## The Checklist of Required Documentation (For international students)

Please confirm "Submitted Place", Submitted Documents, Notes, and then check the box ☑

<table>
<thead>
<tr>
<th>Submitted Place</th>
<th>Submitted Documents</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Landlord or Real Estate Agency</td>
<td>☑</td>
<td>Hand in the document to the agency etc. and ask them to read.</td>
</tr>
<tr>
<td>ISRSG (International Students and Researchers Support Group)</td>
<td>☑</td>
<td>Don’t forget to fill it out.</td>
</tr>
<tr>
<td>(When applying for guarantor)</td>
<td>☑</td>
<td>Submit a copy of all documents relating to the content of the contract.</td>
</tr>
<tr>
<td>ISRSG (After the conclusion of the contract)</td>
<td>☑</td>
<td>Bring a copy of the Apartment Tenancy Guarantee as soon as possible after receiving the complete Guarantee.</td>
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</tbody>
</table>

### Landlord or Real Estate Agency (During apartment hunting)

- The document for the landlord or real estate agency
- Two sheets of Guarantee of Tenancy
- Hand in the documents to the agency etc. and ask them to sign and seal the space at the bottom of the document.

### ISRSG

- Application for Guarantor
- Two sheets of Guarantee of Tenancy (must include agency’s sign and seal on the bottom)
- Hand in the document to the agency etc. and ask them to sign and seal the space at the bottom of the document.

### Proxy Application

- Letter of Proxy
- We accept proxy application only for unavoidable circumstances (e.g. the student is not in Japan yet). The substitute person has to be someone inside the University of Tokyo (student, staff, professor, secretary etc.).

### Students eligible to enroll into the University of Tokyo

- A copy of the lease contract (with the contract period and habitants name(s) on it)
- A copy of Student ID Card
- Students eligible to enroll into the University of Tokyo should submit a copy of the following documents:
  - Admission Permit or Acceptance Letter
  - Moushitatesho (from your professor)
- If you submit these documents instead of a copy of Student ID, you have to submit a copy of Student ID later.
  - Please ask us if the Admission Permit or the like is not issued.

### Students who do not have the above documents

- A copy of any one of the following documents which proves your status of residence:
  - 1 Residence Card (the front and back copy)
  - 2 Gaikokujin tooroku genpyoo kisai jikoo shoomeisho (a document that certifies you completed the alien registration process)
  - 3 Passport including a seal of the certificate of eligibility (College Student) attached by the immigration office in Airport
- If you are in the process of applying the status of residence "College Student", you can submit these documents. However, you have to submit the document 1-3 later.

### If you plan to live with your family:

- The document for proving family relationship
  - Family member’s Alien Registration Card, Marriage Certificate, or Birth Certificate etc.
- Submit your family member’s certificate which proves the relationship with you.

### Insurance premium receipt

- Comprehensive Renter’s Insurance for Foreign Students Studying in Japan
- It is not necessary to submit if you are a student who have already had the insurance
- Receive a reception number sheet at ISRSG to complete the payment at a nearby LAWSON. If you have already had the insurance, you do not have to pay this time.

### A copy of the Apartment Tenancy Guarantee

- Including landlord’s sign and seal
- Bring a copy of the Apartment Tenancy Guarantee as soon as possible after receiving the complete Guarantee.