

# Admissions Guide

## Japan Student Services Organization (JASSO)

## Tokyo Japanese Language Education Center

This paper explains necessary information about application for Tokyo Japanese Language Education Center. Please be sure to read this together with the Guidelines for Applicants carefully before preparing your application documents.

### 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 Expressway Bus Terminal (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 Expressway Bus Terminal (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> .....><br>(Send application to the Center & settle application fee)<br>↓  | AUG~NOV               | FEB~MAY            |
| <b>School Screening</b> .....><br>(Document screening and online interview)<br>↓   | DEC~JAN               | JUN~JUL            |
| <b>Admission Certificate</b> .....><br>(Admission Certificate is to be issued to those who pass the screening)<br>↓  | DEC~JAN               | JUN~JUL            |
| <b>Immigration Screening</b> .....><br>(The Center process eligibility's application as a proxy)<br>↓  | JAN<br>following year | JUL                |
| <b>Immigration Screening Result</b> .....><br>(Certificate of Eligibility will be granted to those who pass the screening. It will be handed to Applicant through Contact Person.)<br>↓  | Beg. MAR              | Beg. SEP           |
| <b>Visa</b> .....><br>(Applicants go 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.)<br>↓   | Mid. MAR              | Mid. SEP           |
| <b>Arrival in Japan</b> .....><br>↓  | End MAR               | End SEP            |
| <b>School Expense Payment / Enrollment Procedures</b> .....><br>(School Expense Payment should be settled after Student Visa obtainment, arriving in Japan and before school registration procedure. Applicants come to the Center for enrollment procedures.) | End MAR               | End SEP            |

# Application

**Qualification** One and a half (1.5) year: October, 2026

(1) Applicants must be a foreign national and do not have Japanese nationality.

Applicants must have 12 years of education background at least, in countries other than Japan. (An applicant finished the secondary education officially in less than 12 years also be accepted)

(2) Basically, applicants must have passed an exam equivalent to Framework of Reference for Japanese Education (\*1) A1 level or above (Japanese Language Proficiency Test (JLPT) N5 or equivalent) (\*2), or have at least 150 hours of Japanese language study experience.

(3) Applicants for University Preparatory Course must, in principle, meet all of the following requirements at their upper secondary educational institution: ① Have taken mathematics. ② Have taken English classes or classes taught in English. ③ Those wishing to advance to courses in humanities must, in addition to ① and ②, have taken social studies subjects (one or more subjects from geography, history, politics, economics, etc.). ④ Those wishing to advance to courses in science must, in addition to ① and ②, have taken science subjects (two subjects from physics, chemistry, or biology).

Applicants for Graduate School Preparatory Course must, in principle, have taken English classes or classes taught in English at their undergraduate or upper secondary educational institution.

\*1: Framework of Reference for Japanese Education is a framework for learning Japanese based on the CEFR (Common European Framework of Reference for Languages). For a comparison with the Japanese-Language Proficiency Test (JLPT), please refer to "Japanese Language Proficiency Test JLPT - CEFR Level Reference Display"

[https://www.jlpt.jp/about/cefr\\_reference.html](https://www.jlpt.jp/about/cefr_reference.html).

\*2: For information on the exam, please refer to the “Japanese Language Proficiency” posted on the Tokyo Japanese Language Education Center website under “Download forms for admission for Preparatory Courses”.

<https://www.jasso.go.jp/ryugaku/jlec/tjlec/enrollment/download.html>

**\*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 8 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**

Contact Person residing in Japan should bring the application documents to the Center. If Contact Person cannot bring them in person, Contact Person should contact the Center and mail them. If Contact Person absolutely cannot mail them during the application period,

please contact the Center. After the documents are accepted, a selection fee of 20,000 yen must be paid by bank transfer within two weeks.

### **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>

Other documents required for application vary by country/region in accordance with the policies of the Immigration Services Agency of Japan, so please contact the division in charge by email (info-tjlec@jasso.go.jp) specifying the applicant's nationality.

The "List of Application Documents" contains detailed notes on application documents. Please read this carefully before preparing your documents.

Please ensure that all application documents are factually accurate. Any errors or omissions will not only affect the outcome of screening process of the Center, but may also result in your application being denied by the Tokyo Regional Immigration Services Bureau's residence status certification review.

- \* 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 and online interview will be carried out, and the result will be notified to the applicant (through the Contact Person). Admission Certificate will be issued to the successful applicant.

## **Resident Eligibility Application for the Tokyo Regional Immigration Services Bureau**

### **Application as a Proxy**

The Center will apply for the eligibility for successful applicants to the Tokyo Regional 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 Tokyo Regional 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 you have stated on your application documents submitted to the Center.

## **Dormitory / Apartment**

Only a limited number of self-financed international students are allowed to live in the dormitory. If students are looking for an apartment or other accommodation, please contact the Student Affairs Division. Students who have applied and are eligible for dormitory accommodation will be contacted by the Center regarding the application process.

## **Arrival in Japan**

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

Student who is granted student visa should settle the school expense payment in one lump sum right after his/her arrival in Japan. After arrival in Japan, Student comes to the school for registration in a period separately specified by the Center 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 period.

## **Others**

### **Contact Person**

Contact Person is a person who will act as an intermediary between the Center, the applicant, and the applicant's financial sponsor, etc., and will handle communication between the Center and the applicant after application and enrollment. It is preferable that the person resides in Japan, but it is also acceptable for the person to reside overseas as long as they are able to communicate in Japanese or English and handle contact as needed.

### **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 the Center. (\*)

In order to acquire the student visa, one must be granted Certificate of Eligibility for Resident Status (Certificate of Eligibility: COE) to study in Japan.

The Center will process this eligibility application on behalf of applicants.

When the applicant passes Immigration screening, COE will be issued. The Center will receive it from the Tokyo Regional Immigration Services Bureau as a proxy and send it to the applicant through a contact person. When the applicant receives COE, he/she goes to a Japanese Embassy or Japanese Consulate) to apply for a student visa.

(\*)If applicants 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

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