

Tohoku University International Students Support Association Housing Rent Joint Guarantor Program

★Application Procedures★

Application forms are distributed at the Student Affairs Section (*Kyomu-Gakari*), Faculty of Agriculture /Graduate School of Agricultural Science.



Prepare application documents.

List of necessary documents:

1. Application Form (Form No.1) - Obtain the consent of your academic advisor. (Your academic advisor's signature is needed on the form.)
2. Rental Agreement Form (Form No.2 (1), (2)) - Prepare 2 copies. (The forms should be filled by the agent/landlord.)
3. Letter of Agreement (Form No.3)
4. Budget Estimation Sheet (Form No.4) - Attach the photocopies of your bankbook (a page showing your name and account number and a page showing your recent bank transaction) or financial certificate.

Note : Do not use a whiteout to cover mistakes. Please cross out mistakes with two dark lines and put your seal on the lines or write your signature for its approval.



Submit the application documents to the Student Affairs Section.



On the next business day, go back to the Student Affairs Section to receive your payment number for "Comprehensive Renters' Insurance for Foreign Students Studying in Japan".

Note : If you choose to share an apartment or a house with other TU student, your roommate also needs to obtain "Comprehensive Renters' Insurance for Foreign Students Studying in Japan".



After transferring the insurance fee, submit the receipt from your transaction to the Student Affairs Section either by e-mail ([agr-kyom\[at\]grp.tohoku.ac.jp](mailto:agr-kyom[at]grp.tohoku.ac.jp)) or in person.



Have an interview with the International Support Centre.



Upon completion of all the necessary procedures, the International Students Support Association becomes the joint guarantor. The International Support Centre sends one copy of the Rental Agreement Form to the agent/landlord and returns another one to you.



Visit the Student Affairs Section and receive your Comprehensive Renters' Insurance Certificate. Please keep it in a safe place.

The application process takes some time, so you must apply at least one month before you plan to move in.