

Tokyo International Exchange Center (TIEC) Residence Admission Procedures

1. Admission Procedure

- (1) Procedure Period: starting from two working days before the first day of the admission period until within one month after the first day of the admission period.

Procedure Start Time: options of 10:30, 14:00 or 16:00 on weekdays

Note: if you do not complete the procedure during the aforementioned period, your admission may be cancelled.

- (2) Reservation for Admission Procedure

Reservation Counter: TIEC Administration Office (Japan Educational Exchanges and Services (JEES)).

Period for Acceptance: from the date when the decision of admission is informed to 10 days before the first day of the admission period.

Opening Hours: 9:00 to 17:00 on weekdays

Telephone Number: 03-5520-6000

2. Allocation of Rooms

- (1) Each room may differ in floor number, orientation, layout with a bathtub or only a shower, type of equipment, etc.
- (2) You cannot choose a specific room or change your allocated room.

3. Rent and Other Expenses

- (1) The billing of rent and basic charges for utilities and telephone will start not from the day when you, the TIEC resident, actually move in, but from the first day of your admitted residence period. As for your parking space, you will be charged by the complete month, not by day even if you start or end using it in the middle of a month.
- (2) In addition to the monthly rent, you must pay an initial admission fee which is the equivalent of one month's rent. This admission fee is non-refundable. If two months have passed since the first day of your admission period and you still have not paid this fee you will be requested to evacuate the room.
- (3) The payment of the rent and parking fee plus the bank transfer charge (¥119) will be automatically withdrawn from your bank account except for the entry and evacuation months. You must use the prescribed form to pay the rent for these two months in cash, which can be done at any convenience store. Please be aware that you will be charged ¥108 for the convenience store transfer fee and ¥200 for the stamp duty for total amount of 50,000 yen and over.
- (4) In the case that the monthly payment cannot be completed by the bank due to insufficient funds in your bank account, you will have to use the prescribed form to pay it in cash at a convenience store. Please be aware that you will be charged ¥119 for the bank transfer failure fee, ¥108 for the convenience store transfer fee and ¥200 for the stamp duty for total amount of 50,000 yen and over.
- (5) The payment deadline for rent is the end of each month. As a general rule, the automatic transfer will be made on 27th of every month. If you have not paid the rent for three months or more, you will be requested to evacuate the room.

4. Important Rules you should know before you enter TIEC

- ① Your address after being admitted to move in will be as follows:
2-2-●-●●●●(Residence Hall A~D - Room No.) Aomi, Koto-ku, Tokyo
135-0064 Japan
- ② You are not allowed to bring or deposit any baggage or boxes before starting your admission period.
- ③ If you want to park a car inside the premises of TIEC while you are moving in, you need to give notice to the disaster control center which is located next to the Administration Office and receive a temporary parking permit (valid only on the day).
You are not allowed to park a car on the premises of TIEC except while you are moving in.
- ④ You must be very careful not to damage or destroy any of the building's facilities, equipment, etc. during moving in. You may be requested to pay compensation if you cause any damage.
- ⑤ You are responsible for disposing of any over-sized trash which may be generated during moving in and for which a collection fee would be charged, by yourself according to the locally prescribed manner. Please do not dump any waste illegally on the premises.
- ⑥ There is no space available outside your room such as shed, etc. to store your boxes or luggage. Please keep all your belongings inside your room. You are not allowed to keep them on the balcony which is designated as the emergency evacuation route. It is advisable to dispose of any large belongings which cannot be kept in the room, before moving into the Residence Hall.
- ⑦ If you want to park a bicycle and/or a motor bike, you will need to register them. After moving in, please bring your bicycle and/or motor bike and the theft prevention registration certificate to the Administration Office for registration. You are only allowed to register one bicycle and one motor bike under your name. There is no charge for bicycle and motor bike parking.
- ⑧ You need to register to use the car parking lot. You can register at the Administration Office once you complete the admission procedure. In this regard, however, you must be the registered owner of the vehicle and the vehicle inspection certificate must be under your name. Parking fee is charged by monthly basis.
- ⑨ You are prohibited to use an oil heater or a gas burner in your room, as these items have a high risk of causing a fire. You are not allowed to cook at Residence Hall A for singles.
- ⑩ You are requested to refrain from smoking in all rooms and common facilities (lounge and kitchen, etc.) except in the designated smoking sections.
- ⑪ The telephone line and equipment are installed in every room in advance with a predetermined direct phone number. Therefore, you cannot re-register a subscribed telephone number which you may have used before moving-in. The basic telephone charges and call charges shall be borne by the resident.

- ⑫ In order to use the Internet in your room, you need to make an individual contract with NTT EAST B Flets which is exclusively available in the Center.
- ⑬ The hot-water supply system in rooms in the Residence Hall A or B for singles (including showers) utilizes off-peak electricity generated during the night. Please note that you will not have any hot water on the first day after moving-in because it will take one night after the breaker switch is turned on to heat up your hot water tank.
- ⑭ Once they have moved into TIEC, all residents, whether Japanese or foreigners, need to submit a notification of moving-in to the Koto City Office within 14 days after moving-in. You may be requested to show the residence permission certificate of TIEC to register at the City Office. This certificate will be handed to you in person at the Administration Office after you have completed the admission procedure.
- ⑮ When you are allowed to reside at one of the Resident Halls, you need to submit a written pledge (Attachment Form 4) and a resident card (Attachment Form A) to the Administration Office addressed to the Superintendent of TIEC.
- ⑯ You are not permitted to have people (friends, family members, etc.) who are not registered as residents of your room, staying overnight or residing in your room. If you are found to be doing so, you will be asked to evacuate the room.
- ⑰ For people who are not registered as TIEC residents, such as friends or family members, the visiting hours will be from 6:00 a.m. to 11:00 p.m. You should not allow non-residents to enter into or stay in the Residence Hall or your room from 11:00 p.m. to 6:00 a.m. the next morning.
- ⑱ If it is deemed to be necessary to enter your room to inspect any firefighting equipment by law or for the management of the facilities, you will be informed in advance of the date and time when you have to allow us to enter your room. As the case may be, we may have to enter your room in your absence.
- ⑲ You have to prepare a basic bedding set for your bed in your room.

For purchasing information and bedding lease service at TIEC, please read the following site.

URL : http://www.jasso.go.jp/tiec/documents/beddingleaseservice_e.pdf

Contact Information:

Administration Office, Tokyo International Exchange Center (TIEC)

(Japan Educational Exchanges and Services (JEES))

Inside Tokyo Academic Park

2-2-1 Aomi, Koto-ku, Tokyo 135-0064 Japan

TEL: 03-5520-6000 (9:00 ~ 17:00 on weekdays)

List of Documents to Be Submitted and Brought for Verification

Please bring the following documents and items when you visit us for the admission procedure. The residents for Residence Hall C for couples and Residence Hall D for families must bring documents for all live-in family members.

(1) Documents for the Admission Procedure

Check Item	Documents to Be Submitted
<input type="checkbox"/>	Full Face Photo x 3 copies (3 cm by 2.5 cm)

Please bring one of the originals of the following documents for identity verification.

- (1) Passport
- (2) Residence card or alien registration card
- (3) Student identification card or identification card (for researcher, etc.)

(2) Documents for Procedure of Payment of Rent, etc. (only for the one who holds the account to be used for the bank transfer)

Check Item	Documents to Be Brought for Verification
<input type="checkbox"/>	<input type="checkbox"/> Bankbook (or Japan Post Bank account book) * If you do not have a bankbook, please bring a document which identifies the registered name and its katakana equivalent.
<input type="checkbox"/>	<input type="checkbox"/> Registered stamp with which your bank account (or Japan Post Bank account) was opened. * If you use your signature, a stamp will not be required.