1. Housing Information


Housing check-in dates: March 23 or 24, 2017 *Only from 9:00 a.m. to 6:00 p.m.

Period of residence: from March 23 or 24, 2017 to August 4, 2017 OR February 28, 2018

Application period: from 10:00 a.m. December 19, 2016 to 10:00 a.m. January 16, 2017 (Japan time)
- The deadline cannot be changed under any circumstances, even if you have computer problems.

Method/Schedule of notification:
Keio Housing Coordinator will notify all applicants by e-mail whether their applications are approved by January 27, 2017.
If you do not receive the notification e-mail by January 27, please contact the housing coordinator.

Cancellation Due Date:
If you would like to cancel your reserved accommodation, please inform us by February 5. After February 5, the cancellation fee of 50,000 yen will be charged.

Notes:
- If there are many applicants, we will handle applications on a first-come, first-served basis, so please apply as soon as possible.
- You might be allocated out of your preferred dormitory list when all of them is full and have no vacancy.
- Applicants cannot visit the dormitories before moving in. For further information on the accommodation, including photos, please see the following website: [http://www.ic.keio.ac.jp/en/life/housing/17s.html](http://www.ic.keio.ac.jp/en/life/housing/17s.html)
- You cannot change either your assigned dormitory or room. You will be told your room number when you move in.
- Apply once and do not reapply. If you wish to change any of your details after the application period ends, you must e-mail the housing coordinator immediately. Mail must include your first and last name.
- Basically, NO extension of selected stay period and NO reapply once you move out.

How to apply:
Applications are made online. No hardcopy submission is required (e.g. application materials).

<table>
<thead>
<tr>
<th>Flow Chart for University Housing Application</th>
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<tbody>
<tr>
<td>(1) Online Registration (BEFORE the start of the application period)</td>
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<tr>
<td>Step 2. Click <a href="http://www.ic.keio.ac.jp/en/life/housing/17s.html">Register</a> to register your e-mail address and password.</td>
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<tr>
<td>Step 3. Confirmation e-mail will be sent to your registered e-mail address.</td>
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<tr>
<td>Step 4. Click the link sent to you in the confirmation e-mail to go to the page below.</td>
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Step 5. Click Exchange Students (KIP, JLP, Research, CEMS).

Step 6. Register User Profile to create “Mypage.”

(2) Submitting the Housing Application Form (10:00 a.m. December 19, 2016-10:00 a.m. January 16, 2017)
Log in to “Mypage” and submit the Housing Application Form online.

(3) Announcement of dormitory assignments (By January 27, 2017)
Keio Housing Coordinator will inform all the applicants by e-mail whether their applications are approved by January 27, 2017.
If you want to cancel your reserved accommodation, please inform us by February 5.
After February 5, a cancellation fee of 50,000 yen will be charged.

(4) Registering your arrival details (Deadline: March 6, 2017)
As soon as you have booked an airplane ticket, you must register your arrival details through “Mypage.”
If you do not receive an auto-reply mail after the registration, you need to register again.
- Check-in dates at the dormitories: March 23 or 24, 2017
- Check-in hours: Only from 9:00 a.m. to 6:00 p.m. (18:00)
Your flight should arrive at Narita Airport by 2:00 p.m. (14:00) / Haneda Airport by 4:00 p.m. (16:00) to check in on time. We ask those arriving at Narita Airport after 2:00 p.m. (14:00) / Haneda Airport after 4:00 p.m. (16:00) to spend the night at a hotel at their own expense.

Contact: Housing Coordinator, Keio University
E-mail: keio_dormitory@info.keio.ac.jp