

Application Handbook



Toho International Japanese Language School

Address : 6-3 Kokubuhonmachi, Chuo-ku
Kumamoto, JAPAN 862-0948

TEL : +81 (96) - 372 - 4406

FAX : +81 (96) - 227 - 7080

● Application period

Spring (April ~) till Nov. 22nd of every year
Autumn (October ~) till May 30th of every year

● Application Requirements

- 1) Applicants must complete 12-years of standard education in their own country at the time of enrollment.
- 2) Applicants must be graduates with no longer than 4 years since last graduation
※ under 27 years age. (except graduated from university)
- 3) Applicants must have ability to pay all of expenses during staying in Japan
- 4) Applicants must have 150 hours or over N5 certificate of Japanese Language Proficiency Test (JLPT) or Equivalent level
- 5) Applicants shall be mentally and physically healthy and shall respect all applicable laws of Japan.
- 6) Applicants must have a potential to get an official VISA to enter Japan with official Procedure.
- 7) (Viet Nam) ①The average score of high school 3rd year must be over 6.5
②Applicants must submit a certificate of academic background.
③Those who graduated from a part-time high school cannot apply.
- 8) (Nepal) The high school score must be over Second Division (45%) or CGPA2.0

● Address

6-3 Kokubu honmachi, Chuo-ku Kumamoto, JAPAN 862-0948
Tel : 096-372-4406 Fax : 096-227-7080

● School Hours

Monday to Friday AM ... 9:00 ~ 9:45 / 9:50 ~ 10:30
10:40 ~ 11:25 / 11:25 ~ 12:10

(About the Certificate of Eligibility for status of Residence)

Before coming to Japan study, It must be applied the Certificate of eligibility for stratus of residence to Japan Immigration bureau.so Toho International Japanese Language school will check the documents which is submitted by applicants and then submit them to Immigration bureau. After issued the Certificate of eligibility for stratus of residence, you must be come to Japan within three months, otherwise it will be invalid.

2. 必要資料

Documents for Applicant	
1	Application for Admission (E-1)
2	Education Background (E-2)
3	Purpose of Studying Japanese (E-3)
4	Certificate of Japanese study History (E-4)
5	Graduation Certificate
6	Academic Transcript
7	Student Registration Certificate (those who are currently students)
8	Certificate of Employment (those who have been employed)
9	Copy of Passport (In case you have when you apply) and Identification Card)
10	Relationship Certificate
11	Photos (4cm×3cm) 6pcs
12	Pledge (E-5)
Documents for Sponsor	
13	Bank Balance Certificate
14	Documents of Asset Formation Process for 3years ※Nepal, Sri Lanka, Bangladesh, Myanmar, and Vietnam must submit
15	Cost Payment Written Oath (E-6)
16	Certificate of Employment (E-7)
17	Annual Income Certificate (E-8)
18	Tax Payment Certificate (E-9)
19	Others documents if required

※ Notes :

- ☞ All documents must be sent to Japan until the deadline
- ☞ All documents and certificates must be translated into Japanese (Except simple one like Graduation)
- ☞ Submitted documents and certificates will not be returned to applicants except for those which cannot be issued twice
- ☞ All the submitted documents should be issued within 3 months

- ☞ Graduation Certificate and Academic Transcript of High School must be submitted for Vietnam and Nepal's students.
- ☞ Details of each document are explained later.

3. Details of Documents(1～19)

3-1. Application for Admission(E-1)

- ☞ **【Place of Birth】** should be written with province name.(If your country doesn't have province, please write Prefecture name)
- ☞ Double check "Temporary Address"

3-2. Education Background (E-2)

- ☞ Education background must be filled in with school names, address, month and year of entrance and graduation. (Expected date of graduation if not graduated yet) in chronological order
- ☞ The age of enrollment at elementary school should be six or seven years old. Those students who entered earlier than six or later than seven is required to submit explanatory note issued by graduated school.
- ☞ If there is blank of certain period during 12 years of basic education, it should be explained in another paper.

3-3. Purpose of Studying Japanese(E-3)

- ☞ The purpose of studying Japanese must be concisely and clearly explained. A plan after graduation of school should also be explained.
- ☞ Applicants must write it by his/her self with his/her hand signed autograph.

3-4. Certificate of Japanese Study History(E-4)

- ☞ The certificate of Japanese study history should be issued by the institute where he/she studies Japanese. It must include the learning term, finished study hours. Learning day in a week, and study hours for a day. The certificate shall be stamped and signed by the person in charge of the institution.

3-5. Graduation Certificate

- ☞ Applicants must submit an official diploma (the original) issued by the last graduated school or education board.
(For Vietnam, and Nepal any students must submit the original Graduation Certificate of high school even if their last school was university.

3-6. Academic Transcript

- ☞ Applicants must submit (original) academic transcript issued by the last graduated school or education board.
(For Vietnam and Nepal, any students must submit the original Academic Transcript of high school even if their last school was university.

3-7. Student Registration Certificate

☞ Applicants who are currently studying at university or a technical school at the time of application, “student Registration Certificate” should be submitted issued by the institution.

3-8. Certificate of Employment

☞ Applicants who currently work or have worked at any organization or company “Certificated of Employment” should be issued by the organization. “Letter of Certification” should be also stamped and signed by the person in charge of the company.

3-9. Copy of Passport and copy of Identification Card and family register

☞ Applicant’s Identification card and copy of passport and family register shall be submitted.

For Vietnam, The copy of sponsor’s Identification card must be submitted.

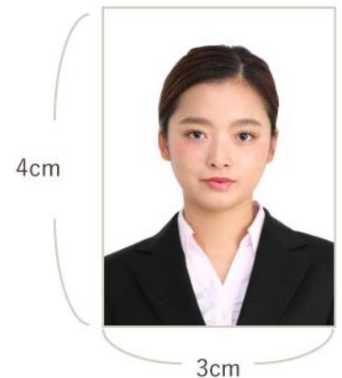
3-10. Relationship Certificate

☞ Relationship between applicant and sponsor must be proven in the certificate.

3-11. Photos (4cm x3cm) : 6pcs

☞ Photos should be taken within 3 months at the time of application. Applicants must not wear any caps and the photos must follow the determined size like the right picture from their chest to top of head.

Applicant’s country, name and birthday should be written on the back of the photos.



3-12. Pledge (E-5)

3-13. Bank Balance Certificate

☞ Applicant should submit balance certificate issued at the time of application. The bank certificate must be issued by the bank which accepts foreign currencies. Applicants shall submit the certificate with amount of 2,000,000 Japanese Yen in his/her account (recommended amount).

3-14. Documents of Asset Formation Process for 3 Years

※ Nepal, Sri Lanka, Bangladesh, Myanmar and Vietnam must submit it.

☞ A bank statement that shows every transaction in the last 3 years should be issued.

☞ (Nepal) In case of using education loan,

- ① Certificate of property valuation such as land or house and
- ② bank balance certificate which shows the loan money have already received must be submitted.

☞ If there were no bank transactions, documents of asset formation process for 3 years must be submitted.

3-15. Cost Payment Written Oath(E-6)

☞ The relationship between applicant and sponsor, reasons of being a sponsor, a way and time of transferring tuition fee and living expense should be described in detail. The oath should also be signed by sponsor.

- ☞ If there are more than 2 sponsors, both names and signatures should be written and signed. (Applicant's parents or a member of family in the second degree who live in the same house are encouraged to be a sponsor. Other cases need further discussion.)
- ☞ Certificate of scholarship shall be submitted if applicant receives any scholarship form any institute. (Term and amount of the scholarship shall be mentioned in the certificate).
- ☞ Nepal students should submit additional documents according to attachment1

3-16. Certificate of Employment (E-7)

- ☞ A certificate of employment should be issued by company or organization where sponsor is currently employed. If the organization doesn't have its original form, it is okay to use our school's form

3-17. Annual Income Certificate (E-8)

- ☞ A certificate that shows all income for the last 3 years should be issued by the public organization or the company where sponsors are employed. If the organization doesn't have its original form, it is okay to use our school's form.
- ☞ All certificates must be submitted if there are more than two income sources.

3-18. Tax Payment Certificate (E-9)

- ☞ A certificate must be issued by the public organization (for the last 3 years) If not have the legal obligation to pay taxes, sponsor must submit the certificate issued by the public organization.

3-19. Others documents if required

Other documents are required according to Fukuoka Immigration or Personal reasons.

4.School fees (JPY)

4-1 College/University two years course (Apr. entrance)

Item	1st year	2nd year	Sub. total
Application fee	¥20,000		¥20,000
Enrollment fee	¥50,000		¥50,000
Tuition fee	¥580,000	¥580,000	¥1,160,000
Facility fee and teaching materials	¥50,000	¥30,000	¥80,000
Visa fee	¥20,000		¥20,000
Others fee	¥40,000	¥40,000	¥80,000
Total fee	① ¥760,000	¥650,000	¥1,410,000

4-2 Dormitory fee (All students are required to stay at school dormitory for the first 1year)

	Shared room	Single room	Remarks
Entrance dormitory fee	¥20,000	¥20,000	Non-refundable
Monthly rent for 6 months	¥120,000	¥168,000	
Total	② ¥140,000	¥168,000	

(monthly rent expense maybe a little change according to the dormitory contract.)

※Notes about the school fees

- Teaching materials fees are included in the Facility fees
- Activities outside fees included in the other fee.
- JLPT application fee is extra charge
- 2nd year payment should be made before the new term, detail will be informed later.
- all the payment cannot be refunded in principle.

4-3 Others Expenses

Payments		Remarks
Daily Necessity Kits	¥3,000	Such as slipper sanitary goods
National Health Insurance (1 year)	¥25,000	Paid to Japan government by school
Futon(mattress-optional)	¥10,000	
Personal Seal (Inkan)	¥1,000	For bank account
Total	③ ¥39,000	

Total expenses after the certificate of Eligibility was issued (In case of Shared room)

① + ② + ③ = 939,000 JPY (In case of Apr. entrance)

4-4 College/University one and half a year course(October entrance)

Item	1st year	2nd year	Sub. total
Application fee	¥20,000		¥20,000
Enrollment fee	¥50,000		¥50,000
Tuition fee	¥580,000	¥290,000	¥870,000
Facility fee and teaching materials	¥50,000	¥15,000	¥65,000
Visa fee	¥20,000		¥20,000
Others fee	¥40,000	¥20,000	¥60,000
Total fee	④ ¥760,000	¥325,000	¥1,085,000

4-5 Dormitory fee (October entrance)

(All students are required to stay at school dormitory for the first 1year)

	Shared room	Single room	Remarks
Entrance dormitory fee	¥20,000	¥20,000	Non-refundable
Monthly rent for 6 months	¥120,000	¥168,000	
Total	⑤ ¥140,000	¥168,000	

(monthly rent expense maybe a little change according to the dormitory contract.)

※Notes about the school fees

- Teaching materials fees are included in the Facility fees
- Activities outside fees included in the other fee.
- JLPT application fee is extra charge
- 2nd year payment should be made before the new term, detail will be informed later.
- all the payment cannot be refunded in principle.

4-6 Others Expenses (October entrance)

Payments		Remarks
Daily Necessity Kits	¥3,000	Such as slipper sanitary goods
National Health Insurance (1 year)	¥25,000	Paid to Japan government by school

Futon(mattress-optional)	¥10,000	
Personal Seal (Inkan)	¥1,000	For bank account
Total	⑥ ¥39,000	

Total expenses after the certificate of Eligibility was issued (In case of Shared room)

④ + ⑤ + ⑥ = 939,000 JPY (In case of October entrance)

5. Delivery method

Payment should be made by the appointed date one week after Certificate of Eligibility has been issued.

Tuition fee must be made to our bank account by transfer.

The Certificate of Eligibility will be sent to the applicant or an agent or school once transfer of tuition fee confirms.

In any cases of ①being refused to get VISA and ②cancellation caused by personal reasons after receiving Certificate of Eligibility enrollment fee, preparation fee of entrance for dormitory and remittance fee will be deducted from advance payment as a penalty.

Application Fee is the fees which cost for admission procedure of COE application. It cannot be refunded in case of the cancellation caused by rejection from Fukuoka Immigration or Personal reasons.

6. Other

1.part time job

If you receive permission from the Regional Immigration Control Bureau, you can do part-time work within 28 hours a week.as a premise, you do not affect school study.

2.About the National health insurance

All the students should be joined. When you joined it, you only should pay 30% of medical expenses.

7. Guidance counseling

We provide various support for students who want to go to university or professional school.Our experienced teachers will teach you kindly and carefully until you decide on your destination.

In Japan, Interview is very important when you want to go to the higher stage education.

To perform Practical training to responding to interviews and manner.

And we will teach the skill of how to write email and research plans and motivation letter to the professors who you wish. We provide guidance and advice from how to choose the school and perform mock interviews and dissertation in accordance with the requirements of each student. We have brochures and application requirements for universities, professional schools in various places in Japan. We will introduce you the necessary information for you according to your expected school.