

# Application for Saitama University International House

Office of International Affairs

December 25, 2017

Application for the Saitama University International House (I-House) for April 2018 is now available.

Applicant must fill in the application form, which is available on the Office of International Affairs website to download, and submit the soft copy along with other necessary documents to the Office of International Affairs by **January 31st, 2018**.

<http://en.saitama-u.ac.jp/>

**Period of Residence:** **April 1<sup>st</sup>, 2018 – August 24<sup>th</sup>, 2018**  
**or April 1<sup>st</sup>, 2018 – March 8<sup>th</sup>, 2019**

## I . How to apply

### 1. Necessary documents

- a) First residence applicants; **Form 1-1, Form A, and a copy of Student ID card or an Acceptance Letter from your faculty for the new students**
- b) Former residence applicants; **Form 1-1, Form A, Form B, and a copy of Student ID card or an Acceptance Letter from your faculty for new students**

\*1 In case the applicants wish to live in I-House with their family, they must submit an official document which proves that they are the member of the family.

\*2 Please fill in your relevant information as of April, 2018.

\*3 The applicants must write their full name as it appears on their passport, along with the writing of Katakana. In addition, for those who have their name in Chinese characters, must indicate them as well.

### 2. Screening Regulations

- a) Priority is given to the applicants who are the new students living in other countries before entering Saitama University.
- b) The applicants, who have already lived in Japan, are given priority if they are in the final academic year of their programs. Financial situations of the applicants may be considered.
- c) Although the applicants may have already lived in I-House for a total of one year, they can apply again when the academic status changes. However, priority will be lower than a) and b). Please also submit "Re-Application for Residence".
- d) Students who are repeating a year or temporarily absent from school are not allowed to apply.

## II . Room change

1. Necessary document .....**Form C**

2. A resident, who has been eligible to stay I-House until August 2018, can submit an application for a room change. However, changing to a room of the same type is not allowed.

## III . How to submit

Please submit the application form along with other necessary documents by email.

Office of International Affairs of Saitama University      Email: [ryugaku@gr.saitama-u.ac.jp](mailto:ryugaku@gr.saitama-u.ac.jp)

Please contact Office of International Affairs again in case you do not receive a reply in 2 days because your email may not be received.

## IV . Result of application

Result will be announced by **the middle of February, 2018** from Office of International Affairs.

## V . Notice

1. Since the number of rooms is limited, not all the students can get a room. Applicants cannot request to choose buildings or types of rooms.
2. Even though the room type is the same, the width and the layout are different in each building. Once the room is assigned, you cannot request any changes.
3. Rent and other charges are subject to change.
4. In case the applicants leave Saitama University, their permission of residence will be cancelled.
5. The extension of residence will not be permitted, due to the cleaning and renovation of the rooms for next residents.