



TOYOGENGOBUNKAGAKUIN
東洋言語文化学院

Asian Language & Culture College

Enrollment Guidelines



1. Application Requirements

- Applicants who have completed 12 years or more of formal schooling, or an equivalent program/course of study.
- Applicants who have passed the Japanese Language Proficiency Test (JLPT) N5 or higher, or who possess an equivalent level of Japanese proficiency. However, the Japanese language requirements may vary depending on the desired course and enrollment period.
- Applicants who are expected to be granted permission to enter Japan through legal immigration procedures.
- Applicants who can cover their tuition fees and living expenses, either by themselves or by a financial supporter.

2. Enrollment Period, Course Name, Capacity, and Japanese Language Proficiency at the Time of Enrollment

Enrollment Period	Course Name	Course Duration	Capacity	Japanese Language Proficiency at the Time of Enrollment
April	Higher Education and Employment 1 Year Course	1 Year	200	JLPT N3 Level
	Higher Education and Employment 2 Years Course	2 Years		JLPT N5 Level Note: or at least 150 hours of Japanese language study at a university or Japanese language school
July	Higher Education and Employment 1 Year and 9 Months Course	1 Year and 9 Months		JLPT N5 to N4 Level
October	Higher Education and Employment 1 Year and 6 Months Course	1 Year and 6 Months		JLPT N4 Level
January	Higher Education and Employment 1 Year and 3 Months Course	1 Year and 3 Months		JLPT N4 to N3 Level

3. Class Days and Holidays

Class Days: Monday to Friday, four classes a day

Morning: 8:40-12:00 (with breaks) Afternoon: 13:30-16:50 (with breaks)

Holidays: Saturdays, Sundays, Japanese national holidays, Okinawa holiday, and long school breaks

Long school breaks: 2-3 weeks in each season

4. Admissions Process

- 1) Application: Please contact us at least 9 months before enrollment period.
- 2) Admission tests: We will contact you regarding the admission tests.
 - ※ Please prepare the necessary documents for submission to the immigration office. These documents will be verified on the day of the test.
 - ※ Please refer to “5. Required Documents” in this guideline for details regarding the required documents.
- 3) Admission results: Students who pass the admission tests will begin preparing their application to the Immigration Services Agency of Japan.
 - ※ In case of any fraudulent actions, the test fees may still be required, regardless of the admission result.
- 4) Application to the Immigration Services Agency of Japan: We will apply for the Certificate of Eligibility to the Immigration Services Agency of Japan.
- 5) Announcement of the results for the Certificate of Eligibility.
 - ※ We will send the data of the Certificate of Eligibility to those whose Certificate of Eligibility has been issued.
 - ※ Please be aware that if the Certificate of Eligibility is not issued due to failure to disclose any past refusals, you will be required to pay the test fees.
- 6) Tuition and fees payment: The Certificate of Eligibility will be sent after confirmation of your tuition and fees payment.
 - ※ Delays in payment may cause you to miss the scheduled start of classes. Please make your payment promptly to avoid any such issues.
- 7) Student visa application: Please apply for a student visa at the Japanese Embassy or Consulate abroad.
- 8) Student visa issuance: Please notify our school once your student visa has been issued.
 - ※ We will inform you of the designated entry dates.
 - ※ If the issuance of the visa is refused by the Japanese Embassy or Consulate, we will refund the amount paid, excluding the test fees, entrance fees, dormitory entry fees, and remittance fees for payments sent by our school, after completing the necessary procedure.
- 9) Immigration: Please arrive in Okinawa on the designated entry dates.
 - ※ If you arrive on a date other than the designated dates, a pick-up fee of 5,000 JPY will be charged.
- 10) Admission: Congratulations on your admission. Let’s study hard together until graduation.

5. Required Documents

1) Application for Admission (Designated form)

- ※ Please write your name in Roman letters (Romanization of Japanese).
- ※ Please fill in all required fields. If any information is not applicable, write “None”.
- ※ Please ensure that the information in the application form matches the other documents.
- ※ If you have an irregular educational background, please submit a separate explanatory document for your educational history.
- ※ If you have a gap in your educational or employment history, please submit a separate explanatory document for the gap period.
- ※ If you have previously applied for a Certificate of Eligibility in the past, additional documents may be required. Please inform us for further details.

2) A copy of your passport (If you already have one)

3) A face photo taken within the last 3 months (4 cm in height, 3 cm width)

4) A graduation certificate from the highest level of education

5) Documents proving Japanese language study

- ※ Please submit documents from a school or Japanese language institution showing the total duration and/or number of hours of your Japanese language studies.
- ※ Documents certifying Japanese language proficiency equivalent to the JLPT N5 level (or at least 150 hours of study) or higher.

6) Written statement explaining the applicant's reasons for studying Japanese and their future plans after graduating from the institute. (Designated form)

(Required if more than five years have passed since last graduation)

7) Statement of Financial Support (Not required if the applicant is self-supporting) (Designated form)

- ※ If the financial supporter is not the applicant's parents, please provide a detailed explanation of how they came to be the applicant's financial supporter.

8) Proof of relationship between the financial supporter and the applicant

(Not required if the applicant is self-supporting)

- ※ Birth certificate, etc.
- ※ Applicants from China are required to submit a copy of their Hukou (Household Register)
- ※ Applicants from Nepal are required to submit a Relationship Certificate

9) Bank balance certificate of the financial supporter

10) Documents explaining the source of funds

- ※ Bank transaction statements or copies of bank passbooks (for the past 1 year)

11) Certificate of income of the financial supporter

12) A scholarship certificate which shows the amount of scholarship and duration (If applicable)

13) Documents to prove the financial supporter's occupation and more

- ※ A certificate showing: date of issue, name of issuing institution, contact information of issuing

organization, name of the financial sponsor, position, job description, tenure, etc.

※ If the financial supporter resides in Japan, please submit a residence certificate

14) Any other documents that we deem necessary

Note: All documents must be accompanied by Japanese translations.

6. Fees

① Tuition

	1 Year	1 Year and 3 Months	1 Year and 6 Months	1 Year and 9 Months	2 Years
Test fees	¥20,000	¥20,000	¥20,000	¥20,000	¥20,000
Entrance fees	¥50,000	¥50,000	¥50,000	¥50,000	¥50,000
1 st year tuition	¥650,000	¥650,000	¥650,000	¥650,000	¥650,000
2 nd year tuition	¥0	¥162,500	¥325,000	¥487,500	¥650,000
Material fees	¥20,000	¥20,000	¥20,000	¥20,000	¥20,000
Facility maintenance fees	¥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 fees	¥30,500	¥30,500	¥30,500	¥30,500	¥30,500
1 st year Dormitory fees	¥276,000	¥276,000	¥276,000	¥276,000	¥276,000
2 nd year Dormitory fees	¥0	¥69,000	¥138,000	¥207,000	¥276,000
Dormitory housecleaning fees	¥10,000	¥10,000	¥10,000	¥10,000	¥10,000
Facility maintenance fees	¥10,000	¥10,000	¥10,000	¥10,000	¥10,000
Total	¥326,500	¥395,500	¥464,500	¥533,500	¥602,500

※The accommodation fees do not include utility costs such as electricity and gas. These costs will be charged separately, based on actual usage.

※In principle, students are required to stay in the dormitory for the first year.

※The dormitories are equipped with futon bedding, air conditioning, a gas stove, a washing machine, a refrigerator, Wi-Fi, a shower and a toilet.

※Bicycles and other items must be purchased by the students themselves.

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 fees	¥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

※International student insurance will be optional from the second year.

※The National Health Insurance premium listed above is for the first year, and will be the student's responsibility from the next fiscal year. The amount may vary.

7. Important Information Regarding Payment of Fees

- Applicants who pass the test (interview) are required to pay a test fee of 22,000 JPY (tax included) .
- Once the Certificate of Eligibility is issued, please pay the prescribed tuition and accommodation fees.
- Please be aware that if the Certificate of Eligibility is not issued due to failure to disclose any past refusals, you will be required to pay the test fees.
- After the issuance of the Certificate of Eligibility, if the Japanese Embassy or Consulate abroad refuses to issue the visa, if you are denied entry to Japan, or if you decline admission, we will refund the amount paid, excluding the test fees, entrance fees, dormitory entry fees, and remittance fees, after completing the necessary procedures.
- In principle, the tuition and accommodation fees for the first year must be paid in a lump sum. If you withdraw from school, the tuition will not be refunded.

8. Bank details

【Domestic remittance (domestic transfer)】

Bank Name	Bank of the Ryukyus, Ltd.
Branch Name (Branch code)	Gushikawa Branch (503)
Bank Address	1-9-19 Agena, Uruma, Okinawa, Japan
Account Type and Number	Savings Account 643616
Account Name	SHINGAKU, LTD.

【Remittance from overseas】

Bank Name	Bank of the Ryukyus, Ltd.
SWIFT Code	RYUBJPJZ
Bank Address	1 - 11 - 1 Kumoji, Naha, Okinawa, Japan
Beneficiary's Name	SHINGAKU, LTD.
Branch Name (Branch code)	Gushikawa Branch (503)
Beneficiary's Account Number	503 - 643616 (3-digit branch code + Account number)

9. Contact Information

Zip code: 904-2215

Address: 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>