

2023

Senbaru-Ryo of the University of the Ryukyus

## Student Dormitory Guidelines

Please read the guidelines before moving into the Senbaru-Ryo.

University of the Ryukyus

# Guide to Life at Senbaru-Ryo

## I. Introduction

The Senbaru-Ryo provides this university's students with an excellent environment for life and study. These facilities were established with the aim of developing your awareness of being an independent person in society, through independently managed communal living. **The Guide to Life at Senbaru-Ryo** is a manual that was created in accordance with this aim. Students entering the dorms should carefully read this manual to try their best to have awareness as a member of society and live an independently managed communal life.

## II. Senbaru-Ryo Introduction

The Senbaru-Ryo is located near the Ginowan entrance (north entrance) of Ryukyu University's Senbaru campus. The dormitory consists of 10 reinforced concrete buildings with 5 floors or 7 floors, and 1 common use building. The buildings are split into different categories depending on equipment differences in the living spaces. These include Ippan-To, Konju-To, Shin-Konju-To and Shin-To. In addition, the Ippan-To Nansei-To, Hokushin-To and Ajisai-To are all divided into 3 blocks: A, B and C. The Kaihou-To is divided into 2 blocks: A and B.

Each floor of the A, B and C blocks of each Ippan-To, as well as the Konju-To, the Shin-Konju-To, and the Shin-To, have communal living carried out as 1 unit. International students also reside in each building.

Each room has a bed (no mattress), desk, side cabinet, and chair set up. (It is forbidden to bring this furniture outside of the room). When first moving into the dormitory, residents will confirm the condition of furniture before they used it with the **“Room Checklist.”** The rooms are extremely small spaces, so please limit the number of personal belongings you bring with you.

Each room has optical lines installed for using the internet. However, residents must individually enter into a contract if they wish to use the internet.

In addition, to use the internet, residents must prepare a LAN cable beforehand, and connect to the information outlet. For details, please look at (1) under “8. Using the internet and Television.”

In principle, changing rooms after being admitted to the dormitory is not allowed. However, if the university acknowledges that the change is necessary for management or operations, the university may require residents to change rooms. In that case, a **“Move Request”** must be submitted to the dormitory office.

Smoking is completely forbidden on the Senbaru-Ryo premises.

For each building in the Senbaru-Ryo, the admission capacity, amount of living space, and equipment will differ depending on the kind of dormitory, in accordance with the following table. In addition, all buildings have individual rooms, in order to protect student privacy.

Type of Dormitory	Admission Capacity		Number of Residents / 1 Unit
	Men	Women	
Ippan-To (5 floors) Men (Nansei-To) A, B, C blocks (Kaihou-To) A, B, blocks (Hokushin-To) A, C blocks Women (Ajisai-To) A, C blocks	345 people	100 people	9-10 people

Ippan-To (5 floors) Men (Hokushin-To) B block Women (Ajisai-To) B block	40 people	40 people	8 people
Konju-To (5 floors) Men (1 building) Women (1 building)	80 people	50 people	16 people (men) 10 people (women)
Shin-Konju-To (5 floors) Men (1 building) Women (1 building)	59 people	39 people	11-12 people (Men) 7-8 people (women)
Shin-To (7 floors) Men (1 building) Women (1 building)	112 people	112 people	16 people

Space and equipment in each building	Room space (Including equipment)(m <sup>2</sup> )	Room equipment	Unit shared equipment
		(Individual use)	(Shared use)
Ippan-To (Nansei-To) A, B, C blocks (Kaihou-To) A, B blocks (Hokushin-To) A, C blocks (Ajisai-To) A, C blocks	9 m <sup>2</sup> (around 6 tatami mats)	Room, air conditioner, can rent wireless router	Food room (IH stove), lounge, washing machine, dryer, shower room, toilet (bidet with heated water)
Ippan-To (Hokushin-To) B block (Ajisai-To) B block	13.5 m <sup>2</sup> (around 8.5 tatami mats)	Room, air conditioner, toilet, shower, can rent wireless router	Food room (IH stove), lounge, washing machine, dryer, toilet (bidet with heated water)
Konju-To	12 m <sup>2</sup> (around 8 tatami mats)	Room, air conditioner, shoebox, toilet (bidet with heated water), can rent wireless router	Food room (IH stove), shower room, washing machine, dryer
Shin-Konju-To	15 m <sup>2</sup> (around 9 tatami mats)	Room, air conditioner, toilet (bidet with heated water), shower, kitchen (IH stove), can rent wireless router)	Washing machine, dryer
Shin-To	16 m <sup>2</sup> (around 10 tatami mats)	Room, air conditioner, toilet (bidet with heated water), kitchen (IH stove), can rent wireless router)	Washing machine, dryer, elevator

\* Each Shin-Konju-To (men and women) has 1 room for wheelchair use on the 1<sup>st</sup> floor. Each Shin-To (men and women) has 2 rooms for disabled people on the 1<sup>st</sup> floor.

## 1. Common Use Building

The dormitory office of the Senbaru-Ryo is in the common use building.

Notices for residents are posted on the notice boards in the common use building as well as Ippan-To, Konju-To, Shin-Konju-To and Shin-To. **Please check the notice boards at least once a day.**

The common use building has a multi-purpose hall, a vending machine corner, men's toilet, women's toilet, and a disabled person's toilet (normally for women's use).

When using the multi-purpose hall, please observe the following rules.

- (1) The multi-purpose hall is used for conversations between residents, as well as meeting visitors. You cannot use it for other purposes without permission. You can use the multi-purpose hall from 7AM to 10PM.
- (2) If using the multi-purpose hall for gatherings, please get permission upon consulting with the dormitory office.
- (3) Even if you are a resident, you cannot use the multi-purpose hall as a place for extracurricular activities.
- (4) **Alcohol and smoking are strictly forbidden** in the multi-purpose hall.

## 2. Senbaru-Ryo location / Contact information for Dormitory Office

59 Aza-Senbaru Nishihara-cho Nakagami-gun Okinawa-ken 903-0129

TEL: 098-895-8133 / 8101 E-MAIL: [gakuryo@acs.u-ryukyu.ac.jp](mailto:gakuryo@acs.u-ryukyu.ac.jp)

## III. Paying Expenses

Residents must pay boarding expenses, maintenance costs and utilities as necessary expenses for living in Senbaru-Ryo. The expense amount (monthly amount) differs depending on the residence building, in accordance with the following table. In addition, even if the day you first enter the dormitory is in the middle of the month, you must pay 1 month's worth of boarding expenses, maintenance costs and parking lot usage fees.

Boarding expenses, maintenance costs, and utility fees will be collected by bank transfer from a savings account with the resident's name, on the 20th of every month (if the 20th is a holiday, then the previous business day). However, 2 months' worth will be collected in February (for February and March) and August (for August and September). The same applies to the fee (1,000 yen a month) for using the Senbaru-Ryo designated parking lot. (The parking lot fee will be added to, and collected with, the boarding expenses for residents with parking lot contracts).

The utility fees will be added to and collected with the maintenance fees. In addition, for the residents in B blocks of Ippan-To, as well as in Shin-Konju-To and Shin-To, only the gas bill will be contracted and paid individually by the residents themselves with Okinawa Gas.

For payment with savings account transfers, if the billing money is not in the resident's saving account on the transfer date, the transfer cannot go through. Accordingly, please check the planned transfer amount on the notice board in front of the Dormitory Office the day before the transfer date and check the account balance for bank transfer. If the account balance is insufficient and the transfer cannot go through, the fees are considered unpaid. A notice of non-payment will be sent to the resident in question, who must transfer the unpaid amount of the "boarding expenses" and "maintenance fees" to each designated account, before the last day of the month in question. (Transfer fees will be borne by the resident) In addition, if non-payment continues for 3 months or more, it becomes grounds for eviction in accordance with the provisions set out in the "Ryukyu University Senbaru-Ryo Management and Operation Regulations."

Building name / Expenses	Boarding expenses (monthly amount)	Maintenance costs (monthly amount)	Utilities used by the resident in their room
Ippan-To (Nansei-To) A, B, C blocks (Kaihou-To) A, B blocks (Hokushin-To) A, C blocks (Ajisai-To) A, C blocks	10,000 yen	9,400 yen	Electricity fees
Ippan-To (Hokushin-To) B block (Ajisai-To) B block	15,000 yen	5,000 yen	Electricity fees, gas fees, water fees
Konju-To	15,000 yen	9,400 yen	Electricity fees
Shin-Konju-To	20,000 yen	5,000 yen	Electricity fees, gas fees, water and sewage fees
Shin-To	25,000 yen	5,000 yen	Electricity fees, gas fees, water fees

\*The following are included in maintenance fees

- ① Utility fees for common use areas in each unit (lounges, hallways, food rooms, sink and washing machine rooms, bathrooms, shower rooms).
- ② Besides utility fees, the providing of consumable items (toilet paper, trash bags, lightbulbs, other consumable items) and disposal fees for trash (taking out rubbish, industrial waste disposal, and disposing of household appliances), etc.

#### IV. Rules for Dormitory Life

Senbaru-Ryo is a facility established with the aim of developing your awareness of being an independent member of society, through independently managed communal living. Please keep in mind that in each unit in each building, residents should communicate with each other, help each other and manage independently managed communal living based on the following rules.

##### 1. General Rules

- (1) Please observe the **"Ryukyu University Senbaru-Ryo Management and Operation Regulations"** and the **"Ryukyu University Senbaru-Ryo New Residents Safety and Environment Maintenance Agreement"**.
- (2) Rooms have beds, desks, side cabinets, and chairs set up. You cannot take this furniture outside of your room (including to common use areas, hallways, balconies and other places). In addition, it is forbidden to take furniture from the common use areas to your room, balcony or other places.
- (3) You must not bother the other residents or your neighborhood through actions such as inviting non-unit residents over. In particular, causing noise pollution, bringing in dangerous objects, raising pets, leaving trash, and smoking are all forbidden.
- (4) Please pay attention to crime prevention and disaster prevention. Always make sure that doors are locked.
- (5) Do not place any objects in the common use areas, hallways, balconies, escape routes and stairs. If fires or other disasters occur, these objects prevent escape, and there may be a risk of residents escaping late or of the situation becoming severe. This is all strictly forbidden by the Fire Services Act, so please remove the objects in question.

- (6) In principle, people who are not residents (including family members, or other students of this university) are not allowed to enter the dormitory buildings or the dormitory area. **In particular, inviting the opposite sex over is forbidden.** (However, this does not include people who receive permission from the Dormitory Office). For conversing with the opposite sex, please use the multi-purpose hall in the common use building.
- (7) In order for everyone to have a healthy and pleasant dormitory life, please always keep safety and sanitation in mind, and try your best to maintain an excellent environment. In addition, if you as a resident, or other residents become sick or involved in an emergency situation, please contact the Dormitory Office as soon as possible.
- (8) Please always try to save electricity and water usage.
- (9) If you are away from the dormitory for 1 week or more due to going back home or other reasons, you must submit a **Return Notice** to the Dormitory Office.
- (10) Actively participate in events held by the university.
- (11) Underage drinking of alcohol is prohibited by the law. In addition, forcing others to drink alcohol, chugging alcohol and other similar activities may cause acute alcohol poisoning or leave people in critical conditions. You must refrain from all of these activities.
- (12) In principle, even if you are a resident, entering residence units that you do not reside in is forbidden.
- (13) Smoking is forbidden everywhere in the Senbaru-Ryo grounds. Please do not smoke anywhere.**
- (14) For other rules, please follow the instructions and guidance of the Dormitory Office staff or janitors. In addition, please submit notices during operating hours (Weekdays: 8:30AM to 5:00PM)

## 2. Unit Heads (Unit contact people for Shin-Konju-To and Shin-To)

As their main duty the unit head or unit contact person for each unit considers efforts for independently creating a safe and pleasant environment, while aiming for mutual reconciliation, by collecting residents' opinions

- (1) Unit heads and unit contact people are selected based on a majority recommendation from each unit's residents, and upon an interview with the dormitory affairs manager.
- (2) Unit heads and unit contact people make a **"Unit Investigation Results Report" (Appended Form 2)** every month. The relevant month's report must be submitted to the Dormitory Office on the 1st Monday of the next month (If that is a holiday, then the next day). However, if report submission is urgent, then it must be submitted each time.

## 3. Notes for Using Facilities

### (1) Residence Rooms

- (1) These rooms are extremely small, so please utilize spaces under your bed to keep your personal belongings in order. If bringing personal belongings to your room, submit the **"Application Request for Bringing Personal Belongings to Senbaru-Ryo (Appended Form 1)"** to the Dormitory Office for permission in advance. In addition, Dormitory Office staff may enter your room if necessary for preventing fires, for sanitation reasons, or for facility preservation or management.
- (2) When you move in, we loan you 1 key for your room. Please be responsible and manage it during your stay at the dormitory. Return it to the Dormitory Office when you leave the dorms for good. If you lose the key, apply to the Dormitory Office and go through the necessary procedures. They will arrange for a contractor to come by, and will newly exchange the doorknobs and keys. All costs for these procedures will be borne by the resident. In addition, for crime prevention and safety, do not make any spare keys for your room.
- (3) You cannot change rooms or use them for other purposes besides residing.

- (4) Do not add any construction work in the room.
- (5) Do not sublease the room to 3rd parties.
- (6) In the Shin-To, there are no balconies, and to prevent falling and other incidents, the rooms are locked with "fastener locks." If you need to open the window for ventilation or other reasons, please submit an **"Agreement Form"** to the Dormitory Office.

\*The curtain sizes for rooms in each building are as follows.

\*Ippan-To: 190L / 160W      \*Konju-To: 190L / 180W

\*Shin-Konju-To: 200L / 220W      \*Shin-To: 140L / 213W

## **(2) Common Use Spaces**

All items outside of personal rooms are for common use. When using these items, please take care not to cause bother to other residents. In particular, please note the following.

- (1) Taking out equipment or furniture is forbidden. If facilities, equipment or furniture become lost, damaged, or stained, quickly report it to the Dormitory Office, and they will confirm the situation. For the confirmation results, if residents themselves are found to be at fault, they will be required to pay the necessary expenses for restoration.
- (2) Handling fire is forbidden.
- (3) Do not place any personal belongings in common areas.
- (4) Do not enter the unit wearing outdoor shoes. In addition, in principle you must wear indoor shoes in the units (Outdoor shoes are forbidden).
- (5) Talking in loud voices (on your cell phone, etc.), mahjong and television (game systems) at loud volumes may bother other residents, so they are forbidden. In particular, please be careful between 10:00PM to 7:00AM the next morning.
- (6) All unit residents take turns cleaning with a rotation system.

## **(3) Food Rooms**

- (1) When using the IH stoves, sinks, common use refrigerators and other equipment, always strive to keep things neat and tidy, and keep things clean. In particular, always put away eating utensils and equipment after use. Do not just leave them out.
- (2) When using the IH stove, do not leave the area.
- (3) Do not leave trash in the unit. Dispose of trash according to the trash disposal rules of Nishihara Town. Food trash and leftovers may cause insects such as cockroaches to appear. Separate burnable trash, unburnable trash and recyclable trash (empty bottles and cans, plastic bottles) each into designated trash bags. Always make sure to tie up the opening of trash bag before carrying it out to designated trash collection spots.  
Designated trash bags are provided at the Dormitory Office.
- (4) Do not eat or drink other people's food or beverages in the common use refrigerator without their permission. Always write your name on your own foods. In addition, regularly clean out the refrigerator and dispose of unused items.

## **(4) Sinks and washing machine rooms**

- (1) Residents using the washing machines, dryers or both should display their room number or name, so that the resident wanting to use them next can understand who is using them.
- (2) It is forbidden to use the washing machines or dryers after 10PM, because other dorm residents may be bothered by the noise.
- (3) Follow the usage rules for washing machines and dryers and handle them properly. This includes

not putting in more volume than the washing machines can handle, and not drying clothes in the dryer that have not been dewatered in the washing machine first. These actions may cause the machines to break down.

- (4) Always keep the sinks clean, and do not leave your personal toiletries in the sinks or washing machine rooms.

#### **(5) Toilets**

Always keep the toilets clean. Only use the toilet paper provided by the Dormitory Office. Do not use your own toilet paper or other items. In addition, after using the toilet, lightly clean the inside of the toilet seat with the toilet brush provided.

#### **(6) Other rules**

If there are any defects or abnormalities found in the equipment and furniture in the common areas and private rooms, fill out the **Repair Request Form** available in the Dormitory Office with concrete details, and report it.

#### **4. Crime Prevention (Management of value items, etc.)**

- (1) In order to prevent suspicious people from trespassing, always lock the front door of the unit (including the Keylex lock) and the room doors.
- (2) If you spot a trespasser, immediately report it to the **Dormitory Office (TEL 098-895-8133, 8101) or the North Entrance Janitor's Room (24 hour reception: TEL 098-895-8081)**.
- (3) The management of valuable items (cash, etc.) to prevent theft is the responsibility of residents themselves. When leaving your room, always lock the door to prevent crimes from occurring. In addition, always lock your automobile or two wheeled vehicles such as motorbikes. Each resident is responsible for managing their own vehicles. The Dormitory Office does not bear responsibility for the theft or loss of personal items.

#### **5. Disaster prevention (What to do in case of fires, disaster prevention training, etc.)**

##### **All residents in each unit must confirm escape routes and how to extinguish fires.**

- (1) Residents who have discovered a fire should press the alarm button on the automatic fire alarm. Then say in a loud voice, "There's a fire! It is happening on the X Floor of X Building." Then hurry and report it to fire department at 119.
- (2) When reporting a fire to 119, clearly state where the fire is happening. Example: "There is a fire. It is burning at Senbaru-Ryo X Floor X Building, near the Ginowan entrance of Ryukyu University.
- (3) If a fire is discovered, residents must cooperate with each other, and immediately grab the installed fire extinguisher (fire hydrant) and do the initial extinguishing in the area you can. In addition, other residents must divide tasks such as carrying the fire extinguisher for extinguishing the fire. If extinguishing the surrounding fire becomes difficult because flames or smoke are spreading too fast, or if you feel that extinguishing a fire becomes difficult due to much smoke, escape quickly and do not worry about firefighting.

In such case, make sure to call out to other nearby residents, and check that there's nobody left when escaping.

- (4) **"The space in front of the common use building" is designated as an evacuation area.** When residents evacuate, do not bring any items that would be an obstacle to their movement. In particular, do not go back to your room to get your belongings in the middle of evacuation, regardless of whether or not you have already evacuated.



- (5) If you cannot evacuate from the stairs, residents should escape to the neighboring unit through the fire prevention door (only in Kaihou-To), use the evacuation ladder, or escape from the unit by breaking the balcony's partition.
- (6) There are automatic fire alarms installed in the dormitory. When a fire occurs, the alarm rings automatically. At the same time, the fire will be reported to the Dormitory Office and the North Entrance Janitor Room.
- (7) Residents must confirm escape routes in advance.
- (8) Residents must be willing to participate in disaster prevention training, held throughout Senbaru-Ryo every year.

## 6. Visitors

In principle, visitors (people who are not residents, including family members and other students of this university) are not allowed to enter these resident buildings or the Dormitory areas. For meeting visitors, please use the multi-purpose hall in the common use building.

## 7. Mail and small packages, etc.

- (1) Residents should receive standard postal deliveries in the mailbox at the front entrance of each resident building. (For the Shin-Konju-To, mailboxes are in the common use buildings. For Shin-To, mailboxes are installed on the left side of the automatic doors).
- (2) Valuable items (cash, etc.) should be delivered through registered mail.
- (3) In principle, sending resident's personal mail to the Dormitory Office is prohibited.

## 8. Using Internet and Television

- (1) Using the internet

Every room has lines installed that can connect to the internet. However, if using the internet, residents themselves must select either option 1 or 2 below, and enter into their own internet contracts.

When using Do CANVAS, residents themselves must install a LAN cable beforehand and connect to the internet from the information outlet. When using internet connection services that use NTT FLET'S Hikari, residents themselves connect the Hikari outlet and ONU (Optical Network Unit) and must make connecting settings with the information (ID, Password) provided by the internet service provider. In addition, for both options 1 and 2, a wireless LAN router can be rented for free in every building. Residents who wish to rent a wireless LAN router can submit a "**Wireless LAN Router Rental Application Form (Appended Form 9)**" to the Dormitory Office to get advance permission before renting. When the resident moves away from the dormitory, they must do contract cancellation procedures on their own.

**[Inquiries] \*(1) For all buildings, (2) For Ippan-To (men and women) and Konju-To (men and women)**

**(1) Internet connection services \* written in () is the service name**

**NTT Media Supply Co., Ltd. (Do CANVAS) TEL 0120-795-444**

**(2) Internet connection services using NTT FLET'S Hikari \* written in () is the service name**

**-NTT DOCOMO, INC. (Docomo Hikari) TEL 0120-502-366**

**-Softbank Corp. (Softbank Hikari) TEL 098-917-1213**

**-Okinawa Telecommunication Network Co., Inc. (Hikari Yuimaru) TEL 098-988-3381**

**-Rakuten Mobile, Inc. TEL 098-975-5528**

**-NTT West Okinawa 116 / IP Call Center**

**(FLET'S Hikari) [Guidance about collaborating companies not listed above]**

**TEL 0800-200-5572**

## **(2) Regarding NHK receiving contracts**

If televisions (including PCs with built-in tuners) are installed in your room, you must enter into a receiving contract with NHK. Residents themselves enter into individual contracts with NHK. In addition, if family members who are part of the same household and live separately enter into their individual contracts, family discounts or receiving fees exemptions will be applied.

### **[Inquiries]**

**NHK Okinawa Broadcasting TEL 098-862-5151 (Weekdays: 9:30AM - 6:00PM)**

## **9. Notifying and contacting residents**

- (1) Residents will be notified and contacted through posts on the notice board in the common use buildings, Ippan-To, Konju-To, Shin-Konju-To and Shin-To. Please check the notice boards at least once a day. In addition, broadcasts in the dormitory or usage of the intercoms installed in each unit may be used if necessary.
- (2) We may also contact you by cell phone or e-mail. If you change your cell phone number or e-mail address, please report it to the Dormitory Office.

## **10. Using vehicle parking lots and bicycle parking lots**

If you possess a two wheeled motor vehicle, motorized bicycle or bicycle, you must submit a "**Ryukyu University Senbaru-Ryo Bicycle Parking Lot Application Form (Appended Form 4)**" to the Dormitory Office beforehand. When permission is granted, paste the "Senbaru-Ryo Proof of Permission Sticker" on it, and park it in the designated area.

In addition, if parking your automobile in the area of Senbaru-Ryo, you must submit the "**Ryukyu University Senbaru-Ryo Parking Lot Lending Application Form (Appended Form 5)**" to the Dormitory Office. When you receive permission to use the parking lot, a "Proof of Parking Permission" and an "Entrance Gate Barrier Pass" are issued (1,000 yen/month), so please park in the designated area.

It is forbidden to use university parking lots as parking lots for Senbaru-Ryo.

If the renter vacates the parking lot, please submit a "**Ryukyu University Senbaru-Ryo Parking Lot Discontinuation of Use Notice (Appended Form 6)**" to the Dormitory Office by 30 days before the day you will vacate.

For students who live within a commuting distance of 2 kilometers or less one way, school regulations do not permit commuting to school by automobile, two wheeled motor vehicle or motorized bicycle. This also applies to using nearby private parking lots. (Excluding those with physical disabilities, particularly those who must commute in wheelchairs).

(Note) If purchasing a standard automobile, a parking certificate is necessary. However, at Ryukyu University it is forbidden to apply for a parking certificate using the school parking lot. In Nishihara Town, which is home to this university's campus, parking certificates are not necessary for light automobiles.

If you cannot park due to limited number of parking spaces in the Senbaru-Ryo Parking Lot, you can use nearby private parking lots. However, even in that case you are not permitted to commute to school by automobile.

## **11. Cautions**

- (1) Pulling in and using electricity from the common areas to your rooms is electricity theft. It is grounds for being evicted from the dormitory. Taking equipment from the common use areas and other places to units or your personal room is also grounds for eviction.
- (2) Do not post or paste notices in places other than the designated areas in the dormitory facilities. If it is especially necessary, please apply to, and get permission from, the Dormitory Office in advance.

(3) Noise pollution

**The biggest problem at Senbaru-Ryo is noise pollution. Be especially careful about the following points during both day and night, so that all residents can have a pleasant life at the dormitory.**

- (1) Be careful about noise when closing doors.
- (2) Be careful about the volume of your speaking voice, laughing, and phone conversations, regardless of whether you are in your own room or in common use areas.
- (3) Set the volume for your PC, TV, and music players to the lowest possible (Use headphones, etc.)
- (4) Do not intentionally bang on room walls, floors, etc.
- (5) When being warned about noise pollution, respect and follow the other residents, and strive for improvement.

At Senbaru-Ryo, **the hours between 10:00PM and 7:00AM the next day are designated as QUIET HOURS.** We ask that you take special care during this time not to disturb the sleep of other residents. Sounds that reach other residents' rooms will be considered noise pollution. Please be especially careful during these hours.

If you have any concerns about noise pollution, you can use Unit Heads or Unit Contact People as intermediaries to request the person making the noise to stop, or you can directly request the person to stop. If the person making noise does not constructively deal with the matter despite your requests, consult about the matter with the Dormitory Office. If the situation does not improve, the person making noise may be subjected to a certain penalty.

## 12. Changing your Residence record

Residence record moving notification (moving in, moving out) must be reported to your city, town or village office (Residents Section) within 14 days from the day of each move (Date you start living at a new address).

Even if you temporarily move in for school (University, etc.) or work, if you are away from your parents and live in a separate place for 1 year or more, you must submit a Residence Record Moving Notification.

**[Inquiries] Nishihara Town Office Residents Section TEL 098-945-5012**

For residents who have difficulties changing their residence record due to unavoidable circumstances, but need a Dormitory Residence Record, apply to the Dormitory Office by 1 week before the day it is needed with the **"Dormitory Residence Certificate Issue Request (Appended Form 7)."**

## V. Moving Out Procedures

1. For residents that wish to move out, submit a "Ryukyu University Senbaru-Ryo Moving Out Request (Appended Form 3)" to the Dormitory Office by 1 month before your planned move out date, and receive approval. When moving out, residents themselves must be present for the room inspection carried out by Dormitory Office staff. If the inspection results find that equipment or furniture has been lost or damaged, the resident will pay the necessary fees for restoration.
2. When moving out, clean your room and balcony and do not leave any electrical appliances or large trash and others. Each resident is responsible for bringing trash to the designated trash collection area or the industrial waste container.
3. For residents renting a space at the Senbaru-Ryo parking lot, submit a **"Ryukyu University Senbaru-Ryo Parking Lot Discontinuation of Use Notice (Appended Form 6)"** to the Dormitory Office. When moving out, return the "Proof of Parking Permission" and an "Entrance Gate Barrier Pass." If the Entrance Gate Barrier Pass has been lost, the resident renting the parking lot space will pay the necessary costs for reissuing the pass.
4. For residents of B blocks in Ippan-To, Shin-Konju-To and Shin-To, before you undergo room inspection by the Dormitory Office, you must contact **Okinawa Gas (TEL 098-863-7730)** and complete contract cancellation procedures. When the contract is cancelled, submit the issued **"Gas Fees Payment Certificate"** to the Dormitory Office.
5. If you have entered into an internet connection service contract, contact the contracted service provider

to complete contract cancellation procedures before undergoing room inspection by the Dormitory Office. Residents renting wireless LAN routers must quickly return them to the Dormitory Office after cancelling your internet contract.

6. When moving out, complete procedures for changing addresses at the post office and Nishihara Town Office. In particular, by submitting an "**Address Change Notice**" to the post office, you can have mail addressed to your old address transferred to your new address free of charge. (Online application is also available)

## **VI. Eviction**

If any of the following applies to residents, they will be evicted.

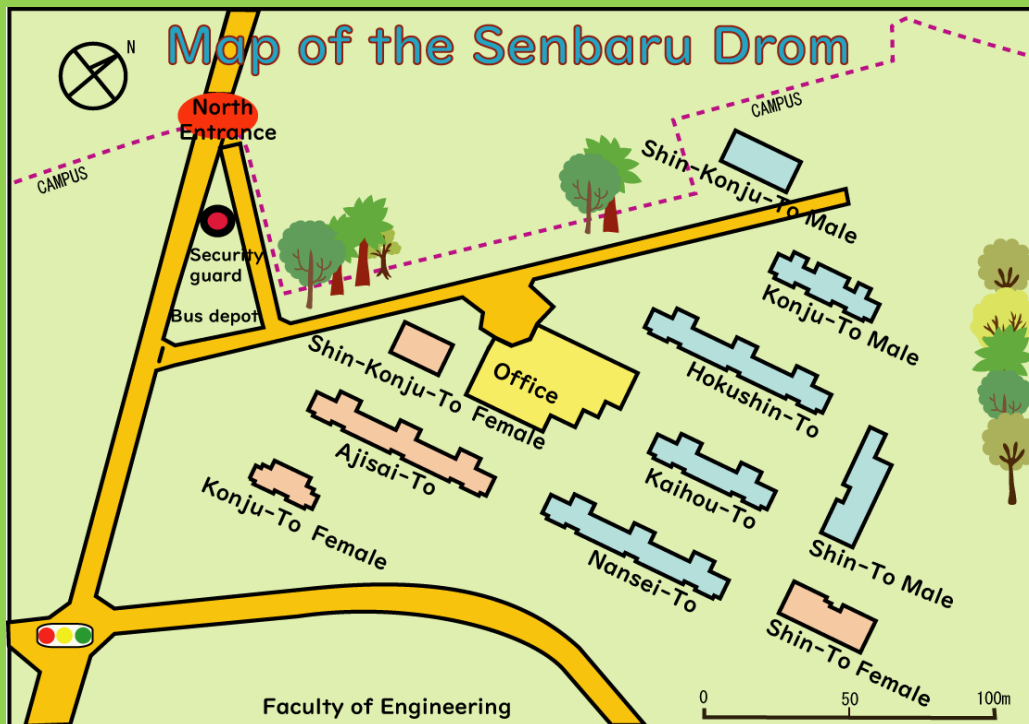
- (1) If they lose their school registration, or if they are ordered to be suspended from school for 3 months or more.**
- (2) If they are ordered to take a leave of absence from school, or if they receive permission for a leave of absence.**
- (3) If they have failed to pay expenses that they are responsible for, such as boarding fees, maintenance costs, and electricity fees, for 3 months or more.**
- (4) If they show a remarkable lack of flexibility for communal living**
  - (1) Forcing others to drink alcohol in the dormitory buildings
  - (2) Making loud noises in the dormitory buildings, including motorbike noises, speaking in loud voices, and using TVs, radios, musical instruments and microphones at loud volumes.
  - (3) Raising pets (dogs, cats, etc.)
- (5) If they disturb public morals**
  - (1) Allowing the opposite sex in buildings without permission.
  - (2) Obscene actions
- (6) If it is acknowledged that they are not suitable for communal life due to sickness or other health issues.**
  - (1) People who are deemed unsuitable for communal life due to infectious diseases such as tuberculosis or other illnesses
  - (2) People who do not properly clean up trash, etc.
- (7) If they commit serious violations against the management and operation of Senbaru-Ryo.**
  - (1) Placing items in the common areas, escape routes, or near the fire extinguishers and fire hydrants or in balconies.
  - (2) Overloading electrical circuits in the outlet plugs in the common use areas.
  - (3) Connecting your own cables to common use antennas, or other people's electricity or telecommunications equipment.
  - (4) Causing dangerous situations, such as fires, when using personal rooms, food rooms, or lounges.
  - (5) Losing, damaging or staining dormitory facilities or equipment

## VII. List of Forms

**[Paper copies of each form can be obtained at the Dormitory Office]**

Form	Name	Explanation
Appended form 1	Application Request for Bringing Personal Belongings to Senbaru - Ryo	You can bring the absolute minimum number of personal items necessary. However, you must report to the Dormitory Office and receive permission.
Appended Form 2	Unit Investigation Results Report	Please submit the "Unit Investigation Results Report" created for a particular month by the 1 <sup>st</sup> Monday of the next month ( If Monday is a holiday, then the next day) to the Dormitory Office. This must be done every month.
Appended Form 3	Ryukyu University Senbaru-Ryo Moving Out Request	If moving out of the dormitory, submit this request to, and receive permission from, the Dormitory Office by 1 month before your planned move out date. In addition, when moving out, you must undergo a room inspection by Dormitory Office staff and receive approval.
Appended Form 4	Ryukyu University Senbaru -Ryo Bicycle Parking Lot Application Form	If you possess a two wheeled vehicle, motorized bicycle, or bicycle, deliver this form to the Dormitory Office, and receive permission. Please Park in your designated area.
Appended Form 5	Ryukyu University Senbaru -Ryo Parking Lot Lending Application Form	If you possess an automobile, deliver this form to the Dormitory Office, and receive permission. Park in your designated area.
Appended Form 6	Ryukyu University Senbaru -Ryo Parking Lot Discontinuation of Use Notice	If a borrower vacates the Senbaru-Ryo Parking Lot, they must deliver this notice to the Dormitory Office by 30 days before they will vacate the Parking Lot.
Appended Form 7	Dormitory Residence Certificate Issue Request	If residents require a Dormitory Residence Certificate, please apply to the Dormitory Office by 1 week before the date it is required.
Appended Form 9	Wireless LAN Router Rental Application Form	Residents who wish to rent a wireless LAN router should deliver this form to the Dormitory Office and receive permission to be able to rent a wireless LAN router.
—	Application Form for Accommodation	Students who wish to move into the Senbaru-Ryo must attach documents designated by Ryukyu University to the "Application Form for Accommodation" and submit it to the Dormitory Office.
—	Written Pledge	Students who have received permission to move into Senbaru-Ryo must submit the "Written Pledge" to the Dormitory Office within the designated time limit before moving into the dormitory.
—	Return Notice	If you are away from the dormitory for 1 week or more due to going back home or other reasons, you must submit the "Return Notice" to the Dormitory Office
—	Move Request	In principle, changing rooms after being admitted to the dormitory is not allowed. However, if the university acknowledges that the change is necessary for management and operation, the university may require residents to change rooms. In that case, "Move Request" must be submitted to the Dormitory Office.

—	Room Checklist	Residents must confirm the condition of the room before using it, check the left side parts of the Room Checklist, and submit it to the Dormitory Office
—	Repair Request Form	If there are any defects or abnormalities in the equipment or furnishings in the residence units or personal rooms, fill in the "Repair Request Form" for each resident building, or washing machine or dryer with concrete details to report. Request form is available at the Dormitory Office.
—	Agreement	If you are a new building resident and need a fastener lock Key, you must submit this Agreement to the Dormitory Office



Student Affairs Division, University of the Ryukyus  
Senbaru Dormitory Office

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