

宿 舎 申 込 書

Application Form for Accommodation

京都外国語大学長殿
To the President
Kyoto University of Foreign Studies

私は、以下の事項を了解したうえで、京都外国語大学（以下「KUFUS」という。）の指定宿舎に申し込みます。

I hereby apply for accommodation arranged by Kyoto University of Foreign Studies (KUFUS) after having read and understood the following KUFUS Conditions of Residency:

KUFUS Conditions of Residency:

Prior to reading the following conditions, potential residential candidates should be aware that in Japan the way that you live your life can be as much cultural as it is to follow societal or institutional customs and common policies. By abiding by the following conditions, a smooth and pleasant cultural experience will be assured.

1. 宿舎は清潔に使用し、宿舎内の備品は丁寧に扱うこととし、破損や紛失があった場合速やかに申し出、原状回復に必要な費用を負担すること。
The resident will be obliged to keep the room clean and utilize the supplied equipment with as much care as possible. In the case that the resident should inadvertently or for some other reason damage or lose the lodging equipment, they should promptly report to the Division of International Affairs or to the on-site property manager. The resident will be responsible for restoring the lodging to its original condition, and this may be likely to include paying for the damage and/or loss.
2. KUFUS の承諾を得ずに、入居者以外の者を宿泊させないこと。
The lodging rooms are designed to accommodate only one person; if, however, in the event that you should desire an additional member to stay in the lodgings overnight, it is protocol that they alert KUFUS by seeking prior approval.
3. 近隣の居住者に迷惑になるような行為、騒音、宿舎の品位を傷つけるような粗暴な態度、風紀衛生上好ましくない行為をしないこと。
Since there are others sharing the living quarters with you, the resident should be considerate of other KUFUS' lodgers and is therefore requested not to engage in actions that may disturb the neighbors. These include activities such as making excessive noise, treating any neighbors with disrespect, behaving unfavorably regarding public morals and general personal hygiene.
4. 爆発物・銃砲刀剣・その他危険物取扱のために宿舎を使用せず、またこれらの物を宿舎に持ち込まないこと。
To ensure the utmost safety of all residents and moreover, according to KUFUS policy and Japanese law, residents are not allowed to possess or use explosive substances, guns, swords, and any other dangerous objects in the lodging, nor bring them into the lodging.
5. 宿舎内で動物を飼育しないこと。
It is not considered appropriate nor allowed by KUFUS for the resident to keep animals in their room.
6. 常に火災防止に努めること。
Please be aware that since Japanese buildings tend to be susceptible to fire damage, the resident shall always ensure that utmost care is taken to prevent any fire related incidence.
7. 宿舎の家賃(光熱水費を含む)は、5ヵ月分または6ヵ月分をまとめて、KUFUS が指定した日までに支払うこと。なお、ガス・水道・電気料金等の合計金額が月額 1 万円を超えた場合、超過料金を KUFUS が指定した日までに払うこと。1 月に満たない月の家賃は、当月暦月の日数の如何にかかわらず、日割り計算としないものとする。
In terms of rent (including utility charges), late payment is considered a breach of contract, thus in order to prevent the repercussions of this, the resident must pay the rent either every five months or six months before or by the date that has been specified. If the utility charges, the total cost of gas, water and electricity, exceeds 10,000yen per month, the excess charge needs to be paid before or by the date that has been specified. For the

month of moving-in and moving-out, the rent is not charged by day even if less than one month.

8. 旅行や一時帰国等で1週間以上宿舎を留守にする場合は、国際部へ届け出ること。

In the advent of an emergency situation, it is considered essential that the resident notifies the Division of International Affairs when going away for short breaks or traveling which exceeds more than one week.

9. KUFSでの留学期間終了後は、KUFSが指定した日までに退去しなければならない。

また、退去日をKUFSが指定する日までに国際部へ届け出るとともに、宿舎を正常な状態において引き渡さなければならない。

As per KUFS policy, on completion of the resident's course at KUFS, the resident is required to vacate the lodging by the date that has previously been decided on by KUFS. In addition, the resident is obliged to notify the Division of International Affairs of the moving date in advance, and thus vacate the lodging under normal conditions.

- ・4月入学で春セメスター滞在する者: 入居年の8月16日まで
- ・4月入学で春・秋セメスター滞在する者: 入居の翌年の2月末日まで
- ・9月入学で秋セメスター滞在する者: 入居の翌年の2月末日まで
- ・9月入学で秋・春セメスター滞在する者: 入居の翌年の8月16日まで

・April enrollments staying for spring semester: By Aug. 16 in the year of moving in

・April enrollments staying for spring·fall semester: By the last day of Feb. in the following year of moving in

・September enrollments staying for fall semester: By the last day of Feb. in the following year of moving in

・September enrollments staying for fall·spring semester: By Aug. 16 in the following year of moving in

10. KUFSに留学している期間は、転居しないこととする。万が一、転居する場合は留学期間中に支払うべき家賃を支払うこと。

The resident shall stay in the same place during the period of the Exchange Program in KUFS. In case of moving out before the contract expires, the resident shall pay the rest of the room rent for the remaining period of the contract.

11. その他、宿舎の使用に関しては国際部の指示に従うこととし、従わない場合にはKUFSから退去を命じられても異議を申し立てないこと。

The resident shall follow the instruction of the Division of International Affairs regarding the use of the lodging. The resident shall not protest against it when KUFS tells them to leave by the reason of not following the instruction.

12. 宿舎の申し込みをキャンセルする場合は、4月入学者については留学を開始する前年の12月末日までに、また9月入学者については留学を開始する年の5月末日までに国際部へ申し出ること。KUFSが指定した日以降に宿舎をキャンセルした場合は、6ヵ月分の家賃を支払うこと。

In order to cancel the application for accommodation, April enrollments must notify the Division of International Affairs by the end of December in the previous year of the program commencement, and for September enrollments, it is by the end of May in the year of the program commencement. The student shall pay the rent for six months in the event of cancelling the accommodation after these designated dates.

以上

____年 ____月 ____日
Year Month Day

申込者大学名 _____

Name of Applicant's home university in Print

申込者氏名 _____

Applicant's Name in Print

申込者署名 _____

Applicant's Signature