

School Year 2018

April / May / June

Residence Hall Application Guidelines  
(For International Students)

March 2018

Niigata University International Office

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This application guideline is for students who wish to move in on April, May or June 2018.

- ※ Residents who wish to extend their stay in the Residence Halls after March 2018 to the next year have to reapply following the application guideline.
- ※ Research students are eligible to apply, but priority is given to degree-seeking students.

## Application Guidelines

### 1 About Residence Halls

In order to provide its students with reliable, convenient on-campus accommodation, Niigata University established the following two residence halls. They are managed by the director of The Institute of Education and Student Affairs in accordance with the Regulations of Niigata University Residence Halls.

Details including total capacity, capacity for international residents, accommodation fees are as follows:

Name	Total Capacity	Eligibility	Capacity for International Students	Monthly Fee	Notes
Rikka Hall	Male Residents 100	Male students of undergraduate or postgraduate programs	20	Accommodation fee 13,000 yen	Room Area 12.46 m <sup>2</sup>  10 residents who live in the same unit will share a restroom, washbasins, a bathroom, a dining area, a kitchen, and laundry facilities*  Air conditioner in each room  Internet access is available on an individual contract with a designated provider.
	Female Residents 100	Female students of undergraduate or postgraduate programs	20	Utility expenses 7,000yen (variable)	
Ikarashi Hall	Building A 200	Male students of undergraduate programs	5	Accommodation fee 4,300yen	Room area 9.45 m <sup>2</sup>  Restrooms, washbasins, bathrooms, kitchen, laundry facilities are shared.  No air conditioner but heater in each room  Internet access is available on an individual contract with a designated provider.
	Building B 200	Female students of undergraduate programs	5	Utility expenses 7,000yen (variable)  Others 2,000 yen per year (variable)	

\*The Rikka Residence Hall has a pair of 10 units (male and female) with each unit accommodating 10 residents (8 Japanese and 2 international students) .

## 2 Qualifications and Number of Vacancies for International Students

### Number of Vacancies for International Students

Name	Residents' Status	Number of Vacancies	Qualification / Notes
RikkaHall (Female)	Undergraduate and graduate students	1	International students who enroll at Niigata University as undergraduate students or graduate students as of April 1, 2018 . Research students who enroll at Niigata University as of April1, 2018 *
Ikarashi Hall Building B (Female)	Undergraduate students	1	International students who enroll at Niigata University as undergraduate students as of April 1, 2018

\*Research students are eligible to apply, but priority is given to degree-seeking students.

## 3 Application Submission Period and Announcement of Admission

Application Submission Period	Announcement of Admission
Tuesday, March 13 – Tuesday, March 20, 2018	Friday, March 23, 2018 16:00

Applications should be submitted to Niigata University International Office between 8:30 and 17:15 during the submission periods except Saturday, Sunday and National holidays.

They may also be submitted by postal mail or email, but they must arrive before the deadline.

**Late or incomplete applications will not be accepted.**

## 4 Items to be submitted

Please submit the following items putting in an envelope or attaching to e-mail.

In the case that description written in the application documents turn out to be false, applicants may lose permission to accommodate.

Items	Note
Niigata University Residence Hall Application and the Statement on Family Structure and Household Income	Use attached forms
Financial Circumstances Report (for Private-financed International Students)	Use an attached form
A copy of Enrollment Certificate or Notification of Admission	A certificate of the applicant's status at Niigata University of the academic year 2018.

A copy of Residence Card	Non-permanent residents in Japan are requested to submit. Both sides must be photocopied.
A copy of passport	A copy of a page that provides personal information including the applicant's name as well as a page that specifies present visa status.
Information Sheet	Use an attached form. Applicants will be informed their application number by this contact address.
A self-addressed envelop *If you submit by email from overseas, you do not need	Self-address an attached envelope. Postage stamps are not required. Residence Permit and Residence Hall Handbook will be sent to those who are admitted.

## 5 Apply to:

Niigata University International Office

2-8050 Ikarashi, Nishi Ward, Niigata City 950-2181

(Located on the 3<sup>rd</sup> floor of Sogo-kyoiku-kenkyu Building 総合教育研究棟D棟 3 階)

Tel 025-262-7333, Fax 025-262-7519

Email [kokusai@adm.niigata-u.ac.jp](mailto:kokusai@adm.niigata-u.ac.jp)

## 6 Selection of Residents

Residents will be selected by reviewing application documents.

## 7 Announcement of Admission

Admitted residents will be announced by posting their application numbers. They will receive a certificate of admission by mail. The result will also be posted on the website at

<http://www.niigata-u.ac.jp/intl/>

### (1) Date

Friday, March 23, 2018 16:00

### (2) Place

The entrance of International Office

(3<sup>rd</sup> Floor of Sogo-kyoiku-kenkyu Building 総合教育研究棟D棟 3 階)

### (3) Note

An admitted resident must notify International Office immediately if she/he decides to withdraw.

## 8 Procedures for Moving in Residence Hall

Admitted residents will receive a Residence Hall Handbook enclosed with a certificate of admission. Residents should follow this handbook when moving in.

## 9 Date of Moving-in

Residents will move in on the following date.

Month	Name	Date and Time	Contact
April	Rikka Hall	Sunday, April 1, 2018 8:00 - 12:00	The administrative office of Rikka Residence Hall  025-262-6201
	Ikarashi Hall	Sunday, April 1, 2018 10:00 - 16:30	
May	Rikka Hall Ikarashi Hall	Tuesday, May 1, 2018	
June	Rikka Hall Ikarashi Hall	Friday, June 1, 2018	

## 10 Duration of Residency

International students are allowed to live in the Residence Halls either for a maximum of two years, or by the date they have completed the period of enrollment required for graduation, whichever is shorter.

## 11 Other Information

Residents are not allowed to bring cars. (Cars are allowed at the time of moving)

Residents must start paying accommodation fee from the month they are allowed to stay regardless of the actual date of moving in.

The information desk is located inside the University CO-OP to assist students seeking private apartments.

**For details regarding residence halls, please view the following page (Japanese)**

[http://www.niigata-u.ac.jp/education/30\\_campuslife\\_020\\_003\\_2.html](http://www.niigata-u.ac.jp/education/30_campuslife_020_003_2.html)

## Guidelines for International Students' Admission to Niigata University Residence Halls

Approved by International Exchange Commission's Special Committee on January 31, 2012

### (Purposes)

- I The Guidelines set forth rules concerning the selection of international students to be admitted to a Residence Hall, based on those of Niigata University Residence Hall Rules.

### (Definition)

- II In the Guidelines, the meanings of the terms listed in the following items shall be as prescribed respectively in those items.
  - (1) Rikka Residence Hall: Niigata University Rikka Residence Hall.
  - (2) Ikarashi Residence Hall: Niigata University Ikarashi Residence Hall.
  - (3) International student: An international student who is permitted to stay in Japan with a status of residence "Student" or those who are expecting to have this status of residence.

### (Qualification of Applicants)

- III Applicants for Rikka and Ikarashi Residence Halls must meet the following conditions to qualify.
  - (1) To be admitted to Rikka Residence Hall, an applicant must be enrolled as a degree-seeking student in Niigata University or must be scheduled to enroll as such at the time of lodging application.
  - (2) To be admitted to Ikarashi Residence Hall, an applicant must be enrolled as a degree-seeking undergraduate student in Niigata University or must be scheduled to enroll as such at the time of lodging application.

### (Application Period for Residence Halls)

- IV The period of application will be announced separately. When there are vacancies, additional applications will be accepted after an announcement.

### (Selection Standards and Process)

- V Selection standards of applicants and process will be as follows.
  - (1) Students who wish to be admitted to a residence hall must submit application documents (with required attachment) during a specified period set forth in a separate rule.
  - (2) The selection for residents of Rikka Residence Hall will be based on application documents.

The status of applicants must be one of those described below at the time of moving in the Residence Hall. New applicants will be given priority. In the case that there are large numbers of applicants, a draw will determine who is accepted.

- ① Privately-financed international students (excluding foreign government dispatch students)
- ② Japanese government scholarship students
- ③ Foreign government dispatch students

- (3) The selection for residents of Ikarashi Residence Hall will be based on application documents. In the case that there are large numbers of applicants, a draw will determine who is accepted, giving priority to newly enrolled undergraduate students.

(Period of Residence Permitted)

- VI As a rule, residence permit for international students will be either minimum period required for graduation or for two years. Priority will be given to the earlier day. This rule is not applied to residents who were admitted to reside before April 1, 2012

.Additional Guidelines on Selection Standards for International Students' Admission and Period of Residence Permitted

Approved by International Exchange Commission's Special Committee on January 31, 2012

(Purposes)

- I As to non-degree-seeking students, guidelines on Selection Standards and period of residence permitted are as follows.

(Application)

- II Applications of non-degree-seeking students who are currently enrolled or will enroll at Niigata University will be accepted if only there is vacancy.

(Period of Residence Permitted)

- III Non-degree-seeking students are allowed to stay in residence hall during the period that they are allowed to enroll at Niigata University.

(Extension of Residence Period)

- IV In the case that non-degree-seeking students, who are currently residing in Rikka Residence Hall wish to extend their stay to the next year, they will be allowed only if there is vacancy.
2. In the case that described above, their residence period will be no more than two years from the date they commence to reside in Rikka Residence Hall.