

## The Japanese Language Course

### Application Guide

#### I Classes

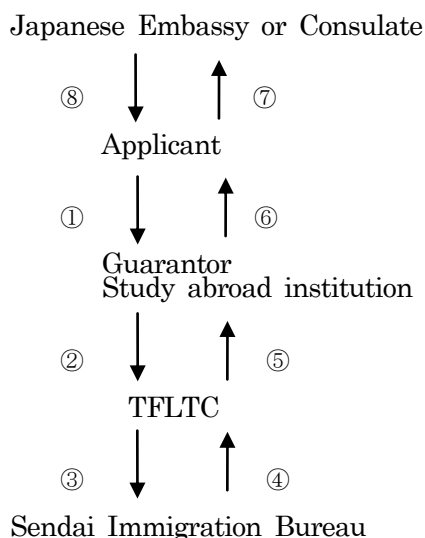
	Starting Month	Capacity for 1st-year Students
2-year Course	April	40
1.5-year Course	October	40

#### II Qualifications

- 1) The applicant is required to have completed 12 or more years of normal schooling abroad, or have passed an authorized exam of the same level. The applicant must be 18 years or older at the date of entrance into Tohoku Foreign Language & Tourism College, hereafter abbreviated as TFLTC.
- 2) At least one of the following conditions must be satisfied.
  - a) The applicant has passed either the N5 grade or higher of the Japanese Proficiency Test (Nihongo Noryoku Shiken) or the F grade or higher of the J.TEST (Jitsuyo Nihongo Kentei), or the 5<sup>th</sup> grade or higher of the Japanese Language NAT-TEST.
  - b) The applicant submits an official document that demonstrates a history of Japanese language study of more than 150 hours, and is planning to take the N5 grade or higher of the Japanese Proficiency Test or the F grade or higher of the J.TEST, or the 5<sup>th</sup> grade or higher of the Japanese Language NAT-TEST and has the ability to pass them.
- 3) At the time of application, it is desired that not more than four years have passed since the applicant graduated from the last school he/she attended. (If more than four years have passed, there should be some specific explanation for the reason of application.)

- 4) The applicant must have a guarantor who lives in Japan. This does not apply when the application is filed through one of the study abroad institutions which are affiliated with TFLTC. (See Section X)  
When you cannot find a guarantor, we will refer you to a study abroad institution.

### III From Application to Matriculation



- 1) The applicant sends the application forms to his/her guarantor or an intermediary agent.
- 2) The guarantor or the intermediary agent submits the application forms and the application fee to TFLTC. Admission will be decided by examining the application forms and the result of interview (in a limited area), or an interview through the Internet.
- 3) For those applicants who are admitted, TFLTC will submit all the application forms to the Sendai Immigration Bureau to be screened.
- 4) The Sendai Immigration Bureau will issue TFLTC with a Certificate of Eligibility (Type of Visa: College Student) for those applicants who are eligible for college status, thereby allowing them to enter TFLTC.
- 5) The guarantor or the intermediary agent will be notified as soon as the certificate is issued. The guarantor will receive the certificate after the guarantor pays the entrance fee, tuition and facility maintenance fee as well as any other specified fees.
- 6) The guarantor or the intermediary agent will send the certificate to the applicant as soon as possible.
- 7) The applicant must take the Certificate of Eligibility to the nearest Japanese Embassy or Consulate to apply for the College Student Visa.
- 8) The applicant receives the College Student Visa from the Embassy or Consulate.

## IV Application Forms

- 1) Application forms and the form “Explanation of Financial Support” shall be completely filled out by the applicant and the financial supporter, respectively, within 3 months of application.
- 2) Mistakes in writing should not be corrected using correction liquid or scratching them out.
- 3) Any form written in a language other than Japanese such as a certificate shall be accompanied by its Japanese translation.

The application forms ※ are attached to this Application Guide.

### A The following forms shall be prepared by **the applicant**.

- 1) ※Application for Certificate of Eligibility (Sheets 1, 2 and 3 ) with a picture of the applicant on the first sheet.
- 2) ※Application (Sheets 1 and 2) with the picture of the applicant on the first sheet shall be filled out by the applicant in person.
- 3) One of the following documents which certifies the applicant's ability of Japanese.
  - a) Certificate of Japanese Proficiency Test (Original)
  - b) Certificate of J.TEST (Original)
  - c) Certificate of Japanese Language NAT-TEST (Original)
  - d) A copy of the admission card to the J.TEST or the Japanese Language NAT-TEST, and the certificate of Japanese language study. This certificate must show that the applicant has studied Japanese for at least 150 hours.
- 4) Certificate of employment if the applicant is employed or certificate of enrollment if the applicant is a student. Either certificate must be accompanied by its Japanese translation.
- 5) Full copy of the applicant's passport if he/she already has one. The pages to be copied are those which have the applicant's picture and the stamps showing the history of his/her leaving or entering Japan.
- 6) Original diploma or certificate of graduation from the last school the applicant attended. The diploma or the certificate must be accompanied by its Japanese translation.
- 7) ※The applicant's plan after completing the Japanese Language Course (continuing studying, getting a job, returning to his/her home country). It must be accompanied by a Japanese translation.
- 8) 6 photos (4cm by 3cm in size, taken within 3 months of application. Date of birth should be written on the back of each photo).
- 9) ※Written Promise to TFLTC'S principal. It must have on it the signature of the applicant, and the signature together with the personalized seal of his guarantor in Japan.

**B** The following forms shall be prepared by **the financial supporter**.

1. In the event that the supporter is the applicant him/herself, he/she shall provide:
  - a) Proof of savings in the name of the applicant (The savings can be in the currency of the country where the applicant lives.)
  - b) Copy of the applicant's bankbook which shows the history of savings
  - c) Proof of income which shows the yearly income for the past three years. If he/she is a company president, proof of annual income and amount of taxes paid in the past three years. A Japanese translation must be appended.
  
2. In the event that the applicant's relative sends the money, the relative shall provide:
  - 1) ※Explanation of why the relative will pay the expenses for the applicant.  
The relative shall fill it out in person. A Japanese translation is also required.
  - 2) Proof of savings in the name of the relative (The savings can be in the currency of the country where the sender lives.) In the case of the relative having Nepalese nationality, he/she must submit a statement of the account.
  - 3) Certificate of employment and its Japanese translation. The certificate must include the period of employment, position, the name and position of the person who issued the certificate. (In the event that the supporter is the president of a company or an individual owner, the full copy of the company's business permit. A Japanese translation must be appended.)
  - 4) Certificate of income
    - In the event that the supporter is a company employee, he/she shall provide a certificate of income for the past three respective years. It must be accompanied by a Japanese translation. (The company's address and phone number should be included in the certificate.)
    - In the event that the supporter is a company president or an individual owner he/she shall provide a certificate of tax payment. It must be accompanied by a Japanese translation. It should state the amount of income and tax paid for the past three respective years.
  - 5) Certificate such as a birth certificate, which shows the applicant's kinship relation with the supporter. A Japanese translation must be attached.
  
3. In the event that the applicant's company is the financial supporter and the money is sent from the applicant's home country, the company shall provide:
  - 1) ※Explanation of why the company will pay the expenses for the applicant.  
(The sender shall fill it out in person.) A Japanese translation must be attached.
  - 2) Proof of savings in the name of the sender.
  - 3) A full copy of the company's registration.
  - 4) A report of the company's final accounts.
  - 5) Explanation why the applicant in question was selected.
  - 6) Certificate of the applicant's position in the company.

4. In the event that a resident in Japan is the financial supporter, the supporter shall provide:
  - 1) ※ Explanation of why the resident will pay the expenses for the applicant. (The resident shall fill it out in person).
  - 2) Proof of savings.
  - 3) Certificate of employment which mentions the period of employment and the position and name of the person who issued the certificate.
  - 4) Certificate of taxation for the latest year and tax payment at the source.  
(Certificates for the previous three years may be required.)
  - 5) Certificate of kinship, if any, between the supporter and the applicant such as family register, certificate of alien registration card.

**C** The following shall be prepared by **the guarantor**.

- 1) ※Written Promise with the guarantor's signature and seal.
- 2) Certificate of the guarantor's registered seal (hanko), if the guarantor lives in Japan.

## **V Application Fee:**

20,000 yen (To be submitted together with the application forms. This fee will not be returned even if the certificate of eligibility is not issued as a result of the Immigration Bureau's screening.)

## **VI Application Procedures**

The applicant or his/her guarantor should submit the application forms in person together with the application fee to Tohoku Foreign Language College. As a general rule, application by mail will not be accepted. The office hours are from 9 a.m. until 5 p.m., Monday through Friday. The office will be closed on Saturdays, Sundays, and national holidays.

## **VII Place of Application & Inquiry**

Japanese Course, Tohoku Foreign Language & Tourism College,  
2-1-13, Itsutsubashi, Aoba-ward, Sendai, 980-0022 JAPAN  
Phone: 022-212-1635                      Fax: 022-227-6811

**The applicant is advised to inform the school what day he/she plans to submit the application forms to the school.**

## VIII School Fees

Starting Month	April		October	
Learning Period	2 years		1.5 years	
	First Year	Second Year	First Year	Second Year
Entrance Fee	70,000 yen		70,000 yen	
Tuition	580,000 yen	580,000 yen	580,000 yen	290,000 yen
Facility Maintenance Fee	30,000 yen	30,000 yen	30,000 yen	15,000 yen
Total	680,000 yen	610,000 yen	680,000 yen	305,000 yen

1. School fees shall be paid in full for each academic year in one installment. The remittance charge shall be paid by the sender.
2. Other fees
  - 1) Teaching material fees: 30,000 yen (for one year)
  - 2) Additional fees
 

For students who enter the college in April:

    - i) 40,000 yen (at the time of entrance)
    - ii) 40,000 yen (following April)

For students who enter the college in October:

    - i) 40,000 yen (at the time of entrance)
    - ii) 26,000 yen (following October)

Additional fees include alumni association fees, medical check fees, fees for the bus tour and school events.
  - 3) Foreign Student Insurance Fee:
 

11,000 yen per year (students entering in April)

5,500 yen (students entering in October. Fee covers half a year) plus 11,000 the following April.

## **IX Notes for Application Procedures**

- 1) Regardless of the screening results by the Sendai Immigration Bureau, none of the papers submitted to the Bureau will be returned to the applicant except the original diploma or transcript.
- 2) It should be especially noted that no school fees will be reimbursed. Should the college student visa not be issued, the school fees except the application fee and the entrance fee will be reimbursed.
- 3) If a student arrives in Japan too late to catch up with the other students in his/her course, it is possible for the College to provide make-up classes, but the maximum allowed period of make-up classes is three weeks.

## **X Qualifications and Responsibilities of the Guarantor**

The guarantor must be a Japanese citizen who lives in Miyagi Prefecture or the other five prefectures in the Tohoku district, or a foreigner who has permanent residence status in Japan. The guarantor must have a regular job and a stable income. (The guarantor can be a foreigner who has a work visa and who will reside in Japan the full duration of the applicant's study in Japan.)

The guarantor will serve as a substitute guardian to help the applicant in many ways, privately or officially, from the time of application until graduation.

The guarantor's responsibilities will include:

- 1) Filling out the Japanese Course application forms for the applicant
- 2) Supervising the student so that he/she will concentrate on his/her primary aim of coming to Japan that is learning Japanese, and not engage in other activities than those permitted, and abide by Japanese law.
- 3) Taking financial responsibility for the student's school fees and living expenses in the event that the student's financial supporter cannot due to accident, illness, etc.
- 4) Taking responsibility to solve problems when the applicant gets involved in a traffic accident or other troubles.
- 5) Ensuring accommodation for the student
- 6) Assuming an overall responsibility for the student's life in Japan, looking over the student's health, helping him/her with personal problems, etc.

## **XI Privacy Matters**

Private information with which the College may deal concerning students, financial supporters, guarantors etc. will be used to make necessary business communication, or conduct educational operations. It will be used only for legitimate purposes. Private information may be conveyed to a third party when government authorities request it.

We would appreciate your understanding when submitting the agreement form with signature and personalized seal.