

# 2023 Application for Tokyo International Exchange Center (TIEC) Residence Halls

Applications are now open for the Tokyo International Exchange Center (TIEC) Residence Halls for 2023.

<b>1. Location</b>	Address: 〒135-8630 Tokyo Academic Park, 2-2-1 Aomi, Koto-ku, Tokyo The Nearest Train Stations: - 3 minute walk from "Tokyo International Cruise Terminal" station on "Yurikamome" line - 15 minute walk from "Tokyo Teleport" station on "Rinkai" line * About 1 hour from Ueno Campus About 1 hour to 1.5 hours from Senju Campus About 1.5 hours from Yokohama Campus About 2 hours from Toride Campus	
<b>2. Eligible students</b>	Eligible international students are those who meet all of the following requirements. - The Geidai <u>graduate students</u> who are already <u>enrolled in a regular degree program</u> , have not been enrolled in the program beyond its standard period of study with a "college student" visa status, and are be able to live in TIEC Residence Halls for more than <u>30 days</u> . - Exchange students are eligible if they are <u>graduate students</u> and able to live in TIEC Residence Halls <u>for more than 30 days</u> . - Former residents of TIEC Residence Halls are also eligible if the total years of residency were less than three years. *Those who are taking or will take a leave of absence are <b>not</b> eligible to apply. *Research students are <b>not</b> eligible to apply. *Applicants who are expected to fulfill the above conditions at the time they start living in TIEC, such as those who have already been admitted to the Geidai, may apply. In this case, a letter of acceptance is required.	
<b>3. Room Types, rent and other expenses</b>	1. Residence Hall A for Singles (without a kitchen) Rent: 35,000 yen per month	2. Residence Hall B for Singles (with a kitchen) Rent: 52,000 yen per month
	3. Residence Hall C for Couples (with a kitchen) Rent: 74,500 yen per month	4. Residence Hall D for Families (with a kitchen) Rent: 86,500 yen per month
- Entrance Fee in the amount of one-month rent (to be paid on the move-in day; non-refundable) - Utilities: Amount equivalent to actual costs of electricity, gas, and water, as well as telephone, will be charged. *URL for the floor plan of the rooms: <a href="https://www.jasso.go.jp/ryugaku/kyoten/tiec/residence/facility/index.html">https://www.jasso.go.jp/ryugaku/kyoten/tiec/residence/facility/index.html</a>		
<b>4. Move-in period</b>	<b>5. Application deadline</b>	<b>6. Announcement of results</b>
<b>March 1 – March 31, 2023</b>	<b>Friday, January 20, 2023</b>	Around February 15, 2023
<b>April 1 – April 30, 2023</b>	<b>Thursday, February 2, 2023</b>	Around March 1, 2023
<b>May 1 – May 31, 2023</b>	<b>Thursday, March 2, 2023</b>	Around March 31, 2023

June 1 – June 30, 2023	Monday, April 3, 2023	Around April 27, 2023
July 1 – July 31, 2023	Thursday, April 27, 2023	Around June 1, 2023
August 1 – August 31, 2023	Monday, June 5, 2023	Around June 30, 2023
September 1 – September 30, 2023	Monday, July 3, 2023	Around August 1, 2023
October 1 – October 31, 2023	Tuesday, August 1, 2023	Around September 1, 2023
November 1 – November 30, 2023	Monday, September 4, 2023	Around September 29, 2023
December 1 – December 28, 2023	Monday, October 2, 2023	Around November 1, 2023
January 4 – January 31, 2024	Wednesday, November 1, 2023	Around December 1, 2023
February 1 – February 29, 2024	Monday, December 4, 2023	Around January 4, 2024

\* The length of occupancy cannot exceed three years and the duration of studies. The permission of residency will be renewed every year.

However, in March, August and September, even if the last day of the requested period of residence is between 26 and 30 (31) of that month, the last day of the period of permitted residence is the 25th of that month (if the last day of the period of enrolment is before the 25th of that month, the last day of the period of permitted residence is the last day of your enrolment at the university).

#### 7. Required documentations

- Application for Tokyo International Exchange Center (Form 1-1)
- Proposal for implementation / participation of exchange activities at TIEC (Form 3)
- Applicant Recommendation Form (Dedicated Format) :
  - \*Please ask your academic advisor to fill out this form
- Application for Tokyo International Exchange Center – Pledge (Form 14-1)
- Documentation that proves the period of enrolment (e.g. student ID card, enrolment certificate, letter of admission, etc.)
- Photocopy of the passport – page of face photo, visa and landing permission
- Photocopy of both sides of the residence card
- \*\*Those who wish to live with their family
  - Documentation that shows the relationship to the applicant
    - \*If the documentation is written in a language other than Japanese or English, please attach a Japanese or English translation.
  - Photocopy of their family's passport – page of face photo, visa and landing permission
  - Photocopy of both sides of their family's residence card

The necessary forms are available via the link below:

<https://global.geidai.ac.jp/2023/01/tiec2023/#>

\*Please note that the university may request additional documents from the successful applicants who receive recommendation from the university.

\*The required documents for exchange students are different from other applicants. For more information, please email the International Affairs Division ([intl-tua@ml.geidai.ac.jp](mailto:intl-tua@ml.geidai.ac.jp)).

#### 8. Submission

All documents must be submitted by email to the International Affairs Division.  
[intl-tua@ml.geidai.ac.jp](mailto:intl-tua@ml.geidai.ac.jp)

\*Please set a password for the files to be sent via email.

#### 9. Selection results

The International Affairs Division will notify the selection results to the applicants.

**Priority selection criteria for application screening are as follows;**

- Those who can actively participate in various exchange events held by the TIEC Residence Halls.
- Those who have been living in Japan for less than 1 year.
- Those who are from countries, regions or universities that are less represented by the current residents.
- Those who are able to live in TIEC Residence Halls for a long-term period.

**Notes**

- Since applications must be made through the university, applicants cannot submit application documents directly to the TIEC.
- If there are any inquiries regarding this application, please contact the International Affairs Division at Tokyo University of the Arts. Please refrain from contacting TIEC directly.
- The rent, entrance Fee, utilities and basic telephone charges are incurred from the first day of the period of permitted residence. It is not possible to change the period of stay after the tenancy has been granted. (Even if the actual move-in date is after the first day of the period of occupation, the rent, entrance fee, utilities and basic telephone charges will accrue from the first day of the period of permitted residence.)
- If a move-in date is not the first day of a month and/or a move-out date is not the last day of a month, the rent for those months will be calculated on a pro-rata daily basis.
- The monthly payments of rent will be deducted from residents' Japanese bank accounts.
- If a bank deduction fails, the rent must be paid at a convenience store using a payment slip provided by TIEC.
- The key money and the rent for the first and last partial months of the residence must be paid at a convenience store using a payment slip provided by TIEC.
- If a rent is not paid for more than 3 months, the resident must move out of his/her room.
- If key money is not paid within 2 months of the moving-in date, the resident must move out of his/her room.
- If utilities are not paid for more than 3 months, the resident must move out of his/her room.
- The amounts of rent and key money are subject to change with prior notice.
- Any person who will live with the applicant is required to move in on the same day as the applicant. However, an exception may be made provided a request for delay has been submitted in advance. In that case, a delay of up to 1 month is allowed. If it is not possible to move in by the date indicated in the request, both the applicant and the person who will live with the applicant will lose eligibility as residents.
- The personal information provided in the relevant documents will only be used by the Japan Student Services Organization (JASSO), the TIEC management and administration contractor and the organization supporting the resident for the management and operation of the TIEC, and will not be used for any other purpose, except when legally required to do so. In addition, submitted application documents will not be returned.
- Prospective tenants can visit the model rooms (Buildings B and D only) by appointment in advance, every Wednesday at 14:00. For more information, see the JASSO Tokyo International Exchange Center (TIEC) website.

<https://www.jasso.go.jp/ryugaku/kyoten/tiec/residence/tour.html> (only in Japanese)