



TOEI Institute of Japanese Language Admission Guideline

Qualifications for Applicants

Those who are not Japanese citizens and who satisfy the following qualifications are eligible.

1. Those who have completed 12 years or more of general education in your native country.
2. Those who have or who have more than 4th grade in Japanese Language Proficiency Test, F grade in J-Test, NAT-TEST 4th grade or who have good command of Japanese equivalent to them.

Period of Application

Month/ Course	Application Period	Results Notification	Enrollment
January enrollment Conversation course	July - September	The beginning of November	January
April enrollment Conversation and preparation for college and university course	September - November	The end of February	April
July enrollment Conversation course	January - March	The middle of May	July
October enrollment Conversation and preparation for college and university course	March - May	The end of August	October

Required Documents

<i>Required Documents by the applicant</i>	
Application Form	<p>Application form should be written by the applicant.</p> <p>Birthplace: a name of the city should be written as stated in a family register.</p> <p>Present address: should be the same as that stated on each certificate.</p> <p>Contact address : please make sure to write the address that you can receive letters from Toei Gakuin.</p> <p>Name: write in the following order, Last Name (Family Name), First Name, Middle Name.</p>
Personal History	<p>*Personal History form should be written by the applicant.</p> <p>*Present address and birth place: should be the same as those stated on each certificate.</p> <p>*Contents: records of the form such as the application should be the same as those written on all of academic history and career.</p> <p>*Academic History: it begins from an elementary school and there should be no window period of three months or more till the present.</p> <p>Those who are scheduled to graduate this year write "prospective" beside the graduation schedule date. A school name, the year of entrance and graduation should be the same as the years written on the diploma.</p> <p>*Career: a work experience, the name of workplace, etc. should be the same as the contents written on the certificate of employment.</p> <p>Name of Japanese study institution, years of admission and graduation should be the same as that on the certificate of Japanese study.</p> <p>With reference to a passport, all records of entry and departure should be correctly filled in.</p> <p>*Address: It should not be omitted but be filled in completely.</p> <p>*Purpose of study: your purpose and motivation of study should be written clearly using your specialized knowledge and experiences you had in your country. And write your plans for the future.</p> <p>Japanese is the means of studying. The purpose and reason are what you study in Japanese and how you use it.</p> <p>*When you write the reason for studying abroad on an attached sheet, please indicate that it is written on an attached sheet and write your full name, entry date and a seal on it.</p> <p>*Those who wish to enter a college, university or a graduate school should collect the necessary information by oneself and fill in the school's name, the major, and the course correctly.</p>
Certificate of graduation and transcript	<p>*Please submit the original graduation certificate and academic transcript of the school you have most recently graduated from.</p> <p>*In case there is a written mistake on the graduation certificate (for example, name, age, date of birth, the unclearly printed seal of a school, or there is no reference number on it), please submit a letter describing the reasons for mistakes made by the school.</p> <p>*In case you attended more or less than three years junior high school or a high school in the three year system, please submit the statement of reason issued by the school and *A high school student should submit graduation letter. An under graduate student should submit the registration certificate. And please submit a graduation certificate after graduation as soon as possible.</p>

Japanese study proof	*Learning period (when school education is more than college graduate, it is more than 150 hours or more), study period, and study materials, attendance record and transcript. If you are a high school graduate or a Senmon Gakko (vocational school) graduate, please submit a Japanese Language Proficiency Test certificate with more than N5, or J-Test certificate of more than Pre-F grade, or NAT-TEST more than 5 th grade (original)
Tenure of office certificate and a copy of the passport	*Only those who are employed *Only those who have a passport, please submit a copy of the passport pages showing the applicant's photo and the occupation. *Those who have entered Japan before, please submit a copy of the passport page showing the applicant's visa (indicating status of residence, the residents purpose, and the period of stay), and with a stamp of embarkation and disembarkation dates. *Six copies of the same identification photograph (width 3cm by 4 cm long) taken within the past three months. front, the upper half of the body, no hats, no background, and the applicant's name written on the back.

Application Procedures (application documents)

- *The document issued in the mother country is restricted to less than three months before presenting to the Immigration Bureau.
- *The document issued in Japan is restricted to less than one month.
- *Applicants are advised to make a couple of copies of original application form sent by Toei Gakuin, and keep the original for rewriting. Use sheets for a photocopier in A4 size. (the same size as Toei's form)
- *Application form should be written by the applicant.
Print with a ballpoint pen or a fountain pen in black.
 - Do not smear, or do not write and trace or do not correct the document.
 - Please do not use white-out when you correct. Draw a double line and stamp with a correction seal.
 - Application may be rejected if the application form is written in different colors and character style.
- *The certificate which organizations other than a school or a company issued.
 - Things should be altogether the same, such as a letterhead of an institution paper, an official seal, and organization name.
 - An official seal is certainly stamped after you have stamped.
 - There should be an issuer's title, a signature, and a seal.
 - Notes are required when the contact telephone number or address of the organization are not printed on an institution paper.

Required Documents to be Submitted by Financial Supporter Living Outside of Japan

<i>Required Documents by Financial Supporter</i>	
Letter of Financial Support	*Form should be written by the financial supporter. *Please write clearly the circumstances why you became a financial supporter in detail. If the space isn't enough, please continue writing it on a separate sheet, and indicate so on the sheet as well as your name and the date, and put a seal. *Address should be the same as that showing on each submitted certificates. *How to indicate the cost of living: average amount of money sent to a student as living expenses per month. 70,000JPY to 100,000 JPY (it differs depending on a student) *How to indicate the method of payment. Example: when a student acquires a certificate of status of residence, the remittance will be made for the first year tuition to the bank account specified by Toei Gakuin. Living expenses in Japan will be sent every six month and the second year tuition will be sent to the student's account before renewal of visa.
Kinship authentication document	*Name, sex, date of birth and address of the related person should be clearly stated. *When parents accept to be responsible for the study finances, an authentic document is required to prove the relation between them. When a relative accepts to be responsible for the study finances, an authentic document is required to prove the relation between the person himself/herself, and parents. *Present address : It should be the same as those on submitted certificates.
Certificate of Bank Balance	*Deposit can be either in local currency or foreign currency. The total deposit must be enough to cover both tuition and living expenses. For instance, if the total tuition for a year costs 600,000JPY and living expenses cost 100,000JPY, it will cost approximately 1,800,000JPY a year.
A Copy of bankbook	*Please submit copies of the bankbook for the past three years showing the final statement of account on the certificate of bank balance. It must be the copy of the original on A4 size paper. *When cost payment persons is his or her parent, the bank accounting name can be either of the parents', but when a relative is a cost payment person, it must be in the name of his or her own. *Please write the date issued, a relation between the applicant and the name of the agent in blank space. Example: the copy made on November 1, 2006, the name of the agent, the school officer at a Japanese Language School.
Tenure of office certificate	*The length of service and one's title should be stated on a certificate issued by a workplace of the guarantor. *A self-employed worker is required to submit a copy of a business license document. *Please adjust copies of all necessary documents in A4 size. *All submitted copies of documents must be first copy of the original, and please write the date issued, a relation between an applicant and a name of the agent in the blank space. Example: the copy made on November 1, 2006, a name of the agent, an school officer at a Japanese Language School. *If there are some characters that are not clear or difficult to read on a copy of business license certificate, please attach supplementary explanation.

Income certificate	*The annual income for the past three years should be indicated in detail.
Certificate of tax payment	*If the person is an executive officer of a company, or a self- employed worker, he or she is required to submit the certificate of tax payment issued by revenue department in a tax office which states an annual income and the tax due for the past three years.

Required Documents to be Submitted by Financial Supporter Living in Japan

Required Documents by Financial Supporter

Letter of Financial Support	<p>*Form should be written by the financial supporter.</p> <p>*Please write clearly the circumstances why you became a financial supporter in detail and the relationship to the applicant.</p> <p>*Address should be the same as the statement of certificates, such as a residence card, a registration card and a kinship certificate.</p> <p>Living expenses are about 30,000JPY to about 40,000JPY (when living together after entering Japan)</p> <p>*Method of payment</p> <p>Example of entry : pay all of the tuition and living expenses in Japan. 30,000JPY to 40,000JPY is passed to the applicant as monthly allowance.</p>
A family related certificate	<p>*Name, sex, birth date, and address should be clearly written on the certificate.</p> <p>*When cost payment persons are his or her parents, the bank accounting name can be either of parents', but when a relative is a cost payment person, it must be the person's name.</p> <p>*Present address should be in the same as that of submitted certificates.</p>
Certificate of Bank Balance	*Deposit can be either in local currency or foreign currency. The total deposit must be enough to cover both tuition and living expenses.
Tenure of office certificate	<p>*A representative of the company or the president of the company should submit Tokibo tohonn, a certified copy of register with a cost payment person's name and the company name.</p> <p>*A self- employed worker is required to submit the certificate of business permission and tax return indicating the name of a cost payment person. However, if the person's workplace is in an amusement industry or a sex industry, he or she will not be recognized as a financial guarantor.</p> <p>*The other self- employed workers are required to submit the Tenure of office certificate</p>
Tax payment certification	<p>*It is restricted to the certification which was issued within one month.</p> <p>A certificate of tax payment with the statement of the gross-yearly-earnings amount of money for the past three years (it can be obtained in a city or a ward office).</p> <p>Or a taxation certificate with the tax statement of the gross annual income for the past three years.</p>
A resident card	<p>*Please prepare one of the following.</p> <p>with the statement of all the members' in the household.</p> <p>*Non Japanese residents should submit a full stated registration card by which all the stated item statements are carried out.</p>

Fees (includes 5% consumption tax)

Selection fee	31,000JPY
----------------------	------------------

Cost at Textbooks are excluded

Admission fee 52,500JPY	Tuition 567,000JPY	Sub-teaching material fee 10,000JPY	Facilities cost 42,000JPY
			Total fee 672,000JPY

This includes the insurance for a foreign student for the first year. The insurance for the second year will be paid by individual student.

*Please note that the entrance fee and the selection charge are not refundable regardless of any reason.

*In the following cases, the tuition except the entrance fee and the selection charge, will be refunded after the applicant acquires a certificate of status of residence.

*When the applicant cancels the application after acquiring a certificate of status of residence.

*When approval of the visa is not issued in an embassy and consulate.

*It will be refunded, after you have returned all admission documents and authorization of residence eligibility. Then, the procedure begins. The expenses concerning refund procedure becomes the applicants' responsibility.

Remittance (the transaction charge is the responsibility of the applicant)

Bank Name	SUMITOMO MITSUI BANKING CORPORATION
Branch Name	TAKADANOBABA BRANCH
Address of the bank	1-27-7 TAKADA-NO-BABA, SHINJUKU-KU, TOKYO
Bank account	(SAVINGS ACCOUNT) 4654631
Bank book holder's name	TOEIGAKUIN
SWIFT CODE	SMBCJPJT

Note

1. Admission will be denied when the documents are found to be forged or altered in any of submitted documents.
2. Follow the school regulations of Toei Gakuin once admission is made.
3. Submitted documents will not be returned except the original of a certificate of graduation, and a certificate of Japanese Language Proficiency Test.



東瀛学院

TOEI Institute of Japanese Language

6-18-1 Minami-Nagasaki, Toshima-ku, TOKYO 171-0052 JAPAN

Phone : +81-3-3954-1146 FAX : +81-3-3954-1683

URL <http://www.toeigakuin.jp> E-mail: toei@toeigakuin.jp