

You, Unlimited

Ryukoku University Guide For Exchange Students



**RYUKOKU
UNIVERSITY**

Please read this guide very carefully before filling in the application form. In this guide, we will explain and help you with your application preparation. As immigration procedures take a very long time for processing, please be sure to submit **ALL** required materials as early as possible.

Application Deadline

NOMINATION: The **Coordinator at the Home University** is requested to submit the “Exchange Student Nomination Sheet・交換留学生ノミネーションシート” **to our inbound e-mail address.**

DEADLINE: October 31st, 2021 Japan Standard Time <Strictly Observed>.

Please submit to this email address: inbound.r-globe@ad.ryukoku.ac.jp

APPLICATION: Afterwards, the **Coordinator at the Home University** is requested to send all application **data** to our **inbound e-mail address.**

DEADLINE: November 15th, 2021 Japan Standard Time <Strictly Observed>

Please submit to this email address: inbound.r-globe@ad.ryukoku.ac.jp

Certificate of Eligibility & Student Visa

To receive a student visa from the Japanese Embassy or Consulate, you need a **Certificate of Eligibility (COE)**. The Ryukoku University Center for the Promotion of Global Education (R-Globe) Office will apply for this (in Japan) on your behalf, *after* we receive all of your required application documents. It generally takes six to eight weeks for the Certificate to be issued, so be sure to submit all your materials as soon as possible to avoid any possible delay. Once we receive the Certificate of Eligibility, we will send it together with the Letter of Acceptance to you in a “Welcome Package”, addressed to your home university. Once you receive these documents, please take the Certificate of Eligibility and the Letter of Acceptance to the Japanese Embassy in your own country to apply for your student visa.

IMPORTANT!! Regarding the Application Form

- ◎Please submit the documents in the order they appear on the checklist (top page of the application).
- ◎Regarding the ID photograph to be uploaded to the Application Form and the ID photograph to be submitted separately, please assure that the photo fits these specifications: **facing front, showing the upper half of the body (shoulders and above), with no objects or shadows in the background.**
- ◎Please select the Faculty/Graduate School that is most closely related to your home university major.
- ◎Please note that you need to have obtained a Bachelor’s degree and currently belong to a Graduate School at your Home University before arrival if you intend to enroll in any of the Graduate Schools of Ryukoku University.

Regarding Submission of the “Grid for Self-Assessment of Japanese Language Skills”

In addition to the “Certificate of Japanese Language Proficiency”, it is necessary for ALL exchange students to submit of the “Grid for Self-Assessment of Japanese Language Skills” as a means for us to evaluate your Japanese language skills. Please first read the “Explanation for Self-Assessment of Japanese Language Skills” and then fill out the “Grid for Self-Assessment of Japanese Language Skills” as instructed.

Ryukoku University Academic Calendar

There are two semesters per Academic Year at Ryukoku University. Semester 1 is from April to September and Semester 2 is from September to March.

Your exchange period starts during Orientation and ends with the completion of the examination period. Your application can not be accepted if you are unable to participate fully in the Orientation Week or if you have to return to your home country before examinations end. Please note that if you join us halfway through the term or if you go back to your home country before taking the examinations, you will not receive the relevant class credits.

Orientation Week 【Tentative】

April 1st – April 8th, 2022 【6 Days】 【Tentative】

Semester 1 (Spring 2022) : April 2022 ~ September 2022

(Summer Holiday: Early August 2022 ~ Mid September 2022)

Latest date to check out of Dormitory: August 20th, 2022

Semester 2 (Fall 2022) : September 2022 ~ March 2023

(Spring Holiday: Early February 2023 ~ Late March 2023)

Latest date to check out of Dormitory: March 20th, 2023

◆ The dormitory you live in is available even during the Summer and Spring holidays.

Arrival Dates and Moving into the Dormitory

The Entrance Ceremony for Semester 1, 2022 will be held on April 1st. International Students will be able to move into the student dormitory from March 26th, 2022.

Dormitory Check-in Dates: March 26th and 27th 2022 [2 days] 【Tentative】

[IMPORTANT]

Due to the spread of the Novel Coronavirus, various procedures are required to enter Japan. We will provide information from time to time, but please assure that you are fully prepared for entry. For details, please refer to “水際対策強化に係る新たな措置(New Measures for Strengthening the Border)”

Courses of Study

There are five patterns of study available to Exchange Students.

① JEP-E (Japanese Experience Program in Kyoto – In ENGLISH)

This study course is designed for students with no Japanese language study experience (or for those who have only studied Japanese for a minimal amount of time), and also for students who will not come to Japan with the goal of focusing on Japanese language studies. **All classes are offered in English.**

Exchange Students take classes in Japanese Society and Culture (Japanese History, Society, Economics, Business Administration, Law, Technology, Literature and Movies, Media and Arts, Pop Culture, etc.. Students

also learn about Kyoto's rich culture and traditions, including Buddhist Thought. An introductory language class, taking place three times a week, serves as a first exploratory step into the world of Japanese.

For this study course, we strongly recommend that students whose native language is not English have previously achieved an English test score equivalent to TOEFL PBT 500.

Students are also eligible to register for a selection of English-taught classes in our regular Faculties/Graduate Schools.

If the JEP-E study course is selected on the application form, this decision may not be changed once your application form has been submitted. Furthermore, students who have a one-year exchange term and initially register for this study course will continue taking JEP-E courses in their second semester.

② JEP-J (Japanese Experience Program in Kyoto – In JAPANESE)

This study course offers classes taught **mostly in Japanese**. It is composed of ① Japanese language classes and ② elective subjects (mostly taught in Japanese) focusing on various aspects of Japanese culture and society.

Japanese classes are offered from the upper beginner to advanced levels, divided according to the Common European Framework of Reference for Languages (CEFR) "Can-Do" goals. Focusing on practical use of the language, students participate in field trips and give presentations. Elective classes make the most of the university's location in Kyoto, the heart of Japanese traditions and culture. Classes in Japanese Culture, History, Literature, Society, Religion, Economics, Business Administration, Education, Law, Science, and Pop Culture are offered. (In addition to electives taught in Japanese, we also offer a selection of electives taught in English.)

Students are also eligible to register for a selection of English-taught classes in our regular Faculties/Graduate Schools.

We recommend that students in this course have previously studied the Japanese language for at least 300 hours, or that they have previously achieved a level of N4 on the Japanese Language Proficiency Test (JCLP). Furthermore, with regards to all JEP-J Applicants: if it is determined by our Japanese Placement Test that you do not meet the necessary Japanese level, you will be required to join the JEP-E study course.

③ JEP-J (Japanese Experience Program in Kyoto – In JAPANESE)

Participants in the [JEP-J] study course who place in Class 4 or above on the Japanese Placement Test administered during Orientation Week are eligible to enroll in classes within our regular Faculties or Graduate Schools, in addition to JEP-J subjects of interest.

A student could even decide not to register for any JEP-J classes at all and have their whole schedule consist of Faculty or Graduate School classes if they wish. In this way, students placed in Class 4 or above have freedom in the degree they wish to participate in the JEP-J study course.

*** Please be aware that due to the Novel Coronavirus, there may be changes (such as a limitation on classes that may be registered for).**

④ Registration for Regular Faculty Classes *only*

This option applies to Exchange Students who, based on the conditions set forth in a Student Exchange Agreement concluded between specific Faculties at both universities, may *only* register for classes in the Faculty to which they belong.

⑤ Registration for Regular Graduate School Classes *only*

This option applies to Exchange Students who, based on the conditions set forth in a Student Exchange Agreement concluded between specific Graduate Schools at both universities, may *only* register for classes in the Graduate School to which they belong.

Important: Regarding the Selection of Classes

<STEP 1>

First of all, please confirm whether or not you are eligible to register for classes in the Japanese Experience Program in Kyoto (JEP Kyoto) by asking the exchange program representatives at your home university. Some exchange students will *only* be eligible to register for regular classes in a *specific* Faculty or Graduate School, based on the conditions of the Student Exchange Agreement established between Ryukoku University and their home university,

<STEP 2>

● In the case that you are eligible to register for classes in the Japanese Experience Program in Kyoto (JEP Kyoto), you must select either [JEP-E] (classes taught in English) or [JEP-J] (classes taught in Japanese) on the application form. Please consider your choice *very* carefully, as you will not have the option to switch to a different course after submitting your application.

● The [JEP-J] study course offers Japanese classes for those who have studied the language for 300 hours or more. In other words, we also recommend this study course for students who have attained skills equivalent to level N4 of the Japanese Language Proficiency Test (JLPT).

<STEP 3>

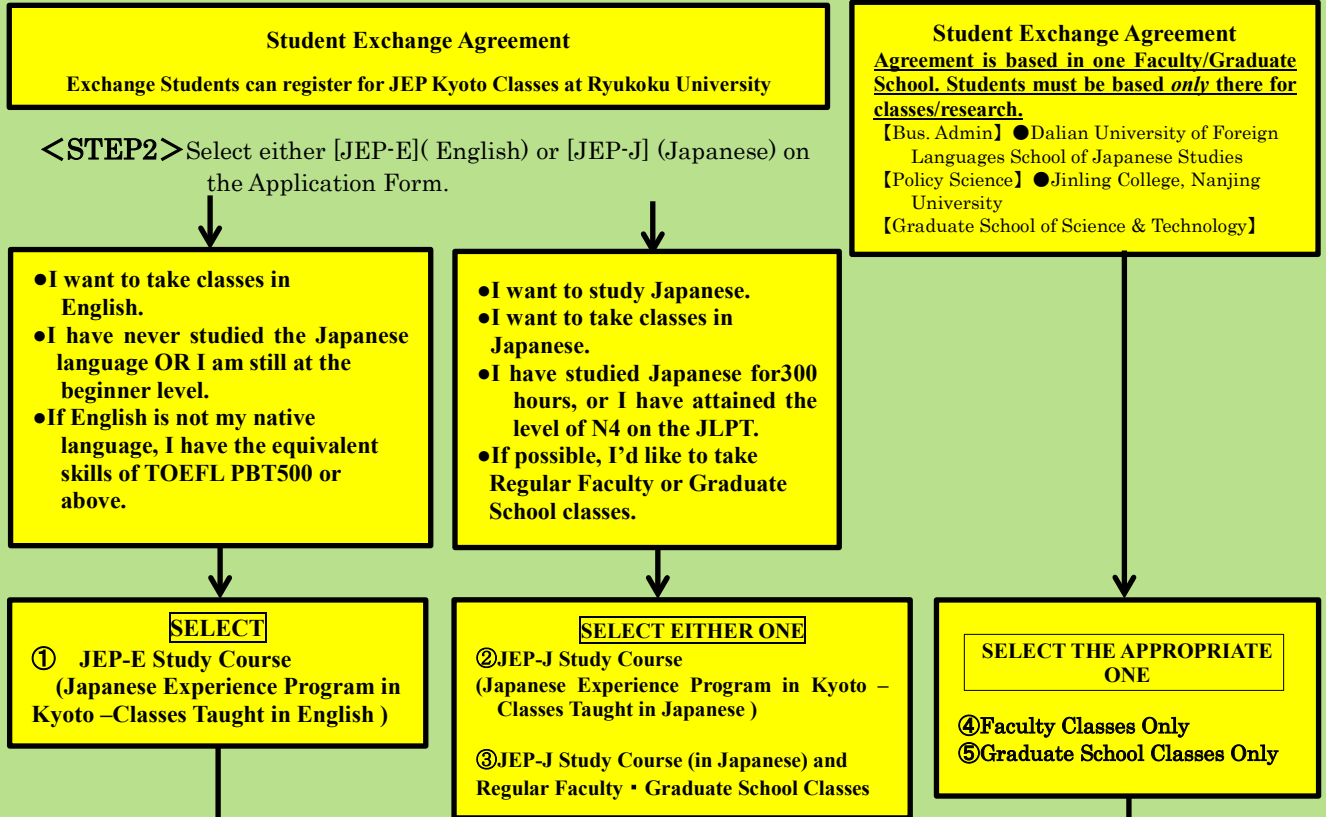
● Even if one applies for [JEP-J] (classes taught in Japanese), there is the chance of being asked to switch to [JEP-E] (classes taught in English) if one does not meet the required Japanese level upon taking our Japanese Placement Test (during the Orientation period).

● Those who, on the application form, select [JEP-E] (classes taught in English) or [Faculty Classes Only] [Graduate School Classes Only] (based on their institutional Student Exchange Agreements) will not take the Japanese Language Placement Test.

Flow Chart of Course Selection from Application to Admission

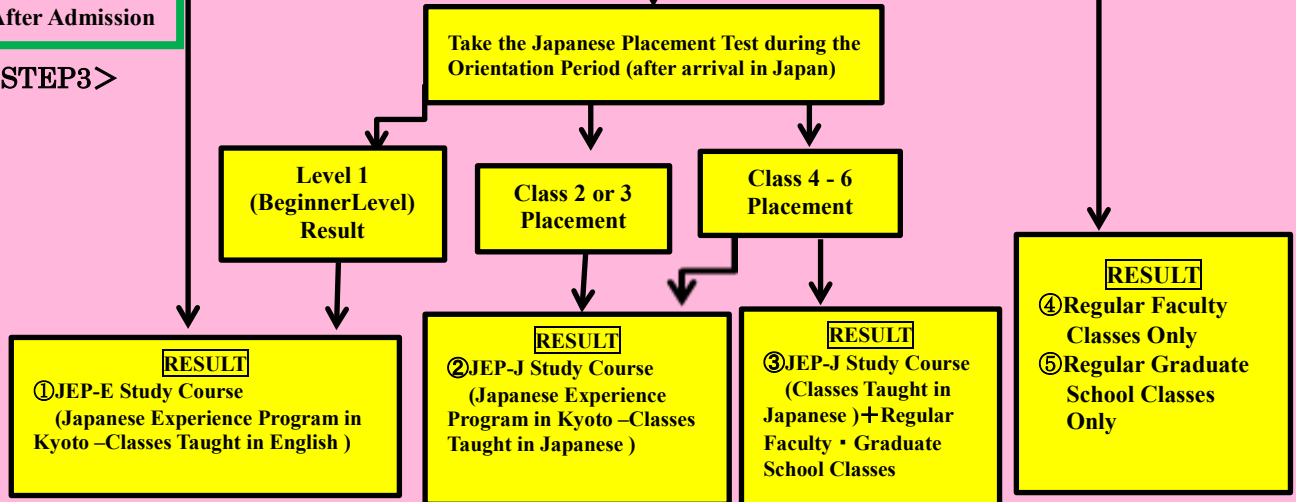
Course Selection in Application Period

<STEP1> Which type of Student Exchange Agreement does your home university have with Ryukoku University?



After Admission

<STEP3>



Regarding Class Registration

- Exchange Students must register for a minimum of 16 credits per semester (and 32 credits for one year). For the purpose of transferring credit after the exchange period, students should check carefully which Ryukoku University classes are required, and which will be officially recognized, by their home university.
- JEP-J Applicants assigned to Class 4 or above are eligible to register for regular Faculty/Graduate School classes, but should note that with limited exceptions that these classes are taught *in Japanese*. All Exchange Students will be assigned an Academic Advisor who is a teacher or faculty member of Ryukoku University. Please consult your Academic Advisor beforehand about the classes you are considering.
- Students who are eligible to register for regular Faculty/Graduate School classes should be aware that there are some classes that cannot be registered for. These include those with an early registration requirement, those which have a student limit, seminars (classes written as **ゼミ** or **演習**, etc.) , as well as those with other systematic restrictions. Permission must be received prior to registering for any Faculty/Graduate School classes.

Campuses

Ryukoku has **three campuses** in and around Kyoto. These campuses are close to train lines and within easy reach of each other, so you should be able to commute easily between them.

*There are free shuttle buses between the campuses throughout the day, with Fukakusa as the central campus.
(From Fukakusa to Omiya: 20 Minutes; From Fukakusa to Seta: 40 minutes).



◆ FUKAKUSA

FUKAKUSA Campus, located in southern Kyoto, is the **main campus**. The Center for the Promotion of Global Education and all the JEP Kyoto classes are located on this campus. The Faculties of International Studies, Economics, Business Administration and Law, Policy Science, along with 1st and 2nd Year Letters courses and the Junior College are located here.



◆ OMIYA

OMIYA Campus is our original campus (founded in 1639), and is located in central Kyoto, just beside historic Nishi Hongwanji Temple. Third and Fourth Year Faculty of Letters courses are taught here, and the campus provides an ideal calm and relaxed atmosphere for study and research.



◆ SETA

SETA Campus, located in Shiga Prefecture's "Biwako Culture Park", is surrounded by nature and is the newest and largest campus, The Faculties of Advanced Science and Technology, Sociology and Agriculture are located here.

Accommodation

Ryukoku University has the following dormitories for International Students: **Mitrakan, Ryukoku International House, and Ryukoku Kaikan**. There are **Japanese student tutors** in the dormitories to help you during your stay in Ryukoku University. If you are going to stay in one of our dormitories, please fill in the attached Dormitory Application Form and **turn it in with your other application documents by the deadline**. While details on the Dormitory Application Form will be taken into consideration, final allocation of dormitory location and room type will be decided by the Center for the Promotion of Global Education Office.

Rental Bedding is required for all dormitory residents. It is not possible to cancel this service.

Expense: 1,528 JPY/month (From the point of November 2019, this also includes the monthly exchange of sheets.). Rental bedding is required for all dormitory residents. It is not possible to cancel this service..

◎Please note that dormitory assignments are decided by the university and, in principle, cannot be changed.

◎Students with health concerns which require special consideration are given preference with regards to the allocation of room type. Thank you for your understanding.

◎Please refer to this website for more information regarding the student dormitories:

<http://intl.ryukoku.ac.jp/dormitory/index.html>

  ↑ Map ↑	<h3><u>りゅうこく国際ハウス Ryukoku International House</u></h3> <p>〒612-0029 京都市伏見区西蒲町 4-38 4-38 Fukakusa Nishiura-cho, Fushimi-ku, KYOTO 612-0029</p> <p>Room Types: (A) Single / (B) Twin</p> <p>Shared Items: Shower, Toilet, Kitchen, Refrigerator, Coin Laundry Machines Individual Rooms: Desk, Chair, Bed, Bookshelf, Reading Light, Air Conditioner/Heater, Curtains</p> <p>Internet: Available in Room</p> <p>Security Deposit: (A) 80,000JPY (B) 50,000JPY (one-time payment upon entering the dormitory)</p> <p>Monthly Rent and Utilities Costs: (A) Rent: 25,000JPY Utilities: 10,000JPY (B) Rent: 13,000JPY Utilities: 6,000JPY</p> <p>Access: 5 minutes on foot to Fukakusa Campus 7 minutes on foot to Keihan Fukakusa Station 10 minutes on foot to Kyoto Subway Kuinabashi Station 12 minutes on foot to JR Inari Station</p>
  ↑ Map ↑	<h3><u>龍谷会館（男子寮） Ryukoku Kaikan</u></h3> <p>〒612-0029 京都市伏見区深草西蒲町 2-95 2-95 Fukakusa Nishiura-cho, Fushimi-ku, KYOTO 612-0029</p> <p>Room Type: Single</p> <p>Shared Items: Shower, Toilet, Kitchen, Refrigerator, Coin Laundry Machines Individual Rooms: Desk, Chair, Bed, Bookshelf, Reading Light, Air Conditioner/Heater, Curtains</p> <p>Internet: Available in Room</p> <p>Security Deposit: 50,000JPY (one-time payment upon entering the dormitory)</p> <p>Monthly Rent and Utilities Costs: Rent: 20,000JPY Utilities: 8,000JPY</p> <p>Access: 5 minutes on foot to Fukakusa Campus 7 minutes on foot to Keihan Fukakusa Station 10 minutes on foot to Kyoto Subway Kuinabashi Station 12 minutes on foot to JR Inari Station</p>

	<p><u>ミトラ館 Mittrakan</u></p> <p>〒612-0029 京都市伏見区深草西浦町 4-10 4-10 Fukakusa Nishiura-cho, Fushimi-ku, KYOTO 612-0029</p> <p>Room Types: Single</p> <p>Shared Items: Shower, Toilet, Kitchen, Refrigerator, Coin Laundry Machines Individual Rooms: Desk, Chair, Bed, Bookshelf, Reading Light, Air Conditioner/Heater, Curtains</p> <p>Internet: Available in Room</p> <p>Security Deposit: 100,000JPY (one-time payment upon entering the dormitory)</p> <p>Monthly Rent and Utilities Costs: Rent: 35,000JPY Utilities: 10,000JPY</p> <p>Access: 5 minutes on foot to Fukakusa Campus 7 minutes on foot to Keihan Fukakusa Station 10 minutes on foot to Kyoto Subway Kuinabashi Station 12 minutes on foot to JR Inari Station</p>
 <p>↑ Map ↑</p>	

Exchange Conditions

The conditions of your exchange are based on the terms and conditions in the Student Exchange Agreement between your Home University and Ryukoku University. Please consult your Home University if you are unsure of these conditions.

Bank Accounts

You will need to **open a bank account after your arrival** so that your scholarships can be deposited and your room and utility expenses can be withdrawn directly. If you do not already have a Japanese bank account, please carry out the necessary procedures. [*New accounts must be opened with Yucho Ginko (Japan Post Bank).*]

The following are required to have your account established:

- ① The document [口座開設申込用紙 (Application for Opening an Account)] – During the Orientation period, you will enter the information into a computer form.
- ② The document [預金口座振替用紙 (Bank Account Transfer Sheet)] – Your Dormitory Tutor will provide you with this document.
- ③ A copy of your Residence Card, which will be issued to you upon your arrival in Japan.

Automatic withdrawal permission (of dormitory fees) takes approximately two months to establish. Until that time, it will be necessary to transfer fees yourself from a nearby convenience store. **IT IS NOT POSSIBLE TO PAY BY CREDIT OR DEBIT CARD.** Also, please note that Japan Post Bank does not offer online banking services.

You may also like to open an account with an international bank (i.e. Citibank, Star, Cirrus and Maestro) before your arrival.

IMPORTANT: Common Financial Problems After Arrival

It is always the case at the beginning of the semester that a few students have a very difficult time because they are not able to use the bank cards which they have brought with them from abroad, and therefore are not able to withdraw the necessary funds for their everyday lives.

- ① Please be sure to confirm with your card company/bank that: (1) you will *immediately* be able to withdraw funds after arriving in Japan with your card, and (2) that you know exactly how to use the card. Please make it a point to remember your pin number to avoid having your account blocked.
- ② It is sometimes the case that students do not inform the bank in their home country of their exchange study period, and their bank card is frozen due to sudden use in another country. Please be sure to inform your bank that you will be studying abroad to avoid this problem.
- ③ There is often a daily limit for withdrawing money internationally from one's bank in their home country. Please be well aware of what the daily limit is, so you can surely make initial dormitory payments, as well as have enough for initial living expenses. If your bank will not allow you to withdraw enough money shortly after your arrival, please be sure to bring sufficient funds with you.

Health Insurance

Under the Japanese Immigration Laws, it is compulsory for all Exchange Students who will be in Japan for at least three months to enter the Japanese National Health Insurance system, even if one has insurance in their home country. The insurance fees are estimated to cost 1500yen to 2000yen per month. Enrolment in Japanese National Health Insurance can be carried out at the Ward Office closest to your Japanese residence. If you feel it is necessary, you might also like to purchase international health insurance in your home country before leaving for Japan. More information on Japanese National Health Insurance will be provided during Orientation Week.



Center for the Promotion of Global Education (R-Globe) Office
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You, Unlimited

Ryukoku University International Student Dormitories General Rules



**RYUKOKU
UNIVERSITY**

The General Rules detailed within must be observed by ALL students living in the International Student Dormitories.

The dormitory is a communal living space of students from several different countries.

Please be respectful of different cultures and customs, and mindfully avoid thoughtless behavior. Please respect the privacy of others and behave appropriately so all residents can have an enjoyable university life.

Admission Procedures

- ① **Please inform NASIC 【※】 of your check-in date at least 2 weeks in advance.**

【※】 [NASIC is the private company which manages the dormitories on behalf of the Center for the Promotion of Global Education (R-Globe) Office].

- ② **Please sign the [Pledge] and return it to NASIC.**

- ③ **If you do not have a Japanese bank account when entering the dormitory, an account will be established for you at Yucho Ginko (Japan Post Bank).**

Please fill in the form to open an account and submit it to your Dormitory Tutor by the designated date.

<Necessary Materials>

- Application for Opening an Account
- Residence Card Copy (issued upon your arrival in Japan)

- ④ **Regarding your First Payment**

For those staying at [Mitrakan], [Ryukoku International House], and [Ryukoku Kaikan]:

Please make your payment of the Security Deposit and <First Time> Usage Fees [Rent, Utilities, Bedding (optional)] at the nearest convenience store shortly after your arrival. This payment must be made in cash. **IT IS NOT POSSIBLE TO PAY BY CREDIT OR DEBIT CARD.** Also, please note that Yucho Ginko (Japan Post Bank) does not offer online banking services.

- ⑤ **Security Deposit**

In principle, the security deposit will be returned when you check-out of the dormitory. *However*, if you have failed to pay your room rent or utilities fees, or if payment is required for any damages caused to the room or dormitory, the required fees will be deducted from this security deposit. If the amount required exceeds the amount of the security deposit, a bill will be sent to you for the excess amount. Students with a room rental waiver are not required to pay a security deposit.

- ⑥ **Automatic Account Withdrawal**

Room rent and utilities fees will be automatically withdrawn from your bank account on a designated day of the month. **Please be sure to register your bank account as soon as it has been established!**

For those staying at [Mitrakan], [Ryukoku International House], and [Ryukoku Kaikan]:

Each month's room rent and utilities expenses will be automatically withdrawn from your bank account on the 6th of each month (in the case that the 6th is a weekend or national holiday, on the following business day).

※Automatic withdrawal is possible from any Japanese bank. However, those who have not formerly opened a Japanese bank account will have an account established at Yucho Ginko (Japan Post Bank) after their arrival in Japan. Please be sure to fill in this account on your automatic withdrawal form.

- ⑦ **Move-In Day**

You will be given guidance by either a Dormitory Tutor 【※】 or the Dormitory Manager.

【※】 The Dormitory Tutors are Japanese students of Ryukoku University who live in the dormitories to provide international students with assistance regarding their daily lives at the dorms and at the university in general. If you have any difficulties, please either consult either the Dormitory Tutors or the Center for the Promotion of Global Education (R-Globe) Office.

Rules: Dorm Rent and Utilities

All dormitory residents (including students with a room rental waiver) are required to pay monthly utilities fees, even during break periods in between semesters.

If a room is occupied for less than 15 days of any calendar month, rent will be calculated by the day. If the room is occupied from the 15th of the month on, the cost of one month will be charged.

If a [SINGLE] room at Ryukoku International House is occupied for the first eight days of the month, he/she will be charged according to the following:

(International Student: 1 month rent 35,000JPY <Room Rent: 25,000JPY, Utilities 10,000JPY>

↓

(35,000 JPY ÷ 30 days × 8 days = 9,333.3333 JPY [Final charge: 9,333 JPY])

Calculation Method: Monthly Fee ÷ 30 (days) × Number of Days Occupied. All decimal points are cut.

Rules Regarding Incoming/Outgoing

- ① Due to the great number of students arriving in March and August, Occupants checking out must depart by March 20 or August 20 (If this day falls on a weekend or public holiday, checkout must take place on the previous day). Rent and utilities fees will be calculated according to [Rules: Dorm Rent and Utilities] above.
- ② Rental fees, once paid, will not be refunded except in special circumstances. **Notification of leaving the dormitory must be submitted at least one month in advance.**

Checking Out Procedures

- ① Please be sure to submit a “Leaving the Dormitory” form to your Dormitory Tutor by the 7th of the month previous to the month you plan to depart. If you fail to turn in the form by that time, even if you plan to reside in your room for only 14 days or less in the following month, you will be charged the full rent amount.
 - ② Clean your room and remove your belongings before you check-out.
 - ③ One Week before Checkout: Your Dormitory Tutor will conduct a room check.
 - ④ On Checkout Day : Your Dormitory Tutor will conduct a room check. This room check is required!
 - ⑤ Once your electricity fee has been calculated and the condition of your room checked, your Security Deposit will be refunded.
- In the following cases, occupants will be required to leave the Dormitory:
- ◎ Termination of studies at Ryukoku University
 - ◎ Expiration of contract
 - ◎ Rejection of application to extend one’s Period of Stay
 - ◎ Decision by the university that the occupant is no longer eligible to continue living in the dormitory

- ⊙ Where delayed payment or compensation exceeds the rental deposit amount
- ⊙ Failure to obey dormitory rules
- ⊙ Deliberate disobedience of university guidelines and instructions
- ⊙ Non-payment of rental fees and bills
- ⊙ Failure to fulfill one's obligations as a dormitory resident

■ Leaving the Dormitory During the Residence Term

If you wish to leave the dormitory before the resident period expires, notification must be provided to NASIC
AT LEAST one month in advance.

Please note that it is not possible to check out of the dormitory on a Saturday or Sunday.

Mandatory Code of Conduct

Please observe the regulations:

- ① **Dormitory property is not to be altered or misused in any way.**
- ② **No economic or political activity may be carried out within the dormitory.**
- ③ **Dormitory furnishings or equipment are not to be removed.**
- ④ **Potential fire hazards such as gas ranges are not to be used outside designated areas**
- ⑤ **Occupants should follow dormitory rules and respect Japanese customs.**
- ⑥ **Do not disturb fellow residents or people living in the surrounding neighborhood.**
(e.g. making loud noise, leaving rubbish in the corridor/on the streets etc.)
- ⑦ **Care should be taken to keep both one's room and the communal living areas clean and sanitary.**
- ⑧ **Fires, thefts, etc. should be reported immediately**

● **Cohabitation is prohibited.**

A single room may only have 1 occupant.

● **Entrance to other Residents' rooms is prohibited.**

You may not enter the rooms of other Residents, even in the case of friends.

● **Overnight guests are not permitted.**

Family and friends are not allowed to stay overnight in the dormitory. They are required to leave the dormitory premises by the curfew designated by each dormitory.

● **Smoking**

Smoking is not allowed within dormitory premises belonging to Ryukoku University (even outside the building)

● **Overnight Trips**

If you go away for an extended period of time or return to your home country, you must contact the Center for the Promotion of Global Education Office at least 1 week in advance. Fill out a Contact Address Form and turn it in to your Dormitory Tutor or the Center for the Promotion of Global Education (R-Globe) Office.

- **Use of Parking Facilities**

Please put an identification sticker on your bicycle. (These stickers can be attained from the Dormitory Tutors.) Do not leave your bicycle at the dormitory after you move out. In the case of theft, please report it directly to the police (not the University).

Ryukoku University will not be held responsible for any cases of theft.

- **Pets**

Pets are strictly forbidden in the dormitory.

- **Mailbox**

Affix your name to your dormitory mailbox and be sure to check it at least once a day.

In addition to the rules above, each dormitory has its own regulations. If you fail to follow the regulations, you will be asked to leave the dormitory.