

Emergency Response Measures

- If a report or consultation is received regarding conduct that may fall under the Prohibited Activities, and the Executive Director of the Division of International Affairs determines that urgent action is necessary for the safety management of the dormitory, they may, for as long as deemed necessary, order a temporary room change, transfer to another dormitory, or other necessary measures for any resident concerned, in order to ensure safety and prevent further harm or trouble.

In the Event of an Emergency

Note: In the event of an emergency such as an incident or accident, the university may urgently contact your guarantor and ask them to take responsibility for handling the situation.

1. Fire

- Evacuate the building immediately, regardless of your clothing or belongings.
- Stay low and cover your mouth and nose with a cloth to avoid inhaling smoke.
- Close your room door when evacuating, to slow the spread of smoke.
- Once you have evacuated, do not re-enter the building until permitted.
- Once outside, follow the instructions of the I-House Manager or Resident Mentor (RM).

Note: All residents are required to participate in the annual fire drill.

2. Earthquake

- Take shelter under a desk or similar until the shaking stops, to protect yourself from falling objects.
- If using the IH stove, turn it off immediately.
- Once the shaking stops, evacuate, leaving your door open.
- Once outside, follow the instructions of the I-House Manager or Resident Mentor (RM).

3. Illness or Injury

- For illness, injury, or psychological concerns, consult the Health Center or Counseling Room on campus.
- Whether using over-the-counter or prescription medication, read and understand the instructions and precautions; consult the Health Center if unsure.
- Prepare your own basic first-aid supplies (antiseptic, adhesive bandages) for minor injuries such as cuts while cooking.
- If you feel unwell, notify the I-House Manager promptly, even for minor symptoms, and seek treatment. Accompanying you to a medical institution is not part of the RM's duties — this is, as a rule, handled by you or your guarantor.

Outside Health Center/Counseling Room Business Hours

- If urgent medical attention is needed, call an ambulance (119) yourself or ask someone nearby to do so, and receive treatment at an emergency hospital. If you call an ambulance while at the dormitory, also inform the I-House Manager.
- The resident is responsible for all medical and transportation costs. If the I-House Manager or another resident accompanies you by ambulance, you are also responsible for their transportation costs.

4. Theft

The university bears no responsibility for theft occurring at I-House Tokiwa. If a theft occurs, report it to the I-House Manager's office promptly.

5. Reporting Faults in Utilities/Furnishings

If electricity, plumbing, hot water, air conditioning, or any other equipment in your room or common-use areas becomes inoperable or broken, report it to the I-House Manager's office promptly.

Discipline

If a resident violates the Prohibited Activities or other regulations of I-House Tokiwa, or engages in conduct that disrupts the order of the dormitory and is judged by the Executive Director of the Division of International Affairs to be a serious breach of a resident's responsibilities, the resident will receive a warning or be evicted, depending on the severity of the violation.

Violation	Action
First Offense	Warning
Second Offense	Eviction

- Severe violations (e.g., smoking outside the designated area, serious harassment) may result in immediate eviction, regardless of the above.
- Criminal acts, serious traffic violations, harassment or discrimination, violations of information or academic ethics, interference with the study, research, or educational activities of other students or faculty, cheating on exams, and other conduct unbecoming of a student, will be subject to disciplinary action under the Ritsumeikan University Student Disciplinary Regulations.

Note: Students who do not reside in the dormitory are also subject to disciplinary action under the same regulations.

Note: In addition to conduct that disrupts the order of the dormitory, in the event of an emergency such as an incident or accident, the university may urgently contact your guarantor and ask them to take responsibility for handling the situation.

VII. Resident Mentors (RM)

1. Resident Mentors (RM)

Resident Mentors (RM) are students appointed by the university to support residents in leading a safe and comfortable dormitory life. RMs are responsible for hygiene, guidance, and discipline on their assigned floor. Residents are encouraged to cooperate actively with their floor's RM to help improve the living environment at I-House Tokiwa. Please consult your RM with any concerns, questions, or ideas for exchange events.

2. Role of Resident Mentors (RM)

Primary Duties of RMs

- Work with the I-House Manager to support residents' daily life and create a secure living environment.
- Assist residents with administrative procedures.
- Offer advice on daily life (e.g., garbage disposal, bus routes, shopping).
- Serve as the floor leader, overseeing and supporting residents on their floor.
- Keep records of their work (complaints, consultations, emergencies, etc.).
- Plan and run meetings such as RM meetings, house meetings, and floor meetings.
- Plan and run exchange events within the dormitory and with the local community.

Note

- RMs support residents' daily life, but this is only a supplementary role. I-House is also a place to help residents get used to living in Japan, understand Japanese rules, and become independent. Please take the initiative to do what you can on your own.
- RMs are also Ritsumeikan University students or graduate students. Please be considerate of their schedule when consulting them — they may not always be able to respond immediately.
- RMs cannot help with matters related to grades (e.g., checking or correcting Japanese language coursework).

Event Planning (If you have an event idea, please organize the following and consult your RM)

- Purpose
- Date and time
- Location
- Details
- Participants
- Materials needed

<Important> Dormitory fees and related policies may be revised each semester, and changes may apply from the following semester even while you are residing in the dormitory. Please check the latest information each semester.

<End of Guidebook>

Ritsumeikan University International House Dormitory Regulations (Consolidated Draft)

(Purpose)

Article 1 These Regulations, pursuant to Article 21 of the Regulations Concerning the Administration and Operation of the Ritsumeikan University International House (hereinafter the “Administration and Operation Regulations”), set forth the matters necessary for persons who have been granted permission to reside in or use the International House and Global House administered and operated by Ritsumeikan University (hereinafter the “University”) (hereinafter collectively the “Dormitory”) (such persons hereinafter referred to as “Residents”) when using the Dormitory, for the purpose of ensuring the smooth and safe operation of the Dormitory and maintaining communal living.

(Definitions)

Article 2 The definitions of the terms used in these Regulations shall be as set forth in the following items.

- (1) Room: The exclusive space assigned to a Resident (including, in the case of the OIC International House, the exclusive space of a unit).
- (2) Common Areas: Corridors, lounges, kitchens, washrooms, and other areas jointly used by Residents.
- (3) Administrator: Faculty and staff of Ritsumeikan University, the manager(s) of the Dormitory, and employees of the management contractor.

(Obligations of Residents)

Article 3 Residents shall understand that the Dormitory is part of an educational facility, respect one another, and strive to maintain good communal living.

(Rules to be observed)

Article 4 Residents shall comply with the matters set forth in the following items. If a Resident is found to have failed to comply with such matters, the Director of the International Office may provide guidance, issue a warning, order withdrawal from the Dormitory, or take other necessary measures.

- (1) Comply with the matters set forth in these Regulations, the Administration and Operation Regulations, and the Guidebook.
- (2) Follow the instructions of Administrators and Resident Mentors.
- (3) Keep one’s room clean and tidy.
- (4) Sort garbage and dispose of it at the designated place and time. Residents shall bear any costs required to dispose of garbage that requires a disposal fee.
- (5) Restore Common Areas to their original condition and clean them after use.
- (6) Replenish consumable items such as toilet paper and tissue paper in one’s room at the Resident’s own expense.
- (7) Not leave personal belongings in Common Areas. Residents shall agree that, if personal belongings are left in Common Areas, the Administrator may move or dispose of them at the Administrator’s discretion.
- (8) Handle with care any furniture, electrical appliances, and other equipment installed in rooms and Common Areas, and promptly report any malfunction to the Administrator. If an item is found to have been intentionally damaged, the Resident shall bear the cost of compensation.
- (9) Promptly report to the Administrator any discovery of an abnormality in the facilities.

- (10) Remove all of one's belongings from the room upon leaving the Dormitory.
- (11) Pay the dormitory fees and other charges separately determined, by the designated due date.
- (12) Promptly respond to any request from the Administrator for a visit to, or a meeting with, the Resident.
- (13) Endeavor to participate in programs intended for Residents, except where there are special circumstances.

(Compensation for Damages)

Article 5 If a Resident intentionally or negligently causes damage to the University or to a third party, the Resident shall compensate for such damage.

(Prohibited Acts)

Article 6 Residents shall not engage in any of the following acts within the Dormitory. If a Resident is found to have engaged in an act falling under the prohibited acts, the Director of the International Office may provide guidance, issue a warning, order withdrawal from the Dormitory, or take other necessary measures.

- (1) Possession, use, cultivation, transfer, or sale of drugs or dangerous items prohibited under Japanese law.
- (2) Drinking alcohol, purchasing alcoholic beverages, or smoking (including the use of e-cigarettes and water pipes) by persons under 20 years of age, in violation of Japanese law.
- (3) Smoking in places other than designated smoking areas.
- (4) Drinking alcohol in places other than designated places or outside designated hours.
- (5) Acts that cause a nuisance to other Residents or nearby residents, such as noise, violence, threats, or harassment.
- (6) Entering the rooftop without permission, or using emergency exits that are normally kept closed.
- (7) Operating, without justifiable reason, or obstructing or damaging the function of firefighting equipment, safety equipment, or evacuation equipment.
- (8) Possession of an automobile or motorcycle.
- (9) Allowing a person who is not a Resident (including parents, siblings, and friends) to stay overnight in the Dormitory.
- (10) Entering, or inviting in, a member of the opposite sex in areas or on floors where entry by the opposite sex is prohibited.
- (11) Joining a violent organization or other criminal group, or having members of such a group enter or leave the premises.
- (12) Using an open flame, such as matches, lighters, candles, incense, portable gas stoves, or kerosene heaters.
- (13) Bringing in weapons or items regarded as weapons, explosive or flammable dangerous materials, or liquids or chemicals that may corrode or damage the building, facilities, or fixtures (including drainage pipes).
- (14) Keeping or bringing in animals, fish, insects, or other living organisms on an ongoing basis, regardless of whether for the purpose of keeping them as pets.
- (15) Using a room for purposes other than residence.
- (16) Remodeling a room.
- (17) Moving fixtures or other items in Common Areas without permission, or bringing them into a room.

- (18) Lending, transferring, or duplicating, to a third party, a key, card key, or other item used to enter or exit a room or the Dormitory.
 - (19) Engaging in commercial activities directed at Residents, such as soliciting or selling goods or services.
 - (20) Proselytizing or engaging in political activities on the premises.
 - (21) Any act that harms oneself or others, any act deemed dangerous, or any act that the Director of the International Office determines disturbs order in the Dormitory (including an incident that occurs outside the Dormitory, where it affects order or safety within the Dormitory).
- 2.** If a consultation or report is received concerning an act by a Resident that may fall under a prohibited act, and the Director of the International Office determines that urgent action is necessary for the safety management of the Dormitory, the Director of the International Office may, for such period as the Director of the International Office deems necessary, order a temporary change of room or dormitory, or take other necessary measures, with respect to such of the Residents concerned as deemed necessary, in order to ensure safety and prevent the escalation of harm or trouble.
- 3.** In addition to the items in paragraph 1, users of Short Program Rooms and Guest Rooms shall not engage in the following acts.
- (1) Receiving visitors within the Dormitory facilities; provided, however, that this shall not apply to Guest Room users who have obtained prior permission from the International Office.
 - (2) Entering areas other than those for which usage permission has been granted.

(Reporting Obligations)

Article 7 Residents shall submit the prescribed form and report to the Administrator when any of the following applies.

- (1) Damage has been caused to fixtures in the room or in Common Areas.
 - (2) The key to the room has been lost.
 - (3) A failure has occurred in the room's electricity, water supply/drainage, hot water supply, heating/cooling, or other facilities and equipment.
 - (4) The Resident will be away from the Dormitory for one night or more for an overnight stay elsewhere, a return to one's hometown, or travel.
- 2.** Residents shall submit the prescribed form and obtain the Administrator's permission before doing any of the following.
- (1) Owning a bicycle and using the bicycle parking area.
 - (2) Holding an event on the Dormitory premises.
 - (3) Posting notices in Common Areas on the premises.

(Use of Bicycles)

Article 8 Residents may use a bicycle only if they comply with the following items.

- (1) Each Resident may own only one bicycle and shall use the designated bicycle parking area.
 - (2) The bicycle shall bear the registration sticker prescribed by the Dormitory.
 - (3) The Resident shall be enrolled in third-party bodily injury liability insurance applicable to the use of the bicycle.
 - (4) The Resident shall always lock the bicycle and endeavor to prevent theft.
 - (5) At the BKC International House, for safety management reasons, bicycles shall not be used for commuting to school.
- 2.** The University and the Administrator shall bear no responsibility for theft, damage, or accidents occurring in the parking lot or bicycle parking area.

(Admission of Visitors)

Article 9 When a Resident allows a visitor to enter the Dormitory, the Resident shall comply with the following items.

- (1) Have the visitor fill in the visitor registry kept at the manager's office.
- (2) Visiting hours shall be as follows:
 - Kinugasa International House (Taishogun, Tokiwa, Utano): 11:00 a.m. to 9:00 p.m.
 - BKC International House: 11:00 a.m. to 8:00 p.m.
 - OIC International House: 11:00 a.m. to 8:00 p.m.
 - OIC Global House: 11:00 a.m. to 9:00 p.m.
- (3) Visitors shall not be allowed to stay overnight.

(Entry into Rooms)

Article 10 The Administrator may enter a Resident's room, after giving prior notice to the Resident, only in the following cases.

- (1) When maintenance, inspection, or repair of the building or facilities is necessary.
 - (2) When it is necessary to respond to a fire, accident, sudden illness, or other emergency.
 - (3) When it is reasonably found necessary to confirm a violation of these Regulations, or for other unavoidable reasons relating to safety management.
- 2.** Notwithstanding the preceding paragraph, in an emergency, the Administrator may enter without prior notice. In such a case, the Administrator shall promptly report the circumstances to the Resident afterward.
- 3.** Entry shall be limited to the minimum scope and duration necessary to achieve its purpose.

(Amendment and Abolition)

Article 11 Amendment or abolition of these Regulations shall be carried out by the Joint Meeting of the International Education Center.

End