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 Spring 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 academic year 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
- 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

3. Housing check-in dates and times:

March 22 (Wed) or 23 (Thu), 2023
*Only from 9:00 a.m. to 6:00 p.m.

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

August 4, 2023 or February 29, 2024

*Choose a date from the above when you apply. You cannot change the date once you apply.
*If an international student residing at the Okurayama Dormitory is a full-time student enrolled in a degree program at an undergraduate faculty or graduate school of the University, extensions to the period of stay may be permitted up to a maximum of two academic years from the move-in date.
*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 January 31, 10:00 a.m. to February 10, 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 <u>select your Status of Admission as "KOBO"</u>, then complete your User Profile, and click Save . Please note that you will not able to submit housing application if you select other status.

(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".

<u>* Please apply only once.</u>

* 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 no later than **February 22, 2023.** If you do not receive an email from the Housing Coordinator on **February 22**, 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 April, 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
- 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 March 1, 2023.**
- **After March 1, a cancellation fee of 50,000 yen will be charged. If you wish to cancel after March 1, please contact us by E-mail. (keio_dormitory_contact@info.keio.ac.jp)**

9. Special notes in response to COVID-19:

- **As of January 20, 2023, to prevent the further spread of the new coronavirus infection in Japan, before the application for landing, the vaccination statuses of COVID-19 will be required to fulfill the conditions of the Government of Japan for entering Japan.**

  Also, after 00:00 JST on January 12, 2023, the new measures apply to
  · all those who have stayed in China (excluding Hong Kong and Macau) within 7days of the arrival date.
  · all those who entering Japan via a direct flight from China and Macau (including Macau, excluding Hong Kong).

  Those are required to obtain a certificate Pre-departure Test and have an on-arrival Test.

- **Please refer to following websites for information on COVID-19 situation in Japan and instructions from Keio University.**
  - **Ministry of Justice Japan (Immigration Services Agency)**
    https://www.isa.go.jp/en/covid-19_index.html
  - **Ministry of Health, Labour and Welfare-About Coronavirus Disease 2019 (COVID-19)**
    https://www.mhlw.go.jp/stf/seisakunitsuite/bunya/0000164708_00079.html
  - **Narita Airport Notifications**
    https://www.narita-airport.jp/en/news/20200117
  - **Haneda Airport Notifications**
    https://tokyo-haneda.com/site_resource/information/pdf/000010935.pdf
  - **Keio University International Center**
    https://www.ic.keio.ac.jp/en/life/visa/new_entry_to_japan.html

- **You must follow the University's instruction in an emergency situation.**

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.

Contact: Keio Housing Coordinator
E-MAIL: 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 ☐ 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's Profile, and click ☐ Save.

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（2）Submitting the Housing Application form
January 31, 10:00 a.m. ～ February 10, 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.

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（3）Announcement of dormitory assignment (On February 22, 2023)

Keio Housing Coordinator will inform all the applicants by e-mail whether their applications are approved on February 22, 2023.

If you want to cancel your reserved accommodation, please inform us as soon as possible by clicking "cancel" on your "Mypage" by March 1, 2023.

After March 1, 2023, a cancellation fee of 50,000 yen will be charged

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（4）Registering your arrival details (Registration Deadline： March 2, 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: March 22 or 23, 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