

Tottori University
Dormitory for International Students
Resident Guide

**International Affairs Division,
Tottori University**

1. Introduction

At Tottori University, only the International House (hereinafter called “Kaikan”) and Faculty and Staff Dormitory – Shirahama(2) Dormitory (hereinafter called “Shirahama”) are prepared as “dormitory for international students(hereinafter called “Dormitory”)” (students who are classified as “international students”). Residents at these facilities are required to follow the rules specified in the guide and cooperate to create the most pleasant living environment. For comfortable living environment, all residents of dormitory must follow the rules described in this “Resident guide”.

2. Dormitory Information

(1) Aim

The purpose of the Dormitory is to offer accommodation for international students and researchers. We also aim to the development of international exchange of education and research.

(2) Management

The Director (Director at Center for International Affairs) is responsible for the management of the Dormitory. The building manager’s Office (hereafter collectively called ‘the office’) and International Affairs Division deal with the administration of the Kaikan.

(3) Name, Address, and Phone Number

Name: Tottori University International House/ Shirahama(2) dormitory

Address : 〒680-0947

4- 110, Koyama-Cho Minami Tottori-city, Tottori

Phone&Fax: 0857-28-4808

(4) Building manager’s Office

The office is located at the first floor in the Kaikan. It deals with residential affairs.

Work Hours: Monday to Friday pm1:30 ~ pm6:30

(Except Saturday, Sunday, Holidays, Bon vacation, New Year’s holiday, and Anniversary of Tottori University)

(5) Facilities

The Dormitory is consisted of residential rooms and common facilities.

① Residential Rooms

Division Classification	Single room	Double-occupancy Room	Triple-occupancy Room
Kaikan	50	6	3
Shirahama	3	10 (※Available for single occupancy)	0

Each room is furnished with desk, chair, and bed etc. When you move into the Dormitory, please check and use the furniture appropriately. When you move out of the Dormitory, please put the furniture back to original state. If there are any damages to the furniture, please tell the manager immediately about them.

② The Common Facilities

Lobby, Multi-purpose room,

Only Kaikan A/B building: Laundry room, Shower room, and Common Kitchen

3. Occupants Regulations

(1) Duration of Stay

The permitted period of stay at the Dormitory will not exceed the duration mentioned in the “Residential Permission Document.”

As a rule, accommodation in the Dormitory are available to international students enrolled at the University for a period lasting from one month to one year; and to researchers for a period lasting from 14 days to one year.

(2) Fees upon moving-in

The following fees are necessary for moving in. Please note that the specified amount is subject to revision due to the changes in commodity prices and amendments of law and ordinances.

1) Housing costs

(Unit: Yen)

Division	Usage Fees	Facility Fees	Cleaning Fees	Deposit
Kaikan Single Room A	5,000	2,000	9,800	10,000
Single Room B	6,000	2,000	10,300	10,000
Double Room C	12,000 (6,000 / person)	2,000 / person	18,600 (9,300 / person)	20,000 (10,000 / person)

Triple Room D	15,000 (5,000 / person)	2,000 / person	27,800 (9,267 / person)	30,000 (10,000 / person)
Shirahama * 1 One person/family	5,358	2,300 * 2	18,600	20,000
In case two people live there	2,679 / person	2,300 / person	9,300 / person	10,000 / person

(* 1) There are two rooms in each house. Depending on the state of application, each can accommodate one person, two people, or a family.

(* 2) 2,000 yen for facility fees + 300 yen for self - government association membership fees
Monthly One-time payment

① Usage Fee (monthly)

Please pay your usage fee to the office by the day set in the delivery notice and the paid fee cannot be returned.

* Fees of August and September need to be paid in July.

When you leave in August or September, please inform the office by July 10th, or fees of August and September will be charged. Single international students stay at single rooms, and single researchers stay at single rooms in A building. However, when the room is full, you may stay at different room.

② Expenses

***Common-Area Charge (monthly)**

Please bring common-area charge when you make monthly room fee payment to the office.

It is used for Internet fee and commodity (like kitchen appliances, garbage bag) and for cleaning of lounge, kitchen, hallway, and stairs.

If a resident stays in the Dormitory for 15 days or less during the month when he/she moves in or out, he/she needs to pay half of the monthly common-area charge. If a resident stays in the Dormitory for 16 days or more during the month when he/she moves in or out, he/she are charged full monthly common-area charge.

***Cleaning Fee(when moving in, changing room)**

Cleaning fee is used for room cleaning after occupants move out.

***Deposit (when moving in)**

Deposit is used for repairing room and equipment. If your room doesn't have any damages, it will be returned to you when you move out. However, you have to pay the shortfall when the amount of repair is more than the deposit you paid.

Both cleaning fee and deposit need to be paid in a lump sum with the usage fee when

you move in (or change room) regardless of the duration of your stay.

③ Utility (electricity, tap water, gas)

You need to sign up electricity and gas contract, and you are responsible for your payment. The office staff will take the procedures for your contract on your behalf.

Regarding tap water, each room has a water meter and the office staff reads it every month. Please pay your water charge at the office every month.

All the residents have to pay the fee of the electricity, gas and water of the common area equally each month, so it is prohibited to use the individual appliances for a long time using the power of the common area.

(3) Keys

① You are responsible for your room key and the card key for building entrance until you leave the Dormitory. If you lose or damage the key, please notify the office immediately. In case of lost your room key, we will change the lock and key for the safety reason, and you have to cover the cost.

In case of lost the card key for building entrance, we will ask you to pay for the new card key.

② You are forbidden to duplicate or lend your key.

(4) Inspection of Room Facilities

When it is necessary to check the equipment and /or facilities, office staff and inspector will enter your room with resident consent. Please assent that inspector may enter your room without your permission in the case of fire or other emergency situation.

(5) Use of Equipment

① In using a bed, DO NOT sleep on the mat directly. Please cover mattress with futon.

② For the security reason, plug in gas leak detector all the time.

③ Don't touch water heaters facilitated in kitchens and shower rooms.

④ Hot water in shower room is available anytime. Please use it carefully. Please turn on the fan when using the shower and clean the drain after use.

⑤ Flush toilet after use. To prevent clogging up the toilet, use toilet paper prepared by the office.

⑥ Gas cooker has two stoves. When you use it, follow the instruction and be extremely careful. Don't leave the stove on. When you spill, wipe immediately, and keep the stove clean. To prevent imperfect combustion, leave the fan on whenever you use.

After finish using, be sure that the gas is completely turned off.

- ⑦ Please use rice cooker and pot only in your room , don' t use them in the kitchen.
- ⑧ After cooking, please clean up the kitchen properly and get your pans, fry pans, and dishes back to where they should be. From the point of the health, there will be some situations as the food and crockery that has been neglected might be disposed of.

(6) Telephone, Mail

- ① Public Phone
- ② A public telephone is available at the side of the entrance of Kaikan. The telephone can be used to make domestic and international calls. However, the said telephone cannot be used to receive calls Mail

【Kaikan】 General postal items from outside are delivered to the mailbox next to the manager's room. A notice will be put into the mailbox for Registered Mails. Please bring the notice to the manager's room to receive the mail.

【Shirahama】 Please check the mailbox installed at each room.

③ Other

Below mentioned is not office duty

- Connecting the telephone from outside including international phone call.
- Delivering fax
- Copying the documents

(7) Notice to Residents

Notice to residents will be posted at the bulletin board at the entrance of Kaikan and will be delivered to the mailbox for Shirahama. Please check the notice carefully every day. Furthermore, depending on its content, a notice might be available for a limited time only. If you want to post information, you need to get permission of the office.

(8) Return Home Temporally and Traveling

Before you return home temporally or travel, please inform the office manager with the information of your destination and schedule.

(9) Overnight Guests are Prohibited

Talking with your friends in the lounge is allowed with the permission of the office. Having guests stay overnight is strongly prohibited.

(10) Sickness

① At the Health Science Center of Tottori University, you can get emergency treatment. You also can get health counseling there for free. However, family members are not available to use the center.

Office hour: Monday to Friday 8:30 ~ 17:00

(Except Saturday, Sunday, Holidays, Bon vacation, New Year's holiday, and Anniversary of Tottori University)

During your consultation in the general hospitals, you can use the system of sending the medical interpreter volunteers carried out by the Tottori Prefectural International Exchange Foundation.

② Nearby Hospitals of the International House:

	Phone Number	Address
Osaki Hospital	0857-28-6616	Koyama cho Kita2-555
Kenritu Chuou Hospital	0857-26-2271	Ezu 730
Tottori Red Cross Hospital	0857-24-8111	Syoutoku cho117
Tottori City Hospital	0857-37-1522	Matoba 1-1

* In case of emergency, call taxi or ambulance

	Phone Number
Nikko Taxi	0857-26-6111
Asahi Taxi	0857-28-0081

When you call taxi, say

「こちらは、くうこうのちかくにある鳥取大学国際交流会館（とっとりだいがくこくさいこうりゅうかいかん） / 白浜（二）宿舎（しらはま（2）しゅくしゃ）です。至急（しきゅう）1台（いちだい）おねがいます。わたしのなまえは〇〇〇です。」

Ambulance	119 (no area code)
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When you call ambulance, say

「こちらは、くうこうのちかくにある鳥取大学国際交流会館（とっとりだいがくこくさいこうりゅうかいかん） / 白浜（二）宿舎（しらはま（2）しゅくしゃ）です。〇〇でこまっています。救急車（きゅうきゅうしゃ）をおねがいます。わたしのなまえは〇〇〇です。」

(11) Having Trouble

If you are in trouble on everyday life, talk to director of the Dormitory, and get guidance and solution.

(12) Disaster and Fire Prevention

For the emergency situation, please keep your place clean and tidy. To prevent fire, please be careful when you use gas and appliance. ***Smoking is prohibited in the Dormitory except for smoking room in Kaikan.** If you discover a fire, immediately sound the alarm and notify the office. Try to co-operate with residents to put out the fire with fire extinguisher early on. If the office is closed, call 119. When you feel danger, evacuate immediately.

Fire department (fire)	119 (no area code)
Police station (case)	110 (no area code)

When fire, call 「こちらは、くうこうちかくにある鳥取大学国際交流会館（とっとりだいがくこくさいこうりゅうかいかん）/ 白浜（二）宿舎（しらはま（2）しゅくしゃ）です。火災（かさい）が発生（はっせい）しました。大至急（だいしきゅう）きてください。」

When case happens, call 「こちらは、くうこうちかくにある鳥取大学国際交流会館（とっとりだいがくこくさいこうりゅうかいかん）/ 白浜（二）宿舎（しらはま（2）しゅくしゃ）です。事件（じけん）が発生（はっせい）しました。大至急（だいしきゅう）きてください。いまは〇〇〇の状況（じょうきょう）です。」

For emergency, please familiarize yourself with where fire extinguisher is placed, and learn how to use it. Also participate in disaster-preparedness drills.

Fire extinguisher is located in every double-occupancy rooms and triple-occupancy rooms. In the single building, two fire extinguishers are located at each passage. Please do not move fire extinguisher from the set place except emergency situation.

*If an earthquake happens, please evacuate to the playground of the Koyama Nishi elementary school.

(13) Meeting and Events

When you want to reserve the conversation room (Japanese-style room) for party, meeting or events, please make a request to the office in advance. You can't use the room without permission.

In using, keep following:

- ① Be careful when you use fire.
- ② End using the room by 10:00pm.
- ③ Do not be too noisy and be careful not to cause any trouble to other residents.
- ④ Be sure to clean the room after use. If you eat or drink in the room, please separate from combustible and non-combustible garbage, and put it at garbage container put outside.
- ⑤ Those who are not residents of the Dormitory are prohibited to enter any room

except the lobby and conversation room (permitted person only.)

(14) Stolen, Lost, and Found

For the theft prevention, please lock your room whenever you leave the room (even for the short time.)

You are responsible for the room key. If you have stolen or lost things, or found a lost property, please report the office.

(15) Parking lots for bicycle and other vehicles

A parking lot within the premise of the dormitory is available for bicycles and motorbikes. Please park your vehicle in the correct area designated for your room. Do not park at places such as before the entrance. Furthermore, please receive a seal for ownership from the manager's room and stick it on your vehicle.

Car owners can use Kaikan's parking lot. Please apply for the approval at the International Affairs Division before use. Furthermore, please place the permission slips on the front of your car when using the parking lot.

(16) Garbage Disposal

Please classify and put raw garbage as well as other types of garbage into the correct Tottori city designated garbage bag. Please put the garbage bags at the garbage station in front of Kaikan. International students are not allowed to use Shirahama's garbage station. If you are not sure of the separation of the garbage, please ask the office manager and dispose of the garbage properly.

Garbage collection days are following:

Combustible garbage	Monday, Thursday	Until 8:00 am.
Noncombustible garbage (plastic, non-burnable small rubbish, bottle, can)	Tuesday	Until 8:00 am.

Collection Centers of bulky garbage

Bulky waste (such as furniture, futon, home appliances other than "the four essential home appliances" described below) is not collected even if you break it into small pieces. Please contact one of the designated disposers below for disposal.

When you move out, please take all your belongings with you; take responsible for your stuff. Do not leave bulky waste (futon, a vacuum cleaner, electric fan, stereo etc.) You must call Large Refuse Information Center for disposition (phone: 0857-22-0353). If you have problem with the disposal, please consult the manager about it.

(17) Indemnity

If you intentionally or negligently lose or break facility, equipment or fixtures, you will be required compensation for it.

(18) Usage of Facility, Equipment, or Fixtures

When you use dormitory facility, equipment, or fixtures, please take sufficient care to maintain good condition. You cannot remodel or redecorate your room. Also, you are prohibited to take equipment, or fixtures out. If you damage the wall with the pushpin, hook and posters, you will be required to compensate for it.

The Dormitory is a non-smoking area, so do not smoke in.

(19) Leaving Punishment

You will lose your eligibility at the Dormitory for any of the following reasons below.

- ① When your usage fee and other expenses bills are in arrears with payment.
- ② Acknowledged by the university or doctor to be unsuitable that cause discomfort to others.
- ③ had submitted false statements
- ④ make visitor stay overnight at the Dormitory
- ⑤ Other reasons: any trouble caused by a resident, which leads a difficult situation for the management.

(20) Procedure for Moving Out

If you are moving out of the room upon or before expiry of the lease period, please follow the steps below to complete the handover. Please make sure to take necessary actions well in advance, as the Caretaker in principle attends to the process only during the office hour.

Following procedures are required at moving out

【What to do before your moving out】

- Submission of a notification of moving out

Please notify the manager before 10th of the month before the planned date of your moving out. Then you will be handed by the manager the necessary documents and/or forms.

- Payments of Usage fee, and Utilities (Electricity, Gas and Water)

The manager will remind you of these charges before you are moving out.

- Clean-up of the room

Please clean the room and return all furniture, equipment, etc. to the original state. Sort all garbage properly and directly dispose them at the Garbage Station.

※Please do not leave the garbage in any of the shared spaces such as the kitchen and washroom.

【Prior inspection on moving out 】

The room will be inspected before your moving out date. If it is determined that any repair or cleaning is necessary, the deposit will be used for such repair or cleaning, or you will be asked to pay in cash separately.

※Please note that the deposit is not refunded if the room is not cleaned up before the inspection.

【What to do on the day of your moving out】

Return of the room key (including the card key for building entrance)