

## Internal Procedures for Application for Tokyo International Exchange Center (TIEC)

In order to apply for residence at TIEC, you must be recommended by Keio University. Please check TIEC's website and the following internal procedures before submitting your application documents to the university by the internal deadline.

### **Internal Application Procedures for International students**

#### **1. Necessary documents and how to submit**

Make an inquiry to the Keio Housing Coordinator at [keio\\_dormitory@info.keio.ac.jp](mailto:keio_dormitory@info.keio.ac.jp).

#### **2. Application schedule**

Internal Deadlines: **There is an internal deadline or two each month. See “[TIEC Internal Deadlines](#).”**

Internal Screening: Keio will screen the documents and conduct an interview if necessary.

The Housing Coordinator will submit the applications to TIEC by its deadline on behalf of the applicants recommended by the university.

#### **3. Notes**

- \* It is not possible to apply together with Keio student dormitories.
- \* The desired period of residence is up to one year (renewable annually).
- \* If the final month of the desired period of residence is March, August, or September, you may not write dates between 26 and 31 on the final day. (e.g., ○March 20, ×March 27)
- \* While the TIEC Application Guidelines list two application deadlines per month, the Keio internal deadlines are only once a month (except for the months of February and July when Keio has two deadlines).

<<Contact Information>>

Keio University Housing Coordinator  
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