

Japan Student Services Organization (JASSO) Tokyo Japanese Language Education Center

UNIVERSITY PREPARATORY COURSE GRADUATE SCHOOL PREPARATORY COURSE

One and a half (1.5) Year: October, 2026

GUIDELINES FOR APPLICANTS

A. ADMISSION REQUIREMENTS AND SCREENING

1. APPLICATION NUMBER AND PERIOD

Enrollment time	Duration	Numbers(Capacity)	Application Period
Oct. 2026	One and a half (1.5) year	University Preparatory 120 Graduate School Preparatory 60	Feb.16, 2026 - May.15, 2026

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

* Application period may be extended without inform in advance.

2. QUALIFICATIONS REQUIRED

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

Applicants must have 12 years of education background at least, in foreign countries other than Japan. (An applicant finished 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 a 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.

*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>

3. HOW TO APPLY

Contact Person should bring all application documents to the Center and submit them on behalf of the applicant.

The division in charge will check them and accept them if there are no problems.

After application documents have been accepted, please transfer the application fee (see 5. APPLICATION FEE).

**"Contact Person" is someone who will act as an intermediary between the Center, the applicant, and the applicant's financial supporter, and will handle communication between the applicant and the Center and after enrollment. It is preferable for Contact Person to reside in Japan, but they may reside overseas as long as they are able to communicate in Japanese or English and handle contact as needed.

*Please let us know if applicants couldn't find Contact Person in Japan.

* If Contact Person cannot come to the school, please contact the Center in advance and send all application documents by mail. In this case, please do not transfer the application fee until applicants receive notification from the division in charge that application documents have been accepted.

4. REQUIRED FEES AND REFUND RULES

After application documents are accepted, and upon enrollment, applicants will be required to pay item 5. APPLICATION FEE and item 11. TUITION FEE, respectively.

Payments by cash or in installments are not accepted. Please see each item for details.

5. APPLICATION FEE: JPY20,000

Please make a lump sum payment to the bank account designated by the Center within two weeks of application documents being accepted. Remittance fees and other charges are the responsibility of the applicant.

If applicants or Contact Person have sent application documents by mail, please transfer the application fee after confirming of acceptance.

Application documents will be officially accepted once the Center have confirmed payment of the application fee. Paid application fees will not be refunded.

6. DOCUMENTS REQUIRED

Please refer to "List of Application Documents and Details".

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

7. 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.

8. APPLICANT SCREENING

The Center will conduct a document screening and interviews.

Interviews will generally be conducted online. The division in charge will contact applicants by email around the end of May to inform them of the date, time, and method of the interview.

The results of the screening will be reviewed by the Screening Committee, who will decide on the applicants who will be admitted.

9. ADMISSION RESULT NOTICE & CERTIFICATE

The Center will inform applicants whether he/she get accepted or not via email. For those who get accepted, the Center will send Admission Certificate to student or Contact Person in Japan by PDF. The original will be sent with the Certificate of Eligibility (COE) when it is issued.

One and a half (1.5) year course starts from October, 2026

The result will be sent to applicant after the beginning of June, 2026

10. STUDENT VISA

For obtaining student visa, applicants need the Certificate of Eligibility (COE) from the Tokyo Regional Immigration Services Bureau. For those who get accepted, the Center will begin applying for COE instead as applicants' proxy.

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

11. SCHOOL EXPENSES

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

*The Center doesn'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, 2026】 (Unit: JPY)

	One and a half (1.5) year course starts in Oct.
Entrance Fee	100,000
Tuition Fee	930,000
Teaching Materials	47,137
Extra Activities	29,700
Maintenance Fee	85,500
<u>Total</u>	<u>1,192,337</u>

*Basically, paid fees (application fees, tuition fees) will not be refunded.

However, if students withdraw from school before the date of withdrawal indicated in (*3) below, students may be eligible for a partial refund of the tuition and extracurricular activity fees (see *3 and *4 below).

(1) If students withdraw due to illness or other unavoidable reasons.

(2) With the consent of the Director of the Japanese Language Education Center, students take the entrance exam for a university or other institution, are admitted, and have completed the enrollment procedures.

Please note that financial institution fees and other expenses incurred in the refund will be borne by the student receiving the refund and will be deducted from the refund amount.

*3: Course, withdrawal date, and tuition refund amount:

Course	Date of withdrawal	Refund amount
1 year course	By the end of September of the current year	Half of Tuition Fee
1.5 year course	By the end of March of the following year	Two-thirds of Tuition Fee
1.5 year course	By the end of September of the following year	One-third of Tuition Fee

*4: Extra Activities Fee refund amount: The remaining amount of Extra Activities Fee for the period of which refunds are available based on the withdrawal date.

12. ADMISSION PROCEDURES

Please come to school by the end of the month prior to the month of enrollment to complete the enrollment procedures. Students will be contacted regarding the schedule.

When students come to school, please bring the following: 1) Tuition Fee payment record, 2) Admission Certificate, 3) Passport, and 4) Residence card (issued when entered Japan).

Oct. 2026 Entrance, One and a half (1.5) year course: the end of Sep, 2026

B. AVAILABILITY OF DORMITORY, DETAILS AND FEES

13. DORMITORY

There is a dormitory (149 rooms) on the school grounds, and those who wish to live there can do so if there are vacancies. If students are interested, please inform the division in charge when submitting application documents. Please note that there are few vacancies, and only about 20% of self-financed international students are able to live in the dormitory (as of Feb. 2026), so please also look for an apartment or other accommodation. Please consult with the division in charge for information on how to search.

Monthly fees are 28,000 yen for dormitory fees and 2,000 yen for Wi-Fi usage, for a total of 30,000 yen. Additional fees will be incurred when moving into the dormitory.

For details and fees, please see "School Life > Dormitories."

<https://www.jasso.go.jp/ryugaku/jlec/tjlec/life/dormitory.html>

C. PERMISSION TO ENGAGE IN ACTIVITY OTHER THAN PERMITTED UNDER THE STATUS OF RESIDENCE PREVIOUSLY GRANTED AND GENERAL NOTES REGARDING RESIDENCE STATUS

14. PART TIME WORK

As a general rule, part-time work is prohibited at the Center.

However, students may be permitted to work part-time after three months of enrollment if they have unavoidable financial circumstances and are deemed to have no problems with their grades or attendance rate.

Students who have received permission from the Center must decide on a part-time work, report to the Center, and then apply for and receive "Permission to engage in activities other than permitted under the status of residence previously granted" at the Immigration Bureau. Even if "Permission to engage in activities other than permitted under the status of residence previously granted" was printed on their residence card when entered the Japan, prior permission from the Center is still required.

For more information, please see "School Life > Student Life > Part-time Work".

<https://www.jasso.go.jp/ryugaku/jlec/tjlec/life/dailylife.html>

15. RESIDENCE STATUS

(Please also see 10. STUDENT VISA.)

The period of "Student" residence status will be recorded on passport and residence card, and students can apply for renewal up to three months before the expiration date. Certain documents are required for renewal, so please consult with the Student Affairs Division in advance.

After graduation, students will also need a graduation certificate from the Center to renew residence status, so please apply it well in advance.

D. GENERAL LIVING EXPENCES WHILE ATTENDING SCHOOL

16. GENERAL LIVING EXPENCES

The following is a rough estimate of monthly living expenses for international students.

Living costs in large cities like Tokyo are higher than in other areas. Housing costs are also high in areas like Shinjuku Ward, where the Center is located. If students can't rent an apartment near the school, students will need to pay for commuting.

Monthly Living Expenses (Excluding Study and Research Expenses)

National Average: ¥105,000

Kanto Region (outside Tokyo): ¥123,000

Tokyo: ¥130,000

Source: "Survey on Living Conditions of Privately Financed International Students in 2023" (JASSO), a website for studying in Japan.

<https://www.studyinjapan.go.jp/ja/life/cost-of-living/>

E. OTHER REFERENCE INFORMATION FOR PROSPECTIVE STUDENTS

17. SCHOLARSHIP

Several scholarships are available to students at the Center. Applications for these scholarships are due after the summer vacation. The conditions for receiving each scholarship vary, but all require excellent grades and an attendance rate of 90% or higher (although some scholarships may not be open each year, and the number of applicants may change).

Students who receive a scholarship and are unable to graduate or continue on to higher education may be required to repay the full amount of the scholarship. For more information, please refer to the information provided by the Center after enrolling.

18. NOTES AND REFERENCE INFORMATION

(1) Application guidelines, website content, and tuition fees are subject to change without notice.

(2) The names of programs and courses may change in the future.

(3) For school regulations and rules, please see the following link:

<https://www.jasso.go.jp/about/disclosure/kitei/index.html#05>

- (4) For information on the Tokyo Japanese Language Education Center Alumni Association, please see the following link:
<https://www.jasso.go.jp/ryugaku/jlec/tjlec/reunion/reunionlist/index.html>

19. EXPLANATION BASED ON THE ACT ON THE ACCREDITING OF JAPANESE-LANGUAGE EDUCATIONAL INSTITUTES

Pursuant to Article 3 of the Act on the Accrediting of Japanese-Language Educational Institutes to Ensure Appropriate and Reliable Implementation of Japanese-Language Education, related laws and regulations, we hereby publish the following information.

① Overview of the Tokyo Japanese Language Education Center

The Tokyo Japanese Language Education Center is operated by the Japan Student Services Organization (JASSO). Its predecessor, the Japanese Language School of the International Students Institute, was founded in 1935. Since then, it has accepted over 20,000 students from 122 countries and regions.

We provide preparatory education for international students who wish to enter Japanese graduate schools, universities, colleges of technology, and other higher education institutions. We primarily accept students from Japanese government-sponsored colleges of technology and foreign government-sponsored students. Every year, students advance to major national, public, and private universities.

The Tokyo Japanese Language Education Center's "University Preparatory Course" has been designated by the Minister of Education, Culture, Sports, Science and Technology as a "Preparatory course for university entrance". Since the founding of its predecessor, the Japanese Language School of the International Students Institute, the center has long been committed to promoting international mutual understanding through Japanese language education.

② Objectives and Goals of the Japanese Language Education Curriculum

In order to flexibly respond to the national policy on international students and contribute to international development from the perspective of human resource development, the Tokyo Japanese Language Education Center provides high-quality education tailored to the diverse needs of international students who wish to continue on to higher education institutions in Japan.

③ Organizer, Overview, and Location

Independent Administrative Organization Japan Student Services Organization (JASSO)

Corporate Overview: <https://www.jasso.go.jp/about/organization/index.html>

Corporate History and Achievements:

<https://www.jasso.go.jp/about/organization/history/index.html>

Tokyo Japanese Language Education Center (formerly the Japanese Language School of the International Students Institute) History and Achievements

<https://www.jasso.go.jp/ryugaku/jlec/about/info/history/tjlec.html>

Address: 3-22-7 Kitashinjuku, Shinjuku-ku, Tokyo

<https://www.jasso.go.jp/ryugaku/jlec/about/access/tokyo.html>

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

E-mail: 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