

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

January 4th, 2025

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
January 1st,
2025

Notification of
results will be
dispatched around
February 6th. 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 April 1st,
2025 to March
28th, 2026"

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

Name	Last name	First name	Nationality	
	劉	飛 陽		中 国
Japanese reading	リュウ	ヒ ヨウ	Gender	<input checked="" type="checkbox"/> Male <input type="checkbox"/> Female
Date of birth	1998年7月25日 (26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 O×▼@yish.or.jp)			
School, Department, Field of Study, Course, etc.	(School enrolled in from April) 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			Enrollment (or transfer) April, 2024 Scheduled graduation March, 2026
	(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 April 1st, 2025 to March 28th, 2026		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	26	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 2024 year (April 2024 to March 2025).

[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 2024 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])	¥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).

Current residence ☒Private rental/apartment ☐Public lodging, university dormitory ☐Other dormitory Valid period Until March of 2025
☐Living with others such as relatives, home stay ☐Other residence ()
2 rooms 6/4.5 tatami mat・m²
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.

第2号様式（第8条第1項第1号）

単身室・家族室使用許可申請書

年 月 日

(申請先)

公益財団法人横浜市国際交流協会 理事長

横浜市国際学生会館の居室を利用したいので許可してください。
なお、使用が許可された場合は、条例その他の規定に違反しないこと及び
使用許可期間が満了する日に許可を受けた宿泊室を原状に復し、退館するこ
とを誓約します。

顔写真ちょう付
(3cm×2.5cmで、
最近6か月以内に
撮影したもの)

自署：_____

氏 名	氏	名	国籍	
(フリガナ)			性別	<input type="checkbox"/> 男 <input type="checkbox"/> 女
生年月日	年 月 日 (歳)	<input type="checkbox"/> 私費 <input type="checkbox"/> 国費 <input type="checkbox"/> 外国政府派遣		
現住所	(郵便番号) (電話番号)			
結果通知 書送付先 *国内のみ	(郵便番号) (電話番号) (E-mail アドレス)			
学校・学 部・学科・ 課程等	(4月からの在籍校)		(転) 入学 年 月 卒業予定 年 月	
	大学・大学院・短期大学・専門学校 学部・課程 学科・研究科 年			
	(現在の在籍校) 大学・大学院・短期大学・専門学校・学校 学部・課程 学科・研究科 年・研究生			
使用期間	年 月 日から 年 月 日	居室種類	<input type="checkbox"/> 単身室 <input type="checkbox"/> 家族室	

使用者 の氏名	氏 名	性別	年齢	在留資格	申請者との関係
					本 人
					配偶者
					子
					子

(裏面に続く)
(A4)

授業料	年支払額 円【A】[授業料免除 <input type="checkbox"/> なし <input type="checkbox"/> 全部 <input type="checkbox"/> 一部] 【A】の金額 ÷ 12ヶ月＝ 円【B】(授業料の月額))				
収入・支出の状況 (月額)	収入		支出		
	奨学金	円	家賃(本人負担額)		
	奨学金名 []		円		
	仕送り	円	授業料【B】の金額	円	
	アルバイト収入	円	食費	円	
	同居人・保証人等の援助	円	光熱水費	円	
	その他の収入	円	交通費	円	
			その他の支出	円	
	合計	円	合計	円	
現在の住居	<input type="checkbox"/> 民間アパート・マンション <input type="checkbox"/> 公的宿舎・大学寮 <input type="checkbox"/> その他の寮 <input type="checkbox"/> 親戚等と同居・ホームステイ <input type="checkbox"/> その他 ()			入居期限	年 月まで
	室 量・㎡ 台所(専用・共同・なし) 風呂・シャワー(専用・共同・なし) トイレ(専用・共同)				
申請回数	<input type="checkbox"/> 初めて <input type="checkbox"/> 2回目 <input type="checkbox"/> 3回目 <input type="checkbox"/> 4回目以上				

申請の理由（経済状況、住宅事情、国際交流意欲等）

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第3号様式(第8条第1項第1号)

推 薦 書

年 月 日

(申請先)

公益財団法人横浜市国際交流協会 理事長

推薦者 学 校 名 横浜国立大学

所在地 横浜市保土ヶ谷区常盤台 79-8

氏 名 学務・国際戦略部長 稲葉 敦 (公印)

記載者 所 属 学務・国際戦略部学生支援課

氏 名 学生支援係長 石井 幸子

(電話 045-339-3114)

私は、次の者を横浜市国際学生会館を使用するにふさわしいと認め、推薦します。

なお、使用が許可された場合には条例その他の規定を遵守するよう指導します。

氏 名			
学校・学部・ 学科・課程等			
(転) 入学	年 月	卒業予定	年 月

推薦理由（推薦しようとする者の学業、性格、経済状況、生活状況等）

指導教員 氏名：

印

(注意) 推薦者は、大学、短期大学にあっては学長又は学部長とし、専修学校にあっては校長とします。

在留カード・学生証コピーちょう付用紙(申請者用)

Sheet for copies of residence card and student ID (For applicant use)

在留カード
Residence card

※ レジデントアシスタントは不要

この枠内に貼ってください

Affix in this box

(表面)

(Front side)

この枠内に貼ってください

Affix in this box

(裏面)

(Back side)

学生証
Student ID

この枠内に貼ってください

Affix in this box

(表面)

(Front side)

この枠内に貼ってください

Affix in this box

(裏面)

(Back side)

在留カード・学生証コピーちょう付用紙(同居家族)

Sheet for copies of residence card and student ID (For applicant's family members' use)

※ 家族室申請者のみ提出

在留カード
Residence card

この枠内に貼ってください

Affix in this box

(表面)

(Front side)

この枠内に貼ってください

Affix in this box

(裏面)

(Back side)

学生証
Student ID

この枠内に貼ってください

Affix in this box

(表面)

(Front side)

この枠内に貼ってください

Affix in this box

(裏面)

(Back side)

Questionnaire Regarding Cultural Exchange Activities

Applicant Name _____

Residents of our house are required to take part in international exchange events and programs conducted by local communities.

1 Have you ever taken part in any cultural exchange activities at school or in the community?

☐ Yes

Please specify:

(_____)

☐ No

2 Our house will hold an “Autumn Festival” jointly with community residents on Sunday, September 21st, 2025 (tentatively scheduled). All residents are required to take part in the Festival. What will you be able to do for the Festival?

Please ☒ the boxes where appropriate.

☐ Cook & sell your country's foods

☐ Staff a table with of your country's beverages and sweets

☐ Sing, dance or play an instrument on stage

☐ Other (preparation/cleanup/assist other international students)

☐ Can't do anything

3 Will you be able to participate in exchange events with Yokohama citizens hosted by our house (English conversation salon, speech contest, etc), in culture classes to introduce your country at local schools, or in culture classes to introduce your country at our house?

☐ Yes

Please mark ☒ the boxes where appropriate.

☐ English ☐ Chinese ☐ Korean Conversation Salon

☐ Speaker at a speech contest (6minutes per person)

☐ Culture at local schools

☐ Culture class at our house

☐ No

4 Will you be able to take part in the monitoring surveys or disaster drills conducted by the city of Yokohama?

☐ Yes

☐ No

5 What are your talents and hobbies?

(_____)

Please ☒ to indicate your agreement below.

☐ I acknowledge that the foregoing answers are true and correct.

☐ I agree that my name will be put on a waiting list for residency if I do not attend the Contract and Guidance for New Residents meeting to be held in February or March and do not move in to our house during the designated period (between April 1st and 7th, 2025).

Date of agreement: Year: _____ Month: _____ Date: _____

Signature: _____