

Tokyo International Exchange Center Housing Information for International Students

For international students, application is now open for Tokyo International Exchange Center (TIEC) provided by Japan Student Services Organization (JASSO) as follows. After nomination by Meiji University, residents will be officially decided through the paper screening by JASSO.

1. **Location:** Tokyo Academic Park, 2-2-1 Aomi, Koto-ku, Tokyo 135-8630 Japan
2. **Access:** 3 minutes walk from "Tokyo International Cruise Terminal" station on "Yurikamome" line
15 minutes walk from "Tokyo Teleport" station on "Rinkai" line

3. Qualifications:

Students who are able to commute to University from TIEC and those students who meet the following criteria;

- (1) Students who have the visa status of "College Student"
- (2) Capable international students who are in Graduate School (including research students who have already accepted unconditional offer of study from University), aren't attending beyond the term of study (in this case, military service is excluded).

*In each case, however, only those who are expected to meet the criteria and have evidence documents from expected university can apply for TIEC. The period of residence will be permitted from 30 days before becoming students of Meiji University.

4. Available Rooms:

- (1) Single Room in Hall A and B: For applicant only
- (2) Couple room / Family room in Hall C and D: For applicant, his/ her spouse and their children.*Other relatives are not permitted to move in. (Only one pre-school child is allowed to move into Hall C.)
- (3) Couple room in Hall C and Family room in Hall D are for the applicant and his/her spouse, or applicant, his/her spouse and their children. Also they are required to live at all times.
- (4) No one is allowed to stay in the accommodation without permission (even relatives or friends).

5. Application process and Required Documents:

One application is to be completed per person. Applying with inmate's name or applying for plural rooms is strictly prohibited.

- (1) Tokyo International Exchange Center Application (University Form, for international students)
- (2) Application for Tokyo International Exchange Center (JASSO Form 1-1)
- (3) The proposal for implementation / participation of exchange activities at TIEC (JASSO Form 3)
- (4) Application for Tokyo International Exchange Center (JASSO Form 14-1)
- (5) Document which can proof your reside period (Photocopy of your student ID card or Admission Letter)
- (6) Certificate of Enrollment (you can issue it with a certificate issuing machine at each campuses)
- (7) Photocopy of passport (including photo and landing permit pages, both applicant and his/ her family)
- (8) [Exclude first coming] Photocopy of Resident Card (both sides, both applicant and his/ her family)
- (9) Documents proving your date of entry permission (Passport or Resident Card with "Entrance Permission", applicant only)
- (10) [Inmate] Official document certifying the family relationship with applicant
Required document: a copy of one's family register or a resident's card (issued within 3 months)

*If these documents are written in other languages than Japanese or English, its translation with your signature and seal also needs to be submitted. A staff will fill in signature and stamp on it after the confirmation.

(11) [If the inmate is not Japanese]

- ① Photocopy of passport (including photo and landing permit pages)
- ② Photocopy of Resident Card (both sides)

*If these documents are written in other languages than Japanese and English, its translation with your signature and seal also needs to be submitted. A staff will fill in signature and stamp on it after confirming.

Please download the application forms (1) ~ (4) listed above from the website. (Not available at the International Student Office)

6. Submission Due Date and Result announcement schedule: Please note that the application period may be closed after the rooms of TIEC are fully booked.

Submission Due Date at the university	Date of submission to TIEC (Univ→TIEC)	Result announcement from TIEC	Move-in Date (First day)
January 24, 2025	January 31, 2025	February 17, 2025	March 1 - 31, 2025
February 7, 2025	February 17, 2025	March 3, 2025	April 1 - 30, 2025
February 21, 2025	March 3, 2025	March 17, 2025	
March 7, 2025	March 17, 2025	April 1, 2025	May 1 - 31, 2025
March 24, 2025	April 1, 2025	April 15, 2025	
April 7, 2025	April 15, 2025	April 30, 2025	June 1 - 30, 2025
April 22, 2025	April 30, 2025	May 15, 2025	
May 7, 2025	May 15, 2025	May 30, 2025	July 1 - 31, 2025
May 22, 2025	May 30, 2025	June 16, 2025	
June 6, 2025	June 16, 2025	July 1, 2025	August 1 - 31, 2025
June 23, 2025	July 1, 2025	July 16, 2025	
July 8, 2025	July 16, 2025	August 1, 2025	September 1 - 30, 2025
July 24, 2025	August 1, 2025	August 15, 2025	
August 4, 2025	August 15, 2025	September 2, 2025	October 1 - 31, 2025
August 25, 2025	September 2, 2025	September 17, 2025	
September 9, 2025	September 17, 2025	October 1, 2025	November 1 - 30, 2025
September 22, 2025	October 1, 2025	October 15, 2025	
October 7, 2025	October 15, 2025	November 4, 2025	December 1 - 27, 2025
October 24, 2025	November 4, 2025	November 17, 2025	
November 7, 2025	November 17, 2025	December 2, 2025	January 6 - 31, 2026
November 21, 2025	December 2, 2025	December 16, 2025	
December 8, 2025	December 16, 2025	January 6, 2026	February 1 - 28, 2026
December 19, 2025	January 6, 2026	January 15, 2026	

7. Application process and Result announcement:

After nomination by the university, the candidates will be screened based on the following criteria by JASSO. The final result will be announced from the university.

- (1) Those who can proactively participate in various international exchange events organized by TIEC
- (2) Those who came to Japan within one year will be prioritized.
- (3) Candidates' nationality may be considered in order to welcome as various nationalities as possible.
- (4) Candidates' university may be considered in order to welcome as various universities as possible.
- (5) Expected long-term residents may be prioritized.
- (6) Number of Japanese resident assistants at home university may be considered
- (7) Students receiving education by the government policies, etc. may be prioritized.

8. Move in Requirements:

- (1) The period will be within the term of study, or less than three years. Also, if the candidate had moved in TIEC before, previous years will be included in three years. For Couple room and Family room in Hall C and D, their inmates' previous moving in years is included, too. (the longer one will be adopted)
- (2) Permission for moving in and extending the term:
Permission for moving in and extending the term limit will be one year, renewing per one year. However, students whose period of residence is end of March, August, September, students need to leave TIEC by 25th of each month.
To extending the term, the participating record for events and living attitude in TIEC will be considered.

- (3) Cost required:

A) Room rent

Type	Single room in Hall A	Single room in Hall B	Couple room in Hall C	Family room in Hall D
International Student	35,000yen/Month	52,000yen/Month	74,500yen/Month	86,500yen/Month

B) Cost for entering

The same amount of money as one month's rent (at the time of moving-in, non-refundable)

C) Others

The actual cost of utilities will be directly charged to the residents.

*Fees may change with a previous notice.

- (4) Time of moving in for inmates [For Couple room and Family room in Hall C and D]

Residents are required to move in with their inmates at the same time. However, if there are some inevitable reasons, inmates may be allowed to move in later (about less than one month) only if they propose beforehand. (In this case the term won't be changed from the residence permission.) If the inmate couldn't move in until the date they proposed, both applicant and inmate would lose their qualification for moving in.

- (5) Submission of the pledge and enrollment confirmation

Students who have been accepted to move into TIEC must submit a written pledge in the form prescribed by the office. If you do not comply with the terms of the pledge, your eligibility will be revoked. Students residing in TIEC are required to sign the enrollment confirmation book at International Student Office once a month. When signing, you need to show a document which can prove that you are paying the rent.

9. Where to submit Documents:

Applicants can submit the application documents at the international student office of each campuses as follows;

- **Surugadai Campus International Student Office** (Global Front, 2F)
Monday - Friday 9:00 – 17:00 (Closed 11:30 -12:30), Saturday 9:00 - 12:30
- **Izumi Campus International Student Office** (Building 1, 1F)
Monday - Friday 9:00 – 17:00 (Closed 11:30 – 12:30)
- **Ikuta Campus International Student Office** (Central Building, 1F)
Monday - Friday 9:00 – 17:00 (Closed 11:30 – 12:30)
- **Nakano Campus Nakano Research and Educational Support Office**
(Low - Rise Wing, 3F, No.4 Window)
Monday - Friday 9:00 – 17:30* (Closed 11:30 – 12:30), Saturday 9:00 – 12:30
*Office close 17:00 on days when there is no classes.
Closing time to be varied during the vacation period.
Please check the website before you come to the office.

If you wish to mail the application documents due to the restrictions on entry to the campuses, please contact by phone or email before you mail the documents attention to the following.

Atten; Person in charge of TIEC, International Student Office, Meiji University,

Add; Global Front 2F, 1-1 Kanda Surugadai, Chiyoda-ku, Tokyo, 101-8301, JAPAN

For Inquiry :
International Student Office
Charge of Housing
Tel : 03 – 3296 – 4488
Email: isupport@meiji.ac.jp