

JAPANESE LANGUAGE COURSE FY2025 APPLICATION GUIDELINES

◆Time of enrollment, enrollment capacity, etc.

	1-year course	1 and a half course	2-year course
enrollment capacity	60	60	60
Eligibility	Those who have graduated from high school or above (12 years or more of education)		
Selection and Admission Method	After screening of documents, those who pass will be required to take an interview test		
Application period	October to the end of January	April to the end of July	October to the end of January
Enrollment period	April	October	April
Duration of study	1-year	1-year and a half	2-years

◆Payment

When the selection process by the university and the screening of the status of residence by the Immigration Bureau are complete and a certificate of eligibility is issued, we will contact successful applicants directly or through our overseas offices. Upon this, applicants who wish to enroll will pay the fees listed in the table below, and in exchange for a certificate of payment, we will issue an enrollment permit and certificate of eligibility.

◇1-year course

(JPY)

Category	1st year
Selection fee	¥20,000
Entrance fee	¥80,000
Includes tuition fees, textbook fees, comprehensive life insurance, and miscellaneous expenses	¥780,000
Total	¥880,000

◇1-year and a half course

(JPY)

Category	1st year	2nd year	Total
Selection fee	¥20,000	—	¥20,000
Entrance fee	¥80,000	—	¥80,000
Includes tuition fees, textbook fees, comprehensive life insurance, and miscellaneous expenses	¥780,000	¥390,000	¥1,170,000
合計	¥880,000	¥390,000	¥1,270,000

◇2-year course

(JPY)

Category	1st year	2nd year	Total
Selection fee	¥20,000	—	¥20,000
Entrance fee	¥80,000	—	¥80,000
Includes tuition fees, textbook fees, comprehensive life insurance, and miscellaneous expenses	¥780,000	¥780,000	¥1,560,000
合計	¥880,000	¥780,000	¥1,660,000

1. In principle, payments already made will NOT be refunded for any reason.
2. Facility fees are included in the miscellaneous expenses.

◆Eligibility for Application

(1) Those who have foreign nationality and fall under any of the following.

- ① Those who have completed 12 years of formal education in a foreign country, or those who are equivalent to this.
- ② Those who have reached a certain age and have been recognized by the university as having academic ability equivalent to or higher than that of a high school graduate.

(2) Those who fall under any of the following.

- ① Those with a Japanese language proficiency equivalent to N5 or above on the Japanese Language Proficiency Test.
- ② Those who have studied Japanese for at least 150 hours.

※ Those who have been enrolled in another Japanese language education institution for more than one year with a “college student” visa will NOT be accepted.

◇Capacity of applicants

<April term students> 60 each for 1-year and 2-year courses <October term students> 60 for 1.5-year course.

◇Selection Process

The decision on whether or not to qualify an application will be made based on a comprehensive judgment of the application documents submitted and the interview.

JLC office may confirm the contents of the documents by telephone or in person with the applicant or the person paying the expenses.

◆Application to Enrollment Procedures

- ① Submit application documents (applicants) (Scheduled for the end November 2024)

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- ② Entrance examination: After an initial document screening, the university will decide whether or not to admit the applicant based on the results of an interview (conducted by the university)

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- ③ Notification of entrance examination results sent (in principle, within 2 weeks of application)

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- ④ Application for Recognition of Eligibility (to be carried out by the university)

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- ⑤ Immigration Bureau screening (conducted by the Immigration Bureau)

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- ⑥ Certificate of Eligibility is issued to the university (by the Immigration Bureau)

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- ⑦ Request for tuition fees (including examination fees) (to be carried out by the university)

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- ⑧ Successful applicants pay the entrance fee and tuition fees (successful applicants must do this by the deadline)

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- ⑨ The Certificate of Eligibility and the letter of admission are sent to successful applicants (by the university)

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- ⑩ Successful applicants obtain visas at Japanese diplomatic missions abroad (done by successful applicants themselves)

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- ⑪ Successful applicants travel and enroll after obtaining visas

※ It may take around three months from application to visa acquisition

◆Application Documents

〈Documents to be submitted by the applicant〉

① Application form (original)

To be filled in by the applicant. If there are any gaps in your educational or employment history, please submit certificates or explanatory documents.

② Statement of purpose (original)

Please describe in detail your current situation, the purpose of your study abroad, your future dreams, etc., so that your enthusiasm for studying in Japan is clear.

③ Diploma or certificate of graduation from your most recent educational institution (original)

※ Chinese applicants must attach a “notarized copy” of their graduation certificate.

④ Academic transcript of the most recent school attended (original or copy)

⑤ Certificate of passing the Japanese Language Proficiency Test, etc. (original or copy)

⑥ If you cannot provide the above certificates of passing, please provide a certificate of Japanese language study (original)

This should be issued by the institution where you studied Japanese, and should include the number of hours you studied.

⑦ 8 photos 4cm (length) x 3cm (width) (one of these photos should be attached to the application form)

Photos should have been taken within the last 3 months. Write your name on the back.

⑧ Copy of passport (all pages)

※ In some cases, we may ask you to submit documents not listed above.

〈Documents to be submitted by the person paying expenses〉

① Statement of expenses (original)

To be filled in and signed by the person paying expenses.

② Certificate of bank balance (original)

③ Documents proving occupation (original)

To include the date of joining the company, period of employment, duties, etc. If self-employed, submit business permit.

※ For Vietnamese nationals, documents with tax code must be submitted.

④ Documents proving your income (original) such as pay slips, tax payment certificates, etc.

If you are exempt from income tax, please submit the relevant government ordinance number, etc. if it has been issued in your country.

⑤ Copy of your ID card

⑥ Documents proving the relationship between the person paying your expenses and the applicant

※ In some cases, we may ask you to submit documents not listed above.

※ We will return only those documents that cannot be reissued.

◆Points to note when submitting documents

The documents you submit will be rigorously screened by our university. After passing the document screening, and interview, we will apply to the Immigration Bureau for a Certificate of Eligibility, which is necessary for obtaining a student visa. Our university will handle the application on your behalf.

In order to prevent illegal overstaying and illegal employment, our university conducts strict screening. Please be aware that even if you apply, there may be cases where a certificate is not issued, so please check the following points carefully when applying.

※ Please prepare and submit your documents well in advance, as our university and the Immigration Bureau may ask you to submit additional documents due to incomplete information, etc. after receiving your documents.

※ If any of the documents are written in a language other than Japanese, please attach a Japanese translation. Please clearly write the translator's name and affiliation on the translation.

※ After the internal selection process, the original application documents will be submitted to the Immigration Bureau, so if you need a copy of the documents, please make a copy in advance before applying.

※ Please be sure to fill in all the items on the application form yourself. Similarly, the financial supporter should fill in the financial statement. No one else is allowed to fill it in on your behalf. Also, please make sure to use your registered seal (if you don't have a seal, please sign the form in your own handwriting).

※ The financial supporter should basically be your parents. If this is not the case, please contact us.

※ If you have stayed in Japan for a long period of time in the past, please be sure to let us know.

◆Announcement of results

As a general rule, the university will send or email the results within two weeks of the entrance examination.

◆Enrollment procedures

Successful applicants will be sent a letter of acceptance along with the documents they need to enroll, so please fill in the necessary documents and send them back, as well as making the necessary bank transfer payments for the “entrance fee” and “tuition fees”. If you do not complete the enrollment procedures by the deadline, it will be considered that you have declined admission.

◆Refund of school fees

(1) If, after the Certificate of Eligibility has been issued, you (i) do not go through the visa application process, (ii) are not issued a visa, or (iii) are issued a visa but cancel your enrollment before coming to Japan, the application screening fee and enrollment fee will be refunded. Please be sure to return the Certificate of Eligibility and the Certificate of Enrollment to the university. Once we have confirmed the Certificate of Eligibility and the Letter of Admission, we will refund the tuition fees.

※ The applicant will be responsible for any fees incurred in the refund process.

(2) We do not refund tuition fees after enrollment.

◆National Health Insurance

All foreign residents of Japan are required to join the National Health Insurance scheme.

When receiving treatment at a hospital, 70% of the cost is covered by the insurance, and the individual is responsible for the remaining 30%.

(National Health Insurance premium: approx. 2,000 yen per month)

◆Where to send application documents

【For those living in Japan】 Please send by registered mail or Letter Pack.

【For those living overseas】 Please send by EMS (Express Mail Service) or international courier service.

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