

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「KUFS」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 (KUFS) after having read and understood the following KUFS Conditions of Residency:

KUFS 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; the resident is to be aware that they will need to restore the lodging to its original condition in which they entered the lodging. Please note this may be likely to include paying for the damage and/or loss.
2. 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. Non-residents are prohibited from staying overnight.
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 take care to be considerate of other KUFS' lodgers and is therefore requested not to engage in actions that may disturb the neighbors. These include activities such as: making unnecessary noise, treating any neighbors with disrespect, unfavorable acts regarding public morals, and not observing 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 KUFS 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 KUFS 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、1学期分をまとめて、KUFS 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 KUFS が指定した日までに払うこと。
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 every term 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.

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 (DOIA) 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 on the date that has previously been decided on by KUFS. In addition, the resident is obliged to notify the DOIA of the moving date, in advance, and thus vacate the lodging under normal conditions.
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 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 DOIA regarding the use of the lodging. The resident shall not protest against it when KUFS tells him/her 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 DOIA 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

申込者氏名 _____

Applicant's Name in Print

申込者署名 _____

Applicant's Signature