

The Kyoto University Women's Dormitory Residence Application Guidelines for AY 2025 (Oct.)

The women's dormitory is a student-managed dormitory for female Kyoto University students. Dormitory life is essentially managed voluntarily by the residents. In addition to various obligations such as living room duty, floor cleaning, garbage disposal, and participating in the residents' association, residents are required to attend general meetings, which are held four times per year, as well as related subcommittees.

1. Overview of the Women's Dormitory

① Capacity:

65 residents

② Eligible Students:

Female undergraduate and graduate students enrolled in a Kyoto University faculty, graduate school, or professional graduate school.

(Approximately 20% of rooms are occupied by international students.)

③ Facilities

- Four-story reinforced concrete building
- 65 Rooms
 - 64 single rooms (approx. 12 m²) without bathrooms/toile
 - 1 barrier-free single room (approx. 19 m²) with bathroom/toilet
- Room furnishings provided: desk, chair, bookshelf, bed, closet, air-conditioner
- Shared facilities: meeting room, study room, living and dining room, kitchen, bathroom, shower room, toilet, washing machine and dryer, sound-proof room, bicycle parking
- Constructed in March 2019

④ Rent and Other Costs

- Room rent: JPY 25,000 per month
- Utility costs: residents will be billed for the actual amount of utility costs for their own room and the shared facilities (meeting room, study room, living and dining room, kitchen, bathroom, shower room, toilet, washroom, laundry room, dressing room, and sound-proof room). The utility charges for shared facilities shall be divided between all tenants.
- Dormitory admission fee: JPY 400
- Resident Association fee: JPY 350 per month

2. Eligibility

Regular students who are newly enrolled in or who have advanced into a Kyoto University faculty, graduate school, or professional graduate school in October 2025.

3. Length of Tenancy

For undergraduate students: within the term of study.

For graduate students: within the regular term of study.

Note: students who enroll in or advance to a different master's, doctoral, or professional program while already living in the dormitory are required to reapply for residence.

4. Number of Rooms Available

Undergraduate students: several

Graduate students: several

Note: if you wish to apply for the barrier-free room, please consult with the administrative office below at the time of application.

5. Application Procedures

- Documents to be submitted

- ① Application Form for Residence in the Kyoto University Women's Dormitory

- ② Documents to submit if applicable (please see the checklist)

- ③ Copy of resident card

Note 1: Submitted documents shall not be returned.

Note 2: If any submitted documents are found to contain false information, the applicant may be excluded from the selection process, or may be ordered to move out of the dormitory (even after being permitted to move in). Please ensure that the information provided in the documents is accurate.

- Application period

July 30 (Wed.)– August 15 (Fri.), 2025

(The application documents must arrive no later than 17:00 on August 15, 2025)

- How to submit the application documents

(Please use the following two submission methods depending on the documents to be submitted)

【Submitting by email】 (send to the email address in Contact information below)

- This Excel file (protect the file with a password, which should be the 8-digit date of the applicant's birth [e.g., 20100401])

*The subject of the email and the file name of the Excel file should be “(Name)_Application Form for Residence in the Kyoto University Women's Dormitory.”

The password should be sent in a separate email from the email used to send the Excel file.

【Submitting by post】 (put all documents in a square No. 2 envelope and send by registered mail to the address listed in contact information below)

- Documents to submit if applicable (please see the checklist)
- Copy of resident card (A4 paper)

6. Selection Process

Application screening is based on the application documents and interviews.

- Screening of the application documents

Priority will be given to applicants who are deemed to have a **higher level of need based on their financial situation.** Notification of the result of the application document screening will be sent to your e-mail address (as provided in the application form) around August 26 (Tue.), 2025. Applicants who have passed the document screening will be notified of an individual interview date and time.

Note 1: **applicants who have exceeded the term of study or the regular term of study will not be considered.**

Note 2: as priority is given to students with a high level of need based on their financial situation, **applicants who are receiving government-financed scholarships will not be considered.**

- Interviews

Applicants will be interviewed by the Women's Dormitory Resident Association (residents are expected to abide by the Resident Association rules). The interview date is August 27 (Wed.), 2025. (The alternate date for the interview in the case of postponement, etc., is August 29 (Fri.), 2025.)

7. Notification of Selection Results

Notification of the selection results will be sent to interviewees' e-mail addresses (as provided in their application forms) around September 16 (Tue.), 2025. Inquiries about the selection results by telephone or e-mail will not be accepted.

8. Move-in Date

The university will designate a move-in date, which will be sometime from October 1 (Wed.), 2025. Please note that the dormitory cannot store luggage for incoming residents prior to their moving in.

9. Dormitory Life

Residents are expected to follow the rules set by the Resident Association. Residents are therefore required to perform various duties (cleaning, taking out garbage, etc.), join the Resident Association, and participate in the association's general meetings (four times per year), as well as additional smaller meetings. As the LINE application is often used for communication among residents, you are recommended to set up a LINE account if you do not have one. You must also register for the dormitory mailing list.

10. Other Matters

- In the event that a successful applicant decides not to move into the dormitory, or is unable to enroll at the university, the applicant must immediately inform the administrative office below

by e-mail.

- Permission to move into the dormitory may be revoked in any of the following circumstances:
 - If the incoming resident does not complete the required occupancy procedures.
 - If the incoming resident does not move into the dormitory by the designated date without a viable reason.
 - If false information is found in the documents submitted for the occupancy procedures.
 - If the eligibility requirements are not satisfied.
- All applicants are requested to look into other accommodation options (such as private rental apartments) in case their application is not successful.

11. Administration Office

Welfare section, Welfare Division, Academic Affairs Department, Kyoto University

Address: Yoshida Honmachi, Sakyo-ku, Kyoto, 606-8501

Tel: 075-753-2533

E-mail: 840kousei@mail2.adm.kyoto-u.ac.jp

Office hours: 8:30–17:00

(excluding Saturdays, Sundays, Public Holidays, and August 12,13)

12. Handling of Personal Information

- ① Personal information shall be handled in accordance with “The Act on the Protection of Personal Information” and the “Kyoto University Regulations for the Protection of Personal Information.”
- ② Names, addresses, and other personal information included in submitted documents shall be used for: (1) The selection of successful applicants, (2) The announcement of successful applicants, (3) Occupancy procedures, and (4) The operation and management of the dormitory.
- ③ Information regarding applicants’ incomes and other details required for the application screening may be used for reference in the future when revising screening methods, or when deciding room rent and other fees.