

<Outline of Osaka University Suita Campus International House>

• Residence Procedure

Period of Application

The application period is from 180 days before up to 5 days before the check-in date.

Rent

- Residents should pay the entire rental fee **NO LATER THAN 3 BUSINESS DAYS BEFORE THE CHECK-IN DATE.**

- Rental fee is NOT refundable in any circumstances.

Please prepare exact amount.

* If the resident cannot pay the rental fee by 3 business days before the check-in date for an unavoidable reason such as the resident has not arrived yet in Japan, the hosting laboratory should pay the rent for the resident.

• Outline of the Building

Name, Address and Telephone Numbers:

The House is located on the Suita Campus, next to the Research Institute for Microbial Diseases.

Osaka University International House, Suita

Address: 3-1 Yamadagaoka, Suita-shi, Osaka 565-0871

Tel: +81-6-6879-7142 (Extension number:7142)

Office hours: Monday through Friday except national holidays, 10:00a.m. to 12:00p.m. and 1:00p.m. to 4:00p.m.

Building, Facility

1) Outline of the Architecture

Area: 996 m²

Structure: three-storied reinforced concrete building

Grounds: building space 161 m², gross floor space 537m²

2) Rooms

Room Type	Occupants	Floor Space (m ²)	Number of Rooms	Rent (per night)	Equipment
A	2-4 persons (Two-Bedroom)	64.00	1	¥ 5,000	bath, toilet, air-conditioner, refrigerator, kitchen, cooking utensils, LAN wall socket, furniture (bed, desk, closet etc.), washer/dryer combination, television, vacuum cleaner
B	1-2 persons (One-Bedroom)	36.60	4	¥ 4,000	bath, toilet, air-conditioner, refrigerator, kitchen, cooking utensils, LAN wall socket, furniture (bed, desk, closet etc.), television, vacuum cleaner
C	1 person (Studio)	13.50	8	¥ 3,000	bath, toilet, air-conditioner, refrigerator, kitchen, cooking utensils, LAN wall socket, furniture (bed, desk, closet etc.), television

- The rent includes gas, water and electricity expenditures

3) Shared Facilities

Room Type	Equipment
Lounge	television, video, newspapers, LAN wall socket
Laundry Room	washer/dryer combination, clothes iron

• User Instructions

Please read these guidelines well, and use carefully while staying here. In case you might have any questions, please contact the manager.

If you will break the rules of the House, or not follow the instructions of the manager, your permission to stay at the House will be withdrawn, and you will have to leave the room.

1. Management of the House

1) The Manager's Office

The manager will be available from 10:00a.m. to 12:00p.m. and from 1:00p.m. to 4:00p.m. on weekdays except Thursday and national holidays. Please feel free to contact the manager at this time with your questions or other formalities.

2) Room Inspection

When examination or repairs of equipment and/or room furnishings is necessary, the manager or university personnel may enter your room after obtaining the consent of the Director. As a rule, we will ask you permission to enter your room in advance, but in case of emergency, personnel may enter the room without prior notice.

2. Check-in and Check-out the Room

1) Room Key

i. receiving the key

When the formalities of the application for residence have been completed with the payment, the rental room key (card-key) will be issued to the receiving professor. On the day of planned check-in to the room, please ask your professor who received the card key. The key can be used from 2:00p.m. on the day of check-in until 12:00p.m. on the day of check-out.

ii. entrance door of the building

The entrance door of the building will normally be locked. Please use your card key to enter the building.

iii. number of keys to be issued

As a rule, one resident will receive one room key. It is strictly forbidden to lend out the key to another person.

iv. lost or damage

Residents have to handle the card key carefully. In case the key has been stolen, lost or damaged, please report to the manager immediately.

2) Check-In

Please check in between 2:00p.m. and 4:00p.m. On the day of check-in the manager will explain about the facilities and rules of the House.

If you plan to check in after business hours, please notify the manager beforehand. In such of any case, please contact the manager after checking in as soon as possible in order to receive instructions about the facilities and rules.

3) Room Inspection upon Entry

Upon entering the room for the first time, please check if there is any damage to furnishings or malfunctioning in the room. In case of damage or malfunction, please contact the manager immediately. Please be aware that in case the manager is not notified immediately, you might be

charged for these damages upon departure from the room.

4) Room Inspection when Checking Out

When checking out, the room furnishings and equipment will be checked by the manager for damage or malfunction. As a rule, the room will be checked at the time of checking out or on the afternoon before the day of check-out. The resident must be present at the time of the room-check.

5) Check-Out

Please check out before 12:00p.m. When planning to check out before or after the working hours of the manager, please notify the manager beforehand and follow the instructions.

6) Returning the card Key

When checking out, please return the card key to the manager. In case the manager is not present, leave the card key in the return-box placed in front of the office door.

3. Living in the House

1) Handling the Furnishings and Equipment

Please handle the facilities and equipment in the House with care, so that the House can be maintained in a good condition. Please be aware that you can be charged in case you defile, or cause damage or loss to the facilities and equipment of the House.

Residents are not allowed to attempt alteration, repair or remodeling of facilities and equipment. Residents are not allowed to place furniture outside the room. In case furnishings or equipment of the room are damaged or malfunctioning, please contact the manager immediately.

2) Food

Meals are not provided in the House. Please prepare food by yourself.

3) Cleaning

i. your room

You are expected to clean your room by yourself. You can borrow a vacuum cleaner at the storage room on the third floor. As the number of vacuum cleaners is limited, please return it immediately after you use. Please pay special attention to the cleaning of the ventilator and the drains of the kitchen sink and bath tub, because these tend to get dirty quickly. In case you will stay with children, please pay attention that they do not draw or paint on the walls.

ii. communal areas

As a rule, the manager will clean the communal areas, but in case you have dirtied the communal areas, please clean them up immediately.

4) Garbage

Please separate the garbage by the categories below, and throw them outside away to the garbage box of the building on your right side when leaving the building, at the place where the garbage should be collected.

Please separate the garbage correctly. Otherwise, the garbage will not be collected, which will cause problems with sanitation. If you do not understand how to separate the garbage, please contact the manager. Garbage should be separated in the following way:

- burnable garbage paper, food, plastic trays for food etc.
- glass bottles Please clean before disposing.
- cans Please clean before disposing. In case of spray cans, make sure that these are completely empty.

- Pet bottles
- non-burnable garbage plastic products, bulbs, broken glass etc.
- dangerous garbage* batteries etc.
- recyclable garbage* magazines, books, newspapers, corrugated boxes etc.
- others electric products, blankets, large-size products etc. will not be collected.

Note: please put “*” marked garbage on the cart, which is placed in the entrance hall.

5) Change of Sheets

The bed sheets will be changed once a week. Please put the bed sheets and pillowcase in the bag and hang the bag on the (outside) doorknob of your front door every Tuesday before 11:00a.m.

New sheets will be returned every Tuesday afternoon on the (inside) doorknob of the door, and we ask you to make the bed by yourself. Furthermore, from the viewpoint of hygiene, we ask you to always use the sheets when sleeping on the bed.

6) Towels

At the time of check-in the room, we will lend you a set of towels, including a bath towel. We ask you to wash these by yourself when staying in the room.

7) Hair drier

We will lend you a hair drier if you wish. Please contact the manager.

8) Laundry

Please use the washing machines and dryers provided in the laundry rooms on the 2nd and 3rd floor. You can borrow an iron from the manager and use the ironing boards provided in the laundry room. We ask you to buy washing powder by yourself. Furthermore, when doing laundry, please pick up your laundry immediately after the machine has finished, so other people can use the washing machine.

9) Computer Access

Each room has a socket through which you can connect to the University LAN and the Internet. If you would like to use, you should submit the application for internet access since the House does not lend out any computers-related equipment, you should prepare your own PC and LAN cable etc. and connect it yourself.

10) Posted mail

You cannot receive mail while you are staying at Suita International house. So we ask you to make arrangements with your supervising professor in case you need to receive postal mail.

11) Smoking

You are not allowed to smoke in the House. People who would like to smoke can do this in the smoking corner, located near the entrance of the building. Furthermore, please make sure you put out all fires when leaving your room, and make sure that you lock your door.

12) Theft

The House will take no responsibility in case theft has occurred. We ask you to take care of your belongings yourself.

13) Air Conditioning

You can regulate the temperature in your room by using the air conditioner. In order to prevent the outbreak of fire, you are not allowed to bring any kind of heater into your room.

14)Veranda

The veranda functions as an escape exit in case of fire or other emergency, so please do not place any items here. Furthermore, as pigeons will often come to the veranda, please make sure that they do not make nests on the veranda.

15)Pets

From the viewpoint of hygiene, having pets or otherwise keeping any animals in your room are prohibited. Furthermore, you are not allowed to feed any animals living in the vicinity of the House.

16)Noise

In order to keep a comfortable living environment, please refrain from making loud noises or producing bad smells in the House.

17)Visitors

People other than those, having received permission, are not allowed to stay at the House. In case of special circumstances, please contact the manager.

4. Facilities

1) Lounge

The lounge located on the first floor is a space where residents can meet. This lounge can be used freely by residents. Newspapers and magazines are provided for all residents, so please do not take these to your room.

2) Laundry Room

Laundry rooms are located on the 2nd and 3rd floors. Two washer/dryer combinations and equipment for ironing are provided on each floor.

3) Storage

Large luggage like suitcases can be placed in the storehouse during your stay at the House, with a permission of the manager. However, the storehouse cannot be locked, so we ask you not to leave any valuables in the storage.

Please write your name and room number on a piece of paper and attach this to the luggage that is placed in the storage. Luggage without any name will be considered as garbage and thrown away.

5. Personal Transportation

1)Cars

Since there is no parking space at the House, you are not allowed to bring a car.

2)Bicycles, Scooters

Bicycle and scooter users can park their vehicles in the parking space provided on the left side of the building. In order to make it possible for ambulances to pass through, please park your vehicle to the side as much as possible.