

Housing Rent Joint Guarantor System

— For Students in the School of Science, Tohoku University —

With this system, Tohoku University can be an institutional guarantor of the apartment lease contract. To apply for the system, the students must buy an insurance "Comprehensive Renter's Insurance for International Students" (Renter's Insurance).

It takes about two weeks to complete the whole procedure. It is advisable to start the procedure about one month prior to your preferable moving-in period.

Decide on an apartment *One and half months prior to your desirable moving-in date

Application forms are available at the DiRECT or the Student Support Section.

Prepare application documents *One month prior to your desirable moving-in date

1. Application Form (Form 1)

- Obtain consent from your supervisor (or class teacher) and then write his/her name on the form.

*International Support Center sends an email to the supervisor (or class teacher) to confirm your application.

2. Contract Paper: 2 sets (Form 2 (1) & Form 2 (2))

- Need to be used in the designated format provided by Tohoku University!
- The contract papers should be filled out by the agent/landlord.

3. Letter of Agreement (Form 3)

4. Budget Estimation Sheet (Form 4) + Item proving income

- [MEXT Scholarship Students] → No required to submit any proof, but put your MEXT ID number instead
- [JASSO Scholarship Recipients] → Copy of your bank balance
- [Other Scholarship Recipients] → Acceptance Letter + Copy of your bank balance
- [Others] → Copy of your bank balance (see the second page of Form 4)

5. Invoice Request for Housing Rent Joint Guarantor System (Renter's Insurance) [*]

*When you need an urgent application request, you may submit the invoice request to the DiRECT in advance.

📌 NOTE:

- Those are very important documents and you need to handle them with care. When making corrections, please cross out the mistake with two lines and put a seal (*hanko*) or signature next to the crossed-out part.
- When living with your spouse, submitting a marriage certificate is required.
- When living with TU international student, the student also needs to apply for the system.
Reference <https://www.sci.tohoku.ac.jp/direct/english/international/guarantor-program.html>

Send the documents from 1 to 5 to the DiRECT by email [direct@mail.sci.tohoku.ac.jp]

Pay the renter's insurance fee by the payment slip issued by the DiRECT

Insurance Fee
2 years ¥8,000
1 year ¥4,000

Submit original documents & a copy of the renter's insurance payment receipt to the DiRECT

Have an online interview conducted by the International Support Center

[About one week after the interview]

Receive a copy of the renter's insurance record via email from the DiRECT

Visit the agent/landlord and receive the contract papers mailed from the university

The university becomes your guarantor. You are all set!