

OSTA User Manual

for International Students and Researchers

Ver 1.1

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Chapter 1 Introduction








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.

	Caution required
	Additional information
	For further reference
	Useful tips
	Indicating places to click or to fill in
	Arrow indicating a transition on the same screen
	Arrow indicating a transition to other pages
	Indicating a button or tab

3. Before using OSTA

Before using OSTA, be sure to set the following

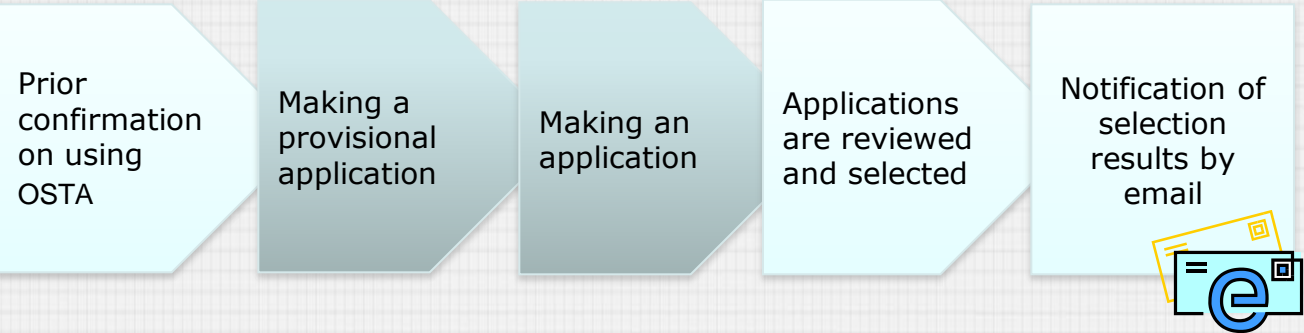
- ① Confirm that your browser is OSTA compatible. (Compatible browsers: IE 8~9, Safari 5.1.7, Firefox 20.0.1)
- ② Allow JavaScript and Cookies when setting browser preferences

Chapter 2 What OSTA can do for you

Chapter 2 What OSTA can do for you

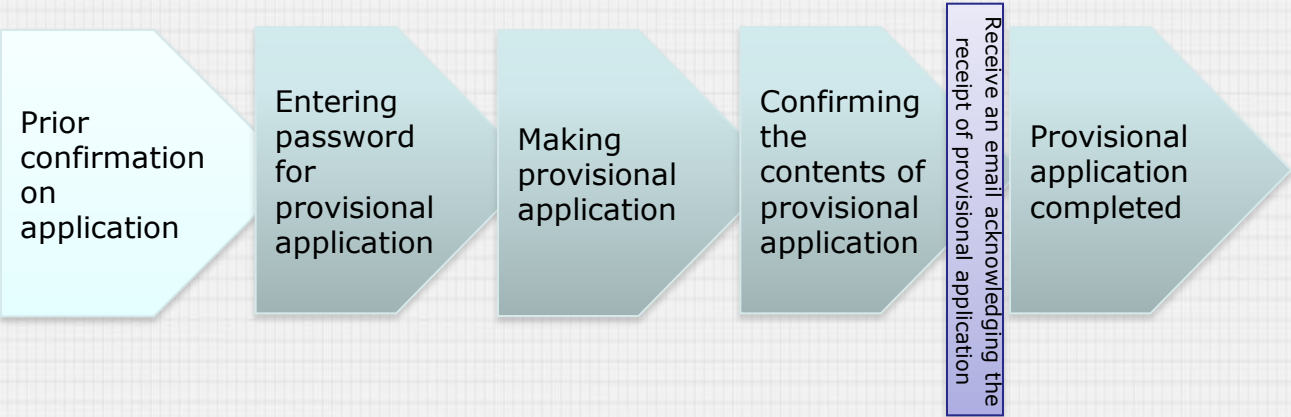
1. Flowchart of application process

OSTA processes your application as shown below

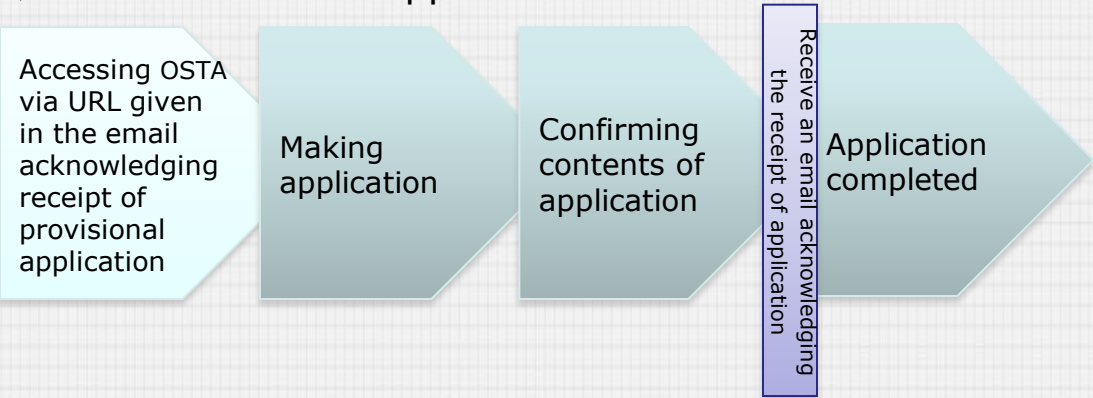


The process flow from Provisional Application to Application is shown below.

◆1. Process flow of provisional application



◆2. Process flow of application

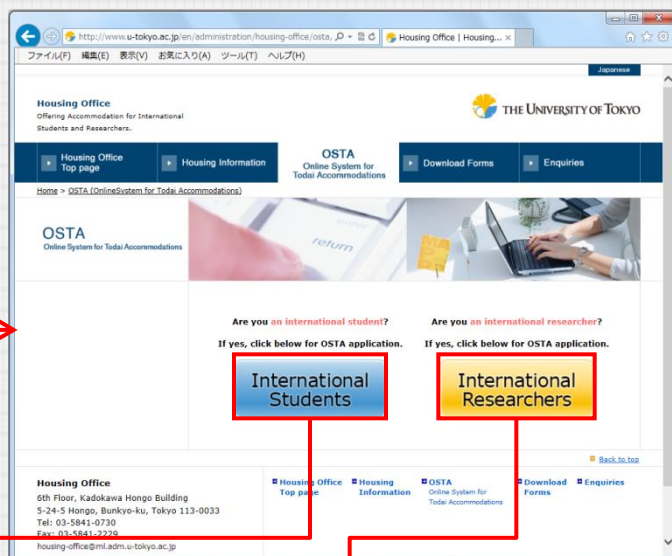
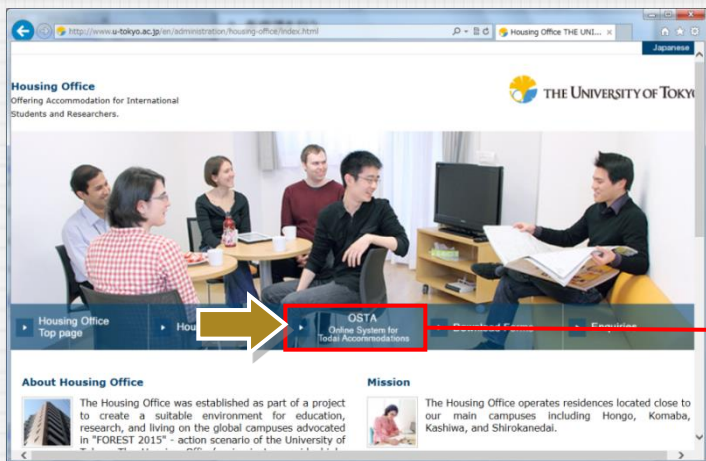


Chapter 2 What OSTA can do for you

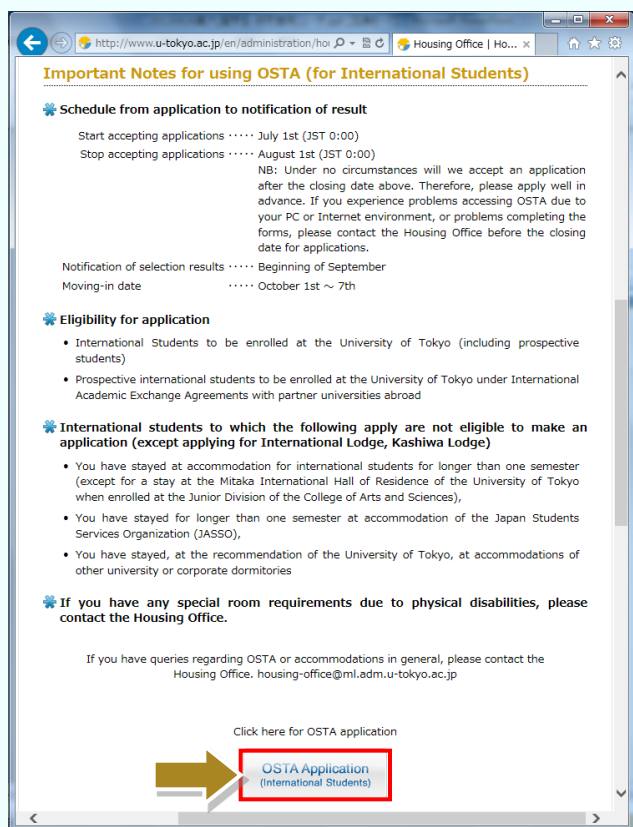
2. Making a provisional application

1

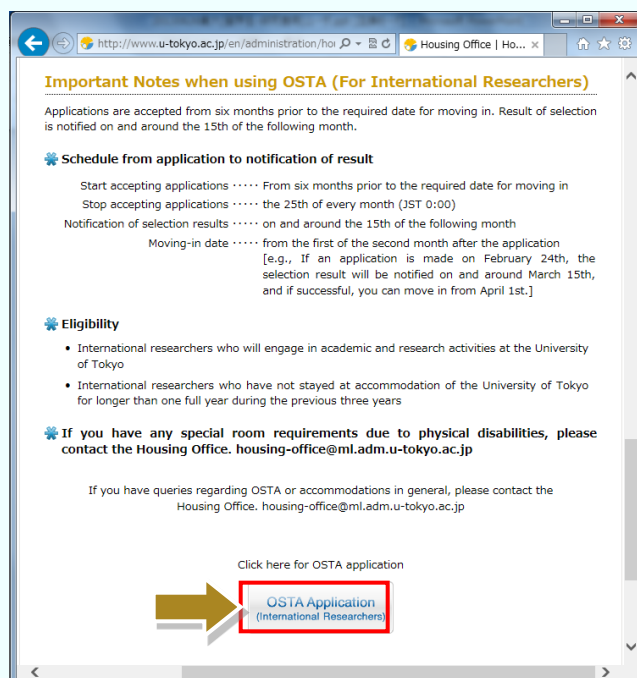
Access OSTA via the following URL provided on the Housing Office homepage of the University of Tokyo



【For international students】



【For international researchers】



Chapter 2 What OSTA can do for you

※continued from the previous page

2

The screenshot shows the OSTA application page for International Students. The title is '宿舎入居申請 仮申請パスワードの入力' (Application for Accommodation - Enter Provisional Application Password). It instructs users to enter their password to verify their provisional application. A password input field is shown with a red arrow pointing to a yellow button labeled '次へ' (Go to Next Page).

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)).

3

The screenshot shows the OSTA application page for International Students. The title is '宿舎入居申請 仮申請' (Application for Accommodation - Provisional Application). It instructs users to fill in their personal information. Fields include Name (Surname, First Name, Middle Name), Date of Birth (Year, Month, Day), Gender, Email Address, and Email Address (again). A red arrow points to a yellow button labeled '次へ' (Go to Next Page).

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.'

4

The screenshot shows the OSTA application page for International Students. The title is '宿舎入居申請 仮申請の確認' (Application for Accommodation - Provisional Application Confirmation). It instructs users to confirm the contents of their provisional application. Fields include Name (Shuichi Takano), Date of Birth (1985/12/24), Gender (Male), and Email Address (osta_test_email@mail-solutions.co.jp). A red arrow points to a yellow button labeled 'この内容で申請' (Apply).

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

Be sure you have completed the form correctly, then click 'Apply.'

Chapter 2 What OSTA can do for you

※continued from the previous page

5

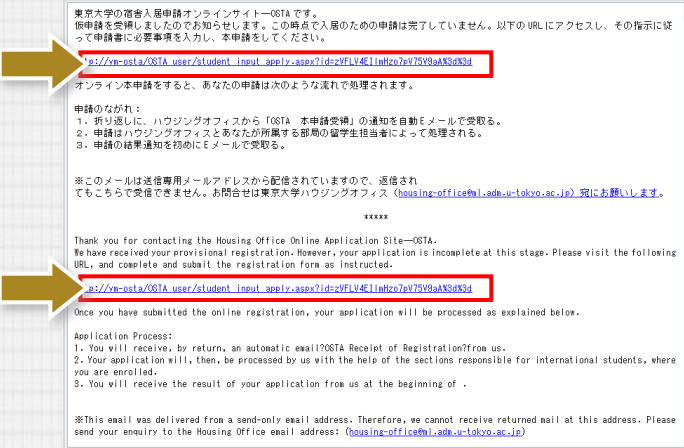


A screen displays that provisional application has been completed.

At this point, your provisional application has been completed.

Click 'Close the window to finish the session.'

<Message acknowledging receipt of your Provisional application>



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.

Chapter 2 What OSTA can do for you

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

OSTA Online System for Total Accommodations

マニュアルダウンロード Manual Download

東京大学 THE UNIVERSITY OF TOKYO

◎ 記入方法やその他の点、お問い合わせはハウジングオフィスへ
For enquiries, please contact the Housing Office (housing-office@ml.adm.u-tokyo.ac.jp)

宿舎入居申請 本申請
Application for Accommodation - Application

記入欄を入力してください。(※必須入力項目とあります。)
※画面には時間がかかるともありますので、余裕を持って申請してください。
Please fill in the fields (Required fields are marked with a red asterisk *)
※ The application process can take time, so please apply well in advance.

1氏名*
Name
氏名はパスポート記載と同じ記入 Enter your name as shown in your passport
Surname student_sur First Name student_first Middle Name student_140611
漢字 (in kanji characters if applicable)

2パスポート番号
Passport Number

3生年月日*
Date Of Birth
年 Year 1989 月 Month 10 日 Day 13

4性別*
Gender
女 Female

備考
Notes
説明書等から指示があった場合は、指示の内容を入力してください。
※特に指示がない場合は空欄のままで構いません。
When completing this application form, if you have received any instructions from the administration section of the Faculty/Graduate School where you will enroll, please write those instructions. If you have received no instructions, leave this column blank.

保存して次へ進む

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)

Additional Information

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)

3

OSTA Online System for Total Accommodations

マニュアルダウンロード Manual Download

東京大学 THE UNIVERSITY OF TOKYO

◎ 記入方法やその他の点、お問い合わせはハウジングオフィスへ
For enquiries, please contact the Housing Office (housing-office@ml.adm.u-tokyo.ac.jp)

宿舎入居申請 本申請
Application for Accommodation - Application

記入欄を入力してください。(※必須入力項目とあります。)
※画面には時間がかかるともありますので、余裕を持って申請してください。
Please fill in the fields (Required fields are marked with a red asterisk *)
※ The application process can take time, so please apply well in advance.

1氏名*
Name
氏名はパスポート記載と同じ記入 Enter your name as shown in your passport
Surname student_sur First Name student_first Middle Name student_140611
漢字 (in kanji characters if applicable)

2パスポート番号
Passport Number

3生年月日*
Date Of Birth
年 Year 1989 月 Month 10 日 Day 13

4性別*
Gender
女 Female

備考
Notes
説明書等から指示があった場合は、指示の内容を入力してください。
※特に指示がない場合は空欄のままで構いません。
When completing this application form, if you have received any instructions from the administration section of the Faculty/Graduate School where you will enroll, please write those instructions. If you have received no instructions, leave this column blank.

保存して次へ進む

Chapter 2 What OSTA can do for you

※ continued from the previous page

4

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

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

5

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

※ continued from the previous page

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

【For international students】

9 部局名(留輸入部局) *
※ a.c. いずれかを選択してください。
Name of Faculty/Graduate School
enrolled when entering the lodge
※ Select one from among a. - c.

a1. 学部名(大学院名/工学部、工学系研究科・情報理工学系研究科等) Faculty/Graduate School

a2. 工学部 或、工学系研究科 或、情報理工学系研究科
Faculty of Engineering or Graduate School of Engineering or Graduate School of Information Science and Technology

b. 附属研究所名 Institute
(研究員・研究員助手・研究員助手(Answer only if you are a research student or a internship student))

c. 本部事務局 或、本部事務局 Administration Bureau

【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 】

7 専大で所属する部局名 *
(留輸入部局)
※ a.d. いずれかを選択してください。
Name of Faculty/Graduate
School/Institute/Others at the
University of Tokyo when entering
the lodge
※ Select one from among a. - d.

a1. 学部名(大学院名/工学部、工学系研究科・情報理工学系研究科等) Faculty/Graduate School

a2. 工学部 或、工学系研究科 或、情報理工学系研究科
Faculty of Engineering or Graduate School of Engineering or Graduate School of Information Science and Technology

b. 附属研究所名 Institute

c. 全学センター・国際高等研究所 University-Wide Centers/Todal Institutes for Advanced Study

d. 本部事務局 或、本部事務局 Administration Bureau or Committee for presidential initiatives

【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.

Chapter 2 What OSTA can do for you

※ continued from the previous page

3-2. Entering Choice of Accommodation

13. 希望する宿泊先*
Choice of Accommodation

a - c から1つ選択 Select only one from among a - c

a. 単身 (Single)
b. 夫婦 (Couple)
c. 家族 (Family)

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】

13. 希望する宿泊先*
Choice of Accommodation

a - c から1つ選択 Select only one from among a - c

a. 単身 (Single)

留学生用単身室 Single Room for Students

施設使用料 Rent	光熱水料 Utility	インターネット Internet	最寄りキャンパス Nearest Campus	
国際学生宿舎またはロッジ International Hall of Residence or Lodge	¥10,000	使用した実費 Actual Cost	本人契約 Contract directly with provider	本郷キャンパス Hongo Campus
豊島国際学生宿舎 * Toshima International Hall of Residence	¥36,200	使用した実費 Actual Cost	別途 Included in residence association fee	本郷キャンパス Hongo Campus
池袋国際学生宿舎 * Oiwake International Hall of Residence				
三島国際学生宿舎 Mitaka International Hall of Residence	¥4,700	使用した実費 Actual Cost	本人契約 Contract directly with provider	駒場キャンパス Komaba Campus
駒場ロッジ本館 Komaba Lodge Main	¥48,800	使用した実費 + 共用部 ¥2,000 Room Actual Cost Common, ¥2,000	¥1,200	駒場キャンパス Komaba Campus
駒場ロッジBCD棟 Komaba Lodge BCD	¥31,700	¥6,500	¥1,200	駒場キャンパス Komaba Campus
駒場ロッジ Annex Komaba Lodge Annex	¥48,800	¥8,800		駒場キャンパス Komaba Campus
白金宮ロッジ Shirokanedai Lodge	¥5,900	使用した実費 Actual Cost	¥1,050	白金キャンパス Shirokane Campus
柏ロッジ Kashiwa Lodge	¥7,500	¥9,800		柏キャンパス Kashiwa Campus

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.



ロッジの詳細情報をダウンロード Download Lodge details

重要: 池袋国際学生宿舎の希望選択

豊島国際学生宿舎
Toshima International Hall of Residence

池袋国際学生宿舎
Oiwake International Hall of Residence

※第二希望より選択可能

インターネット利用/三島国際学生宿舎の希望選択

三島国際学生宿舎
Mitaka International Hall of Residence

駒場ロッジ Annex
International Lodge, Komaba Lodge Annex

駒場ロッジ本館
International Lodge, Komaba Lodge Main

駒場ロッジBCD棟
International Lodge, Komaba Lodge B, C, D

白金宮ロッジ
International Lodge, Shirokanedai Lodge

柏ロッジ
International Lodge, Kashiwa Lodge

※第三希望より選択可能

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.

※ continued from the previous page

3-2. Entering Choice of Accommodation

◆ For international researchers
【 If single room is selected 】

12. 希望する宿泊先? Choice of Accommodation

a - c からの1つ選択 Select only one from among a - c
a. 単身 (Single) ▼

外国人研究客用単身室 Single Room for Researchers				
ロッジ Lodge	宿泊費(税別) Rent	光熱水料 Utility	インターネット Internet	最寄りキャンパス Nearest Campus
駒場ロッジ別荘 Komaba Lodge Annex	¥ 88,200	¥ 14,000		駒場キャンパス Komaba Campus
白雲舎ロッジ Shirokumachi Lodge	¥ 8,600~¥ 12,000	使用した実費 Actual Cost	¥ 1,050	白雲キャンパス Shirokumachi Campus
稲荷ロッジ Inari Lodge	¥ 57,500	¥ 13,000		稲荷キャンパス Inari Campus
道玄舎ロッジ Michikaze Lodge	¥ 64,800	¥ 14,000		本郷キャンパス Hongo Campus

ロッジの詳細情報をダウンロード Download Lodge details

第一希望 First Choice*

第二希望 Second Choice

第三希望 Third Choice

第四希望 Fourth Choice

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

※ continued from the previous page

3-2. Entering Choice of Accommodation

- ◆ For international students
【If couple room is selected】

12. 希望する宿舎名
Choice of Accommodation

a. c から1つ選択 (Select only one from among a - c)
b. 夫婦 (Couple)

ロッジ Lodge	施設使用料 Rent	光熱水料 Utility	インターネット Internet	最寄りのキャンパス Nearest Campus
駒場コンプレックス Komaba Lodge Annex	¥ 66,300	¥ 18,800		駒場キャンパス Komaba Campus
自由丘ロッジ Shiranedai Lodge	¥ 8,500~¥ 11,900	使用した実費 Actual Cost	¥ 1,050	自由丘キャンパス Shiranedai Campus
稲城ロッジ Kashiwa Lodge	¥ 85,000	¥ 18,800		稲城キャンパス Kashiwa Campus

ロッジの詳細情報をダウンロード Download Lodge details

インターネット・ロッジの希望選択 Selected Accommodation

宿舎名 Accommodation	希望 Choose
駒場コンプレックス International Lodge, Komaba Lodge Annex	<input type="text"/>
自由丘ロッジ International Lodge, Shiranedai Lodge	<input type="text"/>
稲城ロッジ International Lodge, Kashiwa Lodge	<input type="text"/>

※ 第三希望まで選択可能 You can select up to third choice

b. c を希望する場合、在学期間中の同居家族について
If you select b or c above, please provide information on your spouse/family members
※同居家族については、申請書と一緒に提出する必要があります。夫婦、同居家族は長期滞在が、それぞれ1名、2名以下で占有することは禁止されています。
この入居が確認された場合、居住者に退去を求めたことがあります。
You must move in with your partner/family all at the same time in order to avoid only one person from occupying a couple room/family room for a long period.
If we find such a case, we may ask you to leave the accommodation.

名前 Name	年令 Age	性別 Relationship with you	関係 Position
1 通学・通勤先 Place of Study or Work		在学資格 Residence Status	平均月収額(¥) Average Monthly Income(¥)
2 通学・通勤先 Place of Study or Work		在学資格 Residence Status	平均月収額(¥) Average Monthly Income(¥)

※同居家族との関係がイコール証明書の写しを提出し同居中に搬送されないようメールに添付して送ってください。
Please send the Housing Office a copy of a certificate verifying your relationship(s) with spouse/family members via email by attaching a PDF or postal mail as soon as possible. Contact details for the Housing Office are given at the bottom of this screen.

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.



You can select up to third 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 'couple'.
Please provide information on your spouse/family members.

- ◆ For international researchers
【If couple room is selected】

12. 希望する宿舎名
Choice of Accommodation

a. c から1つ選択 (Select only one from among a - c)
b. 夫婦 (Couple)

ロッジ Lodge	施設使用料 Rent	光熱水料 Utility	インターネット Internet	最寄りのキャンパス Nearest Campus
駒場コンプレックス Komaba Lodge Annex	¥ 66,300	¥ 18,800		駒場キャンパス Komaba Campus
自由丘ロッジ Shiranedai Lodge	¥ 18,000~¥ 23,100	使用した実費 Actual Cost	¥ 1,050	自由丘キャンパス Shiranedai Campus
稲城ロッジ Kashiwa Lodge	¥ 85,000	¥ 18,800		稲城キャンパス Kashiwa Campus

ロッジの詳細情報をダウンロード Download Lodge details

第一希望 First Choice

第二希望 Second Choice

第三希望 Third Choice

b. c を希望する場合、在学期間中の同居家族について
If you select b or c above, please provide information on your spouse/family members
※同居家族については、申請書と一緒に提出する必要があります。夫婦、同居家族は長期滞在が、それぞれ1名、2名以下で占有することは禁止されています。
この入居が確認された場合、居住者に退去を求めたことがあります。
You must move in with your partner/family all at the same time in order to avoid only one person from occupying a couple room/family room for a long period.
If we find such a case, we may ask you to leave the accommodation.

名前 Name	生年月日 (YYYYMMDD) Date of Birth (YYYYMMDD)	性別 Gender	関係 Relationship with you

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.



You can select up to third 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 'couple'.
Please provide information on your spouse/family members.

※ continued from the previous page

3-2. Entering Choice of Accommodation

- ◆ For international students
【If family room is selected】

13. 希望する宿泊先
Choice of Accommodation

a - c から1つ選ぶ Select only one from among a - c
c. 家族 (Family) ▶

ログジ Lodge	施設使用料 Rent	光熱水料 Utility	インターネット Internet	最寄りのキャンパス Nearest Campus
自由ヶ丘ログジ Shiranedai Lodge	¥ 14,000	使用した実費 Actual Cost	¥ 1,000	自由ヶ丘キャンパス Shiranedai Campus
柏ログジ Kashiwa Lodge	¥ 108,000	¥ 19,800		柏キャンパス Kashiwa Campus

ログジの詳細情報をダウンロード Download Lodge details

インターナショナル・ログジの希望選択 Select Accommodation

宿泊先 Accommodation	希望 Choice
自由ヶ丘ログジ International Lodge, Shiranedai Lodge	<input type="text"/>
柏ログジ International Lodge, Kashiwa Lodge	<input type="text"/>

※第二希望まで選択可能 You can select up to second choice

※ a, c を希望する場合、在学期間中の滞在家族について
If you select b or c above, please provide information on your spouse/family members
※ 滞在家族については、申請者と同居する者を限ります。夫婦、家族室を長期利用のべつ、それぞれ1名、2名以下で占有することは禁止されています。
※ 同居家族が複数いる場合は、居住先を指定するものとします。
You must move in with your partner/family all at the same time in order to avoid only one person from occupying a couple room/family room for a long period.
If we find such a case, we may ask you to leave the accommodation.

名前 Name	年齢 Age	関係 Relationship with you	身分 Position
1 通学・通勤先 Place of Study or Work		在留資格 Residence Status	平均月収入(¥) Average Monthly Income(¥)
2			
3			
4			

※ 同居家族との関係がわかる証明書の写、を申請と同時に郵送するかメールに添付して送ってください。
送付先は最寄りのログジ・ダウンロードです。
Please send the Housing Office a copy of a certificate verifying your relationship(s) with spouse/family members via email by attaching a PDF or postal mail as soon as possible. Contact details for the Housing Office are given at the bottom of this screen.

Options for family room will show up when you choose 'family'.

You can download a PDF with more detailed information about Lodges by clicking 'ログ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 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.

- ◆ For international researchers
【If family room is selected】

12. 希望する宿泊先
Choice of Accommodation

a - c から1つ選ぶ Select only one from among a - c
c. 家族 (Family) ▶

ログジ Lodge	施設使用料 Rent	光熱水料 Utility	インターネット Internet	最寄りのキャンパス Nearest Campus
自由ヶ丘ログジ Shiranedai Lodge	¥ 21,500 ~ ¥ 33,000	使用した実費 Actual Cost	¥ 1,000	自由ヶ丘キャンパス Shiranedai Campus
柏ログジ Kashiwa Lodge	¥ 108,000	¥ 19,800		柏キャンパス Kashiwa Campus

ログジの詳細情報をダウンロード Download Lodge details

第一希望 First Choice

第二希望 Second Choice

※ a, c を希望する場合、在学期間中の滞在家族について
If you select b or c above, please provide information on your spouse/family members
※ 滞在家族については、申請者と同居する者を限ります。夫婦、家族室を長期利用のべつ、それぞれ1名、2名以下で占有することは禁止されています。
※ 同居家族が複数いる場合は、居住先を指定するものとします。
You must move in with your partner/family all at the same time in order to avoid only one person from occupying a couple room/family room for a long period.
If we find such a case, we may ask you to leave the accommodation.

名前 Name	生年月日(YYYYMMDD) Date of Birth(YYYYMMDD)	性別 Gender	関係 Relationship with you

Options for family room will show up when you choose 'family'.

You can download a PDF with more detailed information about Lodges by clicking 'ログ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 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.

Chapter 2 What OSTA can do for you

※ continued from the previous page

3-3. Applicants with physical disabilities

特別理由（身体上の障害等）がある場合は、入力してください。
For applicants with physical disabilities

身体上の障害のために居室に特別な要望があれば、上の欄に記載してください。
その必要事項を説明するために医師の診断書または障害者手帳の写しをこの入居申請の登録が完了した際、コピーをハウジングオフィスまで、
Email、ファックス、または郵便で送ってください。これからあなたが所属する部屋用担当にあなたの要望について連絡いたします。
もし、個人用には届いたければ、ハウジングオフィスのウェブサイトで連絡ください。
If you have any special requirements for a room due to physical disabilities, please provide details in the space below.
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 below as soon as you have completed Application by email, fax, or postal mail.

送付先をダウンロード
Download contact details of Housing Office

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.

ファイルのダウンロード

このファイルを開くか、または保存しますか？

名前: contact_details.pdf
種類: Adobe Acrobat Document, 28.3 KB
発信元: vm-uta

開く(O) キャンセル

インターネットのファイルは役に立ちますが、ファイルによってはコンピューターに問題を引き起こすものもあります。発信元が信頼できない場合は、このファイルを開いたり保存したりしないでください。危険性の説明

contact_details.pdf - Adobe Reader

ファイル(F) 編集(E) 表示(V) ウィンドウ(W) ヘルプ(H)

1 / 1 54.9%

注釈 共有

〒113-0033
東京都文京区本郷5-24-5 角川本郷ビル6階
東京大学ハウジングオフィス
Email:housing-office@ml.adm.u-tokyo.ac.jp

Housing Office
The University of Tokyo
6th Floor, Kadokawa Hongo Building
5-24-5 Hongo, Bunkyo-ku, Tokyo 113-0033
Email:housing-office@ml.adm.u-tokyo.ac.jp

3-4 【For international students 】 Application Form

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Chapter 2 What OSTA can do for you

3-5. 【For international researchers 】 Application Form

OSTA

Online System for Total Accommodations

マニュアルダウンロード Manual Download

東京大学
THE UNIVERSITY OF TOKYO

◎ 記入方法やその他の問い合わせはハウジングオフィスへ
For enquiries, please contact the Housing Office (housing-office@ml.adm.u-tokyo.ac.jp)

宿舎入居申請 本申請
Application for Accommodation – Application

記入欄を入力してください。(*)は必須入力項目となります。
※審査には時間がかかる場合もありますので、余裕を持って申請してください。
Please fill in the fields (Required fields are marked with a red asterisk *)
※ The application process can take time, so please apply well in advance.

1氏名*
Name

氏名はパスポート記載と同じに記入 Enter your name as shown in your passport
Surname First Name Middle Name
foreigner foreigner foreigner
漢字 (in kanji characters if applicable)

2パスポート番号
Passport Number

3生年月日*
Date Of Birth

年 Year 月 Month 日 Day
1989 10 13

4性別*
Gender

女 Female

5国籍/地域*
Nationality/Region

6メールアドレス*
Email Address

進学結果等、こちらのメールアドレスで今後のご連絡をさせていただきます。
いつでもアクセスできる有効なメールアドレスである事を確認して下さい。
The Housing Office will make all contacts with you at this email address, including the email to inform you of the result of your application. So please ensure that it is an active account you can access at anytime.
s.ikedas@meal-solutions.co.jp

7東大で所属する部署名*
(宿舎入居者名)
※a-d, いずれかを選択してください。
Name of Faculty/Graduate School/Institutes/Others at the University of Tokyo when entering the lodge
※Select one from among a - d.

a1. 学部名/大学院名(工学部・工学系研究科・情報理工学系研究科を除く) Faculty/Graduate School
a2. 工学部 或、工学系研究科 或、情報理工学系研究科
Faculty of Engineering or Graduate School of Engineering or Graduate School of Information Science and Technology
b. 所属研究所名 Institute
c. 全学センター・国際高等研究所 University-Wide Centers/Todal Institutes for Advanced Study
d. 本部事務総室または経長室 Administration Bureau or Committee for presidential initiatives

8担当教員名 或、東大のコンタクトパーソン名*
Name of your host professor or your contact persons at the University of Tokyo

※担当教員 或、東大のコンタクトパーソンは、最大5名まで設定可能
Name of your supervisor or contact persons at the University of Tokyo (up to five persons)
名前 Name メールアドレス Email Address 所属研究室または所属部署 Name of Laboratory or Department
1 2 3 4 5

9活動先キャンパス*
Location of campus

その他の場合 Others

10在籍期間*
Period of Employment

年 Year 月 Month 日 Day to 年 Year 月 Month 日 Day

11入居希望期間*
Period accommodation required

年 Year 月 Month 日 Day to 年 Year 月 Month 日 Day

12. 希望する宿舎名*
Choice of Accommodation

a - c から1つ選択 Select only one from among a - c

13. 過去に東京大学宿舎に入居したことがありますか? *
Have you stayed previously at accommodations of the University of Tokyo?

特別理由(身体上の障病等)がある場合は、入力してください。
For applicants with physical disabilities

身体上の障病のため居室に要望があれば、上の欄に記載してください。
その必要性を証明するために医師の診断書あるいは障病者手帳が必要です。この入居申請の登録が完了した際、コピーをハウジングオフィスまで、Emailまたは郵送まで送ってください。こちらからあなたが所属する部署担当者にあなたの要望について連絡いたします。
例、個人的に相部屋に入れば、ハウジングオフィスにいつでもご連絡ください。
If you have any special requirements for a room due to physical disabilities, please provide details in the space above.
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 below you have completed Application by email or postal mail.

送付先をダウンロード
Download E-mail Details of Housing Office

備考
Notes
部署担当者から指示があった場合は、指示の内容を入力してください。
※特に指示がない場合は空欄のままにしてください。
When completing this application form, if you have received any instructions from the administration section of the Faculty/Graduate School where you will enroll, please write those instructions. If you have received no instructions, leave this column blank.

保存して次へ進む
Save and Go to Next Page

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.

1

東京大学の留学生入居申請オンラインサイト（OSTA）です。

あなたの申請は内容確認のために事務局から送付されたものでお知らせいたします。事務局が確認後、ハウジングオフィスに送付されます。あなたの申請番号は 20140612-0003 です。

あなたの申請は、事務局が内容確認を開始するまでの間修正できます。申請内容の修正を必要とする場合は、以下のURLにアクセスしてください。

https://sta-osta.osta.ac.jp/student_apply_confirm?docid=690927720247824799830364

事務局が内容確認を完了した後は、必ず事務局に連絡を必要とする場合があります。その場合は、ハウジングオフィスへお問い合わせください。

家族関係や身体上の理由を証明する書類を提出する必要がある方は、必ず申請と同時にハウジングオフィスに送付してください。

①申請の後に、書類の提出が必要となる場合があります。必ず申請の後に、ハウジングオフィスへ送付してください。同時に、別途送付の書類を併せて送付し、本文に記載を申し出る理由を添付したメールを指導教員もしくはコンタクトパーソン宛に作成してください。そして指導教員もしくはコンタクトパーソンへ、所定を希望して1月24日までにハウジングオフィスへメールを送信してもらうよう、お願いいたします。

申請は、大学の委員会により審査され、結果通知は、2015年1月初めにメールであなたに送られます。（今後の連絡はこのメールアドレスを利用します。）

審査結果の通知までハウジングオフィスからあなたにご連絡することはありませんが、質問があれば、ハウジングオフィス（housing-office@sta-osta.ac.jp）へお問い合わせください。

※このメールは送信専用メールアドレスから配信されていますので、返信されてもこちらで返信できません。

Thank you for contacting the Housing Office Online Application Site—OSTA.

We have forwarded your application for accommodations at the University of Tokyo to the administrative section of the Faculty/Graduate School where you will enroll to verify the contents. Once verification has been completed by the section, it will be returned to the Housing Office for further processing. Your application number is 20140612-0003.

You can correct your application until a staff member in charge at your department confirms your application. If you would like to correct the contents of your application, please go to the link below:

https://sta-osta.osta.ac.jp/student_apply_confirm?docid=690927720247824799830364

You will no longer be able to correct the contents of your application after the staff member at your department reviews and confirms your application. In such cases, please contact Housing Office at housing-office@sta-osta.ac.jp.

These applicants who are required to submit documents verifying family relationships or physical disabilities must make sure to submit the documents to the Housing Office at the same time as your application.

①Applicants who need to submit additional documents.

If you are married / and have children, and are going to live with your spouse / children, please submit documents verifying your family relationships to Housing Office (PDFs are fine) right after your application. If you have physical disabilities and need special consideration for your room, please submit a medical certificate (PDFs are fine) to Housing Office right after your application. At the same time, please email your professor or contact person with the same medical certificate attached, explaining your condition and that you need special consideration for your room. Then please ask your professor or contact person to e-mail Housing Office with higher special concerns on your condition by January 24th.

Your application will be examined by the committee of the University, and the result will be sent to you by email by the beginning of Jan 2015. (Please be sure to give us a valid email address for correspondence.)

Please note that you will not hear from us until the application results become available. If you have a query, however, please contact the Housing Office (housing-office@sta-osta.ac.jp).

※This email was delivered from a send-only email address. Therefore, we cannot receive returned mail at this address.

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.

OSTA Online System for Total Accommodations

東京大学

For enquiries, please contact the Housing Office (housing-office@sta-osta.ac.jp)

留学生入居申請 本申請完了済
Applications for accommodations Application completed

審査結果については2015年1月初めに、ご入力いただいたメールアドレス宛に送信されます。

Your application for accommodation has already been completed.
The result of the application will be sent to the email address provided by the beginning of Jan 2015.

この画面も閉じて終了する
Close this window to finish the service

※ご使用のブラウザによっては、ボタンを押しても画面が閉じないことがあります。その場合はブラウザのF4キーを押して、終了してください。

※ Some browsers may not let you close the screen by clicking the box above. If this happens, please close it by pressing [F4] on the browser screen.

2

OSTA Online System for Total Accommodations

東京大学

For enquiries, please contact the Housing Office (housing-office@sta-osta.ac.jp)

本申請内容の確認
Registration Confirmation

申請内容を修正する
Correct the Contents of the Application

1.氏名
Name student_ssr student_first140612_001

2.パスポート番号
Passport Number

3.生年月日
Date Of Birth 1989/10/13

4.性別
Gender ♀ Female

①特別理由(身体上の障害等)がある場合は、入力してください。
For applicants with physical disabilities

備考
Notes

申請内容を確認し、完了ボタンを押すと入力した申請書が印刷できます。
If you wish to save the contents of your application, you can print out the completed form by pressing the button on the right.

印刷
Print

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

3

OSTA Online System for Total Accommodations

東京大学 University of Tokyo

※ 記入方法やその他のお問い合わせは、住まいのワンダリングオフィスへ
For enquiries, please contact the Housing Office (housing-office@mi.adm.u-tokyo.ac.jp)

本申請内容の修正
Correct the Contents of the Application

記入欄を入力してください。(※は必須入力項目となります。)
※重要口は特記がある場合もありますので、余裕を持って申請してください。
Please fill in the fields (Required fields are marked with a red asterisk *)
※ The application process can take time, so please apply well in advance.

1氏名 Name	氏名(パスポート記載と同じを記入。Enter your name as shown in your passport)	Surname student_sur	First Name student_first	Middle Name 140612_001
漢字(in kanji) (characters if applicable)				
2パスポート番号 Passport Number				
3生年月日* Date Of Birth	年 Year 1989	月 Month 10	日 Day 13	
4性別* Gender	女 Female			

2

特別理由(身体上の障害等)がある場合は、入力してください。
For applicants with physical disabilities

身体上の障害などの理由で希望があれば、上の欄に記載してください。
その必要を証明するために医師の診断書または診断書等が必要ですが、この入居申請の登録が完了した際、コピーをワンダリングオフィスまで、
Eメールまたは郵便で送ってください。こちらからあなたが所属する部局担当者にあつたの事案について連絡いたします。
※、記入時に特記があれば、ワンダリングオフィスのウェブサイトに掲載いたします。
If you have any special requirements for a room due to physical disabilities, please provide details in the space above.
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 below as soon as you have completed application by email or postal mail.

送付先をダウンロード
Download contact details of Housing Office

備考
Notes

部局担当者から指示があった場合は、指示の内容を入力してください。
※特に指示がない場合は空欄のままにしてください。
When completing this application form, if you have received any instructions from the administration section of the Faculty/Graduate School where you will enroll,
please write those instructions. If you have received no instructions, leave this column blank.

戻る
Previous

申請内容を修正する
Correct the Contents of the Application

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

Your process is then complete.