

# 1. Check the system on the website.

<https://www.u-tokyo.ac.jp/adm/inbound/en/life-housing-g.html>

# 2. Apply online.

<https://webform.adm.u-tokyo.ac.jp/Forms/1461639511/>



Please enter your data carefully.

If you don't know your name in *Katakana*, please leave the column blank.



# 3. International Student Welfare Team will let you know how to submit the documents.

UTokyo staff will inform you of the Receiving Folder's URL for PDF submission and the direction of uploading your documents to the folder. Be sure to upload as instructed.

# 4. Prepare required documents and Letter Pack(s).

Download the application forms from our HP and purchase 2 Letter Packs at a Lawson, a post office or a Co-op store.

Note: If you submit the documents in person at office, purchase just 1.

To check the documents you need, click [HERE](#).

## Ex.) Documents required for living alone

① Guarantee of Tenancy <https://www.u-tokyo.ac.jp/content/400133662.pdf>

Written example [Guarantee of Tenancy Sample.pdf](#)

<Student's Form>

<Landlord's Form>

(Front)

(Back)

(Front)

(Back)

The signature and seal of your real estate agency/landlord are to be placed here.

Fill out the “Guarantee of Tenancy” and bring it to your real estate agency / landlord together with the “Document for the Landlord or Real Estate Agency (東京大学留学生住宅機関保証制度のご案内[家主・不動産業者向け])”. Ask your real estate agency / landlord to read them and put their signature and seal on the back of the “Guarantee of Tenancy”. (2 copies)

※ Document for the Landlord or Real Estate Agency (東京大学留学生住宅機関保証制度のご案内[家主・不動産業者向け]) <https://www.u-tokyo.ac.jp/content/400165534.pdf>

② Copy of your Student ID



If you have not received your student ID, please submit a document such as a Certificate of Admission.  
 ※As soon as you get your student ID, please upload a copy of it to the "Receiving folder".

③ Copy of both sides of your residence card



Don't forget to copy the back side!

④ Copy of Contract



Please check if the name of the apartment, room number, lease term, address, rent, common service fee, etc. are properly written.

At this point, the contract does not need to be signed by the landlord, but it must be signed by the real estate agency.



⑤ Letter Pack (Light) [Blue: 430 yen] (For reply)



Fill in the return address.  
(home/ real estate agent) where you  
would like to receive the “Guarantee  
of Tenancy”.

Please leave this sender’s address blank.

⑥ Letter Pack (Light) [Blue: 430 yen] (For sending documents to the university)



Address and phone No. of our office:  
International Student Welfare Team,  
Student Scholarships and Welfare Group,  
The University of Tokyo,  
7-3-1 Hongo, Bunkyo-ku, Tokyo 113-8654  
Tel: 03-5841- 0264

Please fill in your address as  
a sender and phone number.



<Reference>

If you have someone living with you, please also prepare the following documents.

Ex.) Cohabitant is a friend or sibling (both have to be students of the University of Tokyo)

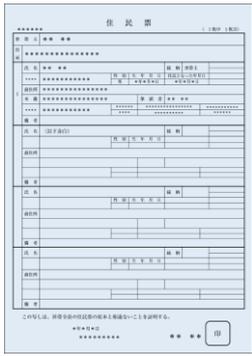
⑦ Written Oath [400138512.pdf](#)

Please submit one  
“Written Oath” per room.

All the students who live in the property  
should write their names in block letters as  
written on the residence card and put their  
signatures next to their names.

※ All cohabitants must apply online, submit the documents (①-③), and pay the insurance fee (4,000 yen / 8,000 yen). (Please submit the documents in the same Letter Pack.)

⑧ Necessary documents about your family or your prospective roommate(s).  
ex.) In case you live with your spouse



Copy of the Certificate of Residence with all family members listed

&



Copy of Spouse's Residence Card (front and back)

Please submit documents that can prove your family relationship.

OR

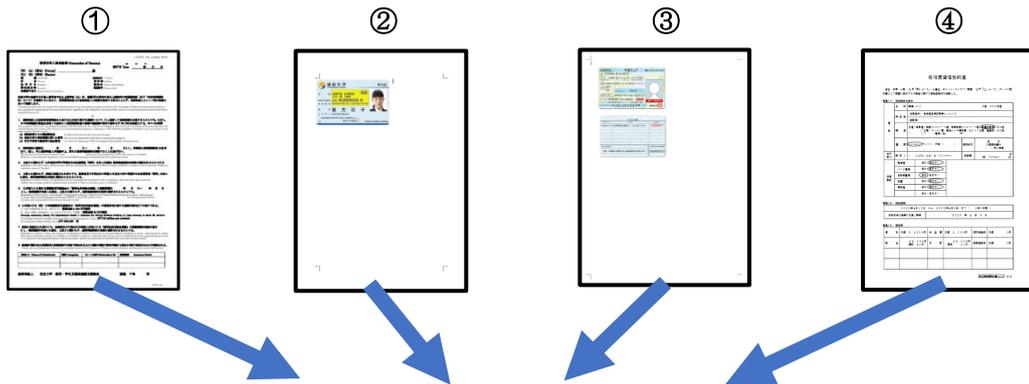


In case your spouse has not come to Japan yet...

Copy of marriage certificate

## 5. Convert documents to PDF and put them in a folder.

Make a new folder and put your name on the folder. Convert the required documents ①~④ (also ⑦ & ⑧ if applicable) to PDF and put them in the folder.



MORRISON AMY KOMABA

Be sure to write your name on the folder.



## 6. Upload the documents to the "Receiving Folder"



**Do not click here!**

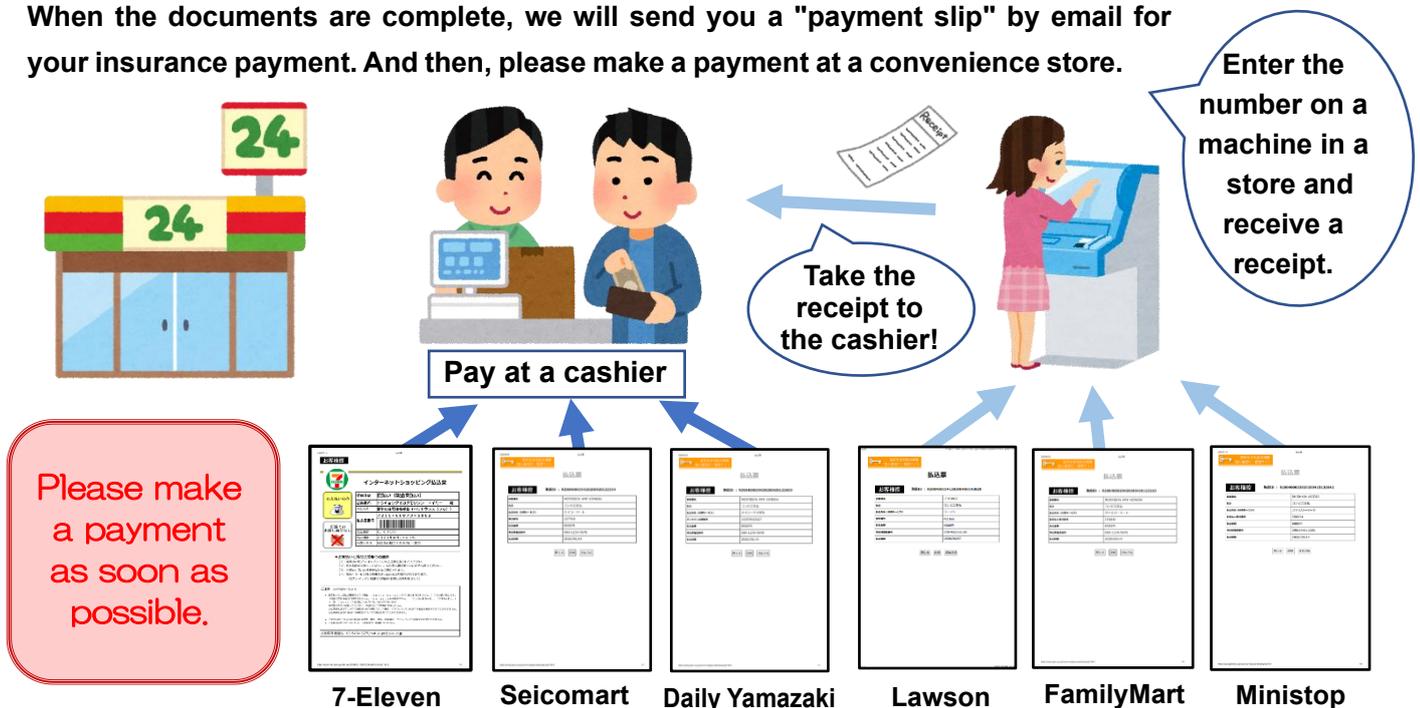
**Be sure to upload the folder by "Drag and Drop"!**

※ If you click here for uploading, only individual file or zip file can be uploaded, and you will not be able to upload your FOLDER!

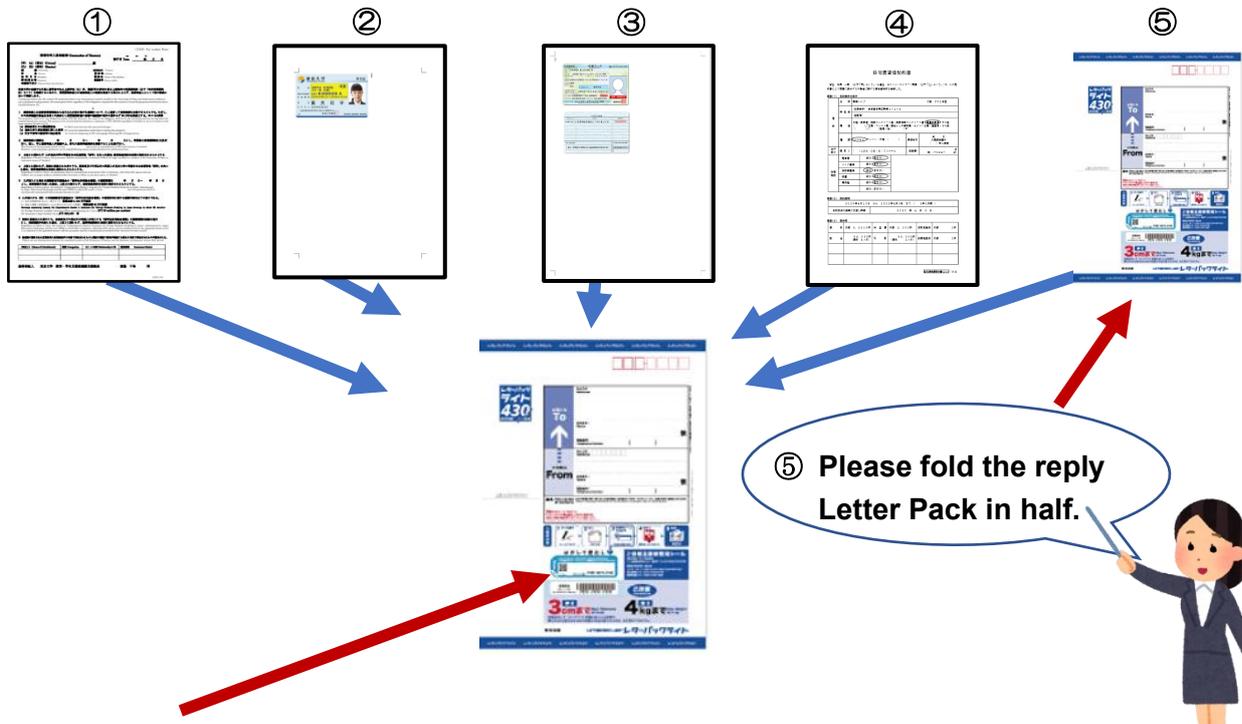
## 7. The International Student Welfare Team will contact you by email.

If you're told that your documents are incomplete, please correct them and upload again.

When the documents are complete, we will send you a "payment slip" by email for your insurance payment. And then, please make a payment at a convenience store.



## 8. Post the completed original document and the Letter Pack for our reply to the International Student Welfare Team



**Tracking Number**

- ① Please remove the sticker with the tracking number and keep it.
- ② Please drop the letter pack in a nearby post.
- ③ Please email to the International Student Welfare Team and inform them of your shipping details and tracking number.

**9. About one week after submitting the original documents, you will receive a Guarantee of Tenancy and Insurance Subscriber copy.**

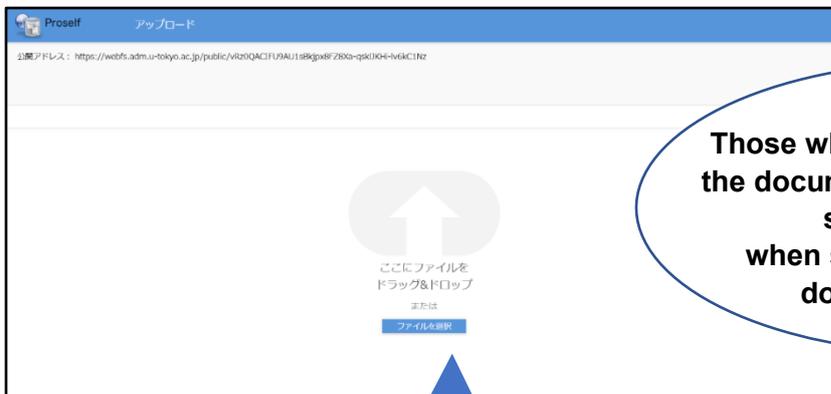


## 10. Finalize the rental contract.



## 11. Upload the final version of Guarantee of Tenancy and Contract

After the rental contract is completed, make a **PDF** of the completed version of the Guarantee of Tenancy and contract of the apartment, then upload them to the "Receiving Folder".



Those who have already completed the document with the signature and seal of the landlord when submitting the original do not need to submit.



① Guarantee of Tenancy (Final version)



MORRISON AMY KOMABA



④ Contract (Final version)

