

# Tokyo University of the Arts Geishin Dormitory Application Guidelines (draft)

(Entry for April 2016)

## 1. Requirements for Applicants

- a) Students (undergraduate, postgraduate, research students, and special students, etc.) starting on April 1, 2017.
- b) Applicants must be students when they submit their entry application and will still be students on April 1, 2017.
  - \* If you are not sure whether you are eligible to apply, you can find out at the Student Affairs Division.
  - \* If you are a newly enrolled student and your enrollment has been canceled or your enrollment is not completed within the prescribed period, you will become ineligible to apply.
  - \* If your status as a student at the university becomes invalid, you will become ineligible to apply. Similarly, when/if you take a leave of absence, you will become ineligible to apply.
  - \* For overseas students (with a student visa) who do not have a cosigner, the university has a cosigner system available which provides support for overseas students in such cases. If you use the institution guarantee system, you must join the "Comprehensive Renter's Insurance for Foreign Students Studying in Japan" (insurance premium of 4,000 yen/year, renewed annually). If you do not join the insurance plan, you will become ineligible to apply. If you are not sure whether you are eligible to join the insurance plan, you can find out at the International Strategy Division International Exchange Section.  
Contact information for "Comprehensive Renter's Insurance for Foreign Students Studying in Japan": International Exchange Section, International Strategy Division - [pcdintl@ml.geidai.ac.jp](mailto:pcdintl@ml.geidai.ac.jp)  
Outline of the system: <http://www.jees.or.jp/crifs/index.htm>

## 2. Period for Moving in

- a) The period of residency begins from the day on which you receive permission to move in. In principle, you are entitled to stay while you are a student (undergraduate 4 years, Masters students 2 years, and PhD students 3 years). (This excludes any period when you are taking a leave of absence.
- b) If you proceed from undergraduate to a Masters degree, and/or from a Masters to PhD at our university, you can extend your period of residency.
- c) Regardless of the period of residency, the lease must be renewed at the end of business year. There is no extra admin fee for the renewal of the lease.

### 3. Application

Items required for the application.

1. Application form.
2. A copy of your student card (current students/if you already have one).
3. Confirmation letter or certificate of confirmation (newly enrolled students may submit these once they have been received).
4. A copy of your exam admission slip (those planning to sit an exam may submit this once it has been received).
5. A copy of your Masters degree exam admission slip (those planning to sit an exam may submit this once it has been received)
6. Proof of income from the cosigner (a copy of the previous year's tax certificate slip or tax return form).

\* If you are an overseas student using the cosigner system, you do not need to provide us with the above items.

### 4. Schedule between Applying and Moving in

	Application Period	Eligibility	Confirmation	The date you may sign your contract and move in	Note
1	Between October 19 and December 20, 2016	a) Masters students who passed the first exam. b) Students undertaking Special Soloist Program (SSP) who passed their exam.	Between December 21 and 26, 2016	From March 27, 2017 (Subject to change) *1	
2	Between February 20 and March 10, 2017	Students from other universities.	At any time	Same as above	Order of arrival
3	Between February 17 and March 10, 2017	a) Masters students who passed the second exam. b) PhD students who passed their second semester exam.	March 11 and 12, 2017	Same as above	

4	Reservation system in which you can apply before you receive your exam result. Between January 10 and March 11, 2017	Newly enrolled students (those using the reservation system)	March 13, 2017	Same as above	
5	March 14 and 15, 2017	Newly enrolled students (those not using the reservation system)	March 16 2017	Same as above	Note: The number of students accepted depends on the number of students who confirmed their entry through the reservation system.
6	March 16 and 17, 2017	Research students who passed their exam	March 17 and 18, 2017	Same as above	Note: The number of students accepted depends on the number of students who have already confirmed their entry.

\*1 The rent for March is calculated by the day.

\* All students must attend the orientation planned to be held late March

\* If you are an overseas student (with a student visa) who wishes to use the cosigner system and has received the confirmation letter, please proceed to apply to join "Comprehensive renters insurance for foreign students studying in Japan".

"Comprehensive renters insurance for foreign students studying in Japan" Information Desk: International Strategy Division International Exchange Section  
pcdintl@ml.geidai.ac.jp

## 5. Postal Address for Application Forms

Student Apartment General Information Center, Tokyo University of the Arts Geishin Dormitory

(Mainichi Comnet Co., Ltd. Tokyo Station Branch)

Toll-free number: 0120-952-473 (TEL 03-5204-8502) FAX: 03-5204-8503

4F Yaesu Ryumeikan Bldg., 1-3-22 Yaesu, Chūō-ku, Tokyo

\* You can only submit the form by faxing it to the above number or by coming in to the above office and submitting it in person.

You can download the application form from the website below.

<http://www.geidai.ac.jp/life/welfare/geishinryo>

If you are unable to download the form from the website, please call the toll-free number above.

## 6. Selection of Tenants

- a) We give priority to those who live far away from the university. We also have other criteria when selecting the tenants.
- b) When the number of applicants exceeds the limit, we select the tenants fairly based on the set criteria.

## 7. Property Overview

Structure/No. of floors	Reinforced concrete, 9 floors
No. of rooms	300 rooms
Address	3-12-30 Towa, Adachi-ku, Tokyo
Construction completed	February 2014
Room layout	Type A (280 rooms): Approx. 18 m <sup>2</sup> - Living space Type B (20 rooms): Approx. 29 m <sup>2</sup> - Living space + Soundproof room

\* For facilities etc., please have a look at the separate brochure.

## 8. Fees Necessary at the Time of Signing the Lease

At the time of signing the lease, you will be required to pay the rent (the first and second months' rent), the admin fee (one-time payment) and the fire insurance.

- If you are moving in the middle of a month, rent will be calculated by the day.
- The admin fee (Type A: 44,900 yen, Type B: 83,200 yen) is not refundable when you vacate the room.

The admin fee includes cleaning costs incurred when moving out of the dormitory.

- You will be required to join an insurance program prescribed by MAINICHI COMNET. The annual insurance fee is approximately 10,000 yen.

\* In principle, even if you already have fire insurance, you will be required to join an insurance program prescribed by MAINICHI COMNET in the case that the regulations (contents covered and amount of compensation) do not satisfy the criteria.

Example: Approximate amount required at the time of signing the lease

On March 27, if you are moving into a Type A room

Rent (7,241 yen (Rent for March: 5 days' rent calculated by the day) + 44,900 yen (Rent for April prepaid))

+ Admin fee (one-time payment) (44,900 yen) + the fire insurance (10,000 yen).

= 107,041 yen (Approximate amount required at the time of signing the lease)

## **9. Vacating the Room**

- a) You will be required to notify 3 months prior to the day on which you wish to move out if you are canceling the lease before it expires.
- b) At this dormitory, if you are moving out in March, you will be required to move out by March 20. Please keep this in mind if you are moving from our dormitory to a property managed by other real estate agents.

Example:

"I am moving into my new flat on April 1, after graduating, so I would like to move out on March 31" ⇒ You cannot stay at Geishin Dormitory until March 31. We need to be prepared (cleaning etc.) to welcome newly enrolled students. We would ask you to vacate the room by March 20.

## **10. Contact Details**

Student Apartment General Information Center, Tokyo University of the Arts Geishin Dormitory (Mainichi Comnet Co., Ltd. Tokyo Station Branch)

Toll-free number: 0120-952-473 (TEL 03-5204-8502) FAX: 03-5204-8503

E-mail: [sitemaster@maicom.co.jp](mailto:sitemaster@maicom.co.jp)

Our business hours are as follows. Please feel free to contact us.

From April to August: 9:00–17:30

From September to March: 9:00–19:00 (Open every day from October to March except for the New Year's holiday)