

FAQ (Exchange Students' Dormitories)

[Applying for a place in an exchange students' dormitory]

Q1: Let me know how to apply.

After you are accepted as an exchange student, the Residence Life Center (RLC) or the person in charge at your University will send you a Housing Questionnaire (HQ). After you have received the HQ, please access to a web-form from the URL on the HQ and answer the questions by the deadline. As for the timing of notification of acceptance, please refer to the following website.

<https://www.waseda.jp/inst/cie/en/exchange/application>

Please be reminded that you will not be able to apply if you are on certain programs. Please confirm whether you will be able to apply or not with the person in charge at your University.

Q2: I am a regular student. Can I apply for a place in an exchange student dormitory?

As the dormitories are exclusively for exchange students, a regular student cannot apply.

Q3: How many exchange student dormitories are there?

There are three: Waseda University Student House (Sodai Ryo), Waseda Hoshien (Hoshien), and Nishi-Waseda International Student House (Nishi-Waseda Ryo). You can find the basic information including the furnishings and the dorm fee at the following URL.

<http://www.waseda.jp/rlc/exchangedorm/index.html>

Q4: Can I choose a dormitory?

No. Based on the information on the HQ, the RLC will allocate each student to Sodai Ryo, Hoshien, or Nishi-Waseda Ryo. Furthermore, please be advised that once you have entered a dorm, you may not change your room to another one in the same dormitory or one in another dormitory.

Q5: Will I always be accepted to a dorm ?

Please understand that we cannot secure rooms for ALL of the exchange students who wish to stay at our Exchange Students' Dormitory due to the limited rooms in the dormitories for the exchange students and the number of inbound students growing steadily. There is no waiting list.

Q6: I have not yet received a confirmation e-mail after submitting the HQ.

1. Sometimes it may take time before receiving a confirmation e-mail after completing the HQ. Please wait for a while.
2. In case that a confirmation e-mail has yet to be delivered after waiting for a while, Please check other mail box of your account since it may be treated as a junk e-mail.
3. In case that a confirmation e-mail has yet to be found in your e-mail account, please contact us by emailing to wasedadorm@list.waseda.jp within 24 hours or by the deadline. We will email back to you after checking our database.

Q7: I am planning to stay at an apartment at first. Will I be able to apply for a room in the dormitory afterwards?

You may not enter a dormitory in the middle of the program. You may apply for a place in a dormitory only before the program begins.

Q8: I would like to live in other accommodation than dormitories for exchange students.

If you are interested in living in an apartment or homestay, please find Q9 and Q10. The HQ has a lot of housing information, so please check it for details.

Q9: I would like to live in an apartment. What should I do?

Please contact Waseda University Property Management.

<https://waseda-housingsupport.com/>

Q10: I would like to homestay. What should I do?

Please check the HQ.

Q11: I'm looking for a roommate. Would that be possible to get any information about other exchange students coming to Waseda at the same timing?

The personal information is highly confidential. We are afraid that we will not provide any personal data of students coming to Waseda.

[Dormitory]

Q12: Are there any rules for the dormitories?

There are rules all residents must abide by. In case you violate the rules, you could be asked to leave the dormitory. Please see the page at the following URL for the dorm rules.

<http://www.waseda.jp/rlc/exchangedorm/questionnaire.html>

Q13: Can I invite my family members or friends to my room or have them stay in my room overnight?

The dorm rules prohibit all of the above. Inviting students who reside at other exchange student dormitories is also prohibited. Please be fully aware that the violation will result in expulsion from the dormitory.

Q14: Is there a curfew?

No. However, please be careful when you return to the dorm late at night so that you will not bother your neighbors or other students staying in the dorm.

Q15: Is bedding provided?

A bed sheet, a duvet, a pillow, and a pillow case are provided in your room. You do not need to bring them. However, you will rent them, so please return them when moving out. Please do not take them with you or dispose them.

Q16: Can I use the Internet?

Wi-Fi is provided in all of our dormitories. You can use Wi-Fi in your room, a lounge and a kitchen.

Q17: Are meals provided?

No. You must prepare them yourself. There are supermarkets and many restaurants around the dormitory. If you are cooking for yourself, you can use the common kitchen.

Q18: Are cooking utensils or tableware provided in the common kitchen?

Communal cooking utensils and dishes are available in the common kitchen, so please feel free to use them. However, please make sure to clean them up after use.

*Please be aware that Hoshien does not provide communal kitchen utensils or tableware: residents are required to prepare these items for themselves which can be purchased at the nearby ¥100 stores.

Q19: Where can I smoke?

In Sodai Ryo, there is no space for smoking (smoking is prohibited in all areas). In each of Hoshien and Nishi-Waseda Ryo, there is a designated space for smoking. Please ask the dorm manager or an RA (Resident Assistant) for details.

Q20: Can I send my luggage before I arrive at the dormitory?

If you are sending your luggage/package, please make sure that it will arrive on or after your arrival date. Also, please note that a dormitory manager cannot receive any luggage/package coming COD (Cash On Delivery)/that need paying customs.

[Payment]

Q21: Let me know how to make a monthly payment and a payment schedule.

This information is about AY2019 fall semester. (As for the next semester, AY2020 fall semester, the information will be updated once ready.)

-Waseda University Student House South Wing / North Wing

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 date of issue is subject to change when the 25th is a national holiday.)

The first invoice will be made **on September 25 (Wed)**. Please pay the rent by **October 10 (Thu)**. Your first payment includes: two months' rent and utilities (September and October), and charges for linens.

*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 18 (Fri)**. However, if your period of stay in Japan is less than four months (1 semester), you must pay in cash only.

Your first payment must be made in cash by **September 30 (Mon)**. Your first payment includes: September rent and facilities fee, deposit, charges for linens, and registration fee. From your second payment, rent will be paid by automatic withdrawal. The date for withdrawal of the second payment is **November 27 (Wed)**. Your second payment includes: Rent and facilities fee for October and November, and electricity (only for Building No.3) used in September and October.

*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 28 (Mon)**. Your first payment includes: four months' rent and utilities (September, October, and November), charges for linens, and deposit.

*Rent and utilities for September will be calculated by the day.

For inquiry on payment, please contact the dormitory managers or Waseda University Property Management Corp.

Q22: Can I pay with a credit card or via overseas remittance?

No. For detailed information about payment, please refer to Q21.

Q23: When will I get my deposit returned? (This applies only to Hoshien and Nishi-Waseda Ryo)

We will check your room before you leave. If there is no problem, we will return the deposit to you by the day you leave the dormitory. If we find any damage(s) to your room during the check, we will deduct from your deposit the amount that corresponds to the actual cash value of the damage(s) incurred.

Q24: How is the rent for the month of moving out of the dormitory calculated?

The rent for the month of entering or moving out of the dormitory is calculated by dividing the monthly rent by 30 days (rounding up numbers below zero) and multiplying by the actual days of residence including your moving-out date. For details, please ask your dormitory manager.

*Since it is calculated based on the moving-out date in the 'notice of moving out', you are not allowed to withdraw the notice once submitted.

[Moving in to the dormitory]

Q25: When is the move-in day?

Please check the HQ.

*You may not move in to the dormitory on Saturday, Sunday, and National holidays since the management of each dorm is off. In addition, you may not move in to the dormitory anytime on or before the first move-in day for any reason.

Q26: When are the orientations held?

Please check 'Pre-departure information' and 'Orientation schedule' that are supposed to have sent from the Center of International Education (CIE), Waseda university to your home university.

As for a dorm orientation, the schedule will be announced with accommodation arrangement result.

*The schedule for each orientation is subject to change without notice.

Q27: What is a 'joint guarantor'?

"Guarantor system" is a Japanese culture-specific feature when renting housing. When leasing housing, a "guarantor" is required to make the contract. A joint guarantor is a person who is close to you and can co-sign the contract to be jointly responsible for liabilities that you would have to the lessor (Waseda). This is just an example, but this means that the lessor could legally seek payment for rent from the guarantor and not the resident. Generally, however, the lessor do not contact the guarantor unless the resident does not pay rent, moves out without notice, causes trouble with neighbors, or causes other serious problems. Japanese students usually ask their parents or siblings to become their guarantor.

[Moving out of the dormitory]

Q28: When is the deadline for moving out?

★For students who will move out after fall semester, AY 2019

February 7th (FRI), 2020 *All students

★For students who will move out after spring semester, AY 2020

August 3th (Mon), 2020 *SILS, JLP, GLFP students

August 4th (Tue), 2020 *All exchange students excluding SILS, JLP and GLFP students

August 7th (Fri), 2020 *Double Degree Program students

Q29: Tell me how to submit the notice of moving out?

In case the Resident intends to move out of the Dormitory, the Resident shall submit a notice of moving out by using the designated web form to the RLC one (1) month prior to the expected date of departure. If you would like to submit it before on-line form is ready, please email us for inquiry.

*Resident may not withdrawal the notice of moving out once submitted to Waseda.

*As for the term of the resident's stay, please check your agreement. The period of Residence shall not be extended.

*You may not move out of the dormitory on Saturdays, Sundays, and National holidays since the management of each dorm is off.

Q30: Can I temporarily leave my luggage with the dorm after I move out?

No. We cannot look after your luggage after you move out. Also, we will return mails to senders after you move out.

[Others]

Q31 : Where is a help desk for international students studying at Waseda University?

The Waseda Global Gate (WGG) is a one stop service center where all Waseda University students can receive information on international education such as study abroad. WGG also serves as a help desk for foreign students studying at Waseda University if they need consultation. It is located on the 1st floor of Building 22 in Waseda campus.

<https://www.waseda.jp/inst/cie/en/access>

Q32: How can I open a bank account?

We will be holding an orientation at Waseda University to explain to you how you can open a bank account. We will give you the details on the orientation in the "Orientation for Exchange Students" to be held by the CIE.

Q33: How should I register as a resident in Japan?

If you reside in a dormitory for exchange students, detailed information and instruction will be announced by the CIE office (or documents for detailed information about this matter will be handed to you when you enter the dormitory). Please make sure to check the information.

Q34: How should I register to use a gym (Training Center) in Toyama campus?

There is a gym (Training Center) in Building 30 (Student Union Building) in Toyama campus. You can also use Fitness Counseling Room, Changing Room and Shower Room. Professional trainers are always there, they help you to achieve your goals. For details, please check the information from the below link.

<http://www.waseda.jp/student/gakusei/gym.html>

In addition, you can take any regular lesson FREE anytime, or use the studio for your own work-out and refreshment with YOGA mat, Stretch Pole and Balance Ball at a gymnastic studio

on the 1st floor of Building 25 (Okuma Garden House) in Waseda Campus. For details, please check the information from the below link.

<http://www.waseda.jp/student/gakusei/refresh.html>

Q35: How can I join “Circle (student club)” activities?

For details, please check the information from the below link.

<http://www.waseda.jp/student/gakusei/circle-e.html>

Waseda University Official Circles Guide

You can search circles by a keyword such as “International Students Welcome” on the website.

<https://www.waseda.jp/inst/weekly/circleguide/>