



TOYOGENGOBUNKAGAKUIN  
東洋言語文化学院

## Asian Language & Culture College Enrollment Guidelines



### 1. Requirements

- Students who have completed more than 12 years of schooling or corresponding processes.
- Students who pass the Japanese Language Proficiency Test (JLPT) N5 or higher levels or have equivalent Japanese language proficiency. Nevertheless, the proficiency requirements change with the applied course.
- Students who have a chance to obtain a Japanese immigration permit through legal procedures.
- Students who can afford tuition and costs of living by themselves or others.

### 2. Time of Enrollment, Course, the Number of Students, Standards of Japanese Language Proficiency at the Time of Enrollment

Time of Enrollment	Course	Course Duration	The Number of Students	Japanese Language Proficiency at the Time of Enrollment
April	Higher Education and Employment 1 Year Course	1 Year,	200	Upper-intermediate,
	Higher Education and Employment 2 Years Course	2 Years		Pre-intermediate Level I
July	Higher Education and Employment 1 Year and 9 Months Course	1 Year and 9 Months		Pre-intermediate Level II
October	Higher Education and Employment 1 Year and 6 Months Course	1 Year and 6 Months		Intermediate I
January	Higher Education and Employment 1 Year and 3 Months Course	1 Year and 3 Months		Intermediate II

※ Standards of Japanese Language Proficiency at the Time of Enrollment

Pre-intermediate Level I: Equivalent to Japanese Language Proficiency Test N5 (Japanese language learners who have received more than 150 hours at a university or Japanese language school)

Pre-intermediate Level II: Equivalent to Japanese Language Proficiency Test N5~N4

Intermediate I: Equivalent to Japanese Language Proficiency Test N4

Intermediate II: Equivalent to Japanese Language Proficiency Test N4~N3

Upper-intermediate: Equivalent to Japanese Language Proficiency Test N3

### 3. Course Time and Off-Day

Course Time: From Monday to Friday, four courses a day

Morning: 8:40~12:00 (With breaks)      Afternoon: 13:30~16:50 (With breaks)

Off-Days: Saturday, Sunday, Japanese holidays, Okinawa holidays, School holidays

School holidays: 2~3 weeks each season

### 4. How to apply

- 1) Application: Please submit the application for admission to the School Affairs Bureau six months before the time of enrollment.
- 2) Test: The time and place of the test (including the interview) will be informed afterwards.
  - ※ Please bring your entry submission documentations for confirmation during the test.
  - ※ Please make a further confirmation to documentation submission or documentation submission column.
- 3) Qualified or not: We will inform you in 2 weeks.
  - ※ Applicants who pass the exam must pay the screening fee.
  - ※ As soon as we receive your payment, we will send you your admission permit and submit your application for a Certificate of Eligibility to the Immigration Services Agency of Japan.
- 4) Application to the Immigration Services Agency: We will submit your application for a Certificate of Eligibility to the Immigration Services Agency.
- 5) The result of a Certificate of Eligibility
  - ※ You will receive a copy of the certificate if your Certificate of Eligibility is issued.
  - ※ Please be aware that we will not return the test fee if your Certificate of Eligibility is not issued.
- 6) Payment of tuition: As soon as we receive payment of your tuition, we will send you your certificate of eligibility.
  - ※ Delays in sending the Certificate of Eligibility have occurred in recent years due to delays in the payment of tuition. Please make your payment as soon as possible.
- 7) Application for Student VISA: Please apply for your student visa in your home country.
  - ※ Please bring your Certificate of Eligibility and the admission permit to apply for the visa at Japanese Embassy or Consulate in your home country.
- 8) Issuance of Student VISA: Please inform us as soon as your visa is issued.
  - ※ We will inform you of the designated entry dates.
  - ※ If the issuance of the visa is refused at the Japanese Embassy or Consulate, the amount paid, excluding the selection fee, entrance fee, dormitory entry fee, and remittance fee for payments sent by our school, will be refunded after the prescribed procedure.
- 9) Arrival in Japan: Please arrive in Japan on the designated dates.
  - ※ If you arrive in Japan on a date other than the designated dates, you will be charged pick-up fee (5,000 JPY).
- 10) Enrollment: Welcome to our school. Please study hard until graduation.

## 5. Submission of documentations

### 1) Application for admission (Specified format)

- ※ When you are writing, please write carefully for legible handwriting. If you make a mistake, please rewrite the application.
- ※ Please write your name in Romanization of Japanese.
- ※ Please fill out all blanks, if there is no answer, please fill the “None” in.
- ※ Please re-confirm that the contents of the application are consistent with other documentation.
- ※ If you have an irregular educational background, please submit a special educational background separately.
- ※ If there is a blank period in the experience column, please submit an explanation report for the blank period.
- ※ If you have ever applied for a Certificate of Eligibility in our school in the past, please have further contact with us.

### 2) A copy of passport (If you have a passport)

### 3) A face photo taken within 3 months (4 CM length, 3 CM wide)

### 4) A graduation certificate of the final educational attainment

### 5) Documentations to prove Japanese language learning experience

- ※ Please submit documentations about the Japanese language learning schedule issued by any Japanese schools or Japanese language learning institutions.
- ※ Documentations certifying the applicant’s ability of Japanese Language Proficiency Test N5 level (or learning for 150 hours or more in Japanese institution).

### 6) An explanation document that specifically describes the purpose of studying Japanese and the course after graduation from a Japanese language institute. (Specified format)

(Please submit if more than 5 years have passed since the applicant graduated from his/her last school)

### 7) Expense payment statement (Not required if the person is the supporter) (Specified format)

- ※ If the expense supporter is not the applicant’s parents, please explain more specifically how he/she became an expense supporter.

### 8) Documents that prove the relationship between the financial supporter and the applicant

(Not required if the person is the supporter)

- ※ Birth certificate, etc.
- ※ Chinese are required to have ”戸口簿写し”
- ※ Nepalese are required to have a certificate of relationship
- ※ Vietnamese are required to have a family register

### 9) Certificate of bank balance of the financial supporter

### 10) Materials clarifying the history of fund formation

- ※ A copy of the financial supporter’s deposit statement or bankbook (for the past 1 year)

### 11) Certificate of income of the financial supporter

### 12) Scholarship certificate (If you have)

13) Documents to prove the occupation, etc. of the expense supporter

※ Date of issuance of certificate, name of issuing institution, contact information of issuing organization, name of the prover, Title, job description, tenure, etc.

※ If the financial supporter is in Japan, submit the financial supporter's certificate of residence.

14) Any other documentation if we judge it as a necessity

Attention: All the documentations need to be translated into Japanese.

## 6. Fees

### ① Tuition

	1 Year	1 Year and 3 Months	1 Year and 6 Months	1 Year and 9 Months	2 Years
Test fee	¥20,000	¥20,000	¥20,000	¥20,000	¥20,000
Entrance fee	¥50,000	¥50,000	¥50,000	¥50,000	¥50,000
Tuition (1 <sup>st</sup> year)	¥650,000	¥650,000	¥650,000	¥650,000	¥650,000
Tuition (2 <sup>nd</sup> year)	¥0	¥162,500	¥325,000	¥487,500	¥650,000
Textbook fee	¥20,000	¥20,000	¥20,000	¥20,000	¥20,000
Facility maintenance fee	¥10,000	¥10,000	¥10,000	¥10,000	¥10,000
Total	¥750,000	¥912,500	¥1,075,000	¥1,237,500	¥1,400,000
Tax-included amount	¥825,000	¥1,003,750	¥1,182,500	¥1,361,250	¥1,540,000

※The above amounts are effective from fiscal year 2023.

### ② Accommodation fees

	1 Year	1 Year and 3 Months	1 Year and 6 Months	1 Year and 9 Months	2 Years
Dormitory entry fee	¥30,500	¥30,500	¥30,500	¥30,500	¥30,500
Dormitory fee	¥264,000	¥330,000	¥396,000	¥462,000	¥528,000
Dormitory housecleaning fee	¥10,000	¥10,000	¥10,000	¥10,000	¥10,000
Facility maintenance fee	¥10,000	¥10,000	¥10,000	¥10,000	¥10,000
Total	¥314,500	¥380,500	¥446,500	¥512,500	¥578,500

※The accommodation fees do not include utility costs such as electricity and gas, which are charged based on actual usage.

※In principle, you must live in the dormitory for the first year of your enrollment.

※Dormitory facilities include futon bedding, air conditioning, gas stove, washing machine, refrigerator, Wi-Fi, shower and toilet.

※Bicycles, etc. must be purchased by yourself.

### ③ Incidental fees

	1 Year	1 Year and 3 Months	1 Year and 6 Months	1 Year and 9 Months	2 Years
Health check-up fee	¥1,000	¥1,000	¥1,000	¥1,000	¥1,000
National health insurance	¥17,900	¥4,500	¥8,900	¥13,400	¥17,900
International student insurance	¥10,000	¥10,000	¥10,000	¥10,000	¥10,000
Total	¥28,900	¥15,500	¥19,900	¥24,400	¥28,900

※ You can voluntarily enroll in international student insurance after one year.

※ The amount of national health insurance is for the first year and is self-paying in the next year. Its amount may change as well.

### 7. Matters need attention

- Applicants who pass the test (interview) are required to pay a test fee of 22,000 JPY (tax inclusive) . As soon as we receive your payment, we will submit your application for a Certificate of Eligibility to the Immigration Services Agency.
- When the Certificate of Eligibility is issued, please pay the prescribed tuition and accommodation fees.
- Please be aware that we will not return the test fee if your Certificate of Eligibility is not issued.
- After the issuance of the Certificate of Eligibility, if the Japanese Embassy or Consulate refuses to issue the visa, if you are denied entry to Japan, or if you decline admission, the amount paid, excluding the test fee, entrance fee, dormitory entry fee and remittance fee, will be refunded.
- In principle, the first year of tuition and accommodation fees shall be charged in a lump sum. If you drop out of school, the tuition will not be refunded.

### 8. Payment bank

Bank Name	Bank of the Ryukyus,Limited.
Branch Name	Gushikawa Branch
Address	1-9-19, Agena, Uruma-City, Okinawa
Account No.	Regular Saving 643616
Account name	Shingaku, LTD.

### 9. Contact

Zipcode: 904-2215

5-3-25, Midorimachi, Uruma-City, Okinawa

TEL:098-972-4888, FAX:098-989-4697, E-mail:info@toyo-alcc.com, URL:http://www.toyo-alcc.com