



TIJ Tokyo Institute of Japanese International Student Course Application guidelines

Address : 1-17-10,Katsushika-ku,Tokyo,1240024,Japan

TEL: +81-3-5607-4100

FAX: +81-3-5607-4102

<https://www.tij.ne.jp/>

tij@tij.ne.jp

Application guidelines for students from April 2021 to January 2022

1. Eligibility for application

Applicants must have completed 12 years of normal schooling in their home country, have a university entrance qualification in their country, and have acquired Japanese language proficiency of N5 or higher.

2. Application period

April,2021 Entrance	Date of deadline	October 30,2020
July,2021 Entrance	Date of deadline	February 12,2021
October,2021 Entrance	Date of deadline	May 7,2021
January,2022 Entrance	Date of deadline	August 27,2021

3. Application documents

- 3.1 Application for admission・Personal History・A letter giving the reason for entering Japan **(forms are provided by TIJ)**
- 3.2 Original graduation Certificate from the last school **(forms are provided by TIJ)**
- 3.3 Original academic transcript (marks) from the last school
- 3.4 Copy of passport (personal information page).
This is only for applicants who have already passport.
- 3.5 6 photos (Size:4cm×3cm,taken within 3 months)
*Please write name and birthday on the back.
- 3.6 Certificate of Japanese Language Proficiency
(document to prove that you have passed JLPT N5 or equivalent)
- 3.7 ①JLPT ②J.TEST ③TOPJTEST ④NAT TEST etc
- 3.8 Original documents that prove the relation between applicant and financial sponsor
- 3.9 Application fee 22,000 yen.
*** Application fees are non-refundable regardless of acceptance or rejection.**
- 3.10 Other documents required by the Tokyo Immigration Bureau
***Please download 「3.1」 from our website.**
<https://www.tij.ne.jp/jp/course/download>

4. Documents about the sponsor

4.1 In the case the sponsor lives in outside of Japan

4.1.1 Letter of financial support **(form is provided by TIJ)**

4.1.2 Family structure of financial supporter **(form is provided by TIJ)**

4.1.3 Certificate of bank balance and Copy of Bankbook or Statement of the account for the past 3 years

4.1.4 Certificate of employment (or Business license etc.)

4.1.5 Certificate of tax payment (for the past 3 years) that include the amount of income of the sponsor

4.2 In the case the sponsor lives in Japan

4.2.1 Letter of guarantee of payment of expenses **(form is provided by TIJ)**

4.2.2 Financial supporter family structure **(form is provided by TIJ)**

4.2.3 Certificate of Residence or Certificate of information Recorded on Foreign Resident

4.2.4 Certificate of bank balance and Copy of Bankbook or Statement of the account for the past 3 years

4.2.5 Certificate of employment (or Certified copy of corporate registration etc.)

4.2.6 Certificate of tax payment (for the past 3 years) that include the amount of income of the sponsor

***Please download 「4.1.1(4.2.1)」and「4.1.2(4.2.2)」are from our website.**

<https://www.tij.ne.jp/jp/course/download>

*** The required documents may vary depending on the nationality of the applicant, so please contact us in advance for more information.**

*** All documents written in other languages must be translated into Japanese.**

5. Course information

course	Entrance	Class Hours
2-year	April	1600 Hours
1 year & 9 months	July	1400 Hours
1 year & 6 months	October	1200 Hours
1 year & 3 months	January	1000 Hours

Class time

Morning Course 9 : 00~12 : 20

Afternoon Course 13 : 00~16 : 20

6. School Expenses for 1 year

Entrance fee	52,800 yen
Tuition fee (1year)	607,200 yen
Study material cost (1 year)	35,200 yen
Student administrative fee (1 year)	66,000 yen
Total enrollment expenses	761,200yen

* The consumer tax is included.

* Students are required to take out international student insurance separately.
(Japanese Language School Accident Compensation Insurance)
1 year: 10,000 yen

* The fee will be subject to change.

7. Refund

7.1 【In the event that a certificate of eligibility is not issued】

→Application fee will not be refunded.

7.2 【The Japanese embassy or consulate abroad did not issue a visa after the Certificate of Eligibility was issued】

→The application fee and Entrance fee will not be refunded.

7.3 【If the applicant declines to enter the school for his or her own reasons after the certificate of eligibility and the visa are issued (before coming to Japan)】

→The application fee and Entrance fee will not be refunded.

7.4 【Half a year after the date of admission (2 semesters)】

→If a student withdraws for any reason, tuition fees, textbook fees, student administrative fees and student insurance fees will not be refunded.

7.5 Withdrawal after the start of each semester will not be refunded in principal.

8. student dormitory

8.1 Students can live in the dormitory for 3 months or longer after arriving in Japan. Please apply for this when you apply for admission.

Since the number of rooms in the dormitory is limited, arrangements will be made in the order of payment.

After the fourth month, you can continue to live in the dormitory if there is a room available.

If you wish to withdraw from the dormitory, we will notify you one month in advance.

8.2 Dormitory Fee : Entrance fee 10,000yen, Dormitory fee for 3 months 120,000yen (40,000 円/one month) Deposit : 30,000yen. Total 160,000yen (including 7,000 yen management fees and utilities). Futons can be ordered for 10,000 yen per month. The fee will be subject to change.

8.3 Furnishing : Bedroom, Kitchen, Toilet, Bathroom, Air conditioner, Washing machine, Bed, Chair, Desk, Microwave, Rice cooker, Refrigerator, dishes, wifi

8.2 Location : It is located within a 20 minute walk from the school.

9. Affiliated Residence

In addition to student dormitories, we can also introduce you to affiliated houses and share houses, so please contact us for more information.