

# Tokyo Japanese Language Education Center

## UNIVERSITY PREPARATORY COURSE GRADUATE SCHOOL PREPARATORY COURSE

One (1) Year: April, 2025

One and a half (1.5) Year: October, 2025

### GUIDELINES FOR APPLICANTS

#### QUALIFICATIONS REQUIRED

- An applicant must be a foreign national and do not have Japanese nationality.
- An applicant must with 12 years education background at least, in foreign countries other than Japan. (If the applicant finished the high school graduation equivalent education, less than 12 years also be accepted)
- An applicant must have intentions to pursue study at university or graduate school in Japan.

#### APPLICATION DEADLINES

Enrollment time	Duration	Numbers(Capacity)	Application Period
Apr. 2025	One (1) year	University Preparatory 120 Graduate School Preparatory 60	Sep. 2, 2024 - Nov. 29, 2024
Oct. 2025	One and a half (1.5) years	University Preparatory 60 Graduate School Preparatory 40	Mar. 3, 2025 - May. 30, 2025

\*Curriculums and subjects are different according to “University Preparatory Course” and “Graduate School Preparatory Course” because of each requirement.

\*Application period may be extended without inform in advance.

#### HOW TO APPLY

On behalf of the applicant, a Contact Person in Japan will directly submit or send a post mail of all the required documents to Student Affairs Division at our center. Before sending or submitting, please contact us in advance.

\*Please let us know if you couldn't find a Contact Person in Japan.

#### DOCUMENTS REQUIRED

Please refer to the List of Application Documents and Details. Application form and relevant documents should be brought to the following school office by the contact person.

#### APPLICATION ADDRESS

Japan Student Services Organization

Tokyo Japanese Language Education Center - Student Affairs Division

\*The detailed address and other contact methods are written at the end of this guidelines.

#### APPLICATION FEE

Once we accept your application, we will ask you to settle application fee of JPY20,000 to the designated bank account. We will send you the bank account information via email.  
(Please burden bank transfer fee on yourself.)

#### APPLICANT SCREENING

The school committee will screen the documents and decide admissions.

\*Interviews may be conducted if necessary.

## ADMISSION RESULT NOTICE & CERTIFICATE

The school will inform you whether you get accepted or not via email. For those who get accepted, the school will send Admission Certificate to student or Contact Person in Japan by post email.

One (1) year course starts from April, 2025

The result will be sent to applicant after the beginning of December, 2024

One and a half (1.5) year course starts from October, 2025

The result will be sent to applicant after the beginning of June, 2025

## STUDENT VISA

For obtaining student visa, you need the Certificate of Eligibility (COE) from the Tokyo Regional Immigration Bureau. For those who get accepted, the school will begin apply for COE instead as your proxy.

When you are granted with COE, we will notify it and send the COE directly to you (or through your Contact Person in Japan, if you have) by post mail. With the COE, you will apply for the student visa at your local Japanese Embassy or Consulate General of Japan.

## SCHOOL EXPENSES

School Expenses should be settled at once into our bank account before the designated date.

\*We don't accept payment by cash, check or credit, and by installments.

(All the bank charges and transfer fees will have to be covered by the applicant.)

【Break down: School Expenses as of February, 2025】

(Unit: JPY)

	One (1) year course starts in Apr.	One and a half (1.5) years course starts in Oct.
Entrance Fee	80,000	100,000
Tuition Fee	625,000	930,000
Teaching Materials	36,667	47,137
Extra Activities	24,200	29,700
Maintenance Fee	57,000	85,500
<u>Total</u>	<u>822,867</u>	<u>1,192,337</u>

## ADMISSION PROCEDURES

After getting your visa, please come to Japan before the end of the previous month of your course begins. Please come school with the following items.

- (a) The bank receipt
- (b) Admission certificate
- (c) Your passport
- (d) Resident card (you will receive at the airport)

Apr. 2025 Entrance, One (1) year course: around the end of March, 2025

Oct. 2025 Entrance, One and a half (1.5) years course: around the end of Sep., 2025

NOTE -Application guidelines may will change without inform.

-Once payment is transferred to school's bank account, we are not able to refund in general.

Japan Student Services Organization –Tokyo Japanese Language Education Center  
(Kokusai Gakuyukai Japanese Language School)

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

TEL : +81-3-3371-7267 FAX : +81-3-5337-6693

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

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

Office hours: 9:00 am to 5:00 pm, Monday to Friday

Closed on Saturdays, Sundays, National Holidays and Year-end and New Year Holidays