



上智大学
SOPHIA UNIVERSITY

Sophia Soshigaya International House

Living Guide

Center for Student Affairs
Sophia University

Revision in September 2020

Contents

1. Overview of Sophia Soshigaya International House	2
2. Application: Eligibility and Procedure	3
3. Rent and Utility Costs	4
4. Leaving procedures	5
5. Life style and system of the House	5
6. Rules of the House	6
7. Other Information	11
8. Public Facilities around the House	12

1. Overview of Sophia Soshigaya International House

(1) Purpose of Sophia Soshigaya International House (SSIH)

Sophia University began operating Sophia Soshigaya International House in April 2012 as a dormitory consisting of residential areas (separate men's areas and women's areas) and the co-ed shared area. Residents have opportunities to meet people of different cultures and language backgrounds in the House. In order to facilitate the personal growth of the international and Japanese students living together, SSIH has established a unique community system called "Living Group" since 2014. SSIH also has maintained the links with the local community to develop international understanding and cultural interaction.

The House operates under its educational principles, which are expressed in the "Mission" and "Vision" as follows. The members of the House are required to actively participate in maintaining its order, in the House events and in its exchange activities, as well as complying with regulations and rules of the House.

◇Mission◇ "Men and Women for Others with Others"

Sophia Soshigaya International House is a home that aims to bring up persons of global competency, guided by Sophia University's vision: "*Character Building through Christian Humanism*" and "*Sophia - Bringing the World Together*"

◇Vision◇ Students who live in this House may:

- Help each other, as a family with unity and responsibility
- Live together understanding and accepting all differences
- Become leading agents of creating the culture, atmosphere and order of the House

(2) Established by:

Sophia School Corporation

(7-1 Kioicho, Chiyoda-ku, Tokyo 102-8554 <http://www.sophia.ac.jp/>)

(3) Address

4-24-1 Kamisoshigaya, Setagaya-ku, Tokyo 157-0065

Phone: 03-5384-1201

(4) Access

- Twenty minutes' walk from Seijogakuen-mae Station on the Odakyu line or from Sengawa Station on the Keio line.
- Or get on the Odakyu bus at the west exit (No. 5) of Seijogakuen-mae Station toward "Chitose Funabashi Eki" or "Chitose Karasuyama Eki Minamiguchi." Then get off at the "Soshigaya Kokusai Koryukaikan" bus stop.
- Or get off at Chitose Karasuyama Station on the Keio line. Then get on the Odakyu bus toward "Seijogakuen-mae Eki Nishiguchi" at the "Chitose Karasuyama Eki Minamiguchi" bus stop and get off at the "Soshigaya Kokusai Koryukaikan."

(5) Facilities

- Administration wing (two stories and a basement)
Administrative office; a lounge; an auditorium; conference rooms; a study room; a library; a multipurpose room; a tatami room; a music room; a room for prayer; a cafeteria (with beverage vending machines) ; a big kitchen (next to cafeteria)
- Residential wings A -D (single rooms): five stories / 320 rooms ... 15. 08 m²
Furnishings: storage furniture; a refrigerator; a desk; a desk lamp; a chair; a bed; an air-conditioner; curtains; a toilet; a sink; and a wireless VDSL modem
Shared facilities: kitchens, laundry rooms (with coin-operated washers and dryers), and shower rooms
- Residential wing E (family rooms): two or three stories / seven rooms... 56.50 m² (2LDK)
Furnishings: a kitchen; storage furniture; a refrigerator; desks; desk lamps; chairs; beds; air-conditioners; full bathroom; curtain; and a wireless VDSL modem
- Residential wings G (couple rooms): three stories /four rooms ... 40. 58 m² (1LDK)
Furnishings: a kitchen; storage furniture; a refrigerator; desks; desk lamps; chairs; beds; air-conditioners; full bathroom; and curtains; and a wireless VDSL modem
- Tennis court, gymnasium, and training room

(6) Administrative office (Administration wing 1F)

Office hours:

Office hours: 8:00-22:00 (Including weekend and holidays)

*Administrations such as baggage pick-up, usage of gym, music room, are available all days at the Office.

*Please come to the Office for any concerns or reports regarding your residential life or for assistance in English. You can also call us at 03-5384-1201 during office hours.

*Office will close during December 30 through January 3

2. Application: Eligibility and Procedure

(1) Eligibility

- ① Students of Sophia University enrolled in undergraduate and graduate programs.
Faculty and staff member of Sophia University (including visiting professors)
 - ② Others with special arrangements by the Director of Center for Student Affairs
- ※As for students, couple and family rooms are available only for married international students who are residing with their family members.

(2) Term of Residence

The maximum period of occupancy is 2 years. On condition that “the Director” determines that such action is appropriate, the length of agreement may be extended.
2. The regulations on the length of this agreement are determined separately.

(3) Application

Please find the application information and period in our official website.

(4) Check-in Procedure

- ① Please make sure to check-in/arrive at the House during the following hours:
8:00-22:00 (Including weekend and holidays)
If you wish check-in after office hours, you can get a key and any explanation on the living will be done next day. If you are asked to move-in during the designated period of time, please follow the instruction.
- ② “Residence Permit” will be issued upon your check in, which shows the term of residence. Please keep it safely.
- ③ You need to submit the “Housing Agreement and Application for Furnishings” , “List of Furnishings Provided” distributed when you moved in. Please follow below 2 instruction.
 - Carefully read this guidebook and the Sophia Soshigaya International House Guideline
 - Check your room furniture using the furniture list.
- ④ For automatic payment of the rent, you have to register your bank account information at the office
- ⑤ Please take necessary procedures for resident registration and national health insurance at the Setagaya Ward Office or a branch office within two weeks from your moving in.
- ⑥ If you apply for a couple or a family room, you have to call “Tokyo Electric Power Company,” “Tokyo Gas,” and “the Bureau of Waterworks” to make contracts soon after you fix the date for your moving in. Payment by credit card is available for those 3 companies.

3. Rent and Utility Costs

(1) Breakdown of Housing fee

	Single	Couple	Family	
Monthly rent	45,000 yen	62,000 yen	72,000 yen	Per month.
Deposit	42,000 yen	60,000 yen	72,000 yen	Once when you move in
Entrance fee	42,000 yen	60,000 yen	72,000 yen	Once when you move in (Non-refundable)

- * Couple and Family rooms are available only for married international students.
- * Rent fee for Single rooms includes Internet fee, heat, light and water expenses.
- * Rent fee for Couple rooms, Family rooms includes Internet fee. For use of electricity, water, gas in Couple rooms, Family rooms, individual contract between the resident and service providers is needed (Not included in the rent fee)
- * Free Wi-Fi is available in the common space of the Administration wing.
- * Bedclothes fees: approx. ¥28,900 per year (Lease fee varies depending on the term of the agreement) .
- * Internet fee in single room and family room is included in the each rent.
- * Leased bedding is either one-year or half-year contract and bedding fee is non-refundable even if you cancel the contract during the term.
- * For residents of Single rooms moved in before 2018, every month you are required to pay the rent for the current month and utility costs of before the previous month. Utility cost

is based on your actual usage.

- * Deposit can be refunded after the room check when moving out the House. However, in case of considerable damage or stain that requires special cleaning or repair in your room, such as replacing the wallpaper or floor mat, the balance of the deposit after deduction of repair fee will be refunded.
- * If the period of occupancy is one semester, only half of the entrance fee will be asked to pay. No deposit is required. If considerable damage of facilities or loss of equipment is found, you are required to pay compensation fee.

(2) Payment of rent

The bills will be delivered to your mailbox by the end of the previous month. You have two options for payment methods as follows.

- ① Automatic withdrawal from domestic bank account
Your rent is automatically withdrawn on the 6th every month; if the 6th falls on Saturday, Sunday or a national holiday; the rent will be withdrawn on the next weekday. Please be sure to have enough money in your account by the day before the withdrawal.
- ② Payment in cash at Convenience store
You can pay in cash at a convenience store by the 6th every month.

* You cannot use your debit or credit card.

* When you move in or out, the rent for that month is prorated.

* Residents in couple and family rooms have to pay their utility bills directly to “Tokyo Electric Power Company,” “Tokyo Gas,” and “the Bureau of Waterworks.”

(3) Moving to another room

If you move to another type of room with higher rent (from a single room to a couple room, for example), please pay the difference of the deposit and the Entrance fee. If you move back to a room with lower rent, the difference will not be refunded.

4. Leaving procedures

- ① Please submit the “Notice of Leaving” to the office at least a month before you move out. In case of delayed submission, the rent cannot be prorated and you will be charged for the rent for one more month from the submission date. Once you submit the “Notice of Leaving”, you CANNOT cancel the request of leaving the House.
- ② The schedule of first room inspection and second room inspection will be determined at the time of submission of “Notice of Leaving.” The first room inspection will be done two weeks before the leaving day, and the second just before the leaving.
- ③ The last bill for rent and utilities should be paid in cash at a convenience store.
- ④ Please take all your belongings and dispose unnecessary items. We do not accept anything at the office. It is not allowed to leave your unnecessary items (including bicycle) in a kitchen or other shared spaces. Please be sure to complete necessary procedures at the Setagaya Ward Office for oversized garbage trash (over 30 cm square).
- ⑤ Please be sure to terminate contracts of land-line phone and newspaper delivery.
- ⑥ Residents in couple and family rooms have to contact to “Tokyo Electric Power Company,” “Tokyo Gas,” and “the Bureau of Waterworks” in advance and finish all the procedures such as meter reading and payment adjust on the spot before leaving, which requires your presence.

5. Life style and system of the House

We have a community system in the House called "Living Group" and every member of the house are assigned to one of the Living Groups from the beginning. Every member is required to join the activity of Living Group as an obligation. Living Group is the basic community for the residents to appreciate the given riches and to collaborate in diversity. The following is the structure and content of Living Groups.

Purpose	-Promote interpersonal and international exchange (concept of a community building) -Create the culture of the Residence and have a responsibility for keeping the environment in good condition
Structure	-20 groups consisting of around 15 residents of different nationalities, languages etc. who live in the same unit with a Living Group leader
Member	All residents
Activities	-Compulsory Monthly meeting (for discussing internal issues and for intercultural exchanges) -Other activities/events according to the need of the House and groups (see examples below) Supporting activities for new students to get used to life in the Residence Actively participate in and organize international exchange events -Keeping the floor and kitchen clean and comfortable, which is responsible for the members of each floor (see examples below) Keep one's own belongings in the designated storage space in a kitchen Not to leave belongings in the shared places Clean up the sink and table and leave nothing behind -Communication beyond living groups Communication at the shared spaces Events and projects planned and co-organized by members from different living groups

※The participation to the floor meeting recorded by LGLs by attendance sheet and hearing from LGL will be the resources for the screening of extension for staying in SSIH.

Living Group Leader (LGL)

Living Group Leader (LGL) system is provided and each floor has one leader. LGLs represent the residents and work with CSA as partner to build better dormitory. Please feel free to ask for their help when you have a problem.

*The LGL candidates are arranged by the Center for Student Affairs from organizational viewpoints and assigned by the Director of the Center for Student Affairs.

6. Rules of the House

Please comply with the rules so that the residents with diverse backgrounds and values live together comfortably. You may have to leave the House if you violate them.

(1) Your room

- ① The Director of Center for Student Affairs assigns your room. As a rule, you cannot assign or ask to change the room by yourself.
- ② Remove your shoes in the room (do not enter it with shoes).

- ③ Never smoke in your room. (including the balcony)
- ④ A, B, C, D wings are residential areas. You cannot enter the wings of the opposite sex throughout day and night. This includes corridors, kitchen in each floor and individual rooms. Do not enter other rooms after 22:00 because that can disturb your neighbors.
- ⑤ Visitors cannot come into the Residential wings. Residents can meet them in either Cafeteria or Lounge. Residents in single rooms are not allowed to let non-residents enter nor stay overnight in their rooms.
- ⑥ When residents in couple and family rooms want to let someone stay overnight, “Application for Overnight Stay in EFG wings” is to be handed in to the office at least 2 weeks prior to the stay. Only family members (your parents, siblings, spouse and children) are eligible to stay over. Friends are not allowed to stay over. The maximum term of stay is 1 week.
- ⑦ Do not cook in single rooms.
- ⑧ Clean and organize your room by yourself. It is not allowed to remodel your room irreversibly, to put adhesive tape on the floor, or to drive nails into the wall.
- ⑨ Furnishings in your room are university’s property. Please take good care of them. Do not take them out of your room.
- ⑩ For security reasons, please use only the main entrance to go in and out of wings A-D.
- ⑪ You cannot exit from the emergency doors for your daily use due to the doors are only for the emergency.

(2) Shared facilities and equipment

- ① Do not disturb other people when you use shared facilities. Do not break equipment of the facilities. You will be charged for the damage, when you leave the room.
- ② Please ask office if you want to display information or poster on the wall. To decorate wall for events as well.
- ③ Do not leave your belongings in shared facilities including in the hallway and around emergency ladders.
- ④ Drinking and eating are not allowed except in the cafeteria and the auditorium.
- ⑤ Please turn off the air conditioner and the lights to save electricity when you are the last to leave a shared facility.
- ⑥ Microwave and toaster oven in the kitchen on each floor are shared equipment. Other utensils and electric appliances in the kitchens, such as rice cookers, belong to some other residents. So please do not use them without owners’ permission.
- ⑦ If you apply for any shared facilities, at least the half of the users should be the residents of SSIH.
- ⑧ Each facility has different rules for usage so please check the notification on the bulletin board in the dormitory. If you have any question, please consult at the House Office.

Facilities:	Open for:	Please Note;
Prayer room	24 hours	Reservation is required at the office when using as a group with more than three people.
Kitchen (Each Floor)	24 hours	Men only: all the kitchens of <u>wing B</u> . Women only: all the kitchens of <u>wings A&C</u> . Please be quiet after 22:00 and keep it clean.
Cafeteria	24 hours	Library is located on the floor just above the Cafeteria. Please be quiet especially after 22:00.

Lounge	24 hours	No food & drink.
Library, Study room	24 hours	No chatting, food & drink. Do not take books out of the library.
Auditorium / Conf. Rooms / Tatami room	9:00~22:00	Application is required at the office_in advance. 1. If the users are only residents: The application should be done one hour before. 2. If people who do not live in the dormitory are included The application should be done three days before.
Gymnasium / Training Room	6:00~24:00	Sign up at the office. If people who do not live in the dormitory are included, the application should be done three days before.
Music room	9:00~24:00	Application is required at the office_in advance. *After 22:00, please refrain from using the amplifier and if any noise is reported by residents, you will be asked to stop using the music room.
Tennis court	9:00~17:00	Sign up at the office. * Available until 16:00 from October to March. If people who do not live in the dormitory are included, the application should be done three days before.
Big kitchen (next to cafeteria)	10:00~21:30 (including cleaning time)	The responsible resident must submit "Application for the Big Kitchen Use" to the House Office in advance.

- ⑨ Washing machines and dryers in the laundry room.
- Washing machine is available for 200 yen a time. Please use your own detergent.
 - Dryer is available for 100 yen for 50 minutes. (By putting multiple coins into the dryer, it operates continuously for the equivalent time.)
 - Washing machine and dryer for athletic shoes are available in the 1st floor of both A and B wings.
 - Please refrain from using them after 22:00 not to disturb your neighbors.
- ⑩ Please keep the kitchen clean.
- Separate your garbage according to instructions on the accompanying leaflet. Do not throw trash from your room into the garbage cans in the kitchen.
 - Do not throw away dangerous items in the kitchen, such as knives and pieces of broken glass. Please throw them away in garbage disposal areas outside.
 - Do not leave your belongings, such as dishes and rice cookers, in the kitchen. Please write your name and room number on them and put them in the shelf labeled with your room number, the public shelves, or under the kitchen sink.
 - Never leave the kitchen while the cooking stove is on. Never forget to turn it off after use. In case of earthquake, at first, keep distance from cooking stove. As soon as earthquake stops, turn off the cooking stoves.
 - Please keep food and drink in your refrigerator so that worms won't breed.
 - Do not leave your dirty dishes in the sink. Please wash them and clean the kitchen soon after a meal.

⑪ Rental items

They are available at the office. Please write your name and room number to check out. Please return these items soon after use. We will stop lending them to you if you do not return them.

Items for rental

Items	Places to use at
Vacuum cleaners	Your room and shared facilities
Irons	Laundry rooms * Do not use in your room
Shuttlecock, rackets and nets for badminton Nets, balls, rackets for table tennis	Gymnasium
Tennis balls/rackets	Tennis Court
Air pumps for bicycles/balls	Outdoors/ Gymnasium

(3) Room key and your personal belongings

You are responsible for your room key. Do not lend it to anyone or duplicate it. Please come to the office if you lose it by any chance. You will be charged 5,000 yen for a new key and keycover. We will refund the money when you find the key you lost and return it to the office within a month.

Please take care of your belongings on your own responsibility. The university cannot compensate you for the loss.

(4) Garbage

Please separate your garbage according to instructions on the accompanying leaflet. Please check where to throw and how to deal with your garbage.

You have to pay for oversized garbage trash (over 30 cm square such as futons, bicycles, and suitcases). Please make an application to the Setagaya Ward Oversized Garbage Collection Center at 03-5715-1133 or on their website (<https://www.sodai-city.jp/setagaya/pc/index.html>). Please consult with the House Office if you are not sure about what to do with your garbage. Please directly call a manufacturer to recycle your computer.

(5) Traveling over a long period and visiting your home

When you spend three or more nights away from the House or when you temporarily go back to your home country, please be sure to submit the "Notice of Temporarily Leaving." This is important in case of a disaster or an emergency.

(6) Inviting guests

The guests are to write their names on the guest list at the office, and put on issued entrance pass. Please come down to the office to meet your guests. Visiting hours are 9:00 to 22:00. Your guests can use the lounge and the cafeteria but cannot be invited into the residential area and your room for any reason. It is the responsibility of the host to let them leave by 22:00. A family member with the same sex can be allowed to visit the residential area for helping of moving etc. if the application is done beforehand in the case of entrance/leaving. (Visiting hours is same as office hours.)

If your guests damage facilities or lose equipment of the dormitory, you are required to pay compensation for the damage or the loss. If they cause any trouble within the dormitory

they may be ordered to leave.

(7) Bulletin board

We put notices and announcements on the bulletin board in front of the cafeteria. Please be sure to check it regularly. If you have any questions about the notices, please consult with the House Office.

When you want to post something there, bring it to the office first and ask for approval. Do not take any posters without permission. We will remove unapproved posters.

(8) Telephones

The office Telephone and Fax are not for private use. We do not usually accept phone calls for you. We will accept a message in case of emergency.

Please sign a contract by yourself if you want to have a land-line phone in your room. Do not forget to terminate the contract and to pay the last bill when you move out.

(9) Mail

Please be sure to check your mailbox regularly.

Regular mail is delivered directly to your mailbox. We receive your registered mail and parcels and put a notice into your mailbox. Please come to the office with the notice to get them.

We cannot keep cash on delivery and refrigerated food.

We can only receive mail with your name on it.

Please ask senders to write your full name in kanji or alphabet and your room number. The address should be:

Sophia Soshigaya International House (with your room number), 4-24-1, Kamisoshigaya, Setagaya-ku, Tokyo 157-0065

(10) Bicycles

- Your bicycle has to be registered at the office. Please put an issued sticker on it and place your bicycle in order in a designated parking space. Do not park in no-parking areas outside the House. It is your own responsibility to take care of your bicycle.
- When you get one from your friend, please ask him or her to write a certificate of transfer and get the bicycle registered in your name for “Theft-Prevention Registration” at a bicycle shop. “Theft-Prevention Registration” for bicycles proves your ownership and it serves well as protection against theft and also for making it easier to find your bicycle in case of theft. Without this registration, you cannot officially claim your ownership and **may be arrested by police**
- It is a crime to ride a bicycle abandoned in a street. Please make sure NOT to ride an unattended bicycle even if you find one near a station or in a street.

(11) Newspapers and Internet (in your room/shared facilities)

- Newspapers

Please make a contract by yourself to subscribe to a newspaper. Please complete all necessary procedures to terminate the contract when you move out.

- Internet

Internet fee in single, couple and family room is included in the each rent.

Wi-Fi is available in shared areas. Please bring devices to the office that you want to connect to the network. Registration is required.

(12) Non-Smoking

Smoking is prohibited in all areas of the dormitory. (There is no Smoking room.)

Except the designated areas, smoking is prohibited in all streets and parks in Setagaya city.

(13) Motorcycles and cars

Having or parking a motorcycle or a car at the House is prohibited.

(14) Pets

No pet, such as dogs, cats, and fish, is allowed in the House. Do not feed stray animals outside.

(15) Meetings and parties

When you want to hold a meeting or a party, please register the person in charge and get permission at the office at least a week in advance. Any activities resulting in complaints from other residents will be canceled.

(16) Disturbing your neighbors

Do not disturb your neighbors by talking loudly, playing musical instruments, or listening to loud music. Please maintain quiet environment, especially at night.

(17) Disaster prevention

- ① Do not use an oil heater or electric devices, such as an iron and a microwave, in the House.
- ② Do not bring dangerous items, such as explosives, into the House.
- ③ All the items that use flame, such as candles, scented candles, aroma therapy pots and incense sticks, are prohibited to use.
- ④ Please turn off the lights and other electric appliances not in use when you leave your room.
- ⑤ Make sure of the locations of emergency exits, fire alarms, and fire extinguishers. Do not use or touch them except in case of emergency.
- ⑥ When you find a fire, please sound a fire alarm and exit out of the building immediately following the instructions of the staff.
- ⑦ Do not leave any kinds of belongings in the hallway or around emergency ladders, because it is against the Fire Prevention Law.
- ⑧ Please take part in disaster drills.

(18) Official access into your room

To manage the House appropriately, the House staffs may enter your room with permission from the Director of Center for Student Affairs.

(19) Responsibility of reparation

If you or your guests damage facilities or lose equipment of the House, you are required to pay compensation for the damage or the loss.

(20) Expulsion from the House

The Director of Center for Student Affairs requires residents to leave the House under the conditions below. You must leave within a week if you are expelled. In case of expulsion, it will be officially announced in the House.

- ① Failure to make payment of entrance fee for 2 months from the day of occupancy.
- ② When the payments of monthly fee, utility charges for electricity, heat, and water are overdue for more than 3 months.

- ③ Violation of the terms of residents' responsibilities under Article 9 (1) and other articles in Sophia Soshigaya International House Guidelines.
- ④ Whether intent or neglect, individuals responsible are not held liable for all damages and losses specified in the preceding paragraph, and for payment of assessed costs for repair and replacement.
- ⑤ Disorderly conduct that interferes with the order and normal functions of the residential community.
- ⑥ Disciplinary problem that threatens the living environment of the residential community.
- ⑦ Medical, health, or sanitary problem deemed detrimental to the well-being of community life in the House.
- ⑧ Any behavior that is against the law, in the dormitory or outside.
- ⑨ Obtainment of any disposition of the University Regulations.
- ⑩ Offense of public order and morals.
- ⑪ Any behavior that is regarded as not suitable as a Sophia student.
- ⑫ Eligibility is lost.
- ⑬ Any behavior that may cause serious interference with operation and management of the House.

7. Other Information

(1) Counseling

Counseling Center at Yotsuya Campus, Building No. 10, Room 303 (English available)
Monday to Friday, 9:30-11:30; 13:00-16:30

(2) Diseases and injuries

Please inform the office soon if you become ill or injured. In case of infection such as influenza, the House staff will perform disinfectant fogging to reduce the spread of infection. House staff will call an ambulance if necessary. Please make sure to bring your National Health Insurance Card with you when going to the hospital.

(3) Possession of drugs and weapons

Possessing drugs (marijuana, cocaine, and heroin, for example), guns, and swords is prohibited by law in Japan.

(4) Revision or abolition of this Living Guide

If there is any revision or abolition in this Living Guide, it will be announced by notices on the bulletin board of the House and on the website of the university.

(5) Alcohol drinking

Underage drinking (i.e. under 20 years old) is prohibited by the law in Japan.

(6) Smoking

Underage smoking (i.e. under 20 years old) is prohibited by the law in Japan.

(7) Bicycles

Riding other person's bicycle is deemed as a criminal act in Japan, such a rider may be arrested.

8. Public Facilities around the House

Category	Facilities	TEL	Address
Ward offices	Setagaya Ward Office:	03-5432-1111	4-21-27 Setagaya, Setagaya-ku
	Kinuta branch office:	03-3482-3861	6-2-1 Seijo, Setagaya-ku
	Karasuyama branch office:	03-3300-5361	6-2-19 Minamikarasuyama, Setagaya-ku
Police	Seijo police station	03-3482-0110 (Emerg. <u>110</u>)	3-19-1 Chitosedai, Setagaya-ku
Fire station	Seijo fire station	03-3416-0119 (Emerg. <u>119</u>)	1-21-14 Seijo, Setagaya-ku
Telephone	NTT East	0120-116-000	
Electricity	Tokyo Electric Power Company	0120-995-001	
Gas	Tokyo Gas	0570-002-239	
Water	Bureau of Waterworks	03-5326-1100 (If you move in/out) 03-5326-1101 (For bills or other enquiries)	
Post office	Seijo post office	03-3482-0044	8-30-25 Seijo, Setagaya-ku
Hospital	Shiseikai 2 nd Hospital	03-3300-0366	5-19-1 Kamisoshigaya, Setagaya-ku
Oversized garbage	Setagaya Ward Oversized Garbage Collection Center	03-5715-1133	
Visa	Tokyo Immigration Bureau	03-5796-7111	5-5-30 Konan, Minato-ku
Railway Stations	The Odakyu line “ <i>Seijogakuen-mae</i> ” Station:	03-3483-1624	6-5-34 Seijo, Setagaya-ku
	The Keio line “ <i>Sengawa</i> ” Station:	03-3308-1722	1-43 Sengawacho, Chofu-shi

(As of Sep 2020)