

APRIL 2025

ADMISSIONS GUIDE OF DORMITORY

Tokiwa Campus in Ube City

*Tokiwa Dormitory B (available for men only)

*Tokiwa Women' s Dormitory

*Tokiwa Dormitory C

Yamaguchi University

If you wish to move into a student dormitory, follow the steps indicated below. You must be a 2nd year or higher undergraduate student in the Faculty of Medicine and Health Sciences or Faculty of Engineering, or a graduate student of the Kogushi or Tokiwa campuses

Students repeating a year may also apply, but if you cannot advance to the next year by April, your application will, as a rule, be revoked.

1) Required Documents

(1)	Dormitory Entry Request	Fill out the required information and place your personal seal.
(2)	Student Statement	Fill out the required information. (See sample form.)
(3)	Envelope for Results Notification	This will be used to send your application results. Write the address you want the results sent to on a chou #3 (長形 3 号) size envelope and place an ¥110 stamp on it.
(4)	Tokiwa Dormitory (Bldg. C) Entry Statement (for those wanting to move into Bldg. C only)	Fill out the required information.

Documents will not be returned.

You can download the required forms from the Faculty of Engineering website.

2) Application Period

Monday, February 10 – Friday, February 28, 2025

- Reception is open from 9:00–12:00 and 13:00–17:00, and closed on weekends and holidays.
- If sending by post, they must arrive before the final day of the application period.

3) Announcement of Results

Results will be sent out at the Mid-March. 2025.

4) Move-in Day

From April 1, 2025

If necessary due to reasons such as your moving schedule, you may move in from the end of March. The previous occupants must move out by the next day of the graduation ceremony (March 24, 2025), so you may move in once the cleaning staff has finished cleaning the room.

5) Where to Send Documents

Educational Affairs Section, Educational Affairs Division,
Faculty of Engineering, Yamaguchi University
2-16-1 Tokiwadai Ube-shi, Yamaguchi-ken 755-8611
Phone: 0836-85-9011 Fax: 0836-85-9019

- **Applications can be sent by post or brought in in person.**
- If sending application documents by post, place them in a kaku #2 (角形 2 号) size envelope and **write “Dormitory Entry Request” on the front in red ink.**

6) Visiting Student Dormitories

If there are rooms available, you can visit the rooms.

Please make sure to confirm and book your visit to the student dormitory with the following address.

For reservations, contact

Inquiry about the dormitory:

Tokiwa Dormitory Administrative Office: E-mail : kokuryu@yamaguchi-u.ac.jp

TEL: : Dormitory B, Women's dormitory: 0836-85-9039 (9:00-12:00)
Dormitory C: 0836-85-9014(10:00-1300, 14:00-17:00)

7) Criteria for Occupancy

- (1) Applications will be judged on the basis of the financial situation of the applicant's household (e.g. income and family circumstances) and the time it takes to commute to school. Applications to move into Building C will be judged on the basis of the applicant's reasons for wanting to move in, and his or her understanding and experience regarding international relations. The number of current Japanese and international student occupants are also taken into account.
- (2) You will be given details about moving in after you have been notified of the results.
- (3) Once you have received permission to move in, please do not cancel unless there are special circumstances. If you must cancel due to special circumstances, please contact the Educational Affairs Section of the Student Educational Affairs Division as soon as possible and submit a "Dormitory Entry Cancellation Form" (no specified format).

8) Maximum Applicants

The numbers below may change due to number of current occupants.

Dormitory name	Maximum applicants
Bldg. B (men's dormitory)	None
Women's dormitory	few people
Bldg. C (men & women)	None men Few people women

9) Points to Remember When Moving in

- (1) Student dormitories are managed and maintained by dormitory student-run residents' associations.
- (2) Dormitories are managed and maintained by residents' associations made up of students, so there are rules that differ from normal apartment buildings, such as cleaning the dormitory and selecting members from residents.
- (3) Dormitory residents must observe the Yamaguchi University Dormitory Rules (see the Yamaguchi University website) and take part in fire prevention activities and cleaning the surrounding area of the dormitory. If you do not follow the rules of the residents' association, you may be evicted from the dormitory.
- (4) Dormitory fees such as rent will be deducted from your Japan Post Bank account.
- (5) Rooms will be allocated by the Tokiwa Dormitory Administrative Office after the occupants have been decided.
- (6) As a rule, duration of occupancy is one year (or until the end of the academic year you move in if moving in the middle of the academic year), but you may continue to renew until you graduate or complete your program. You may also renew if transferring from an undergraduate to a graduate program (unless you were granted permission to move in to the dormitory with conditions). The entrance fee will only be collected once. However, with Building C, renewal may not be granted if your participation in dormitory events has been deemed inadequate.
- (7) If you repeat two consecutive years, you will be evicted. (Special circumstances such as illness do not apply.) As a rule, you must move out of the dormitory when taking a leave of absence or studying abroad—this applies to all dormitories.
- (8) You can register for a parking space from the end of March to April each year.
Spaces are limited, so please try to use a bicycle or other means of transportation. The parking fee is ¥12,000 per year. You cannot use university's address to apply for a garage certificate.
- (9) Regular mail must be picked up at the dormitory entrance. Registered mail will be delivered directly to your room.

【Overview】

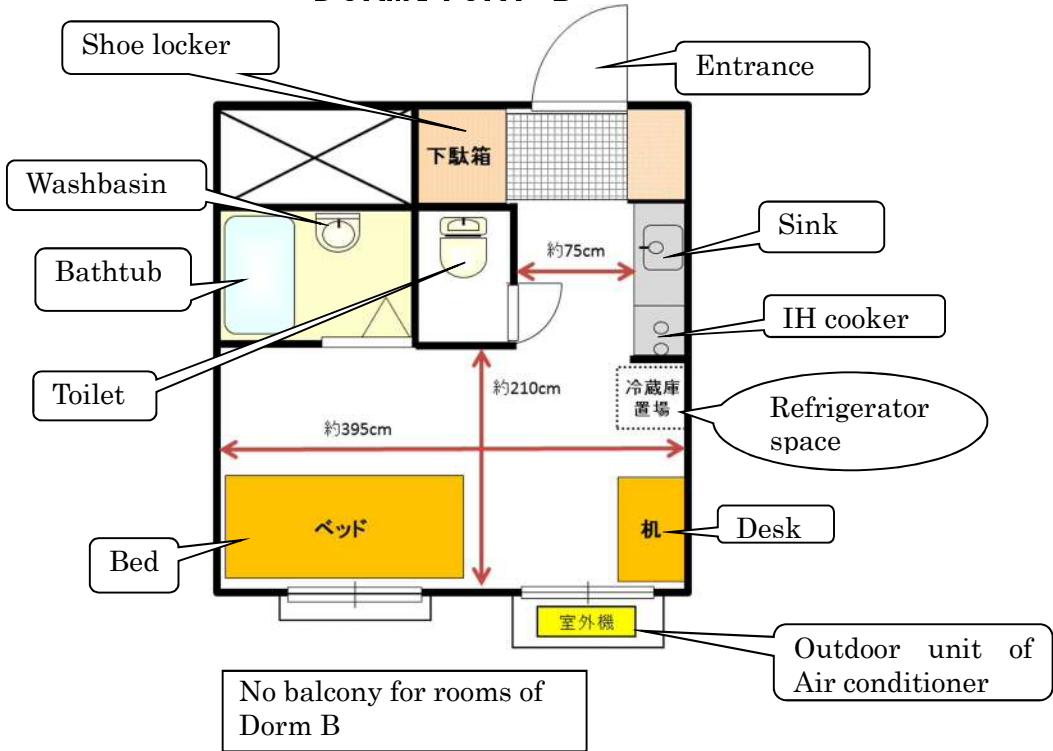
Name	Tokiwa Dormitory B	Tokiwa Women's Dormitory	Tokiwa Dormitory C
Location	18-2, Tokiwadai 2-chome Ube, 755-0097	19-1 Tokiwadai 2-chome Ube, 755-0097	19-2 Tokiwadai 2-chome Ube, 755-0097
Boarding fee	16,500 yen (monthly)	24,300 yen (monthly)	24,300 yen (monthly)
Overhead expenses	1,500 yen (monthly)	1,500 yen (monthly)	2,000 yen (monthly)
Utility costs	To be paid individually	To be paid individually	To be paid individually
Deposit (at the time of admission only)	22,000 yen	22,000 yen	22,000 yen
Rooms available	48 rooms (4-storied building)	64 rooms (4-storied building)	59 rooms (4-storied building)
Room size	About 18 m ²	About 18 m ²	About 18 m ²
Bathroom and toilet	Private bathroom and toilet included	Private bathroom and toilet included	Private bathroom and toilet included
Room facilities	Air conditioner, movable desk, bed, mini kitchen with IH cooker, hanging shelf	Air conditioner, mounted desk, bed, mini kitchen with IH cooker, hanging shelf	Air conditioner, movable desk, bed, mini kitchen with IH cooker, hanging shelf
Internet access	To be paid individually (Each room is equipped with LAN)	To be paid individually (Each room is equipped with LAN)	To be paid individually (Each room is equipped with LAN)

- There are only single rooms in each dorm building.
- Level 4 (16 rooms) of Dorm C is available for women only.
- Residents of Dorm B share some washing machines. Residents of Women's Dorm and Dorm C should purchase their own washing machines for their personal use.
- The overhead expenses incurred at Dorm B and Women's Dorm will be used to cover the cost of disposing rubbish and organizing some activities.
- The overhead expenses incurred at Dorm C will be used to cover the cost of disposing rubbish, organizing some activities and monthly exchange events. As the events are compulsory for every resident, please note that no refund will be made even if you don't participate in the events.
- Deposit will be used to cover cleaning costs when you move out the dormitory.

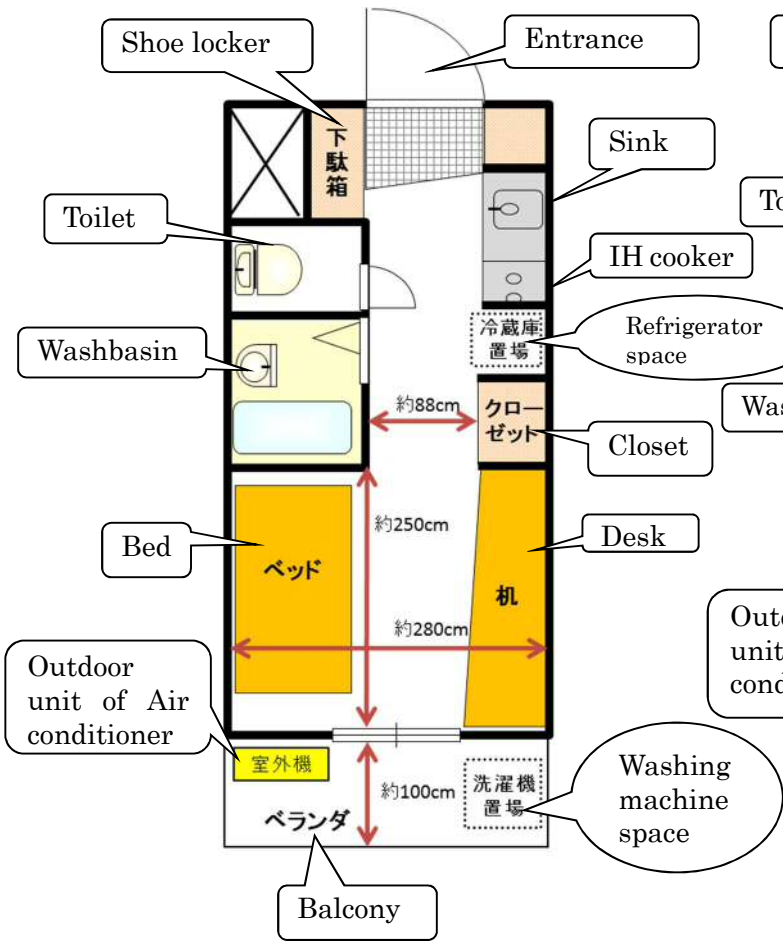
Smoking is prohibited on the premises of Yamaguchi University.
Smokers cannot apply for Tokiwa Dormitories.

ROOM LAYOUT EXAMPLE

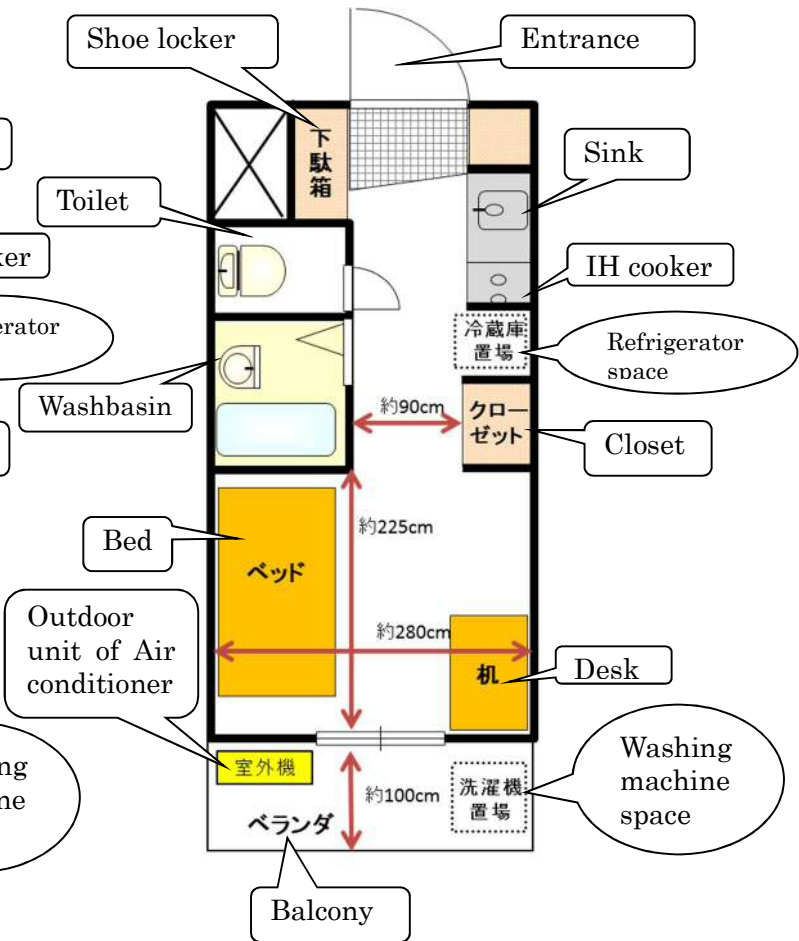
DORMITORY B



WOMEN' S DORMITORY



DORMITORY C



DORMITORY B



WOMEN'S DORMITORY



DORMITORY C

