

# Tokyo University of the Arts Geishin Dormitory Application Guidelines

(Entry for April 2024)

## 1. Requirements for Applicants

- a) Students (undergraduate, postgraduate, research students, and special students, etc.) starting on April 1, 2024.
- b) Applicants must be students when they submit their application and will still be students on April 1, 2024.

\* If you are not sure whether you are eligible to apply, please contact the Student Affairs Division.

\* If you are a newly enrolled student, your enrollment procedures have been canceled or your enrollment is not completed within the prescribed period, you will become ineligible to apply.

\* If your status as a student at the university becomes invalid, you will become ineligible to apply. Similarly, when/if you take a leave of absence, you will become ineligible to apply.

\* If you are an international student (whose status of residence is "Student") and have no cosigner, there is a system available that allows the university to be your cosigner (institution guarantee system). If you use this institution guarantee system, you need to join the "Comprehensive Renter's Insurance for Foreign Students Studying in Japan" (Annual insurance premium: JPY 4,000, renewed annually). If you do not join this system, you will lose your right to live in the dormitory. If you are not sure whether you are eligible to join the system, please contact the Student Affairs Division.

Contact information for the system: The Student Affairs Division  
ryugakusei@ml.geidai.ac.jp

Outline of the system: <http://www.jees.or.jp/crifs/index.htm>

## 2. Term of residence

- a) The term of residence begins from the day on which you are approved to move in.  
In general, you are entitled to stay while you are a student (Undergraduate, Masters, Doctoral student). \*This excludes any period when you are taking a leave of absence.
- b) If you proceed from undergraduate to a Masters degree, and/or from a Masters to PhD etc., at the university, you can extend your term of residence to the date of completion of the course you proceed.
- c) Regardless of the term of residence, the contract must be renewed at the end of each fiscal year. There is no extra admin fee for the renewal.

### 3. Application

Documents required for the application.

1. Application form
2. A copy of your student ID (for current students/only if you already have one).
3. A copy of your graduate school entrance examination voucher (for prospective examine/ can be submitted as soon as you receive it)
4. A copy of Letter of Admission or Certificate of Acceptance (for new students / can be submitted as soon as it is issued)
5. Proof of income of cosigner (a copy of withholding slip for the last year or a copy of tax return)

\* This does not apply to international students who use the institution guarantee system.

### 4. Schedule between Applying and Moving in

	Application Period	Eligibility	Result Notification	Contract start and move-in date	Note
1	Between December 1 and December 20, 2023	a) Masters students who passed the period 1 exam. b) Students undertaking Special Soloist Program (SSP) who passed their exam.	On or after January 15, 2024 at any time	On or after March 27, 2024 (Subject to change) *1	
2	Between February 21 and March 4, 2024	a) Masters students who passed the period 2 exam. b) Students who have passed the Graduate School's doctoral exam.	March 13, 2024	Same as above	
3	Between January 5 and March 4, 2024	Newly enrolled students (those using the reservation system)	March 16, 2024	Same as above	
4	Between March 14 and March 15, 2024	Newly enrolled students (those not using the reservation system)	On or after March 17, 2024 at any time	Same as above	Note: Depending on the number of applicants who are accepted into the reservation system, there is a possibility that the application may not be opened.
5	Between March 16 and March 17, 2024	Research students who passed the exam	On or after March 18, 2024 at any time	Same as above	Note: Depending on the number of residents moving into the dormitory, there is a possibility that the application may not be opened.

- \*1 The rent for March is calculated on daily basis.
- \* We will hold an orientation on March 27, 28 and 29, so please make sure to attend one of them.
- \* International students (whose status of residence is "Student") who use the institution guarantee system and who received a Notification of Acceptance of dormitory, are required to join in the "Comprehensive Renter's Insurance for Foreign Students Studying in Japan".

"Comprehensive renters insurance for foreign students studying in Japan" Information Desk: Student Affairs Division [ryugakusei@ml.geidai.ac.jp](mailto:ryugakusei@ml.geidai.ac.jp)

## 5. Where to submit the application documents

Student Apartment General Information Center, Tokyo University of the Arts Geishin Dormitory (Mainichi Comnet Co., Ltd. Tokyo Ekimae Center)

Toll-free number: 0120-423-214 (TEL 03-5204-8501/+81-3-5204-8501)

FAX: 03-5204-8503

4F Yaesu Ryumeikan Bldg., 1-3-22 Yaesu, Chūō-ku, Tokyo

\*Submission is limited to acceptance by fax or by e-mail to the person in charge of.

You can download the application form from the following URL

<https://www.geidai.ac.jp/life/welfare/geishinryo>

If you are unable to download the form, please feel free to call us at our toll-free number above.

## 6. Selection of Residents

- a) We give priority to those who live far away from the university. In addition, selection will be based on other selection criteria specified by the university.
- b) When the number of applicants exceeds the limit, we select the residents fairly based on the selection criteria.

※Students who are not accepted to move in are also supported by Mainichi Comnet Co., Ltd. Please check the website below to have more information.

<https://www.gakuman-tokyo.com/tokyo/estate/2301005419>

## 7. Property Overview

For more information about facilities and actual photos, please check the following Geishin dormitory's website.

<https://www.gakuman-tokyo.com/tokyo/estate/2301005419>

Structure/No. of floors	Reinforced concrete, 9 floors
No. of rooms	300 rooms
Address	3-12-30 Towa, Adachi-ku, Tokyo
Construction completed	February 2014
Room layout	Type A (280 rooms): Approx. 18 m <sup>2</sup> - Living space Type B (20 rooms): Approx. 29 m <sup>2</sup> - Living space + Soundproof room

## 8. The fees required at the time of the contract

At the time of the contract, you will be required to pay the rent (the first and second months' rent), the admin fee (one-time payment) and the fire insurance.

- If you are moving in the middle of a month, the rent for the month you move in will be calculated on daily basis.
- The admin fee (Type A: JPY 45,900, Type B: JPY 84,200) is not refundable when you move out. The admin fee includes cleaning costs incurred when moving out of the dormitory. You will be required to join a fire insurance prescribed by Mainichi Comnet Co., Ltd. The annual insurance premium is approximately JPY 10,000.

\* Even if you already have fire insurance, you will be required to join an insurance program prescribed by Mainichi Comnet Co., Ltd. in the case that the regulations (contents covered and amount of compensation) do not satisfy the criteria.

Example: Approximate amount required at the time of the contract

In the case of moving into Type A room on March 27

Estimated total amount: JPY 109,203 (at the time of contract)

(Breakdown)

- JPY 7,403: Rent and Management fee for March: 5 days' rent calculated on daily basis
- JPY 45,900: Rent and Management fee for April prepaid
- JPY 44,900: Admin fee (one-time payment)
- JPY 10,000: Fire insurance

= JPY 109,203

## 9. When you move out

- a) You will be required to notify 3 months prior to the day on which you would like to move out if you are canceling the contract before it expires.
- b) At this dormitory, if you move out in March, you will be required to move out by March 20. Please keep this in mind if you are moving from the dormitory to a property managed by other real estate agents.

Example:

"I am moving into my new flat on April 1, after graduating, so I would like to move out on March 31" ⇒ You cannot stay at Geishin Dormitory until March 31. We need to prepare (cleaning etc.) to welcome newly residents. We would ask you to vacate the room by March 20.

## 10. Contact Details

Student Apartment General Information Center, Tokyo University of the Arts Geishin Dormitory

(Mainichi Comnet Co., Ltd. Tokyo Ekimae Center)

Toll-free number: 0120-423-280 (TEL 03-5204-8502/+81-3-5204-8502)

FAX: 03-5204-8503

E-mail: [sitemaster@maicom.co.jp](mailto:sitemaster@maicom.co.jp)

Our business hours are as follows. Please feel free to contact us.

10 AM-5PM