

# 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

August 25th, 2026

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 August 1st, 2026

|                                                  |                                                                                                                                                                                             |            |              |                                                                                      |
|--------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|--------------|--------------------------------------------------------------------------------------|
| Name                                             | Last name                                                                                                                                                                                   | First name | Nationality  | 中国                                                                                   |
|                                                  | 劉                                                                                                                                                                                           | 飛 陽        |              |                                                                                      |
| Japanese reading                                 | リュウ                                                                                                                                                                                         | ヒ ヨウ       | Gender       | <input checked="" type="checkbox"/> Male <input type="checkbox"/> Female             |
| Date of birth                                    | 2000年7月25日 (26歳) <input checked="" 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)<br>横浜市中区港町1-1-101                                                                                                                                         |            |              |                                                                                      |
| Address to receive the notification              | (Zip code) 同 (Phone number) 上 (E-mailアドレス O x ▼@yish.or.jp)                                                                                                                                 |            |              |                                                                                      |
| School, Department, Field of Study, Course, etc. | (School enrolled in from April)<br>横浜国際大学 University Graduate School Junior College Technical School<br>修士 Department Course<br>経済学 Field of Study Graduate Course 2nd year                 |            |              | Enrollment (or transfer)<br>April, 2026<br>Scheduled graduation<br>March, 2027       |
|                                                  | (School currently enrolled in)<br>横浜国際大学 University Graduate School Junior College Technical School<br>修士 Department Course<br>経済学 Field of Study Graduate Course 1st year Research student |            |              |                                                                                      |
| Permitted period                                 | From September 15th, 2026 to March 26th, 2027                                                                                                                                               |            | Type of room | <input type="checkbox"/> Single room <input checked="" type="checkbox"/> Family room |

The results of your move-in will be answered by e-mail. Please write your email address properly

Write down "From September 15th, 2026 to March 26th,

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

| Name/s of user/s | Name  | Gender | Age | Status of residence | Relationship to applicant |
|------------------|-------|--------|-----|---------------------|---------------------------|
|                  | 劉 飛 陽 | 男      | 26  | 留学Student           | 本人 self                   |
|                  | 陳 冬 梅 | 女      | 25  | 家族滞在<br>Dependent   | 配偶者 spouse                |
|                  | 劉 莉 華 | 女      | 3   | 家族滞在<br>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 2025year (April 2025 to March 2026).

**【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 2025 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)          |          |
|                               | Name of scholarship [ ]                      |          |                                   | ¥55,000  |
|                               | Allowance                                    | ¥0       | Tuition (Amount from <b>【B】</b> ) | ¥27,600  |
|                               | Income from part-time work                   | ¥60,000  | Food                              | ¥26,000  |
|                               | Assistance from housemate or guarantor, etc. | ¥15,000  | Utilities                         | ¥7,000   |
|                               | Other income                                 | ¥10,000  | Transportation costs              | ¥8,000   |
|                               |                                              |          | 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).

### Income and expense totals

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

Current residence ☒Private rental/apartment ☐Public lodging, university dormitory ☐Other dormitory Valid period Until August of 2025

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)

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.