

# ***CHIBA UNIVERSITY INTERNATIONAL HOUSE***

GENERAL INFORMATION  
RULES AND REGULATIONS

FOR INTERNATIONAL STUDENTS

International Student Division, Chiba University

April, 2023

# CONTENTS

	Page
I General Information-----	2
II Qualification for Residence and Procedures for Admission and Leaving-----	4
III Charges for Residents-----	6
IV General Rules for Residents-----	8
V International House Information Map and Plans of the International House----	11
VI Public Organization in the Neighborhood-----	12
VII The Counselors of International House-----	13
Leaving Procedure details-----	14-15

# I General Information

## 1.Purpose of establishment

The International House has been established to provide international students and researcher scholars with accommodations and facilities in order to promote and contribute to international exchange in the field of education and research at Chiba University.

## 2.Management

The International House is managed by Chiba University, with the president as its director. The divisions responsible for the administrative matters relating to the management of the International House are as follows:

RYUUGAKUSEI-KA (The International Students Division)

## 3.Name and Address

Chiba University International House

6-33-7 Konakadai, Inage-ku, Chiba 263-0043 (+Building Name and Room No).

## 4.Administrative affairs of the International House

Administrative matters concerning international students, will be taken care of at “KANRITOU-JIMUSHITSU”. (Administrative building at the International House)

TEL: 043-251-4715 FAX: 043-251-8018

Office hours are 9:00am - 5:00pm, Monday through Friday.

Office is closed on Saturday, Sunday, national holidays, and over the New Year Period (December 29-January 3rd)



Website of International House



Annual climate of Chiba

## 5. Facilities

The International House consists of five buildings; A building, B building, C building, D building and E building

### (1) Number of units in each buildings

Building	Floor	Type of units	Number of units
A	1 <sup>st</sup> -5 <sup>th</sup>	Family	14
	1 <sup>st</sup> -4 <sup>th</sup>	Couple	4
B	1 <sup>st</sup> -5 <sup>th</sup>	Couple	20
C	1 <sup>st</sup> -4 <sup>th</sup>	Single	60
D	1 <sup>st</sup> -4 <sup>th</sup>	Single	60
E	1 <sup>st</sup> -4 <sup>th</sup>	Single	60

Communal spaces in C, D and E buildings include a meeting room on the 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> floors; and laundry rooms on the 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> floors.

All buildings are 30 years old (built in 1993~1996).

#### Accommodation

- (a) Family room: 2 single beds, bunk bed for children, wardrobe, a chest of drawers, book shelves, desk, chair, kitchen, cupboard, sofa and table set, gas stove for cooking, refrigerator, air-conditioning\*, hot water supply, washing machine, shower with bathtub, toilet, internet (LAN, WI-FI)  
\*Air conditioning of family room is installed only in living room, not in bedroom and child room.
- (b) Couple room: 2 single beds, wardrobe, a chest of drawers, book shelves, desk, chair, kitchen, cupboard, sofa and table set, gas stove for cooking, refrigerator, \*air-conditioning, hot water supply, washing machine, shower with bathtub, toilet, internet (LAN, WI-FI)  
\* Air conditioning of couple room is installed only in living room, not in single room.
- (c) Single room: single bed, wardrobe, book shelves, desk, chair, mini-kitchen (electric stove, mini-fridge), hot water supply, shower and toilet, air-conditioning, internet (LAN, WI-FI)

## II QUALIFICATION FOR RESIDENCE AND PROCEDURES FOR ADMISSION AND LEAVING.

### 1. Qualification for residence

To be qualified for residence, applicants must be among the following:

- (1) International students studying at Chiba University and their spouses and children.
- (2) Other persons approved by the Director of the House.

### 2. Application for residence

A person who wishes to reside in International House is required to submit an application with other necessary documents to International Student Division by the designated date.

### 3. Permission of residence

The Director of International House grants permission of residence. Once the permission is granted, "PERMIT FOR RESIDENCE AT CHIBA UNIVERSITY INTERNATIONAL HOUSE" is issued.

### 4. Period of residence

The period of residence is not more than 1 year. The period is specified on the "Permit for Residence".

### 5. Moving in

A person granted permission of residence is requested to move into International House within one week from the permitted date. It is prohibited to change rooms among residents.

### 6. Move-in Procedures

(1) Submit "Notification of Arrival" and "Written Pledge" to the International House Office.

(2) Receive a key and IC card (only for C, D, E buildings) from the staff at International House.

The resident is responsible for the key until the date of vacating. Lending the key to others and duplicating the key are strictly forbidden. If residents lose a key or IC card, it is their obligation to inform the International House Office immediately.

Residents are responsible for the actual expense of replacing the lost item.

(3) Residents should examine the facilities and accommodations when they move in. If there is any problem, they should inform the International House Office immediately.

### 7. Cancellation of permission

Permission to reside in the International House may be canceled in the following cases:

(1) A misstatement is found in the application form

(2) The applicant did not move in within one week from the permitted date without any notification.

(3) The applicant did not follow the necessary procedure.

#### 8. Designated rooms

The resident's room is designated by the director.

#### 9. Procedures to apply and cancel for electricity, water, and gas

There is no special procedure to apply and cancel for electricity, water and gas (only A and B building)

Please note that we cannot respond to sudden changes in the date of entry and departure.

#### 10. Parking lot for bicycles and other vehicles

In order to own a bicycle, you need to register your bicycle at the university co-op in advance. Permission cannot be granted unless the lights and keys are installed. In addition, it is mandatory to register for crime prevention in order to own a bicycle. Crime prevention registration is required not only if you purchase it, but also if you receive it from another person. Please be sure to complete the crime prevention registration before bringing it into the dormitory. Since it is only self-management, please be careful not to match theft. Bicycles and motorcycle must be parked in the designated parking lot. Do not park in front of the entrance of the buildings. Make sure to lock them. Please dispose of it by yourself when you move out. Please obey traffic rules and ride safely.

There is no parking lot for cars at International House. Those residents who own cars must arrange for private parking of their own.

#### 11. Registration at Ward Office

Residents need to promptly complete official formalities, such as Resident Registration and National Health Insurance registration at Inage Ward Office.

Address: 4-12-1 Anagawa, Inage-ku, Chiba;

Tel: 284-6111

#### 12. Moving out

Residents must leave International House when the term expires.

#### 13. Move-out procedures (For details, please read page 15)

Both a resident who wishes to leave International House and a resident who has to leave International House because it is the end of their terms are required to submit the form, "Notification of Departure" to the International House Office one month before the leaving date.

The resident must restore the room to the original state.

The outstanding rent, if any, and other charges for example, electric bill, water bill, and gas bill, etc., must be paid before leaving, and keys and IC cards must be returned. The resident must also complete necessary legal procedures before leaving.

#### 14. Time for moving-in and moving-out

The moving -in and moving-out should be completed during the office hours, 10:00 - 16:00 of the International House Office. (see page 14)

### III Charges for Residents

1. Necessary payments and payees

Residents are required to make each payment to the payees on the date stated as follows:

Type of Payment \ Payee	Convenience store
Rent	Every month
Electricity	Every month
Gas	Every month(only A, B)
Water Supply/Sewage	Every other month
Common Service	Every month
Guarantee Deposit	At the first payment of rent

2. Rent

(1) The rent for each type of rooms is stated as follows:

Type of room	Monthly Payment
Family room	25,000 Yen
Couple room	20,000 Yen
Single room	15,000 Yen

Rent is subjected to change due to a revision of the regulations.

(2) Residents must pay one month rent fee for the month you move out regardless of how many days you will actually be staying in that month.

3. Utilities and other expenses

The resident must pay the following expenses:

(1) Utilities such as electricity, gas (for couple rooms and family rooms only), and water (calculated according to the meter installed in each room).

(2) The common service fee, necessary for maintaining the spaces used in common by the residents such as stairways, hallways, etc.

Type of Room	Common Service Fee
Family room	5,000 Yen
Couple room	5,000 Yen
Single room	4,000 Yen

(3) Residents are responsible for the expenses incurred to restore the rooms to their original conditions. The residents must pay the following fee upon the arrival.

Type of Room	Admission Fee
Family room	40,000 Yen
Couple room	30,000 Yen
Single room	15,000 Yen

4. How to pay your expenses

- (1) There are 2 ways to pay your expenses, automatic withdrawal and payment at convenience store. In case of automatic withdrawal, all your payments will be automatically withdrawn from your Japanese bank account on the 12<sup>th</sup> of each month. The final month payment should be paid by cash at convenience store. For residents who have not been able to register to automatic withdrawal, it will be cash payment at convenience store. The exceptions are for the month and the next month after you move in, and all the residents must pay for those 2 months' rent fee by cash at convenience store.
- (2) Please pay the admission fee together with the convenience store payment when you pay the dormitory fee and common service fee for the month you move in.
- (3) In the month of leaving, a fixed amount will be collected because the utility usage fee cannot be determined in time.  
Until 10<sup>th</sup> of moving out month: 5,000 Yen for electricity(gas)  
3,000 Yen for water and sewage  
After 11<sup>th</sup> of moving out month: 10,000 Yen for electricity (gas)  
3,000 Yen for water and sewage
- (4) Note that the rent, common fee, and other expenses cannot be refunded.



# IV GENERAL RULES FOR RESIDENTS

## 1. Furnishing of the room

The furnishings of the room are listed on p.3. Residents are asked to use them with care and keep them in good condition at all times. Before moving out, residents should clean all the furnishings.

## 2. Other household goods to be supplied by residents

Household goods other than those provided by International House should be supplied by each resident.

## 3. Bed clothes

Bed sheets, “futons”, pillows, pillowcases, etc. must be prepared by each resident. Those who wish to use a rental service, please ask staff at International House Office for information.

## 4. Hygienic management

### (1) Keep the room clean and orderly

Residents are responsible for cleaning the rooms and for disposal of garbage. The furnishings in the rooms must be used carefully to keep them in good condition. Just before residents move out, residents must clean their room. Keeping pets Keeping pets is not allowed in International House.

### (2) Garbage disposal

Garbage from private rooms should be taken to the designated garbage station anytime. Garbage must be sorted prior to disposal. Check the guide book, “Chiba City Guide to Reducing and Sorting Household Garbage” issued by Chiba City which is available at Inage Ward Office.

\*The designated plastic bags for incombustible waste and combustible waste are available at the local stores. (Note that any bags other than those designated will not be accepted.)

## 5. Health and medical treatment

Residents are advised to learn the location and availability of medical centers near International House, in case of any sudden sickness or accident. Should there be an emergency, please call an ambulance by dialing 119 for hospitalization.

## 6. Post

The post will be put into a personal mailbox located in the entrance of each building. Those who wish to have locks for their mailbox should purchase them by themselves. Also, each resident is asked to put a name label on his/her door and mailbox.

## 7. Announcements to residents

Announcements to the residents are posted on the bulletin board (located in the entrance of each building). Residents are advised to check the board regularly.

8. Prohibition of visitor's overnight stay

Visitors may not stay overnight in International House.

Accommodation is a state in which a person other than the person is present in the room between 0:00 and 5:00.

9. Notification of trip, etc.

When a resident stays out, takes a trip, or returns to his/her country temporarily for more than five days, he/she is requested to notify the International House Office beforehand.

10. Manners in the House

Please do not shout loudly, make phone calls, or play musical instruments in the middle of the night, because those actions disturb other residents. Residents should be dressed properly outside their rooms. Please do not leave personal belongings in common areas. Personal belongings in the common space may be disposed of and charges may be asked.

11. Prevention of accidents

(1) Utmost precaution against fire is requested at International House.

(2) In order to prevent fires, the use of kerosene heaters inside the room and smoking in the room and in the area of International House are strictly prohibited.

(3) Fire extinguishers and emergency alarms are installed in International House. Residents are requested to know the location and procedures for the use of these facilities.

(4) Each resident is requested to guard against theft.

12. Maintaining the rooms and facilities in good condition

Residents are requested to be careful when using facilities in the rooms and keep them in good condition always. Remodeling (redecorating) the rooms by the residents is prohibited.

13. International House Office staff entrance to the room

In order to properly manage and operate the hall, the caretaker, university faculty and staff, or a contractor designated by the university may enter the private room if it is particularly necessary, such as when it is necessary for the following disaster prevention measures or when safety confirmation is required.

(1) In addition to firefighting equipment inspections, when conducting inspections based on laws and administrative guidance, etc.

(2) If there is a water leak or strange odor and confirmation is urgently required

(3) When it is necessary to confirm the safety of a dormitory resident

14. Original Condition Restoration

Residents are responsible for the loss or damage to the facilities when they have been damaged or dirtied willfully or negligently by residents.

It is recommended to take photos by yourself when you move in, as it will reduce trouble.

### 15. Order for withdrawal

If the residents fall under any of the following categories, Chiba University may expel the resident.

- (1) The resident has failed to pay the rent or utility expenses, etc., even after receiving a warning.
- (2) The resident has violated the rules and regulations set by International House.
- (3) The resident causes any other serious trouble.

### 16. Broadcast Media or Newspaper Contracts, etc.

For reception of broadcast media, newspaper delivery, etc., residents should arrange to make contract with suppliers and pay them directly. Before moving out of International House, a resident must cancel such contracts and pay any outstanding dues.

### 17. Use of communal spaces

- (1) The community hall, the meeting room, and Japanese style room of the administrative building.
  - ① A person who wishes to use those communal spaces is required to submit a "SHIYOU- MOUSHIKOMI-SHO" to the International Student Division one week before the date of use. In addition, a "pledge" must also be signed.
  - ② These communal spaces are available for the use of international students and researchers, professors and any group supporting international students.
  - ③ The communal spaces are available 9:00-17:00.
  - ④ The user must keep the following rules.
    - a) Do not bother or disturb neighbors
    - b) Do not bring in alcohol, foods and drinks.
    - c) Do not use the spaces for political or religious purpose
    - d) Do not use the spaces for the commercial purpose
    - e) Do not use the kitchen of the community hall.
    - f) The user must clean the space after use.
    - g) The user must compensate for any loss or damage to the facilities, equipment, or things provided.
    - h) If you fail to comply with the usage rules, you will revoke the permission to use it and you will not be able to use it in the future.

Please read "Rules for using the communal spaces of the administrative building of International House (KOKUSAI KOURYUU KAIKAN, KANRI-TOU NO SHISETSU SHIYOJI JYUNNSHUJIKO)" for other rules and information.

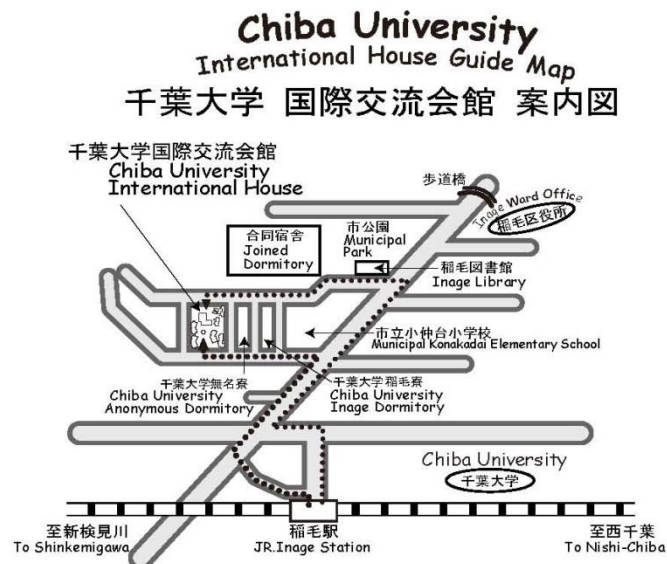
#### (2) Meeting rooms and laundry rooms of C, D, and E buildings

- ① Meeting rooms and laundry rooms are available from 6:00 to 23:00
- ② A meeting room is located in each floor and the laundry rooms are located on the 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> floor of each building.
- ③ After using meeting rooms and laundry rooms, make sure nothing, including garbage, is left in the rooms.

#### (3) Please actively participate in disaster prevention drills.

**Residents are requested to strictly follow the instructions given by the staffs of International House Office.**

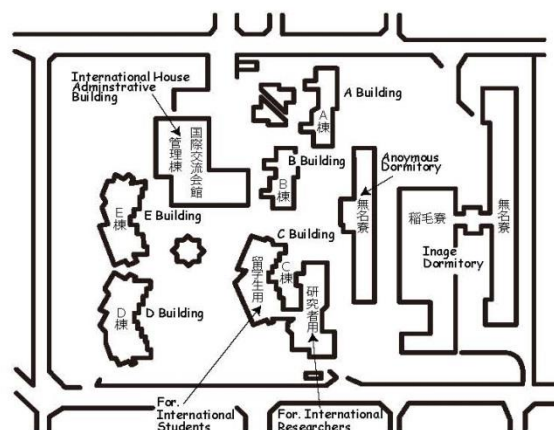
# V International House Information Map and Plans of the International House



所在地 〒263-0043 千葉市稲毛区小仲台6-33-7  
Address: 6-33-7, Konakadai, Inage-ku, Chiba-shi, Chiba 263-0043

交通機関 JR総武線稲毛駅下車北口から徒歩8分位  
Transport: Inage Station (JR Sobu Line) 8min. walk From North Exit

電話番号 043-251-4715 (管理棟事務室)  
Tel: 043-251-4715 (Administration Office)



## VI Public Organizations in the Neighborhood

Classification	Name of office	Address	Tel.number
Government office	Inage Ward Office Anagawa Community Center	Inage-ku, Anagawa 4-12-1 Inage-ku, Anagawa 4-12-3	043-284-6111 043-284-6155
Police	Chiba West Police Station Konakadai Police Station	Mihama-ku, Masago 2-1-1 Inage-ku, Konakadai 5-1-2	043-277-0100 043-253-8716
Fire Department	Inage Fire Department	Inage-ku, Anagawa 4-12-2	043-284-5111
Telephone	Wakou Telecommunication, Inc.	Machida-shi, Morino 4-7-21	0427-23-3053
Postal Service	Chiba Konakadai Post Office	Inage-ku, Konakadai 3-17-6	043-254-5016
Electricity	Tokyo Electric Power, Inc. Chiba Branch Office	Mihama-ku, Saiwaichyo 1-21-19	0120-995-333
Gas	Tokyo Gas Lifeval, Inc. Chiba Chuou Branch	Mihama-ku, Saiwaichyo 1-6-8	043-204-4126
Hospital	Kai-hin Hospital Evening Emergency Center (Kai-hin Hospital) Chiba City Holiday Emergency Clinic TOKYO BUSINESS CLINIC Perie Chiba Ekinaka INAGE SATY CLINIC	Mihama-ku, Isobe 3-31-1 Mihama-ku, Isobe 3-31-1 Mihama-ku, Saiwaichyo 1-3-9  Chuo-ku, Shinchiba 1-1-1 Perie Chiba Ekinaka 4F. Inage-ku, Konakadai 1-4-20 AYON Inage 4F	043-277-7711 043-279-3131 043-238-9911 043-215-8111  043-253-5517
Transportation	JR Inage Station	Inage-ku, Inage Higashi 3-19-22	043-246-0716

# International House Counselors

There are two counselors for residents who have some questions regarding their stay at the House.

## Head counselor

Professor Kenjo

Office : 2nd Floor, Center for International Education

Tel : 043-290-2206

## Counselor

Professor Umeda

Office: 1434, faculty of education

Tel: 043-290-2544

## Moving out Procedure

### <Things to do before moving out >

1. Submit the “Notification of Departure from Chiba University International House” to the International House office one month before moving out. The form is available at the International House office.
2. When you know exactly which day and time you will move out from International House, please inform staff at International House Office.
3. Please pay electric, water, sewage and gas fee (only in A and B building) at convenience store by cash.
4. Clean your room and have it checked by the staff at International House Office.
5. Large furniture such as TVs and futon cannot be thrown away on a normal rubbish day. You cannot just leave it in International House. If you need to dispose of this type of rubbish, please first contact the CUIH office.  
Tel. 043-302-5374  
<https://www.sodai-web.jp/chiba/>
6. For residents moving to a new apartment from International House, please notify the post office with a change of address form. Change of address form (post card type) can be obtained at the post office.
7. Go to Inage Ward Office to report the change of address to Inage Ward Office, and complete the payments regarding your health insurance. Do not forget to take your resident card and health insurance card.

### <Residents who want to send package to overseas by EMS>

8. When you call the following number, the post officer pick up the baggage. Please call to Mihama Post office to make an appointment.  
Please be sure that you can't make a reservation on the exact day.  
Mihama Post office Tel. 043-277-9759  
0800-0800-111 (Pick-up tel.)

### <Things to do the day you move out>

9. Turn off all electricity including the circuit breaker in your room.
10. Return your key and IC card (C, D and E building) to International House Office.

### <Residents moving out on Saturdays, Sundays and Public Holidays>

11. Please inform the staff of International House in advance of the person you ask to return the key.