

# Admissions Guide

## Japan Student Services Organization

## Tokyo Japanese Language Education Center

This paper explains necessary information about application for Tokyo Japanese Language Education Center.

Please read carefully before you prepare required documents and fill out forms.

### Contact Information

Tokyo Japanese Language Education Center (TJLEC)

3-22-7 Kitashinjuku, Shinjuku-ku, Tokyo, 169-0074, Japan

TEL: 03-3371-7267 (from overseas: 81-3-3371-7267)

FAX: 03-5337-6693 (from overseas: 81-3-5337-6693)

Website: <https://www.jasso.go.jp/en/ryugaku/jlec/tjlec/index.html>

E-mail: [info-tjlec@jasso.go.jp](mailto:info-tjlec@jasso.go.jp)

### Access from Narita/Haneda International Airport

#### From Narita International Airport

〈BUS〉

Airport Limousine bound for Shinjuku Station (Approx. 90minutes)

Take JR Soubu line (train) and get off at the next station Okubo

10 min. walk from the station

〈TRAIN〉

Take Keisei Skyliner (limited express train) bound for Nippori St. and transfer JR Yamanote line (train) to Shinjuku St. Change to JR Soubu line (train) and get off at Okubo St. 10 min. walk from the station

Or

Take JR Narita Express (limited express train) bound for Shinjuku St. and transfer Soubu Line, and get off at the next station Okubo St.

10 min. walk from the station

#### From Haneda Airport

〈BUS〉

Airport Limousine bound for Shinjuku Station (Approx. 60minutes)

Take JR Soubu Line. Get off at the next station Okubo

10 min. walk from the station

〈TRAIN〉

Get off at Shinagawa Station on the Keikyu Airport Line, transfer to the JR Yamanote Line to Shinjuku Station, transfer to the JR Sobu Line to Okubo Station. 10 min. walk from the station.

Or

Take Tokyo Monorail to Hamamatsucho Station, transfer to JR Yamanote Line to Shinjuku Station, transfer to JR Sobu Line and get off at Okubo Station. 10 min. walk from the station.

## Flow: Admission to Enrollment

	(April Entrance)	(October Entrance)
<b>Application / Payment for Application Fee</b> .....> (Send application to the center & settle application fee) ↓	SEP~NOV	MAR~MAY
<b>Document Screening</b> .....> (School screening) ↓	DEC~JAN	JUN~JUL
<b>Admission letter certificate</b> .....> (Admission letter certificate is to be issued to those who pass the screening) ↓	DEC~JAN	JUN~JUL
<b>Immigration Screening</b> .....> (The center process eligibility's application as a proxy) ↓	JAN	JUL
<b>Immigration Screening Result</b> .....> (Eligibility certificate will be granted to those who pass the screening. It will be handed to applicant through one's contact person.) ↓	Beg. MAR following of year	Beg. SEP
<b>Visa</b> .....> (The applicant goes to the nearest Japanese Embassy or Consulate General in one's home country with the Certificate of Eligibility and other relative documents to obtain Student Visa.) ↓	Mid. MAR	Mid. SEP
<b>Arrival in Japan</b> .....> ↓	End MAR	End SEP
<b>School Expense Payment / Enrollment Procedures</b> .....> (School Expense Payment should be settled after Student Visa obtainment, arriving in Japan and before school registration procedure. The successful applicant comes to the center for enrollment procedures.)	End MAR	End SEP

# Application

## Qualification

An applicant must be a non-Japanese national, **who has completed upper secondary education** outside Japan and has desires to study at graduate school, university in Japan. (\*An applicant must have completed upper secondary education in his/her country, which corresponds to high school level education in Japan)

**\*Due to the differences in schooling system in each country, some takes less than 12 years to complete upper secondary education. If that is the case, an applicant can compensate the short year(s) by graduating from ‘Preparatory course’ of the center. (MEXT’ s Notification No. 153 issue 2)**

## Application Period

Please refer to “Guidelines For Applicants”. Application deadline is about 6 months prior to intended entrance month. Application deadline may be extended. Please check it on our webpage for updated information or contact us by e-mail or telephone.

## How to Apply

On behalf of the applicant, a Contact Person (CP) will directly post all the required documents to the Student Affairs Division at the center, after getting our confirmation on the application. Please inform us if you couldn’t find any CP in Japan, as we would accept the application without CP under the certain condition.

## Required Documents

Please refer to 「List of the application documents and details」

Forms such as 「Application for admission」 「Reason for studying Japanese 」 「Financial Support statement」 「Medical certificate」 and 「Pledge」 can be downloaded from the webpage.  
<https://www.jasso.go.jp/en/ryugaku/jlec/tjlec/enrollment/admission.html>

**All the documents sent to us will be submitted to the Immigration Services’ Bureau after applicants screening.** Please be very careful if there is no discrepancy to the fact or omission in the statements. Due to the screening policy of Immigration Services’ Bureau required documents will vary by country.

When there are errors or omissions in the documents, we will ask you for amendment. It surely takes time and will cause delay in application. When application doesn’t meet deadline, you may be rejected by the center admission and certificate of eligibility (immigration.).

- \* Please fill out **correct information without using abbreviations.**
- \* Certificates issued by school, company and organization should be printed on **headlined paper.** (If such paper is not available, make sure that names of the organization and person in charge and their contact information appear on the certificate)
- \* All the documents including photos should **not be more than 3-month old.**
- \* When a correction is necessary, **make a fresh document or strike out the error with double lines with writer’s signature or seal over it and write down the correct information near it.**

## Admission

### **TJLEC's Admission Screening and Result Notice**

Documents screening will be carried out and the result will be notified to the applicant through the contact person. Admission letter certificate will be issued to the successful applicant.

※Online interview might be requested.

## Resident Eligibility Application for the Immigration Services Bureau

### **Application as a Proxy**

The center will apply for the eligibility for successful applicants to the Immigration Services Bureau as their proxy. The eligibility certificate is an indispensable document for student visa application.

### **Immigration's Screening Result**

「Certificate of Eligibility for Resident Status(COE)」 will be granted to those who pass immigration's screening. The center receives the certificates from the Immigration Services Bureau and will mail it to the applicant or his/her contact person.

## Visa Application

### **Visa Acquisition in Applicant's Country**

An applicant who is granted with Certificate of Eligibility needs to go to the nearest Japanese Embassy or Consulate General of Japan in his/her country with the certificate, passport and other required documents to process visa application. Depending on the country, however, an applicant has to go through an interview for getting a visa. Please make sure to remember what have stated on your application documents submitted to the center.

## Arrival in Japan

### **School Expense Payment , Entry to Japan and Enrollment Procedure**

The applicant who is granted student visa should settle the school expense payment right after his/her arrival in Japan. After arrival in Japan, the applicant comes to the school for registration and submits the copy of bank transfer or remittance for the school expense payment, passport and resident card issued at the entering airport in Japan.

Please complete registration during the given period and take part in entrance ceremony. Please inform us immediately if you cannot arrive in Japan by the registration deadline.

## Others

### **Contact Person**

A Contact Person (CP) is a person who lives in Japan and can help applicant with application process. In order to process application without difficulties, we ask applicants have a CP, especially for a case when both applicant and his/her financial guarantor live abroad. A contact person acts as a communication bridge between an applicant and the school and is expected to take care of an applicant to settle down in Japan.

### **Financial Supporter**

A financial supporter is a person who pays applicant's tuition and living expenses. A financial supporter has to have a close relationship to the applicant and, the relationship needs to be proven by such an official document. Basically one of the applicant's parents becomes his/her financial supporter. If non-related person or applicant's aunt or uncle becomes the one, a convincing explanation and supporting documents for the reason will be required.

### **Certificate of Eligibility for Resident Status(COE)**

Student visa is required to study at Tokyo Japanese Language Education Center. (\*)  
In order to acquire the student visa, one must be granted Certificate of Eligibility for Resident Status (Certificate of Eligibility) to study in Japan.

We, TJLEC, will process this eligibility application on behalf of applicants.

If and when the applicant passes immigration screening, Certificate of Eligibility will be issued. We will receive it from the local Immigration Bureau as a proxy and send it to the applicant through a contact person. When the applicant receives Certificate of Eligibility, he/she goes to a Japanese Embassy or Japanese Consulate) to apply for a student visa.

(\*)If an applicant hold a long-term stay visa such as 「Dependent」 「Long-Term Resident」 「Spouses of Japanese national」 and so on, please contact us for the details of 'Application for Residents within Japan',

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### **“Study in Japan Official Website”**

**Study in Japan Official Website** is a comprehensive and must read website that contains basic knowledge on studying in Japan

**Access:** <https://www.studyinJapan.go.jp/>