

## Concerning Gifu University's Joint and Several Guarantee System

When renting an apartment in Japan, a jointly and severally liable guarantor is generally necessary. Gifu University has a system by which the University becomes the jointly and severally liable guarantor when finding one is otherwise difficult.

Details of conditions and procedures are as follows.

### [Conditions]

- (1) The person is enrolled as a student (faculty, master's program, doctoral program, research student) at Gifu University.
  - \* A letter of acceptance and a notification of acceptance, etc. are required for a person planning to matriculate. In principle, the date of admission will be the starting day of the guarantee.
- (2) The person has an international student visa.
- (3) The person is enrolled in the Comprehensive Renters' Insurance for Foreign Students Studying in Japan. The enrollment fee is ¥4,000 for one year, ¥8,000 for two years.
- (4) The Comprehensive Renters' Insurance for Foreign Students Studying in Japan applies only to persons who are enrolled in the insurance. If you intend to share the room with a Gifu University student, please have the co-habitant also perform procedures for enrollment in the insurance.

### [Procedures]

- (1) Please have your apartment's real estate company or landlord confirm and consent to the content of the "Joint and Several Guarantee Contract" before you proceed with the contract for the apartment.

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- (2) Please bring the following documents to the International Student Support Section. You will be given a request form for issuance of a "Joint and Several Guarantee Contract", and a request form for issuance of "Certificate of Comprehensive Renters' Insurance for Foreign Students Studying in Japan", which you will be requested to fill out. These can also be downloaded from the website.

\* The apartment rental contract (a copy is acceptable)

\* Personal seal

\* Student ID card

\* Residence card

\* National health insurance card (Bring an insurance certificate with premium fully paid for one year of validity)

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- (3) After you have filled in the required items on the request form for issuance of the "Joint and Several Guarantee Contract" and the request form for issuance of the "Certificate of Comprehensive Renters' Insurance for Foreign Students Studying in Japan", and after you have received the signature and seal of your academic supervisor, bring the forms to the International Student Support Section. A payment form required for payment of the insurance premium will be issued. After paying for the insurance premium at a specified convenience store, bring the receipt back to the International Student Support Unit.

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- (4) Three copies of the "Joint and Several Guarantee Contract" will be provided. After these have been signed and the pertinent seals have been affixed, one copy is to be kept by the landlord and one copy is to be kept by you. Please submit the remaining copy to the International Student Support Section. The "Joint and Several Guarantee Contract" is subject to

examination, and its issuance requires 2 to 5 days.

[Points to Note]

Please observe the following rules during the period that Gifu University acts as jointly and severally liable guarantor for the apartment. Infractions of the rules may result in cancellation of institutional guarantee by Gifu University and expulsion from the apartment. In such a case, the University will not act as jointly and severally liable guarantor for the student that has caused the problems, even if the student moves to another apartment.

- (1) Please pay rent every month by the due date.
- (2) Please remain enrolled in the “Comprehensive Renters' Insurance for Foreign Students Studying in Japan” throughout the period.
- (3) If you receive any caution concerning troubles (noise, garbage disposal, etc.), remedy the situation immediately.

Also, please come to the International Student Support Section and perform necessary procedures in cases such as the following.

- \* When you are no longer a Gifu University student due to graduation (or program completion), withdrawal, transfer, etc.
- \* When the insurance (Comprehensive Renters' Insurance for Foreign Students Studying in Japan) period of indemnification expires
- \* When you move to another apartment
- \* When trouble such as fire or water damage has occurred at the apartment

[Return of the Insurance Premium]

\* The insurance premium may be returned the case of cancellation due to graduation, etc. during the period of indemnification (if 2 months or longer remain in the period). Following procedures for the return of the money, the remaining amount will be deposited to a specified bank account in 1 month at the earliest.

[Please download the form here]

- Request for issuance of the “Joint and Several Guarantee Contract” and the “Certificate of Comprehensive Renters' Insurance for Foreign Students Studying in Japan”
- Request for issuance of the “Joint and Several Guarantee Contract” and the “Certificate of Comprehensive Renters' Insurance for Foreign Students Studying in Japan” / Example Form
- Agreement Form Concerning Joint and Several Guarantee for Tenancy in Apartment, etc.
- Agreement Form Concerning Joint and Several Guarantee for Tenancy in Apartment, etc. / Example Form

「連帯保証契約書」及び「留学生住宅総合補償加入者証」発行願  
**Application for Guarantor and Policy Holder's Certificate of  
 Comprehensive Renter's Insurance for International Students studying  
 in Japan**

あなたの在留資格は留学ですか? Is your status of residence "Student"?

はい Yes⇒在留期限 Expiration date of the status: 2016年 〇月 〇日  
 Year month day

いいえ No⇒在留資格が「留学」でない場合は、本制度に申請することはできません。  
 If your status of residence is anything other than "Student", you are NOT eligible to apply for  
 this insurance.

申請者について (Applicant information)

学籍番号(Student ID Number)	電話番号 Contact phone number	Email	
1093××〇〇☆☆	090-××××-××××	m3xxx00@edu.gifu-u.ac.jp	
氏名 (漢字・アルファベット) Your name as shown in your passport		フリガナ (カタカナで記入) Your name in KATAKANA	
CHARLES KEITH		チャールズ キース	
性別 Sex	生年月日 Date of birth	国籍 Nationality	
男 Male ・ 女 <u>Female</u>	19××年 10月 23日 year month day	American	
学部/研究科/センター名 Name of faculty, graduate school or center		指導教員名 Academic supervisor	
Engineering faculty, Information Science		GIFU ICHIRO 	
在籍身分 Student status		入学月 Month of admission	学年 year in school
<input checked="" type="checkbox"/> 学部生 Undergraduate <input type="checkbox"/> 修士 Master's course <input type="checkbox"/> 博士 Doctoral course <input type="checkbox"/> 研究生 Research student <input type="checkbox"/> その他 Other( )		<input checked="" type="checkbox"/> 4月 (April) <input type="checkbox"/> 10月 (October)	3年
経済状況 Economic Situation	収入金額 (月額) Monthly Income in yen 100,000 円		
	主な収入源 Source(s) of Income アルバイト Part time job ・ 仕送り Monthly allowance from country ・ 奨学金 Scholarship (MEXT ・ Government) ・ その他 Other( )		
アパート名 Name of the apartment		部屋番号 Room No.	仲介業者 Name of the agent
MATSUI APART		703	Matsui real estate agency
物件住所 Address		物件の構造 Structure of the apartment	
郵便番号 Zip code	住所 Address	<input checked="" type="checkbox"/> 木造 Wooden <input type="checkbox"/> 非木造 Non-wooden	
501-××××	Gifu-shi, Kurono 3-3		
家賃 Rent	月額 Monthly Amount in yen 30,000 円		
契約期間 Period of Rental	2016年 ×月 ×日 ~ 2017年 ×月 ×日 year month day year month day		

上記のとおり相違ありません。変更が生じた場合は、ただちに留学生支援係へ連絡します。

There are no errors in the above information and I will immediately contact the International Student Support Section if there has been any change in the information above.

2016年 ×月 ×日  
year month day

署名 signature ( Charles Keith )

## Agreement for Residence (Apartment) Guarantee

To: President, Gifu University

Dr. Hisataka Moriwaki

I, the undersigned, herewith agree on all the articles below regarding my rent contract guaranteed by Gifu University for the residence,

( \_\_\_\_\_ ).

Your faculty \_\_\_\_\_

Name \_\_\_\_\_

(Signature) \_\_\_\_\_

Stamp here \_\_\_\_\_

### Articles below

1 During the period of the rent contract, if any changes on the contract occur between the international student and the residence owner, the student must inform Gifu University of the changes.

2 Gifu University can cancel the rent contract of the student if the student is under the condition of either one from the following (1)-(3). In that case, Gifu University will have the authority to make the student vacate the residence, and the student will not have the right to claim or go to law for damages and sue Gifu University and all the people related on the contract for any.

- (1) If the student has not paid the rent for more than 3 months and does not pay it even after the owner demands the payment.
- (2) If the student disappears or goes absent without any notification to the owner for more than 60 days.
- (3) If it is impossible or difficult for the student to continue the rent contract because of his/her death, bankruptcy, or any other reasons.

3 The student can not cancel the delegation above in the article 2 during the period of the student's attendance in Gifu University and as long as the rent contract is valid.

4 The student must join the insurance, "Comprehensive Renters' Insurance for Foreign Students Studying in Japan" managed by (Governing Body) Japan Educational Exchanges and Services.

5 Gifu University will cancel this Agreement for Residence Guarantee at the time of expiration of the student's insurance, "Comprehensive Renters' Insurance for Foreign Students Studying in Japan", managed by (Governing Body) Japan Educational Exchanges and Services.

## SAMPLE

### Agreement for Residence (Apartment) Guarantee

To: President, Gifu University

Dr. Hisataka Moriwaki

I, the undersigned, herewith agree on all the articles below regarding my rent contract guaranteed by Gifu University for the residence, **apartment name , your room number** ( **apartment address** ).

Your faculty Faculty of Engineering

Name (Signature) CHARLES KEITH Stamp here

#### Articles below

**1** During the period of the rent contract, if any changes on the contract occur between the international student (written as 乙) and the residence owner (written as 甲) **Residence owner name**, the student must inform Gifu University of the changes.

**2** Gifu University can cancel the rent contract of the student if the student is under the condition of either one from the following (1)-(3). In that case, Gifu University will have the authority to make the student vacate the residence, and the student will not have the right to claim or go to law for damages and sue Gifu University and all the people related on the contract for any.

(1) If the student has not paid the rent for more than 3 months and does not pay it even after the owner demands the payment.

(2) If the student disappears or goes absent without any notification to the owner for more than 60 days.

(3) If it is impossible or difficult for the student to continue the rent contract because of his/her death, bankruptcy, or any other reasons.

**3** The student can not cancel the delegation above in the article 2 during the period of the student's attendance in Gifu University and as long as the rent contract is valid.

**4** The student must join the insurance, "Comprehensive Renters' Insurance for Foreign Students Studying in Japan" managed by (Governing Body) Japan Educational Exchanges and Services.

**5** Gifu University will cancel this Agreement for Residence Guarantee at the time of expiration of the student's insurance, "Comprehensive Renters' Insurance for Foreign Students Studying in Japan", managed by (Governing Body) Japan Educational Exchanges and Services.