

## Hiroshima City University International Dormitory “Sakura” Application Guidelines

Through students from a variety of countries and cultures residing together, Hiroshima City University’s International Dormitory “Sakura” is designed to foster strong individuals who can build positive human relationships, appreciate diversity, express empathy, and gain a global perspective.

We are currently recruiting residents. Those who wish to reside in this dormitory should apply after confirming the following.

### 1. Application Qualifications

International students enrolled in our university and exchange students from our international partner universities.

※Freshmen and registered students are also eligible to apply, but foreign research students, and credited auditors are ineligible.

### 2. Fees

Dormitory fee (monthly)	20,000 yen (estimated)	All members
Maintenance fee (yearly)	1,000 yen (500 yen/ 6 months)	
Cleaning fee (one time upon leaving)	8,000 yen (estimated)	
Parking fee (yearly)	7,000 yen	Applicants

※Dormitory fees are scheduled to be fixed in March 2018.

※Besides the above-mentioned fees, utility bills (electricity, gas, and water) for private rooms and common spaces must be paid. Utility bills for common spaces are shared by unit residents. If you rent bedding, a rental fee is necessary.

※The cleaning fee is required to restore private rooms back to their original condition after residents leave. The cleaning fee is subject to change. The cleaning fee will be collected at the end of April with the dormitory fee for April.

※The dormitory fee and utility bills will be charged for one month even if you reside for only one day.

※We recommend you pay dormitory fees, utility bills, and the cleaning fee via direct debit. This can be arranged by opening an account at the Momiji Bank. If you cannot pay by direct debit, you can pay by cash at the Student Support Office every month. We cannot, however, give you change.

### 3. Tenancy period

Within two years (April 1 (Sun), 2018 to March 20, 2020)

※Student dormitory leaders can extend their period of residence one extra year.

### 4. Capacity

48 (24 females and 24 males)

※This number may change in relation to number of applicants.

### 5. Application Procedure

#### (1) Documents to be submitted

Applicants who wish to reside should submit the following documents to the Student Support Office within the submission period. Please write “International Student Dormitory Application Form” on the front of the envelope in red ink and write your name and address on the back.

① Application form

② Pledge

③ Self-addressed, stamped (¥82) envelope (For notification of selection results)

※③ should only be submitted by international students living in Japan

(2) Recruitment period

Prospective full-time international students Exchange students	Must arrive between February 7 (Wed) and February 16 (Fri), 2018
Full-time international students Graduate students	Must arrive between January 19 (Fri) and February 9 (Fri), 2018

※For freshmen taking the entrance examination for foreign students, please note that due to the residents selection process, the application deadline is before the announcement of entrance examination results.

(3) Application for student dormitory “Momiji”

If you intend to also apply for the student dormitory “Momiji,” please indicate your first choice on the application form.

※“Sakura” and “Momiji” have different occupancy conditions and room and dormitory fees. Please inform yourself of these differences and apply to both only if necessary.

6. Selection Process

- (1) Acceptance or rejection of residence will be based on our evaluation of application materials.
- (2) You will not be accepted if your submission documents are incomplete .

7. Announcement of selection result

Prospective full-time international students, Exchange students	March 7 (Wed), 2018
Full-time international students, Graduate students	February 27 (Tue), 2018

We will send notification of selection results by mail only to international students living in Japan. We will not send results to anyone who fails the entrance examination.

8. Occupancy date and time

Date of occupancy

April 1 (Sun) - 3 (Tue)

Time of occupancy

8:30 am – 5:00 pm

9. Personal information

Regarding your personal information, we will comply with laws such as “laws concerning the protection of personal information held by independent administrative agencies, etc.”

Based on the “Hiroshima City University private information protection regulations,” we will make every effort to strictly manage and protect personal information. Personal information in the submitted documents will be used only for selection of residents and “Sakura” management purposes.

Regarding the management of the international student dormitory “Sakura,” if necessary, we will provide all or part of the personal information to the company entrusted by the university based on Hiroshima City University private information protection regulations.

10. Other

The contents of the application form for the international dormitory “Sakura” will not affect the results of the entrance examination.

11. Address for application submission and inquiries regarding “Sakura”

Hiroshima City University Student Support Office

3-4-1 Ozuka-Higashi, Asaminami-ku, Hiroshima, 731-3194, Japan

TEL 082-830-1522

FAX 082-830-1529

e-mail [gakusei@office.hiroshima-cu.ac.jp](mailto:gakusei@office.hiroshima-cu.ac.jp)