

HITOTSUBASHI UNIVERSITY RESIDENCE HALL KEIMEIKAN
APPLICATION GUIDELINES
(For residencies beginning Spring 2025)

1. Total number of rooms available: About 7

Type A rooms: 5

Type B rooms: 1

Barrier-free rooms*:1

* Students with physical disabilities are given priority access to the barrier-free rooms, but they are open to other applicants if there is no student who needs it at the time of recruitment. However, if there is a request from a student with a disability who needs to live in a barrier-free room, you will be required to move out even during your permitted residency period.

2. Eligibility for residence:

Students eligible for residence must be enrolled at Hitotsubashi University as of April 1st, 2025, as one of the following:

(1) Postgraduate student (including international students)

(2) Student with a physical disability

(3) International research student

(4) Any other student approved for residence by the University President

* Those who are currently residing in Keimeikan whose contract ends in March 2025 will be required to apply for a new residency period.

3. Available period of residence:

From April 1 (Tue) 2025 to March 17 (Tue) 2026.

*1 The moving day is scheduled for April 1. As a general rule, new residents should move in on that date.

*2 New residents are not allowed to move in except for the period of residence. However, if a current resident is approved for an extension, they may continue to reside in the Residence Hall for the period between the current period of availability and the above period of availability.

*3 Even if it is within the permitted residency period, students are not allowed to stay at the Residence Hall after graduation.

*4 Residents cannot move-in on weekends and holidays.

*5 Those who are approved must move in within 10 days of the start of the availability period of residence.

4. Application method and application period:

(1) Application method:

please complete the online application from the following URL.

<https://hrs.ad.hit-u.ac.jp/v33/entries/add/801>

(2) Application period:

from Tuesday, February 11th, 2025 to Monday, February 17th, 2025

5. Selection method:

Residents will be selected by lottery.

6. Announcement of results:

Results will be announced within **Thursday, February 20th, 2025** on the following website.

<http://www.hit-u.ac.jp/shien/campuslife/apartment.html#Keimeikan>

* If you choose to cancel your request to live in the Residence Hall, please submit your cancellation request at the URL below by **Monday, February 24th**. You may be required to pay additional fees if you choose to cancel after the deadline.

URL : <https://hrs.ad.hit-u.ac.jp/v33/entries/add/799>

7. Expenses (Monthly):

	Entrance fee	Rent	Common service fee	Fire insurance contribution fee
Type A room	30,000 yen (charged only for the 1 st month of moving in)	49,000 yen	6,000 yen	500yen
Type B room		60,000 yen		
Barrier-free room		49,000 yen		

* In addition to the above fees, you need to pay the Utility fees (Water bills are included in the common service fee).

* Accepted students need to contact the electric power company to open an electricity account.

* Please pay the Entrance fee together with the first payment of Rent, Common service fee and Fire insurance contribution fee.

Payment method:

Please pay the amount on the monthly invoice issued by the manager's office (please note that the invoice for the month that you move in will include the Entrance fee) either by a bank transfer to the designated account (transaction fees paid by the resident).

8. Allergies:

If you have any allergies, please inform the Student Services Division in advance.

9. Location and transport:

Hitotsubashi University Residence Hall Keimeikan
3-7-1 Higashi, Kunitachi
Tokyo 186-0002

* This location is approximately an 8-minute walk from Kunitachi Campus of Hitotsubashi University.

10. Facilities,etc. :

(1) Separate spaces

(a) Type A rooms (20.43 m²); Type B rooms (27.61 m²); Barrier-free rooms (27.61 m²).

(b) Communal facilities: Four washing machines and four dryers in each laundry area for men and women, one multipurpose toilet, ten parcel delivery boxes.

* Multipurpose toilet: This toilet can be used by the physically disabled, those with children, pregnant women, the elderly, and those with other injuries or illnesses.

(c) Room facilities: washbasin, bathtub and shower, toilet, desk, desk lamp, chair, drawer unit, bookcase, air conditioner, bed, mattress, bed pad, sheet, curtains, refrigerator, microwave oven, IH cooking heater, storage box (closet chest), air purifier, shoe rack, umbrella stand, room lighting.

* Only in barrier-free room: wardrobe, and washing machine.

(2) Security

Automatic lock apartment, security cameras, and an automatic fire alarm system will be issued. The hall management office is open during the week (9 am–6 pm). At night (6 pm–9 am), on weekends, and on national holidays, a call center is available.

(3) Mail

Ordinary mail is delivered to communal mailboxes (the mail is delivered from outside and is retrieved inside). Small parcels and other deliveries are placed in delivery boxes if students are out when they arrive.

(4) Internet (wired)

Each room has LAN ports. The Internet can be accessed by connecting a cable (not provided by the university) to a computer. There is no need to enter into a contract with an internet service provider separately.

(5) Television

Each room has antenna outlets. A television set can be connected to the outlet with a cable. Please contact NHK (Japan Broadcasting Corporation) to arrange the payment of the NHK monthly service fee.

(6) Parking

Spaces are available for bicycles and motorcycles but no parking is available for cars.

11. Other:

Applications from students who fall under the following conditions will not be considered. If the following conditions are found after the student has been granted a room, the residential agreement will be terminated.

(1) The student has unpaid whole or partial dormitory fees which are listed in “**7. Expenses**” at the time of application, or after application, the student fails to pay their fees within the designated time even after being reminded by the University.

(2) The student has received disciplinary action or other actions such as strict warnings from the University.

(3) The student is no longer enrolled at Hitotsubashi University.

(4) The student is recognized as not suitable to live in Keimeikan due to health or sanitation issues.

(5) The student disrupts the order of Keimeikan.

(6) The student provides false information upon applying for Keimeikan.

(7) The student seriously hampers the management/administration of Keimeikan.

12. Contact Information

Accommodation Section, Student Services Division, Hitotsubashi University

Office: Main Building 1F, Kunitachi West Campus

«Office Hours:8:30-17:15 on Weekdays»

TEL : 042-580-8164 Email : dormitory@ad.hit-u.ac.jp

Personal information described in all documents to be submitted at the time of applying for the residence halls will be used only within the scope of the accommodation application and will not be used for other purposes.