

# Guidance for Applicants



**Incorporated School**

**Yamamoto International Educational Institution**

**Tokyo Transnational Japanese Language School**

**1-16-6, Omori-kita, Ota-ku, Tokyo, 143-0016 JAPAN**

**Phone : +81-3-3766-2411**

**F a x : +81-3-3766-2412**

**E-mail : y.g.buil@rapid.ocn.ne.jp  
info@tokyotjls.jp**

**U R L : <http://tokyotjls.jp/>**

## I Long-term Course

---

◇ Application schedule

Course	Starting date	Application deadline
2 year Pre-college	April 2015	Middle of November
1.5 year Pre-college	October 2015	Middle of May

◇ School Hours

Morning Class	09:00-12:30
Afternoon Class	13:00-16:30

(From Monday to Friday, except for Japanese National Holidays, School Hours : 20 hours per week)

## II Requirements for Admission

---

《Qualification》

- ① Applicants must be older than 18 years, who have finished high school education (more than 12 years of education), or those who are admitted to have an equal educational background will be accepted.
- ② Applicants who enroll in April must have more than 150 hours of Japanese study experience. And those who enroll in October are expected to have Japanese ability at level 4 (N4) of Japanese Language Proficiency Test (JLPT).
- ③ Application must be within 5 years of graduation from the last school attended.
- ④ Applicants who are eager to learn Japanese language will be accepted.
- ⑤ The payer of school expenses have to certify his or her financial ability by written documents.
- ⑥ All documents must be submitted to Tokyo Transnational Japanese Language School (TJLS) earlier than the deadline.

## III Procedure for Application

---

◇ Apply for TJLS in Japan:

- Applicants or their agents submit the application documents to TJLS office.
- Application documents must reach TJLS at least 2 weeks before the deadline.
- Be sure to send documents by EMS, DHL, OCS, FedEx or the courier with tracking number.

◇ Apply for TJLS from abroad, you can choose either of below:

- 1 Submit documents to the local agent.
- 2 Ask the agent in Japan for submission of your documents, and the agent will submit to TJLS for you.
- 3 Fill in the application form, and send it to TJLS office directly with other documents by registered mail.

## 《From application to enrollment》

### 【1】Application

- All application documents must reach TJLS at least 2 weeks before the deadline.
- Be sure to send documents by EMS, DHL, OCS, FedEx or any other courier with tracking number.

### 【2】Certificate of Eligibility

- When TJLS decide to accept, the school office will apply for the Certificate of Eligibility (COE) on behalf of applicants.
- Please pay an entrance to school examination fee (20,000 yen).

### 【3】Result

- When the Certificate of Eligibility is issued, applicants have to pay all expenses except the entrance to school examination fee to TJLS designated bank account.
- After having confirmed the transfer amount, we will send the Certificate of Eligibility to applicants.

### 【4】Student Visa

- Please submit the local Japan Embassy the Certificate of Eligibility with your passport.
- Please book your flight to Japan on our side, and inform TJLS office your flight information (flight number, date and arrival time).

### 【5】Coming to Japan

- TJLS staff will pick you up at Haneda or Narita airport and take you to the dormitory.
- TJLS staff will take you to the Ward Office to join the National Health Insurance and resident your address on your residence card.

### ◇Japan's National Health Insurance (国民健康保険)

- All students are required to join the National Health Insurance of Japan while studying at TJLS.
- One of the most uneasy problems in students' lives in Japan is "If you are sick, what should you do?".
- Medical treatment in Japan will cost much more than students imagine. Please join the National Health Insurance for one's sake in order to avoid any pathetic conditions, and also rights and duties of foreign students staying in Japan.
- Usually it costs only JPY 2,000~3,000 per month for whoever has no income in Japan for the past several years.

## ◆Application Schedule (2016)

	April term	October term
Application deadline	Middle of November, 2015	Beginning of May, 2016
Submission of the application documents to the Immigration Bureau	Beginning of December, 2015	End of May, 2016
Issuance of the Certificate of Eligibility	End of February, 2016	End of August, 2016
Deadline of tuition and dormitory payment	March, 5th, 2016	September, 5th, 2016
Send the Certificate of Eligibility to applicants	Beginning of March, 2016	Beginning of September, 2016
Issuance of student visa by the local Japan Embassy	Middle of March, 2016	Middle of September, 2016
Coming to Japan	End of March, 2016	End of September, 2016

## IV Application Document

### ◆ Documents concerned with applicants

①	Application form	Please fill in the TJLS prescribed form by hand.
②	Personal History	Please fill in the TJLS prescribed form by hand.
③	Graduation certificate or prospective graduation document of the last school attended, or diploma of the last school attended (China·Bangladesh·Mongolia·Myanmar passport holders need original diploma of the last school attended)	Original
④	Official transcript from the last school attended	Original
⑤	Document certifying of your studying Japanese Language	Original copy issued by the Japanese Language School or copy of Score Report of JLPT or Others
⑥	Photocopy of your passport	If you have the passport
⑦	ID Photo (3cm x 4cm) x 10 sheets, color, taken within 3 months	Digital photographs will not be accepted
⑧	More documents needed if necessary	
Notes	<ul style="list-style-type: none"> <li>• Chinese applicants need to submit Transcript of College Entrance Examination (高考) or Certification of high school graduation examination (会考). Please confirm China Academic Degrees &amp; Graduate Education Development Center (教育部学位与研究生教育发展中心) for those documents.</li> <li>• Applicants who are graduated from vocational school and have not taken the College Entrance Examination need to submit the copy of Certificate of Japanese Language Proficiency Test N3 or the certificate of J-TEST level E.</li> <li>• Applicants to be enrolled in April 2015 are required to have 150 hours of Japanese study experience.</li> <li>• Applicants to be enrolled in October 2015 are required to have Japanese language ability of N4 of Japanese Language Proficiency Test or equal to it.</li> </ul>	

◆ Documents of the person responsible for tuition fees and living expenses

Documents if applicant pay his/her own expenses		
①	Certificate of your own deposit balance	Original
②	Certificate of employment	Original
③	Certificate of income (for the past three years)	Original
④	Document clarifying the process of your accumulation of assets	Copy of your own bank passbook, etc.

Documents if expenses of applicant are to be paid by parents or relatives in his/her home country		
①	Letter of expense payment	TJLS prescribed form
②	Certificate of deposit balance of the expense payer	Original
③	Copy of bank account	Original (only for Chinese)
④	Certificate of employment	Original (clarifying the length of years of service)
⑤	Certificate of income	Original (for the past three years)
⑥	Certificate of Tax Payment	Original (including the amount of income) (China or other nationalities which are requested by TJLS office: for the past three years)
⑦	Document certifying relationship between applicant and the expense payer	Document notarizing the kinship, and certificate of birth of applicant
⑧	Document supporting the process of accumulation of assets of the payer	Copy of bank passbook of the payer
⑨	Copy of Household Register	Only for Chinese (All members of the household)
⑩	Original copy and duplicate certifying approvals of business of the office	
⑪	More documents if necessary	To be informed by TJLS

Documents if the expense payer is living in Japan		
①	Letters of expense payment	TJLS prescribed form
②	Certificate of the balance of bank account	Original
③	Certificate of employment (clarifying the length of years of service)	Self-employed : copy of tax return Company employee : copy of registration books of the corporation
④	Certificate of income	Issued by municipal offices (for the past three years)
⑤	Certificate of Residence	All members of the household If the payer is a foreign passport holder, certificate of registered matters
⑥	Document certifying the relationship between applicant and the expense payer	Transcript of the family register, document notarizing the kinship, certificate of registered matters, etc.
⑦	Document certifying the process of your accumulation of assets	Copy of bank passbook, etc.
⑧	Certificate of Seal Impression	Original
⑨	More documents if necessary	To be informed by TJLS

## **◆ Notes**

- ① All application forms should be handwritten, and confirm there are no omissions.
- ② Do not use a correcting fluid. When there is any misspellings or mistakes, please try again with the new form.
- ③ Documents written in foreign languages have to be attached with the Japanese translation.
- ④ Documents required differ depending on the nationality of applicants.
- ⑤ Additional documents may be required and to be notified by TJLS if necessary.
- ⑥ Please be informed that the documents submitted will not be accepted if there is any deficiency.

## **◇ Issue of Certificate of Eligibility**

Examined by the Tokyo Regional Immigration Bureau, the Certificate of Eligibility for student status will be issued (enrolling in April 2016 will be issued at the end of February, enrolling in October 2016 will be issued at the end of August), and then applicants are required to pay all expenses except the entrance to school examination fee to the designated bank account of TJLS. If the Certificate of Eligibility is not issued, TJLS will refund the expenses you have already paid. In this case, the receipt is needed for reimbursement.

## Price list

(Price Unit: JPY)

Course	2 years course (April student)		1.5 years course (Oct. student)	
	First year	Second year	First year	Second year
Application Fee	20,000	-----	20,000	-----
Entrance Fee	35,000	-----	35,000	-----
Tuition	580,000	580,000	580,000	290,000
Other Expenses	85,000	85,000	85,000	45,000
Total	720,000	665,000	720,000	335,000
Whole Sum	1,385,000		1,055,000	

### ◆ Notes

※All fees (entrance, tuition, others) must be paid at the same time .

※Other expense will be required if necessary.

※Japanese translation fee will be required if necessary.

### ◇Refund Policy

(In accordance with guidelines of the Association for Promotion of Japanese Language Education)

- ① Despite the Certificate of Eligibility issued, the applicant does not apply for a student visa and does not come to Japan;
  - Conditions : return the admission permit and Certificate of Eligibility.
  - Refund : return the all payments except for the Entrance fee and Visa application fee.
- ② When the local Japan Embassy rejects to issue a student visa, and the applicant cannot come to Japan;
  - Conditions : return the admission permit and submit proof of rejection.
  - Refund : return the all payments except for the Entrance fee and Visa application fee.
- ③ When the applicant has already acquired a student visa, but he/she declines to enter TJLS before coming to Japan;
  - Conditions : return the admission permit and confirm that visa is not used and is expired.

- Refund : return the all payments except for the Entrance fee and Visa application fee.
- ④ When the applicant has acquired a student visa and come to Japan to enter TJLS, but he/she is expelled from TJLS without any warrant;
  - Refund : do NOT return the all payments in principle.