

Application Guide

ADMISSION INFORMATION AND APPLICATION PROCEDURE

Qualification for Admission

1. You need to have 12 years or more of general education completed at schools in your home country. Those who wish to enter a higher education are required to have 6 years of elementary education and 6 years of secondary school education (High School Diploma).



2. You need an evidence of 150 or more hours of Japanese language education or Certificate of passed Japanese Language Proficiency Test.

Period of Application

| Enrollment | Application | Eligibility |
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| January or April Enrollment (Course of Preparation for University and College / Education for Conversation) | Intake January: July - August | the end of November |
| | Intake April: Sep. - Nov. | the end of February |
| July or October Enrollment (Course of Preparation for University and College / Education for Conversation) | Intake July: February - March | the end of May |
| | Intake October: Mar. - May. | the end of August |

Requirements for Admission (Required Documents)

| Documents to be submitted by the applicant | |
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| Application Form | Prescribed form ·The applicant must complete the appropriate form ·You must fill out the application form by yourself. |
| 6 Photographs | 4 cm by 3 cm on the back side of the photos, your name must be written. ·Photo must be taken within 3 months |
| Personal Records | <p>Prescribed form ·The applicant must complete the appropriate form by himself /herself. ·This includes academic and occupational history, details of preparation for entrance exams, service for the army etc.</p> <p>Education: ·List your education history in order from elementary school to the last school you attended. If the school enrollment into elementary school, which usually takes place with 6 or 7 years, did take place earlier or later than at the age of 6 or 7 years, the elementary school report should also be submitted.</p> <p>Purpose of Study: ·Your purpose of study should be written in detail more than 300 words in English (e.g. the purpose of studying Japanese, your educational background, your present status, the plans for the future, financial support of your family, etc.)</p> <p>The applicant who enroll in January or July must write about going back to home country after graduating from TOEI Gakuin.</p> <p>Those who wish to enter a higher education are required to write the name of institutions of higher learning and the faculty and department.</p> |
| Diploma Certificate of studentship | <p>The most recent original graduation certificate and the most recent school report.</p> <p>·College or university students who are studying now, stay away from school temporarily, or left school need to submit a appropriate document certifying this. And the original graduation certificate from High School (High School Diploma) must also be submitted.</p> |
| Family Register | a full copy of your family register, ID card or a document which states your family and certifies your family relationship (certificate of live birth, certificate of resident registration, etc.) |

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| Certificate of Japanese language education | Certificate of Japanese Language Proficiency by Japan Foundation (original) Certificate showing level of Japanese proficiency, preferably The Japanese Proficiency Test (IVlevel) given by the Association of International Education or a record of Japanese language training received of 150 or more hours of Japanese language education. |
| Certificate of Occupation | Letter of Employment indicated the period of employment (in case you had a career before or currently a regular occupation) |
| Copy of your Passport | For those who already have one. It must include all the pages which show applicant's photo, passport number, and the records for the past visits to Japan. |

Notice •Please attach a Japanese translation of every document which is not written in Japanese. (including Purpose of study)

- All documents must be handwritten in black by the applicant. If you need to correct errors, do not use a correction fluid, but draw two clean lines, mark out and put your seal or sign over the part you corrected.
- All documents and materials from the applicant, which are submitted to the Japanese Immigration Bureau, will not be returned except the documents which are issued only once a lifetime, such as original certificates (e.g. Certificate of Graduation, Certificate Japanese-language Proficiency).
- Please make a copy of your documents and keep it until all the application procedure is accomplished.
- In some case, some other documents will be necessary.

Requirements for Admission (Required Documents)

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| Documents to be submitted by the financial supporter In case you receive financial support from your family living outside Japan | |
| Letter of Guarantor | Prescribed form •This form must be filled out by the guarantor. The guarantor must put his/her signature to the documents. |
| Document proving the relationship with the applicant | •a full copy of your family register, ID card or a document which states your family and certifies your family relationship. e.g. birth certificate, certificate residence |
| Certificate of Bank balance | •It must be the original form of the bank. Account number and the currency unit must be noted. The amount of deposit must be enough to cover all the costs that may ensure during the planned term of study, and must be more than the amount the guarantor wrote on Pledge multiplied by the number of months of the term of study. |
| Copy of bankbook or documents which show the process of raising funds for study in Japan | •balance sheet of the bank, the records for the past three years •Please attach a Statement of Account and Detailed supplementary explanations about the Statement |
| Occupation Certificate (certificate of employment) | •Certificate stating the guarantor's job, position, and length of service. •Self-employed person : copy of income tax return with seal affixed by tax office • Company owner : certificate copy of company register |
| Trade License | •Self-employed person : a copy of trade license |
| Company Register | •In case of managing a company, submit a copy of the company register |
| Tax certificate | •stating income and the amount of paid taxes |
| Certificate of Income | •documents that states the guarantor's monthly and annual income |
| Other documents | •In some cases, other documents may also be required. |

Notice • Please attach a Japanese translation of every document which is not written in Japanese.

• Please contact us if you have any questions about this information.

• All documents issued in Japan must not be older than 1 month (date of issue) when submitted to the Japanese Immigration Bureau.

• All documents and materials from the applicant, which are submitted to the Japanese Immigration Bureau will not be returned.

• Please make a copy of your documents and keep it until all the application procedure is accomplished.

• In some case, some other documents will be necessary

• Letter of Guarantor must be handwritten in black by the guarantor. If he/she needs to correct, do not use a correction fluid, but draw two clean lines, mark out and put your seal or sign over the part you corrected.

Requirements for Admission (Required Documents)

| Documents to be handed in by the financial supporter In case you receive financial support from inside Japan | |
|---|--|
| Letter of Guarantor | Prescribed form • The guarantor must fill out and put his personal seal (registered seal) on the form. |
| Occupation Certificate (certificat of employment) | • Certificate stating the guarantor's job, position, and length of service. • Self-employed person : copy of income tax return with seal affixed by tax office • Company owner : certificate copy of company register |
| Document proving the relationship with the applicant | • Official documents such as copy of Family Resident Card that proves the relationship with the applicant, Resident Card stating all names living with guarantor |
| Certificate of Alien Registration | "Toroku Genpyo Kisajjiko Shomeisho" |
| Certificate of Bank balance | • It must be the original form of the bank. Account number and the currency unit must be noted. The amount of deposit must be enough to cover all the costs that may ensue during the planned term of study, and must be more than the amount the guarantor wrote on Pledge multiplied by the number of months of the term of study. |
| Copy of a Bankbook | • Copies of all pages, including a cover and the first page, are required. |
| Tax certificate | • Certificate issued by a municipal government ("Kazei Shoumeisho", "Juminzei Kazei Shoumeisho") or a tax office ("Nouzei Shoumeisho" #1, #2) must be submitted. They must be mentioned annual income and the amount of paid taxes. |
| Other documents | • In some cases, other documents may also be required. |

Notice • Please attach a Japanese translation of every document which is not written in Japanese.

• Please contact us if you have any questions about this information.

• All documents must not be older than 3 months (date of issue) when submitted to the Japanese Immigration Bureau.

• All documents and materials from the applicant, which are submitted to the Japanese Immigration Bureau will not be returned.

• Please copy all copies at four A4 size and submit only the first clear copy. A copy of the copy is no use. We don't accept a copy with blurred characters. Please write the date when you made copying, a full name of the person who make copies, and the relationship between the an applicant and you in the margin of the copy.

• Please make a copy of your documents and keep it until all the application procedure is accomplished.

• In some case, some other documents will be necessary

• Letter of Guarantor must be handwritten in black by the guarantor. If he/she needs to correct, do not use a correction fluid, but draw two clean lines, mark out and put your seal or sign over the part you corrected.

• In case the guarantor lives in Japan, we wish him to come to TOSHIN Language School for advice.

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| Fees | |
| Application Fee: JPY¥ 30,000.00 | Admission Fee: JPY¥50,000.00 |
| Tuition Fee: JPY¥ 600,000.00 (1 year) | Tuition Tax Fee: JPY¥30,000.00 |
| Total Fees: JPY¥ 716,000.00 | |

Notice :

- Application fee is required to be paid at the time of application. An applicant or a guarantor has to submit application documents with the application fee.
- Application fee is not refundable for any reason.
- The above mentioned fees except for application fee are to be paid at after information from the Japanese Immigration Bureau that the applicant have been accepted.
- The textbook fee is included in the tuition.
- The above mentioned fees are refundable excluding Application fee and Admission fee if you can not get a visa at the Japanese Embassy in your country. The pay back cost of the fee will be charged to you.

Bank : The Bank of Tokyo-Mitsubishi UFJ, Ltd.
Branch Office : Takadanobaba Branch
Address : 3-2-3, Takadanobaba, Shinjuku-ku, Tokyo, 169-0075, Japan
SWIFT CODE: BOTKJPJT
Branch No: 0053
Account Number : 2196302
Depositor : D&F Co.Ltd
TEL: 03-5337-2590

For the further information, please contact us.

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TOSHIN Language School