

\*The Japanese version is the authoritative version, and this English translation is intended for reference purposes only. Should any discrepancies or doubts arise between the two versions, the Japanese version will prevail.

## **Detailed Regulations concerning the Use of the International Residences at Tokyo University of Foreign Studies**

Established: February 27, 1985

Amended:

September 16, 1998

April 1, 2005, Regulation No. 18

January 15, 2013, Regulation No. 3

### Article 1 Purpose

The purpose of these Detailed Regulations is to specify necessary details concerning the use of international residences at Tokyo University of Foreign Studies (“Residences”) in accordance with the provisions of Article 19 of the Regulations concerning the International Residences at Tokyo University of Foreign Studies (“Regulations”), established on December 19, 1984.

### Article 2 Definition

The term “family members” as used in Article 6 of the Regulations shall mean spouses and children of international students, international researchers, language lecturer, etc.

### Article 3 Application to Reside in the Residences

Persons wishing to reside in the Residences shall submit applications.

### Article 4 Permission to Reside in the Residences

After deliberation by the Steering Committee for the TUFS International Residences (“Committee”), the Director of the Residences (“Director”) shall determine whether or not to permit applicants to reside in the Residences. If the Director gives permission to an applicant to reside in the Residences, the Director shall issue a permit to the applicant.

#### Article 5 Procedures to Reside in the Residences

Persons permitted to reside in the Residences (“Residents”) in accordance with the provisions of the previous article shall submit the following documents at the time of moving in:

- (1) Move-in notice
- (2) Written pledge

#### Article 6 Extension of the Maximum Lease Period

1. Residents wishing to extend their maximum lease period on the basis of Article 7, Paragraph 3 of the Regulations shall submit applications to the Director no later than one month before the end of the lease period and shall obtain permission from the Director.

2. If the Director gives permission to an applicant to extend the lease period, the Director shall issue a permit to the applicant.

#### Article 7 Moving Out Procedures

Before moving out of the Residences, Residents shall submit notices to the Director no later than one month before the move-out date.

#### Article 8 Family Members Moving In or Out

1. Residents wishing to bring their family members to live together shall submit applications to the Director.

2. If the Director gives permission to an applicant to bring his/her family members, the Director shall issue a permit to him/her.

3. Residents wishing to have their family members move out shall submit notices to the Director. However, if a Resident plans to change rooms for personal reasons, he/she shall once again go through the whole moving-in procedures.

#### Article 9 Cancellation of Permission

Cancellation of permission for Residents to reside in the Residences on the basis of Article 13 of the Regulations shall be carried out by issuing notices thereof after deliberation by the Committee.

#### Article 10 Gatherings, Events, etc.

1. If Residents plan to hold gatherings, events, etc. at the Residences, the persons in charge shall submit applications to the Director at least seven days in advance and shall obtain permission from the Director.
2. If the Director gives permission for gatherings, events, etc., the Director shall issue permits to the persons in charge.

#### Article 11 Maintenance of Facilities in Good Condition, etc.

1. In order to preserve order at the Residences and maintain equipment and other facilities in good condition, Residents and their family members living together shall comply with the following:
  - (1) Do not sublet all or any part of the leased premises.
  - (2) Do not use the premises for purposes other than residential purposes or make any alterations, additions, or other changes to the premises.
  - (3) Do not move equipment, etc. inside the premises or take fixtures and fittings outside the Residences.
  - (4) Check equipment, fixtures and fittings, or other facilities inside the premises and have them inspected at the time of moving in or out.
2. The provisions of the previous paragraph shall apply mutatis mutandis to the use of the Residences by persons other than Residents and their family members living together.

#### Article 12 Forms of Applications and Permits

The Director shall separately prescribe the forms of applications and permits relating to the Residences.

#### Article 13 Miscellaneous Provisions

Any matters relating to the use of the Residences other than those stipulated in these Detailed Regulations shall be determined by the Director separately.