

Kyoto University of Advanced Science
International Student Residence Uzumasa A
Comprehensive Guide



2021 Ver. 1
KUAS Housing Office
Revised on March 5, 2021

■ **Student Dormitory Information**

Name: Kyoto University of Advanced Science International Student Residence Uzumasa A

Address: 18 Yamanouchi Gotanda-Cho, Ukyo Ward, Kyoto City, 615 -8577

Kyoto University of Advanced Science International Student Residence Uzumasa A (tenant room number here)

■ **The Administrator**

There is an administrator who manages the dormitory. They accept consultations related to living in the dormitory and perform various duties related to daily management and administration.

<p>Tel: 080-7282-1088</p> <p>Reception hours: 365 days, 9: 00 ~ 17: 00</p> <p>*For calls made outside the above reception hours, please contact the call center listed below.</p> <p>Tel: 0120-060-749</p> <p>Reception hours: 365 days, 24 hours</p>

■ **Resident Assistant (RA)**

RAs are stationed in the dormitory to promote international exchange and support international students. The RAs are made up of several KUAS faculty and staff members. If you need to contact them, use the following e-mail address.

<p>RA Shared Email: resident-assistant@kuas.ac.jp</p>
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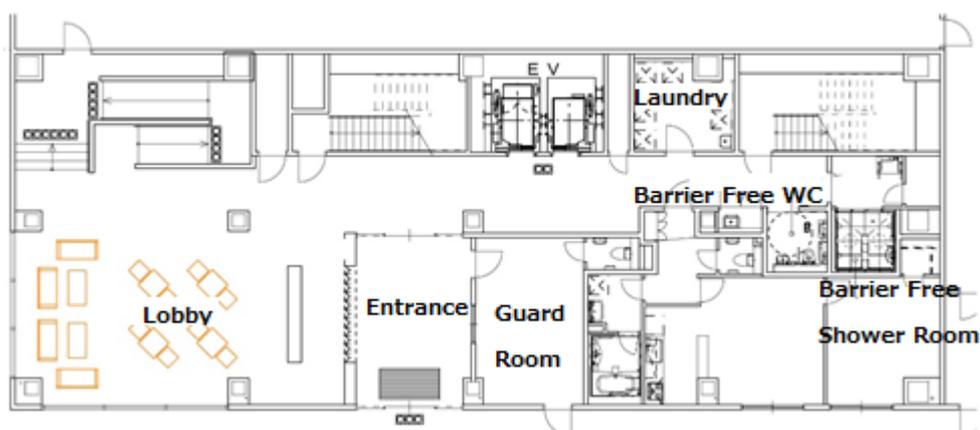
■ **Housing Office**

<p>Location: Kyoto Uzumasa Campus East Building</p> <p>Tel: 075-406-9109</p> <p>Mail: housing_office@kuas.ac.jp</p> <p>Reception hours: Mon - Fri 9: 00 ~ 17: 00</p>

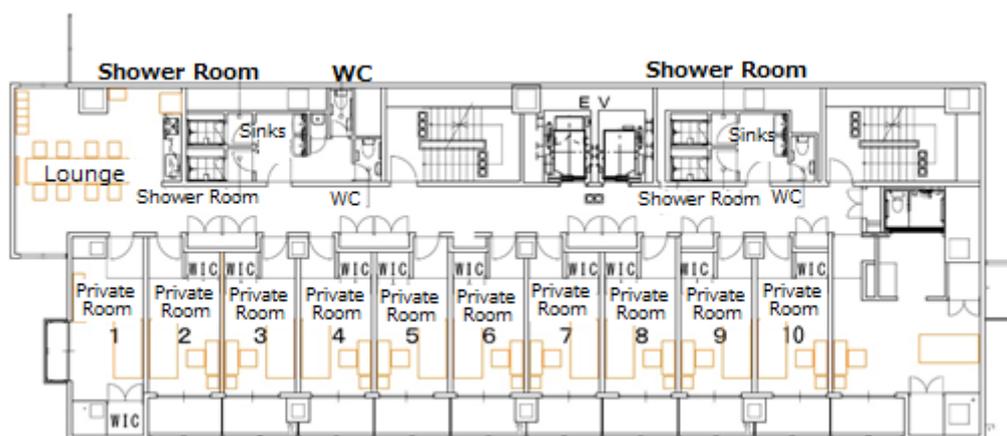
■ **Facilities and Equipment**

Structure	<p>Steel frame construction</p> <p>Dormitory for both men and women (floors are separated by gender)</p>
Total number of rooms	70 private rooms (All private rooms: 14m ²)
Furnishings	<p>[Private rooms]</p> <p>Single bed (with storage area), mattress (single, L 196cm x W 102cm), study desk (with side desk), chair, bookshelf, lighting, closet (L 80cm x W 110cm x H 180cm, air conditioner, curtains, etc.</p>
	<p>[Shared areas]</p> <p>Lobby (table, chairs);</p> <p>Lounge (refrigerator, microwave, toaster, cupboard, table, chair, air conditioner), shower room, toilet, washstand, vacuum cleaner, etc.</p>
Shared Facilities	<p>1F, 8F (women-only) coin laundry (washing machines and dryers)</p> <p>internet (campus wireless LAN (free))</p> <p>Bicycle parking lot</p>
Security	<p>Automatic lock system</p> <p>Administrator support</p> <p>Nighttime and holiday support provided by the call center (multilingual support)</p>

■ Room layout



1st Floor Map



2nd-8th Floor Map

*The position of some columns is slightly different depending on the floor.

*On the 8th floor (women's floor), there is a laundry machine in the room with the sinks.

■ Dormitory Rent and Other Fees

1. The following dormitory fees must be paid monthly or upon moving into the dormitory.

	Dormitory Rent	Duration	Key money	Total
Course A (One-year)	63,000 yen/month	12 months	20,000 yen	776,000 yen
Course B (Half-year)	63,000 yen/month	5 months	20,000 yen	335,000 yen

*The above dormitory rent applies to tenants who enter the dormitory after March 23rd, 2021.

*The above dormitory rent is subject to change.

*Tenants who must leave the dormitory due to unavoidable circumstances before their designated date will have their rent refunded for the proportionate period. Key money cannot be refunded.

2. Payment Method

- (1) Please transfer the dormitory rent and the key money deposit into the account designated by the management company upon moving in.

(2) Monthly payments are due on the 6th of the month.

*If the 6th of the month is a holiday for financial institutions, the deadline for automatic transfer will be the next business day.

3. Rental Linen

(1) Bedding rental is available for students who request it. The monthly fee is 1,500 yen (excluding tax). The price includes having the sheets changed twice a month.

(2) Tenants will be informed via the bulletin board when sheets are changed. Please put used sheets in the sheet bag provided upon moving in and hang it on the doorknob.

(3) Linen rental fees shall be paid together with dormitory rent.

(4) Tenants who move out in the middle of the month must still pay for a full month's linen rental fees.

Daily rates are not available.

(5) Linen items included:

· Sheets: sheets, quilt cover, pillowcase

· Covers: quilt, quilt cover, blanket, bed pad, pillow

*The contract period is the same as the tenancy period. Cancellations cannot be made during tenancy

■ **Procedures for Entering the Dormitory**

1. Tenants may move in during the designated period.
2. When moving in, tenants should submit a "Residence Permit" and a signed copy of the "Dormitory Residence Agreement" to the administrator.
3. Tenants should register their personal information and emergency contact information when moving into the dormitory.
4. As a general rule, we ask that tenants move in by themselves. If a tenant uses a moving company or a home delivery service, they should be present when their belongings arrive. The administrator and the housing office cannot receive/sign for/store the tenants' belongings if they are sent ahead of time.
5. There are no parking spaces on campus for the dormitory tenants or staff. If a tenant uses a car when moving, they are asked to please move the car soon as their belongings are unloaded.
6. Because the dormitory rooms are equipped with basic furniture, it is generally prohibited to bring large furniture and luggage into the dormitory. If it is absolutely necessary, please consult the housing office (housing_office@kuas.ac.jp).

■ **Procedures for Leaving the Dormitory**

1. Submit the designated "moving out notice" to the administrator one (1) month before leaving the dormitory.
2. Tenants' rooms will be inspected when they leave the dormitory.
3. After submitting the "moving out notice", please consult with the administrator about the actual moving date and the date of the room inspection. If many students are moving out at the same time on the same day, you may be assigned a specific time.
4. Room inspection:
For tenants who move out of the dormitory, their room must be returned to the same condition it was in when they moved in. Room inspections must be carried out in the presence of the administrator. Inspections must be conducted between 9:00 ~ 16:00.
5. If a tenant's room requires repairs, the tenant will be responsible for all repair costs.

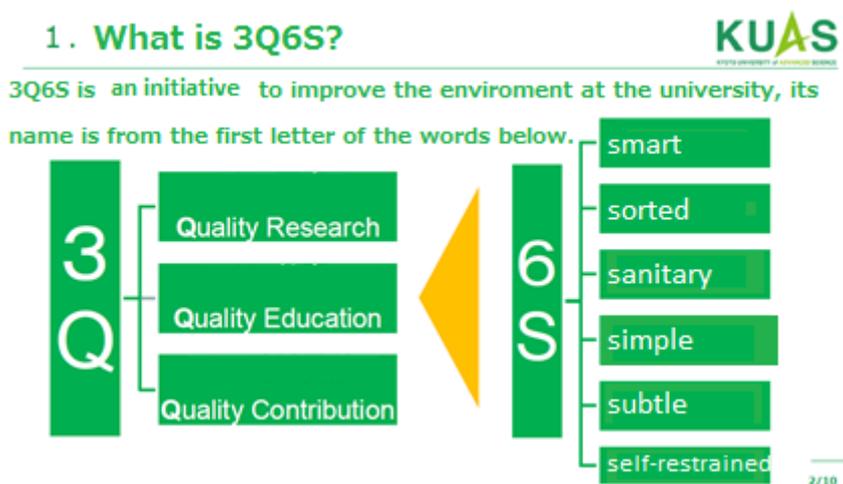
■ **Dismissal from the Dormitory**

KUAS may order a tenant to leave the dormitory if they commit any act in violation of the "Kyoto University of Advanced Science International Student Residence Uzumasa A Dormitory Residence Agreement", so please

read the agreement carefully.

■ **Cleaning and Disposal of Rubbish**

1. Tenants are responsible for cleaning their own rooms.
2. KUAS strives to actively improve its on-campus learning environment, and the entire university is participating in the "3Q6S" initiative. This also applies to the dormitory.



3. Each tenant should dispose of their own rubbish from moving in (large cardboard boxes, packaging materials, etc.) in the designated area on the south side of the East Building.
Please do not throw away large garbage in the regular garbage collection bins in the buildings on campus.

4. Use transparent or translucent garbage bags. Separate and dispose of garbage at the designated garbage collection points (the lounges on each floor).

*Please make sure to remove liquid from rubbish, such as broth from instant noodles, before disposal.

5. Tenants must bear any expenses involved when disposing of oversized rubbish.

When disposing of oversized rubbish, tenants are required to inform the administrator in advance.

For oversized rubbish collection, please contact the following center:

Kyoto City Oversized Rubbish Reception Center, 0570-000-247 (*Japanese only, number is NOT toll-free.)

<https://www.city.kyoto.lg.jp/kankyo/page/0000001317.html>

6. Tenants moving out of the dormitory should not leave any garbage, personal items, etc., in the dormitory, so please dispose of any garbage or personal items, etc. before moving out.

■ **Room Keys**

The private rooms are locked with a numerical passcode system. Tenants will be provided with a manual upon move-in and must set a new passcode by themselves. Please contact the dormitory administrator if there are any issues.

■ **About the Private Rooms**

1. Tenants are not allowed to remove or modify any fixtures or furnishings in the dormitory.
2. Please handle the facilities and equipment in the lounges carefully so that they are not damaged or destroyed. Tenants that lose or damage the facilities, equipment, or furnishings must cover any replacement or repair costs.
3. New tenants will move into the private rooms every year. Please note that it is prohibited to make holes in

the wall, to put pins or nails in the furniture, use tape or stickers on the furniture, or attach any sort of hook or other fixtures that could damage the walls or furniture. Tenants who cause damage to their room will be billed when they move out.

4. As a general rule, tenants cannot change rooms.

■ **Prohibited Actions**

Refer to the Dormitory Rules and Regulations

■ **Internet**

1. Tenants can use Wi-Fi in their room and in the dormitory's common spaces. Please use the following information to connect to the internet:

- ① Select "kuas-wlan" from the list of displayed networks
- ② Enter the password: Kyotosentan2019 ("K" is the only capital letter)
- ③ The user authentication screen will be displayed when a browser is used to display web pages (i.e. Google's home page).
- ④ Enter your personal ID and password for using the campus network

* Your ID and password will be distributed at orientation.

*If the internet connection idles for more than 10 minutes, it will be automatically disconnected, so please repeat steps (3) and (4). Steps (1) and (2) only need to be done when using a device for the first time.

2. There may be some bandwidth restrictions as the network is shared throughout campus. Tenants who require additional bandwidth are recommended to lease a Pocket Wifi router, etc.

*Due to the structure of the dormitory, cabling cannot be run through the dormitory's walls. Please sign up for wireless internet services only.

■ **Mail and Home Delivery Services**

1. Mail will arrive at the mailbox on the 1st floor, so please check it every day.
2. Please pick up all packages that have been delivered as soon as they arrive. The administrator is unable to accept deliveries on behalf of tenants. Please pick up any mail that has been stored in the delivery box as soon as possible. If any deliveries are unclaimed for a long period, the administrator will dispose of them.
3. Tenants who are not sure how to use the mailbox or the delivery box should contact the administrator.

■ **Dormitory Bulletin Board**

Notices from the university and the administrator will be posted on the dormitory bulletin board.

Please make sure to check it regularly for any updates.

■ **About Laundry**

1. The laundry rooms are on the 1st floor (men and women) and the 8th floor (women-only).
2. Laundry rooms are different for men and women. Men cannot enter the laundry room on the women's floor.
3. There is a charge for using the laundry machine. The washing machine costs 300 yen per use, and the clothes dryer costs 100 yen per 30 minutes.
4. There is no change machine inside the dormitory, so please prepare coins ahead of time.
5. Please take all laundry out of the washing machine as soon as the cycle finishes.

*Laundry left unattended for a long time will be collected by the administrator. If clothes are not claimed by tenants after a certain period of time, they will be disposed of.

6. The laundry room is open 24 hours a day, but please refrain from using the laundry machines late at night as much as possible.

7. In case of malfunction, please contact the administrator. If the administrator is away, please contact the call center.

■ **Bathrooms, Washrooms and Showers**

1. The bathrooms, washrooms, and showers are shared by all tenants.
2. Always keep the facilities clean so that all dormitory students can use them comfortably.
3. Please prepare and use a foot mat in the shower for hygiene purposes.

■ **About meals**

1. The dormitory offers meals twice a day on weekdays for breakfast and dinner.

Breakfast: 8:00 - 8:40

Dinner: 18:00 - 19:30

2. In principle, meals are provided during holidays, but they are not provided during the Obon holidays in mid-August, New Year holidays, and when the restaurant is closed.
3. Meals are served in the restaurant on the first floor of the Uzumasa Campus North Building.
4. Dormitory tenants must purchase meal tickets and manage the tickets by themselves.

■ **Using the Lobby and Lounges**

1. Relatives, friends (who are not dormitory students), and other visitors are strictly prohibited from entering private rooms. Please meet with visitors in the 1st floor lobby.

*Tenants should fill out the "Guest List" when bringing guests into the dormitory.

2. Tenants can use the lounge on each floor 24 hours a day, but it is prohibited to occupy it for a long time. Also, please keep usage at night to a minimum. Loud conversations and listening to music can be a nuisance to other residents.
3. Do not leave personal belongings in public spaces such as the hallways, lobby, or lounges. Belongings that are left for a long time may be collected and disposed of by the dormitory administrator.
*Tenants who leave their belongings around the dormitory may be warned by security.
4. Each lounge has shared equipment such as refrigerators, sinks, microwaves, toasters, electric kettles, and vacuum cleaners.
5. After using shared equipment, please clean up so that other dormitory students can use the equipment comfortably.
6. Please share the refrigerator on each floor. Tenants should write their name on anything stored in the refrigerator and not touch others' items.
7. Bringing cooking equipment into the lounge to cook is strictly prohibited.

* To prevent the spread of the COVID-19, only certain types of cooking are currently permitted by the "Lounge Kitchen Rules".

■ **In Case of Emergency:**

1. If there is a need to contact the police or fire department, refer to the manual and contact the following:

① Contact the administrator (contact the call center if the administrator is not available)

② Contact the RAs

*Please contact the security guards in the South Building Guard Room (075-406-6260) if there is a particularly urgent emergency.

*In case of fire, earthquake, or other emergencies, follow the instructions of the administrator or university faculty and staff.

2. If there is any trouble with the other residents or someone is ill, please contact the administrator for

instructions.

3. If an emergency response is required while the administrator is away, please contact the call center. The call center is open 24 hours a day, 365 days a year.
4. International students who need language support or assistance with matters related to the promotion of internationalization on campus should contact the Residence Assistants (RAs).

■ Evacuation Procedures

The campus courtyard is the university's emergency evacuation site.

If the administrator is in the dormitory, please follow their instructions.

1. In the event of an earthquake:

If there is a strong tremor due to an earthquake, first take shelter and then evacuate the building immediately after the quake subsides. Please evacuate by using the emergency stairs and do not use the elevator.

During an earthquake, the elevator automatically stops at the nearest floor and the door will open. If the elevator stops on the 2nd floor or above, please use the emergency stairs and evacuate to the courtyard.

2. In case of fire:

If a fire breaks out in the dormitory or within the university, there will be an announcement, so please use the emergency staircase to immediately evacuate to the outside of the dormitory and go to the courtyard.

If there is a fire announcement when in the elevator, please push the buttons for all the floors, and get off at the floor where the elevator stops. Evacuate to the emergency evacuation site using the emergency stairs.

3. Evacuation route in the building:

In case of an earthquake or fire, please evacuate using the emergency stairs and do not use an elevator.

On the 1st floor, please go outside of the dormitory from the main entrance or the door leading to the South Building and meet at the emergency evacuation site (the courtyard).

4. Make sure to confirm the evacuation route, emergency evacuation site, fire extinguisher locations, and AED locations.

