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## **Pre-Arrival Information**

Fall 2018, Undergraduate Students (overseas)

Akita International University, Japan

**国際教養大学**

**入寮・入学ガイド**



公立大学法人  
**国際教養大学**  
Akita International University

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**Akita International University (AIU) aims to foster competent human resources who have the ability to tackle and overcome various problems or challenging situations by themselves. If you, as a future AIU student, have any questions about this booklet, please ask us by yourself, as your first step towards independence.**

## **Philosophy of Akita International University**



In this age of globalization, where multifaceted exchanges are ever increasing across national borders, we need to mutually accept different worldviews and value systems, work together to solve various issues, and have the strength to pioneer new paths to the future.

With this understanding, Akita International University, through its distinct International Liberal Arts approach, strives to help students acquire superior communication skills in English and other languages and provides them with a rich and holistic education. With a strong commitment to nurture students with practical expertise and specialist knowledge born of a global perspective, it is our mission to foster individuals who will contribute significantly to the international and local communities.

# 1. Procedure for Enrollment

Please submit the followings, by no later than the deadline indicated (Even by post, too). The information provided by new students will be used exclusively for student health care, housing management, and educational purposes at the university. All information will be kept confidential. If you miss deadline, we recognize you are decline to enroll to AIU.

## 1. Document/ online applications

Document	Note	Site/QR code	Deadline
(1) New Students Information and Service Application Form	This is to register your basic information, attendance at the Matriculation Ceremony, Bus service and rental bedding application.	<a href="https://goo.gl/forms/6EzRIHUjWe5UPGm23">https://goo.gl/forms/6EzRIHUjWe5UPGm23</a> 	Friday, August 17, 2018
(2) Medical Information Form	Please read the "Completion of 'MEDICAL INFORMATION FORM' and Vaccination" thoroughly. Please fill in the 'remarks' if you need to submit the result of the anti-body test or if you have not been vaccinated yet.	<a href="https://goo.gl/forms/yuuNqo3FFLYcjpPx1">https://goo.gl/forms/yuuNqo3FFLYcjpPx1</a> 	
(3) Request for Permission to Move into Resident Hall and Agreement to Abide by Residence Hall Contract	Please read 'Regulations of AIU Residence Hall' thoroughly. Once you understood it, fill the 'Request for Permission to Move into Resident Hall and Agreement to Abide by Residence Hall Contract', hanko or signature by both the student and guarantor, and mail the signed documents to us by the deadline.		
(4) Letter of Agreement Regarding Personal Data Processing	Please read 'Letter of Agreement Regarding Personal Data Processing' thoroughly, and mail the signed document. Please send it to us by postal mail by the deadlines.		

**If you wish to correct any the information after filling anything out, please correct it by crossing out the mistake with double lines, put your hanko stamp, and write the correct information one in any blank space nearby. Please remember that we do not accept the documents, if your signature or hanko stamp image is considered identical to someone else's.**

\* Once you completed the online form, confirmation email will be sent to the designated email address from [studentaffairs@gl.aiu.ac.jp](mailto:studentaffairs@gl.aiu.ac.jp) and [healthcare@gl.aiu.ac.jp](mailto:healthcare@gl.aiu.ac.jp). If you are protecting your email account with protection software, please adjust the setting so that you can receive email from [studentaffairs@gl.aiu.ac.jp](mailto:studentaffairs@gl.aiu.ac.jp) and [healthcare@gl.aiu.ac.jp](mailto:healthcare@gl.aiu.ac.jp).

## 2. Inquiry/Mail Address

### 【Inquiry】

Student Affairs, Akita International University,  
TEL: 018-886-5935/5934  
[studentaffairs@gl.aiu.ac.jp](mailto:studentaffairs@gl.aiu.ac.jp)

### 【Mail Address】

Student Affairs, Akita International University,  
Okutsubakitai Tsubakikawa,  
Yuwa, Akita, Japan 010-1292

If you have a trouble submitting those forms online or any inquiry, please ask us by yourself as a future student of AIU.

## 2. Tuition, Other Payment Amount and Deadline

### 1. Tuition fee

Semester	Amount	Deadline
1st Semester	348,000 JPY	Monday, October 1, 2018
2nd Semester	348,000 JPY	Wednesday, May 1, 2019

Please note that when tuition is amended, the new tuition amount will be applied from that day forth.

#### (1) Payment Method

In dividing the tuition into halves, each amount must be paid either by a bank transfer to the AIU bank account or through an automatic withdrawal from your Japanese bank account each semester. More information about a bank transfers and an automatic withdrawal will be distributed after your arrival to AIU. In case you are going to apply for 'Tuition Reduction and Exemption', the applicants are not required to pay tuition by the deadline above. Sometime in November for your 1st semester and July for your 2nd semester, you will be requested to pay an amount specified by the university. More detailed information will be notified to you during the New Student Orientation and by e-mail.

#### (2) Others

Textbooks and supplies may cost 50,000 JPY - 70,000 JPY per semester. You can purchase them at the AIU shop on campus. Please note that they accept Japanese yen in cash only.

### 2. The Residence Hall rent and the miscellaneous fees

	Amount	Deadline
1st Semester	345,360 JPY	Friday, August 17, 2018
2nd Semester	205,200 JPY	Friday, March 29, 2019

※ the residence hall fees for your 1st Semester and other fees for matriculation should be paid at the same time.

#### 【Payment method】

The Residence Hall rent and the miscellaneous fees must be paid in two installments by the deadline of each semester. Other miscellaneous fees must be paid together with the first installment of the Residence Hall fees. **The university will not issue an invoice. Therefore, please make the required payment based on the information given here.** The exact amount of the residence hall fees and other fees must be paid by bank transfer **under the student's name** to the bank account below by the deadline.

AIU Bank Account Information	
Beneficiary Name	Akita International University
Beneficiary Phone Number	+81-18-886-5900
Beneficiary Account Number	195034
Beneficiary Address	Yuwa, Akita-city 010-1292, Japan
Beneficiary Bank ABA or SWIFT Bank Identification Code (BIC)	AKITJPJT
Beneficiary Bank Name	Akita Bank, Kawabe Branch
Beneficiary Bank Address	12-4 Aza Hojogasaki, Wada, Kawabe, Akita-city, Akita 019-2601, Japan

Breakdown of the residence hall and other fees paid upon matriculation are as follows:

	Breakdown	1st Semester	2nd Semester
(1)Residence Hall Fees	Room Rent (20,000 JPY /month) * Utilities included	140,000 JPY (September - March)	90,000 JPY (April - First Half of August)
	Meal Plan (28,800 JPY /month)	115,200 JPY (September-December)	115,200 JPY (April-July)
	Cleaning Fee	3,500 JPY	-
(2) Miscellaneous Fees	①Influenza Immunization Fee/ One injection	3,000 JPY	-
	②Insurance Fee	4,660 JPY	-
	③Student Activity Fee	39,000 JPY	-
	④Guardian Association Fee	20,000 JPY	-
	⑤Alumni Association Fee	20,000 JPY	-
	<b>Total</b>	<b>345,360 JPY</b>	<b>205,200 JPY</b>

\*Also note that when the Residence Hall rent and fees are amended, the new fees will be applied from that day forth.

## (1) Resident Hall Fees

### ①Room Fee

Room charge for Komachi Hall. It includes utility fees. In case you leave Komachi Hall earlier due to the circumstances such as taking leave of absence, a part of the fee may be refunded.

### ②Meal Plan

The meal plan is specially arranged for students who live in Komach Hall, covering three meals a day. Please note that the meal plan fee cannot be refunded when you missed a meal unless it was because of a class.

#### ❖ Meal Plan Requirement

All degree-seeking students living in Komachi Hall are required to take a meal contract. If you cannot be on the Meal Plan for particular reasons, please consult Student Affairs during the New Students Orientation.

#### ❖ Dietary Restriction

If you have dietary restrictions, please consult Student Affairs in order to arrange a well-suited menu for you with the cafeteria staff.

#### ❖ When Feeling Sick

When feeling sick, the Cafeteria provides easily digestible food such as porridge or udon noodle.

#### ❖ During Long Holiday Breaks

The Cafeteria will be closed during summer break, year-end/New year's holiday or spring break. In addition, the meal plan does not cover Golden-week (between May 3- 6), the Winter Program, but meals are available on a cash-basis during this period.

#### ❖ The Cafeteria's open hours is introduced at 'Campus life'.

### ③Cleaning fee

There is a fee to clean rooms after leaving. In the event of any damages to the room caused by the resident, the cost of repairs will be borne by the student.

## (2) Miscellaneous fees

### ①Influenza Immunization Fee (3,000 JPY/shot)

Influenza is a contagious disease caused by a virus. All students without a valid excuse must be vaccinated against influenza in order to prevent transmission on campus. It is scheduled in November. An influenza immunization fee must be paid in advance upon matriculation.

## ② Insurance Fee (4,660 JPY /four years)

Insurance organized by JEES (see details below) will cover you for 4 years. If you remain at the university longer than 4 years, you must consult the Office of Student Affairs about the re-entry procedure into the insurance before it expires.

### **【Required Insurance】 University will take care of the application process.**

#### ❖ **Personal Accident Insurance for Students Pursuing Education and Research (PAS)**

All AIU students are required to join “Personal Accident Insurance for Students Pursuing Education and Research (PAS)” while enrolled in the university. This insurance is a compensation system, which covers injuries that students may suffer due to unexpected accidents during classes, extracurricular activities, or when they are on their way to or from campus.

#### ❖ **Liability Insurance Coupled with PAS**

All AIU students are also required to join a liability insurance program called “Liability Insurance coupled with PAS.” This insurance covers injuries and destruction of properties, which may be caused by students during classes, internships, university events, and on the way to or from campus.

### **【Optional Insurance】 Student have to apply by yourself.**

#### ❖ **Student Life Insurance Coupled with PAS**

In case the above insurances are insufficient, students can join for the “Student Life Insurance coupled with PAS.” This covers academic expenses when students’ guardians suffer an injury or pass away as a result of an unexpected accident, in addition to students’ medical expenses. If you wish to join this insurance, please directly contact Nakamura Insurance Service (Only Japanese speaking operators are available).

For more details, please see the “Guide to Personal Accident Insurance for Students Pursuing Education and Research,” “Guide to Liability Insurance coupled with PAS,” and “Guide to Student Life Insurance coupled with PAS.”

## ③ Student Activity Fee (39,000 JPY, one-time-only)

All students are required to pay the student activity fee. It is a membership fee of the Student Government and is used for various activities conducted both on and off campus. This fee is non-refundable.

## ④ Guardian Association Fee (20,000 JPY, one-time-only)

All guardians of AIU students are required to join the AIU Guardian Association. It was founded in October, 2004 with the aim to strengthen cooperation between the university and guardians for the benefit of our student services. This fee is non-refundable.

## ⑤ Alumni Association Fee (20,000 JPY, one-time-only)

All AIU students are required to pay the AIU Alumni Association Lifetime Membership Fee upon matriculation. The AIU Alumni Association was founded in March, 2008 to contribute to the development of the university, contribute to the international and local communities, and to deepen connections among its members.

Current students at the university are all considered as pre-members of the association. After graduating, you automatically become full members. As pre-members, all students have the opportunity to communicate with graduates and consult them on matters ranging from job hunting to study abroad. Please see Alumni Association Website for details, <http://www.aiu.ac.jp/~global-arch/>. This fee is non-refundable.

### 3. Moving Preparation and Komachi Hall

All freshmen are required to stay at our Residence Hall (Komachi Hall) for one academic year. All residents are assigned to double-occupancy rooms and are expected to experience room sharing with other students. Your roommate will be a degree-seeking Japanese/international student, a study abroad/exchange student, or a student in other programs. Roommate matching is made by the university. Your roommate may change every semester. Your room number will be given to you when you move-in.

Please know that about 20% of the Komachi residents are international students. In addition, some students may be assigned to the co-ed floor. Freshmen are advised to carefully read sections regarding the Residence Hall, roommate, and etc. in order to adjust to the residential community environment as smoothly as possible.

The preparation of meals is permitted only in the Common Kitchen located on the 1st floor of Komachi Hall. Therefore electrical appliances which student can bring into their rooms are limited.

#### 1. Room, Equipment and Facility

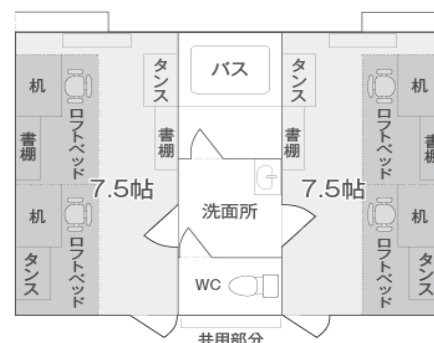
##### (1) Room

All residents share a 14m<sup>2</sup> room with a fellow students. Every two rooms share a common bath, toilet.

##### (2) Equipment

Desk, bookshelf, wardrobe, bed (loft-style), chair and desk-lamp, phone (Internal calls only). There is a common kitchen which can be used when the meal plan is not offered.

There are microwaves and laundry machines located on each floor.



#### 2. Personal Belongings

##### (1) Personal Belongings

Using the following mailing address, you may send up to three packages to the Residence Hall Office before your arrival. There is no limit on bring-in personal belongings to the Komachi Hall rooms. **However, new students are encouraged to keep them at minimum since you may be asked to change the room at the end of every semester. Please remember that the residential space is limited. Before bringing any big or bulky items there, please make sure the size of your room.**

All sending packages must be arrived on or after Thursday, August 23. If your packages are arrived before August 23, they may be returned.

Mailing Address
<b>STUDENT'S NAME</b> Komachi Hall Akita International University 193-3 Aza-Okutsubakidai, Tsubakigawa, Yuwa Akita City, Akita 010-1211 Japan
+81-18-881-0357

##### (2) Things to Bring

Upon moving into the Komachi Hall, students will need items such as a bedding\*, toiletries, a first-aid kit, and detergent. These can be purchased at the AIU Shop at the university, AEON Shopping Mall, AMANO (a home amenities shop) or Yamada Denki (an electronic store), which is at a 10-minute drive from the university.

\*Please refer next page for Bedding Rental. The inside dimension of our bed is approximately 2 meters × 1 meter.

\*A first-aid kit: plasters, disinfectant, thermometer, medicine for stomach, a cold, and fever and etc.

\*There are laundry machines in common use. You need coins and detergent.

### (3) Home Appliances

~ Caution about use of electrical appliance in your room ~

**! Do not use Cooking Heater of any kind in your room!**

Residents should not have or use any appliance with high power consumptions in individual room of Komachi Hall, because of the risk of tripping the circuit breaker and/or even causing fire. Cooking meals in the rooms is prohibited. However, coffee makers and electric kettles to make individual servings are permitted. Below is a list of acceptable and unacceptable appliances.

If staff member finds any of unacceptable appliances in individual room, university may confiscate those appliances.

<b>Hair Dryer</b>	<b>Personal Computer</b>	<b>Coffee Maker</b>	<b>Compact Refrigerator (Less than 100 liter)</b>	<b>Vacuum Cleaner</b>
○	○	○	○	○
<b>Clothing Iron</b>	<b>Air Purifier</b>	<b>Dehumidifier/ Humidifier</b>	<b>Heated Blanket</b>	<b>Fan</b>
○	○	○	○	○
<b>Electric kettle</b>	<b>Hotplate</b>	<b>Oven</b>	<b>Gas Stove</b>	<b>Microwave</b>
○	X	X	X	X
<b>Toaster</b>	<b>Rice Cooker</b>	<b>Electric Skillet</b>	<b>Electric/ Oil Space Heater</b>	<b>TV</b>
X	X	X	X	X
<b>Heated Carpet</b>	<b>Kotatsu</b>			
X	X			

\*Kotatsu (こたつ): A table with a built-in heater.

\*A refrigerator will be installed in the AIU Student housing (Komachi Hall and Student apartments) from the following fiscal year.

### (4) Rental Bedding

A Rental bedding set is available under a one-year binding contract. For more information about the application, see "New Student Information and Service Application Form."

<b>Cleaning Service</b>	<b>Items</b>	<b>Fee</b>
Sheet/covers can be changed at the Residence Lobby on Mondays 11:00 a.m. – 2:00 p.m.	Pillow, Pillow Case, Mattress, Bed Sheet, Quilt, Quilt Cover, Blanket, Blanket Cover	25,300 JPY

<b>Rental Period</b>	Friday, August 24, 2018 – Wednesday, August 7, 2019
<b>Application Deadline</b>	Friday, August 17, 2018
<b>Payment Deadline</b>	Friday, August 24, 2018
<b>Payment Method</b>	Pay by cash at the AIU Shop located at the first floor of the Student Hall (F build.)

### (5) Internet access

Cabled internet access is available in individual rooms and residents must prepare their own LAN cables (3 meters or longer recommended). If your laptop computer does not have a LAN port, please bring a USB-LAN adapter with you. Wireless Internet is available in the Komachi Lobby only. If you want wireless internet access in your room, you must provide your own wireless access point and contact the university ICT Office before setting it up. Additionally, your personal computers must have an Anti-Virus software installed with the latest update before connecting to the internet.



## 4. CHECK-IN DAY and New Student Orientation

**All freshmen must check into the university at the Cafeteria** and attend the New Student Orientation.

### 1. Check-in Day

Check-in: Friday, August 24<sup>th</sup> 9:00a.m.-2:00p.m. \*Please check in before 2:00p.m.

Venue: Cafeteria

### 2. Schedule on the day

- ① Check-in, and receive orientation package and room key etc.
- ② Do paperwork (resident record, national health insurance etc.) at the desk for students who possess a resident card only (next to the check-in desk).
- ③ Take an ID photo for your student ID card at the library.
- ④ Carry personal belongings, including bring-in luggage and pre-sent packages, to your assigned room. (students and staffs will assist you)
- ⑤ Join a campus orienteering.  
After completing the check-in procedures, enjoy some free time until the new student orientation begins.
- ⑥ Join new student orientation start at 3:30p.m.

\* If you come by car, park in the parking lot on the northern side of the dormitory or the parking lot in Akita Prefectural Park across from the university (Please refer to the campus map). Please do NOT park in front of Student Hall or at Cycling Terminal. You are allowed to stop your car in front of the Komachi Hall within 5 minutes for bringing your baggage.

\* No program scheduled except orientation start at 3:30p.m.

\* Meal Plan begins from lunch on Friday, August 24. The cafeteria open 11:30a.m.-2:00p.m. (lunch) and 5:30p.m.-8:00p.m. (dinner).

If you have any inquiry, please feel free to talk RA (Resident Assistant). Resident Assistants and Orientation Peer Supporters will support you with the check-in procedures.

### 3. New student orientation

All freshmen are required to attend the New Student Orientation. The aim of this orientation is to adjust you to your new environment as smoothly as possible.

#### Orientation Program (Tentative. Fixed and detailed schedule will be distributed on the check-in day.)

August 24 (Fri.)	Check-in, the New student orientation
August 26 (Sun.)	Free shuttle bus service*2
August 27 (Mon.)	Orientations;
~ August 31 (Fri.)	EAP Orientation*1, Academic Affairs (curriculum, registration), Student life (Regulation of Komachi Hall, Financial support, clubs and circles ) etc.
August 31 (Fri.)	Health Check-up (9:30a.m. -11:30 a.m.)
September 1 (Sat.)	Matriculation Ceremony
September 3 (Mon)	Classes begin

\*1 All freshmen are required to attend this orientation. This orientation aims to give you a deeper understanding of the EAP program and to provide you an opportunity to be introduced to the EAP faculty.

\*2 The university will provide a bus service to Akita city, free of charge for students.

Bus route will be: AIU → JR Akita Station → AEON Shopping Mall → Yamada Denki (an electronic store) → AIU. Freshmen are encouraged to use this service for shopping or walking around Akita city.

#### (1) TOEFL ITP

All freshmen are required to take the TOEFL ITP during the orientation week, free of charge. The score will determine your placement in the EAP program. Therefore, students are encouraged to look through TOEFL textbooks in advance. Freshmen who have taken the official TOEFL prior to enrollment are requested to submit a copy of your score report to our EAP faculty members.

## 5. MATRICULATION CEREMONY

The Matriculation Ceremony will be held at the following times and venue on **Saturday, September 1<sup>st</sup>**.

	Time	Venue
<b>Matriculation Ceremony</b>	1:30 p.m. – 2:30 p.m.	Suda Hall

### (1) Matriculation Ceremony

All freshmen are required to attend the Matriculation Ceremony wearing semi-formal attire. If your guardian will attend the ceremony, you should sign up in advance. For more information, see “Student Information and Service Application Form.”

### ❖ Lunch for Guardians

If guardians wish to have a lunch on or around campus, please refer following information. If you bring your own lunch, a waiting room for guardians (Building D) will be available.

The university suggests the following lunch places as options:

1. Cafeteria
2. College Café on campus (The number of table is limited).
3. Plaza Crypton (Seat reservation is recommended. The number of table is limited)  
<http://www.plaza-crypton.jp/restaurant/> or Cycling Terminal adjacent to the campus

### (2) Overnight Guests in the Residence Hall

Between Friday, August 24 and Thursday, August 30, you may not have overnight guests in your rooms. However, you are permitted to have overnight guests from the evening of August 31 up to three nights by obtaining permission in advance from the Office of Student Affairs using the “Application for Overnight Visitors in the Residence Hall.”

Guests are able to rent a bedding set (Fee will be charged). Please contact AIU shop ([TEL:018-886-3799](tel:018-886-3799)) for more information.

### (3) Accommodations

Students and family or friends can stay at the following hotels with a special AIU discount by presenting the attached “A I U 優待カード” at the time of check-in. Please direct inquiries to the hotels.

VICINITY OF AIU	
Plaza Crypton	<a href="http://www.plaza-crypton.jp">http://www.plaza-crypton.jp</a>  018-882-4811
JR Akita Station Area	
Akita View Hotel	<a href="http://www.viewhotels.co.jp/akita/">http://www.viewhotels.co.jp/akita/</a>  018-832-1111
Hotel Metropolitan Akita	<a href="http://www.metro-akita.jp">http://www.metro-akita.jp</a>  018-831-2222
Toyoko Inn Akita	<a href="http://www.toyoko-inn.com/hotel/00087/index.html">http://www.toyoko-inn.com/hotel/00087/index.html</a>  018-889-1045

## 6. Campus Life

### 1. Academic Year Calendar

[http://web.aiu.ac.jp/wp/wp-content/themes/aiu/doc/about/academic/un\\_calendar/AcademicCalendar\\_2018-2019.pdf](http://web.aiu.ac.jp/wp/wp-content/themes/aiu/doc/about/academic/un_calendar/AcademicCalendar_2018-2019.pdf)

### 2. Certificate of Enrollment

Certificate of Enrollment will be available from right after the day of Matriculation Ceremony. You can use a machine at the Administration Office with free of charge.

### 3. Financial support

Financial Aid programs are available to AIU students. Information regarding JASSO student loan and tuition reduction/exemption system will be provided during the orientation program. If you consider applying for them, please attend the scholarship guidance session at new student orientation, and check e-mail message from us.

### 4. Healthcare

#### ❖ Check-Up

AIU provides an annual health check-up, in accordance to the School Health and Safety Act. All degree-seeking students (including special non-degree-seeking students) and graduate students must undergo compulsory annual medical examinations at a designated time.

#### ❖ Flu

The dormitory environment can quickly spread disease. When a resident is infected with influenza, it will affect the student's life greatly, such as being suspended from attending classes. Therefore, it is mandatory for freshmen to take the flu shot (please contact the Healthcare Room if you cannot take flu shots due to the medical reasons). There have been reported cases of the under-age abnormal behaviors once infected. The Ministry of Health, Labor and Welfare recommends that patients should not be left alone. Therefore, in case the under-age get infected, AIU will contact your guardian to come stay with you or take you home.

#### ❖ National Health Insurance Card and First-Aid Kit

For unexpected injuries and diseases, please always keep your National Health Insurance Card and first-aid kit at hand. You will always be required to present your National Health Insurance Card each time you go to the hospital. In addition, your first-aid kit should contain the following items, including medicines suited for you.

- Medicine for Cold ●Antipyretic Analgesics ●Gastrointestinal Drugs ●Ointment ●Disinfectant
- Other items for injury care (thermometer, scissors, tweezers, sterile gauze, absorbent cotton, plaster tape, bandage, and plastic bags)

### 5. Facilities on campus

#### ❖ ATM

There is an Akita-Bank (Kawabe branch) ATM on campus (operation hours: 9 a.m. – 6 p.m. between Monday and Friday, 9 a.m.-5 p.m. on Saturday, Sunday and Holidays). Please note that the only a limited selection of cards of other banks can be used at this ATM.

#### ❖ AIU shop

Located on the 1<sup>st</sup> floor of the Student Hall, you can buy lunch, sweets, drinks, sundries, stationary etc.

#### ❖ Cafeteria

Microwaves and toasters are available at the cafeteria for students to use when needed.

Please refer following website for opening hours. <https://web.aiu.ac.jp/campuslife/campusmap/> (Japanese only)

#### ❖ College Café

Located on 1<sup>st</sup> floor of Student Hall, College Café serves light meals, non-alcoholic, and alcoholic beverages for students, faculty, and staff members.

Please refer following website for opening hours. <https://web.aiu.ac.jp/campuslife/campusmap/> (Japanese only)

❖ **Computer room**

There are three IT computer rooms, totaling 150 computers (window OS). One of the room is available 24 hours a day, 365 days a year.

❖ **Bicycles and Storage Rules**

Bicycles must be provided locks for security and be stored in the designated area. Storing on any other area of university land is prohibited. The university is not responsible for any damage, loss of property, or theft of bicycles stored in the university property or any article left in such bicycles. For the Residence Hall residents, please use following Bicycle Parking Areas. [Permitted Bicycles Parking Areas] West side of the Residence Hall

**6. Public transportation**

**【JR (Japan Railway) & Local Bus Services】**

Please refer following website for transportation schedule. <https://web.aiu.ac.jp/en/about/access/>

**【Taxi】**

Local Taxi Companies	Telephone
Takao Hire	018-839-2231
Individual Taxi Association	018-863-9993

Route	Fare	Time
JR Akita Station ⇒ AIU	Around 6,000 JPY	About 35 minutes
JR Wada Station ⇒ AIU	Around 2,000 JPY	About 15 minutes
Akita Airport ⇒ AIU	Around 2,000 JPY	About 15 minutes

❖ **Campus surroundings**

Please see attached map.

# 7. Regulations of AIU Residence Hall

## (Purpose)

**Article 1:** These regulations, based on Article 17 of the AIU Residence Hall Management Guidelines, (hereinafter called Residence Hall Management Guidelines), shall specify basic rules which AIU students must obey in order to lead a secure and comfortable life in the residence hall.

## Chapter 1: Organization of Residential Life

### (Residential Life Committee)

**Article 2:** The Residential Life Committee shall be organized.

### (Group formation)

**Article 3:** To set up a basic structure of residential life, all residence hall students shall belong to one of the groups below according to their respective residence sections.

- (1) Group 1: Main building 1F 101 - 120
- (2) Group 2: Main building 1F 121 - 140
- (3) Group 3: Main building 2F 201 - 220
- (4) Group 4: Main building 2F 221 - 240
- (5) Group 5: Main building 3F 301 - 320
- (6) Group 6: Main building 3F 321 - 340
- (7) Group 7: Main building 4F 401 - 420
- (8) Group 8: Main building 4F 421 - 440
- (9) Group 9: Annex 1F 510 - 515 & Annex 2F 520 - 527
- (10) Group 10: Annex 3F 530 - 537 & Annex 4F 540 - 547

2. Each group shall have its leader selected under the supervision of RAs.

### (Executive Committee)

**Article 4:** In order to maintain an orderly life in the residence hall and to run the Residential Life Committee, the Committee shall have an Executive Committee. The Executive Committee shall be composed of the following members. An assistant may be appointed if need be.

- (1) Chair (1)
- (2) Vice chair (2)
- (3) Group leader (10 or more)
- (4) Resident Assistant (RA) (4 or more)

2. The Chair shall be selected from among the RAs, and Vice Chairs shall be selected from among the RAs and group leaders.

3. The Chair of the Executive Committee shall be assumed by the Chair of the Residential Life Committee.

4. The term of each Executive member shall last from the day he or she is appointed until the day he or she leaves the residence hall.

5. In case there is a vacancy among the Executive members or an Executive member happens to be off campus because he or she is not enrolled in the Winter Program, a supplementary election shall be conducted.

6. In order for an Executive Committee meeting to be convened, more than two-thirds of the Executive members and Chair and Vice Chairs shall attend. Decisions on each agenda item shall be made by majority vote.

### (Duties of Executive Members)

**Article 5:** Representing residence hall students, the Chair of the Residential Life Committee shall be in charge of running the Committee and promoting discipline in the dormitory, as well as convening General Assembly meetings of the Residential Life Committee and Executive Committee.

2. Vice Chairs shall assist the Chair.

3. Group leaders shall represent their respective groups, reflecting their members' opinions in the Executive Committee and maintaining

discipline and order in their groups.

#### **(General Assembly of Residential Life Committee)**

**Article 6:** The Residential Life Committee convenes at least one Residential Life Committee General Assembly (hereinafter called 'General Assembly') meeting every year to discuss and decide items necessary for residential life.

2. Each General Assembly meeting shall be convened by the Chair and Vice Chairs.

3. The Chair of the General Assembly shall be selected from among the residence hall students.

4. In order for a General Assembly meeting to be convened, two-thirds of residence hall students shall attend, with the decision of the agenda made by a majority vote by those present.

### **Chapter 2: Regulations of Residence Hall Use**

#### **(Regulations of Residence Hall Use)**

**Article 7:** In order to maintain discipline in the residence hall, regulations concerning the items below shall be set in the articles that follow:

- (1) Use of facilities and equipment
- (2) Keeping the residence hall clean
- (3) Dealing with emergencies, such as a fire
- (4) Prohibited acts
- (5) Management of residential life
- (6) Other necessary items

#### **Section 1: Use of Facilities and Equipment**

##### **(Use of common facilities and equipment)**

**Article 8:** The shared kitchen, lobby, laundry room, and other sections shared by residence hall students are where community life takes place. All residence hall students shall cooperate to keep these facilities clean.

2. Residence hall students shall cooperate with each other in the operation and management of residence hall facilities and equipment.

##### **(Damaged facilities and equipment)**

**Article 9:** Residence hall students shall keep all residence hall facilities and equipment in good condition and shall not destroy or damage them. In case a student has destroyed or damaged any of the facilities or equipment, he or she shall report it to the residence hall office immediately.

2. In case a student has destroyed or damaged any of the facilities or equipment intentionally or accidentally, he or she shall cover all or part of the repair cost. In addition, in case any of the common facilities or equipment has been intentionally damaged, all dormitory students shall share the repair cost if it is impossible to identify the perpetrator.

##### **(Use of shared equipment between single rooms)**

**Article 10:** Students who use single rooms shall equally share the duty of cleaning the bathroom and washstand.

##### **(Use of Common Facilities and Equipment)**

**Article 11:** The shared kitchen and its equipment may be used from **7 am to 10pm**.

##### **(Leaving personal belongings in common facilities)**

**Article 12:** Personal belongings, such as shoes and sports gear, shall not be left in the hallways. Those which are not removed shall be disposed of by the University.

2. Personal items, such as garbage, food and drinks, shall not be left in the common facilities, such as the shared kitchen, lobby, and lounge. The common facilities shall not be used for sleeping, nor shall they be used exclusively by one person or group.

##### **(Occupancy of the common facilities)**

**Article 13:** In case a group of students needs to use any of the common facilities, such as the shared kitchen, for an event, they shall gain permission from the University beforehand.

## **Paragraph 2: Cleaning of living quarters**

### **(Cleaning of living quarters)**

**Article 14:** Residence hall students shall obey the following rules in order to keep the residence hall clean.

- (1) Garbage shall be sorted out according to the instructions, carried to the garbage collection site, and disposed of.
- (2) Rooms, including the bathroom, shall be kept clean.
- (3) Animals shall not be allowed in the residence hall.
- (4) Residence hall students may decorate their room as they like. However, posters and ornaments shall be put up on the walls using glue or tape that will not cause damage to the walls, doors or any other part of the room.
- (5) As for the hallways, only the doors may be decorated. All other decorations shall be put up on the bulletin boards.
- (6) Tape shall not be used to fix a carpet to the floor. When a carpet is no longer needed, it shall be properly disposed of.
- (7) Furniture, such as beds, shall not be taken apart, nor shall the chairs or tables in the lobby be carried into any of the rooms.

## **Paragraph 3: In case of an emergency such as a fire**

### **(In case of an emergency such as a fire)**

**Article 15:** Residence hall students shall exercise the utmost caution not to cause a fire in the residence hall.

2. Any emergency shall be reported to the residence hall office. The residence hall staff will then report it to the administration office.
3. In case a fire alarm is activated, all residence hall students shall exit the building through the safest route.
4. Residence hall students shall cooperate with the University's emergency instructions during a fire and disaster, and follow all other instructions from university management.

### **(Equipment for emergency)**

**Article 16:** In order to deal with an emergency, such as a fire, residence hall students shall observe the following:

- (1) Fire extinguishers, fire alarms, and other pertinent equipment installed for the protection of residence hall students shall not be tampered with.
- (2) Personal equipment shall not be placed where emergency ladders are installed and evacuation routes that are designated in hallways and balconies.

## **Paragraph 4: Prohibited acts**

### **(Prohibited acts)**

**Article 17:** Residence hall students shall be prohibited from

- (1) smoking in their room or any part of the residence hall (including the premises outside), other than the designated smoking area.
  - (2) drinking alcohol in their room or any part of the residence hall (including the premises outside).
  - (3) using and bringing in dangerous items and drugs, such as marijuana, hallucinogens and stimulants.
  - (4) using fireworks, crackers, model guns, incense, barbecue equipment, charcoal, candles, and any other kind of fire equipment in rooms or any other part of the premises.
  - (5) using an electrical cooking appliance in rooms or common facilities (except the shared kitchen).
  - (6) subletting their room to another person, and duplicating and lending their room key to another person.
  - (7) opening other students' mail boxes or engaging in other acts that infringe on privacy.
  - (8) staying in a room of the opposite sex from 10 pm to 7 am or having someone of the opposite sex stay in their room during the same period.
  - (9) women entering the first floor of the Annex and the Main Building (except the shared area of the lobby) from 10 pm to 7 am, and men (except administrative staff, RAs and residence hall office staff) entering the second to fourth floors of the Main Building.
  - (10) engaging in acts prohibited by other rules in addition to the above.
2. In case any of the items mentioned in (4) and (5) is needed for an event or a student activity, students shall gain permission beforehand.

3. In case a student or students are found to possess any of the items prohibited by law or to be engaged in an illegal act, the University shall report it to the police.

#### **(Restrictions)**

**Article 18:** Residence hall students shall be subject to the following restrictions.

(1) Audio equipment, such as stereos, radios, and TVs, may be used in the rooms, as long as they do not cause trouble to other occupants. If the sound of any of these appliances should cause disturbance to neighbors, the appliance shall be confiscated. A speaker shall not be set up in such a way that its sound leaves the room, nor shall one be installed on any of the balconies.

(2) No sales activities or requests for donations shall be allowed in the dormitory.

2. In case a student group needs to conduct the kind of activities referred to in (2) for the sake of the student government inside the residence hall, the group shall gain permission from the University beforehand.

#### **Paragraph 5: Life management**

##### **(Visitors)**

**Article 19:** Visitors (residence hall students' friends, acquaintances, and family members) may stay in the residence hall from **7 am to 10 pm**. A resident who accepts a visitor shall write down the visitor's name and other information in the "Visitors' Notebook" kept at the residence hall office. The visitor shall stay with the student during his or her stay and wear a permit.

2. In case a visitor wishes to stay temporarily in the residence hall, he or she may do so for **up to 3 days** after making an application and obtaining permission from the roommate or suitemate.

3. Under special circumstances such as when a student has fallen ill, his or her family member may stay for a night or longer regardless of the preceding regulation.

4. Visitors referred to in (2) shall be of the **same sex**.

##### **(Staying away from campus overnight or longer)**

**Article 20:** In case a residence hall student needs to stay away from campus overnight or longer, he or she shall submit an application to the residence hall office by the day he or she leaves.

##### **(Quiet hours)**

**Article 21:** Quiet Hours shall be from 10 pm to 7 am, regardless of the day. During this period, no noise, music, and group meetings shall be allowed.

##### **(Internet use)**

**Article 22:** In order to use the Internet in a residence hall room, the "Student Internet Use Application Form" shall be submitted for permission.

2. All computers shall be installed with anti-virus software.

3. Accessing Internet sites, confirming the safety of downloading files, and using pay sites shall be the responsibility of the user.

4. Using file-exchange software such as "Winny" shall not be allowed since it may infringe on copyright or place a burden on the residence hall's Internet network system, preventing other residence hall students from using the system properly.

#### **Paragraph 6: Other necessary items**

##### **(When checking-in)**

**Article 23:** When checking-in, residence hall students shall write down in the "Damage Check List" the damage and equipment condition of their rooms and submit the list to the residence hall office.

##### **(Room assignment)**

**Article 24:** Residence Hall rooms shall be assigned by the University, with each floor used only by males or females. In case anyone wishes to move into a different room, he or she shall inform the University, citing a legitimate reason. The University shall grant permission if it deems the reason acceptable and if it is possible to do in the assignment situation at that point.

##### **(When leaving the residence hall)**

**Article 25:** When vacating his or her room, a residence hall student shall take all personal belongings out of the room and clean it.



2. When conducting a damage check, the leaving student shall check for any damage to the room and equipment, in addition to checking if any equipment is missing. The student shall write down any pertinent information on the "Damage Check List." In case there is any damage or any equipment missing, the student shall bear the cost.

#### **(Management of Residence Hall)**

**Article 26:** Residence hall students have the right to protect their privacy by not accepting an illegal entry into their rooms, such as an investigation or apprehension. However, administrative staff, dormitory office staff or Resident Assistant (RA) may enter a room in case:

- (1) the occupant of a room has requested repair work on some part of the room.
- (2) a check needs to be conducted at the end of a semester or during a long vacation for the sake of hygiene and security.
- (3) there is an imminent danger to security, health, and possessions of residence hall students or to university facilities.
- (4) a check needs to be conducted concerning a visitor who is staying in the residence hall without his or her name listed in the "Visitors' Notebook" or concerning an item which must not be brought into the room.
- (5) there is a suspicion of drinking alcohol, smoking, making noise or other acts that violate the Regulations of AIU Residence Hall.
- (6) an entry about which the occupant is informed in advance is made.

2. An entry by the police, an investigation, or apprehension shall be made according to Japanese law.

#### **(Parking)**

**Article 27:** Residence students who own a car and need to park it on university premises shall obtain permission from the University.

#### **(Reward and Punishment)**

**Article 28:** On the basis of the deliberations of the Student Life Committee, the University shall award permission to residence hall students who set a good example for other residence hall students.

2. Residence hall students shall obey the Guidelines for AIU Residence Hall Management, Regulations of AIU Residence Hall, as well as other pertinent regulations. Those who act in violation of any of these regulations may be subjected to disciplinary action.

#### **(Approval of Regulations)**

**Article 29:** These regulations shall be effected upon the agreement of the majority of residence hall students and the approval of the President.

#### **(Amendment of regulation)**

**Article 30:** In case these Regulations need to be revised or abolished, it shall be put to a vote at a General Assembly meeting and approved by the President following deliberations of the Student Life Committee.

*Supplementary provision:*

*These regulations shall be enforced beginning on April 1, 2007.*

*Supplementary provision:*

*These regulations shall be enforced beginning on November 1, 2009.*

*Supplementary provision:*

*These regulations shall be enforced beginning on December 1, 2011.*

*Supplementary provision:*

*These regulations shall be enforced beginning on January 1, 2013.*

# Completion of “MEDICAL INFORMATION FORM” and Vaccination

We request all the matriculating students to complete and submit the “MEDICAL INFORMATION FORM”. The provided information will be used exclusively for student health care and for providing necessary information for medical personnel and/or the hospital in case of an emergency. All information will be kept confidential.

## (1) Form Instructions

- Please specify the illness (es) or allergy (ies) you have experienced until now (if applicable) and write the details of the illness in the box. You will be asked to list your past vaccinations and the date of each.
- AIU offers ‘special support’ for those who need it. If you need, please let us know details such as condition, symptom, support you want to take. Also, please submit doctor’s note (sealed) to the coordinator of student well-being and study support.  
(What’s ‘special support?’?)  
Disability includes visual disability, hearing disability, physical disability, internal disability, mental disability and development disability. This applies for people who have certificates of disability, and who receive severe influence due to the disabilities for studying and living in a long time. If the student wish to be applied support, and its necessary is well-recognized, AIU will consider to take accommodations.

## (2) Vaccinations

To prevent the possible risk of infection, we strongly request you to receive the following vaccinations before your arrival at AIU:

- MMR vaccine (measles-mumps-rubella vaccine)

If you have not taken the MMR vaccine yet, please consult your physician and get it before your arrival to AIU. If you cannot take it because of a specific circumstance please describe the reason in the Remarks Section of the form.

\* IF YOU CANNOT CONFIRM WHETHER YOU HAVE TAKEN THE VACCINATION OR NOT:

Please be sure to take antibody test to clarify if you have antibody or not. If you don’t, please take the vaccination.

AIU aims to foster global human resources who can contribute to the international community. To achieve this goal, each student is required to take action towards a healthy lifestyle and manage time wisely for his or her health maintenance.

It is highly recommended that students be prepared for life at AIU. There are neither hospitals nor pharmacies within walking distance from campus. If any medicines need to be taken regularly for any chronic symptoms including allergy or stress, please go to see a doctor to receive them and learn the daily treatments for your condition.

The AIU Health and Medical Care Room not only offers first-aid treatment, but also conducts regular health check-ups and health care education so that students can better manage their health.

# Letter of Agreement Regarding Personal Data Processing

Akita International University is committed to treating all personal data properly in accordance with the Act for Protection of Computer Processed Personal Data Held by Administrative Bodies and the Akita prefecture ordinance regarding personal data.

In accordance with the above ordinance, the university will inform you of the purposes and usages of personal data as indicated below. If you agree with the usage of your data below, please sign and submit the attached form to the Division of Student Records in the Administration Office.

If you have any objection to the usage of your data as described below, please notify the university in writing. The usage below is limited to educational purposes at the university. If the usage below is not allowed, the university may not be able to respond in its full capacity in cases such as emergency situations. We would appreciate your understanding and cooperation on this matter.

## 1 Personal data that the university will collect

Person	Information	Main Purposes
Student	Photo, Student ID(*1), Admission ID(*1), Name, Faculty & Program or Graduate School & Program(*1), Date of Birth, Sex, Educational History, Nationality, Home Address and Telephone Number, Current Address and Telephone Number, Addresses and Telephone Number During Study Abroad, Cell Phone Number, Place of Origin, Commuting Route, Vehicle Investigation Information, Passport Information, Eligibility for Stay in Japan, Certificate of Graduation, Certificate of Enrollment, Period of Stay in Japan (In Case of Non-Japanese Students)	Contacting Student and Guarantor Posting, Emergency Contacts Developing Student Database Processing Admission and Graduation Creating Certificates Creating Diplomas, Student E-mail Accounts Selecting of Recipients of Tuition Waiver Assigning, Selecting Awards Recipients Administering Academic Information (Registration, Grading, Examinations, Certificates) Sending Grade Summary
Guarantor	Name, Relation to the Student, Sex, Address, Nationality, Place of Origin, Telephone Number, Workplace, Work Address, Work Telephone, Emergency Contact	Health Check Producing Official Documents Publication of Promotion Documents Supporting Study Abroad, Career Development and Internships
Student and/or Guarantor	Bank Account Information (Bank Name, Bank Code, Bank Book Number, Type of Bank Account, Bank Account Number, Stamp ), Health Situation	Automatic Withdrawal of Tuition Insurance Registration

## 2 Data that the university will provide

Recipients	Type of Information	Information	Purpose
Guarantor	Student Information	Student ID(*1), Faculty & Program or Graduate School & Program(*1), Name, Date of Birth, Admission Date, Grade Information (Course Title, Instructor, Grade, Credits, etc.)	Sending Grades
Overseas Insurance Company (*2)	Student Information	Name, Student ID(*1)、 Sex、 Destination of Study Abroad	Facilitating Insurance Application Process
Organizations which host or participate in community outreach/cultural exchange programs(*3)	Student Information	Name, Sex, Age, Place of Origin (Country or Region )	Create a List of Participants and Event Materials for the Purpose to Facilitating Cultural Exchange Activities.

(\*1) The Admission ID, Student ID, Faculty & Program or Graduate School & Program are all considered as personal information.

(\*2) The insurance company which the university requires students to purchase overseas insurance from at the time of departure for study abroad.

(\*3) The organizations which the university recognizes as proper and appropriate for students' cultural exchange experience.

### [ INQUIRIES ]

The Division of Student Records, Office of Academic Affairs

Akita International University

9:00 a.m.- 5:00 p.m., Monday-Friday except Holidays (Japan Time)

☎ +81-18-886-5871

✉ studentrecords@aiu.ac.jp

# PICK-UP BUS SERVICE

Freshmen students can use the free pick-up bus services on August 24 for check-in (The reservation is required). The bus service is provided between: Akita Airport and AIU, JR Akita Station and AIU, and Plaza Crypton and AIU. A bus could be cancelled if nobody signed up for it. Therefore, make sure to apply by the deadline. The bus schedules for each day are posted on the link of “New Student Information and Service Application Form”. AIU staff or Orientation Peer Supporters will meet you at the following pick-up locations. If you do not arrive at the pick-up locations by the bus departure time, the bus will leave without you even if you have reserved a seat.

## Pick-up Location

### ❖ Akita Airport

Please meet in front of the convenience store “FamilyMart” on the 1st floor of Akita Airport.



### ❖ JR Akita Station

Please meet at the JR Akita Station, East Exit, **Bus Terminal #5. (See below)**



# Paperwork and Procedures for International Students

We will open a desk for international students in the Cafeteria on August 24 to assist with all procedures for your residence register and national health insurance. Please visit the desk with your passport and residence card.

- **National Health Insurance**

National Health Insurance is a mandatory insurance program in Japan, which you must join even if you already have your own health insurance coverage. With this insurance, 70% of your medical costs (visits to clinics, medications, hospitalizations, etc.) will be covered. Student Affairs will complete the procedure at the municipal office on your behalf.

- **Resident Registration**

A residence card will be issued to foreign nationals who enter Japan through Narita, Haneda, Chubu, or Kansai International Airport under a student visa. All residence card holders must register their address at a municipal office within 14 days after arrival.

If you enter Japan through airports other than the above, a note “A residence card will be issued later” (lower right) will be stamped next to the landing verification seal (lower left) on your passport. In this case, your residence card will be directly mailed to you about a week after registering your address at the municipal office.

Student Affairs will assist you with this procedure at the check-in desk. For further information on residence card, please visit the following website:

[http://www.immi-moj.go.jp/newimmiact\\_1/en/point\\_1-2.html](http://www.immi-moj.go.jp/newimmiact_1/en/point_1-2.html)



### For current residents in Japan

If you currently reside in Japan but not in Akita city, you should move your resident registration to Akita city. In order to complete this, you must get a certified copy of your moving-out record at the municipal office of your current residence. You are encouraged to do this BEFORE coming to Akita.

If you made a resident registration in Japan in or after October 2015, you are automatically assigned a “My Number,” which is a unique social security number in Japan. If you have either of the two “My Number” cards (right), please make sure to bring it with you when you register

your residency in Akita city.



- **Work Permit**

Students who have a ‘College Student’ visa are allowed to work part-time for up to 28 hours per week during a semester period and eight hours per day during a long break period (summer break, winter and spring break). In order to be eligible to work, you must obtain a work permit (officially called ‘Permission to Engage in Activity other than that Permitted under the Status of Residence Previously Granted.’) beforehand. If this is your first entry into Japan, you can apply for a work permit at the airport of your arrival. After this point, you can still obtain a work permit, but will have to go to the immigration bureau in downtown Akita. For further information on work permits, please visit the following website: [http://www.immi-moj.go.jp/newimmiact\\_1/en/port-city.html](http://www.immi-moj.go.jp/newimmiact_1/en/port-city.html)

By August 17

## Letter of Agreement Regarding Personal Data Processing

I hereby agree to the personal data processing of Akita International University, which was explained in the booklet.

Name of Student: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

(DD/MM/YY)

Name of Guarantor: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

(DD/MM/YY)

様式第1号(第10条第1項関係)

Form 1 (Related to Article 10 Paragraph 1)

By August 17

## 入寮承認願及び入寮誓約書

### Request for Permission to Move into Residence Hall and Agreement to Abide by Residence Hall Contract

Date: 年 月 日

Year: \_\_\_\_\_ Month: \_\_\_\_ Day: \_\_\_\_

国際教養大学長様

To the President of Akita International University

国際教養大学学生寮に入寮したいので、承認して下さるようお願いします。

なお、在寮中は学生寮に関する諸規程を守り、本人の身上に関する一切については保証人において引き受け、大学に迷惑をかけないことを連署をもって誓約します。また、規則を破った場合、2年次以降の学内居住禁止などの処分を受けても不服は一切申し立てません。

I hereby request permission to move into the Komachi Residence Hall at AIU. I promise to observe all relevant rules and regulations. The listed guarantor accepts responsibility for the applicant. Both agree to refrain from any activity which would cause undue trouble to the university. In case I break any of the rules set by the university, I am willing to waive my right to apply for and live in an on-campus apartment from my sophomore year and thereafter.

本人 氏名

㊞

Applicant: Name

生年月日 / Date of Birth

性 別 / Sex

保証人 氏名

㊞

Guarantor: Name

生年月日 / Date of Birth

本人との続柄 / Relationship to Applicant

職業及び勤務先 / Occupation and Place of Work

現 住 所 / Home Address

電話番号 / Telephone Number

※いただいた個人情報については、学生寮・学生宿舎の管理以外の業務には使用しません。

Personal information on this form will be used exclusively for the purposes of student housing.

## Venue of AIU Special Discount

Special discounts have been provided for AIU students and your family and friends. Please show this information at each venue before you make a payment. The discount for the hotels is applicable only when you make a direct reservation by phone or through the websites of each hotel. For further details of discount, please contact the shops, the restaurants, and the hotels of your choice, respectively.

Hotel	<b>Akita View Hotel</b>	<a href="http://www.akitaviewhotel.jp">http://www.akitaviewhotel.jp</a> ☎ 018-832-1111
	<b>Toyoko Inn Akita</b>	<a href="http://www.toyoko-inn.com/hotel/00087/index.html">http://www.toyoko-inn.com/hotel/00087/index.html</a> ☎ 018-889-1045
	<b>Plaza Crypton</b>	<a href="http://www.plaza-crypton.jp">http://www.plaza-crypton.jp</a> ☎ 018-882-4811
	<b>Hotel Metropolitan Akita</b>	<a href="http://www.metro-akita.jp">http://www.metro-akita.jp</a> ☎ 018-831-2222
Restaurant	<b>Restaurant SORA at Akita Airport</b>	<a href="http://www.akita-airport.com/floor/shop.php">http://www.akita-airport.com/floor/shop.php</a> ☎ 018-886-3366
Souvenir	<b>A-air at Akita Airport</b>	<a href="http://www.akita-airport.com/floor/shop.php">http://www.akita-airport.com/floor/shop.php</a> ☎ 018-886-3366
	<b>Akita Souvenir Plaza</b>	<a href="http://www.a-bussan.jp/">http://www.a-bussan.jp/</a> ☎ 018-836-7830





参照①大学周辺地図 / Reference① MAP OF THE SURROUNDING AREA



8月26日(日)に臨時バスを運行予定です。Special bus is planning to run on Saturday, August 26<sup>th</sup>.

# 御所野マップ①/Goshono Map ①

↑赤十字病院へ  
To Red Cross Hospital

秋田銀行 御所野ニュータウン支店  
Akita Bank -Goshono New Town Branch

8月26日臨時バス停車予定場所  
Special Bus Stop on Aug. 26<sup>th</sup>  
\*Tentative

御所野マップ②へ  
To the Goshono Map②

イオンモール  
AEON Mall

国際教養大学線(御所野)  
Goshono Line

秋田市マイタウン・バス  
Akita City My Town Bus

御所野郵便局  
Goshono Post Office

フレスポ御所野  
Frespo Goshono

イオンモールを経由する仁井田御所野線/広面御所野線で秋田駅へ行けます。  
From AEON Mall, Niida-Goshono Line and Hiroomote- Goshono Line goes to Akita Station.

御所野マップ②/Goshono Map ②

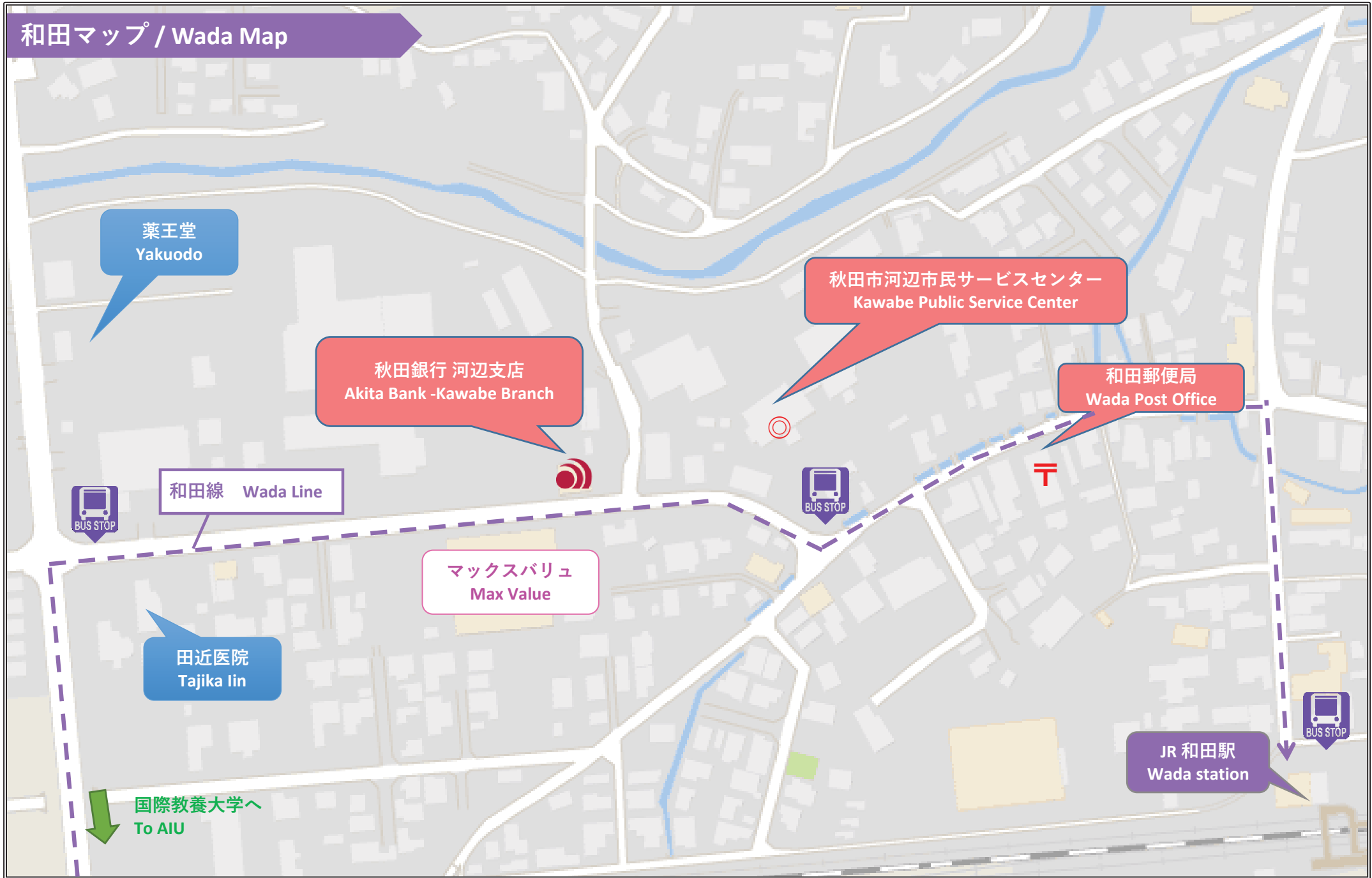
スーパーセンターアマノ  
SUPER CENTER AMANO

8月26日臨時バス停車予定場所  
Special Bus Stop on Aug. 26<sup>th</sup>  
\*Tentative

ヤマダ電機  
YAMADA DENKI

御所野マップ①へ  
To the Goshono Map ①

和田マップ / Wada Map



# 参照②キャンパス内駐車案内/ Reference②Parking Map in AIU campus

