

**Application Guidelines for Tokyo International
Exchange Center (TIEC) Residence Halls [International
Students]
(AY 2024 resident recommendation method)**

1. Available housing:

- (1) Residence Halls A and B for single residents can only accommodate the applicant.
- (2) Residence Halls C and D for couples and families can accommodate the applicant and their spouse and child, but not their extended family. (Residence Hall C can accommodate families with up to one child 6 years old or under.)
- (3) Residence Halls C and D for couples and families are restricted to continuous residents that fall under one of the following.
 1. The applicant and their spouse
 2. The applicant, their spouse and child
 3. The applicant and their child
- (4) Relatives, friends or anyone other than those approved as residents cannot stay overnight at any of the residential units.
- (5) For any questions regarding application for housing (including vacancy information), please inquire by phone to the university staff in charge.

2. Resident selection method and notification of result:

Applications will be screened by the TIEC in consideration of the priority selection criteria below. The result will be sent in writing to the university that recommended the applicants.

- (1) Those who can actively participate in various exchange events held by the TIEC.
- (2) Those who have been living in Japan for less than one year.
- (3) Those who are from countries or regions that are less represented by current residents.
- (4) Those who are from universities that are less represented by current residents.
- (5) Those who are able to live in the TIEC Residence Halls for a long term.
- (6) The number of Japanese resident assistants (RA) affiliated with the recommending university may also be taken into consideration.
- (7) Those who receive an education by country policy, etc.

3. Terms and conditions:

(1) Period of residence

The period of residence must be **within the minimum period of study** relevant to the qualification of residence when moving in, **AND up to three years**. Former residents of the TIEC Residence Halls are eligible to reside up to three years including the past residence period. For Residence Halls C and D for couples and families, the past residence period of the applicant or their spouse, whichever is longer, will be counted as past residence. A child's history of residence will not be counted as past residence.

(2) Permission for residence and extended residence

For information on the application of extended residence, check the administrative notice sent twice a year to the university.

Permissions for residence and extended residence are granted for a period of up to one year, and need to be renewed on an annual basis. However, in cases where the last day of the permitted residence period falls on the last day of March, August or September, March 25, August 25, and September 25, respectively, will be considered as the last day of the period. Permission for the renewal of residence permission will be granted in consideration of the residents' degree of event participation and past living behavior at the TIEC.

(3) Rent and other fees

Rent, Entrance Fee, and other fees may be revised with advance notice.

1. Rent [International students]

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| Residence Hall A for Singles | 35,000 yen per month |
| Residence Hall B for Singles | 52,000 yen per month |
| Residence Hall C for Couples and Families | 74,500 yen per month |
| Residence Hall D for Couples and Families | 86,500 yen per month |

- If residents do not move in on the first day of a month and/or do not move out on the last day of a month, the rent for the applicable month will be calculated on a pro-rata daily basis (monthly rent divided by 30 and multiplied by the number of days resided), including the day on which they moved in or moved out. Monthly rents will be deducted from residents' bank accounts.
- The rent and Entrance Fee for the month residents move in, the rent for the month residents move out, and rents that could not be deducted from their bank accounts must be paid at a convenience store.
- If a resident fails to pay their rent for more than three months, they will be asked to move out.

2. Entrance Fee

- A nonrefundable Entrance Fee in the amount of one-month's rent is collected when residents move in.
- If a resident fails to pay their Entrance Fee within two months of the first day of residence, they will be asked to move out.

3. Others

- Contracts for electricity, water supply, and gas are collectively arranged by the TIEC. Residents are not required to make individual arrangements.
- All utilitiesz expenses are charged in accordance with the actual amount used by each residential

unit.

- If residents fail to pay their utilities expenses incurred at the TIEC for more than three months, they will be asked to move out.

(4) [Residence Halls C and D for Couples and Families] Move-in date of family members

Family members who will live with the applicant are required to move in with the applicant, but if this is not possible for a compelling reason, a delay of up to approximately one month may be permitted. (However, even in this case, the period of residence indicated on the residence permit will not be changed.).

If they cannot move in by the date declared, both the applicant and their family members will lose their eligibility of residence.

(5) International exchange activities

We ask universities to recommend residents who will actively participate in and cooperate with exchange events hosted by the TIEC.

4. Points to note when applying

(1) Ensure that there are no discrepancies between the details of the Application Form and the attached

documents. Errors must be corrected by the applicant or their university before

submission. (If the details entered in the Application for Residence and the Applicant Information Sheet differ, the description on the attached documents will be considered as the official information.)

Please be fully aware that if any false information is included in the application, the resident(s) will be evicted from the TIEC.

(2) The period of residence must not exceed the minimum period of study in university.

The last day of residence must be before the minimum period of study ends, and it must also be ensured that no resident resides more than three years including their past residence period.

(3) In view of the TIEC's purpose of establishment, please give priority to the following individuals when recommending residents.

1. Those who can actively participate in various exchange events hosted by the TIEC.
2. Those who have been living in Japan for less than one year.
3. Those who are from countries or regions that are less represented by current residents.
4. Those who are able to live in the TIEC Residence Halls for a long term.

(4) The available spaces in our dedicated parking are limited . Applications for parking are accepted and screened after residents move in. Please be advised that residents may not be able to use our parking even if they already own a vehicle.

The monthly parking fee is 8,800 yen including tax.

*Application is only monthly basis, and not daily basis.

(5) As of December 2023, a public elementary/junior high school, kindergartens and authorized nurseries commutable from the TIEC are as follows.

[Junior high school] Koto-ku Ariake-nishi Gakuen Junior High Course

[Elementary school] Koto-ku Ariake-nishi Gakuen Elementary School Course

[Kindergartens/authorized childcare facilities] Refer to the Koto-ku website.

It should be noted that it is difficult to secure spots in authorized childcare facilities in Koto-ku due to extremely long waiting lists. If you are recommending an applicant accompanying an infant, they should be informed of the situation in advance.

(6) Upon applying for residence, applicants should be briefed on the details of the pledge to be filled in

when moving in. When permission for residence has been granted, please ensure that the recommended residents are capable of complying with the rules and regulations specified in the Resident's Guide (*)
*<https://www.jasso.go.jp/ryugaku/kyoten/tiec/residence/guide.html>

5. Points to note after permission for residence has been granted

- (1) The rent, Entrance Fee, and utilities expenses are charged from the first day of the residents' permitted period of residence. The period of residence cannot be changed after permission for residence has been granted. (Even when residents move in after the first day of the permitted period, their rent, Entrance Fee, and utilities expenses are charged from the first day.)
- (2) If applicants wish to withdraw their request for residence after permission has been granted, their university is required to submit an official notification of withdrawal (seal can be omitted; email is acceptable) by the day preceding the first day of the permitted period of residence. Failure to submit a notification will result in the rent and Entrance Fee being charged from the first day of the permitted period of residence. If applicants withdraw their request for residence after the first day of the permitted period of residence, the rent and Entrance Fee will be charged for one month starting from the day on which the notification of withdrawal is accepted.

※This English version was originally translated not by Jasso but by TUMSAT, referring to Japanese version of Jasso. If you have any questions about the English version, please contact International Student Section of TUMSAT.