

## Mitaka International Hall of Residence - Dormitory Tour Guidelines

The Mitaka International Hall of Residence tours are intended for individuals who are enrolled at the University of Tokyo and are considering commuting from this dormitory, along with their accompanying guardians. If you request for a tour of the dormitory facilities, please apply for the tour by application form below.

Note: The number of visitors and tour duration are limited to a maximum of 2 people per group, with up to 8 groups per day. The guided tour for each group will be approximately 15 minutes.

### Application

Reservation required in advance. Please apply using the form below at least two business days before your preferred tour date. Reservations by phone are not accepted.

Application Form <https://forms.office.com/r/jLgqujpZc1>

### Available Dates and Times

Weekdays only (Monday through Friday), 10:00 AM - 12:00 PM 1:00 PM - 3:30 PM (end at 4:00 PM)

\*Dormitory tours will not be conducted outside of these hours, on weekends or holidays, during summer holidays (regularly mid-August), New Year's holidays (December 29 - January 3), or on other days when the dormitory cannot accommodate tours due to operational requirements.

### After Applying for Tour Day

1. You will receive an email reply from the Dormitory Office, which must be confirmed. Tours cannot be conducted at times other than those specified in the reply email. If you do not receive a reply regarding your tour reservation within one week after submitting the form, please contact the Dormitory Office for confirmation.
2. On the tour day, please arrive directly at the Dormitory Office by the reserved time.
3. Visitors will be requested to show the reply email for your tour reservation and ID with photo at the Dormitory Office.

### About Reservation Changes

1. If you like to change the tour schedule, please let us know by email. Changes can only be accepted to the time slots listed under "Available Dates and Times." To request a change, please email the Dormitory Office with the subject line "Request to Change Dormitory Tour Date." Include your original tour date and time, name, contact information, and preferred new tour date. For same-day changes, please call the Dormitory Office.
2. If you expect to be late for your reserved tour time, please call the Dormitory Office. If you fail to arrive at the dormitory without prior notice, or if the Dormitory Office is unable to reach you, your tour for that day will be canceled.

### Contact Information Mitaka International Student Dormitory Office

Phone: 0422-43-4961

Email: mitaka-jimu.c[at]gs.mail.u-tokyo.ac.jp (\*replace [at] with "@".)

### Important Notes

1. Tours are not available for those who are not enrolled at the University of Tokyo or are not considering commuting from this dormitory.
2. Questions regarding specific items during the tour can be answered in advance where possible. Please also refer to the website of the College of Arts and Sciences (Mitaka International Hall of Residence [FAQ](#)).
3. Dormitory tours are required for reservation. Those who arrive without prior reservations will not be able to tour the dormitory.
4. If the tour is canceled due to unforeseen circumstances, the Dormitory Office will contact you.
5. For inquiries on the day of tour, please contact the Dormitory Office.
6. If you are feeling unwell on the day of the tour, please refrain from attending.
7. Tour durations are limited to approximately 15 minutes.
8. Photography and recording during the tour are strictly prohibited.
9. Please refrain from entering areas other than those guided by the Dormitory Office during the tour.
10. For dormitory security management, staff may issue warnings. If cooperation is not received after repeated warnings, the tour may be canceled. In that case, visitors will be kindly requested to promptly vacate the dormitory premises.

### Tour Materials

Please download from the link below:

[Tour Materials] [For Dormitory Visitors](#) (Available only in Japanese) (Available only in Japanese)

Reference: [Virtual Tour Video "Inside the Dormitory"](#)

(Created by Mitaka Student Council, updated March 10, 2021)

Student Welfare Team, Student Support Division

Mitaka International Hall of Residence Office