

The University of Electro-Communications

UEC Port Student Dormitories

Dorm TOMODACHI・Dorm KIZUNA

## Dormitory Guide

※Please make sure to read through this guide before submitting the dormitory application.

Further details for the student dormitories will be provided at move-in day.

※All fees stated in this guide, such as the room fee, are as of November 2016. Please note that they may change when making contract. If you have any inquiry for the information in this guide, please contact the following email address:

**UEC Port property management company: J.S.B Co., Ltd.**

**Email: [uec100@jsb-g.co.jp](mailto:uec100@jsb-g.co.jp)**

## Facility Overview of Dorm TOMODACHI・Dorm KIZUNA

### Basic information

Location : 1-1-1 Kojima-Cho, Chofu, Tokyo, 182-0026

Dormitory Name : Dorm TOMODACHI (Apartment Shares Type)・Dorm KIZUNA (Studio Apartment Type)

### Overview

Building Name		Structure	Floor Number	Rooms
Student Dormitory	Dorm TOMODACHI (Apartment Shares Type)	Reinforced-Concrete	5	180 rooms ( For male students-144 ・ For female students-36)
	Dorm KIZUNA (Studio Apartment Type)		5	220 rooms ( For male students-176 ・ For female students-44)
Others			-	Garbage disposal area・Bicycle parking area

### Access



From UEC Port Student Dormitories:

To UEC Main Gate 6 min walk

To Chofu St. 12 min walk



From Shinjuku St. to Chofu St.:

- approx. 14min by Keio Special Express Train

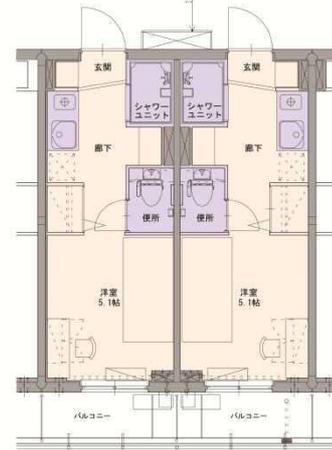
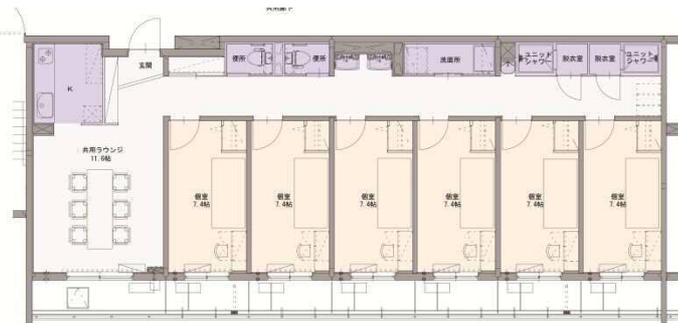
Facility image



Room layout

• Dorm TOMODACHI (Apartment Shares Type)

• Dorm KIZUNA (Studio Apartment Type)



Occupation Areas

- Dorm TOMODACHI (Apartment Shares Type) 12 m<sup>2</sup>
- Dorm KIZUNA (Studio Apartment Type) 18 m<sup>2</sup>

※Please note that the room layout may be inverted because of the location of the room.

※Carpet tile floor coverings are used for the floorings in the student dormitories.

Room equipment

Dorm TOMODACHI (Single Bedroom)	desk • desk chair • bed • closet • wall cabinet • lighting equipment • air conditioner window screen • curtain rods • clotheshorse metallic materials • internet connecting point • television terminal
(Common space)	kitchen (with induction cooker) • shower • toilet • water basin • coin-operated washer and dryer living table with chairs • cupboard • refrigerator • microwave • shoe box

Dorm KIZUNA (Studio)	desk • desk chair • bed • closet • wall cabinet • lighting equipment • air conditioner window screen • curtain rods • clotheshorse metallic materials • internet connecting point • television terminal • shoe box kitchen (induction cooker) • shower • toilet • water basin (only female floor)
(Common space)	laundry facility (coin-operated washers & dryers) • lounge

- Toilet is separated from shower room in Dorm TOMODACHI and Dorm KIZUNA
- Toilet with washer (installed Warm water washing toilet seat)
- Internet connection service is available. It is necessary to make a contract with specified internet service provider to use the internet connection service.
- UEC does not provide any household supplies, such as toilet rolls, various household detergents or garbage bags, to the residents.

#### Room equipment size

Desk	Wide: approx. 120 cm × Deep: approx. 45 cm × Height: approx. 760 cm (With drawers and a drawer unit)
Bed	<b>Wide:</b> approx. 970 cm × Long : approx. 201 cm × Height: approx. 31 cm (with drawers) <b>Please note that we do not provide mattress.</b>
Closet	Wide: approx. 80 cm × Deep: approx. 60 cm × Height: approx. 200 cm
Wall Cabinet	Wide: approx. 90 cm × <b>Deep:</b> approx. 30 cm × Height: approx. 50 cm (with doors and key)
Curtain Rods (Dorm TOMODACHI)	Wide: approx. 130 cm × Height: approx. 180 cm (Double Curtain Rods) (Wide: the size from end to end of a curtain rod / Height: the size from a ring of curtain rod to floor) <b>Please note that we do not provide curtains.</b>
Curtain Rods (Dorm KIZUNA)	Wide: approx. 130 cm × Height: approx. 180 cm (Double Curtain Rods) (Wide: the size from end to end of a curtain rod / Height: the size from a ring of curtain rod to floor) <b>Please note that we do not provide curtains.</b>
Kitchen (Dorm KIZUNA)	Wide: approx. 102 cm (1 Induction Cooker)
Space for Refrigerator (Dorm KIZUNA)	<b>Wide:</b> approx. 65 cm × <b>Deep :</b> approx. 70 cm × Height: approx. 190 cm

※ Each above-mentioned size is the approximate size. Please make sure to check accurate size after you move in your dormitory room before buying the products, like curtains.

### Common facilities

Dorm TOMODACHI Dorm KIZUNA	elevators ・ automatic doors(automatic locking system) ・ surveillance camera ・ bicycle parking area
UEC Alliance Floor 1F (Joint Research Facility)	manager office ・ mail box ・ home delivery box ・ Centennial Memorial Hall convenience store ・ display space

※Automatic doors (automatic locking system) at building entrance does not lock up at night.

### Sharing the apartment facilities with other residents in Dorm TOMODACHI

Dorm TOMODACHI is a student accommodation of “Apartment Shares Type”. In each apartment, a resident needs to share a kitchen, shower rooms, toilets and coin-operated laundry with other residents. Although cleaning service for common spaces in the apartment is provided twice per week (once every twice is only for garbage collection) by the property management company, the residents are required to keep cleaning and managing the common spaces by themselves. Therefore, making own rules for cleaning and disposing in each apartment is required. Also, UEC and manager office do not provide any toilet rolls, various household detergents or garbage bags. We recommend the residents to make a rule, either individual purchase or group purchase, in each apartment for buying the necessary stuffs for common spaces.

## Rules and Regulations on UEC Student Dormitory

### Prohibitions (Extract from the rules and regulations)

The followings are prohibited in the student dormitories. They are rules and regulations to keep every resident's life comfortable. Please make sure to observe the rules and regulations of UEC student dormitory. If violations are detected, a deportation may be ordered.

- Use the dormitory room for non-residential purpose
- Allow non-residents to stay in the dormitories
- Allow the opposite sex to go in/out to the floor and dormitory room
- Force other residents to drink alcohol
- Smoking in the student dormitories and UEC Port area
- Enter the dormitory room with shoes on
- Bringing in combustible and inflammable substances (including gas cartridge stove or stove) to the student dormitory
- Nuisance (e.g using the room and facilities unclean, vibratory, noise, giving out a villainous stench, scribbling, etc.)
- Animal breeding (including fishes, reptiles, insects)
- Rent arrears
- Other behaviors or actions that are bothering administrative management of the student dormitories

## Services

Operating company and companies for management/facility maintenance for UEC Port student dormitories

UEC Port student dormitories are administrated by the following companies:

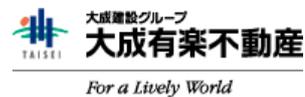
● Operating company: **Mitsubishi Logistics Corporation**



● Management: **J.S.B Co., Ltd.**



● Facility maintenance: **Taisei-Yuraku Real Estate Co.,Ltd.**



J.S.B. Co., Ltd. is a company to manage and support for student houses. They are in charge of operating manager office and collecting room rent fee. J.S.B. Co., Ltd tries to meet the residents' needs and support all residents for their safe, secure and comfortable student life.

### Manager Office opening hours

English-speaking staff is available to perform the reception and support the residents during the following opening hours at Manager Office (UEC Alliance Center, 1F). Manager Office tries to communicate with all residents and improve management of the student dormitories. If the residents have any opinions or concerns, please do not hesitate to contact the Manager Office.

Manager Office shall conduct a questionnaire survey occasionally to ask all residents about their life in the dormitories. It is an opportunity to give us the opinions or concerns.

Opening Hours: 8:30~17:00 (Open 365 days)

In case of an emergency after normal opening hours of Manager Office or during the staff's absence, a call center will be available to get some help for 24 hours. When the emergency matter occurs at night, etc., please call the following phone number:

Emergency Contact at night Being Adjusted

### Internet connection service

Each dormitory room has an internet connecting point. If the residents wish to use the internet connection service, they are required to make a contract with the following specified internet service provider. We will give the residents further details, e.g. how to make a contract, when they move in the dormitory.

Tsunagu Network Communications, Inc.  
<http://www.tsunagunet.com/>

**Monthly fee will be 925 yen (exclusive of tax). (No extra fee is required.)**

The monthly fee should be paid by credit card.

- A continuous "Always-on" connection service by private line(1Gbps) is available.
- Various optional services are available(e.g. mail service, security service, IP phone, pocket wifi, etc.)
- Supporting by foreign languages using free call (For English, Chinese and Korean) is available.

## Rental service

The residents can rent bedding set or home electric appliances, etc. which they use in their own room. Contract period is for 1 year (renewable).

Item	Fee (JPY/Annual/Exclusive of tax)	Details (e.g. size, etc.)
Refrigerator	13,800	Size:100L
Microwave	7,400	500W
Rice cooker	6,000	Make 5 cups of cooked rice
Electronic pot	4,200	Size: 2.5L
Bedding set	19,800	Duvet・Futon・Pillow・Duvet & Futon covers/Pillow case・Blanket・Slim Mattress
Mattress only	4,800	Thickness:5cm
Blu-ray Player	18,000	
TV	14,400	Size:19 inch
Vacuum cleaner	6,000	
Cartain	4,800	4 piece set

### ➤ How To Rent

After the prospective tenants receive an offer from UEC, they are required to submit a request form to the operating company before concluding the residence contract. The rented product(s) will be set in your room before moving in. If the prospective tenants need to cancel the request, they need to inform the operating company about the cancellation before the residence contract is concluded.

(The tenants can make a request to rent the above product(s) after they move in the student dormitory.)

### ➤ Billing

Rental contract period is for 1 year (Renewable). The rental fee is charged together with the rent room fee of the second month after the prospective move in the dormitory. (e.g. If they move in to the dormitory in April, the rental fee is charged with the room rent fee for May.)

### ➤ Rental Bedding Set

Rental fee of the bedding set includes the fee for changing bet linens (pillow case, duvet and futon covers) every two weeks.

### ➤ To Residents in Dorm TOMODACHI (Apartment Shares type):

A refrigerator and microwave are set in kitchen for the residents. If the prospective tenants rent them, they must put these stuffs in their rooms. The rented refrigerator and microwave are not allowed to set in the kitchen.

### ➤ Regulation for terminating the rental contract early

If the residents terminate the rental contract early, we refund them the fee which is calculated by the

following:

### Refund Calculation

$$\dots\{(\text{Annual Rental Fee})\div 12 \text{ months}\}\times \text{Remaining duration of your contract}\times 1/2$$

The rental contract is automatically terminated when the residents move out the dormitory. Otherwise, the contract is continued in the case of changing room or changing dormitory (i.e. move from Dorm TOMODACHI to Dorm KIZUNA).

※Amount of Refund if the resident rent the refrigerator in April (Annual Rental Fee:12000 yen)

	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
Remaining duration	11	10	9	8	7	6	5	4	3	2	1	0
Amount of Refund	5,500	5,000	4,500	4,000	3,500	3,000	2,500	2,000	1,500	1,000	500	0

### Laundry facilities

A laundry facility (coin-operated washers and dryers) is situated in each floor in Dorm KIZUNA. (Each apartment in Dorm TOMODACHI has a laundry facility.)

To use the washers and dryers, 100 yen coin is required. Manager Office does not give change to convert into 100 yen coin. The residents are required to prepare 100 yen coin in advance to use the facility.

Please remove the laundry immediately after using the washers or dryers.

Fee: Washer (Capacity 4.5kg) ...100yen / time (Washing time ... approx.30min)  
Dryer (Capacity 4.5kg) ...100 yen (Drying time: 30 min)

### Lounge

There is a lounge in each floor in Dorm KIZUNA. The residents can use the room for group study or meeting, etc.

No food and drink in the lounge. When the residents finish using the lounge, they need to remove own personal stuffs, including trashes.

We will not take responsibility for robbery, etc., in the lounge. The residents have to bear responsibility for own personal stuffs.

Opening Hours: 7:00 ~ 24:00

### Home delivery box and mail box

Home delivery box and mail box are situated in 1F in UEC Alliance Center. Packages, letters or notifications from UEC, etc. will be delivered to these boxes. We recommend all residents to check these boxes, especially own mail box, once a day when coming back to the dormitory. The number of home delivery box is limited. If a package is delivered to home delivery box, the residents need to take the package immediately.

### Convenience store

Being Adjusted

### Centennial Memorial Hall

Centennial Memorial Hall is located in the first floor in UEC Alliance Center. To use the hall, a booking form is required to submit to the dormitory manager office by the 12:00 p.m. of the day before.

Available hours: 8:30 ~ 17:00

Prohibitions: Purpose for a profit making  
Purpose for specific religious or political activities  
Using for the activities which there is or will be a risk of causing hindrance to the management and the administration of the hall

### Bicycle parking area

The residents can use the bicycle parking area upon request. To use the parking area, the monthly fee is required: Monthly parking fee is 272 yen/month (exclusive of the tax).

For the users of bicycle parking area, a sticker which is required to attach the bicycle will be issued. Once the users receive the sticker, they need to put the sticker on the bicycle we can confirm the sticker, such as a cover of rear wheel. If we cannot confirm the sticker, we remove the bicycle from the parking area.

The residents who want to use the bicycle parking area are required to make a request at Manager Office.

※If the residents need to park their bicycle at the bicycle parking lot in UEC campus, they have to make a request at student section in Main Building, 1F. Then, a sticker which is required to attach to their bicycle is issued.

## How to Pay the Dormitory Fees

### How to pay the dormitory fees

There are 2 methods to pay the dormitory fees:

Automatic withdrawal •• The monthly dormitory fees are automatically withdrawn from the resident's bank account.

Bank Transfer •••••••• The resident has to transfer money to the designated bank account by themselves every month.

In either case, the withdrawal fee (324 yen) is required.

- Unless there is an unavoidable reason, an automatic withdrawal is the main payment method for paying the dormitory fees. Please fill in the automatic withdrawal request form, put the name seal (Inkan), and then submit to Manager Office. On moving-in day, the automatic withdrawal request form must be submitted to Manager Office.

The dormitory fees for the next month are deducted from the bank account on 27<sup>th</sup> day of every month. (e.g. The dormitory fees for July is deducted from the bank account on 27 May.)

◇ Transfer the money to the designated bank account

- The resident has to transfer the money to the designate bank account by themselves if the bank account registration for the automatic withdrawal does not be completed or the bank transfer does not be done because the balance is insufficient, etc. (~~※~~ The resident has to pay the transfer fee.)

### How to confirm the dormitory fees

Monthly bill for the dormitory fees will be posted in each mail box at the mid of every month.

### Initial costs when making contract

The residents have to pay the following initial costs upfront when making contract:

		Dorm TOMODACHI (Apartment Shares Type)	Dorm KIZUNA (Studio Apartment Type)
<b>Room rent fee for the first month</b>		37,700 yen	42,700 yen
<b>Common service expense for the first month</b>		3,000 yen	5,000 yen
<b>Deposit</b>		40,700 yen	47,700 yen
<b>Fire insurance (University Coop)</b>		2,000 yen/year	2,000 yen /year
<b>Student Liability Insurance (University Coop)</b>		1,450 yen/ year (4-year contract)	1,450 yen / year (4-year contract)
<b>Guarantee Charge/Premiums</b>	(Japanese students or student who are "special permanent" resident)	10,000 yen~	10,000 yen~

	(International students with “Student” visa) ※including the premiums of fire insurance and personal liability insurance	8,000 yen	8,000 yen
	(International students with a resident status other than “Student”)	20,000 yen	20,000 yen
<b>Total Initial Costs</b>	(Japanese students or students who are “special permanent” residents)	94,850 yen～	108,850 yen ～
	(International students with “Student” visa)	89,400 yen	103,400 yen
	(International students with a resident status other than “Student”)	104,850 yen	118,850 yen

- The deposit will be refunded to the resident when the residents move out after the room cleaning fee and unpaid utility costs will be deducted from it. Room cleaning fee is as follows; 12,000 yen for Dorm TOMODACHI and 20,000 yen for Dorm KIZUNA (both fees are excluded the tax).
- To live in UEC Port student dormitories, joining fire insurance and personal liability insurance is essential. The residents can use Student Comprehensive Mutual Insurance and student liability insurance, but it is necessary to become University Co-op member to join these insurances (University Co-op Membership fee 16,000 yen is required, but it is refundable at time of graduation). International students who hold “Student” visa can join “Comprehensive Renters Insurance for Foreign Student Studying in Japan”. Those who join this insurance do not need to join another fire insurance and personal liability insurance since the liability insurance for Foreign Student is insured by the Comprehensive Renters Insurance for Foreign Students Studying in Japan.
- The insurance premiums are as follows: 2000 yen per year for fire insurance and 5,800 yen for 4-year contract (The insurance premium for 1-year contract is 1780 yen per year) for student liability insurance. For further details, please contact University Co-op of the University of Electro-Communications.
- For making residence contract, the prospective tenants can choose Third-Party guarantor (guaranteeing with the loan company)(international students with “Student” visa can choose Comprehensive Renters’ Insurance for Foreign Students Studying in Japan.) Likewise, they can choose the guarantor instead of the loan company. The numbers in the above table show the initial costs in that case of the residents use Third-Party guarantor (guaranteeing with the loan company).

## Monthly expenses

The following table shows a model case for monthly expenses, apart from the initial costs:

	Dorm TOMODACHI (Apartment Shares Type)	Dorm KIZUNA (Studio Apartment Type)
<b>Room Rent Fee</b>	37,700 yen	42,700 yen
<b>Common Service Expense.</b>	3,000 yen	5,000 yen
<b>Withdrawal Fee</b>	324 yen	
<b>Utility Cost (Electricity・Gas・Water)</b>	Approx. 7,500 yen	
<b>Internet Connection Service Fee</b>	999 yen (Planned)	
<b>Bicycle Parking Fee</b>	294 yen	
<b>Coin-Operated Laundry Fee</b>	Washer 100 yen /time ・ Dryer 100 yen /30 min	
<b>Garbage Bag (Specified by Chofu City)</b>	See below	

- Monthly expenses are as follows (excluding coin-operated laundry fee and garbage bag fee): 49,878 yen for Dorm TOMODACHI (Apartment Shares Type) and 56,878 yen for Dorm KIZUNA (Studio Apartment Type) .
- Utility cost in the above table is an average number for a person who lives in alone based on the data by Ministry of Internal Affairs and Communications. Utility cost for Dorm TOMODACHI (Apartment Shares Type)'s resident is charged with the room rent fee and common service expenses. The residents of Dorm KIZUNA (Studio Apartment Type) have to make a contract with each utility service company (water, electricity and gas). Thus, each resident of Dorm KIZUNA has to pay the cost to each company.
- Internet connection service provider charges the internet connection service fee to each resident who makes the contact with the provider.

## Garbage bag (specified by Chofu City)

Chofu City requires all residents in Chofu City to use their specified garbage bags for “burnable/Combustibles” and “Unburnable/Incombustibles” in the household rubbish. All types of the specified garbage bags are available for sale at supermarkets and convenience stores in Chofu City. Other cities' specified garbage bag cannot be used. Also, Chofu City does not collect the household rubbish in non-specified garbage bag. Therefore, please make sure to use Chofu City's specified garbage bag.

Type	Capacity	Price (a set of 10 bags)	Type	Capacity	Price (a set of 10 bags)
<b>Burnable/Combustibles M</b>	15 L	273 yen	<b>Unburnable /Incombustibles M</b>	15 L	273 yen
<b>Burnable/Combustibles L</b>	30 L	556 yen	<b>Unburnable /Incombustibles L</b>	30 L	556 yen
<b>Burnable/Combustibles LL</b>	45 L	840 yen	<b>Unburnable /Incombustibles LL</b>	45 L	840 yen

The prospective tenants make a residence contract for UEC Port student dormitories with an operating company of UEC Port student dormitory after they receive an offer from UEC.

Contract procedures are as stated below. Basic contract term is for 2 years. (The term does not beyond the study completed date in the minimum years of study.)

✖Contractor for the residence contract should be a guardian or parent, not a student him/herself.

① Choosing come up with “Third-Party Guarantor(guaranteeing with loan company) or “Guarantor”

For making the residence contract, we basically ask the prospective tenants to choose “Third-Party Guarantor “ (guaranteeing with loan company). However, they can also choose “Guarantor” instead of the loan company.

•Choosing “Third-Party Guarantor (guaranteeing with loan company)

The prospective tenants are required to conclude a guarantee contract with the loan company.

Please note that the loan company or the guarantee charge may change later.

•Choosing “Guarantor”

The prospective tenants can come up with a guarantor instead of the loan company. Those who have regular income are eligible to be a guarantor (Coming up a relative with the guarantor should be better). A parent or guardian cannot be the guarantor. The guarantor needs to put their signature and name seal on each contract form and submit “Guarantor Agreement Form “ as well as a certificate of a seal-impresion and a photocopy of identity verification document to the property management company.

**The guarantor is required to put own registered seal (Jitsuin) on the contract form.**

➤ Information of the contract with the loan company Zenhoren Co.,Ltd

•Guarantee Charge..... 10,000 yen ~ (This guarantee fee is tax-exempt.)

•Contract Term...The contract is valid by move-out date. (If the residents change their room in UEC port student dormitory, they are required to make new contract with the loan company)

•Contractor.....**The contractor should be a guardian or parent, not a student him/herself.**

•Necessary Documents...Contract Request Form (for Japanese), Identity verification document for contractor (e.g. a photocopy of driver’s license), Tenancy Application Form and Guarantor Service Request Form, Consent to obtain personal information, Residence Contract and Indemnity Agreement

•Contract Procedures

1. The prospective tenants fill in the following prescribed forms of Zenhoren Co., Ltd.: Tenancy Request Form and Indemnity Agreement Form, Consent to obtain personal information and Disclosure Statement for Residence Contract with Indemnity Agreement. After filling in the prescribed forms, these documents must be submitted to the property management company.

2. Zenhoren Co., Ltd. confirms and examines the application once they receive all necessary

documents. They may contact the contractor by phone to confirm identification.

3. When making the residence contract for UEC Port student dormitory, the prospective tenants and the loan company conclude Residence Contract with Indemnity Agreement as well. The guarantee charge should be paid with the initial costs.

➤ Notes regarding Third-Party Guarantor (guaranteeing with loan company)

Once the room rent fee has been in arrears, the loan company subrogates to the owner instead of the contractor. The contractor must pay the room rent fee to the loan company immediately once the loan company notifies the amount they subrogate.

※Fee in arrears has not been solved even the contractor makes an agreement with the loan company.

※Please note that a deportation may be ordered if the payment to the loan company is delayed.

## ② Property Disclosure Statement

All prospective tenants must take an induction to understand the details of the property disclosure statement before making residence contract. In the induction, we give you the detailed information, such as the building and room rent fee, etc. After the induction, the prospective tenants must give signature and put name seal on the statement. The induction date and its venue will be announced later.

## ③ Conclusion of Residence Contract

The prospective tenants must conclude the residence contract with the operating company.

## ④ Paying Initial Costs

Initial costs (e.g. room rent fee for the first month, common service expense for the first month and deposit, etc.) should be paid by the payment deadline via bank transfer.

## ⑤ Other Necessary Procedure

To live in UEC Port student dormitories, joining fire insurance and personal liability insurance is essential. The durations of these insurances must be covered whole tenancy period of the student dormitory. (If these insurances are renewable, one-year contract insurance is accepted.)

There is no insurance company designated by UEC. The fire insurance and personal liability insurance are available at the University of Electro-Communications University Co-op.

A photocopy of each insurance certificate must be submitted the property management company on move-in day. The prospective tenants who are unable to submit them on the move-in day have to inform the property management company before the move-in day.

※To buy and join the fire insurance and personal liability insurance, becoming a member of the University

of Electro-Communications University Co-op is required.

- If the prospective tenants do not join the University of Electro-Communications University Co-op insurance, they have to join the insurance that can provide equivalent coverage as stated below (or provide better coverage than one as stated below) :

Fire Insurance : Tenant's liability endorsement – maximum 12 million yen  
Personal Liability insurance: Aggregate indemnity for one accident -100 million yen.

The prospective tenants make a residence contract for UEC Port student dormitories with an operating company of UEC Port student dormitory after they receive an offer from UEC.

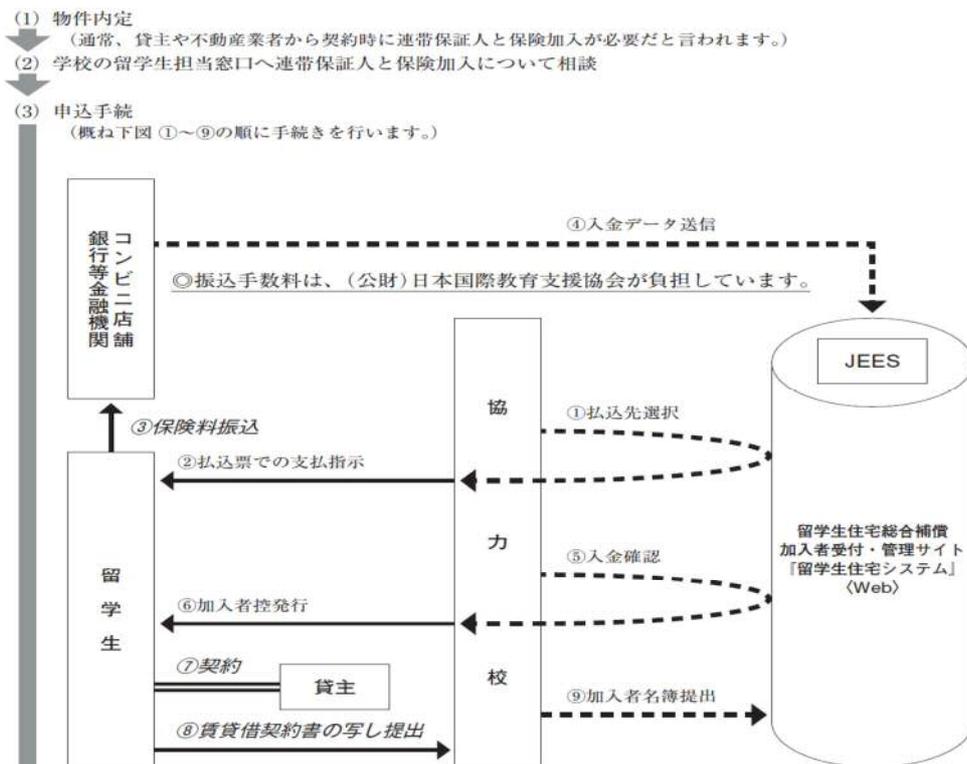
Contract procedures are as stated below. Basic contract term is for 2 years. (The term does not beyond the study completed date in the minimum years of study.)

※Contractor for the residence contract should be a student him/herself.

- ① Choosing join "Comprehensive Renter's insurance for Foreign Students Studying in Japan or come up with "Guarantor"

The prospective tenants who are under this category can use "Comprehensive Renters' Insurance for Foreign Students Studying in Japan" for making resident contract. Likewise, they can also choose "Guarantor" instead of the loan company.

・Comprehensive Renters' Insurance for Foreign Students Studying in Japan (The following chart is excerpted from a brochure by Japan Educational Exchanges and Service)



(注) 上図の破線矢印 ← → は、システム経由の手続きを表しています。

\* 留学生の皆様は③、⑦、⑧を行いません。

③保険料振込

学校から払込票を受け取り、指示された方法で振り込みます。

⑦契約

学校から加入者控を受け取り、貸主または不動産業者に提示します。保険に加入済みであることを伝え、賃貸借契約を結びます。  
なお、契約の前には、連帯保証人にも加入者控を提示し、賃貸借契約書への記名・押印を依頼してください。

⑧賃貸借契約書の写し提出

賃貸借契約書をコピーし、学校に提出します。

(4) 入居

※引越しをした、連帯保証人が不要となった、または連帯保証人が変更となった場合には、必ず学校にお知らせください。

- Information of Comprehensive Renters' Insurance for Foreign Students Studying in Japan
  - Insurance Premiums..... ¥8,000 (This is tax-exempt.)
    - ※Amount of the premiums is same for the residents in Dorm TOMODACHI and Dorm KIZUNA
  - Insurance Period ...2 years

For further details, please consult with International Student Office.

•Choosing “Guarantor”

The prospective tenants can come up with a guarantor instead of the loan company. Those who are living in Japan, have regular income and can submit a certificate of a seal-impression to the property management company are eligible to be a guarantor. A parent or guardian cannot be the guarantor. The guarantor needs to put their signature and name seal on each contract form and submit “Guarantor Agreement Form “ as well as a certificate of a seal-impression and certificate of identification to the property management company.

**The guarantor is required to put own registered seal (Jitsuin) on the contract form.**

② Property Disclosure Statement

All prospective tenants must take an induction to understand the details of the property disclosure statement before making residence contract. In the induction, we give you the detailed information, such as the building and room rent fee, etc. After the induction, the prospective tenants must give signature and put name seal on the statement. The induction date and its venue will be announced later.

③ Conclusion of Residence Contract

The prospective tenants must conclude the residence contract with the operating company.

④ Paying Initial Costs

Initial costs (e.g. room rent fee for the first month, common service expense for the first month and deposit, etc.) should be paid by the payment deadline via bank transfer.

⑤Other Necessary Procedure

To live in UEC Port student dormitories, joining fire insurance and personal liability insurance is essential. The durations of these insurances must be covered whole tenancy period of the student dormitory. (If these insurances are renewable, one-year contract insurance is accepted.)

Those who join “Comprehensive Renters Insurance for Foreign Students Studying in Japan” do not need to join another fire insurance and personal liability insurance since the liability insurance for Foreign Student is covered by the Comprehensive Renters Insurance for Foreign Students Studying in Japan.

There is no insurance company designated by UEC. The fire insurance and personal liability insurance

are available at the University of Electro-Communications University Co-op.

A photocopy of each insurance certificate must be submitted the property management company on move-in day. The prospective tenants who are unable to submit them on the move-in day have to inform to the property management company before the move-in day.

※To buy and join the fire insurance and personal liability insurance, becoming a member of the University of Electro-Communications University Co-op is required.

- If the prospective tenants do not join the University of Electro-Communications University Co-op insurance, they have to join the insurance that can provide equivalent coverage as stated below (or provide better coverage than one as stated below) :

Fire Insurance : Tenant's liability endorsement – maximum 12 million yen

Personal Liability insurance: Aggregate indemnity for one accident -100 million yen.

Contract Procedures for New International Students who are currently in abroad and expected to stay in Japan with a resident status "Student"

The prospective tenants need to make a residence contract for UEC Port student dormitories with an operating company of UEC Port student dormitory after they receive an offer from UEC.

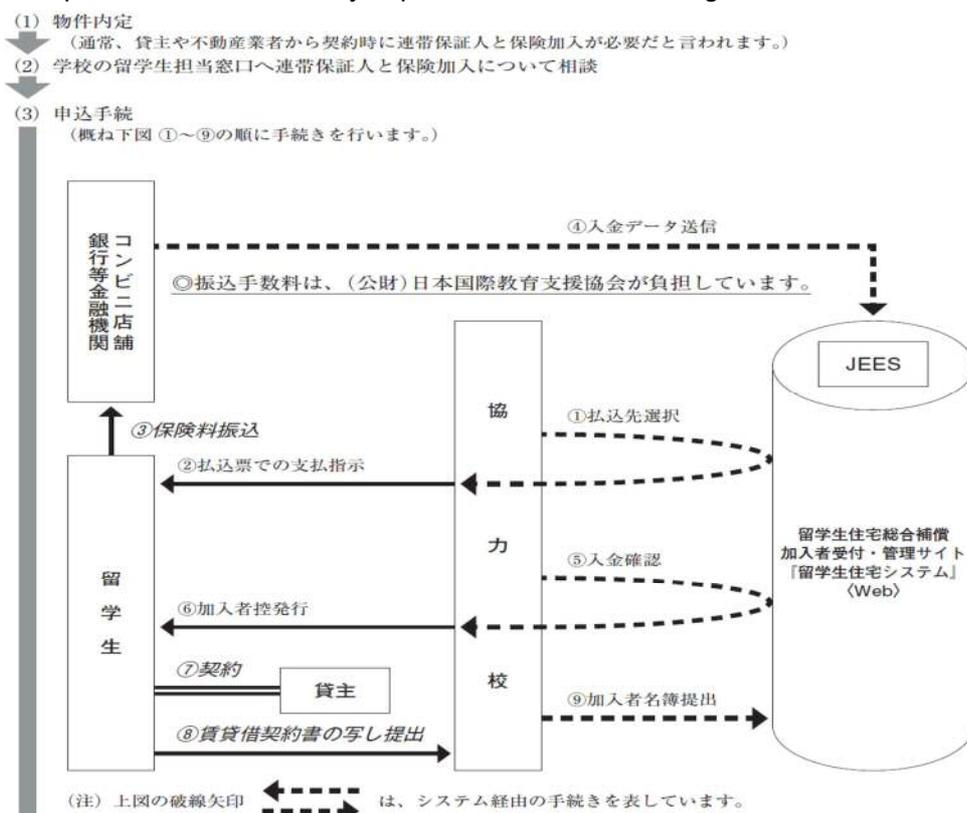
Contract procedures are as stated below. Basic contract term is for 2 years. (The term does not beyond the study completed date in the minimum years of study.)

※Contractor for the residence contract should be a student him/herself.

- ① Choosing join "Comprehensive Renter's insurance for Foreign Students Studying in Japan or come up with "Guarantor"

The prospective tenants who are under this category can use "Comprehensive Renters' Insurance for Foreign Students Studying in Japan" for making resident contract. Likewise, they can also choose "Guarantor".

・Comprehensive Renters' Insurance for Foreign Students Studying in Japan(The following chart is excerpted from a brochure by Japan Educational Exchanges and Service)



\*留学生の皆様は③、⑦、⑧を行いません。

③保険料振込

学校から払込票を受け取り、指示された方法で振り込みます。

⑦契約

学校から加入者控を受け取り、貸主または不動産業者に提示します。保険に加入済みであることを伝え、賃貸借契約を結びます。  
なお、契約の前には、連帯保証人にも加入者控を提示し、賃貸借契約書への記名・押印を依頼してください。

⑧賃貸借契約書の写し提出

賃貸借契約書をコピーし、学校に提出します。

(4) 入居

※引越しをした、連帯保証人が不要となった、または連帯保証人が変更となった場合には、必ず学校にお知らせください。

- Information of Comprehensive Renters' Insurance for Foreign Students Studying in Japan
  - Insurance Premiums..... ¥8,000 (This is tax-exempt.)
    - ※Amount of the premiums is same for the residents in Dorm TOMODACHI and Dorm KIZUNA.
  - Insurance Period ... 2 years

For further details, please consult with International Student Office.

•Choosing “Guarantor”

The prospective tenants can come up with a guarantor instead of using “Comprehensive Renter’s insurance for Foreign Students Studying in Japan”. Those who are living in Japan, have regular income and can submit a certificate of a seal-impression to the property management company are eligible to be a guarantor. A parent or guardian cannot be the guarantor. The guarantor needs to put their signature and name seal on each contract form and submit “Guarantor Agreement Form “ as well as a certificate of a seal-impression and certificate of identification to the property management company.

**The guarantor is required to put own registered seal (Jitsuin) on the contract form.**

② Contract Procedures

➤ Procedures for international students who are living in abroad

For international students who are in abroad, the contract procedures between the prospective tenant and the property management company are proceeded via email:

➤ Contract Procedures

1. Download “Contract Request Form (for international students)” from UEC website, and fill in the form. And then, send the request form with one photocopy each of passport and an acceptance letter from UEC to the property management company by PDF file via email.  
If there is no person who can be a guarantor in Japan, the prospective tenants of this category must join “Comprehensive Renters’ Insurance for Foreign Students Studying in Japan”. (For the further details of the insurance, please consult with International Student Office.)
2. Once the property management company has received the necessary documents by the prospective tenants, they will confirm the documents, and send the following information to the prospective tenants by email:
  - Name of the dormitory, room number, address, the details of building and room, area information
  - Access map from Narita airport and Haneda airport to UEC Port
  - Bank account information and payment deadline for paying initial costs
  - Rental contract details (contract start date) and UEC Port student dormitory regulations
  - Rental Request form (electric appliances and bedding set)
  - Other necessary information
3. Initial costs should be paid into our account by bank transfer. The property management company can accept inquiries about the residence contract, etc. via email.

### ③ Other Necessary Procedure

To live in UEC Port student dormitories, joining fire insurance and personal liability insurance is essential. The durations of these insurances must be covered whole tenancy period of the student dormitory. (If these insurances are renewable, one-year contract insurance is accepted.)

Those who join “Comprehensive Renters Insurance for Foreign Students Studying in Japan” do not need to join another fire insurance and personal liability insurance since the liability insurance for Foreign Student is covered by the Comprehensive Renters Insurance for Foreign Students Studying in Japan.

There is no insurance company designated by UEC. The fire insurance and personal liability insurance are available at the University of Electro-Communications University Co-op.

A photocopy of each insurance certificate must be submitted the property management company on move-in day. The prospective tenants who are unable to submit them on the move-in day have to inform the property management company before the move-in day.

※To buy and join the fire insurance and personal liability insurance, becoming a member of the University of Electro-Communications University Co-op is required.

- If the prospective tenants do not join the University of Electro-Communications University Co-op insurance, they have to join the insurance that can provide equivalent coverage as stated below (or provide better coverage than one as stated below) :

Fire Insurance : Tenant's liability endorsement – maximum 12 million yen

Personal Liability insurance: Aggregate indemnity for one accident -100 million yen.

Contract Procedures for International Students who are already in Japan with a resident status other than “Student”

The prospective tenants need to make a residence contract for UEC Port student dormitories with an operating company of UEC Port student dormitory after they receive an offer from UEC.

Contract procedures are as stated below. Basic contract term is for 2 years. (The term does not beyond the study completed date in the minimum years of study.)

※Contractor for the residence contract should be a student him/herself.

① Choosing come up with “Third-Party Guarantor(guaranteeing with loan company) or “Guarantor

For making the residence contract, we basically ask the prospective tenants to choose “Third-Party Guarantor “ (guaranteeing with loan company) . However, they can also choose “Guarantor” instead of the loan company.

•Choosing “Third-Party Guarantor (guaranteeing with loan company)

The prospective tenants are required to conclude a guarantee contract with the following loan company.

Please note that the loan company or the guarantee charge may change later.

•Choosing “Guarantor”

The prospective tenants can come up with a guarantor instead of the loan company. Those who are living in Japan, have regular income and can submit a certificate of a seal-impresion to the property management company are eligible to be a guarantor. A parent or guardian cannot be the guarantor. The guarantor needs to put their signature and name seal on each contract form and submit “Guarantor Agreement Form “ as well as a certificate of a seal-impresion and certificate of identification to the property management company.

The guarantor is required to put own registered seal (Jitsuin) on the contract form.

➤ Information of the contract with the loan company Premier Life Inc.

•Guarantee Charge.....20,000 yen (This guarantee charge is tax-exempt)

※Amount of the premiums is same for the residents in Dorm TOMODACHI and Dorm KIZUNA.

•Contract Term ... 1 year (For renew the contract, renewal fee 10,000 yen is required.)

•Contractor.....Student

※The prospective tenants must provide emergency contact(phone number) in Japan.

(Emergency contact person is not a guarantor.)

•Necessary Documents...Contract Request Form (for international students), Identity verification document for contractor (e.g. a photocopy of driver’s license), Consent to obtain personal information, Residence Contract with Indemnity Agreement

•Contract Procedures

1. Fill in “Contract Request Form (for international students)” and send the form to the property management company by post.

2. Premier Life Inc. may contact the contractor for identity verification to proceed their examination.
3. When the residence contract is concluded, the procedure of the insurance contract (Signature to Premier Life's prescribed form of Indemnity Agreement) also is concluded. The guarantee charge should be paid with the initial costs.

➤ Notes regarding Third-Party Guarantor (guaranteeing with loan company)

Once the room rent fee has been in arrears, the loan company subrogates to the owner instead of the contractor. The contractor must pay the room rent fee to the loan company immediately once the loan company notifies the amount they subrogate.

※Fee in arrears has not been solved even the contractor makes an agreement with the loan company.

※Please note that a deportation may be ordered if the payment to the loan company is delayed.

## ② Property Disclosure Statement

All prospective tenants must take an induction to understand the details of the property disclosure statement before making residence contract. In the induction, we give you the detailed information, such as the building and room rent fee, etc. After the induction, the prospective tenants must give signature and put name seal on the statement. The induction date and its venue will be announced later.

## ③ Conclusion of Residence Contract

The prospective tenants must conclude the residence contract with the operating company.

## ④ Paying Initial Costs

Initial costs (e.g. room rent fee for the first month, common service expense for the first month and deposit, etc.) should be paid by the payment deadline via bank transfer.

## ⑤ Other Necessary Procedure

To live in UEC Port student dormitories, joining fire insurance and personal liability insurance is essential. The durations of these insurances must be covered whole tenancy period of the student dormitory. (If these insurances are renewable, one-year contract insurance is accepted.)

There is no insurance company designated by UEC. The fire insurance and personal liability insurance are available at the University of Electro-Communications University Co-op.

A photocopy of each insurance certificate must be submitted the property management company on move-in day. The prospective tenants who are unable to submit them on the move-in day have to inform the property management company before the move-in day.

※To buy and join the fire insurance and personal liability insurance, becoming a member of the University of Electro-Communications University Co-op is required.

- If the prospective tenants do not join the University of Electro-Communications University Co-op insurance, they have to join the insurance that can provide equivalent coverage as stated below (or provide better coverage than one as stated below) :

Fire Insurance : Tenant's liability endorsement – maximum 12 million yen

Personal Liability insurance: Aggregate indemnity for one accident -100 million yen.

Contract Procedures for New International Students who are currently in abroad and expected to stay in Japan with a resident status other than “Student”

The prospective tenants need to make a residence contract for UEC Port student dormitories with an operating company of UEC Port student dormitory after they receive an offer from UEC.

Contract procedures are as stated below. Basic contract term is for 2 years. (The term does not beyond the study completed date in the minimum years of study.)

✖Contractor for the residence contract should be a student him/herself.

① Choosing come up with “Third-Party Guarantor(guaranteeing with loan company) or “Guarantor

For making the residence contract, we will ask the prospective tenants to choose “Third-Party Guarantor “ (guaranteeing with loan company) . Likewise, they can also choose “Guarantor”.

•Choosing “Third-Party Guarantor (guaranteeing with loan company)

The prospective tenants are required to conclude a guarantee contract with the following loan company.

Please note that the loan company or the guarantee charge may change later.

•Choosing “Guarantor”

The prospective tenants can come up with a guarantor instead of the loan company. Those who are living in Japan, have regular income and can submit a certificate of a seal-impresion to the property management company are eligible to be a guarantor. A parent or guardian cannot be the guarantor. The guarantor needs to put their signature and name seal on each contract form and submit “Guarantor Agreement Form “ as well as a certificate of a seal-impresion and certificate of identification to the property management company.

The guarantor is required to put own registered seal (Jitsuin) on the contract form.

➤ Information of the contract with the loan company Premier Life Inc.

•Guarantee Charge.....20,000 yen (This guarantee charge is tax-exempt)

✖Amount of the premiums is same for the residents in Dorm TOMODACHI and Dorm KIZUNA.

•Contract Term ... 1 year (For renew the contract, renewal fee 10,000 yen is required.)

•Contractor.....Student

✖The prospective tenants must provide emergency contact(phone number) in Japan.

(Emergency contact person is not a guarantor.)

•Necessary Documents...Contract Request Form (for international students), Identity verification document for contractor (e.g. a photocopy of driver’s license), Consent to obtain personal information, Residence Contract with Indemnity Agreement

•Contract Procedures

1. Fill in “Contract Request Form (for international students), and send the request form to the property management company via email.
2. The guarantee charge should be paid with the initial costs to our account by bank transfer.

3. Premier Life Inc. will contact the contractor for identity verification to proceed their examination.
4. When the prospective tenants who are categorized in this status come to UEC Port, the procedure of the insurance contract (Signature to Premier Life's prescribed form of Indemnity Agreement) will be finalized.

➤ Notes regarding Third-Party Guarantor (guaranteeing with loan company)

Once the room rent fee has been in arrears, the loan company subrogates to the owner instead of the contractor. The contractor must pay the room rent fee to the loan company immediately once the loan company notifies the amount they subrogate.

※Fee in arrears has not been solved even the contractor makes an agreement with the loan company.

※Please note that a deportation may be ordered if the payment to the loan company is delayed.

## ② Contract Procedures

➤ Procedures for International Students who are in aboard

For international students who are in abroad, the contract procedures between the prospective tenant and the property management company are proceeded via email. The contract procedures of the residence contract and the contract with the loan company are finalized when move-in day after the arrival in Japan.

➤ Contract Procedures

1. Download "Contract Request Form (for international students) from UEC website, and fill in the form. Send the request form with a photocopy an acceptance letter from UEC by PDF file to the property management company via email. If there is no person who can be a guarantor in Japan, the prospective tenants must use Third-Party Guarantor (guaranteeing with loan company). The contract with the loan company will be concluded with the residence contract on move-in day.
2. Once the property management company has received the necessary documents by the prospective tenants, they will confirm the documents, and send the following information to the tenants by email:
  - Name of the dormitory, room number, address, the details of building and room, area information
  - Access map from Narita airport and Haneda airport to UEC Port
  - Bank account information and payment deadline for paying initial costs
  - Rental contract details (contract start date) and UEC Port student dormitory regulations
  - Rental Request form (electric appliances and bedding set)
  - Other necessary information
3. Initial costs should be paid into our account by bank transfer. The property management company can accept inquiries about the residence contract, etc. via email.
4. When the prospective tenants who are categorized in this status come to UEC Port after arrival in Japan, they need to take an induction for property disclosure, and then the residence contract will be finalized.

### ③ Other Necessary Procedure

To live in UEC Port student dormitories, joining fire insurance and personal liability insurance is essential. The durations of these insurances must be covered whole tenancy period of the student dormitory. (If these insurances are renewable, one-year contract insurance is accepted.)

There is no insurance company designated by UEC. The fire insurance and personal liability insurance are available at the University of Electro-Communications University Co-op.

A photocopy of each insurance certificate must be submitted the property management company on move-in day. The prospective tenants who are unable to submit them on the move-in day have to inform to the property management company before the move-in day.

※To buy and join the fire insurance and personal liability insurance, becoming a member of the University of Electro-Communications University Co-op is required.

- If the prospective tenants do not join the University of Electro-Communications University Co-op insurance, they have to join the insurance that can provide equivalent coverage as stated below (or provide better coverage than one as stated below) :

Fire Insurance : Tenant's liability endorsement – maximum 12 million yen

Personal Liability insurance: Aggregate indemnity for one accident -100 million yen.