



IUJ

Dormitory

Information

2020

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Welcome to the IUJ Dormitory!

IUJ students are very diverse with various professional and cultural backgrounds. With the aim of providing these capable students with a comfortable place to interact and engage with each other intellectually outside classrooms, all students live in the on-campus dormitories through graduation, in principle. By living together, people of different nationalities, religions and backgrounds can learn about each other's world views and gain awareness of critical issues while learning to work together. A borderless and independent environment is created in the dorms as a result of allocating rooms regardless of students' nationalities and gender. It is hoped that IUJ graduates will promote a high level of mutual understanding, respect for each individual, trust and develop international friendships that will last a lifetime and come in handy for professional gain. IUJ's all-residential campus environment is one of our proud advantages for creating true global leaders and capable cross-cultural communicators.

The dorms are located in a quick walk to facilities and classrooms avoiding any need for commutes or other off-campus inconveniences, especially in winter.



There are three dormitories for single students (Student Dormitory 1, 2, and 3, or SD1, SD2, SD3 for short) and one apartment building for married students (Married Student Apartment, or MSA for short). All single rooms are equipped with basic living facilities, a private bathroom, LAN connection and WiFi (personal routers are recommended to ensure stable connection), peepholes and chain locks. MSA is *unfurnished* but has two-room units with a kitchenette and separate bedroom.

All dorms are no smoking buildings, including individual rooms, lounges, kitchens, etc. Smoking booths outside the single dorms are provided.

Your Dorm Team and Dorm-Life Support

Dorm Director:

Mr. Ken Fukushima is your (primary) Dorm Director (x555). We call him Ken! He is supported by Mr. Taka Nakajima. They are available in the SD1 1F office **3:00pm to 7:00pm, and 8:00pm to midnight, 7 days a week**, including holidays, to offer dorm residents assistance with their stay on campus. They sleep in SD2 2F director's room and **are available for emergencies** or dorm issues *throughout the night*. Ken handles check in/out, dorm maintenance issues, student car and bike registration, housing goods rental advice, night emergencies, quiet policy enforcement, and other dorm issues, etc. He is also on hand in the evenings for a friendly conversation.

Dorm Staff:

The Dorm Staff's office (x555) is located in the 1F of SD1. They are a wonderful team of 3 working from 8:30am to 12:00 noon and from 1:00pm to 5:00pm every day including weekends and public holidays. They assist with check in/out, storage use, dorm maintenance issues, garbage information etc. etc.

Other Members of the Dorm Team

The OSS, OGA and Accounting work very closely with the Dorm Director and Staff. Specifically the OSS can help with dorm-related issues and policies.

GSO-EC Dorm Representative – Internal Affairs officers

The elected student body group for IUJ has 2 positions set aside for overall dorm issues such as kitchen cleaning issues, dorm policies and facility needs, etc. Dorm-wide issues that you want to bring attention to the administration may come through this channel for efficient handling.

Floor Representative System

Basically, each floor in the dorms has an appointed student who serves as the Floor Representative. The Floor Rep duties are to liaise with the OSS and Dorm Director regarding issues on their floor, arrange social gatherings so neighbors can get to know one another, assist with resolving Quiet Policy issues both coming from private rooms and the floor lounges. Floor Reps respond in the event of an emergency during non-business hours, including evacuation support (to the gym).

Lounge Busters

New in fall 2020 are Lounge Busters. This group of volunteers act as a buffer between students and the Dorm Director specifically with Quiet Policy infractions. Those who are disturbed by night noise have the right to request those being noisy to quiet down. If they need help, they call the Lounge Busters who respond and facilitate the noise makers to observe the quiet policy or move to the IUJ Snack Lounge, away from the dorms. If the Lounge Busters need support from the administration, they or others call upon the Dorm Director. Lounge Busters cover the large communal lounges, Kitchens, outside areas, roof tops and the snack lounge. So, if disturbed at night.... ***Who ya Gonna Call?*** Lounge Busters!

Buddy System

Upon arrival, IUJ students are grouped into buddy teams, or cooperative groups, of the same sex and nationality (when possible). Buddies become family units to help each other in times of sickness or injury by helping communicate with IUJ staff and faculty on their behalf, helping with meals and drinks, and providing any other support their family member may need. Please be sure you know who your buddies are, and be ready to support them, or call upon them when you are in need.

Explanation of FORMS for Checking In/Out of Your Room

Notifying IUJ of your Plans:

Whenever you check in and out, or are away from the Dorms for some time, the OSS, OAA and Dorm Director/Staff need to know your plans and intentions to help things go smoothly. For the required paperwork, please pick up the relevant form, fill it out, and submit directly to the OSS/OAA:

- **“TEMPORARY Away”** – for Dorm *or* Off-Campus family apartment dwellers
Those who will be away from their dorm room or their off campus family apartment for 7 to 59 days need to submit this form.
 - If you will be away during the academic term, and it is a planned (non-emergency situation), you need to submit this 2 weeks in advance to the OAA and confirm you will remain in academic good standings. See *Dorm Regulations* for details.
 - **This year, with COVID19 situation**, we ask those staying overnight away from campus to submit this form so we can better protect campus from possible infection. Those staying in COVID hotspot areas will likely we asked to self-quarantine and we ask for your understanding and careful cooperation. Refer to the handout given at dorm check in.

- **“CHECK IN/OUT Form” and 60 day rule** - Dorm Residents only
Those who will be away from their dorm room for over 60 days but returning to campus please fill in this form and indicate **“TEMPORARY Check Out.”** Checking out for less than 60 days is not permitted. When you return, you fill out this form again to indicate **“Re-Check in.”**
 - **“Application for Permission to Permanently Move Out of The Dormitories”**
Those who are moving off campus because of family issues (cannot live in MSA), or leaving IUJ more than 2 weeks prior to graduation must fill in this form.
 - To avoid penalty fees, you need to submit this request form **4 weeks before permanently checking out** (exception – if you are checking out a few days prior to graduation). This form requires your dean and supervisor’s signatures and coordination with the OAA, OSS, Accounting Office, Dorm Staff, and City Office, bank and of course your landlord.
 - In principle, permissions to live outside of campus are granted to those who need to bring their family to the area, but do not qualify for, or did not win the MSA lottery.
- Note: “Off Campus” means an apartment on the IUJ Bus Route only, and for your family reasons. Singles moving off campus need extremely special permissions and a reasonable reason based on financial hardship or personal hardship, only. Relocating to Tokyo and commuting to IUJ during your academic program is not allowed.*

Your Dorm Room and Dorm Services

Please note the following regarding your dorm room and services.

Room Dimensions

- SD1: 14.3m² with a bit larger unit bath than SD2 and 3. Ceiling height is 2m50cm
- SD2 and 3: 14.6m² with a bit smaller unit bath. Ceiling height of 2m75cm
- MSA: 2 unfurnished rooms (bed room and kitchen/dining/living area), plus a small unit bath.

Allocation

All incoming students are guaranteed a single dorm room on campus. Between February and July you can indicate your room preference based on a few factors (rent level, issues with heights and elevators, etc.) online. Every attempt to meet your request are made, but there may be times we cannot based on room availability.

Room assignments are sent to you in late August. Those without accompanying family members are expected to stay in campus accommodations through graduation. Even if you have family arrival plans, are encouraged/highly recommended to live on campus at least the first 2 terms.

Rent

– *Rent starts the day you receive your dorm room keys*

- SD1 1F rooms are discounted at 32,000yen/month, plus utilities, as some complain they are colder and darker than other dorm rooms. Others prefer to save rent and choose this option.
- SD 1 2nd and 3rd floors are 35,000/month plus utilities, discounted due to the age of the building, and being a bit smaller than SD2 and SD3.
- SD2 and 3 units are 39,000/month plus utilities and offer a bit more space and nicer view.
- MSA is 52,000/month plus utilities and are unfurnished. Rental options for beds, tables and refrigerators are available. Ask the Dorm Director in SD1 office

A 10,000yen maintenance fee is charged every time you move in to the dormitories.

Note on Dorm Rent calculations: Those checked in through the 11th of the month are charged the full month as an accounting systems setting. If you then check out before the end of that month and have taken the proper procedures for doing so, the Accounting office gets that report, and calculates how much to reimburse you based on a daily rate basis. Then in the next month, you are reimbursed.

Bedding: Sheets and Linens Service

Linen rental service is provided as part of the dorm package. (This service is not extended to those living off campus.) To receive a fresh set of sheets, please put the used items into the provided bag and hang the bag on your door knob **every Tuesday morning by 10:00am**.

1. The off-campus linen service agency will exchange them for a fresh set.
2. If you forget to hang the bag on your door knob by 10:00am, you need to wait until the next week.
3. If the sheets are damaged badly, are stained, etc., the cost for replacement might have to be charged to you.

Put all the rental goods folded on the bed when you check-out.

Garbage Support

Handling your garbage on a daily basis and at the time of graduation is provided as part of the dorm package. This means that you are not required to buy the designated and required garbage bags if you are living on campus, and will receive extra help to dispose of large items at the time of graduation. These services are not extended to those living off campus. You are however, required to separate your garbage in your rooms and in the kitchens, and take your garbage to the garbage collection facilities in each dorm.

Internet Connection

The IUJ campus LAN is connected with fiber optical network cables at high-performed bit rate as its backbone. Each dorm room is connected both to the cable LAN and WiFi. LAN cables are not provided, but can be purchased at the IUJ School Shop. It is advisable to invest in a 3000yen WiFi router to ensure stable connections when many students are using multiple devices in the dorms. You can purchase these from the IUJ School Shop or other electronic shops in the area.

SD2 and SD3 have a public computer rooms with 4 PCs with Window10 operating system installed, and a color printer (printing fees apply). You can login to those PCs and WiFi network called “iuj-air1” with your IUJ ID and the password. Individual WiFi access points like SD2-2F-1, SD3-3-2 can be connectable with common password “welcomeiuj”. If you cannot access it successfully, please see the MLIC IT Team, 3rd floor of the MLIC building.

Postal Mail

Be sure those sending you mail or parcels write your room number on the item in the address lines. The postal worker delivers your mail directly to your dorm mail box.* Please use the following format when you give out your address. Since the postal worker speaks only Japanese, you can contact the Dorm Staff/Dorm Director in case of difficulty in communication.

E.g.: To Mr. / Ms. Michael JACKSON (Your Name)
SD#-XXX (Your Dorm Number, then Room Number)
International University of Japan
777 Kokusai-cho, Minami Uonuma-shi, Niigata 949-7248 Japan
Tel 025-779-1XXX

** The Dorm Staff will not receive your mail on your behalf. Check your mailbox to see if you have a slip that says your item could not be delivered because you were not home to sign for it. **There is English on the slip at the bottom in small type.** If you cannot read the form, or if you need help reschedule delivery, please ask the Dorm Staff for help.*

Handling Dorm Life Problems

We ask dorm residents to talk to their neighbors or other kitchen/lounge users to resolve issues informally. If, however, there is a persistent problem, or something you feel you cannot handle on your own, please reach out to the Dorm Director and the OSS staff for general issues, or an Informal Complaints Advisor of the Professional Ethics Committee for harassment related issues. IUJ's counselor is also here to listen. They are all ready to support you.

Security and Safety Precautions

While campus is quite safe, for your extra security, please lock your individual dorm door whenever you are gone, and while you are sleeping. Using the chain locks for extra safety is also recommended at night. Peepholes are provided to help you verify guests before you welcome them in. Leaving your door open when guests are visiting also is a good idea.

Having guests in your room late at night after a drinking party is highly discouraged.

If you have any cause for concern in the dorms, please seek out IUJ and professional services:

x555 Dorm Director x444 Guard x455 Energy Center x506 Counselor

Floor Representative x_____ for issues on your floor (please add information)

Lounge Busters for noise issue off your floor (see listing on posters and take a photo for later?)

0-110 Police

0-119 Ambulance/Fire Department

Your green emergency cards can help with the language barrier, or see page 19 for help.

Security cameras are operational in all dorm entries, kitchens, main lounges, and hallways. Footage may be reviewed if a security concern, theft, vandalism issue, or policy/rule violation is suspected.



Smoking Policy

Smoking is not permitted in the dorms. So as not to disturb dorm residents, smokers are required to use the smoking booths provided near the entry of each dorm building. If you are smoking in your room, a Yellow or RED Card will be issued. If you fail to comply with the non-smoking and appropriate smoking location policy, you may be asked to leave the dormitories.

Hot Water

Hot water is generated for use in your room between 6:30am and 9:00am and from 6:00pm to 11:00pm. Hot water may be available at other times and as long as the supply lasts.

Electricity

You may use your dorm room outlets and kitchen outlets for rice cookers, hot pots, etc. But you may not use lounge and hallways outlets for your private items. The only exception is computer use in the smaller lounges (borrow an adapter from the dorm team in SD1 office).

Pipes and Drainage issues

Your room's water pipes clog very easily! **DO NOT** let hair, hairpins, food, cigarette butts (no smoking in your room!), paper, or any other things go down the drain. Do not flush them down your toilet. If your pipes clog up, clean them on your own. If you need assistance, call the Dorm Staff during business hours. You need to be present in your room to show the staff what is causing the problem. If your pipes continue to clog up because of your misuse, you might have to **pay the drainage and repairing cost**.

Shower Curtain

Please wash your own shower curtain on occasion to prevent molding.

Bathroom Fans

Turn on the ventilation fan in the bathroom while taking a shower and ***leave it on*** when humidity in your room is high. Also, open your window slightly if possible. This helps prevent mold and mildew.

Heat and Air Conditioning

The heating/Air Conditioning system in your room should be turned off whenever possible to save your electricity bill. If the unit is out of order, arrange a date and time with the Dorm Staff for repairs. You can give your permission for the maintenance team to enter your room with the master key.

Electrical heater and carpets are OK. But gas cooking ovens and kerosene heaters are not allowed.

Flammable Items, Wax and Fireworks

Items that use fire, such as candles and incense sticks, may not be used anywhere in the dorms. Similarly, candles, because of the wax they leave behind in addition to being fire hazards, may not be used on campus without special permissions and safety arrangements. Fireworks, because of the noise and garbage left behind, etc. may not be lit on campus. For very special occasions (your country's New Year or Independence Day, for example) you may ask for special permissions.

Cleanliness and Spoilage

Dorm services do NOT come with house cleaners. Clean your room, including the toilet, on your own. If your walls or floor become very dirty or damaged, report it to the Dorm Staff. Do not let foods begin to smell or rot in your room or kitchens. Throw such items away regularly in the ground floor garbage rooms. **Clean toilets regularly.**

Room Decorations: use only a few pins on your room wall.

Close the window whenever you are out to prevent water damage in case of sudden heavy rains, and to prevent bugs from entering.

Light Bulb Replacement – Fan Coil Replacement

To replace a light bulb, or fan-coils, please bring the broken item to the Dorm Staff's office and ask for a replacement.

Condom Machines, Safe and Consensual Sex

Purchase condoms at the IUJ Shop, or in the public dorm restrooms: Men's restroom in SD3 and Ladies restroom in SD2. Please refer to the Guide to Women's Health for further information regarding birth control and related topics.

Please remember that sexual consent is everything: Yes means Yes, and No means No – every time. Only if YES is clearly stated by both parties who are of a **clear and sober mind** should you consider engaging in a sexual relationship. If one or both parties have been drinking, it is highly advisable for you not to consider sexual relations, but to wait for clearer minds to make such important decisions. Please take caution on the safe side.

Lost Keys

If you lose your room keys, please contact the Dorm Staff as soon as possible and ask for a replacement key. Replacement fees are: Room key - 5,000yen, other keys - 1,500yen each.

Music Volume

When listening to music in your room, be considerate of your neighbors and keep the volume low. Often times, a heavy base rhythm sounds very loud to your neighbors through the walls, so please be aware of this. Of course, remember the **Quiet Policy!**



Maintenance and Damages to Your Room and Dorm Facilities

When you check out from your room, it is your responsibility to restore your room to the same condition as when you entered it. If you damage your room or other dorm facilities either intentionally or accidentally, you will be charged for the cost of replacement or repairs. Fees assessed are generally less (IUJ subsidized) if you come forward, rather than waiting for the staff to discover the situation.

Car, Bike and Toy Registration – Where to Park



If you have a car, bike, stroller, wheeled toy, etc. while at IUJ, you **must register it with the Dorm Director/Dorm Staff at their SD1 office** and receive a unique sticker. Keep the sticker on your car, bike etc. until you graduate, or you give/sell to another student. The Sticker proves your car/bike is allowed on campus, and will not be removed. This applies to those living on or off campus who will use campus as a parking lot. **If there is no IUJ sticker on your bike, or the sticker shows an old student ID number, it will be confiscated.**

All bikes on campus must be officially registered with the police department. This is called *Bouhan Touroku*. IUJ Dorm Director, DD Ken, can assist you. Contact him in SD1 office.

Here is the form to use to register (log in with our @iuj.ac.jp account)
<https://sites.google.com/iuj.ac.jp/bicycle/home>



Park your car, bike or motorbike in the large parking lot near SD2 or the smaller one near SD3. Those coming from off campus are asked **not** to use the main entrance parking area, but any other parking lot for your car. Bikes too should be parked **ONLY** on the side of MLIC or near the dorms. Ask for instructions on where to keep other items (strollers, toys). Do not block any building entrances. Do not park anything in areas marked “NO PARKING”.

Please avoid parking in the narrow lot by MSA as large delivery trucks come and go often. Also, do not park cars or bikes in the front entrance of the main campus. A bike parking area on the side of the library is available for your use.

Off season tires should be properly stored in the tire storage room in SD2 through the Dorm Staff. You may not leave tires in public areas

Dorm Maintenance and Room Entry

You will be informed beforehand if IUJ officials are to enter your room for the purpose of periodic checks of fire prevention equipment, window washing, etc. *However, in case of an emergency or suspected emergency, the staff may enter your room without prior notice.*

If dorm space becomes crowded

If/When there are not enough units available in SD1-3 for incoming students, 2nd year students may need to relocate. Volunteers are encouraged, but in extreme cases a lottery system may be implemented. Those on scholarships provided by IUJ are requested first to relocate with IUJ support to make room for the new arrivers. If this situation develops, the IUJ administration will be in touch.

Dorm Facilities

(1) *Kitchen and Lounges*

Kitchen users should read and respect the “Rule on Usage of Kitchen / Dining Room” posted in the kitchens, and the Kitchen and Lounge User’s Guide pamphlet. Attending the kitchen orientation (viewing the video) is mandatory before you use the facilities.

Before entering the dorm kitchens, sanitize your hands and wear a mask – this is not optional.

Please make way for the cleaning staff at the set times, and cooperate with them knowing they are here to support your dorm life. **Only rent-paying dorm residents are allowed to use the kitchens.** Students, friends and acquaintances who live off campus are not allowed to use the kitchens. Off campus students may use lounges with respect to the quiet policies, but unsupervised children are not permitted.

Clean up

Clean the public areas such as the kitchens, lounges, study space and TATAMI Room *after every use*. This means keeping sinks, stove tops, tables and the floor clean as the next user deserves the right to have a clean place to cook, eat and relax. **Everyone is required to do their part, and a bit more.**

(2) *Laundry Rooms*

Keep the laundry rooms neat and tidy after use. Indicate your return time on the white board provided. Do not leave your laundry in the washing machines or dryers in the laundry room after the cycle finishes. This inconveniences the next user. If you find items left unattended, call x555 to request support: do not remove on your own. **Only dorm rent paying students may use the dorm laundry facilities.**

(3) *Public Items and private cooking items.*

Do not remove public facilities and furnishings without permission from the Dorm Staff or an Administration Offices. Doing so is stealing. Of course, use only your own ingredients and utensils in the kitchens: leave others’ belongings and food alone. Kitchen theft will be investigated – inform the OSS or Dorm Director what is missing, and a narrow window of time you think it went missing for security camera review.

We HIGHLY recommend having a **unique and colorful bag** to put your grocery items in: one that can tie (or even be locked) at the top to discourage curious eyes. If a theft occurs, it is easier to identify when your bag was removed when viewing the security cameras if it is unique. Of course, theft will not be tolerated.



(4) *Storage Space*

IUJ offers storage spaces for a fee for dorm residents who have things that cannot be stored in their rooms (see Special Section for details).

(5) *Malfunctioning Facilities:*

Please inform the Dorm Staff (x555) or Energy Center (x455) promptly if you see anything wrong with the buildings or equipment. If you hear a fire alarm, follow the direction of the emergency announcement and clear the area. The evacuation point is the IUJ Gym.

(6) *Vacuum Cleaners and Push Carts*

There are vacuum cleaners and push carts for common use located in various spots in the dorms. After use, please return them promptly so others may use them. The vacuum cleaners cannot be used for liquids.

(7) *Vending Machines*

Most dorm lobbies have drink and snack vending machines. The 2nd floor Snack Lounge has numerous drink vending machines available. Condom machines are in the public dorm toilets (SD3 Men's, and SD2 women's)

(8) *Ice Machines*

SD3 Kitchen has an automatic ice making machine.

(9) BBQ site, Snack Lounge and MSA Tatami rooms require advanced reservations for use.



Dorm Regulations and Policies

(1) *Residential Policy*

All students reside on campus through graduation unless IUJ cannot provide for your family situation, in principle. The room assigned to you upon arrival is where you will reside through graduation as your official Japan address registered with the city and noted on your Residence Card (Non Japanese students).

(2) *Maintenance Fee*

Whenever you check in/re-check in to your dorm room, a dormitory maintenance fee of 10,000 yen will be charged to you. Those who take any preparative summer program(s) before the beginning of the regular academic term (such as IEP) are required to pay the dormitory maintenance fee even though you remain in the same room. You will be charged in September or October after the summer program.

(3) *Please see the information above regarding*

- Checking in and out of the dorms, and maintenance fees
- *Temporary away*
- *7 to 59 days Away Rule - both on and off campus residents*
- *60 day Rule*

(4) *Quiet Policy*

At **11pm Sunday through Thursday** and **12 midnight Friday and Saturday**, dormitory residents bring noise levels down so as not to disturb others. This is a self-policed policy and we ask all residents to respect the rights of their neighbors in this adult community. If someone is breaking this policy, here are the steps to take:

- ① Gently remind them about the Quiet Policy
- ② If you need support,
 1. Ask for support from your *Floor Representative* if the noise is generated on your floor
 2. Ask for support from the *Lounge Busters* if the noise is generated in the kitchens, large lounges, rooftops, outside or snack lounge.
- ③ If the issue cannot be handled by student-student interaction, please call the **Dorm Director (x555)** for this or any support ANY TIME.

(5) *Parties in the dorms*

Parties are not to be held in the dormitories (lounges or individual rooms or kitchens). Dorm Lounges are public space for everyone to use freely to relax, watch TV, enjoy conversation, share dinner, study etc., but **not** for partying. **For parties, move to the Snack Lounge.** You may reserve the Snack Lounge for your special event. *During COVID19 pandemic, parties are limited to 30 people and 3 hours. Parties should conclude by 11pm.*

(6) *No visitors in the dorms*

Off-campus visitors are not allowed in the IUJ dormitories, this includes the lounges. Short-term visitors or family members are not permitted to stay with you in your room. You may not sublet or allow another person, *including other IUJ students*, children or alumni, to stay overnight in your room in your presence or absence.

During the COVID19 Pandemic, off-campus friends, as well, are not allowed on campus including the dorms.

It is highly advisable to not have late night guests in your room, especially after a drinking session. If you choose to invite someone in, it is recommended that you leave your door open. And of course remember that a clear expression of YES, not just the absence of NO, is required from both parties for a consensual sexual relationship. If you have any reason for concern, please reach out to the **Dorm Director (x555) at any time of the night.**

(7) *Hallways – keep them clear*

For fire and evacuation regulations, it is not permitted to put your personal belongings in the hallways, the lounges and any other public spaces. Such items shall be removed by IUJ one week after prior notification is given. Only a maximum 2 pairs of shoes can be outside your room.

(8) **No religious propaganda** is allowed at IUJ campus. If off-campus groups approach you, notify the Dorm Director or OSS immediately for support. Do not give out your private information or sign any documents. You should not let them into your room, invite them to dorm lounges, or off campus apartments. If such groups becoming annoying you may call the police for assistance. Please be sure to inform the OSS if approached. One specific religious group has been approaching IUJ students near the IUJ bus stops, etc. inviting you for cake and conversation. Please avoid this interaction unless you are interested in their religious activities.

(9) **Smoking** is NOT permitted in the hallways, elevators, kitchens, individual rooms or any public spaces.

(10) **Pets** are not allowed.

(11) **Do not tamper** with the nameplates on each room's doorway, nor with electrical outlets.

(12) **Drones** may not be flown anywhere on the IUJ campus

Special Rules on Usage of Kitchen, Dining Area and Lounges

Give way to the Professional Cleaners

Even if you are in the middle of cooking or dining, you are required to leave the kitchen/dining room to give way to the professional cleaners during the following professional cleaning periods.

Daily Routine Cleaning:

Kitchens/dining rooms are closed in the periods from 10:30AM to 11:30AM and from 2:30PM to 3:00PM every day due to the professional routine cleaning.

Weekly Refrigerator Cleaning:

Professional cleaners regularly clean inside of the refrigerators every Friday during the period from 10:30AM to 11:30AM. You can use the kitchen/dining room as soon as the cleaning operation is over during such periods.

Monthly Thorough Cleaning:

Monthly thorough cleaning (MTC) is basically scheduled for the second Wednesday every month during the period from 1:00PM to 4:00PM. You are required to move all your private belongings including your rice cookers to your individual room from the stainless tables before 1:00PM on that day. If you forget, whatever is left out in the kitchens/dining rooms shall be taken to the SD1 Dorm Staff office – you may reclaim it for a 500yen penalty. IUJ/GSO-EC will announce in advance when monthly thorough cleaning takes place. You can use the kitchen/dining room as soon as the cleaning operation is over.

Kitchen/Dining Room

Kitchens are the ONLY places you can cook/wash dishes in the dormitory. **If you wash the dishes in your dorm room, it will back up and clog the drainage pipes.**

DO NOT put grease down the pipes!!!!

Please clean up the mess you made and remove all left-over foods from the stoves, table or floor after using in order to prevent a cockroach problem and to make other users comfortable in using the kitchen. Any things left behind after cooking the cleaning crew will be take it to SD1 storage area, or discarded: they are not stealing your items – they are cleaning up your negligence making the space nice for the next user. So please help!

- ① Your rice cooker should be labeled with your name and ID, and placed in the designated place only. Be sure to remove it for Monthly Thorough Kitchen Cleaning!

Theft

It goes without saying that theft in the kitchens is a crime, and not tolerated. Do not use, borrow, or remove anything from the kitchens and refrigerators that is not yours. Period. The security cameras will be viewed if any claims of theft are reported. Claims should include as specific location and as narrow a time frame as possible, and a description of the item and *its unique container*.

IH cooking stove

IH cooking stoves are **intense heating units** so do not leave the stove while cooking. If your cooking boils over onto the surface of the units they break and required long and expensive maintenance and repairs.

Please note that the left side heating plate are for designated "IH" marked pans only. Other metal pans will not work on them. Non-IH pans can be used on the right-hand burners only.

How to use the shared-refrigerators

- (1) You are required to fill out all the columns in the “Food Storage Label for Fridge” and stick them onto whatever foods/drink you wish to put in.
- (2) Please be aware that the foods in the following situations shall automatically be discarded during the weekly refrigerator cleaning without prior notice.
 - (a) Food with no Labels.
 - (b) Food with the labels in which all the columns are not filled in or partly filled in, or filled in with future dates.
 - (c) Food which have passed more than 2 weeks after the date shown on the labels.
 - (d) Rotten food even though it is less than 2 weeks from the date shown.

Please be aware that IUJ will NOT be responsible for any loss or damage of your private belongings in the kitchens/dining rooms. However, we will view the security camera tapes and appropriate steps will be taken.

Lounges

- ✓ Lounges are for everyone’s equal use. No single group may occupy the lounges while excluding others. Lounges are not for organized parties and cannot be reserved (Use the Snack Lounge). Please share space and your home with a welcoming smile.
- ✓ No smoking in any of the lounges.
- ✓ Clean up after yourself after every use, including wiping down the tabletops.
- ✓ Do not remove IUJ property from the lounges – doing so is considered stealing
- ✓ **Lounge Quiet Policy is 11:00pm Sunday-Thursday and 12midnight Friday and Saturday.**

Dorm Rule Enforcement – YELLOW Card System

In the event, dorm residence are unable to follow these basic rules, IUJ has in place a “Yellow Card System” for enforcement. First-time rule breakers are issued a YELLOW CARD (as in soccer/football) and their name is entered in a rule abuser tracking sheet by the Dorm Director, Dorm Staff or OSS staff. If they receive a second yellow card for the same or new rule infraction, their name is flagged on the tracking sheet. The 3rd time a rule is broken, a RED CARD is issued, and a 5,000yen penalty is also enforced. A 2nd RED CARD comes with at 20,000yen penalty, and if a 3rd RED CARD is necessary the student is removed from the dorms. There is an appeals process: Students receiving a penalty may appeal to a panel consisting of the Dorm Director, OSS Manager and student representative to the GSO-EC in charge of dorm affairs.



MSA Policies and Lottery Timing

MSA, Married Student Apartments, are designed for 2 officially married adults only. IUJ does allow 1 or 2 non-school aged children to live with their parents in the MSA, but it is not recommended due to the size of the apartments and evacuation requirements. No other family members or friends may live in the units: Students’ parents or friends may not stay in MSA and if they do, IUJ may ask you to vacate your unit immediately.

As demand for these units is high, two lotteries are held each academic year:

- the first is in the 1st week of October aimed at 1st year students wanting to bring their spouse to Japan quickly (this is not recommended, however. Please wait until spring term). About 6-8 units are available each year. However, IUJ reserves the right to allocate units to priority case students (when both people are IUJ students, single parents, special needs situations, etc.).

- the second lottery takes place in mid May and is targeted at 1st year students who will bring their spouse to Japan in October of their 2nd year. About 10-12 units are available for this lottery.
 - Those already living off campus are not eligible to participate in this lottery.
- The number of available units may vary due to special needs situations to which the IUJ administration gives priority.
- MSA units are unfurnished. Bedding, table, etc. rentals can be arranged.

Off Campus Options, and Family Issues Regarding Campus Services

Some students choose to relocate with their family off campus. Special approval from deans and supervisors, submitted 4 weeks prior to your move, is required (see info on Permanent Move Off Campus above). The OSS must be informed at this time – **NO SURPRISES is the key**. Your scholarship provider, in most cases, too must be informed, and their rules and guidelines followed. **Students must live near Urusa Station or in the near vicinity to campus.** The move to off campus is permanent (meaning no return to SD1-3 or MSA, in principle). This means you should not plan on moving off and back to campus, off again, etc.

Family Guide

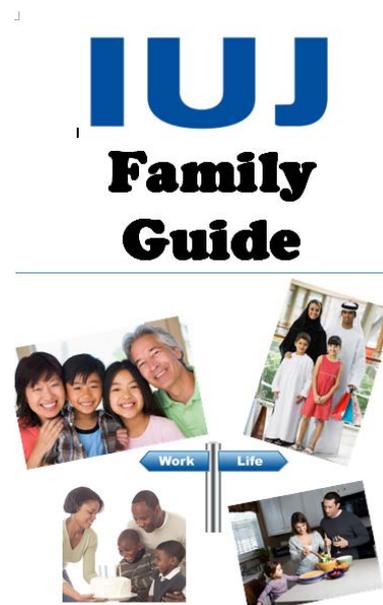
A special guide for families is available. If you are considering to bring your family, please read the Family Guide now at <http://www.iuj.ac.jp/oss/> or in hard copy in the OSS. Consult with the Dorm Director and/or OSS early in the process.

IUJ is unable to provide support for family members, as our services are limited to enrolled students. You are responsible for their care, health issues, travel issues, schooling, etc. While off campus monthly rent can be cheaper than the dorms and MSA at face value, utility bills, community fees, housing items rental, purchase and disposal fees, garbage fees, are more expensive, not to mention the 3-months worth or rent as “key money” and commission. The guide above has a budget outline example from a former student.

Most units recommended to IUJ students are on or near the IUJ bus route, and close to the schools and clinics.

IUJ Services and your Family

Please keep in mind that the IUJ Bus is an IUJ SCHOOL Bus, and *not meant to provide for family members with transportation*. Family members coming to campus are limited to the cafeteria, school shop, Snack Lounge and 1st floor gym. Gym shower rooms, Dorm Kitchens/laundry rooms, and Study Rooms are NOT for family use. Children may not be on campus unsupervised. Spouses wishing to use the IUJ library may do so.



Garbage – Separate your Garbage!

In order to comply with the Minami Uonuma City garbage management system and to promote waste reducing and recycling, SD1, SD2, SD3 and MSA, must separate and dispose of garbage properly as follows. *Off-campus residents, please see separate directions: it is more complicated and requires your participation by law.*

(1) Burnable and Unburnable Garbage

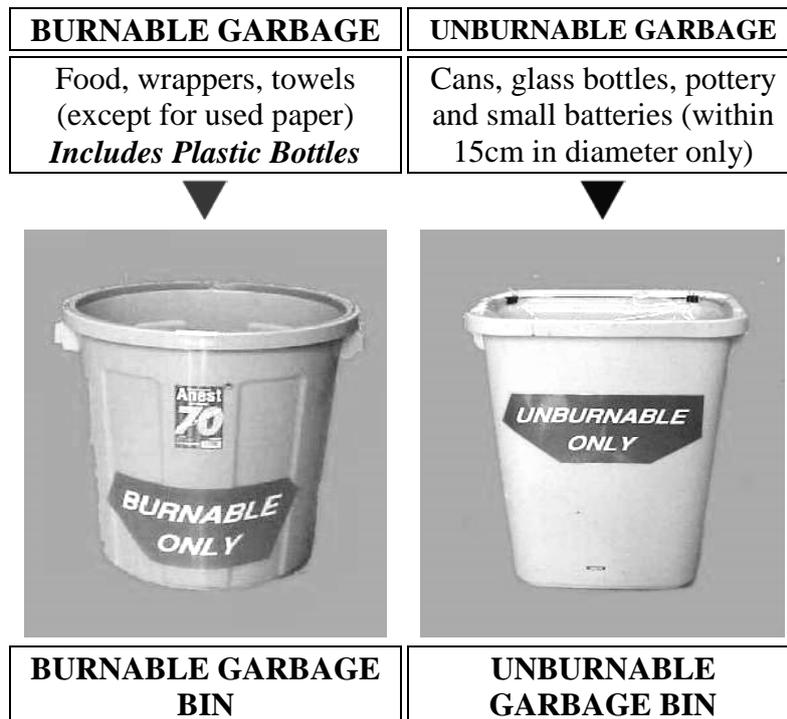
There are 2 types of garbage bins in your room. One is for “Burnable Only” and the other is for “Unburnable (cans & glass bottles) Only.” Please make use of them so that your garbage does not get mixed up. When taking your garbage to the large garbage cans in the Garbage Rooms (first floor of the dorms) please keep your items separated:

- “BURNABLE” (*which includes plastic soft drink bottles; “Pet Bottles”*), and
- “UNBURNABLE” (within 15cm in diameter) such as cans, glass bottles, pottery and small batteries (such as for remote controls).

If garbage is not correctly separated, Minami Uonuma City Office will refuse to collect the garbage. IUJ staff must then separate it, which is the responsibility of individual students. *So, we really ask you to separate garbage into Burnable and Unburnable correctly!!!*

Here are the guidelines on how to throw things away.

In the kitchens and lounges, please separate and dispose of garbage into the designated garbage bins as well.



(2) Used Papers (Recyclable for Natural Resources)

The following papers should be recycled. We appreciate it if you can separate and group each from (a), (b), (c), (d) and tie them each into bundles, then place them in the garbage room.

If there is a metallic or plastic part on the paper or files, please remove them or it cannot be recycled.

(a)	(b)	(c)	(d)
CORRUGATED CARDBOARD	NEWSPAPERS	MILK CARTONS	ETC.
corrugated cardboard only	newspapers only (without leaflets)	milk cartons, juice cartons and others	leaflets, magazines, books, copy papers and others
▼	▼	▼	▼
Open, Fold and Tie into a Bundle	Fold and Tie into a Bundle	Rinse, Dry, Open, Fold and Tie into a Bundle	Fold and Tie into a Bundle
			

Just FYI -- Cans, Styrofoam, milk cartons, “pet bottle,” caps all may be taken to AEON to be recycled.

(3) Big Items (Except Recyclable Home Appliances)

BIG ITEMS			
Report to the Dorm Staff to confirm the categories of the item and follow her instructions.			
▼	▼	▼	▼
SMALL MISCELLANY	SMALL	MIDDLE	LARGE
skis, snowboards, umbrellas, cushions within 1 m ² , iron pots & pans, amplifiers, printers, electricity cords, sickles, axes, wire hangers, big cans, or same level size of the above	tatami, carpet, futons, kotatsu, kotatsu tables, gas ranges (more than two gas fixed), chairs, stoves, fan heaters, microwave rice cake cookers, bicycles, buggies, or same level size of the above	beds (except spring mattress), sewing machines (except desk top), sports equipment, sofas (more than two seats), bicycle drawn carts, dryers, or same level size of the above	spring mattresses for beds, motor bikes (under 50cc), oil drums (less than 200L), or same level size of the above
▼	▼	▼	▼
▼	▼	▼	▼
	Attach Garbage Ticket (500yen) to Each Item	Attach Garbage Ticket (1,000yen) to Each Item	Attach Garbage Ticket (2,000yen) to Each Item
▼	▼	▼	▼
Hand the item to the Dorm Staff (Bags Provided by IUJ)	Bring the item to the Dorm Staff at the designated place and time	Bring the item to the Dorm Staff at the designated place and time	Bring the item to the Dorm Staff at the designated place and time

When you dispose of a big item, please report to the Dorm Staff in advance and please follow her instructions. If you do not, the item will not be collected, causing trouble for other residents. There are fees for disposing big items. The required stickers can be purchased at the IUJ Shop, “Supaa” Cupid MaruQ or 634. Off Campus students, as well, must pay to have large items removed using this sticker payment system.

IUJ will receive dorm residents' big items, except designated home appliances (explained below) and dispose of them as a special service. The service is offered 2 weeks before the June graduation day ("Special Service Period for Big Items"). A detailed notice will be posted at that time.

**Disposing of car tires or car batteries is not included to Minami Uonuma City waste management; please dispose of them at a gas stand/petrol station (disposal charges apply).

(4) Law for Recycling of Specified Kind of Home Appliances, 4 Products

According to the "Law for Recycling of Specified Kind of Home Appliances" enacted in April 2001, "Air Conditioners", "TVs", "Refrigerators" and "Washing Machines" cannot be disposed of as a big item. When you dispose of these products, recycling and disposal costs will be charged as set by the law. However, the disposal procedures and payment system are complicated, so IUJ has set the following "IUJ disposal charge" for dormitory residents only. When you dispose of these products, please ask the Dorm Staff and follow her instructions. However, if possible return them to the home appliance shop where you purchased them.

Air conditioner	5,000yen
TV	2,000yen
Refrigerator	3,000yen
Washing machine	4,000yen

The above 4 kinds of products are not applicable and are not accepted as "Big item" garbage during the "Special Service Period for Big Items."

The above IUJ waste management is implemented in accordance with the current waste management system of Minami Uonuma City. However, to promote recycling, the waste separation and disposal rule will become more itemized in the future to stay in line with the city's policies. IUJ also will review and enforce IUJ waste management accordingly. We appreciate your kind understanding and cooperation.

If you have any questions, please contact the Office of General Affairs, or the Dorm Staff.
Here is more help! <https://jpninfo.com/9826>

**Garbage:
It's as easy as
Unburnable and
BURNABLE**



Storage Space in the Dormitory

IUJ offers storage spaces for a minimal fee for residents who have things that cannot be stored in their rooms. Here are the guidelines

What can be stored:

Things to be stored need to meet all of the following conditions (①-④).

- ① The owner cannot store the item in their room because of unavoidable circumstances
- ② The items to be stored are NOT food, drinks, breakables, dangerous things, irregularly shaped things, or valuables
- ③ Things must be packed properly in containers that are clean and undamaged, and well labeled.
- ④ Owners must be able to bring the things to the designated storage area on their own.

Sizes and Charges

Containers are divided into 4 classes according to size.

*Size = the sum of height + width + depth

- ① Size S = up to 120cm = ¥300 per term
- ② Size M = up to 160cm = ¥500 per term
- ③ Size L = up to 200cm = ¥800 per term
- ④ Size XL = over 200cm = ¥1,500 per term



Terms

Terms are as follows. Accounting by month or day is not accepted.

- ① April 1 to June 30
- ② June 15 to October 10
- ③ October 1 to January 5
- ④ January 1 to April 10

Payment of storage charges

Storage charges are automatically charged to storage user's Hokuetsu bank account in the last month of each term (timing may vary). Please note the overlapping grace period in the “terms” above and avoid unnecessary duplicate term charges. The Dorm Staff is not responsible for providing you with timing reminders.

Application

Apply at the Dorm Staff's office. Service hours for the storages are as follows.

- ① Weekdays: 10:00 am - Noon and 1:00 pm - 3:00 pm
 - ② Saturdays, Sundays and National holidays: 1:00 pm - 3:00 pm
 - ③ Special evening support can be arranged with prior notification to the Dorm Director
- * The Dorm Staff may be unavailable even during these periods.

Other conditions

- ① Those eligible to use IUJ storage are dormitory resident (SD1-3 and MSA)
- ② Storage users must comply with procedures, move their own items to the designated locations, and pay the charged fees, or lose their storage use privileges.
- ③ Users cannot choose where things will be stored (dormitory, floor and location in storage). The Dorm Staff will decide such matters.
- ④ Storage users must take responsibility for any trouble caused by things they have stored. IUJ is not responsible for any loss or damage to stored things caused by natural calamities (fire, etc.) or poor packing.
- ⑤ Things stored without payment or outdated things are assumed abandoned and will be disposed of at owner expense.
- ⑥ When all storage areas become full, IUJ will not accept more applications.
- ⑦ You may not put things in storage for future students or friends.

Emergencies

Emergency exits, fire equipment, etc. on the IUJ campus and instructions for Using a Portable Fire Extinguisher is available at @IUJ Website. The direct link is:
[http://www.iuj.ac.jp/oss-f/oom/emergency/Emergency\(E\).htm](http://www.iuj.ac.jp/oss-f/oom/emergency/Emergency(E).htm)

Please look at the site thoroughly and understand the contents enough for you to be able to evacuate in an emergency. Evacuation routes are also posted on inside of each dorm room.

The evacuation meeting point is the IUJ gym.

The following describes the safety features of IUJ facilities. It also gives valuable information on how to handle both general health concerns and emergencies. Please read this carefully now, before you need to know.

Emergency evacuation kits are distributed in each dormitory room for you to use in case of any emergency. It contains safety helmet, flash light, work-gloves and the bag. Please read the explanation sheet in the kit when you have spare time so that you can make full use of it in case of emergency. The kit is *not* yours to keep. You are encouraged to keep unperishable emergency items (energy bars, drinks, toothbrush, etc.) in the bag and remove them when checking out.

Fire

Individual Rooms

Individual rooms are fire proof. If a fire breaks out in your room, evacuate and close the door behind you. The fire will not spread. Pull the fire alarm if it does not sound automatically and clear the area, taking your neighbors with you. Use the fire extinguisher if necessary and possible.

A Fire Extinguisher is installed on each floor etc. To use:

- 1) pull out the safety wire
- 2) remove the hose and aim it towards the base of the fire
- 3) grasp the handle lever firmly and emit the fire-extinguishing chemical
- 4) when done, release the handle to stop the flow of the chemical.



Communal Areas

If a fire breaks out in communal areas, lounges or kitchens, exit the area and close the door behind you. Fire Doors and Fire Shutters close automatically when the Smoke Detector has been triggered. Fire doors can be opened but, in order to contain the smoke and flames as much as possible, you are encouraged to use an alternate route if it is clear and it puts you in no extra danger. If you need to open fire doors, OR ANY DOOR, be sure to feel for heat before opening it. If the door is excessively hot, DO NOT OPEN it, as fire will rush in from the other side.

Electrical or Gas Fires

The chance for an Electrical fire or Gas fire is remote. The buildings have sensors that can detect gas leaks or electrical problems before they can result in a fire. These sensors register at the Energy Center and the staff responds immediately to the problem area.

Responding

If the Fire Alarm is sounded, evacuate the building using the nearest stairwell. Move away from the building, preferably into the field or in the back of the parking lot. **The IUJ gym is our safe evacuation meeting site.**

Earthquakes

Strong earthquakes occurred in our area, the Chuetsu Area, on October 23, 2004 and July 16, 2007. IUJ buildings are safe. Our campus is on a stable block of land thanks to Mt. Hakkai-san. Furthermore, our buildings are constructed on a solid concrete base far larger than the actual size of the building. Therefore in the event of an earthquake, our buildings may sway side to side as an entire unit but will not collapse or fall over. Campus is quite safe.

In the event of an earthquake, stay calm and seek safety.

- (1) “Drop, Cover and Hold On” is the recommended reaction.
 - Cover your head with a cushion or pillow or your helmet in the dorm closet.
 - Book cases, etc. may fall down, so it is important to protect your head.
- (2) Secure an exit.
 - When you feel an earthquake, open a door right away. This ensures an escape route after the earthquake is over.
 - An earthquake may warp doors, making it impossible to open them.
- (3) Do not rush outside or to another room.
 - Usually a strong earthquake will end after several long seconds or so. Seek shelter in the room you are in and stay there until it is over.
 - Falling debris such as glass and overhead signs are a major risk faced when rushing outdoors.
 - After the quake is over evacuate the building using the stairways (not elevators) and go to the IUJ gym if an evacuation order is sounded.
- (4) Listen for official IUJ announcements. If an evacuation is necessary, you will be informed. But if the earthquake is below a 5 on the Japanese scale, there will be no announcement and no need to evacuate.

Prevention of fires during an earthquake

- (5) Extinguish any open flames the moment you feel an earthquake.
 - Be quick to turn off any heat sources in use such as gas burners and heating stoves.
 - Turn off the stopcock of gas appliances and unplug electrical appliances.
- (6) Put out any fires that may have started.
 - Use a fire extinguisher to put them out.
 - Shout “Fire” to notify your neighbors and get their assistance.

Join forces for first aid and rescue

- Provide first aid for slightly injured people in cooperation with others.
- If you find a person pinned under a collapsed structure or a fallen object, join forces with other community members for rescue activities.

What to do when driving a car

- Immediately pull over to the side of the road or into a vacant lot and turn off your engine.
- Listen for news on the radio.
- Follow the instructions given by the police.
- Evacuate on foot, *leaving your car key in the car.*

Reference: “Earthquake Emergency Procedures,” Fire and Disaster Management Agency, Institute for Fire Safety & Disaster Preparedness.

To monitor earthquakes or other natural disasters, please see the site provided in English at <https://www.jma.go.jp/en/quake/>

Lightning Storms

We have some lightning storms in our area especially in September. In order to prevent any direct hits, each building on campus has a number of lightning rods that extend far above the roofs. These are connected to the ground. If they are struck by lightning, the shock will go into the ground and miss the building.

If you are caught out in the fields in a lightning storm, you should stay away from trees or any tall objects, and lie flat on the ground until the storm passes.

Be aware that computers are greatly affected by lightning strikes. If you are working on a computer during a storm, be sure to save your document every few minutes. The safest thing for you to do is to stop your work and shut down your computer until the storm passes.

Automated External Defibrillator (AED)

Two AED machines to restart someone's heart are available on campus. One AED is in SD1 in front of the Dorm Staff's office, and the other is in the guard's room at the IUJ Main Entrance. They are easy to use by following the step-by-step directions provided in the machines – Japanese and English directions are available.



Getting Help in an Emergency

IUJ will provide you with a Green Emergency Card – keep it with you always for quick reference.

x103 During business hours, call the Office of Student Services for help first.

x555 During non-business hours, call the Dorm Director or contact your Floor Representative to alert them of the emergency.

x444 or x455 If for some reason you cannot get ahold of those noted above, call the IUJ Guard or the Energy Center Staff

x506 will put you in touch with the IUJ Counselor

0-119 is for *Ambulance* Services **0-110** is for *Police* Support – Japanese required

Communicating in Japanese for Emergency Help

Moshi moshi (hello).

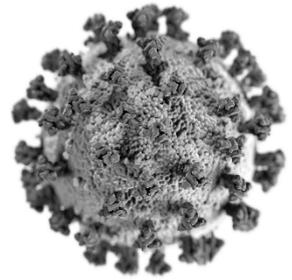
SD__ no __ (room number) desu. (This is room __ in SD __)

(0-zero 1-ichi 2-ni 3-san 4-yon 5-go 6-roku 7-nana 8-hachi 9-kyuu)

- *Sugu kite kudasai* (please come here quickly)
- *Jiko desu* (accident)
- *Kin Kyu desu* (emergency)
- *Kyu Byo desu* (sudden illness)
- *Kaji desu* (fire)
- *Kyu Kyu Sha o yonde kudasai* (please call an ambulance)

Feeling Sick?

If you do not feel well, and you do not know the cause, or suspect an infective virus and condition (Flu, TB, COVID, etc), please return to your dorm room and call the OSS or Dorm Staff for assistance. In the era of COVID19, we work closely with the Health Services to track symptoms and provide support. We will ask you about your symptoms, and if necessary seek professional guidance on how to help you best.



For further details on services on campus for general health issues, please see your Hospital Guide and Info Pack. Also, be sure to join the COCOA App to stay informed about possible exposure to COVID19. Please see <https://www.iuj.ac.jp/oss/COCA> for details and links to download the app.

Information on How to use the Telephone:

① IUJ phone system - number sequences

All numbers at IUJ begin with the following 7 numbers 025-779-1xxx. The last three digits are unique to each room or office, and serve as the extension for calling within campus, and from a campus phone.

② Calls within campus

To call within campus, simply dial the extension number noted (last three digits).

③ Calling to campus

- Within the area of Minami Uonuma (Minami Uonuma-shi and Yuzawa), dial 779-1 followed by the private extension.
- Within Japan or with a mobile phone, dial 025-779-1 followed by the private extension.
- From overseas to Japan, dial an overseas line, followed by Japan's country code "81" then 25-779-1XXX (notice that you need to drop a "0" when dialing from overseas).

④ Calling Off-campus number

Domestic call

- First dial "0" for an outside line. Then dial the city area code, then the number.

International call

- First dial "0" for an outside line.
- Then dial 010 (International Carrier) + Country Code + Area code + Number
- Overseas telephone rates vary depending on time of day, location you are calling, etc. For rates for your own overseas calls, contact KDDI for details: Dial 0-0057.
- IUJ does not provide details on overseas phone rates because of the huge diversity. For discount and alternative services refer to newspaper ads in the library.

⑤ Call Forwarding

You can forward your phone calls to another extension for your convenience.

- i) Dial 951, then dial the number to which you would like your calls forwarded.
- ii) Hang up the receiver.

• To Cancel Call Forwarding

1. Dial 961, then hang up the receiver.
2. Please be sure to cancel the forwarding arrangement when no longer needed.

Please keep by your phone on your dorm room desk



HELP!

x555 Dorm Director

0-110 POLICE

0-119 Ambulance