TUJ Housing Policy - Kyoto

Temple University Japan requires new visa-sponsored students to stay in TUJ Kyoto Housing for their first semester. Students are allowed to stay in the assigned room as long as they are enrolled in courses full time each semester. If you are not a visa-sponsored student and wish to stay in TUJ Kyoto Housing, please contact TUJ Kyoto OSSE by email kyoto-osse@tuj.temple.edu). You are responsible for all costs for housing. The housing fee must be paid in advance for your first semester.

The below cancellation policies and rules apply to your TUJ Kyoto Housing reservation.

Cancellation

If you decide either not to come for the first semester or to withdraw from TUJ during your first semester, you are responsible both for cancelling your housing reservation (by email to kyoto-osse@tuj.temple.edu) and for completing the university withdrawal procedure.

1. If you decide to cancel your admissions or defer your enrollment, you may cancel your dorm reservation by written notice to the Kyoto Office of Student Services and Engagement at the above email no later than **four weeks before** the first day of the official arrival dates **for your semester of stay at the TUJ Kyoto Housing**. If the notification of your cancellation is received prior to four weeks before the first day of the official arrival dates, you will not be charged the housing fee and any payment made for the housing fee will be refunded in full. If your cancellation is received **between four weeks and two weeks** before the first day of the official arrival dates, **a cancellation fee in the amount of 100,000 yen** will be applied to your account and the remaining housing fee will be refunded after subtraction of the cancellation fee. **From two weeks prior to the first official arrival date, you are responsible for paying the entire cost of housing, and no portion of the housing fee is refundable.**

2. If before the date to drop registered courses you provide written notice (at the above email) that you will defer your admission **to the next semester**, you are responsible for the entire housing payment, but we will provide an 80% discount on the housing fee for the following semester.

3. If you withdraw from TUJ during the semester of residency at the TUJ Kyoto Housing, your housing payment is not refundable.

In any of the above cases, you will have **2 weeks to exit the TUJ Kyoto Housing from the date your admission cancellation or withdrawal is submitted.** If you are a visa-sponsored student, you will also need to follow Japanese Immigration procedures to promptly exit Japan.

If the multiple-semester requirement does not apply to you or you have been approved to move out of the dorm after one semester, your move out date is the first Saturday after the attended semester ends.

Housing Plan Form

All the students who stay in TUJ Kyoto Housing need to fill out the Housing Form regardless of their plan for the following semester. The Housing Plan Form is distributed by Kyoto OSSE in the middle of each semester. If you indicate extending your stay in TUJ Kyoto Housing for the following semester, you can stay in the semester break without any extra costs. If you indicate that you are moving out, you will need to follow the Moving-out Procedures by Kyoto OSSE before the designated move-out day.

Conditions of Multiple Semester Stay

You must register courses for the following semester during the "Priority Registration Period" for your housing reservation to remain valid with respect to that semester. If you fail to register, or if your registration for that semester gets "washed out" due to a failure to pay or a failure to make arrangements to pay by the priority enrollment statement deadline for the next semester's tuition and fees, you will still be charged for your dorm room unless you receive an approved exception to move out of the dorm as outlined in the section below.

TUJ Kyoto Housing Rules

Outlined below are the major rules for all TUJ Kyoto facilities that TUJ uses in the Kyoto area. This is not an exhaustive list of Housing rules; and additional rules will be provided in the Housing course within TU Portal's Canvas application and in your Dorm orientation after check-in. TUJ uses housing properties that are operated by outside companies who may have additional rules that also apply. You are expected to follow TUJ's rules should one of their rules contradict those of TUJ.

1. Students are personally responsible for any and all damage to their Housing room (including missing items). If unpaid within the time specified, a financial hold will be placed on your records – until resolved. This would prevent future registration, transfer of credits, graduation, and the issuance of official University documents. TUJ reserves the right to take disciplinary or legal measures for any damage.

2. Students in TUJ-arranged housing must abide by Temple University's Student Conduct Code and any applicable General Housing Rules and the manual for the particular Housing facility (together, "Housing manual"). Violations may result in the student being expelled from the Housing. No refunds are given in case of expulsion.

3. Students must abide by the following rules: 1) respect quiet hours, 2) no alcohol is allowed in or around TUJ housing up to 500 meters of the facility, 3) abstain from smoking or using tobacco in their room, 4) no outside guests are allowed in a student's room in Mukaijima Gakusei Center, and 5) no pets and animals are allowed. The Housing manual contains the details on these rules as well as additional rules that you will have to follow. You can review your Housing Canvas course prior to your arrival.

4. The University reserves the exclusive right to reassign students to another unit within any building or unit owned or controlled by the University for any reason at its sole discretion. Any adjustments to housing fees in such instances are also at the University's sole discretion.

5. To ensure that all students can live safely and comfortably in TUJ Kyoto Housing, and given the problems associated with alcohol use and drug possession in Japan, Kyoto OSSE staff and RA may conduct periodic room inspections during the course of the semester. The Kyoto OSSE and the Facilities Coordinator may enter your room to conduct an inspection even if you are not present.

Updated October 1, 2026