

# How to fill the Application Documents

## [Attention]

- Use a writing utensil which is difficult to erase such as a black or blue ballpoint pen .
- If we found out that the application contents have been falsified, permission may be revoked even after occupancy has been determined.

## 1 How to fill the front page of the application form

### ◀Example▶

<Profile of Liu Fei Yang >

He is a foreign student currently enrolled in a master's program on his own expense and he lives with his wife and a child.

Form No. 2 (Article 8(1)(i))

Application Form for Single/Family Room

May.10. 2022

To the Chairperson of Yokohama Association for International Communications and Exchanges

I would like to request permission to use a lodging room at the Yokohama International Student House.

I certify that if I receive permission, I will not violate any regulations and other rules, and will vacate the house upon returning the room to its original condition at the termination of the tenancy.



Signature: Liu Fei Yang

Age on May 1st, 2022

Notification of results will be dispatched around May.23. Fill out this space, if you want the notification to be dispatched to address other than the present one. As a rule, we do not send it overseas. In addition, if you ask your friend or someone to receive it, write his/her address, name, phone number.

Write down "From June 1st, 2022 to March 28th,

For those applying for a family room, give us information about your family who will live with you.

Name	Last name	劉	First name	飛 陽	Nationality	中国
	Japanese reading	リュウ	ヒ ヨウ	Gender	<input checked="" type="checkbox"/> Male <input type="checkbox"/> Female	
Date of birth	1996年7月25日 (25歳) <input type="checkbox"/> Own expense <input type="checkbox"/> Government-sponsored <input type="checkbox"/> Foreign government-sponsored					
Present address	(郵便番号231-0017) (電話番号045-123-4567) 横浜市中央区港町1-1-1-101					
Address to receive the notification	(Zip code ) (Phone number ) 同 上 (E-mailアドレス ○×▼@yish.or.jp )					
School, Department, Field of Study, Course, etc.	(School enrolled in from April)			Enrollment (or transfer)		
	横浜国際大学 University・Graduate School・Junior College・Technical School 修士 Department・Course 経済学 Field of Study・Graduate Course 2nd year			April, 2021 Scheduled graduation March, 2023		
(School currently enrolled in)						
横浜国際大学 University・Graduate School・Junior College・Technical School 修士 Department・Course 経済学 Field of Study・Graduate Course 1st year ・Research student						
Permitted period	From June 1st, 2022 to March 28th, 2023		Type of room	<input type="checkbox"/> Single room <input checked="" type="checkbox"/> Family room		
Name/s of user/s	Name	Gender	Age	Status of residence	Relationship to applicant	
	劉 飛 陽	男	25	留学Student	本人 self	
	陳 冬 梅	女	25	家族滞在 Dependent	配偶者 spouse	
	劉 莉 華	女	3	家族滞在 Dependent	子 child	
					子	
					子	

## 2 How to fill in the back page of the application form (Tuition, Income and Expenses (monthly), Current Residence)

### Income and Expenses

● Write your estimated average monthly income and expenses for the 2021 year (April 2021 to March 2022).

[Attention] Round down to the nearest hundred (Example ¥7,690 → ¥7,600)

### Tuition

● Write down the yearly school expenses actually paid for in section [A] in the 2021 school year. For those who have school expense exemptions, write down the amount after exemption. School expenses include tuition fee, cost of equipment and training costs but **they do not include enrollment fees.**

● For those applying for a family room and living with their spouse whose status of residence is "student," write down the total amount for the applicant and the spouse of the applicant in section [A].

Tuition Yearly amount paid [A] ¥332,000 [Tuition exemption None Total Partial ]  
 (Amount of [A] ÷ 12 months ≙ ¥27,600[B] (Monthly tuition))

[B] Write down the monthly amount of tuition.

Income and Expenses (monthly)	Income		Expenses	
	Scholarship	¥70,000	Rent (applicant's share)	¥55,000
Name of scholarship [ ]		Tuition (Amount from [B])	¥27,600	
Allowance	¥0	Food	¥26,000	
Income from part-time work	¥60,000	Utilities	¥7,000	
Assistance from housemate or guarantor, etc.	¥15,000	Transportation costs	¥8,000	
Other income	¥10,000	Other expenses	¥31,400	
Total	¥155,000	Total	¥155,000	

**Transportation costs**  
 ● Transportation costs required to attend school (If the applicant's spouse has transportation costs required to attend school, add these to the total amount).

Current residence  Private rental/apartment  Public lodging, university dormitory  Other dormitory Valid period Until June of 2022  
 Living with others such as relatives, home stay  Other residence ( )  
 2 rooms 6/4.5 tatami mat • m<sup>2</sup>  
 Kitchen (Private • Shared • N/A) Bath and shower (Private • Shared • N/A)  
 Toilet (Private • Shared)

**Income and expense totals**  
 ● The income and expense totals should be **the same**.

No. of times applying  1st time  2nd time  3rd time  4th time or more

Reason for application (economic situation, housing circumstances, motivation for international exchange etc)

**Other income** ● Savings, etc.

**Income from part-time work / Assistance from housemate or guarantor, etc.**  
 ● If the spouse living with the applicant for a family room has income from a part-time job, write down the total amount.

**Scholarship** ● Write down the scholarship amount and name received at the time of application.

## 3 Important points about "Recommendation Letter (Form No. 3)"

- Ask someone who knows you and your student life very well, such as supervising teacher of your seminars or classes or personnel in charge of foreign students, to fill out the recommendation letter. After that, receive the official seal of the university president (or department head, Academic Affairs Section chief, principal, etc.). Recommendations without the official seal are not valid.
- For those planning on starting school from April, receive recommendations from those such as head teachers at your current school.

## 4 Important points about the "International Exchange Activity Questionnaire"

- International students shall use the questionnaire for international students and resident assistants shall use the questionnaire for resident assistants and submit it.
- Please take a look at the separate **Introduction to International Exchange Projects ("International Exchange Activities," "Classes by International Students at Elementary and Junior High Schools in Yokohama" and "Cooperation with Projects in Yokohama")**. You will be requested to take part in these projects while you live in our house.

## 5 Important points about copies of your "Residence Card" and "Student Identification Card"

- Only international students shall submit these.
- Copy both sides of your Residence Card and your Student Identification Card, and adhere them to the designated sheets and submit them.