

## Keio Housing Application for International Students

Keio University has off-campus dormitories for international students. If you are interested in staying in one of the Keio dormitories, read the following information carefully to apply. Please note that we cannot guarantee all of the applicants to be granted a room because the number of rooms is limited.

### **1. Application Eligibility**

- Eligibility is limited to international students who study and expected to study from this Fall Semester at Keio University and, in principle, holding a **“Student” Visa**.
- Students who are presently living in or applying for the JASSO dormitories or the company housing (*shain-ryo*) cannot apply EXCEPT students whose current lease of their aforementioned residence is about to expire.
- The current residents of the Keio dormitory and students who have lived in one of the Keio dormitories during the 2022 Fall Semester or 2023 Spring Semester are not eligible for application.

### **2. Dormitories with Vacancy**

We have some rooms available at the dormitories below.

- Shimoda Student Village
- Plume IS
- Omori Student Dormitory
- Tsunashima Student Dormitory
- Motosumiyoshi Residence
- Okurayama Dormitory (Period of residence is **“One-semester stay” only**)
- Hiyoshi International Dormitory
- Motosumiyoshi International Dormitory
- Tsunashima SST International Dormitory
- Takanawa International Dormitory

\*Further information about the dormitories can be viewed from the website below.

[https://www.ic.keio.ac.jp/en/life/housing/ryu\\_boshu.html](https://www.ic.keio.ac.jp/en/life/housing/ryu_boshu.html)

### **3. Housing check-in dates and times:**

**September 12 (Tue), 13 (Wed) or 14 (Thu), 2023**

**\*Only from 9:00 a.m. to 6:00 p.m.**

### **4. The Final Date of the Period of Your Residence:**

**February 29, 2024 or August 5, 2024**

**\*Choose a date from the above when you apply. You cannot change the date once you apply.**

**\*In accordance with the prescribed rules, if you register online one month in advance of your desired date, you may move out before the above “the final date of the period of your residence”.** More information will be provided in the housing orientation after you move in. (e.g. no moving out on weekends and holidays. One month’s notice of your moving out date on “Mypage” is mandatory.)

## 5. Application period

**From July 10, 10:00 a.m. to July 19, 2023, 10:00 a.m. (JST)**

\*The deadline cannot be changed under any circumstances. Exceptions will not be made even if you have computer problems.

## 6. Application method

Applicants for Keio housing must register online on the website below.

(1) Pre-Application:

- Go to <https://dormitory.ic.keio.ac.jp/en/user/login> and click **Register** to register your e-mail address and password.
- Confirmation e-mail will be sent to your registered e-mail address.
- Click the link sent to you in the confirmation e-mail, and **select your Status of Admission as “KOBO”**, then complete your User Profile, and click **Save**. Please note that you will not be able to submit housing application if you select other status.

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日本語 Log out

Keio University Dormitory System for International Students

Admissions Status(Choose 1 from the list below) Menu

Choose your admission status and enter the required information in the next page.

Exchange Students(KIP, JLP, Research, CEMS)
Privately Financed JLP Students
Faculty exchange
<b>KOBO</b>
R.A.

Make sure to select  
“KOBO”

For inquiries or information, contact the Keio Housing Coordinator [keio\\_dormitory\\_contact@info.keio.ac.jp](mailto:keio_dormitory_contact@info.keio.ac.jp)

Your data is only used for Keio University.

(2) After the application period starts:

- After logging in to Mypage, the application button will show up.
- Click that button and fill out the necessary information, then send a Housing Application form via “Mypage”.

**\* Please apply only once.**

\* If you wish to make any changes in your request after you have already sent an application, please email Keio Housing Coordinator immediately, including your full name and details of the changes.

\* Please kindly understand that if your selected dormitories have no vacancy, you may be assigned to a room that was not your choice.

**\* We do not accept extension of your selected stay period.**

## 7. Method/Schedule of notification

Application results will be sent out by e-mail on **July 31, 2023**. If you do not receive an email from the Housing Coordinator on **July 31**, please inform us immediately.

## 8. Notes

- When we are oversubscribed, there will be a draw. First priority will be given to freshman or students with no history of residence in one of the Keio dormitories.
- If we cannot confirm your (expected) enrollment at Keio University from September, 2023, we will void

your application.

- You cannot visit our accommodations/rooms before you are approved to move in. For further information on housing, please refer to the website.  
[https://www.ic.keio.ac.jp/en/life/housing/ryu\\_boshu.html](https://www.ic.keio.ac.jp/en/life/housing/ryu_boshu.html)
- You cannot request a particular room. All rooms will be assigned by Keio Housing Coordinator according to availability. You also cannot change your room once it is assigned. The room number will be informed when you move in.
- **Once you cancel, you cannot reapply.**
- If you wish to cancel your reserved accommodation, please inform us **as soon as possible by clicking “cancel” on your “Mypage” by August 8, 2023.**
- **After August 8, a cancellation fee of 50,000 yen will be charged.** If you wish to cancel after August 8, please contact us by E-mail. (keio\_dormitory\_contact@info.keio.ac.jp)

## **10. FAQ**

### **Q. How and when should I pay rent?**

**A.** In principle, the payment can be made by manual bank transfer or automatic bank transfer (Japanese bank account only). Credit card payment is NOT accepted.

More information will be provided in the housing orientation after you move in.

The first due date for the initial rent payment including the cleaning and maintenance fee (non-refundable) will be announced AFTER your residency begins. You do not have to pay the rent ahead of your residency or on the check-in.

Below is the rough estimate of the dormitory fee.

The amount will depend on which dormitory you are allocated and which day you enter the dorm.

For more details, please check the "Keio University Terms and Conditions of Use of Student Accommodation".

Cleaning and maintenance fee (non-refundable)		① JPY 20,000
Estimates of the check-in month's rent	Beginning of the month check-in	② JPY 50,000 ~ JPY73,000
	Towards the end of the month check-in	③ JPY 20,000 ~ JPY40,000
Monthly rent		④ JPY55,000 ~JPY79,100

#### **【Example】**

If your check-in date is toward the end of the month, your first month's payment will include cleaning and maintenance fee (non-refundable) (①), prorated rent for check-in month (③) and a full monthly rent for the month after (④).

### **Q. Is it possible to send luggage to the dormitory before I move in?**

**A.** No. We do not keep the luggage for you, so make sure to arrange your delivery after your arrival and receive them on your own. Your room number will be announced when you check in, so it is required to write your name and the dormitory address CLEARLY. We ask residents to set the delivery time as well because we do NOT keep your package in the dormitory.

### **Q. Can I change my allocated dormitory?**

**A.** No. Your allocated room cannot be changed to any other dormitories. Please understand that not every applicant has been accepted according to one's preferences. Some applicants have not even been assigned to any of the dormitories.

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Contact: Keio Housing Coordinator

E-MAIL: [keio\\_dormitory\\_contact@info.keio.ac.jp](mailto:keio_dormitory_contact@info.keio.ac.jp)

TEL: 045-564-6004 (overseas: +81-45-564-6004)

## ■Flow Chart of Application for University Housing

### (1) Before applying (Before the start of the application period)

Go to <https://dormitory.ic.keio.ac.jp/en/user/login> and click  to register your e-mail address and password.

Confirmation e-mail will be sent to your registered e-mail address.

Click the link sent to you in the confirmation e-mail, and select your Status of Admission as , then complete your User's Profile, and click .



### (2) Submitting the Housing Application form

**July 10, 10:00 a.m. ~ July 19, 2023, 10:00 a.m. (JST)**

After logging in to "Mypage", the application button will show up.

Click that button and fill out needed information, then send a Housing Application form via "Mypage".

If there are many applicants, there will be a draw. First priority will be given to freshman or students with no history of residence in one of the Keio dormitories.



### (3) Announcement of dormitory assignment (On July 31, 2023)

Keio Housing Coordinator will inform all the applicants by e-mail whether their applications are approved on July 31, 2023.

If you want to cancel your reserved accommodation, please inform us as soon as possible by clicking "cancel" on your "Mypage" by August 8, 2023.

**After August 8, 2023, a cancellation fee of 50,000 yen will be charged**



### (4) Registering your arrival details (Registration Deadline: August 23, 2023)

You must register your arrival details through "Mypage".

After registration, please check that you have received an auto-reply mail confirming your registration.

If you have not received it, you need to register again.

Check-in dates at the dormitories: September 12, 13 or 14, 2023

Check-in hours: Only from 9:00 a.m. - 6:00 p.m. (18:00)

In case of any changes in your registered arrival details, please inform us immediately by e-mail.

[keio\\_dormitory\\_contact@info.keio.ac.jp](mailto:keio_dormitory_contact@info.keio.ac.jp)

## Management of Personal Information

At Keio University, personal information is managed safely and appropriately in compliance with the university's "Basic Policy Concerning Protection of Personal Information" and "Rules to Protect Personal Information."

Any personal information such as the name and address listed on a residency application, on other paperwork submitted before move-in, or paperwork that is filed after a resident has moved into their facility will be used by relevant Keio University departments for the following purposes: (1) residency applications (processing applications, determining residential locations, and announcing results), (2) move-in procedures (3) procedures related to residential management such as ensuring a resident may be contacted to complete necessary paperwork or other items. Additionally, personal information data that have been statistically processed so that individuals remain completely anonymous will be used as survey and research material for accepting international students to the university.

Specific duties will be undertaken by contractors commissioned by Keio University (hereinafter "commissioned contractors") to perform the tasks outlined above. When outsourcing tasks, all or part of the personal information provided by applicants may be shared with commissioned contractors to the extent that it is necessary to carry out their duties.

Exceptions may be made to share personal information to with third parties in cases where there is a legal obligation to disclose information, or when it is deemed necessary to protect the life, physical wellbeing, property, or other rights and interests of the student or a third party and it is not possible to obtain the consent of the student in question.

Keio University will not provide personal information to a third party in any circumstances other than those described above.

Please consider these terms and conditions before consenting as you will hereby be deemed to agree with the above in undertaking all procedures.

•Keio University Basic Policy Concerning Protection of Personal Information and Rules to Protect Personal Information  
<https://www.keio.ac.jp/en/privacy-policy/>