

Announcement for New Residents of Hitotsubashi University

Kodaira Residence Hall

MOVE-IN DAY

Check-in: 9:00 to 17:00 on September 6 at Plaza Office

Address: Plaza Office, 1-29-1 Gakuen-nishimachi, Kodaira-shi, Tokyo 187-0045

- ◆ At the reception, please show your passport, or ID with your picture on. Resident Assistants (RAs) and Community Assistants (CAs) will welcome you at the reception and provide a set of necessary documents (including your room key).

*If you are unable to move in September 6, please contact the Office of International Affairs by August 30th.

- ◆ You can start your life with your personal items only, because necessary furniture such as a desk, chair, bookshelf, refrigerator, wardrobe, and a bed are equipped at Hitotsubashi University residences. Please prepare sheets, beddings and a pillow. Besides, please do not bring your household furniture, because we do not have any room to keep them.

★ **The following events will take place on 6th at the Plaza building:**

10:00~17:00 ONE-STOP service [Internet, Fire-insurance, Rent payment form]

18:00~19:00 Bedding sale

19:30~20:30 Welcome dinner

- ◆ Fire insurance is mandatory for all residents. You must submit a certificate of insurance within one month after the moving date to the Office of International Affairs. ,

Guidance for New Residents (mandatory)

You MUST attend the following residence hall guidance:

Date & time: Thursday, September 7. Reception opens at 13:30

Place: International Exchange Plaza Bldg.

Things to bring: writing materials, documents (to be submitted to the Plaza Office), residence card, bankbook and personal name-seal (If you have)

※If you will move-in after September 7th, Please make sure to attend the guidance held on Monday, October 2 13:30. Please let the Office of International Affairs know if you will not be able to attend the guidance.

ATTENTION!!

1. If you are unable to move in the date you stated on the application form, be sure to contact International Affairs Office. If you do not move in without any appropriate reason, or do not perform the move-in procedures without prior announcement, your residency permission will be cancelled. If you wish to cancel, please contact us immediately.
2. Residents must leave immediately even within the occupancy period if:
 - the resident has failed to pay the residence fees and/or other expenses even after he/she is urged to do so.
 - he/she is no longer enrolled at Hitotsubashi University, due to graduation, completion, withdrawal, or other reasons.
 - he/she takes a leave of absence from the university or changes the resident status other than "study abroad".
3. If you send your goods, you should appoint the date to be delivered and receive them by yourself. **Please do not send them before you move in. To avoid losing items, make sure they arrives after the move-in date.**

Address: 1-29-1 (your room number), Gakuen-nishimachi, Kodaira-shi, TOKYO 187-0045

- ◆ Please refer to the following website for further information of the Residence Hall.

<http://international.hit-u.ac.jp/en/curr/accom/index.html>

International Affairs Office, Hitotsubashi Univ.

2-1 Naka, Kunitachi-shi, Tokyo 186-8601

E-mail : int-dorm1284@dm.hit-u.ac.jp TEL : 042-580-8164/FAX : 042-580-8167