A GUIDE TO
SAGA UNIVERSITY
INTERNATIONAL HOUSE

入居案内

SAGA UNIVERSITY
INTRODUCTION

Residents of Saga University International House are requested to carefully read the rules and detailed regulations contained in this book. We are certain that residents' full understanding and observance of these regulations will make their life in the House more comfortable and their study, research and international communication more efficient and fruitful.

If discrepancies in interpretation occur between the Japanese version of the regulations and detailed regulations and the English one, the former will have priority over the latter.
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1 GENERAL INFORMATION ABOUT SAGA UNIVERSITY INTERNATIONAL HOUSE

1 Purpose of Establishment

Saga University International House was established for the purpose of providing foreign students and researchers with accommodations and facilities in order to contribute to the promotion of international communication in the field of education and research of the University.

2 Management

The House is managed by Saga University under the responsibility of the House Director (Director of the International Student Center) and administered by the International Student Division of the Student Affairs Department.

3 Name, Address and Telephone Number

Name: Saga University International House
Address: 489-1 Honjo, Honjo-machi, Saga City, 840-0027
Phone: 0952-28-8804 the extension number 5001

4 Location of the House

The House is located on the main campus, along Route208 (the South Bypass). Next to it stands the Saga University Dormitory. The House is situated in a residential area conveniently close to a variety of shops.

Public Transportation: about 20 minutes' bus ride from Saga Bus Center, which is adjacent to JR Saga Station.
(a) Get on a No. 11 bus for Sō-ō or on a No. 12 bus for Higashi-Yoka at Platform 1 at Saga Bus Center. Get off at Sadai-Mae (which means "in front of Saga Univ.").
(b) Get on a No. 63 bus for Sadai-Mae at Platform 4 at Saga Bus Center. Get off at Sadai-Mae.

5 House Office

Located on the first floor of Building A is the Secretarial Office, where clerical work related to the House is carried out. Clerks are available to advise and assist residents on matters concerning daily life.
Office hours are as follows:
Monday through Friday: 10:30—17:00
The office is closed Saturdays, Sundays, National Holidays, and during the New Year Holidays (December 29-January 3)
6 Outline of Facilities

(1) Buildings

Building A (five-storied reinforced concrete building): single rooms, administrative facilities, common facilities

Building B (four-storied reinforced concrete building): couple rooms, family rooms

Total area: 2122m²

Outline of Rooms

<table>
<thead>
<tr>
<th>Building Name</th>
<th>Floor</th>
<th>Facility Division</th>
<th>Room Name</th>
<th>Number</th>
<th>Area (m²) (per room)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Building A</td>
<td>1st</td>
<td>Administrative Facilities</td>
<td>Office</td>
<td>1</td>
<td>17</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Consultation/Meeting Room</td>
<td>1</td>
<td>17</td>
</tr>
<tr>
<td></td>
<td>2nd</td>
<td>Common Facilities</td>
<td>Library Study</td>
<td>1</td>
<td>80</td>
</tr>
<tr>
<td></td>
<td>3rd</td>
<td>Com Facilities</td>
<td>Seminar Room</td>
<td>1</td>
<td>57</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Japanese-style Room</td>
<td>1</td>
<td>33</td>
</tr>
<tr>
<td></td>
<td>4-5th</td>
<td>Individual Rm</td>
<td>Single Researcher Rm</td>
<td>2</td>
<td>20</td>
</tr>
<tr>
<td>Building B</td>
<td>1st &amp;</td>
<td>Individual Rm</td>
<td>Common Room</td>
<td>1</td>
<td>34</td>
</tr>
<tr>
<td></td>
<td>2nd</td>
<td></td>
<td>Single Student Room</td>
<td>10</td>
<td>17</td>
</tr>
<tr>
<td></td>
<td>3rd &amp;</td>
<td>Individual Rm</td>
<td>Single Student Room</td>
<td>12 each fl</td>
<td>17</td>
</tr>
<tr>
<td></td>
<td>4th</td>
<td></td>
<td>Researcher Family Rm</td>
<td>1 each fl</td>
<td>64</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Student Family Room</td>
<td>2 each fl</td>
<td>56</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Researcher Couple Rm</td>
<td>1 each fl</td>
<td>48</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Student Couple Room</td>
<td>2 (3rd fl) 1 (4th fl)</td>
<td>44</td>
</tr>
</tbody>
</table>

* A laundry room is located on every floor excepting the first.

(2) Individual Room Fixtures

Single Room:
Bed, locker, bookshelf, refrigerator, desk, chair, dining table, gas-cooker, etc.

Couple Room:
Bed, wardrobe, bookshelf, cupboard, refrigerator, desk, chair, dining table, reception table and chairs, washing machine, laundry dryer, gas-cooker, etc.

Family Room:
Bed, wardrobe, bookshelf, cupboard, refrigerator, desk, chair, dining table, reception table and chairs, bunk bed, washing machine, laundry dryer, gas-cooker, etc.

Each room is furnished with a unit bathtub, a water-heater, a sink, and air-conditioning equipment.
II QUALIFICATIONS FOR RESIDENCE AND PROCEDURES FOR OBTAINING RESIDENCE PERMISSION AND MOVING OUT

1 Qualification for Residence

Residents must have one of the following qualifications by being:
(1) Foreign students studying at Saga University or at another national university in Japan, their spouses, or their children.
(2) Foreign researchers engaged in research at Saga University or at another national university in Japan, their spouses, or their children.
—or
(3) Other persons approved by the House Director.

2 Application for Residence

A person who wishes to reside in the House must submit an Application for Residence (Form 1-1) to the International Student Division.

3 Residence Permission

After having been examined by the Administration Committee of the International Student Center, applications for residence are accepted or rejected by the House Director. Upon being granted, a Permit for Residence (Form 1-2) is issued to the applicant.

4 Moving in Procedure

A person who is granted a residence permit must move into the House within seven days after the start of the term of residence. He/she must notify International Student Division in advance of the scheduled moving in day. He/she cannot move in on Saturday, Sunday and National Holidays. He/she must also submit a Notification of Arrival at International House (Form 1-3) and a Statement of Intention to Comply with House Regulations (Form 2) to the House Director when he/she moves into the House.

5 Procedures for Initial Use of Electricity, Gas and Water Supply

The House staff may have already completed procedures for use of electricity, gas and water supply, which should be approved by residents scheduled to move in.

6 Procedures Required by Public Offices

Residents must register a change of address application under the Alien Registration Law. They also must be covered by the National Health Insurance Plan. To this end, they are requested to go to Saga City Hall promptly (see IX LIST OF PUBLIC ORGANIZATIONS).

7 Change of Rooms

The House Director allots rooms to residents. Residents must not exchange rooms with each other without the Director's permission.

Residents who want to change rooms for a special reason must submit an Application for Change of
Rooms (Form 3-1) to the House Director for permission.

If the House Director grants permission, he/she will issue a Permit for Change of Rooms (Form 3-2).

8 Period of Residence

The period of residence is in principle over one month and not more than one year for both students and researchers.

If the House Director regards an application for extension of period of residence as inevitable, extension may be granted. The maximum extension is one year. An application for extension should be made every three months.

Residents who wish to continue their residence should submit an Application for Extension of Period of Residence (Form 4-1) to the House Director, not later than one month before the current period of residence expires.

If the House Director grants a permit for the extension of the period of residence, he/she will issue a Permit for Extension of Period of Residence (Form 4-2).

9 Cancellation of Residence Permission

If a resident fail to complete the moving in procedure by the specified date, the House Director may cancel the permission.

Residents are also advised not to fall under Article 14 of the Regulations of the International House, since that may lead to a cancellation of the residence permission. If the House Director has cancelled the residence permission, he/she will issue a Notification of Cancellation of the Residence Permission (Form 5).

10 Moving out

Residents should vacate the House promptly when the residence period is over, when they are disqualified, or when their residence permission is cancelled.

11 Procedure for Moving out

Residents should submit an Application for Moving out (Form 6) to the House Director not later than 15 days before the scheduled date of leaving. Those residents who have had their residence permission cancelled are not required to submit an Application for Leaving.

12 Postponement of Moving out

A resident who wishes to extend the period of residence should submit an Application for Postponement of Moving out (Form 7-1) to the House Director not later than one month before the permitted date of residence expires.

When the House Director permits such postponement, he/she will issue a Permit for Postponement of Moving out (Form 7-2).

13 Time for Moving in and Moving out

Moving in and Moving out should be done during the office hours of the House Office.
III CHARGES TO BE PAID BY RESIDENTS

1 Rent

(1) Rent must be paid according to the regulations of Saga University as indicated in the following lists.
List 1 Rent for Students

<table>
<thead>
<tr>
<th>Type of Room</th>
<th>Rent (per month)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Single Room</td>
<td>¥7,200</td>
</tr>
<tr>
<td>Couple Room</td>
<td>¥11,000</td>
</tr>
<tr>
<td>Family Room</td>
<td>¥13,500</td>
</tr>
</tbody>
</table>

List 2 Rent for Researchers

<table>
<thead>
<tr>
<th>Type of Room</th>
<th>Rent per month</th>
<th>Rent per day</th>
</tr>
</thead>
<tbody>
<tr>
<td>Single Room</td>
<td>¥13,900</td>
<td>¥420</td>
</tr>
<tr>
<td>Couple Room</td>
<td>¥22,500</td>
<td>¥700</td>
</tr>
<tr>
<td>Family Room</td>
<td>¥31,300</td>
<td>¥990</td>
</tr>
</tbody>
</table>

(2) The rent should be paid by the fixed day of every month. Residents who plan to be absent from the House during the summer vacation or for more than one month at any time, must pay the rent for the month not later than the day immediately before the scheduled departure.

Residents who move in or out of the House at the beginning of or in the middle of the month must pay the full amount of the rent for that month.

Students may pay their rent either in advance or on a monthly basis.

If a researcher moves in or out of the House in the middle of a month the rent including the moving in or moving out day shall be calculated on a daily basis as follows:

\[
\text{Rent} = \left[ \frac{\text{monthly rent}}{\text{number of days of the month}} \right] \times \left[ \text{number of days he / she has occupied the room (including the day of moving in and moving out)} \right] + \text{Fee for Common Service (p.6)}
\]

(3) Rent, once paid, can not be refunded under any circumstances.

(4) The rent is subject to any changes resulting from a revision of the regulations of Saga University.

2 Utilities and Other Expenses

(1) The resident must pay:

① his / her own utilities expenses including electricity, gas, water and telephone.

② the amount of money specified below as a deposit to facilitate the final payment for utilities and other expenses at the time of moving out.

After such payments are completed, a credit, if any, will be returned and a deficit, if any, will be collected.

The resident who plans to stay at the House for less than three months does not have to pay a deposit. But, if costs are incurred to restore his / her room to its original condition, he / she must pay those costs at the time of moving out.
<table>
<thead>
<tr>
<th>Type of Room</th>
<th>Amount of Deposit</th>
<th>(Included as cleaning fee after your moving out)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Single Room</td>
<td>¥15,000</td>
<td>(Included ¥10,000 as cleaning fee after your moving out)</td>
</tr>
<tr>
<td>Couple Room</td>
<td>¥23,000</td>
<td>(Included ¥15,000 as cleaning fee after your moving out)</td>
</tr>
<tr>
<td>Family Room</td>
<td>¥30,000</td>
<td>(Included ¥20,000 as cleaning fee after your moving out)</td>
</tr>
</tbody>
</table>

③ consumables used in the resident’s room and for regular toilet cleaning.

List 4 Fees for Common Service

<table>
<thead>
<tr>
<th>Type of Room</th>
<th>Fee (monthly)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Single Room</td>
<td>¥1,300</td>
</tr>
<tr>
<td>Couple Room</td>
<td>¥1,500</td>
</tr>
<tr>
<td>Family Room</td>
<td>¥1,600</td>
</tr>
</tbody>
</table>

(2) Residents are required to pay for bills issued monthly by the suppliers of electricity, gas, and water. Residents are encouraged to use a transfer account for such payments.

The deposit should be paid to the House Office upon arrival. The deposit can be paid in installments.
IV  GENERAL RULES FOR RESIDENTS

1  Room Key

The room key is lent to the resident upon arrival. When receiving it, the resident must sign the key receipt book. The resident is responsible for keeping the key until moving out and should not reproduce or lend it to another person. A resident who has lost or broken the key should inform the Office immediately, and pay for a new key.

2  Room Furnishings

A bed, desk and other furnishings in the room are leased free of charge to residents.
Residents are requested to inspect and verify them in the presence of the staff of the Office, and promptly submit a signed acknowledgement of such lease.
Residents are also requested not to remove them from the room and to use them carefully so as not to damage or soil them. Before moving out, residents should clean all furnishings and have the staff of the Office inspect them.

3  Other Household Items

Other household items may be brought by residents. However, residents must ask permission of the Office before bringing gas or electric appliances into their rooms.

4  Bedding

Each resident must provide his/her own bedding (sheets, blankets, pillows, pillowcases, etc.).
Residents wishing to rent bedding may apply at the Office. The Office can assist residents in finding a linen supply company.

5  Equipment for Common Use

Common-use vacuum cleaners are available for all residents in Building A. Residents are asked to apply at the office for the use of them. After using, residents must return them to the office as soon as possible.

6  Use of Common Facilities

(1) Use
Residents may use the common facilities, except on closing days according to the following schedule:


<table>
<thead>
<tr>
<th>Common Facilities</th>
<th>Time for Public Use</th>
<th>Time for Private Use</th>
</tr>
</thead>
<tbody>
<tr>
<td>Library Study</td>
<td>9:00~17:00</td>
<td>9:00~21:00</td>
</tr>
<tr>
<td>Lounge</td>
<td>(except for any</td>
<td>9:00~21:00</td>
</tr>
<tr>
<td>Common Room</td>
<td>private use)</td>
<td></td>
</tr>
<tr>
<td>Japanese-style Room</td>
<td>9:00~21:00</td>
<td></td>
</tr>
<tr>
<td>Seminar Room</td>
<td>9:00~21:00</td>
<td></td>
</tr>
<tr>
<td>Lobby</td>
<td>9:00~17:00</td>
<td></td>
</tr>
</tbody>
</table>

To use the common facilities exclusively for the purpose of meetings or other events, residents must submit to the House Director an Application for Use of Common Facilities (Form 8-1) for approval three days before the planned date.

The House Director, on accepting the application, will issue a Permit for Use of Common Facilities (Form 8-2).

2) Instructions for Use

① The users of the common facilities should not disturb other residents with excessive noise.
② Residents should use equipment and furnishings in the common facilities carefully.
③ The users must put the common facilities in order and turn off the air-conditioner and lights when they leave.

7 Use of Laundry Rooms

For the residents in single rooms, coin-operated washers and dryers are available in laundry rooms (2nd to 5th floors).

The residents are requested not to use them after 22:00.

8 Sanitation

1) Cleaning

① Each resident is responsible for cleaning his/her own room and disposing of garbage.
② All residents must cooperate to keep the laundry rooms clean and orderly.
③ Residents must use the toilet paper specified by the Office. The use of unauthorized toilet paper can lead to drainage problems.

2) Garbage

Garbage must be placed by each resident in the designated area according to the following classification:

"Combustible" garbage (paper, vinyl, kitchen garbage, etc.)
"Non-combustible" garbage (cans, glass, bottles, etc.)

Batteries, fluorescent tubes, and bulky garbage should be reported to the House Office.

3) Pets

The keeping of dogs, cats, birds, or any other pet in the House is strictly prohibited.

9 Health and Medical Care

Through the List of Public Organizations, residents should be well informed of the addresses of hospitals and clinics near the House in the event of sudden illnesses or accidents.

If immediate treatment is necessary, residents can call an ambulance by dialing 119 for hospitalization.
10 Telephone

(1) The telephone in the Office is not available for the use of residents. The staff of the Office cannot call residents to the Office telephone.
(2) A public telephone booth, available for both domestic and international calls, is located just beside the front gate of the House.
(3) Residents wishing to install a telephone in his/her own room should apply at the Office. Since he/she must make a private contract with the telephone company, the resident must pay the telephone installation and monthly phone charges (including fixed and time-based charges).

11 Mail

Ordinary mail is put into the personal mailboxes located near the front door. Each resident must get his/her own mail from the box.

Special deliveries such as registered mail, delivery-certified mail, contents-certified mail are delivered to residents’ own rooms by the mailman. When residents are out, the Office may receive mail for them according to the type of the mail.

12 Parking Areas

Residents with cars are prohibited to park any cars in the field of International House.

Residents should park their bicycles or motor bicycles in the designated area, and should not leave them near the entrance or exit or on the roads.

13 Notices to Residents

Notices to residents are posted on the notice board of the Office. Residents are advised to look at the board daily.

When seven days have passed after each notice has been put up, it is assumed that all residents have duly learned the contents of the notice.

Residents may post their own notices on the board with the permission and instructions of the Office.

14 Meeting with Visitors

Residents are requested to meet their visitors in the lobby or lounge.

15 Prohibition of Visitors' Overnight Stay

Visitors are not permitted to stay overnight in the House.

16 Notification of Leave

When a resident stays out overnight, takes a trip, or temporarily returns to his/her homeland, he/she is requested to notify the Office in advance.
17 Theft, Lost and Found

Each resident should guard against theft or loss. Every time each resident goes out, he/she should lock his/her room. When he/she incurs a theft, loses or finds an item, he/she should contact the Office, and follow the instructions given.

18 Fire Prevention

1. Residents must guard against fires.
   Residents are requested not to smoke in bed or at any other place where an ashtray is not installed.
2. A gas-sensor is installed in each room. When it gives the alarm, the resident should immediately open the window or door, and turn off all gas cocks.
3. Residents are requested to learn how to operate the fire extinguisher and fire-alarm located on every floor of the House.
   Residents should be aware of the emergency ladder on the balcony on each floor except the first floor.
4. A resident who has detected a fire should immediately inform all residents by using the fire-alarm.

19 Maintenance of Facilities

Residents should carefully treat and maintain the facilities and equipment in the House.
Residents should not modify or repair their rooms and other facilities in the House.

20 Compensation

If the users of the House, whether on purpose or through negligence, cause any loss of or damage to the facilities, equipment, furnishings, they must without delay have the damage repaired, or compensate for the loss or damage.

21 Notification of Equipment Malfunction

A resident should promptly inform the Office about any malfunction of electricity, gas, water supply and drain, hot water supply, air conditioning and other equipment in his/her room or the common facilities.

22 House Manners

Residents are requested not to make disturbingly loud noises in the House with musical instruments or audio appliances, or to speak or sing loudly.
While outside their own rooms, residents are to be properly dressed.

23 Inspection of Rooms

In accordance with the laws and regulations, staff members of the House may check the facilities and furnishings provided in a resident’s room. At such time, the resident himself/herself or his/her representative will be requested to be present in the room.
In case of emergency, such as a fire, any staff member may enter the room without the resident's consent.

24 **TV Reception, Newspaper and Laundry**

For TV reception, newspaper delivery and laundry services, residents must contract with the suppliers individually and pay them directly.

Before moving out of the House, residents must terminate any such arrangements and pay all outstanding fees.

25 **Revision of General Information, Rules and Regulations**

These General Information, Rules and Regulations may be revised if needed for the better management of the House.
V GENERAL AND DETAILED REGULATIONS FOR SAGA UNIVERSITY INTERNATIONAL HOUSE

1 Regulations for Saga University International House

Establishment

Saga University International House (hereinafter referred to as "House") shall be established in Saga University (hereinafter referred to as "University").

Purpose

The House shall provide accommodations for foreign students and researchers and other facilities for international communication activities in order to contribute to the promotion of international communication in the field of education and research at the University.

Facilities

The House shall comprise foreign students' residence (hereinafter referred to as "Students' Residence"), foreign researchers' residence (hereinafter referred to as "Researchers' Residence"), common facilities and other facilities.

Staff

The House shall have the following staff:
(1) House Director
(2) House Manager
(3) Clerical Staff

House Director

1. The Director of International Student Center shall be appointed as the House Director.
2. The House Director shall be responsible for the administration and management of the House.

House Manager

1. The Director of International Student Division shall be appointed as the House Manager.
2. The House Manager, under the House Director's orders, shall conduct the affairs of the House.

Inquiry About Important Matters

1. The Administration Committee for the International Student Center (hereinafter referred to as "Administration Committee") shall be established to deliberate on important matters concerning the administration of the House.
Qualifications for Residence

Article 8

1. The following persons shall be eligible for the Students' Residence:
   (1) Foreign students of the University or other national university of Japan and their spouses and children.
   (2) Other persons approved by the House Director.

2. The following persons shall be eligible for the Researchers' Residence:
   (1) Foreign researchers engaging in research and education at the University or another national university of Japan (excluding those who are employed on a contract of Clause 3, Article 30 of the Detailed Enforcement Regulations of the National School Establishment Law, or on a contract of Clause 1, Article 2 of Law concerning the Special Measure for the Appointment of Foreign Nationals as Faculty Members at National and Public Universities. The same is true of the following “foreign researchers”.) and their spouses and children.
   (2) Other persons approved by the House Director.

Application for Residence

Those who wish to reside in the House shall fill out the specified form and submit it to the House Director.

Permit

Article 10

1. When application is made as provided for in Article 9 and after discussion by the Administration Committee, permission for residence is granted by the House Director.

2. When the House Director grants permission, he shall issue to the applicant a Permit for Residence.

Moving in Procedure

Those who are granted a residence permit (hereinafter referred to as “Residents”) shall complete the specified procedures and move into the House by the specified date.

Period of Residence

Article 12

1. The allowable period of residence (hereinafter referred to as “period of residence”) shall be between one month and one year.

2. In spite of the above clause, when the House Director finds the circumstances really unavoidable, the period of residence can be extended for up to one year.

3. The provisions of Article 9 and 10 shall apply in the case of application for, or permission of, an extension of the period of residence.

Payment of Rent and Other Charges

Article 13

1. Residents shall pay students' rent or researchers' rent by the specified date according to the regulations stipulated separately.

2. Students' or researchers' rent, once paid, cannot be refunded.

3. In addition to students' or researchers' rent, residents shall pay the actual charges for electricity.
gas, water and other utilities by the specified date according to the regulations stipulated separately.

Cancellation of Residence Permission

Article 14
1. The permission to reside in the House can be cancelled by the House Director, if the resident:
   (1) has failed to complete the moving in procedure stipulated in Article 11.
   (2) has failed to pay the rent or utility expenses stipulated in Article 13 and refrains from paying them even after being reminded to pay.
   (3) has violated any provision of Article 20.
   (4) has failed to carry out the compensation duties stipulated in Article 21.
   (5) is considered to be causing or to be likely to cause considerable hindrance to the management and community life of the House.
2. In case of cancellation of permission for residence under the above clause, the University shall not be responsible for any damage or loss faced by a specific resident.

Moving out

Article 15
Residents shall promptly move out of the House when:
(1) their period of residence has expired.
(2) they have lost their qualifications for residence as stipulated in Article 8.
(3) the permission for residence has been cancelled under (2)～(5), clause 1 of Article 14.

Moving out Procedure

Article 16
Before they move out of the House, residents (except those whose residence permit has been cancelled) shall fill out the specified form and submit it to the House Director.

Common Facilities

Article 17
The House shall have the following common facilities.
(1) Library Study
(2) Lounge
(3) Lobby
(4) Japanese-style ("Tatami") Room
(5) Seminar Room
(6) Common Room

Use of Facilities

Article 18
1. The common facilities of the House may be used by residents and their spouses and children, the staff and students of the University, and others who have the approval of the House Director.
2. The common facilities of the House may be used not only by the persons listed in the above clause but also for the following activities the House Director has found appropriate.
   (1) Communication activities between foreign students and researchers, their spouses and children, and the staff and students of the University.
   (2) Japanese language classes, lectures on Japanese studies, and events of this sort.
   (3) Other activities for the promotion of international communication.
— 14 —
Maintenance of Facilities

Article 19

Residents and users of the House shall make efforts to maintain order in the House, preserve the facilities, equipment and furnishings in the House, and guard against fires, accidents, and sanitation problems, in order to keep the House comfortable to live in.

Provisions to Observe

Article 20

Residents shall observe the following provisions.

(1) Residents must not sublet their rooms in whole or in part to any non-residents.

(2) Residents must not allow any non-residents to stay overnight in their rooms.

(3) Residents must not use the facilities of the House for any other purpose than those permitted.

Compensation for Loss or Damage

Article 21

If a resident or user, whether willfully or through negligence, causes any loss or damage to the facilities, equipment, or other items provided, he/she shall report it to the House Director without delay and compensate for the loss or damage to restore the items to their original condition.

Clerical Work

Article 22

Clerical work related to the House is carried out by the International Student Division of the Student Affairs Department.

Other Provisions

Article 23

Other provisions necessary for the management of the House shall be discussed by the Administration Committee and established by the House Director.

Supplementary Provision

The above Regulations shall take effect on April 1, 1990.

Supplementary Provision

The above Regulations shall take effect on and after April 1, 2000.
2 Detailed Regulations for the Use of Saga University International House

Purpose

The purpose of these Detailed Regulations is to stipulate the particulars necessary for the use of Saga University International House, based upon the provisions of Article 23 of Regulations for Saga University International House (enacted on September 22, 1989, hereinafter referred to as “Regulations”.)

Application

Applicants for admission to residence at International House shall submit to the House Director an “Application for Admission” (Form 1-1) as provided for in Article 9 of the Regulations.

Admission to Residence

When the House Director has granted permission for residence under Article 9 of the Regulations, he/she shall issue a “Residence Permit” (Form 1-2).

Moving in Procedure

1. Applicants who are granted permission for residence (hereinafter referred to as “Residents”) shall commence their residence within seven days of the start of the residence period approved, except in the special cases approved by the House Director.
2. Residents shall fill out and present a “Notification of Arrival at International House” (Form 1-3) and a Letter of Guarantee (Form 2) to the House Director.

Change of Rooms

1. Residents who wish to change rooms for special reasons shall submit an “Application for Change of Rooms” (Form 3-1) to the House Director for permission.
2. If the House Director grants permission under the above clause, he/she will issue a “Permit for Change of Rooms” (Form 3-2).

Extension of Period of Residence

1. The period of extension of residence provided for in the proviso of clause 2, Article 12 of the Regulations shall be three months and can be renewed for up to one year.
2. Residents who desire an extension of period of residence shall submit to the House Director an “Application for Extension of Period of Residence” (Form 4-1) at least one month before the final day of the term of residence.
3. When the House Director grants an extension of period of residence, he/she shall issue to the applicant a “Permit for Extension of Period of Residence” (Form 4-2).

Rent for Students

1. The rent for students stipulated in clause 1 of Article 13 of the Regulations shall be paid
according to the provisions of the Ordinance concerning fees and other expenses for government schools (Ordinance of Ministry of Education, Culture, Sports, Science and Technology No.9, 1961).

2. Monthly rent shall be paid by the specified day of each month. The rent for the summer vacation shall be paid by the day before the start of the vacation.

3. If a person moves into or out of the House in the middle of a month, he/she shall pay the whole of the monthly rent.

Rent for Researchers

Article 8

1. The rent for researchers, stipulated in clause 1 of Article 13 of the Regulations, shall be paid according to the National Civil Service Accommodation Act of Japan and related regulations.

2. The rent stipulated in the above clause shall be paid in the way specified in the payment notice given to each researcher.

Utility Expenses

Article 9

1. Residents shall bear all the utility expenses (determined by meters installed in each room), including electricity, gas and water.

2. In addition to the above expenses, residents shall pay the expenses necessary for the management of the House as provided by the University.

3. The utility expenses stipulated in clauses 1 and 2 above shall be paid by the specified date of each month.

Cancellation of Residence Permit

Article 10

To cancel the residence permit, as provided for in Clause 1, Article 14 of the Regulations, the House Director will issue a "Notification of Cancellation of Residence Permission" (Form 5).

Procedure for Moving Out

Article 11

Residents shall submit an "Application for Moving Out" (Form 6) to the House Director not later than fifteen days before the scheduled date of departure.

Postponement of Moving Out

Article 12

1. Residents who wish to extend the period of residence shall submit an "Application for Postponement of Moving Out" (Form 7-1) to the House Director not later than one month before the permitted period of residence expires.

2. If the House Director permits such postponement, he/she will issue a "Permit for Postponement of Moving Out" (Form 7-2).

Confirmation and Check of the Apartment

Article 13

Residents shall confirm the condition of structure, facilities, furnishings and appurtenances of the apartment in the presence of the office staff upon occupation and have it checked by the office staff upon departure.
Procedure for Use of Common Facilities

Article 14
1. The common facilities may be used by residents during the period of residence except New Year's Holidays (December 29-January 3), and on Sundays and National Holidays as provided by the Law concerning National Holidays (Public Law 178, 1948). However, when a special need is recognized by the House Director, the common facilities may be used during the above excepted time.
2. The common facilities may be used between the hours of 9:00 and 21:00, and in addition, at such times when a special need is recognized by the House Director.

Procedure for Use of Common Facilities

Article 15
1. Residents who wish to use the common facilities, as provided for in Article 18, shall submit to the House Director an "Application for Use of Common Facilities" (Form 8-1) for approval not later than three days before the intended use of the facilities.
2. The House Director, on accepting the above application under the above clause, will issue a "Permit for Use of Common Facilities" (Form 8-2).

Rules

Article 16
In addition to the rules of the Regulations, Residents shall observe the following regulations.
(1) Residents must not change their designated apartments without permission.
(2) Residents must not redecorate their apartments, nor carry out alterations to the structure of their apartments.
(3) Residents must not make major rearrangements of the furnishings and fittings of their apartments, or remove them from the apartments.
(4) Residents must follow any additional prescribed rules and regulations and the orders of office personnel.

Personal Notices

Article 17
Residents who wish to put up a notice in the House shall request approval from the House Director in advance.

Notices to Residents

Article 18
1. Notices to residents are posted in a specified place.
2. When seven days have passed following the posting of a notice, it is assumed that all residents have duly learned the contents of the notice.

Miscellaneous

Article 19
In addition to the provisions of these Detailed Regulations, the House Director may lay down other necessary rules.

Supplementary Provision
These Detailed Regulations shall take effect on April 1, 1990.

— 18 —
Date: Year (Month) (Day)

**APPLICATION FOR RESIDENCE**

佐賀大学国際交流会館長

To: House Director,
International House
Saga University

氏名
Name (Block letters)

署名
Signature

生年月日 月 日 生性別 男・女
Date of Birth (Year) (Month) (Day) Sex Male・Female
(Circle as appropriate)

下記により、佐賀大学国際交流会館に入居したいので、許可くださるようお願いします。
I hereby apply for admission to Saga University International House.

<table>
<thead>
<tr>
<th>所属</th>
<th>Faculty</th>
<th>学部・研究科</th>
<th>学科・専攻</th>
<th>年次</th>
<th>Year</th>
</tr>
</thead>
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<td>Status</td>
<td>Faculty</td>
<td>Department</td>
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<td>(Check as appropriate)</td>
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<td>国または地域名</td>
<td>Nationality</td>
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<tr>
<td>在学予定期間</td>
<td>Period of Stay in Saga University</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>From: (Year) (Month) (Day) to: (Year) (Month) (Day)</td>
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</tr>
<tr>
<td>入居希望期間</td>
<td>Desired Period of Residence at the House</td>
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<tr>
<td>From: (Year) (Month) (Day) to: (Year) (Month) (Day)</td>
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<td>現住所又は連絡先</td>
<td>Present or Contact Address</td>
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<td>電話番号</td>
<td>Phone number</td>
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<td>来日前の連絡先</td>
<td>Permanent Address</td>
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<td>Phone number</td>
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<tr>
<td>同居者</td>
<td>Family Members</td>
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<tr>
<td>氏名</td>
<td>Name</td>
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<td>生年月日</td>
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<td>統柄</td>
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<td>職業</td>
<td>Occupation</td>
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</table>

入居を希望する理由 (経済的条件を含めて具体的に)
Reason for wanting to stay in the House (specify details, including financial facts)
入居許可書
PERMIT FOR RESIDENCE

To:

敬具 佐賀大学国際交流会館長
From: House Director,
   International House
   Saga University

年 月 日付で申請のあった佐賀大学国際交流会館への入居については、
次の通り入居を許可します。
Your application dated as above for the admission to Saga University International House has been accepted on the following terms.

1. 入居許可期間
   年 月 日 ～ 年 月 日
   Period of Residence From (Year) (Month) (Day) to (Year) (Month) (Day)

2. 居室番号
   Residence Assigned (Building) (Room No.)

3. 同居家族

<table>
<thead>
<tr>
<th>氏名</th>
<th>生年月日</th>
<th>性別</th>
<th>結婚</th>
<th>職業</th>
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<tbody>
<tr>
<td>Name</td>
<td>Date of Birth</td>
<td>Sex</td>
<td>Relationship</td>
<td>Occupation</td>
</tr>
</tbody>
</table>

4. 宿泊料又は使用料
   Monthly Rent: ￥

5. 光熱水料等、別に定める所費を負担して下さい。
   Electricity, Heating, and Water Expenses: Amount to pay specified elsewhere.

6. 賃与する物品、別表の通りです。
   Things Provided: See List of Room Furnishings

7. 注意事項
   Notice:
   1）入居を許可された者は、入居許可期間の初日から7日以内に誓約書を提出の上、指定された居室に入居して下さい。
   A person granted permission for residence in the International House shall take up residence in the designated room within the first 7 days after the start of the permitted period of residence.
   2）入居を許可された者は、入居後7日以内に入居確認保証書を館長に提出して下さい。
   A person granted permission for residence in the International House shall submit his/her Notification of Arrival at International House and Letter of Guarantee to the House Director within the first 7 days after the start of his/her residence.
   3）入居者は、規則及び入居心得等を熟読し、これを遵守して下さい。
   Residents shall carefully read and follow the rules and regulations of the House.
   4）入居者は、規則及び入居心得等に違反した場合は、入居の許可を取り消します。
   The admission may be cancelled if the resident breaks the rules or regulations of the House.
<table>
<thead>
<tr>
<th>Name of Item</th>
<th>Quantity</th>
<th>Remarks</th>
<th>Name of Item</th>
<th>Quantity</th>
<th>Remarks</th>
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NOTIFICATION OF ARRIVAL AT INTERNATIONAL HOUSE

佐賀大学国際交流会館長 殿
To: House Director,
International House
Saga University

私は、佐賀大学国際交流会館規程等を了承の上、下記のとおり入居しましたので、お届けいたします。
This is to certify that I, having read and understood the rules and regulations of Saga University International House, have taken up residence as follows.

<table>
<thead>
<tr>
<th>Date of arrival at the House</th>
<th>Year</th>
<th>Month</th>
<th>Day</th>
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</thead>
<tbody>
<tr>
<td>Residence</td>
<td>Building</td>
<td>Room number</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Name</td>
<td>Date of Birth</td>
<td>Sex</td>
</tr>
<tr>
<td>Accompanying Family Members</td>
<td>Name</td>
<td>Date of Birth</td>
<td>Sex</td>
</tr>
</tbody>
</table>

写真
Photograph

本人
Student or Researcher
3 × 4 cm
Upper Half, Front

同居家族
Family Members
(A group photograph may be used)
誓約書

STATEMENT OF INTENTION TO COMPLY WITH HOUSE REGULATIONS

佐賀大学国際交流会館長 殿

To: House Director,
    International House
    Saga University

私は、佐賀大学国際交流会館に入居の上は、佐賀大学国際交流会館規程等を遵守することを誓います。
なお、万一誓約したことについて履行しない場合は、入居許可期間中に退去処分を受けるも
不服は申しません。

I hereby pledge that I will comply with the rules and regulations of the Saga University International House during my approved period of residence.
In case of violation, I shall make no objection to my dismissal in accordance with the terms of the rules and regulations.

氏名
（ローマ字）Name (Please print)

署名
Signature
居室変更願
APPLICATION FOR CHANGE OF ROOMS

佐賀大学国際交流会館長 殿

To: House Director,
International House
Saga University

居室番号 棟 号室
Present Room: (Building) ______ (Room No.)______

氏名 (ローマ字) Name (block letters)
署名 Signature

下記の理由により居室の変更を許可されるようお願いします。
I hereby apply for permission to change rooms.

記
Details

理由
Reason:

単身室から夫婦室又は家族室への変更を希望する者は、下表に記入して下さい。
Applicants who wish to switch from a single room to a couple or family room should fill out the following table.

<table>
<thead>
<tr>
<th>同居者</th>
<th>氏名</th>
<th>生年月日</th>
<th>性別</th>
<th>絡柄</th>
<th>職業</th>
<th>備考</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Date of Birth</td>
<td>Sex</td>
<td>Relationship</td>
<td>Occupation</td>
<td>Remarks</td>
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— 31 —
居室変更許可書
PERMIT FOR CHANGE OF ROOMS

To:

殿

佐賀大学国際交流会館長
From: House Director,
International House
Saga University

下記のとおり、居室の変更を許可します。
Your application for the change of rooms has been accepted on the following terms.

記
Details

1. 許可期間
   Period of Permission
   令和 年 月 日から
   (Year) (Month) (Day)
   令和 年 月 日まで
   (Year) (Month) (Day)

2. 居室番号
   Residence Assigned
   棟 号室
   (Building) (Room)

3. 同居許可者
   Family Members Permitted to Live with

<table>
<thead>
<tr>
<th>氏名</th>
<th>生年月日</th>
<th>性別</th>
<th>絡柄</th>
<th>職業</th>
<th>備考</th>
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<tr>
<td>Name</td>
<td>Date of Birth</td>
<td>Sex</td>
<td>Relationship</td>
<td>Occupation</td>
<td>Remarks</td>
</tr>
</tbody>
</table>

准居者
Accompanying Family Members
入居期間延長願
APPLICATION FOR EXTENSION OF PERIOD OF RESIDENCE

佐賀大学国際交流会館長 殿
To: House Director,
International House
Saga University

所属
Department
氏名
(name in block letters)
署名
Signature

下記のとおり、佐賀大学国際交流会館の入居期間の延長を願いたく申請します。
I hereby apply for an extension of my residence in Saga University International House.

記
Details

<table>
<thead>
<tr>
<th>1. 居室番号 Residence</th>
<th>栓 (Building)</th>
<th>号室 (Room Number)</th>
</tr>
</thead>
<tbody>
<tr>
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</table>

<table>
<thead>
<tr>
<th>2. 入居許可期間の最終日 Date of Expiration of the Current Residence Permission</th>
<th>年 月 日 (Year) (Month) (Day)</th>
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<tbody>
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<table>
<thead>
<tr>
<th>3. 延長期間 Extension</th>
<th>年 月 日 (Year) (Month) (Day)</th>
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<tbody>
<tr>
<td></td>
<td>年 月 日 (Year) (Month) (Day)</td>
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<tr>
<td></td>
<td>日から</td>
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<tr>
<td></td>
<td>日まで</td>
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<table>
<thead>
<tr>
<th>4. 同居者 Accompanying Family Members</th>
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<table>
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<tr>
<th>5. 延長理由 Reason for Extension</th>
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<tr>
<td>(できるだけ詳細に記入して下さい)</td>
</tr>
<tr>
<td>(in as much detail as possible)</td>
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<td>---------------------------------</td>
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</table>

- 33 -
入居期間延長許可書
PERMIT FOR EXTENSION OF PERIOD OF RESIDENCE

To: 殿

佐賀大学国際交流会館長
From: House Director,
International House
Saga University

下記のとおり、佐賀大学国際交流会館の入居期間の延長を許可します。
Your application for an extension of your period of residence has been accepted on the following terms.

記
Details

<table>
<thead>
<tr>
<th>1. 延長期間</th>
<th>From: (Year) (Month) (Day)</th>
<th></th>
<th>To: (Year) (Month) (Day)</th>
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<tbody>
<tr>
<td>Extension</td>
<td>年 月 日 から</td>
<td></td>
<td>年 月 日 まで</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2. 居室番号</th>
<th>棟 (Building)</th>
<th>号室 (Room Number)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Residence</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>3. 同居者 Accompanying Family Members</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>
入居許可取消書
NOTIFICATION OF CANCELLATION OF RESIDENCE PERMISSION

To: 殿

佐賀大学国際交流会館長
From: House Director,
      International House
      Saga University

あなたの、佐賀大学国際交流会館の入居許可は、佐賀大学国際交流会館規程第14条第1項第号の規定により取り消します。
In accordance with Item ____ Clause I, Article 14 of Regulations for Saga University International House, you are hereby notified that your permission for residence has been cancelled.

記

Details

<table>
<thead>
<tr>
<th>1. 居室番号</th>
<th>棟</th>
<th>号室</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. 入居者名</td>
<td>Name of Resident</td>
<td></td>
</tr>
<tr>
<td>3. 同居者名</td>
<td>Accompanying Family Members</td>
<td></td>
</tr>
<tr>
<td>4. 明け渡し日</td>
<td>Date of Eviction</td>
<td></td>
</tr>
<tr>
<td>5. 取り消し理由</td>
<td>Reason for Eviction</td>
<td></td>
</tr>
</tbody>
</table>

（注意）
1. 退去日までに、その月の寄宿料又は使用料を納付して下さい。
   Pay your rent for a specific month before moving out of your room.

2. 退去の際、光熱水料等を支払い、居室内の清掃をして下さい。
   Before moving out of your room, pay all your electricity, heating, and water expenses and clean your room.

3. 係員から居室の点検を受け、居室を入居時の状態に回復して下さい。
   Have your room checked by a person responsible for checking and restore it to its original condition before moving out.
退去願
APPLICATION FOR MOVING OUT

佐賀大学国際交流会館 殿
To: House Director,
   International House
   Saga University

下記より、佐賀大学国際交流会館を退去したいので。御承認下さるようお願いします。
I hereby apply for permission to move out of Saga University International House.

記
Details

1. 退去希望日 平成 年 月 日
   Date of Intended Departure (Year) (Month) (Day)

2. 退去理由
   Reason for Moving out

3. 退去後の住所
   Address after Moving out
   又は連絡先
   or Contact Address
   電話番号
   Telephone

(注意) 1. 退去日までに、その月の寄宿料又は使用料を納付して下さい。
   Note: Pay your rent for a specific month before moving out of your room.

2. 退去の際、光熱水料等を支払い、居室の清掃をして下さい。
   Before moving out of your room, pay all your electricity, heating, and water expenses and clean your room.

3. 係員から居室の点検を受け、居室を入居時の原状に回復して下さい。
   Have your room checked by a person responsible for checking and restore it to its original condition before moving out.

— 36 —
退去猶予願
APPLICATION FOR POSTPONEMENT OF MOVING OUT

佐賀大学国際交流会館長 殿
To: House Director,
   International House
   Saga University

氏名
(ローマ字) Name (block letters)
署名
Signature

下記のとおり、佐賀大学国際交流会館からの退去を猶予願いたいので、申請します。
I wish to apply for postponement of moving out of Saga University International House.

記
Details

<table>
<thead>
<tr>
<th>1. 居室番号</th>
<th>棟号室</th>
</tr>
</thead>
<tbody>
<tr>
<td>Residence</td>
<td>(Building) (Room Number)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2. 入居許可期間の最終日</th>
<th>年 月 日</th>
</tr>
</thead>
<tbody>
<tr>
<td>Final Date of Residence as Stated in the Original Permit for Residence</td>
<td>(Year) (Month) (Day)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>3. 猶予期間</th>
<th>年 月 日から年 月 日まで</th>
</tr>
</thead>
<tbody>
<tr>
<td>Desired Period of Postponement</td>
<td>From: (Year) (Month) (Day) To: (Year) (Month) (Day)</td>
</tr>
</tbody>
</table>

| 4. 延長理由 | |
|-------------||
| Reason for Postponement |
退去猶予許可書
PERMIT FOR POSTPONEMENT OF MOVING OUT

To:

殿

佐賀大学国際交流会館長
From: House Director,
International House
Saga University

下記のとおり、佐賀大学国際交流会館からの退去の猶予を許可します。
Permission for postponement of moving out of Saga University International House is hereby granted as follows:

記
Details

<table>
<thead>
<tr>
<th>1. 猶予期間</th>
<th>住所番号</th>
</tr>
</thead>
<tbody>
<tr>
<td>Permitted Period of Postponement</td>
<td>Residence</td>
</tr>
<tr>
<td>From: (Year) (Month) (Day)</td>
<td>(Building) (Room Number)</td>
</tr>
<tr>
<td>To: (Year) (Month) (Day)</td>
<td></td>
</tr>
</tbody>
</table>

日から日まで
共用施設使用願
APPLICATION FOR USE OF COMMON FACILITIES

佐賀大学国際交流会館長 殿
To: House Director,
International House
Saga University

申請者
Applicant

居室番号 樓 号室
Residence: Building/Room Number

氏 名
Name

(ローマ字) Name (block letters)

署 名
Signature

下記により，集会・行事を開催したいので，許可下さるようお願いします。
I hereby apply for permission to hold a meeting/event as follows:

記
Details

1. 集会・行事の名称
Description of Meeting/Event

2. 目 的
Purpose

3. 日 時
Date and Time
From: (Year) (Month) (Day) (Day of Week) (Hour) (Minute)

4. 参加人員
Number of Participants
(Total) (Residents) (Others)

(注: 意) 集会・行事を開催しようとするときは，使用しようとする日の7日前までに提出して下さい。
When residents use facilities, this application must be submitted to the Office 7 days before the planned date.
共用施設使用許可書
PERMIT FOR USE OF COMMON FACILITIES

To:
居室番号 栄 号室
Residence: Building/Room Number

佐賀大学国際交流会館長
From: House Director,
International House
Saga University

平成 年 月 日付をもって願出のあった集会室の使用については、下記のとおり許可します。
Your application to use facilities dated as above has been accepted on the following terms.

記
Details

1. 集会・行事の名称
Description of Meeting/Event

2. 目的
Purpose

3. 日時
Date and Time

平成 年 月 日 ( ) 時 分から
From: (Year) (Month) (Day) (Day of Week) (Hour) (Minute)

平成 年 月 日 ( ) 時 分から
From: (Year) (Month) (Day) (Day of Week) (Hour) (Minute)

4. 参加人員
Number of Participants (Total) (Residents) (Others)

(違則事項)
"Don’ts"

1. 終了後は使用場所の掃除を行った上、原状に回復して下さい。
Do not forget to clean the room and restore it to its original condition when you leave it.

2. 駄音等により、近隣に迷惑をかけないで下さい。
Do not annoy your neighbors by making noise, etc.

3. 入居者以外の者に、許可された場所以外には入らないようにして下さい。
Do not allow outsiders to enter other rooms than the room permitted.

4. 会場内で火気は使用しないで下さい。
Do not use any fire in the room permitted.
## IX LIST OF PUBLIC ORGANIZATIONS

<table>
<thead>
<tr>
<th>Classification</th>
<th>Name</th>
<th>Telephone</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Government Office</td>
<td>Saga Prefectural Office</td>
<td>24-2111</td>
<td>1-59, 1-chōme, Jōnai</td>
</tr>
<tr>
<td></td>
<td>Saga City Hall</td>
<td>24-3151</td>
<td>1-1 Sakae-machi</td>
</tr>
<tr>
<td>Police Station</td>
<td>Saga Police Station</td>
<td>30-1911</td>
<td>235-1 Higashi-Takagi, Takagise-machi</td>
</tr>
<tr>
<td></td>
<td>Shimoda Branch Office of Saga Police Station</td>
<td>26-6442</td>
<td>12-3 Shimoda-machi</td>
</tr>
<tr>
<td>Fire Station</td>
<td>Saga Municipal Fire Station</td>
<td>30-0111</td>
<td>947-2 Fujinoki, Hyōgo-machi</td>
</tr>
<tr>
<td>Water Supply</td>
<td>Saga Municipal Waterworks Bureau</td>
<td>33-1313</td>
<td>6-60, 3-chōme Wakamiya</td>
</tr>
<tr>
<td>Gas</td>
<td>Saga Municipal Gas Bureau</td>
<td>30-6161</td>
<td>Fujinoki, Hyōgo-machi</td>
</tr>
<tr>
<td>Electricity</td>
<td>Saga Branch of Kyushu Electric Power Co.</td>
<td>33-1111</td>
<td>3-6, 2-chōme Kōno-Higashi</td>
</tr>
<tr>
<td>Telephone</td>
<td>Saga Branch of NTT</td>
<td>23-2000</td>
<td>5-5 Nakanokōji</td>
</tr>
<tr>
<td>Post</td>
<td>Saga Central Post Office</td>
<td>24-1780</td>
<td>1-35, 2-chōme Mataubara</td>
</tr>
<tr>
<td></td>
<td>Saga-Daigaku-Mae Post Office</td>
<td>24-6607</td>
<td>12-22 Akamatsu-chō</td>
</tr>
<tr>
<td>Hospital</td>
<td>Saga Prefectural Hospital (Polyclinic)</td>
<td>24-2171</td>
<td>12-9, 1-chōme Mizugae</td>
</tr>
<tr>
<td></td>
<td>Katsushiki Clinic (Internist)</td>
<td>24-1533</td>
<td>202-5 Honjō, Honjō-machi</td>
</tr>
<tr>
<td></td>
<td>Fukuda Surgery</td>
<td>29-2223</td>
<td>1322 Honjō, Honjō-machi</td>
</tr>
<tr>
<td></td>
<td>Fukamachi Eye Hospital</td>
<td>23-4388</td>
<td>2-69 Yoka-machi</td>
</tr>
<tr>
<td></td>
<td>Nishimura Dental Clinic</td>
<td>25-3660</td>
<td>Honjō, Honjō-machi</td>
</tr>
<tr>
<td></td>
<td>Mizokami Nose, Ear and Throat Hospital</td>
<td>22-4057</td>
<td>4-21 Yoka-machi</td>
</tr>
</tbody>
</table>

○ Saga University  Key Phone No. 0952-24-5191