

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, 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
January 1st,
2026

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	1999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	(Zip code 231-0017) (Phone no. r045-123-4567) 横浜市 中区 港町 1-1-1-101			
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, 2026 to March 26th, 2027		Type of room	<input type="checkbox"/> Single room <input checked="" type="checkbox"/> Family room

Write down
"From April 1st,
2026 to March
26th, 2027"

Email address for registration number notification

*If you have not received registration number by 29th January, 2026 after submitting application, please call us.

yokohama@yoke.or.jp

★Please write clearly and in large.

Notification of results will be by on our website on 5th February, 2026. Also by email. 5th.

Your registration number will be announced on the website, so please be sure to write down your email address in this space clearly to receive your registration number.

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Dependent	配偶者spouse
	劉 莉 華	女	3	家族滞在Dependent	子child
					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 2025 year (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)	¥55,000
	Name of scholarship []			
	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).

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 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)

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

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)

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。

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)			
学校・学部・学科・課程等	(4月からの在籍校)		(転) 入学	
	大学・大学院・短期大学・専門学校 学部・課程 学科・研究科 年		年 月 卒業予定 年 月	
	(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

登録番号通知用 メールアドレス

※申請書を送って1月29日までに、番号が届かない場合は電話をしてください。

@

★大きく、ハッキリと記入してください。

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

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 27th, 2026 (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.

☐ Interaction activities (In English) ☐ Interaction activities (In Japanese)

☐ Interaction activities (In your native language) ☐ Cooking programs

☐ Introducing your home country's culture

☐ School visit & introducing your own culture

☐ Participate in local area events (festivals, Bon Odori, etc.)

☐ 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, 2026).

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

Signature: _____