

[For International Students]

## HOKKAIDO UNIVERSITY STUDENT DORMITORY GUIDE

### **HOKUSHIN-RYO (STUDENT DORMITORY)**



Hokkaido University Graduate School /School of Fisheries Sciences

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**Map of Hokkaido University Student Dormitories**

# 1 Overview of the Student Dormitory (Hokushin-Ryo)

## 1) Objectives

The Student Dormitory (Hokushin-Ryo) was established with the goal of providing students of Hokkaido University (HU) a positive environment for student life to enhance learning.

## 2) Management and Operations

Hokushin-Ryo is managed and operated in accordance with the HOKKAIDO UNIVERSITY STUDENT HOUSING REGULATIONS and accompanying bylaws. The Dean of the Graduate School of Fisheries Sciences is responsible for its operation and management, while the Hakodate Campus Administration Department, Student Affairs is responsible for its administrative affairs.

## 3) Names and Location

Hokkaido University, Hokushin-Ryo

Address: Nakamichi 1-9-1, Hakodate 041-0853

Tel.: 0138-52-1160 (Management Office)

## 4) Capacity

100 persons: 70 men (7 for international students); 30 women (3 for international students)

## 5) Facilities and Equipment

### (a) Facilities

CATEGORIES	MEN ONLY			WOMEN ONLY
floor	1F	2F	3F	4F
area	575 m <sup>2</sup>	1,158 m <sup>2</sup>	672 m <sup>2</sup>	672 m <sup>2</sup>
resident facilities	12 rooms / 14 m <sup>2</sup>	28 rooms / 14 m <sup>2</sup>	30 rooms / 14 m <sup>2</sup>	30 rooms / 14 m <sup>2</sup>
shared facilities	Students' (Dormitory) Committee Room, lounge, kitchen, washroom, wash / laundry room, bathroom, shower room, toilet / lavatory, storage room	footwear room, lounge, lounge corner, kitchen, washroom, wash / laundry room, bathroom, shower room, toilet / lavatory	lounge, kitchen, washroom, wash / laundry room, bathroom, shower room, toilet/lavatory	lounge, kitchen, washroom, wash / laundry room, bathroom, shower room, toilet / lavatory
capacity (1 person per room)	12 rooms for men 12 people	28 rooms for men 28 people	30 rooms for men 30 people	30 rooms for women 30 people

### (b) Equipment

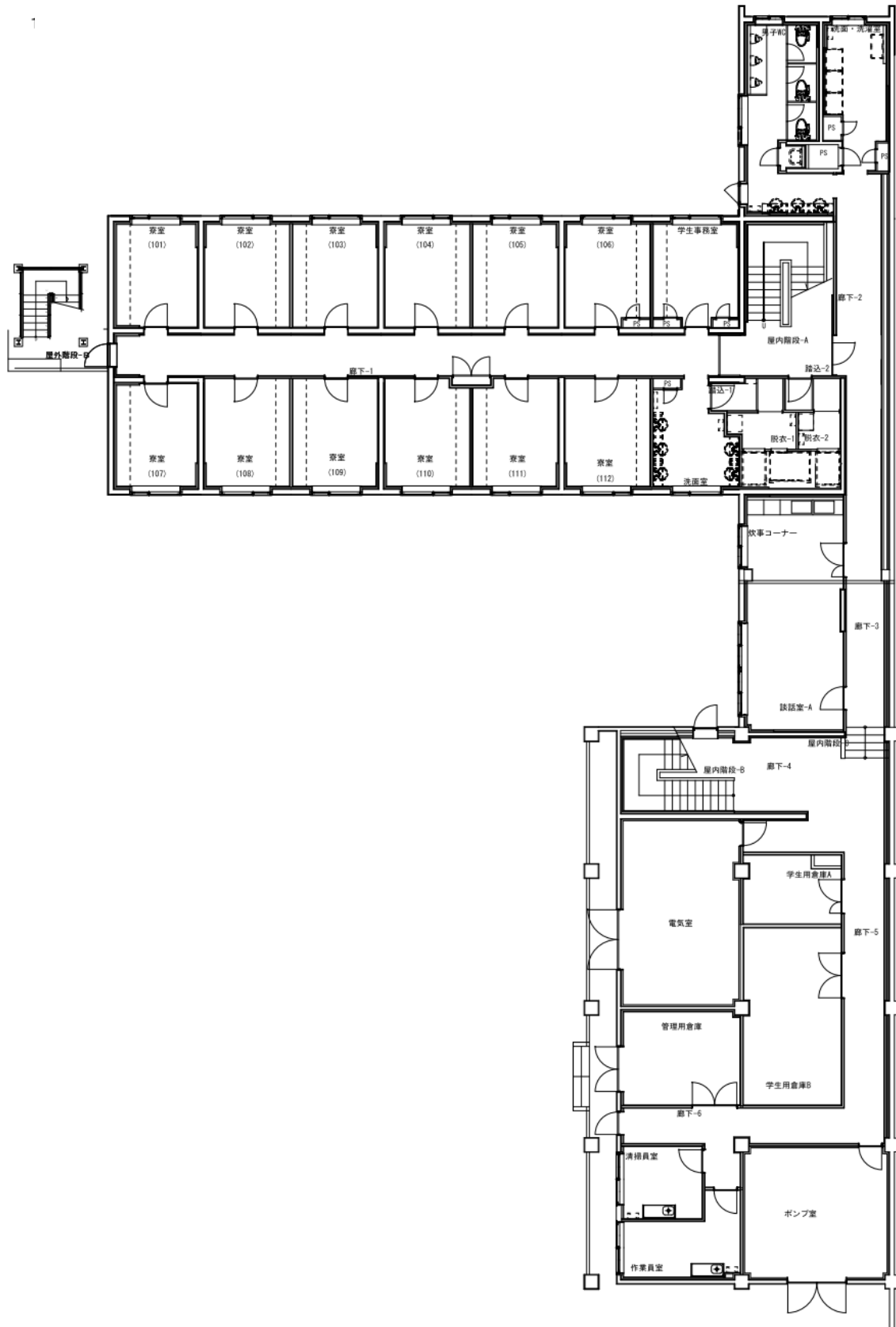
UNIT ID	NUMBER OF ROOMS	FLOOR	EQUIPMENT
footwear room	1	2	shoe cubby, mailbox
residents' rooms	100	1~4	desk, chair, bed, FF heating unit, heat-exchange type ventilation fan
Students' (Dormitory) Committee Room	1	1	table, chair, book shelf
lounge	4	1~4	table, chair, storage locker
lounge corner	1	2	table, chair, chair cart, television, DVD recorder
vending machine corner	1	2	1 vending machine
kitchen	4	1~4	table, IH cooking heater, microwave oven, refrigerator
washroom	4	1~4	water heater
wash / laundry room	4	1~4	water heater, washer/dryer
bathroom	4	1~4	
shower room	4	1~4	
toilet / lavatory	4	1~4	
storage room	2	1	

### (c) Parking Lot

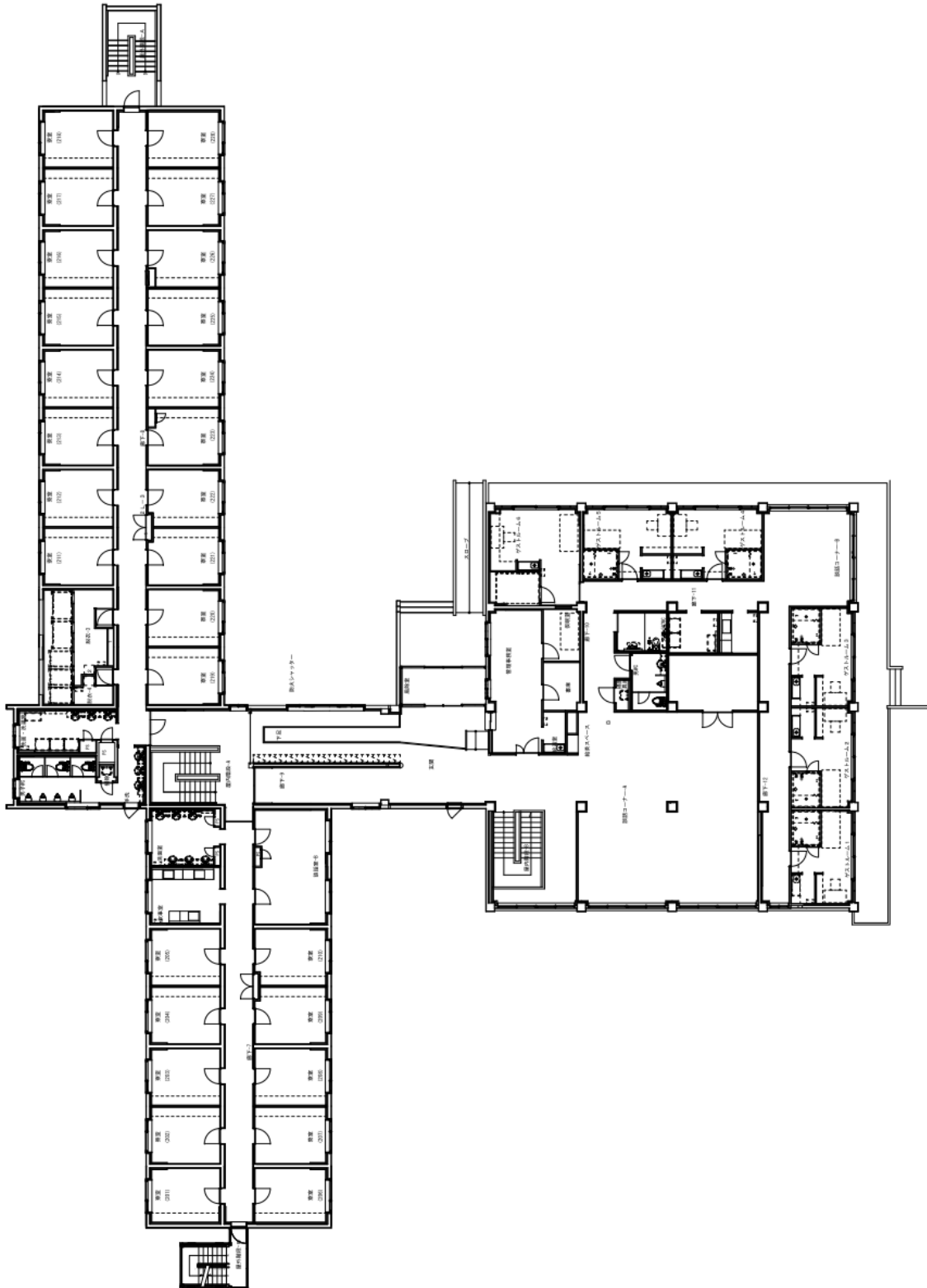
Parking spaces for students: 29; researchers: 2; disabled: 1; visitors: 3; management: 3

## 2 Hokushin-Ryo Floor Plans

### 1) 1st Floor

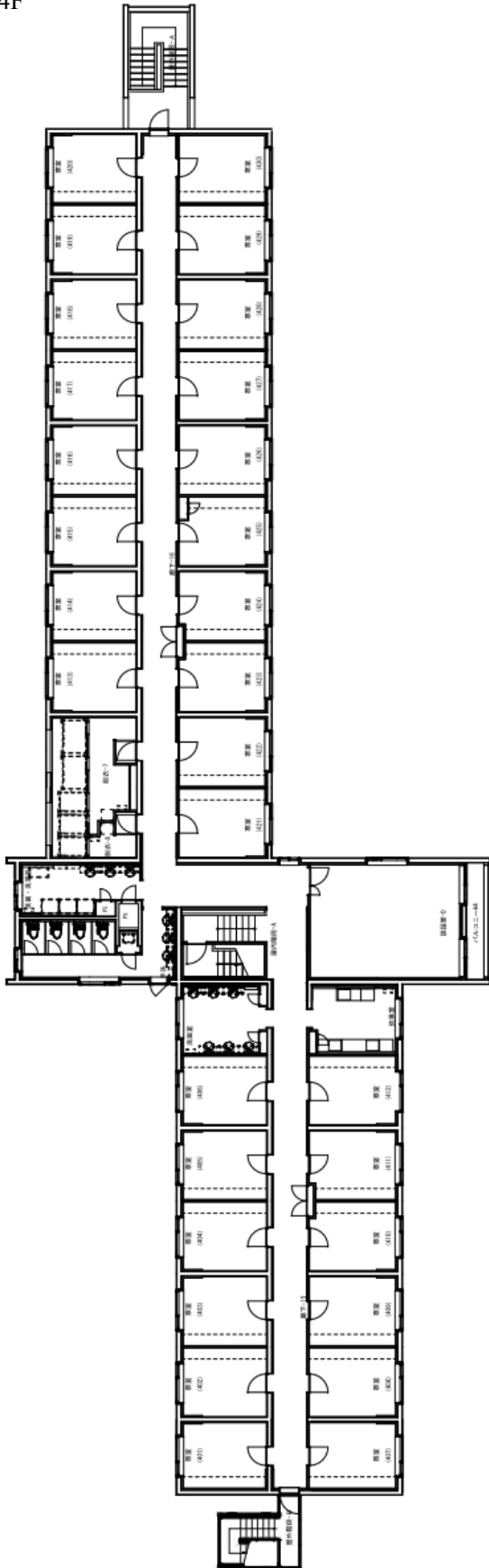


## 2) 2nd Floor

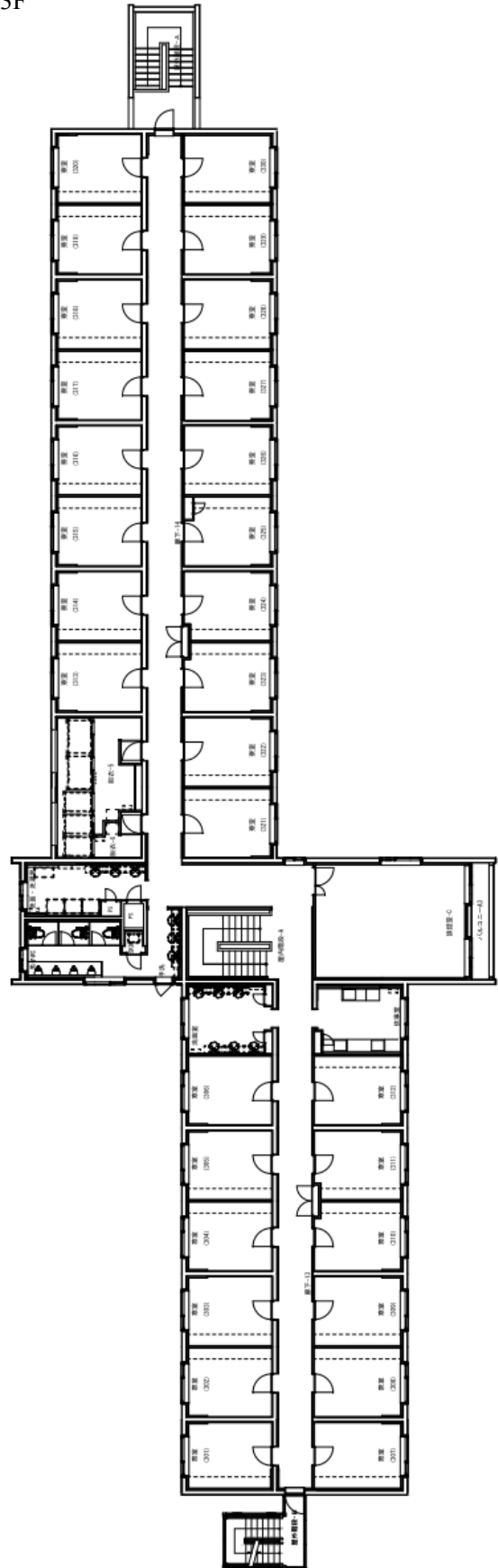


### 3) 3rd and 4th Floors

4F



3F



### **3 Applications for Admission to Hokushin-Ryo and Associated Procedures**

#### **1) Qualification for Admission**

Admission to Hokushin-Ryo is limited to regular students of HU; however, all international students qualify for admission. Persons who have exceeded the minimal number of years needed to graduate in their course of study may not continue to reside in Hokushin-Ryo.

#### **2) Residence Application**

Persons wishing to be admitted to Hokushin-Ryo should complete and submit the following forms. Further, the application period for admission shall be announced separately.

STUDENT DORMITORY (HOKUSHIN-RYO) RESIDENCE APPLICATION (INTERNATIONAL STUDENT),  
Attached Form 1-2.

#### **3) Selection and Notification of Results**

The selection of Hokushin-Ryo candidates shall be performed by the management representative (the Dean of the Graduate School of Fisheries Sciences) based on HU STUDENT HOUSING SELECTION STANDARDS. Notification of the selection results shall be sent separately.

#### **4) Authorized Period of Residence**

The authorized period of residence permitted shall be no more than the minimal term of the student's course of study. However, the term of residency may be extended if the management representative perceives that there is a legitimate reason for doing so.

#### **5) Arrival Procedures**

Persons who have been selected for residence must enter Hokushin-Ryo within 14 days of the authorized start of residence. (Notify the management office in advance of your move in date.)

In addition, a RESIDENT'S PLEDGE and a NOTIFICATION OF RESIDENCE must be completed and submitted to the Hakodate Campus Administrations Department, Student Affairs within 7 days of moving in.

#### **6) Revoking Residence Permission**

If a person who has been selected for residence fails to complete the entry procedures within the designated time period (including not moving into the dormitory), or if false statements were present on the documents submitted, permission may be rescinded.

### **4 Preparations for Moving In**

#### **1) Personal Belongings**

Every Hokushin-Ryo room is equipped with a desk, chair, bed, FF heater, and heat-exchange ventilation fan. Students should bring any other items necessary for their daily life.

#### **2) Sending Luggage in Advance**

Mr./Ms. \_\_\_\_\_ (resident's name)

Hokkaido University Hokushin-Ryo

Nakamichi 1-9-1

Hakodate 041-0853

\* Residents are asked to arrange their move in day to coincide with the day their belongings arrive.

### **5 Life in the Dormitory**

#### **1) Rooms**

The rooms are private and 14 m<sup>2</sup> in size.

#### **2) Meals**

Meals are not provided. Each floor has a cooking area to prepare simple meals.

#### **3) Baths**

Each floor has bathrooms and shower rooms that can be used 24 hours a day.

#### **4) Laundry**

Each floor has washers and dryers.

### 5) Telephone

Calls made to Hokushin-Ryo residents are received in the management office and announced via broadcast.

### 6) Mail

Mail is placed in the mailboxes in the entrance; registered mail is given to the resident after confirmation of their identity.

Delivery items are received by the management office, and residents are informed of their arrival via the bulletin board.

### 7) Contacting Residents

Hokushin-Ryo residents are contacted via notices on the bulletin board.

### 8) Prohibition against Overnight Visitors

Persons other than those permitted to reside in Hokushin-Ryo are not permitted to stay overnight. Please comply strictly to this rule.

### 9) Gas Contract

The heater in Hokushin-Ryo uses municipal gas. Residents must arrange for an individual contract with Hokkaido Gas Co., Ltd. (0138-43-6162).

## 6 Fees and Payments

### 1) Lodging Fees

(a) Rent is 7,000 yen per month.

(b) Please pay your rent at the Hakodate Campus Administrative Department, Student Affairs by the specified due date. Residents that fail to pay their rent for more than three months will be evicted.

(c) Regardless of whether a resident moves in or out anytime during the month, rent for that month is still due.

(d) Paid rent is non-refundable.

(e) Should the person primarily responsible for paying the student's school expenses suffer a disaster due to wind and flooding, there is a rent exemption system that they could be eligible for if they are acknowledged as being in a hardship situation. For details, please contact Student Affairs.

### 2) Parking Fees

(a) Residents parking their vehicle at the dormitory will be charged a parking fee. The parking fee is 3,300 yen per month. (Apply for a PARKING LOT PERMIT separately.)

(b) Please pay the parking fee at the Hakodate Campus Administration Department, Student Affairs. Residents that fail to pay this fee for more than three months will be evicted.

### 3) Utility and Consumable Fees

Fees for utilities and consumables used while living in the Hokushin-Ryo will be borne by residents. Expenses consist of those that are used individually and are the individual's responsibility, and those that are equally divided. (For details on the allocation of expenses for utilities and consumables, please see Appended Table 2 of the HOKKAIDO UNIVERSITY STUDENT HOUSING REGULATIONS.)

(a) Items paid individually

Electricity, gas (metered separately), and internet usage in the room

(b) Items equally divided

Electricity: Students' (Dormitory) Committee Room, lounges, lounge corners, kitchens, washrooms, wash / laundry rooms, bathrooms, shower rooms, toilets / lavatory, and storage room

Water: kitchen, washrooms, wash / laundry rooms, bathrooms, shower rooms, toilets / lavatories

Gas: kitchen, washrooms, wash / laundry rooms, bathrooms, shower rooms

Supplies: toilet paper

(c) Please pay utility fees at the Hakodate Campus Administration Department, Student Affairs by the specified due date. Residents that fail to pay this fee for more than three months will be evicted.

### 4) General Monthly Expenses

Residents' monthly expenses, omitting the cost of food, is payable to the Student's (Dormitory) Committee and consists of rent, parking fees (if applicable), utility fees, consumable fees, and misc. expenses which total approximately 15,000 yen - 25,000 yen.

## **7 Rules Pertaining to the Student Dormitories**

### **HOKKAIDO UNIVERSITY STUDENT HOUSING REGULATIONS**

#### **(Purpose)**

Article 1 These regulations stipulate the organization and management of Hokkaido University Student Housing (hereinafter referred to as "Student Dormitory") based on the provisions of Article 39, paragraph (2) of the RULES CONCERNING THE ORGANIZATION OF THE NATIONAL UNIVERSITY CORPORATION HOKKAIDO UNIVERSITY (HU Doc. No. 31 of 2004).

#### **(Objective)**

Article 2 The Student Dormitory was established with the goal of providing students (including international students; likewise below) of Hokkaido University (hereinafter referred to as "HU") a positive environment for student life to enhance learning.

#### **(Student Dormitory)**

Article 3 (1) Student Dormitories have been established by HU at the following locations:

- (i) For students in the Sapporo area, Keiteki-Ryo, Sosei-Ryo, and HU International House Kita 23, Building 2
- (ii) Hokushin-Ryo for students in the Hakodate area

(2) The Student Dormitory room classifications and capacity for each are as stipulated in Appended Table 1.

#### **(Management Representative)**

Article 4 The management representative of Student Dormitories in the Sapporo area shall be a vice-president of HU appointed by the President. The management representative of the Student Dormitory in the Hakodate area shall be the Dean of the Graduate School of Fisheries Sciences.

#### **(Deliberations on Management and Operations)**

Article 5 With respect to basic policies governing the management and operation of Student Dormitories for matters pertaining to Keiteki-Ryo and Sosei-Ryo, deliberations will be conducted by the Students' Committee, and for matters pertaining to HU International House Kita 23, Building 2, deliberations will be conducted by the Students' Committee and the Steering Committee of the Office of International Affairs.

#### **(Application for Admission to the Student Dormitory)**

Article 6 Students (including persons having passed the entrance exam; likewise in Article 8) wishing to be admitted to a Student Dormitory shall petition the management representative by providing the designated application and related documents.

#### **(Selection and Permission for Residence)**

Article 7 (1) Selection of residents will be screened by the management representative in accordance with the HOKKAIDO UNIVERSITY STUDENT HOUSING SELECTION STANDARDS stipulated separately.

(2) Permission of residence will be granted by the management representative based on the selection results of the preceding paragraph.

#### **(Admission Procedures and Residence Permit Revocation)**

Article 8 (1) The RESIDENT'S PLEDGE and NOTIFICATION OF RESIDENCE must be submitted to the management representative by the prescribed date.

(2) If a student who has received permission to reside in the Student Dormitory neglects, without legitimate cause, to undertake the procedure of the previous item by the designated time, or if false statements are present on the related Student Dormitory application forms, as stipulated in Article 6, the management representative and operations may rescind permission to reside at the Student Dormitory.

#### **(Admission Period)**

Article 9 Students are admitted to the Student Dormitories at the start of the school year. However, if there is a vacancy, students may be admitted in the middle of the school year.

#### **(Period of Residence)**

Article 10 The authorized period of residence shall be in accordance with the classifications given in each of the items below, and shall correspond to the period specified therein. However, these periods may be extended under special

circumstances.

- (i) Student Dormitory in the Sapporo area
  - (a) For Japanese students, no more than the minimum number of years required for graduation
  - (b) For international students, no more than one year
- (ii) For students in the Student Dormitory in the Hakodate area, no more than the minimum number of years required for graduation

#### (Rent)

Article 11 (1) Students granted residency to a Student Dormitory (hereinafter referred to as the "resident") shall pay rent by the specified due date every month as prescribed in Appended Table 1.

(2) Regardless if a resident moves in or out of a Student Dormitory anytime during the month, a full month's rent must still be paid.

(3) Notwithstanding the provisions of the preceding paragraph, for HU International House Kita 23, Building 2, the rent for the month a resident moves in or out anytime during the month shall be the amount obtained by multiplying the number of days the resident stayed in the Student Dormitory on the said month against the daily amount listed in the daily rate amount column for rent in Appended Table 1 corresponding to the period of time the student stayed in the Student Dormitory. In such cases, the day that the student moved in or out of the Student Dormitory will each be counted as one day of residence.

(4) Paid rent is non-refundable.

(5) Exemption from paying rent may be made for residents who, for legitimate reasons, are having trouble making payments in accordance with provisions stipulated separately.

#### (Parking Lot)

Article 11.2 (1) A parking lot is provided at the Hokushin-Ryo for residents' use.

(2) Residents wishing to use the parking lot must complete the designated application form and submit it to the management representative to receive approval.

(3) If a resident who has been using the parking lot will no longer be using it, they must notify the management representative in advance.

(4) Residents who have received permission to use the parking lot must pay HU a monthly 3,300 yen parking fee by the specified due date each month.

(5) Regardless of whether the date the resident begins to use or ceases to use the parking lot in the middle of the month, a full month's fee is due.

(6) Paid fees are non-refundable.

#### (Utility Fees)

Article 12 (1) Utility fees for the Student Dormitory shall be borne by the residents.

(2) Expenditures regarded by HU as necessary for operation and management of the Student Dormitory shall be borne by HU.

(3) The allocation of fees in the preceding two paragraphs shall be as stipulated in Appended Table 2.

(4) Fees to be borne by the resident must be paid to HU by the specified due date each month.

#### (Obligation of Maintenance of Facilities)

Article 13 Residents shall at all times maintain and preserve in good condition the facilities, equipment, and fixtures of the Student Dormitory and abide by the conditions set forth below:

- (i) Residents shall not to work on facilities, equipment, or fixtures or use them for purposes other than those they are intended without the permission of the management representative.
- (ii) If a resident destroys, damages, or dirties a facility, device, or fixture either intentionally or by accident, they shall make reparations for the expense needed to return that item to its original condition.
- (iii) Residents shall abide by instructions from the management representative concerning the prevention of fire and theft as well as other matters deemed necessary for the management and operation of the Student Dormitory.
- (iv) Residents shall, in the event of, or suspicion of an outbreak of an infectious disease (an infectious disease as stipulated in Article 18 of the SCHOOL HEALTH AND SAFETY LAW ENFORCEMENT ACT (Ordinance of the Ministry of Education No. 18, 1958), promptly notify the management representative.

#### (Vacate Procedures)

Article 14 Residents who have decided to move out of the Student Dormitory shall submit a NOTIFICATION TO VACATE form by the specified date to the management representative.

(Notice of Eviction)

Article 15 (1) Should any of the following conditions apply, the management representative may expel a resident from the Student Dormitory.

- (i) When status as a student of HU is lost.
- (ii) When residency has exceeded the term limit stipulated in Article 10.
- (iii) When the resident has neglected to pay expenses such as rent, parking fees, or utility fees, and is three months or more in arrears.

(2) Should any of the following apply, the resident may be expelled by the management representative.

- (i) When the student has gone on an extended leave of absence from school.
- (ii) When the student has been suspended from school for a period of 3 months or more.
- (iii) When a doctor has deemed the student unfit for communal living on account of an illness or other reasons pertaining to health and hygiene.
- (iv) When the resident is a disturbance to public order, or is deemed to have engaged in behavior that disturbs other residents.
- (v) When the resident has violated other regulations, and engaged in behavior that presents a major hindrance to management and operation of the Student Dormitory.

(Inspection at Time of Departure)

Article 16 When a resident moves out or moves into another room, the equipment and fixtures belonging to the room shall be inspected as instructed by the management representative.

(Prohibition against Overnight Visitors)

Article 17 Persons other than residents are prohibited from staying overnight in the Student Dormitory.

(Proxy)

Article 18 Necessary matters pertaining to the management and operations of Student Dormitories beyond those prescribed in these Regulations shall be stipulated via each management representative through deliberations with the students' committee.

Supplementary Provisions

These regulations will come into force, April 1, 1983.

Supplementary Provisions

(Omitted)

Supplementary Provisions

These regulations come into force, Aug 1, 2018.

**Appended Table 1 (Pertaining to Article 3 and Article 11)**

STUDENT DORMITORY	DORMITORY NAME	ROOM CATEGORIES	CAPACITY	RENT (MONTHLY)	DAILY RENT RATE	
					Occupancy of 1 month or more	Occupancy of 1 month or less
Student Dormitories in the Sapporo area	Keiteki-Ryo (Student Dormitory)	Japanese students	540 people	4,300 yen		
		International students	40 people	4,700yen		
	Sosei-Ryo (Student Dormitory)	Japanese students (women only)	64 people	4,300 yen		
		International students (women only)	21 people	4,700yen		
	HU International House Kita 23, Building 2	Japanese students (women only)	32 people	28,000 yen	933 yen	1,008 yen
International students (women only)		96 people	28,000 yen	933 yen	1,008 yen	
Student Dormitory in the Hakodate area	Hokushin-Ryo (Student Dormitory)	Japanese and international students	100 people	7,000 yen		

Note: The capacity for men and women students at Keiteki-Ryo and Hokushin-Ryo are stipulated separately.

**Appended Table 2 (Related to Article 12)**

(1) Expense allocations for Keiteki-Ryo (omitted)

(2) Expense allocations for Sosei-Ryo (omitted)

(3) Expense allocations for Hokushin-Ryo

EXPENSE ALLOCATIONS/ Room Name, etc.	ELECTRICITY		WATER		GAS		OTHER	
	RESIDENT	UNIVERSITY	RESIDENT	UNIVERSITY	RESIDENT	UNIVERSITY	RESIDENT	UNIVERSITY
residents' room	○				○			
Students' (Dormitory) Committee Room	○				○			
lounge	○				○			
lounge corner	○				○			
kitchen	○		○		○			
bathroom	○		○		○			
shower room	○		○		○			
washroom	○		○		○			
wash / laundry room	○		○		○			
toilet / lavatory	○		○					
storage room for student use	○							
portico, entrance hall, footwear room		○						
management office		○		○		○		
staff room		○		○		○		
garbage collection room		○		○		○		
storage for administrative use		○						
electrical room		○						
pump room		○						
toilets (for employees)		○		○				
corridor / stairs		○						
emergency lights		○						
cleaning		○		○				
water for fire protection				○				
basic charges		○		○		○		
toilet paper							○	○

## DETAILED REGULATIONS FOR HOKKAIDO UNIVERSITY HOUSING

### (Purpose)

Article 1 These detailed regulations are intended to stipulate necessary matters pertaining to the operation and management of Student Dormitories based on the provisions of Article 18 in the HOKKAIDO UNIVERSITY STUDENT HOUSING REGULATIONS (HU Doc. No. 36 of 1982).

### (Application for Admission to the Dormitory)

Article 2 Students wishing to be admitted to a Student Dormitory must petition the management representative by attaching the following forms (in the case of international students, only those documents set forth in item (iii) below) to the STUDENT DORMITORY RESIDENCE APPLICATION (Japanese students submit Attached Form No. 1, international students submit Attached Form No. 1.2).

- (i) DORMITORY APPLICATION RECORD (Attached Form No. 2)
- (ii) EARNINGS STATEMENT (Attached Form No. 3)
- (iii) Other documents needed for the selection process

### (Notification of Selection Results)

Article 3 Results of the applicant selection process will be notified via the STUDENT DORMITORY SELECTION RESULTS (Attached Form No. 4 and Attached Form No. 5). In addition, the names of students who have been granted admission shall be publicly announced.

### (Dormitory Admissions Procedures)

Article 4 Students who have been granted admission to the Student Dormitory must complete and submit the forms listed below by the designated time.

- (i) RESIDENT'S PLEDGE (Attached Form No. 6): submit day of move in
- (ii) NOTIFICATION OF RESIDENCE (Attached Form No. 7): submit within one week of moving in

### (Notification to Vacate)

Article 5 Students who intend to move out of the Student Dormitory must complete and submit a NOTIFICATION TO VACATE (Attached Form No. 8).

### (Assemblies and Events)

Article 6 One day prior to holding a gathering or event in the hall or conference room of the Student Dormitory, an ASSEMBLY/EVENT NOTICE (Attached Form No. 9) must be submitted to the management representative.

### (Parking Lot Use)

Article 7 (1) Residents wishing to use the Hokushin-Ryo parking lot must submit a PARKING LOT PERMIT APPLICATION (Attached Form No. 10) to the management representative.

(2) If the management representative grants permission to use the parking lot, the applicant will be given a PARKING LOT APPLICATION PERMIT (Attached Form No. 11).

(3) If the resident no longer wishes to use their parking space, they must submit a NOTIFICATION OF INTENT TO DISCONTINUE PARKING SPACE USE (Attached Form No. 12) to the management representative.

### Supplementary Provisions

These detailed regulations will come into force, April 1, 1983.

### Supplementary Provisions

(omitted)

### Supplementary Provisions (October 1, 2010)

These detailed regulations will come into force, October 1, 2010.

### Attached Forms Nos. 1 - 9 (omitted)

# HOKKAIDO UNIVERSITY STUDENT HOUSING SELECTION STANDARDS

## (Purpose)

Article 1 These standards stipulate necessary matters pertaining to selection for admission into student housing based on the provisions of Article 7, paragraph (1) of the HOKKAIDO UNIVERSITY STUDENT HOUSING REGULATIONS (HU Doc. No. 36 of 1982).

## (Selection for Admission)

Article 2 (1) Students will be selected for admission while taking the following into consideration:

- (i) Financial situation
- (ii) Family situation
- (iii) Geographical situation

(2) To assess the student's financial situation stipulated in the preceding paragraph (1), item (i) family contribution points will be calculated in conformance with the HOKKAIDO UNIVERSITY TUITION WAIVER SELECTION CRITERIA (enacted by the Student Department Committee of April 14, 1987).

(3) With respect to the family situation stipulated in paragraph (1), item (ii) and the geographical situation stipulated in paragraph (1), item (iii), points corresponding to the classifications provided in the table below shall be added to the family contribution points score of the preceding paragraph.

## (Extenuating Circumstances)

Article 3 If special consideration is warranted due to an unforeseen accident or a calamity such as storm and flood damage or the like, then notwithstanding the provisions of the previous article, a student may be granted admission to a student dormitory.

## (Selection of International Students for Student Dormitory Admissions)

Article 4 The selection of international students for Student Dormitory admissions is stipulated separately.

## (Miscellaneous Provisions)

Article 5 Necessary matters pertaining to the enforcement of these criteria shall be stipulated separately by the management representative (excepting the Dean of the Graduate School of Fisheries Sciences) through discussions with the Students' Committee.

Supplementary Provisions      These guidelines will come into force, April 1, 1983.

Supplementary Provisions      (Omitted)

Supplementary Provisions      These guidelines will come into force, February 15, 2010 and will apply from January 1, 2010.

## TABLE

### 1. Family Situation

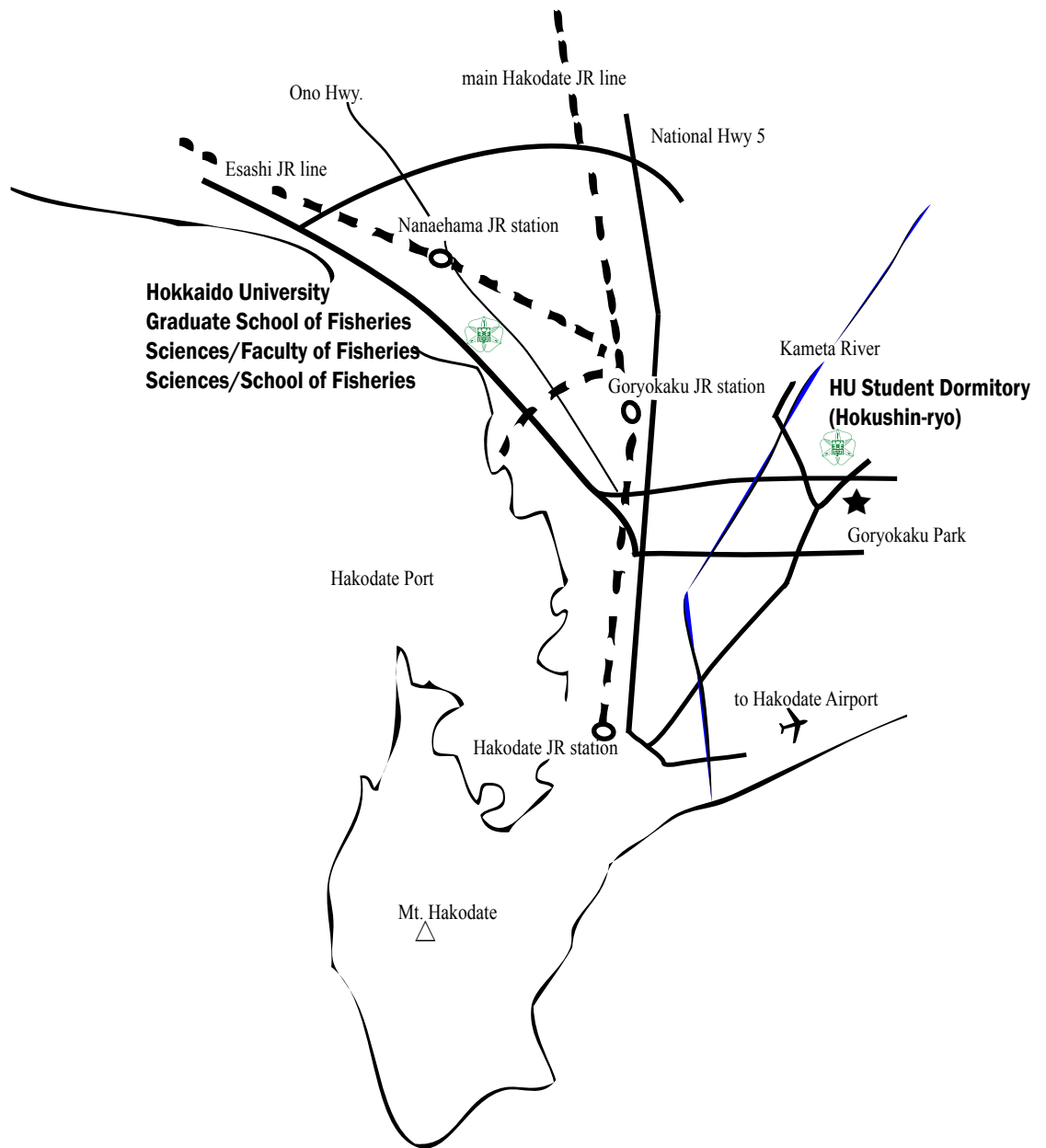
Item	Points
1 The student has no parents (foster parents)	2
2 Single-mother (single-father) household	2
3 Household with a person requiring long-term care	
(a) The person requiring long-term care is bears most of the school expenses.	1
(b) Other cases	1
4 Household with a handicapped person	1
5 Other situations where studying at home would be difficult (an extraordinarily noisy environment, the student's personal space is less than 3 tatami, etc.)	1

Note: In cases where two or more of the items are applicable, calculations will be performed using the two items having the highest points.

### 2. Geographical Status

Distance from home	Points
2,700 km or more	1.0
more than 2,000 km – less than 2,699 km	0.8
more than 1,000 km – less than 1,999 km	0.6
more than 500 km – less than 999 km	0.4
more than 41 km – less than 499 km	0.2
less than 41 km (except in cases where it would take more than 2 hours to commute)	0.1

# HOKKAIDO UNIVERSITY STUDENT DORMITORY (HOKUSHIN-RYO) LOCATION



Hokkaido University  
Hakodate Campus  
Administration Dept.  
(Student Affairs)

Minato-cho 3-1-1  
Hakodate 041-8611  
TEL: (0138)-405507  
FAX: (0138)40-5531