

Tohoku University Housing Joint Guarantor System

-The Tohoku University Association of International Student Support (TUAISS) acts as a joint guarantor when international students make housing contracts!-

Who is eligible to apply ?

Applicants should be students registered at Tohoku University and

- obtain the consent of their academic advisor in advance.
- be able to make monthly rent payments on time
- promise to follow the rules for living in the apartment.



When do I need to perform the procedures ?

- When moving in
- When moving out
- When renewing the contract
- When Comprehensive Renter's Insurance for international students" Ryuhosho" (Comprehensive Renter's Insurance) expires
- When leaving Tohoku University (graduation, withdrawal, etc.)

-Important notes on applying for the TU housing joint guarantor system -

1. Eligibility is limited to the apartments that use "Tohoku university's Apartment Contract form".
2. Choose the move-in date carefully since it takes about one month to complete all application procedures.
3. Only your spouse, children, or other international students from Tohoku University are eligible to share the room with you.

-How to proceed with the application procedure-

1. Get the documents for the application procedures ***one and a half months before the date on which you want to move in***

Please go to the Educational Affairs Section or International Affairs Section of your department to pick up the necessary application documents.

2. Prepare the documents and make the payment for Comprehensive Renter's Insurance

Please ask at your department office if you have any questions about how to fill in the documents.

You can make the payment for Comprehensive Renter's Insurance at a convenience store or post office.

<List of necessary documents>

Application Form (Form No.1)	1
Apartment Contract (Form No.2(1), (2))	2
Letter of Agreement (Form No.3)	1
Budget Estimation Sheet (Form No.4) and documents certifying adequate income stated in Form No.4	1
Copy of the payment receipt for Comprehensive Renters' Insurance	1
(If you have a spouse) Copy of marriage certificate	1

<For international students who want to share the room>

Application Form (Form No.1)	1
Letter of Agreement (Form No.3)	1
Budget Estimation Sheet (Form No.4) and documents certifying the income stated in Form No.4	1
List of Tenants (Form No.7)	1
Copy of the payment receipt for Comprehensive Renters' Insurance	1

3. Submit the documents ***one month before the date on which you want to move in***

Submit the necessary documents shown above in 3. under "List of necessary documents" to your department office.

4. Wait for TUAISS to contact you

If there are no errors in the documents, TUAISS (International Support Center) will contact you by e-mail to arrange an online interview.

5. Attend the interview (on Skype)

The interview aims to confirm whether you can follow the rules for living in the apartment.

If you have any questions or concerns about moving in to the apartment, please feel free to discuss them at the interview.

6. Receive the documents at your department office.

After receiving the notice, please go to the department office and receive two copies of the Apartment Contract and a customer's copy of the Comprehensive Renters' Insurance form.

7. Submit the Apartment Contract to the landlord

Submit one copy of the Apartment Contract to the landlord as soon as possible. Please make sure to keep your copy of the Apartment Contract and customer's copy of the Comprehensive Renters' Insurance form.

【Contact】

Tohoku University Association of International Student Support (TUAISS)

(International Support Center)

Tel : 022-795-3773 E-mail : search-housing@grp.tohoku.ac.jp

