

International House Guidebook (FOR STEPS)

General Information

Name of Residence	Saitama University International House (I-House)
Address	4th Building: Room#, 640 Shimo-okubo, Sakura-ku Saitama-shi, Saitama-ken, JAPAN 1st 2nd 3rd Building: Room#, 645 Shimi-okubo, Sakura-ku, Saitama-shi, Saitama-ken, JAPAN Postal code: 338-0825 *all I-House buildings are same

I-House Office

電話番号	048-854-4555
FAX	048-858-3824
E-mail Address	ihouse@gr.saitama-u.ac.jp
Office Hours	Monday to Friday 9 : 00 ~ 16 : 00
Closed	Saturdays, Sundays, National Holidays, Summer Break, Winter Break, SU Closing Days

※Residents are not allowed to use the Telephone ・ the Fax / Copying machine at the office.

Checking-in

Rooms to Check-in

New residents will be moving into the allocated room as instructed. Exchanging rooms with other residents is prohibited.

Room Keys

Residents are responsible for keeping their room keys until they move out. If the key is lost or broken, residents must inform it to the I-House office immediately. Replacements of keys, locks, and latches will be charged (for about 15,000yen) to the resident of the room.

Making duplicate keys or lending it to other people is strictly prohibited. If in case of any violation be ascertained, he/she will lose the residency eligibility and be ordered to evict.

Procedures for Living

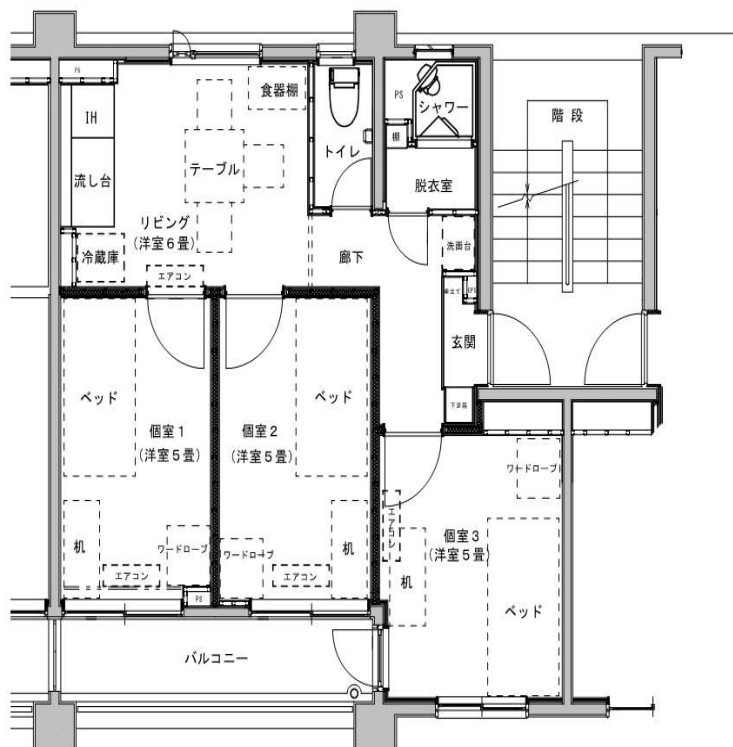
Necessary procedures for the use of electricity, gas, and water will be completed in advance, ready to be used.

Types of rooms

There are some types of rooms which STEPS students live in. Please read the following information carefully.
Each room has Wi-Fi instrument, and the beddings set (pillow, comforter, sheet) is set.

(1) Shared type for 3 people: (1 Japanese students and 2 STEPS students), located in 4th Building

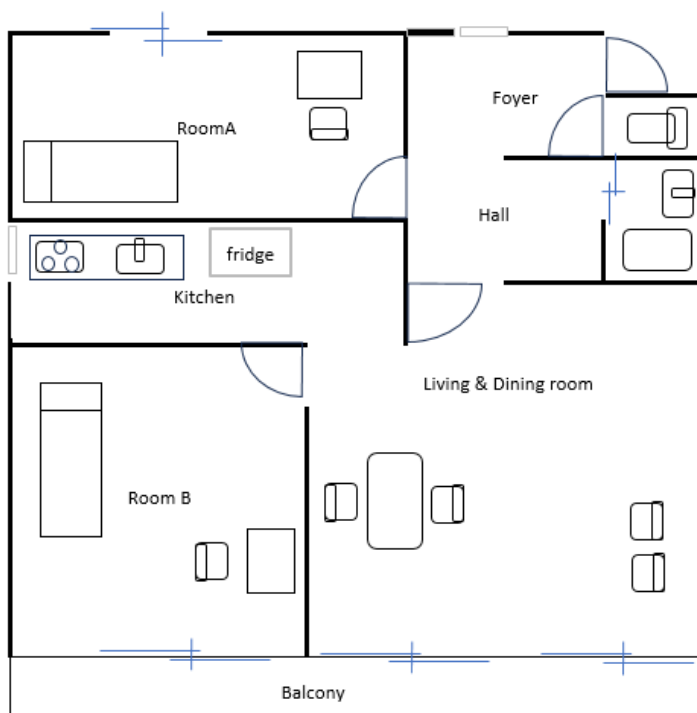
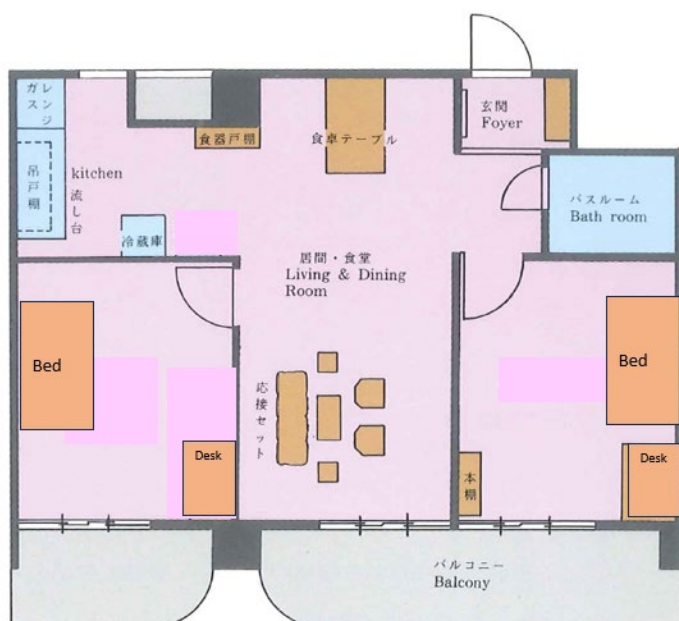
You might assign a room sharing not 1 Japanese student and 2 International students but 3 International students.



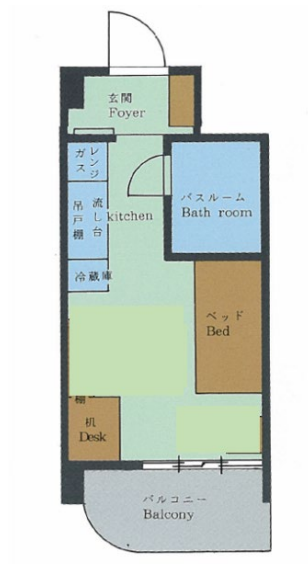
シェアユニット (3人)

(2) Shared type for 2 STEPS students: located in 1st and 3rd Building.

There are three different shapes and sizes of rooms as a twin room. Please make sure that you are not able to choose the types of room below.



(3) Single Room, located in 1st, 2nd and 3rd Building.



Fees

The rates are shown the below. (*They are subject to change.*)

(Unit: Japanese Yen)

Room Type	Rent (Monthly) ※1	Deposit ※2
(1) Shared type for 3 people	30,500	30,000
(2) Shared type for 2 STEPS students	30,500	37,000
(3) Single	35,000	41,000

※1: Including the utility fees and Wi-Fi instrument.

※2: It is nonrefundable. It is offset by the beddings set and the room cleaning fee.

Payment: You can select 2 ways below.

1. Lump-sum payment

You can pay your whole 4.5 months' rent (from 1st April 2025 to August 2025) through online payment: Flywire.

You can use a credit card and pay a rate in your currency. You do not have to transfer your accommodation fees every month. STEPS students, who are going to study in SU for 4 terms will be asked to pay the rest of the fees in August.

The fee for Lump-sum payment is below. (*They are subject to change.*)

(Unit: Japanese Yen)

	(1) Shared type for 3 people	(2) Shared type for 2 STEPS students	(3) Single Room
2 terms (4.5 months)	167,250	174,250	208,250

2. Payment by bank transfer

A) Your deposit will be charged with your first month's bill.

B) Payment should be made at the University designated bank; the Aoki Shinkin Bank ATM (cash dispenser) on Saidai Dori. (It is about 20 minutes' walk from I-House.) You are only able to pay by cash. Charging Bills will be issued around the 10th of each month. It bill will be put in your mailbox. Please pay the amount you are charged within the designated date.

General Rules & Regulations for Residents

① In your Room

1. No Shoes Allowed in the Room

No rooms are allowed to enter with your shoes on. **Please take off your shoes when entering the room.**

2. Furnished Items

All furnished items, such as beds, desks, Wi-Fi router, refrigerators and all other equipment in the room, belong to Saitama University. Residents are requested to use them carefully and always keep them in good condition. Any furnished items or equipment should not be removed from the room. For any loss or damage to this equipment, residents must notify the I-House office immediately and will be required to pay for restoration.

3. Walls

Residents are not allowed to remove or re-paste wall papers, nor to re-paint walls. It is also prohibited to paste pictures or posters on the wall with tape.

4. Consumable Supplies (Light bulbs, Batteries etc.)

Electric bulbs, fluorescent tubes, batteries in remote controls of air conditioners, etc. must be purchased and replaced by the residents.

5. Beds

In order to use the bed clean, please make sure to use the mattress pad, placing it on top of the mattress.

6. Air Conditioners

Residents are responsible for cleaning the filters regularly (about once every two weeks) to maintain the equipment in good condition. When there is an extreme temperature difference between indoors and outdoors, the air-conditioner may not seem to work for the first 10 minutes after you turn it on. This is due to the defrosting system and is not a breakdown.

All air conditioners in each room of 4th building must be operating in the same mode because they share the one outdoor unit. Otherwise, the air conditioners will stop working.

Ex.)

Living Room	Room A	Room B	Room C	Air Conditioners
<u>Cooling</u>	<u>Cooling</u>	<u>Cooling</u>	<u>Cooling</u>	Working
<u>Cooling</u>	<u>Cooling</u>	Heating	<u>Cooling</u>	Not Working
<u>Heating</u>	Cooling	<u>Heating</u>	<u>Heating</u>	Not Working

7. Ventilation

Saving electricity is important. Don't rely too heavily on air conditioning and try to get fresh air into your room during the comfortable seasons.

If it is too warm in the room, condensation will form on windows and walls, causing mold and health hazards. Please be sure to ventilate the room even in winter.

8. Room Access Restrictions after 10 PM

Due to numbers of noise problems and other problems, residents are not allowed to enter any other residents' rooms or let other people into your room after 10 PM.

9. While being out

Please make sure that the electricity and water are turned off while being out of your room. Also be sure to lock all the windows and the entrance door when you leave.

10. Cleaning and sanitation

Please keep your room clean. **Especially, clean the toilet and shower rooms once a week.**

When hair is clogged, the drainpipe is clogged up with pipe itself. If a cleaning company must be hired to remove the blockage, you will be charged a fee. If you cause water damage downstairs, you will be charged a reimbursement fee, which will be billed to you. In Japan, cleanliness is important.

Garbage also should be taken out at least once a week, or it will cause an outbreak of insects. Garbage should not be left in the common hallway.

② I-House Regulations

1. After 10 PM

Gathering around I-House areas after 10 PM is prohibited to prevent neighbor noise problems and other troubles. However, the lounge in the 4th building is open until 11 PM .

2. Equipment in I-House (Sealing lights, Air Conditioners, etc.)

Residents are requested to use all the equipment in I-House carefully and always keep them in good condition. Do not forget to turn the switch off after use.

3. Table tennis and Japanese “TATAMI” Room

There is a Ping pong table in the meeting room of Building No. 2. Each person can use it for 80 minutes on weekdays and weekends during the following hours. If you want to play table tennis, please come to the I-House office for a reservation. However, eating and drinking are prohibited in the room.

9:00-10:20 10:30-11:50 12:00-13:20 13:30-14:50 15:00-16:20

(For many people as possible, each group will use the service once a day.)

If you wish to use the TATAMI room, residents should fill out and submit the required documents to the I-House Office at least 7 days before your desired date. Residents must clean up and take out any garbage from the rooms after use.

4. 4th Building Lounge

Gathering in Lounge after 11 PM is prohibited to prevent neighbor noise problems and other troubles. Please maintain clean for others/for the next person.

5. Vacuum Cleaners, Irons/Iron Boards

Vacuum cleaners, iron and ironing boards are available to rent upon request to the I-House Office. These are for the use of all residents, so users are required to return them to the I-House Office immediately after

use.

6. Laundry Room

Washing machines are available 200 yen / use, and 100 yen / 20 minutes for the dryer. Please bring your own detergent.

7. BBQ, Fireworks

As with the campus, BBQs and fireworks are not allowed on the I-House premises.

③ Cars & Bicycles

1. Cars

Parking lots in I-House are not available for residents to park. Residents who own cars must find a private parking space outside of the I-House.

2. Bicycles & Motorcycles

Residents who own bicycles or motorcycles are required to obtain the parking permission stickers at the I-House Office and paste them on their bikes. Residents are limited to own either one of them, which must be parked in the I-House parking lot. Bikes without the registration stickers will be replaced.

Bikes are not allowed to enter the campus. If you wish to park them in the university parking lot, you must register at the Student Services Division to obtain the permission sticker.

④ In Case of Illness or Injury

In case of illness or injury requiring emergency medical care, notify the I-House Office. Make sure you take your National Health Insurance card with you when you see a doctor.

Moreover, you can find medical services which you want on “NABII”. This site is operated by the Ministry of Health, Labour and Welfare.

<https://www.iryuu.teikyouseido.mhlw.go.jp/znk-web/juminkanja/S2300/initialize>

※You can choose the language the button above on the top page.

⑤ Keeping Clean

1. Cleaning

Residents are responsible for cleaning their own rooms and are requested to keep them clean to prevent harmful insects such as cockroaches.

Do not dump oil or garbage into the sink since it will damage the drainpipe or cause water pollution. Please remove hair, etc. from the drain frequently to keep it from getting clogged.

Use only the purchased toilet paper for your bathroom. Never dispose of cigarette stubs, sanitary napkins in the toilet. If you clog a drainpipe, you must pay the amount equivalent to the actual cost (approximately 25,000 yen).

Do not place any large furniture on the balcony, as it will block the emergency evacuation route.

When you move out, return the room in the same condition as when you moved in.



2. Garbage and Waste

Separate waste into burnable waste and non-burnable waste. Burnable waste should be put in the transparent or semi-transparent plastic bags and also **the waste bags should be tied up**. Burnable waste will be collected in the morning from Mondays to Saturdays, and non-burnable waste will be collected on Tuesdays and Fridays. All waste must be placed inside the designated waste station. Residents are requested to strictly observe the rules. Please refer to the attached guide for further instructions.

If any unequipped oversized garbage (such as broken TV or computer) needs to be disposed, please consult with the office staff in advance.

3. Common Areas

Do not leave any of your belongings or garbage in common areas, such as laundry rooms, lobbies, hallways, or stairs. Common areas should always be kept clean.

4. Pets

Cats, dogs, birds or any other animal are strictly prohibited.

5. Cigarettes

Absolutely no smoking is allowed inside the buildings. If you wish to smoke, please do so in the designated smoking areas placed in each building. However, 4th Building does not have a smoking area. Residents in the 4th Building must use the one in the 1st Building.

⑥ Internet

Internet service is available for the residents.

Inquiry about connection problems: INVOICE Inc Customer Center

TEL : 0120-483-550 or 03-6408-2650

E-mail : info@george24.com

Business hours : 9 : 00 ~ 17 : 30 Mon to Sat (excl. National holidays)

Any illegal activity that could affect the operation of I-House will result in being evicted from the I-House and will be subject to punishment from the University.

Rules and Regulation on Using Internet

The user shall :

- 1) not allow other person to use his / her account to use the service.
- 2) not change, add, delete, copy, nor distribute installed operating system, software, or existing data belonging to other users.
- 3) not make any actions which might infringe copyrights.
- 4) be responsible for his/her action and operation.
- 5) use the service ethically and to the extent permitted by law.
- 6) not engage in any act contrary to social custom, and must not violate various rules.

⑦ Post Mails (Parcels)

All letters will be delivered in your mailbox, located in the lobby of the 1st building.

Letters without room numbers or wrong room numbers may not be delivered to you. Please inform your family or friends to accurately write your room number on any letters they send. **Only the ones with your own name and room number will reach you.**

If you wish to lock your mailbox, you may do so by preparing it by yourself.

The office will not receive any cash-on-delivery or frozen/refrigerated packages. **When you order packages, you should put your mobile phone number in order to contact delivery person and specify the time of delivery when you would like to receive your packages.**

⑧ Notices to Residents

Important notices will be posted on the building front door or by e-mail. Please do not miss 【I-House】 mail. Residents may post their notices with permission from the I-House Office with the responsibility of replacing when the posting period is over.

⑨ Visitors

No one except the I-House residents may stay overnight in I-House. **This includes the residents' parents and siblings.**

⑩ Overnight Absence

Residents planning to be absent for more than three days, including traveling or temporary visiting the home, should inform the I-House Office in advance to ensure that the I-House office can contact them in case of emergency. You should also consult with the I-House office staff about the payment of the rent if you will be away by the payment due date.

⑪ Disasters (Typhoon, Earthquake, Fire) and Accidents

1. Preparation for Disasters

Prepare the following items as Emergency Supplies.

- 3-day supply of non-perishable food (retort pouched foods, instant foods, canned foods, etc.) and bottled water
- Battery-powered or hand-cranked radio
- Flash lights
- Extra batteries, chargeable batteries
- Matches, Lighters, Candles
- Sleeping bag or warm blanket
- First aid kit with bandages and medications
- Cash

You can also view the disaster guidebook on the Saitama City website (English version).

<https://saitama.bss-net.jp/archives/30000221021004/HTML5/pc.html#/page/1>

2. Typhoon

- When typhoon is approaching, you must never go close to rivers.
- If any of the following emergency warning is announced by Saitama City, please refrain from going out and be prepared to evacuate at any time.
 - Heavy rain warning (equivalent to alert level 3)
 - Flood warning information (equivalent to alert level 3)
 - Heavy rain emergency warning (equivalent to alert level 5)
- If any of the following information is announced, please evacuate vertically to the 3rd floor or higher.
 - Information on potential flood hazards (equivalent to alert level 4)
 - Information on flooding (equivalent to alert level 5)
- Check the latest information on TV, radio, or through internets

3. Earthquakes

If an earthquake occurs,

- 1) take refuge under a strong piece of furniture.
- 2) open the room door and window to allow easy exit.
- 3) If a fire broke out, try to extinguish the fire when it is still affordable. Call other residents for help.
- 4) things may collapse from above. Do not run out of the building. Keep calm, make sure you are safe to evacuate the building.

After the earthquake ends,

- 1) check the latest information on TV, radio, or through internets
- 2) take only a minimum of your personal belongings when evacuating.

4. Fire

Residents should take necessary precautions to prevent fires. Be careful particularly when smoking outside. Fire extinguishers is placed in the kitchen of each room. Please be aware of the location.

If you find a fire, inform your roommates and others immediately. If a fire breaks out while the I-House office is closed, you must call the security guard staying in the Night Duty Room 1104 (Tel.048-854-4555) and proceed to evacuate the building immediately.

5.Theft Prevention

Do not forget to lock your room door and windows when going out. In case of theft, residents should report to the I-House Office during its office hours, or a security guard outside of office hours.

If you wish to call the police, please inform the I-House Office or call 110. Please note that the I-House Office will not be responsible for any stolen items.

6. Emergency Evacuation Route

Please check the evacuation route in case of fire and earthquakes outlined in Attachment.

⑫ Room Inspections

In accordance with laws and regulations, staff members of the I-House Office may check your room without your consent in case of emergency and it is not to invade your privacy. Noticed in advance, the staff

will also enter your room in case of below.

- To check the conditions of the residents / room itself
- For the maintenance of the facilities

⑬ Restoration and Liability Property Damages

Residents who have caused damage to his/her room, equipment, or furniture intentionally or by gross negligence shall pay, without delay, the amount necessary to restore these properties to their former condition.

⑭ Eviction for Non-Compliance

Admission to I-House will be cancelled in the following cases:

- If you have lost the I-House residency status
- If you fail to pay the rent or any other expenses
- If you fail to pay any charges or damages
- If you violate any rules or regulations of I-House.
- If you seriously harm other residents' lives of I-House or neighbors
- If you are judged to be unfit for communal living due to illness or for other personal reasons
- If you duplicate your room key or rent your room to others
- If you conduct any other act equivalent to eviction

If you receive an eviction notice, you must leave I-House, bringing all your personal belongings within two weeks. Saitama University is not responsible for any loss incurred by a person who has been ordered to evict.

Revision of the Guidebook

This guidebook is subject to revisions, such as additions and deletions, as necessary for the management and administration