

# CALL FOR APPLICATION 1/5/2025 TOKYO INTERNATIONAL EXCHANGE CENTER (TIEC) <Nomination System 2025 >

## 1. Application Requirements (international students only):

- (1) Current graduate students with outstanding study record, who have student visa status, and can commute from the TIEC to campus.

Prospective students who are admitted by Science Tokyo are also eligible to apply. (they may move-in 30 days prior to the enrollment.) (Please submit a photocopy of acceptance letter with your application form.)

\* No qualification for those who are taking, or will take a leave of absence.

\* No qualification for those who have extended or extend their term of study.

- (2) Students who participate in exchange programs (graduate course level) held by Institute of Science Tokyo for more than 30 days. Those students who don't have student visa status are also eligible to apply.
- (3) Residence period is within 1 year (It is extendable up to 3 years if it is within the term of study and JASSO approves it). JASSO approves it after review about applicants' attendance to TIEC events, and their behavior while living in TIEC.

If the term of study is until August 2025, the residence period ends by August 25, 2025. If the term of study is until September 2025, the residence period ends by September 25, 2025. If the term of study is until March 2026, the residence period ends by March 25, 2026.

## 2. Document Required:

- (1) Application for Tokyo International Exchange Center (Form 1)  
([http://www.titech.ac.jp/enrolled/data/tiecfom1\\_1\\_1.xls](http://www.titech.ac.jp/enrolled/data/tiecfom1_1_1.xls))
- (2) The proposal for implementation / participation of exchange activities at TIEC (Form 3)  
(<http://www.titech.ac.jp/enrolled/data/tiecfom3.xls>)
- (3) Application for Tokyo International Exchange Center (Form 14-1)  
([https://www.titech.ac.jp/enrolled/pdf/tiecfom14\\_1\\_3.pdf](https://www.titech.ac.jp/enrolled/pdf/tiecfom14_1_3.pdf))
- (4) Pledge (<https://www.titech.ac.jp/enrolled/pdf/Pledge.pdf>)
- (5) A photocopy of Student ID card  
\*If you were a new student, you may submit the photocopy of the letter of acceptance or the admission permit, instead of Student ID card.
- (6) A photocopy of Passport (including housemates. \*pages of photo and visa.)
- (7) A photocopy of Residence card (including housemates \*both sides.)
- (8) (Only for applicants of Hall C or D) Certificate of Residence (住民票) issued within three months (for housemates) or official certificate shows relationship between you and your housemates, written in English or Japanese.

## 3. Application Procedures:

- 1) Download forms from Science Tokyo Website.  
([https://www.titech.ac.jp/english/enrolled/dormitories\\_and\\_accommodations/dormitories.html](https://www.titech.ac.jp/english/enrolled/dormitories_and_accommodations/dormitories.html))

- 2) Fill in and print out.
- 3) Put your photo on the printed document and sign it.

[If you are a new student overseas] Please ask your academic advisor to sign Form 1 on your behalf, and email scanned copy of Form14, Pledge, and other documents.

**[IMPORTANT]**

Before you sign the forms, please read carefully and confirm "Resident's Guide, General Information, Rules and Regulations" of TIEC as follows;

[https://www.jasso.go.jp/ryugaku/kyoten/tiec/residence/\\_icsFiles/afieldfile/2018/07/02/tiecguide\\_j\\_1.pdf](https://www.jasso.go.jp/ryugaku/kyoten/tiec/residence/_icsFiles/afieldfile/2018/07/02/tiecguide_j_1.pdf)

If you violate rules and regulations, you will be dismissed from TEIC.

- 4) Submit all required documents to the relevant department .  
For Science and Engineering, please submit to the Student Support Division at the Ookayama Campus. For Medical and Dental Sciences, please submit to the Student Support Division at the Yushima Campus.

\*Only successful applicants of screening by Science Tokyo will proceed to TIEC screening.

**4. Deadline for submission & Result:**

Science Tokyo Deadline	Result (*approx. date)	Desired Move-in Date
January 22, 2025	February 17, 2025	From March 1 to March 31, 2025
February 5, 2025	March 3, 2025	From April 1 to April 30, 2025
February 19, 2025	March 17, 2025	
March 6, 2025	April 1, 2025	From May 1 to May 31, 2025
March 21, 2025	April 15, 2025	
April 4, 2025	April 30, 2025	From June 1 to June 30, 2025
April 18, 2025	May 15, 2025	
May 2, 2025	May 30, 2025	From July 1 to July 31, 2025
May 21, 2025	June 16, 2025	
June 5, 2025	July 1, 2025	From August 1 to August 31, 2025
June 20, 2025	July 16, 2025	
July 7, 2025	August 1, 2025	From September 1 to September 30, 2025
July 23, 2025	August 15, 2025	
August 4, 2025	September 2, 2025	From October 1 to October 31, 2025
August 22, 2025	September 17, 2025	
September 5, 2025	October 1, 2025	From November 1 to November 30, 2025
September 19, 2025	October 15, 2025	
October 3, 2025	November 4, 2025	From December 1 to December 27, 2025
October 23, 2025	November 17, 2025	
November 6, 2025	December 2, 2025	From January 6 to January 31, 2026
November 20, 2025	December 16, 2025	
December 5, 2025	January 6, 2026	From February 1 to February 28, 2026
December 19, 2025	January 15, 2026	

## 5. Rooms and Rent:

(1) Vacancy: Please check the TIEC website.

(2) Housing Rent (per month):

Residence Hall A for singles: 35,000 yen

Residence Hall B for singles: 52,000 yen

Residence Hall C for couples: 74,500 yen

Residence Hall D for families: 86,500 yen

\*Rent will be prorated if you move in/out in mid-month.

\*Couples with one pre-school child may apply for Residence Hall C.

(3) Entrance Fee: One-month rent. (Non-refundable.)

(4) Others: Utilities and telephone charges.

\*All prices are subject to change with prior notice.

## 6. Move-in date of your housemates (required for residents of building C and D)

If you have any housemates and they are unable to move into TIEC with you for particular reason, you must give them a notice in advance.

### For further information

●Institute of Science Tokyo <https://www.isct.ac.jp/en/news>

●Tokyo International Exchange Center (TIEC)

<http://www.jasso.go.jp/en/kyoten/tiec/residence/index.html>