

UNIVERSITY GUARANTOR SYSTEM

■ Eligibility Requirements

(1) Enrolled at the University of Tokyo as an undergraduate, graduate, or research student; also prospective students to be enrolled at the University of Tokyo

* Researchers, post-docs are NOT eligible for this system.

(2) Must have the status of residence of "College Student".

(3) Covered by the designated insurance. (Comprehensive Renters' Insurance for Foreign Students Studying in Japan)

(4) If you plan to share the accommodation with others, they should be a member of your family (spouse/children), or be international students who fulfill requirements

(1) – (3) above. Hence if you are going to share the accommodation with your siblings who are not UTokyo students, you are not eligible for this service.

Please consult your real estate agency and consider using a private guarantor company.

■ Application Procedure

STEP 1 – 【Preparation】

1. Check the website (<https://www.u-tokyo.ac.jp/adm/inbound/en/life-housing-g.html>) . Then, go to Online Application to fill in the form ([東京大学留学生住宅機関保証制度 \(連帯保証\) 依頼申請書 \(Application for University Guarantor\)](#)), and then submit.

→The URL of the "Receiving folder" for PDF submission is notified by reply email from the university.

2. Prepare the necessary documents for application.

1) Guarantee of Tenancy, 2) Copy of Student ID, 3) Copy of Residence Card (Front & Back), 4) Lease Contract, 5) Letter Pack Light as a reply envelope (Blue: 430 yen),

6) * Letter pack Light for sending documents to the university *6) is not necessary if you submit them in person at the office. *Letter Pack” is available at Lawson /post office.

*In case you share the room with someone else, please submit 7) Written Oath & 8) Necessary documents about roommate(s). For family members, 7) is not necessary.

3. After reading through and understanding the contents of the Guarantee of Tenancy and Letter of Consent, put your signature on the form.

4. Ask your real estate agency/landlord to read “Document for the Landlord or Real Estate Agency” and “Guarantee of Tenancy” on our website.

Please have them sign in the space at the bottom of the Letter of Consent, once they have read and given the consensus to the explanation.

STEP 2 – 【Draft Check】 Upload your application documents 1-4 (plus 7&8 if applicable) to the designated folder.

STEP 3 – 【Payment for Insurance premium】 Make a payment of the insurance premium at a convenience store using a payment slip sent by UTokyo.

STEP 4 – 【Submission of the Application Documents】 Post the application documents 1-4 (plus 7&8 if applicable) and Letter pack Light to the following address:

Address: International Student Welfare Team, Student Scholarships & Welfare Group, The University of Tokyo, 7-3-1 Hongo, Bunkyo-ku, Tokyo 113-8654 Tel : 03-5841-0264

MAP: [Hongo](#) (Faculty of Science Bldg. 1, East, Center for Global Education) Office Hours: 10:00-16:00 on weekdays

STEP 5 – 【Receipt of the Guarantee of Tenancy】 “The Guarantee of Tenancy” will be sent to you or real estate agency around one week after you submitted the documents.

STEP 6 – 【Submission of the Final Version of Lease Contract】 Upload a copy of final contract (and Guarantee of Tenancy, if necessary) to the online folder.