

## Information for New Residents (Kodaira) · Checklist

SCHEDULE	3-Sep			4-Sep	
	10am-5pm	4pm-6pm	7pm-	AM	1:30pm-5pm
 <b>Move-in-day &amp; Guidance</b>	<b>10am-5pm Move-in Day</b>  <b>One-Stop Service at Plaza Boiling</b> Mandatory : Fire insurance Optional : Wifi router, SIM cards, etc.	Bedding Sale 	Welcome Dinner 	Wifi router sale	<b>Guidance for New Residents &lt;Mandatory&gt;</b> 【Optional: SIM card registration】

### 1. Sept 3rd, 2019: Move-in Day

1-1	How to check-in	
✓	Time / Place	Time: 10am-5pm Place: Plaza Office, 1-29-1 Gakuen-nishimachi, Kodaira-shi, Tokyo 187-0045
✓	What to bring	<ul style="list-style-type: none"> <li>• Your residence card</li> <li>• Your passport or photo ID</li> <li>• 10,000 yen (<b>CASH ONLY</b>) if you wish to purchase a bedding set</li> <li>• 5,000 yen (<b>CASH ONLY</b>) if you wish to purchase a WIFI router</li> </ul>
✓	To do	At the reception, please show your passport or picture ID. Resident Assistants (RAs) and Community Assistants (CAs) will welcome you at the reception and provide a set of necessary documents (including your room key).
1-2	ATTENTION	
✓	Luggage	You only need to bring personal items. Residence halls are equipped with necessary furniture such as a desk, chair, bookshelf, refrigerator, wardrobe, and bed. Please prepare sheets, bedding, and a pillow. <b>Please do not bring your household furniture because we do not have room to store it.</b>
✓	Fire Insurance	Fire insurance is mandatory for all residents. You must submit a certificate of insurance within one month of your move-in date to the Student Services Division. (You can sign up at the one-stop service)
✓	Unable to move-in on September 3rd	If you are unable to move in on September 3rd, please contact the Student Services Division "Accommodation Section" by August 30th.

### 2. Sept 4th, 2019: Guidance for New Residents (MANDATORY)

2-1	Guidance for New Residents (MANDATORY)	
✓	Time / Place	Reception begins at 13:30 and the Guidance will end at 17:00. Place: Plaza Office
✓	Unable to attend the guidance	The guidance for new residents include important information regards to residence life. Please inform the please inform the Student Services Division 'Accommodation Section' in advance if you are unable to attend.
2-2	What to bring	
✓	What to bring	• Documents (to be submitted to the Plaza Office). You will get them when you check-in.
✓		• Your bank book and seal (hanko) if you already have a bank account. <b>※Make sure to bring the seal that you registered with your account (check with your bank beforehand)</b>
✓		<b>※In addition, PLEASE check your registered NAME on your bank account (alphabet, Kanji, Katakana etc.)</b>
✓		• 5,000 ( <b>CASH ONLY</b> ) if you wish to purchase a WIFI router • Your credit card ( <b>must be your under your name, debit cards not permitted</b> ) if you wish to sign up for a SIM card

### 3. [ATTENTION] IMPORTANT NOTE

✓	Move-in Day	If you are unable to move in on September 3rd, contact the Student Services Division in advance. If you do not move in and fail to give an appropriate reason, your residency permission will be cancelled.
✓	About beddings	<b>【For Exchange students only】</b> If you pre-ordered a bedding set in the application, please note that you will not be able to cancel your order. If you did not order the set in advance but would still like to purchase it, make sure to attend the sale early as stock is limited. <b>【All other students】</b> You can choose to bring your own beddings or buy during the sale. However, stock is limited so please come early.
✓	Eligibility	A resident must leave immediately even within the occupancy period if they: <ul style="list-style-type: none"> <li>- have failed to pay the residence fees and/or other expenses even after they have been urged to do so.</li> <li>- are no longer enrolled at Hitotsubashi University because of graduation, completion, withdrawal, or other reasons.</li> <li>- are taking a leave of absence from the university or has changed their resident status to anything other than "study abroad."</li> </ul>
✓	Luggage	If you ship your belongings, you should choose a delivery date and receive them by yourself. <b>Please do not send them before you move in. To avoid losing items, make sure they arrive after the move-in date.</b>
✓	Renovation	Please note that you may be asked to change rooms in the case of renovation work etc. In addition, all fees are subject to change.
✓	Building S/N	There are no elevators in Building S/N. It is your own responsibility to get your luggage to your room, so please bring a minimal amount.

### 4. Others

✓	City Hall Procedure	Those who are not exchange students and exchange students who will move in after September 3rd must register their adress at the Kodaira city hall within 14 days of moving in. Upon going to the city hall, please avoid Mondays and Fridays as they tend to get busy.
✓	Delivery Services	Luggage delivery services are available from the major airports in Japan, with reasonable prices. Make sure to set the delivery date to after your move-in date. For more information, see: <a href="https://www.narita-airport.jp/en/service/svc_05">https://www.narita-airport.jp/en/service/svc_05</a>
✓	Residence hall Address	1-29-1- (your room number), Gakuen-nishimachi, Kodaira-shi, TOKYO 187-0045

**【Contact information】: Student Services Division (Accomodation Unit) TEL: 042-580-8164/Email: stu-ry.g2@dm.hit-u.ac.jp**