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Chapter 1  Introduction

1. About the User Manual

OSTA is a web-based system for applying for accommodations of the University of Tokyo. This User Manual explains the procedure from making a provisional application to completing an application.

2. Points to note

This User Manual is written on the assumption that users have basic knowledge and operating skills for their PC and network environments. The following icons are used throughout the User Manual for easy reference.

<table>
<thead>
<tr>
<th>Icon</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>![]</td>
<td>Caution required</td>
</tr>
<tr>
<td>![info]</td>
<td>Additional information</td>
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<tr>
<td>![reference]</td>
<td>For further reference</td>
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<tr>
<td>![tip]</td>
<td>Useful tips</td>
</tr>
<tr>
<td>![click]</td>
<td>Indicating places to click or to fill in</td>
</tr>
<tr>
<td>![arrow]</td>
<td>Arrow indicating a transition on the same screen</td>
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<tr>
<td>![arrow]</td>
<td>Arrow indicating a transition to other pages</td>
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<tr>
<td>![button]</td>
<td>Indicating a button or tab</td>
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3. Before using  OSTA

Before using OSTA, be sure to set the following

1. Confirm that your browser is OSTA compatible. (Compatible browsers: IE 8~9, Safari 5.1.7, Firefox 20.0.1)
2. Allow JavaScript and Cookies when setting browser preferences
Chapter 2  What OSTA can do for you
1. Flowchart of application process

OSTA processes your application as shown below

Prior confirmation on using OSTA  
Making a provisional application  
Making an application  
Applications are reviewed and selected  
Notification of selection results by email

The process flow from Provisional Application to Application is shown below.

◆ 1. Process flow of provisional application

Prior confirmation on application  
Entering password for provisional application  
Making provisional application  
Confirming the contents of provisional application  
Receive an email acknowledging the receipt of provisional application  
Provisional application completed

◆ 2. Process flow of application

Accessing OSTA via URL given in the email acknowledging receipt of provisional application  
Making application  
Confirming contents of application  
Receive an email acknowledging the receipt of application  
Application completed
Chapter 2  What OSTA can do for you

2. Making a provisional application

1. Access OSTA via the following URL provided on the Housing Office homepage of the University of Tokyo

   -【For international students】

   -【For international researchers】
A screen displays where you should enter your password to make a provisional application.

Enter the password and click ‘go to next page.’

**Warning**

The password is provided by the Housing Office. If you have any queries, please contact the Housing Office (housing-office@ml.adm.u-tokyo.ac.jp).

A screen displays a form for making a provisional application.

Be sure to fill in all the required fields and complete the form.

Then, click ‘Go to next page.’

A screen display asks you to confirm the contents of the provisional application.

Be sure you have completed the form correctly, then click ‘Apply.’
A screen displays that provisional application has been completed.

At this point, your provisional application has been completed.

Click ‘Close the window to finish the session.’

An email acknowledging receipt of your provisional application will be sent to your email address.

Visit the URL provided in the email and make an application.
3. Making an application

1. Visit the URL provided in the email informing you of receipt of your provisional application to view the screen for making an application.

2. The screen displays an application form. Complete the application form.

   - If you are not certain how to fill in the following fields, go to the relevant page indicated in parentheses.
     - ‘Name of Faculty/Graduate School/Institutes’ (page 11)
     - ‘Choice of accommodation’ (page 12~15)
     - ‘Applicants with physical disabilities’ (page 16)

3. Application forms differ for international students and international researchers. To confirm the contents of each application form, refer to the relevant page indicated in parentheses.
   - Application form for international students (page 17)
   - Application form for international researchers (page 18)
Chapter 2  What OSTA can do for you

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A screen display asks you to confirm the contents of the application.

Make sure you have completed the form correctly. Then, click ‘Confirm.’

A screen displayed indicating that application has been completed.

At this point, your application has been completed.

Click ‘Close the window to finish the session’

<Message acknowledging receipt of your application>

After you make an application, you will receive a confirmation e-mail.

If you wish to correct the contents, you can do so from the URL in the confirmation e-mail.

For more details, please refer to ‘4. Correct the Contents of the Application’.
Chapter 2  What OSTA can do for you

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3-1 Entering ‘Name of Faculty/Graduate School/Institute

【For international students】

Select one from among: a (a1, a2), b, or c.

◆ If you are enrolling in a Faculty or Graduate School (other than the Faculty of Engineering or Graduate School of Engineering or Graduate School of Information Science and Technology), select one from drop-down list a1.

◆ If you are enrolling in the Faculty of Engineering or Graduate School of Engineering or Graduate School of Information Science and Technology, select either Faculty or Graduate School from drop-down list a2, then select Department.

◆ If you are joining an Institute, select one from drop-down list b.

◆ If you are joining the Central Administration Office, select one from drop-down list c.

【For international researchers】

Select one from among: a (a1, a2), b, c or d.

◆ If you are joining a Faculty or Graduate School (other than the Faculty of Engineering or Graduate School of Engineering or Graduate School of Information Science and Technology), select one from drop-down list a1.

◆ If you are joining the Faculty of Engineering or Graduate School of Engineering or Graduate School of Information Science and Technology, select either Faculty or Graduate School from drop-down list a2, then select Department.

◆ If you are joining an Institute, select one from drop-down list b.

◆ If you are joining University-wide Centers, select one from drop-down list c.

◆ If you are joining the Central Administration Office or Committee for presidential initiatives, select one from drop-down list d.
3-2. Entering Choice of Accommodation

Types of accommodation vary: single or couple or family room.

Select the type of room required first from the drop-down list.
- Single room
- Couple room
- Family room

◆ For international students

【If single room is selected】

Options for single room will show up when you choose ‘single’.

You can download a PDF with more detailed information about Lodges by clicking ‘ロッジの詳細情報をダウンロード’ Download Lodge details’ on the link.

You can select up to second choice of Toshima/Oiwake.
Be sure to select your first choice of accommodation at least.

You can select up to third choice of other International lodges/Mitaka.
Be sure to select your first choice of accommodation at least.

If you wish to apply for both Toshima/Oiwake and Mitaka/other International lodges, please pick your first choice for each accommodation section.
3-2. Entering Choice of Accommodation

◆ For international researchers
  【 If single room is selected 】

Options for single room will show up when you choose ‘single’.

You can download a PDF with more detailed information about Lodges by clicking ‘ロッジの詳細情報をダウンロード’ Download Lodge details’ on the link.

You can select up to fourth choice of accommodation. Be sure to select your first choice of accommodation at least.
Chapter 2 What OSTA can do for you

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3-2. Entering Choice of Accommodation

◆ For international students
【If couple room is selected】

Options for couple room will show up when you choose ‘couple’.

You can download a PDF with more detailed information about Lodges by clicking ‘ロッジの詳細情報をダウンロード Download Lodge details’ on the link.

Another entry field to input your spouse/family information will show up when you choose ‘couple’.

Please provide information on your spouse/family members.

You can select up to third choice of accommodation.
Be sure to select your first choice of accommodation at least.

◆ For international researchers
【If couple room is selected】

Options for couple room will show up when you choose ‘couple’.

You can download a PDF with more detailed information about Lodges by clicking ‘ロッジの詳細情報をダウンロード Download Lodge details’ on the link.

Another entry field to input your spouse/family information will show up when you choose ‘couple’.

Please provide information on your spouse/family members.
3-2. Entering Choice of Accommodation

◆ For international students
【If family room is selected】
Options for family room will show up when you choose ‘family’.
You can download a PDF with more detailed information about Lodges by clicking ‘罗景德镇详细信息をダウンロード Download Lodge details’ on the link.

◆ For international researchers
【If family room is selected】
Options for family room will show up when you choose ‘family’.
You can download a PDF with more detailed information about Lodges by clicking ‘罗景德镇详细信息をダウンロード Download Lodge details’ on the link.

You can select up to second choice of accommodation.
Be sure to select your first choice of accommodation at least.
Another entry field to input your spouse/family information will show up when you choose ‘family’.
Please provide information on your spouse/family members.
3-3. Applicants with physical disabilities

If you have any special requirements for a room due to a physical disability, please provide details.

We require a medical certificate issued by your doctor or a public office to support your request.

Please send a copy to the Housing Office as soon as you have completed the Application by email, fax, or postal mail.

You can download a PDF showing the contact details of the Housing Office by clicking the button below. You can also save the file if necessary.
Chapter 2  What OSTA can do for you

3-4 【For international students 】 Application Form
3-5. 【For international researchers】 Application Form

Chapter 2  What OSTA can do for you

For international researchers

Application Form

OSTA
Online System for Task Accomplishment

Please fill in the following and note the instructions. If you have any questions, please contact the Housing Office (housing.office@university.edu)

For international researchers

Name

Phone

Address

Nationality

Email Address

Occupation

Affiliation

Department

Country

City

Postal Code

Phone Number

Fax

Signature

Date

For international researchers

Name

Phone

Address

Nationality

Email Address

Occupation

Affiliation

Department

Country

City

Postal Code

Phone Number

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For international researchers

Name

Phone

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Signature

Date

For international researchers

Name

Phone

Address

Nationality

Email Address

Occupation

Affiliation

Department

Country

City

Postal Code

Phone Number

Fax

Signature

Date
Chapter 2  What OSTA can do for you

4. Correct the Contents of the Application

If you wish to correct the contents of your application, you can do so by accessing the URL provided in your confirmation e-mail which you receive after you make an application.

Please click on the URL in the confirmation e-mail and make a correction.

**Warning**

You will no longer be able to make a correction after your department officer approves the contents of your application. If you access the URL in your confirmation e-mail after your department officer starts to examine the contents of your application, you will only see the screen as below.

The confirmation screen for the contents of your application will show up. Click on ‘Correct the Contents of the Application’.
Chapter 2  What OSTA can do for you

※ continued from the previous page

4. Correct the Contents of the Application

Please make a correction and click on ‘Correct the Contents of the Application’.

Your process is then complete.