

## HOUSING NOTICE AND PAYMENT INSTRUCTIONS for exchange students

Housing: **Sophia Soshigaya International House**

<b>1) Location &amp; Contact Information</b>	Address: 4-24-1, Kami-soshigaya, Setagaya-ku, Tokyo, JAPAN TEL: +81-3-5384-1201																															
<b>2) Transportation &amp; Commuter Pass</b>	<p>Total commuting time is approximately <u>60 minutes</u></p> <ol style="list-style-type: none"> <li>Sophia Soshigaya International House → Seijo-gakuen-mae Station Walking &lt;20 min.&gt; (buses are also available)</li> <li>Seijo-gakuen-mae Station → Shinjuku Station Odakyu Line (rapid train) &lt;20 min.&gt;</li> <li>Shinjuku Station → Yotsuya Station JR Chuo Line (rapid train) &lt;5 min.&gt;</li> </ol> <p>*Commuter pass (Student Fare): 5,920 JPY / 1 month, 16,880 JPY / 3 months, 31,980 JPY / 6 months</p> <p>*A commuter pass allows you to stop for free at any station along the designated route</p> <p>*Bedding Rental Pillow, blanket, quilt, bed pad, pillow cover, quilt cover and bed sheets are provided as a set. You may only lease them as a set. Clean sheets will be exchanged 3 times a month.</p> <p>&lt;Room furnishings&gt; Air-conditioner, Bed, Desk, Chair, Closet, Bookshelf, Lighting, Desk lamp, Curtains, refrigerator, Washroom, Trash can, Internet modem*</p> <p>*Free Wi-Fi is available in your room and common space.</p> <p>&lt;Common Use&gt; Dining Room, Kitchen, Shower room, Laundry room, Bicycle parking</p>																															
<b>7) Facilities</b>	<table border="1"> <thead> <tr> <th>Facility</th> <th>Time</th> <th>Note</th> </tr> </thead> <tbody> <tr> <td>Administrative Office</td> <td>8:00~22:00</td> <td>Closed on December 30 through January 3</td> </tr> <tr> <td>Cafeteria</td> <td>24 hours</td> <td>eating /drinking acceptable</td> </tr> <tr> <td>Library / Study room</td> <td>24 hours</td> <td>Silence required all day long</td> </tr> <tr> <td>Lounge</td> <td>24 hours</td> <td>Opens in available time. No food &amp; drink * Keep quiet after 22:00.</td> </tr> <tr> <td>Auditorium</td> <td>9:00~22:00</td> <td rowspan="8">Make a reservation at the office. * The detail will be informed in the orientation.</td> </tr> <tr> <td>Conference room</td> <td>9:00~22:00</td> </tr> <tr> <td>Tatami room</td> <td>9:00~22:00</td> </tr> <tr> <td>Music room</td> <td>9:00~24:00</td> </tr> <tr> <td>Gymnasium</td> <td rowspan="2">6:00~24:00</td> </tr> <tr> <td>Training room</td> </tr> <tr> <td>Tennis court</td> <td>9:00~17:00</td> </tr> <tr> <td>Big Kitchen</td> <td>10:00~21:30</td> </tr> </tbody> </table>	Facility	Time	Note	Administrative Office	8:00~22:00	Closed on December 30 through January 3	Cafeteria	24 hours	eating /drinking acceptable	Library / Study room	24 hours	Silence required all day long	Lounge	24 hours	Opens in available time. No food & drink * Keep quiet after 22:00.	Auditorium	9:00~22:00	Make a reservation at the office. * The detail will be informed in the orientation.	Conference room	9:00~22:00	Tatami room	9:00~22:00	Music room	9:00~24:00	Gymnasium	6:00~24:00	Training room	Tennis court	9:00~17:00	Big Kitchen	10:00~21:30
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## Mission and Vision of the Sophia Soshigaya International House (SSIH)

Sophia Soshigaya International House (SSIH) is a dormitory run by Sophia University under its university educational principles which are expressed in the "Mission statement" and "Vision of the House" as follows. The members of the House are required to actively participate in maintaining its order, house events and its exchange activities. Those who agree with the mission and vision of the House are welcome to send your applications.

### ◇Mission statement◇ "Men and Women for Others with Others"

Sophia Soshigaya International House is a home that aims to bring up persons of global competency, guided by Sophia University's Vision: "Character building through Christian Humanism" and "Sophia - Bringing the World Together"

### ◇Vision of the house◇ Students who live in this house may:

- Help each other, as a family with unity and responsibility
- Live together understanding and accepting all differences
- Become leading agents of creating its culture, atmosphere and order of the house

### ◇Life style and system of the House◇

We have a community system in the House called "Living Group" and every member of the house are assigned to one of the Living Groups from the beginning. Every members are required to join the activity of Living Group. Living Group is the basic community for the residents to appreciate the given riches and to collaborate in diversity. The following is the structure and content of Living Groups:

#### Living Group

##### **Purpose:**

- Promote interpersonal and international exchange (concept of a community building)
- Create the culture, atmosphere and order of the House

##### **Structure:**

- 20 groups consisting of around 15 members of different nationality, language etc., who live on the same floor, with a Living Group leader/sub leader

##### **Members:**

- All residents

##### **Activities:**

- A monthly gathering (for discussing housekeeping issues and for intercultural exchanges.)
- Other activities/events according to the need of the House and groups, (see sample below)
  - Supporting activities for new international students to get used to live in Japan
  - Conducting events for cultural exchange, etc.
- Keeping the floor and kitchen clean and comfortable, which is responsible for the members of each floor.
  - Keep one's own belongings in the designated storage space in a kitchen
  - Never leave your belongings in the shared places
  - Clean up the sink and table and leave nothing behind

\*The latest "Living Group and Guideline of the Living Group Leaders" is available on our official website: HOME>Campus Life>Housing Information>Sophia Dormitories

## Rules of the House (Excerpt)

\*Detailed living guidebook will be distributed upon arrival.

**Important: Please follow the rules. Violations of rules can lead to one's dismissal from the house**

### (1) Your Room

- ① The Director of Center for Student Affairs assigns your room. As a rule, you cannot change rooms.
- ② Remove your shoes in the room (do not enter it with shoes).
- ③ Never smoke in your room.
- ④ A, B, C, D wings are residential areas. You cannot enter the wings of the opposite sex throughout day and night. This includes corridors, kitchen and individual rooms. Do not enter other rooms of even the same sex after 22:00 because that can disturb your neighbors.
- ⑤ Visitors cannot come into the Residential wings. Residents can meet them in either Cafeteria or Lounge. Residents in single rooms are not allowed to let anyone enter nor stay overnight in their rooms.
- ⑥ When residents in couple and family rooms want to let someone stay overnight, "Application for Overnight Stay in EFG wings" is to be handed in to the office at least 2 weeks prior to the stay. Only family members (your parents, siblings, spouse and children) are eligible to stay over. Friends are not allowed to stay over. The maximum term of stay is 1 week.
- ⑦ Do not cook in single rooms.
- ⑧ Clean and organize your room by yourself. It is not allowed to remodel your room irreversibly, to put adhesive tape on the floor, or to drive nails into the wall.
- ⑨ Furnishings in your room are university's property. Please take good care of them. Do not take them out of your room.
- ⑩ For security reasons, please use only the main entrance to go in and out of wings A-D.
- ⑪ You cannot exit from the emergency doors for your daily use due to the doors are only for the emergency.

## (2) Shared Facilities and equipment

- ① Do not disturb other people when you use shared facilities. Do not break equipment of the facilities. You will be charged for the damage, when you leave the room.
- ② Please ask office if you want to display information or poster on the wall. To decorate wall for events as well.
- ③ Do not leave your belongings in shared facilities including in the hallway and around emergency ladders (except in designated places in the kitchen).
- ④ Smoking is not permitted except for the designated smoking room.
- ⑤ Drinking and eating are not allowed except in the cafeteria and the auditorium.
- ⑥ Please turn off the air conditioner and the lights to save electricity when you are the last to leave a shared facility.
- ⑦ Microwave and toaster oven in the kitchens are shared equipment. Other utensils and electric appliances in the kitchens, such as rice cooker, belong to some other residents. So please do not use them without owners' permission.
- ⑧ Washing machines and dryers in the laundry room.
  - Washing machine is available for 200 yen a time. Please use your own detergent.
  - Dryer is available for 100 yen for 50 minutes.
  - Washing machine and dryer for athletic shoes are available in the 1<sup>st</sup> floor of both A and B wings.
  - Please refrain from using them after 22:00 not to disturb your neighbors.
- ⑨ Please keep the kitchen clean.
  - Separate your garbage according to instructions on the accompanying leaflet. Do not throw trash from your room into the garbage cans in the kitchen.
  - Do not throw away dangerous items in the kitchen, such as knives and pieces of broken glass. Please throw them away in garbage disposal areas outside.
  - Do not leave your belongings, such as dishes and rice cookers, in the kitchen. Please write your name and room number on them and put them in the shelf labeled with your room number, the public shelves, or under the kitchen sink.
  - Never leave the kitchen while the cooking stove is on. Never forget to turn it off after use. In case of earthquake, keep distance from cooking stove. As soon as earthquake stops, turn off the cooking stoves.
  - Please keep food and drink in your refrigerator so that worms won't breed.
  - Do not leave your dirty dishes in the sink. Please wash them and clean the kitchen soon after a meal.

## ⑩ Rental items

They are available at the office. Please write your name and room number to check out.

Please return these items soon after use. We will stop lending them to you if you do not return them.

(3) Traveling over a long period and visiting your home

When you spend three or more nights away from the House or when you temporarily go back to your home country, please be sure to submit the "Notice of Temporarily Leaving." This is important in case of a disaster or an emergency.

(4) Inviting guests

The guests are to write their names on the guest list at the office, and put on issued entrance pass. Please come down to the office to meet your guests. Visiting hours are 9:00 to 22:00. Your guests can use the lounge and the cafeteria but cannot be invited into your room for any reason. Violating the rule above, you may be ordered to leave the House.

Overnight stay is not allowed. It is the responsibility of the host to let them leave by 22:00.

(5) Pets

No pet, such as dogs, cats, and fish, is allowed in the House. Do not feed stray animals outside.

(6) Disturbing your neighbors

Do not disturb your neighbors by talking loudly, playing musical instruments, or listening to loud music. Please maintain quiet environment, especially at night.

(7) Responsibility of reparation

If you or your guests damage facilities or lose equipment of the House, you are required to pay compensation for the damage or the loss.

(8) Expulsion from the House

The Director of Center for Student Affairs requires residents to leave the House under the conditions below.

You must leave within a week if you are expelled.

- ① If your rent is overdue by three or more months.
- ② If you let someone stay overnight in your single room.
- ③ If you share a couple or a family room with your guests or let them to stay overnight without permission.
- ④ If you lend the whole or part of your room to someone.
- ⑤ If you use or alter the whole or part of facilities or equipment without permission.
- ⑥ If you cause a fire or any other disaster.
- ⑦ If you do not pay compensation as mentioned in the article (10).
- ⑧ If you do not follow the rules or disturb the order of the House.
- ⑨ If you are considered not suitable to live here in terms of health or sanitation.
- ⑩ If the Director of Center for Student Affairs acknowledges that your behaviors cause trouble in terms of management of the House.

