The following rules and regulations apply to all Waseda University Exchange Students' Dormitories provided to exchange students. In addition to the various rules and regulations stipulated by each dormitory, the following rules must be strictly observed by all international students living in Waseda University Exchange Students’ Dormitories. If the following rules are neglected you may be ordered to leave the dormitory.

[1. Regulations]
All residents must follow the rules stated here and “Dormitory Agreement” which you will sign after the assignment of the dormitories.

[2. Tenants]
Residence in Waseda University Exchange Students’ Dormitories is limited to the applicant listed in the “Dormitory Agreement”. Occupancy of the room by any other person is strictly forbidden.

[3. Duration of Residence]
The period of residence is listed in the “Dormitory Information” previously sent to you before your arrival in Japan. As a rule, you are not permitted to extend your period of stay.

[4. Changing Rooms and Dormitories]
You are not permitted to move to a different room or dormitory.

[5. Moving Out]
When moving out of the dormitory, you are required to submit a “Notice of Moving Out” to Residence Life Center (RLC) directly or via email one month prior to departure. You must inform RLC of the exact date you expect to leave. The “Notice of Moving Out” must be submitted by email. If you do not submit the form at least one month before your departure date, a penalty fee will be charged; so please be sure to submit it well in advance. Once the “Notice of Moving Out” is submitted, the date of departure must not be changed.

[6. Prohibited Behavior]
Engaging in the following behavior may result in the forced eviction from the dormitory.

1. Failure to obey directions and instructions from Waseda University, the Dormitory Managers or the Resident Assistants.
2. Inviting non-residents into the dormitory. (This prohibition applies equally to residents from other exchange students' dormitories. Regarding family members, please follow the rules at each dormitory.)
3. Entering areas of other exchange students' dormitories where non-residents are prohibited to enter.
4. Misappropriation of common areas or common-use equipment (Please use the outlets in your own room for charging phones, etc.).
5. Making copies of your room key or lending your key to others.
6. Keeping pets in your room or common areas. (Keeping fish or insects is also prohibited. If such pets are discovered they will be disposed of.)
7. Making loud noises in your room, common areas, or around the dormitory.
8. Possession or use of drugs or knives.
9. Smoking in non-smoking areas
   9.1 Smoking Areas
       Waseda University Student House: All areas are non-smoking
       Waseda Hoshien : Outside of Building No. 5
       Nishi Waseda International Student House: The back of the laundry room on the 1st floor.
10. Using the dormitory internet to access illegal websites or download illegal files or data.
11. Failure to clean the common kitchen after use (leaving plates, bowls or food out etc.). If you cannot obey by this rule, you may be prohibited from using the kitchen.
12. Taking items from the common refrigerators that do not belong to you. (Please write your name on your own food and drink).
13. Creating a disturbance or bothering other dormitory residents or neighbors.
14. Other behaviors that we find inappropriate.

[7. Rent]
You are required to pay the exact amount of monthly rent by the stipulated date. Rent can be paid either in cash or through automatic withdrawal from your bank account. Payment by credit card is not permitted. The option for payment by automatic withdrawal is limited to bank accounts within Japan; automatic withdrawal from overseas bank accounts is not possible. If rent remains unpaid for three months, you will be forced to evict and your faculty and home university will be notified of the forced eviction.

[8. Payment of Rent]
- Waseda University Student House South Wing / North Wing
By the End of each month, you are required to pay the rent in cash to Waseda University Property Management Corp. Payment must be made at the counter of “STEP 21” (1st floor, Building No.99). By the 25th of each month, Waseda University Property Management Corp. will send you an invoice. The first rent payment will be made on September 25th. Please pay the rent by October 10th. Your first payment includes: two months’ rent (September and October), charges for linens, utilities, and administration fee. Rent and utilities for September will be calculated by the day.

- Waseda Hoshien
On the 27th of each month, rent will be collected by automatic withdrawal from your Japanese bank account. After opening a bank account please register your account information at the Waseda Hoshien Dormitory Desk by October 20th. However, if your period of stay in Japan is less than three months, you must pay in cash ONLY. Your first payment must be made in cash by September 29th. Your first payment includes: September rent, deposit, charges for linens, administration fee, registration fee, facilities fee and electricity used (only for Building No.3). Starting from your second payment, rent will be paid by automatic withdrawal. The date for withdrawal of the second payment is November 27th. Your second payment includes: Rent for October and November, facilities fee, and electricity used. Rent and utilities for September will be calculated by the day.

- Waseda University Nishi Waseda International Students House
On the 27th of each month, the rent for the following month will be collected by automatic withdrawal from your Japanese bank account. After opening a bank account you can register your bank account by bringing your cash card to the dormitory manager. The first payment will be made on October 27th. Your first payment includes: four months’ rent (September, October, and November), charges for linens, deposit, utilities, and administration fee. Rent and utilities for September will be calculated by the day.

[9. Notice of Long Term Absence]
For any reason, if you are absent from the dormitory for more than 3 days, you are required to submit the “Notice of Long Term Absence” to a person in charge below. You must inform him/her of your destination, period of absence and a phone number, etc. The “Notice of Long Term Absence” must be submitted as a hardcopy. Before leaving for a long term, you are asked to tidy your room and secure your valuables. You are accountable for each month rent even in cases of long term absence. Monthly rent will not be prorated even if you are absent for a long term.
- Waseda University Student House South Wing / North Wing: Dormitory Manager
- Waseda Hoshien: Dormitory Desk
- Waseda University Nishi Waseda International Students House: Dormitory Manager

[10. Other Important Points]
1. Lines and the bedding set are things that you rent. Please return them when moving out. You will have to pay the actual fee of the lines and the bedding set if you take them with you or dispose them when moving out.
2. For security reason, you are asked to take responsibility for storing your own valuables (Waseda University, the Dormitory Managers and the Residence Assistants are not responsible
for lost items).
3. You must register your bicycle, even if you received it second-hand.
4. You are responsible for sorting your own trash.
5. If you break or damage dormitory equipment, you will be responsible for all repair or replacement fees.
6. Any belongings left behind after moving out will be promptly disposed of without exception. Waseda University, the Dormitory Managers and the Residence Assistants are not responsible for items left behind.
7. If you lose your room key, you must report it immediately to the Dormitory Manager or to Residence Life Center (RLC). Both the key and the lock will be changed at your expense.

Residence Life Center (RLC)
1st floor, Student Union Building, 1-24-1
Toyama Shinjuku-ku, Tokyo 162-8644
Email: wasedadorm@list.waseda.jp