

## Mitaka International Hall of Residence Tour Guidelines

The Mitaka International Student House tour is open to prospective residents who are interested in our dormitory and accompanying parents/guardians. If you are interested in visiting Mitaka International Hall of Residence, please read the following guidelines before applying for the tour.

### 【Days and times】

Weekdays (Monday to Friday) 10:00-12:00 and 13:00-15:30, ending at 16:00.

\*Outside the above times, Saturdays, Sundays and national holidays, summer holidays (usually mid-August), Christmas and New Year holidays (29 December - 3 January) and other irregular days due to office work.

### 【Reservation】

Reservations are required in advance by email. We do not accept telephone reservations.

Email: mitaka-jimu.c[at]gs.mail.u-tokyo.ac.jp ※Replace "at" with "@".

### ○From application to the day of the visit:

1. Please send an email with the subject "Reservation for accommodation tour" by following information to the Mitaka International Hall of Residence office.
  - The name of the person(s) who will visit the accommodation (if there is more than one person, all of them).
  - Contact details (telephone number which you can be reached on the day of the visit)
  - Preference date and time of visit (up to your second choice)
  - Number of expected visitors
  - What you would like to ask during the visit
2. Please check the reply email from the accommodation office to confirm your visit schedule. We do not accept any changes once the schedule has been confirmed. If you do not receive a reply about confirmation of your visit, please contact the accommodation office.
3. On the day of the tour, please come to the accommodation office before the reserved time.
4. Visitors will have to show us the reply from the accommodation office and ID card at the office when you visit the dormitory.

### ○Changing a reservation

1. If you wish to change the visiting schedule, please let us know in advance. If you wish to change the date of your visit, please rebook by email.

2. If you find you are running late for your appointment on the day of your visit, please contact the accommodation office immediately. If you do not turn up on the day of your appointment without prior notice, or if the accommodation office is unable to contact you, you will not be allowed to view the accommodation on that day. Your tour will be cancelled.

○Notes.

1. The tour will take approximately 15 minutes maximum.
2. You may have answers you would like to ask on the website, here, [FAQ](#). Please refer to the website of the Faculty of Liberal Arts ([Mitaka International Hall of Residence](#)).
3. Visitors are only permitted to enter the designated areas.
4. Prior reservation is required for the visit tour. If those who have not made a prior reservation and arrive on the day of the visit, they will not be allowed to see the accommodation.
5. Photography is strictly forbidden during the tour.
6. If visitors feel unwell on the day of the tour, please refrain from visiting the dormitory.
7. If the tour is cancelled for any reason owing us, the accommodation office will contact you immediately.
8. Any contact on the day of the visit is as followed:

Contact: Mitaka International Student House Office

Telephone number: 0422-43-4961 domestic only

Email: mitaka-jimu.c[at]gs.mail.u-tokyo.ac.jp ※Replace [at] with [@].

Welfare Team, Student Support Division, Faculty of Liberal Arts, etc.

Mitaka International Student House Affairs