GUIDE
TO FOREIGN SCHOLARS' ACCOMMODATION

Hokkaido University

2026. 7

CONTENTS

I GENERAL INFORMATION

1. Purpose and Management
2. Names and Locations
3. Buildings, Facilities and Furnishings
4. Administrative Matters

II CHARGES

1. Rent
2. Electricity, Gas, Water and Other Utilities
3. Room Cleaning Charge and Bedclothes Rental Charge
4. Internet Charge
5. Waste bags
6. Deposit

III QUALIFICATIONS FOR RESIDENCE, PERIOD OF RESIDENCE, AND APPLICATION AND OTHER PROCEDURES

1. Qualifications for Residence
2. Period of Residence
3. Selection of Applications
4. Occupancy
5. Cancellation of Permission for Residence
6. Procedure for Extension of Period of Residence
7. Procedure for Shortening of Period of Residence
8. Changes of Apartment
9. Moving out
10. Parking

IV GUIDELINES FOR RESIDENTS

1. General
2. Prohibition of Subletting or Remodeling
3. Using the Facilities and Furnishings
4. Keys
5. Lounge
6. Common Laundry Room
7. Mail Boxes
8. Fire Precautions and Fire Prevention Equipment
9. Notification of Emergencies
10. Access of University Staff to Residence
11. Prohibition of having animals
12. Cultivation of plants
13. Cleaning, and Garbage and Trash Disposal
14. Newspaper and Laundry Delivery
15. Miscellaneous

I. GENERAL INFORMATION

1. Purpose and Management

The accommodation has been established for foreign scholars who are engaged in teaching and/or research at Hokkaido University, in order to promote the improvement of education and scientific research and related international exchange in Japan.

2. Names and Locations

a. Name: Hokkaido University International House (Foreign Scholars' Accommodation)
Address: 1-3 (Building No.1)/1-1(Building No.2),
Nishi 12, Kita 24, Kita-ku, Sapporo, 001-0024, Hokkaido
Telephone: 011-707-3711 E-mail : hk.kenkyusha@gmail.com
(Managers Office: Attended 9:15am – 4pm throughout the year).
*For emergency contact after 4pm, telephone : 011-700-3455
E-mail : hk.kita23@gmail.com (Managers Office at Hokkaido University International House Kita 23, attended 24 hours daily throughout the year).

b. Name: Hokkaido University International House Kita 8 (Family Accommodation)
Address: 1-5, Nishi 11, Kita 8, Kita-ku, Sapporo, 060-0808, Hokkaido
Telephone: 011-736-6211 E-mail : hk.kita8@gmail.com
(Managers Office: Attended 24 hours daily throughout the year)

3. Buildings, Facilities and Furnishings

1) The accommodation consists of the following buildings:
Building No.1: Three stories, total floor area 1322 ㎡, 19 apartments, built November 1975

Use	Designation	Type	Floor Space	Number of Rooms	Room Numbers
Apartments	A	Family	91 ㎡	6	11, 14, 21, 24, 31, 34
	B	Couple	51 ㎡	6	12, 13, 22, 23, 32, 33
	B-2	Couple	44 ㎡	1	25
	C	Single	20 ㎡	6	15, 16, 17, 27, 28, 35
Common Areas	Managers Office (ground floor, west entrance), Common Laundry Room (ground floor, west entrance), Lounge (third floor, west entrance), Common Storage Area.				

Building No.2: One story, total floor area 316 ㎡, 10 apartments, remodeled March 1984

Use	Designation	Type	Floor Space	Number of Rooms	Room Numbers
Apartments	C	Single	19 ㎡	5	1, 2, 3, 4, 5
	C-2	Single	16 ㎡	1	6
	C-3	Single	20 ㎡	1	7
	C-4	Single	26 ㎡	1	8
	C-5	Single	21 ㎡	2	9、10
Common Areas	Lounge, Common Laundry Room				

Hokkaido University International House Kita 8 building 3:4 apartments, built March 1997

Type	Floor Space	Number of Rooms	Room Numbers
Family	64 ㎡	4	105, 106, 205, 206

2) Facilities and Furnishings

a. Apartments

Family	Heating, hot water supply, bath and shower, toilet, gas range, gas oven (or microwave oven), refrigerator, bed, bedside table, wardrobe, chest of drawers, dressing table, double bunk beds, desk and chair, bookcases, desk lamp, low table and easy chair, kitchen dresser, dining table, dining chairs, washing machine, dryer, vacuum cleaner, fire extinguisher, shoe box
Couple	Heating, hot water supply, bath and shower, toilet, gas range, gas oven (or microwave oven), refrigerator, bed, bedside table, wardrobe, dressing table, desk and chair, bookcases, desk lamp, easy chair and low table, kitchen dresser, dining table, dining chairs, washing machine, dryer, vacuum cleaner, fire extinguisher, shoe box
Single	Heating, hot water supply, bath and shower, toilet, gas range, refrigerator, bed, wardrobe, writing desk and chair, dining table, dining chairs, fire extinguisher

b. Common Use

For singles	Washing machine, dryer (in laundry rooms of Building No.1 and No.2), vacuum cleaner, microwave (in lounges of Building No.1 and No.2)
General	Iron, ironing board, luggage scale (in lounges of Building No.1 and No.2)

c. Articles Available on Loan

Bedding	Blankets, blanket covers, bedspreads, pillows, pillow cases, bed pads, sheets

* Bedding is subject to rental charge.

4. Administrative Matters

Administrative matters relating to the accommodation are handled by the Academic Affairs Department:

Academic Affairs Department email address skshien@oia.hokudai.ac.jp

II. CHARGES

1. Rent

1) Daily and monthly charges for accommodation and facilities (hereafter referred to as rent) are stipulated according to the Rent Regulations for Hokkaido University International House as follows. Charges given are subject to change.

(July 1st, 2025)

Building	Room Numbers	Type	Floor Space	Monthly Rent (¥)	Daily Rent (¥)	
					Over one month stay	Under one month stay
No. 1	11, 14, 21, 24, 31, 34	Family	91 ㎡	64,000	2,133	2,346
	12, 13, 22, 23, 32, 33	Couple	51 ㎡	43,000	1,433	1,576
	25	Couple	44 ㎡	37,000	1,233	1,356
	15, 16, 17, 27, 28, 35	Single	20 ㎡	30,000	1,000	1,100

No. 2	1, 2, 3, 4, 5	Single	19 ㎡	29,000	966	1,063
	6	Single	16 ㎡	29,000	966	1,063
	7	Single	20 ㎡	29,000	966	1,063
	8	Single	26 ㎡	29,000	966	1,063
	9, 10	Single	21 ㎡	29,000	966	1,063

Parking Charge				5,075	169	
International House Kita 8	105,106, 205,206,	Family	64 ㎡	55,000	1,833	2,016

2) If residents move into or vacates the dormitory during the course of a month, the rent for the month will be calculated on a daily basis, with the day of moving into and/or vacating the dormitory being counted as one full day.

3) Payment of dormitory fees should, in principle, be made via the online payment system or bank transfer and the service charge is required with it.

2. Electricity, Gas, Water, and Other necessary expenses

1) The price of Electricity, Gas, and Water

Building	Type	water bill	electricity and gas bills
No.1	Single	1-15 days:¥1,056 16 days-:¥2,112	May-Oct: ¥7,800(per month) ¥260(per day) Nov-Apr: ¥14,700(per month) ¥490(per day)
	Couple	¥19,800(per month), ¥660(per day)	
	Family	¥26,400(per month), ¥880(per day)	

No.2	Single	¥2,112(monthly) ※We don't have a daily rate.	May-Oct:¥6,600(per month), ¥220(per day) Nov-Apr: ¥13,500(per month), ¥450(per day)
International House Kita 8	Family	¥26,400(per month), ¥880(per day)	

* Utility fee contains not only charge for private room but also charge for common space.

2) Payment of electricity, gas and water charges for individual living quarters and common space should, in principle, be made via the online payment system or bank transfer and the service charge is required with it.

3) Other expenses, for which residents made contracts on their own after occupancy, as well as expenses for expendable supplies (electrical appliance's batteries, electric bulbs, etc.) to be used in living quarters, are to be borne by residents.

3. Room Cleaning Charge and Bedclothes Charge

1) Residents are responsible for cleaning their apartments during the period of residence. After vacating, apartments are cleaned professionally, and the costs involved are payable by residents. The manager will conduct an inspection at the time of vacating, and excess charges may be levied depending on the condition of the apartment.

2) These dormitories offers bedding for rent and sale. Please refer to the attached document for details.

3) Bedding Charge and the room cleaning charge are payable together with the first rent. Room cleaning charge (subject to change at any time) are set out below.

<Room Cleaning Charge> Family type room: 32,000 yen (tax excluded)
Couple type room: 27,000 yen (tax excluded)
Single type room : 16,000 yen (tax excluded)

4. Internet Charge

A fiber optic internet service is available.
Internet charge is included in the rent.

5. Waste bags

The building manager delivers the designated waste bags to each room at the beginning of the month.

6. Deposit

Those who live in for one month or more are also required to pay deposit (50,000JPY) when you pay for the rent at the first time. It may be used if residents have unpaid fee (Rent, Lighting and heating expenses, and so on) or damage equipments in their rooms.
However, if residents do not have any unpaid fee and do not damage equipments in their rooms, they can be refunded after they depart.
Also, if the flaw caused by residents is found, BeGoodJapan Inc. pay back the amount of money deducted deposit from the cost and so on after residents depart. If the cost is more expensive

than deposit, BeGoodJapan Inc. charges residents for the cost deducted from deposit separately and then residents also have to pay a handling fee of online (flywire).
Also, payment and refund of deposit are processed online (through "flywire"), and in both cases, a handling fee of approximately 2% will be incurred, which will be borne by the tenant, so please be aware it.).

III. QUALIFICATIONS FOR RESIDENCE, PERIOD OF RESIDENCE, AND APPLICATION AND OTHER PROCEDURES

1. Qualifications for Residence

1) Foreign scholars engaged in teaching and/or research at Hokkaido University who fall under one of the following categories are eligible to reside in the accommodation:
   a) Foreign lecturers
   b) Full-time foreign visiting scholars invited and employed by the University
   c) Foreign scholars sponsored by the Japanese government under agreements with foreign governments
   d) Foreign scholars sponsored by the Japan Society for the Promotion of Science (also by JASSO)
   e) Foreign scholars sponsored by the Japan Foundation
   f) Other persons approved by the President

2) In addition to the persons specified in (1) above, foreign scholars engaged in teaching and research at other national university corporations may be eligible to use the accommodation with the President's approval.

2. Period of Residence

The period of residence shall not exceed one year. However, in necessary cases permission may be given to extend this period.

3. Selection of Applications

Applications will be processed in order of receipt.

4. Occupancy

Residents have to electronically sign a written pledge (Appendix Form No.4) and a notice of occupancy (Appendix Form No.5) and submit Items Confirming Letter after moving in.
Please note that failure to electronically sign the above-mentioned documents may lead to the cancellation of occupancy approval.
Also, if residents notify a manager of a malfunction in a room within a week from occupancy, Hokkaido University pays repair costs.
However, if residents notify a manager of a malfunction in a room beyond a week from occupancy, residents have to pay repair costs. Please note these rules. Furthermore, if you break equipment, please report it to the manager ASAP.

5. Cancellation of Permission for Residence

If the person granted permission fails to occupy the accommodation within the specified

period, permission for residence may be cancelled. Cancellation of approval of occupancy will be notified by a Notice of Cancellation of Permission for Residence (Attached Form 6).

6. Procedure for Extension of Period of Residence

Residents wishing to extend the period of residence are required to ask BGJ through the relevant section of the faculty or institute.

※Residents can ask BGJ from 4 weeks before the day residents' tenancy period ends .

Where extension of residence requires residents to change apartments, they will be responsible for cleaning charges.

Also, depending on social situations and so on, please note that an applicant may not get extension permission.

7. Changes of Apartment

Accommodation is allocated according to family make-up and the availability of apartments. In the following cases, residents may be required to change apartments within the period of residence:

a) Cases deemed unavoidable by the University
b) In the event of a change in the number of family members living together
c) In the event of an application for extension of period of residence

If such an occasion arises, residents will be notified approximately one month in advance.

8. Moving Out

1) Residents must vacate the accommodation without delay when any of the following is applicable:
   a) Qualifications for residence no longer apply
   b) Period of residence has expired
2) The President shall order a resident to vacate the International House if any of the following cases apply. In such cases the University will not be liable for any loss suffered by residents.
   a) Failure to pay rent or utility charges despite repeated requests to do so
   b) Failure to discharge obligations of compensating for damage or restoring damage to the original state
   c) Other actions seriously deleterious to the management and operation of the International House
3) Residents moving out of the accommodation are required to submit your desired move-out date to BeGoodJapan and electronically sign Notice of Departure online no less than 15 days prior to the date of departure.
   *There is no need to send the original of "Notice of Departure" to Student Exchange Division, Academic Affairs Department through the relevant section of the faculty or institute.
4) If residents want to move out the accommodation in the middle of their tenancy period, they have to submit their desired move-out date to BeGoodJapan and electronically sign Notice of Departure online by 15 days before they actually leave the accommodation.

9. Parking

*Only Foreign Scholars' Accommodation has parking lot. Please note that Hokkaido University International House Kita 8 does not have one.

1) Residents wishing to use the parking lot in front of the accommodation should apply for permission by submitting an "Application for Permission of Parking at Hokkaido University International House (Attached Form 7)" and the copy of driver's license to BGJ by e-mail

through the dean of the faculty or the institute as of the time they submit “Application for Permission of residence at Hokkaido University International House”.

※If residents can not get the information of “3. Make and Type of car” and “4. Redistration Number” because they will use a rental car, they can submit “Application for Permission of Parking at Hokkaido University International House (Attached Form 7)” without the information of “3. Make and Type of car” and “4. Redistration Number”.
However, as soon as they get these information, they have to let managers know them.
Moreover, if these information change, they also have to let managers know them.

2) If there is a parking space available, residents will be notified by “Permission of Parking at the Hokkaido University International House” (Attached Form 8) and the map mentions their parking space.

3) If residents do not want to use a parking space before the contact period, “Notice of Cessation of Parking (Attached Form 9) “should be submitted to the BGJ through the dean of the faculty or the institute by e-mail.
At the same time, the original should be submitted to the Student Exchange Division through the dean of the faculty or the institute.
※e-mail address : To : hk@bgj.co.jp（BGJ）
CC: skshien@oia.hokudai.ac.jp (the Student Exchange Division)

4) Residents who park cars in the parking lot are expected to keep it tidy and clear of snow in winter by themselves.

5) When it is necessary to move cars to different positions in the lot, owners are requested to do so following the instructions of the staff concerned.

6)Regarding issue of “Hokanbasho shiyo shodaku shomeisho (a certificate Hokkaido University accepts that residents use parking space in the dormitory)”
(i) If residents want to get “Hokanbasho shiyo shodaku shomeisho (a certificate Hokkaido University accepts that residents use parking space in the dormitory)”, they have to ask the Hokudai BGJ through the dean of the faculty or the institute by e-mail as of the time they submit “Application for Permission of Parking at Hokkaido University International House (Attached Form 7)”.
※e-mail address : To : hk@bgj.co.jp（BGJ）
CC: skshien@oia.hokudai.ac.jp (the Student Exchange Division)
※Please note that residents can not get “Hokanbasho shiyo shodaku shomeisho (a certificate Hokkaido University accepts that residents use parking space in the dormitory)” before they submit “Application for Permission of Parking at Hokkaido University International House (Attached Form 7)”.

(ii)Student Support Divison stamps it with President’s seal and send it and the map mentions their parking space as “Hokanbasho no shozaizu oyobi haichizu(location map and layout drawing mentions parking space)” to the dean of the faculty or the institute.

※As above, though Student Exchange Division issues “Hokanbasho shiyo shodaku shomeisho (a certificate Hokkaido University accepts that residents use parking space in the dormitory)”, residents have to deal with other procedures (e.g. submission to police) by themselves.

IV. GUIDELINES FOR RESIDENTS

1. General

Residents are requested to observe the rules of the accommodation, and to refrain from behavior that may cause disturbance to other residents.

2. Prohibition of Subletting or Remodeling

Residents must not rent the accommodation to other persons. Any necessary repairs or remodeling of the residence will be taken care of by the University, and residents must not undertake these on their personal initiative.

3. Using the Facilities and Furnishings

Residents are requested to keep the facilities and furnishings of the accommodation in good condition. Any damage or loss should be reported to the manager.

if residents are responsible for such damage or loss, compensation must be made to the University or the property restored to its original state by the resident. Removal of any fittings from the apartment is prohibited. If furniture has been moved within the apartment, residents are requested to return it to its original position before departure.

4. Keys

Upon occupying the residence, residents will be given a key to the apartment and will be responsible for its safe keeping. In case of a key being lost, this should be reported to the manager immediately. Duplication of keys is in principle
prohibited. However, where there are special reasons to duplicate keys, residents should consult the manager. If deemed necessary, duplication may be permitted on condition that residents bear the expense of duplication and leaves the
duplicated key in the possession of the University when vacating the apartment.

5. Lounge

The lounge is available from 8:00 AM to 10:00 PM for Foreign Scholars' Accommodation, and from 9:00 AM to 10:00 PM for Hokkaido University International House Kita 8 (parties are allowed until 9:00 PM). All residents are free to use it during this period; please take care not to use it for inappropriate purposes or to disturb other residents . When the lounge is used for parties and meetings, users are responsible for cleaning and tidying after use and for turning off gas, lights and heaters.

6. Common Laundry Room

The common laundry room is for the use of single residents, and is equipped with fully automatic washing machines and dryers. The fee is free. The common laundry room is open from 8:00a.m. to 10:00p.m for Foreign Scholars' Accommodation and from 9:00a.m to 10:00p.m for Hokkaido University International House Kita 8. Use outside these times is prohibited, to

avoid inconvenience to other residents.

7. Mail Boxes

Mail boxes are located at the front entrance on the ground floor of each building, and residents are requested to collect their mail from the boxes individually. Special postal services, such as registered mail, must be received by the resident in person. If residents use locks on their mail box, they are requested to remove them when vacating the accommodation.

8. Fire Precautions and Fire Prevention Equipment

Residents are requested to take due precautions to prevent fire at the accommodation. A fire extinguisher is installed in each room and in the hallway on each floor of the building, and residents should familiarize themselves with their use. Residents are requested not to bring dangerous articles such as explosives or flammables into the building.

Smoking inside the premises and in the building is prohibited.

9. Notification of Emergencies

In the event of fire, burglary, or other emergency, residents should immediately take emergency measures and notify the appropriate institutions (Fire Department dial 119, Police dial 110). The Managers Office (011-707-3711) and Student Exchange Division (011-706-8064) should also be informed immediately.

10. Access of University Staff to Residence

Responsible members of the University staff may enter the accommodation in order to inspect facilities and furnishings or in case of fire or other emergencies and necessity to repair their rooms without prior consent of residents.

11. Prohibition of having animals

Pets, including dogs, cats and birds, are not allowed in the accommodation rooms.

12. Cultivation of plants

Residents can not cultivate plants inside the dormitory premises. However, residents can Cultivate plants on their balcony by planters or pots.

13. Cleaning. and Garbage and Trash Disposal

1) Residents are responsible for cleaning their apartment during their period of stay.
2) Residents are asked to observe the times, days and locations for garbage disposal as determined by the Sapporo City authorities. Details will be given at the time of occupancy. Garbage disposal is not permitted outside these times and locations.
3) Large items of trash (electrical appliances over 30cm, furniture, bicycles, etc) are collected by Sapporo City on request. In such cases please contact the Managers Office beforehand for instructions. Residents are charged a fee for large trash disposal; please check with the

Managers Office for further information.

14. Newspaper and Laundry Delivery

Residents are requested to make arrangements for delivery and payment directly with service providers.

15. Miscellaneous

1) Outdoor footwear is prohibited in the apartment.
2) Residents are requested to notify the Student Exchange Division immediately of any change in accompanying family members through your host faculty.
3) Residents are requested to notify the manager in advance of any extended absence from the residence.

   Also, if residents stay out overnight a week and over, residents have to fill in "Notice of absence" and submit it to the manager. And when residents get back the dormitory, they have to fill in "Notice of return" and submit it to the manager.
4) Residents are requested to be mindful that the common facilities are for the use of all residents.
5) Winter conditions:
   a) Snow removal is an essential activity during winter in Sapporo. All residents are requested to cooperate in removing snow at the gates of the parking lot, at entrances to the buildings, in places where room heater exhausts extend from the buildings on the ground floor, and in the parking lot.
   b) Water pipes and water heaters in apartments may get frozen in winter. All residents are requested to familiarize themselves with relevant prevention measures. If residents have any question about the measures, they must ask the manager about it (generally speaking, it is necessary to drain all the water out of pipes when it is -4℃ or less outside). Residents will be responsible for repair costs in the event of damage to pipes and equipment due to freezing.
6) To prevent condensation, residents are requested to keep ventilation fans in their apartment (except at night) and bathroom operating at all times.
7) Not to be trouble for other residents, please be quiet after 10PM and we prohibit strictly using washing machines in couple rooms and family rooms, speaking loudly, making noise.

   If residents do not obey these rules, Hokkaido University may make them leave their rooms.
8) Residents can not play musical instruments inside the dormitory (including residents' room) and on the premises.
9) Please do not put a hook on the wall in the dormitory.