

I . Summary of Building

- 【Name】 伊都ゲストハウス / Ito Guest House
- 【Address】 〒819-0385 福岡市西区元岡744番地(九州大学構内)
744 Motooka Nishi-ku Fukuoka-shi
- 【Building】 3 stories of Wooden
- 【Space】 Building space 859m² / Floor space 2, 110m²
- 【Completion】 March in 2012
- 【Contact】 Ito Guest House Manager Office
TEL / FAX: [092-802-2141](tel:092-802-2141) E-mail: itoghouse@jimu.kyushu-u.ac.jp

【The No. of rooms】

Single	25rooms *including one Welfare correspondence room
Luxury Single	2rooms
Couple	4rooms
Family	2rooms

- 【Common Use】 kitchen / Lounge
Laundry room

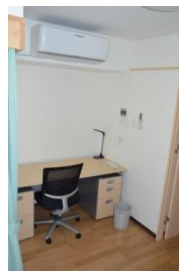
- 【Common Institution】 Hall / Meeting room / Japanese room



II . Room Types & Facilities

1) Single rooms (21. 5㎡) / Luxury Single rooms (27. 3㎡)

[Facilities] Desk / Chair / Bed / Wardrobe / Refrigerator / Air conditioner / Unit Bathroom / Western toilet / Electric kettle / Kitchenette / LAN access (need a cable) / Bedding rental (only for applicant with payment)



2) Couple rooms (43. 1㎡) / Family rooms (58. 0㎡)

[Facilities] Table / Sofa / TV / Desk / Chair / Wardrobe / Refrigerator / Air conditioner / Unit Bathroom / Western toilet / Microwave oven / Electric kettle / Washing machine with Laundry dryer / LAN access (need a cable) / Bedding rental (only for applicant with payment) / Kitchenette / Bed (1 double size for Couple / 1 double size and 2single size for Family)



3) Common use

- Kitchen space : Kitchen / Refrigerator / Microwave oven
- Laundry room : Washing machines (100 yen/time) / Laundry dryer (200 yen/time)

- Lounge : Table / Chair
- Amenity for rental : Hair drier / Iron



III. Common Institutions

1) Hall (seating capacity of 56 person)

[Facilities] Desk / Chair / Projector / Microphone / Projector Screen / Blu-ray disc player



2) Meeting room (seating capacity of 15 person)

[Facilities] Desk / Chair / Screen / Projector / White board



3) Japanese room (about 13.0m²)

[Facilities] Legless chair / Low table / Mizuya: Japanese tea style shelf / Furnace for Japanese tea style



IV. Eligibility & Term for application

Apply for the reservation to **Ito Guest House Manager Office (GMO)**

TEL: 092-802-2141 / E-mail: itoghouse@jimu.kyushu-u.ac.jp

1. Accommodation

<Eligibility of Use>

- 1) Researchers from abroad engaging in education and research in Kyushu University
*including foreign Instructors and visitors invited by Kyushu University
- 2) Researchers from abroad engaging in education and research except in Kyushu University
- 3) Researchers permitted by President of Kyushu University, if any rooms is available

<Available term and floor to apply>

- ① Applicant staying more than 1 month from 1Year before to stay (2nd/3rd floor only)
- ② Applicant staying less than 1 month from 1Year before to stay (1st floor only)

— ③ and ④ is allowed only when any rooms is available —

- ③ Applicant staying less than 1 month from 2Months before to stay (2nd/3rd floor only)
- ④ Japanese researcher from 2Months before to stay (1st floor only)

2. Common Institution

<Eligibility of Use> Professor and Staff in Kyushu University

*Students should apply for use in the name of the teacher in charge

<Available term to apply> from 1Year before the day of use

V. Procedure of application & Attention

Apply for the reservation to **Ito Guest House Manager Office (GMO)**

TEL: 092-802-2141 / E-mail: itoghouse@jimu.kyushu-u.ac.jp

【The Procedure of application for room】 ***Application should be applied only through administration staff in Kyushu University.**

① Check the vacancy of rooms

Access to the following website of International Student and Researcher Support Center and check the availability.
<http://www.isc.kyushu-u.ac.jp/supportcenter/housing/availability>
Contact to GMO to confirm the vacancy of rooms by phone or E-mail.



② Pre-reserve

Reserve a room to GMO preliminary by phone or E-mail, if you want any types of room.

<Necessary information for pre-reservation> ***Pre-reservation is not acceptable, If any lack of information**

①Types of room(Single/Luxury single/Couple/Family) ②Terms of staying ③Administration office name ④Applicant Information : Name/Phone No.

⑤Information of assigned teaching staff: Name/Phone No. ⑥Resident information: Name / Sex / Nationality / Status in Kyushu University



③ Apply

GMO check the Pre-reservation with applicant to confirm the application.

GMO send the application form, Bedding rental form (only for applicant), and relevant documents by E-mail



④ Submit for application

Complete **the following two procedures** :

i. Submit the application form and Bedding rental form(only for applicant) to GMO **by E-mail**

ii. Submit the application form (**printed out**) to General Affairs Section (until 20days before moving-in) by hand



⑤ Receive the entrance document (about 2weeks before)

GMO send applicant the entrance document (with the permission No. for application) and estimation document by E-mail. Make sure to send these documents to the resident by E-mail in advance.



⑥ Move-in

Show the entrance document to GMO when moving-in and receive the key.

【Attention】

- i : Moving-in day is confirmed with sending the entrance document (about 2 weeks before that day). Reschedule is not allowed.
Before receiving the entrance document (about 2weeks before moving-in day), make a contact with GMO if you need to reschedule.
(*After receiving the entrance document, Changing the usage fee is not acceptable.)
- ii : The application will be canceled when the application form is not submitted until 20days before the moving-in day
- iii : Be sure to inform how to contact with applicant when necessary.
- iv : Moving-in and out should be informed until 3days before to GMO except New years holiday from 29 Dec to 03 Jan.
It allows between 9:00 - 20:30 (including Weekend and Holiday)

V. Procedure of application & Precautions

Apply for the reservation to **Ito Guest House Manager Office (GMO)**

TEL: 092-802-2141 / E-mail: itoghouse@jimukyushu-u.ac.jp

【The Procedure of application for common institution】

② Pre-reserve

Pre-reserve common institution to GMO by phone or E-mail.

<Necessary information for pre-reservation> ***Pre-reservation is not acceptable, if any lack of information**

① Common Institution (Hall / Meeting room / Japanese room) ② Day of use ③ Applicant information: Name/Phone No./Administration office



③ Apply

GMO check the Pre-reservation with the applicant to confirm the application.
GMO send the application form and relevant document by E-mail to the applicant.



④ Submit for application

Submit the application form to the GMO **by E-mail** (until 1 week before the day of use)



⑤ Receive the permission document (about 3 days before)

The GMO send the permission document for use by E-mail to the applicant
Show the document to GMO to receive the key at the day of use.

【Precautions for use】

- Smoking is strictly prohibited in the building other than the designated in smoking area.
- Use facilities properly in rooms and common institutions, and keep them clean after use.
- Take garbage out by yourself when using common institutions.
- Take garbage to the designated areas by proper time.
- Try not to make too much noise, especially at night. (after 9 o'clock p.m.)
- Be sure to follow the rules written in the Handbook for use.