

To prospective residents of the Tokyo International Exchange Center (TIEC):

Keio Application Procedures for the Tokyo International Exchange Center (TIEC)

To qualify for residency at the Tokyo International Exchange Center (TIEC) applicants must receive a recommendation from their university. In order to determine potential candidates, Keio University will conduct an internal selection process prior to recommending students for TIEC residency. Please read the TIEC application guidelines thoroughly and submit the necessary application documents by the Keio internal deadline.

Application Procedures for International students

1. Eligibility

Students planning to live in Keio University international student housing are not eligible for TIEC residency. Those who plan to move out of a Keio dormitory due to expiration of the term may apply.

2. Application schedule

- Internal Deadlines* *Internal deadlines are scheduled once every month.
(See separate document: "TIEC Internal Deadlines")*
- Internal Screening* *Keio will evaluate the documents submitted by applicants.
If deemed necessary, applicants may be asked to revise their application.*

*Please submit your application documents to the university by the Keio internal deadline.

*The Housing Coordinator will submit applications to TIEC on behalf of the applicant by their stated deadline. Note that the TIEC deadline differs from the internal deadline.

*While the TIEC Application Guidelines list two application deadlines per month, the Keio internal deadlines are only once a month. Only in the months of February and July does Keio offer two internal deadlines within the same month.

*If an applicant sends their documents to Keio University after the internal deadline or if there are incorrect or incomplete sections remaining on the application by the deadline, the university will not submit the application to TIEC until the next available deadline.

Where to submit application materials

Office of Facilities and Property Management
Graduate School Building 1F
Mita Campus

Please contact the Housing Coordinator for further instructions on how to submit the application.

Keio University Housing Coordinator

Office of Facilities and Property Management

Email: keio_dormitory@info.keio.ac.jp

Tel.: 03-5427-1615

Fax: 03-5427-1305