

# **Application Guide**

## **for Admission and Student Visa**

### **(April 2020 – January 2021)**

# **MANABI 外語学院**



**MANABI**  
® JAPANESE LANGUAGE INSTITUTES

#### **Nagano Campus**

2-3-1 Ote, YCC bldg.  
Ueda city, Nagano pref.  
TEL:+81-268-28-7788  
FAX:+81-268-28-7786  
E-mail:nagano@manabi.co.jp  
10 minutes walk from JR Ueda Station

#### **Tokyo Campus**

2-10-5 Ryogoku TOC Ryogoku Bldg.  
Sumida-ku Tokyo  
TEL:+81-3-6659-2885  
FAX:+81-3-6659-2886  
E-mail:tokyo@manabi.co.jp  
3 minutes walk from JR Ryogoku Station

## I Courses/Admission Schedules

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Courses & Months you enter our school		Duration of study
University preparation Japanese Course	April	1 year or 2 years
	July	1 year & 9 months
	October	1 year & 6 months
	January	1 year & 3 months

## II Schedule of Classes

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We hold Placement test upon your admission to figure out student's level of Japanese, and class for participation is decided based on their level.

We provide a.m. and p.m. classes, but students can't select their preferable schedule of classes.

Class Days: Monday – Friday (No classes on Sat, Sun, national holidays and days our school designated.)

Class Hours:

**【Nagano Campus】**

Morning Class 8:40 - 10:20, 10:40 - 12:20

Afternoon Class 13:10 - 14:50, 15:10 - 16:50

**【Tokyo Campus】**

Morning Class 9:00 - 10:40, 11:00 - 12:40

Afternoon Class 13:20 - 15:00, 15:20 - 17:00

## III Qualification for Application

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All applicants need to fulfill requirements as below;

1. You have completed more than 12 years of education, or other equivalent educational background.
2. You have been permitted or may be possibly permitted to enter in to Japan by formal procedure.
3. You have sufficient funds to live in Japan after entering MANABI or you have someone who can be your supporter to support the cost of living after coming to Japan.
4. You have understood and agreed with our “Consent Agreement • Restriction • Checklist upon Admission”.

## IV Required Documents

### ◆Please note following points to prepare application document..

- Please state all of your experience applying visa to Japan no matter with the application result, if you have.
- Please use our designating Excel format of “Application for admission”, “Personal History”, “Written Proof of Supporter” and “Written Oath”.

All application documents should be confirmed by both of the applicant and their supporter, and need to be signed by themselves. We don't accept those documents without signatures.

Please send spreadsheet files of application documents to MANABI via e-mail.

- Please send the original copy of required document for your application. And, Please be reminded that all of them except “Certificate of Graduation” will not be returned to you.
- Please submit document attached with Japanese translation, if it is not in Japanese.
- We may ask you to submit other document than listed below according to the condition of the applicant
- Documents for application are valid for 3 months from the day of submission to the Japan immigration.
- We investigate contents or description of submitted documents by ourselves. We may cancel the result of our examination or your application to the Immigration even though after submitted to them in case we found suspicious or unclear issues in your submitted documents through our investigation.

### ◆Applicant's document

Required Documents		Remarks
1	Application for admission and Written oath	School Format
2	Personal history	School Format
3	“Certificate of Graduation” from the last attended school or “Certificate of Expected Graduation” from present school.	
4	Transcript of record from the last attended school	
5	Certificate of enrollment and transcript of record	*Only for applicants who are currently at school.
6	Certificate of Employment	*Only for applicants who have work experience. Incase you have plural work experience, prepare certificates from all of them.
7	Please submit following documents to prove your history of studying Japanese. <b>1) JLPT Certificate and score report</b> 2) J-TEST Certificate and score report 3) NAT-TEST Certificate and score report 4) Original copy of the Certificate issued from Japanese school you study or have studied.	*We wish you would take the JLPT exam and send us the report of that exam if possible.
8	Photocopy of Passport	Copy of identification page and pages which can show your previous history of coming in to Japan if you have.
9	4 ID Photo (4cm x 3cm)	* Should be taken within 3 months prior to the submission to the Immigration Office.
※ If applicant is below 18 years of age, consent from guardian is also require.		



◆ Supporter's document

<b>Supported by parents or relatives residing outside of Japan</b>		
1	Written proof of supporter · Authorization Letter for Emergency Purposes	School format
2	Explanatory note for remittance	School format
3	Bank statement of supporter	This statement is required to prove you have prepared funds enough to fulfill applicant's life expenses and tuition for the first 1 year.
4	Transaction statement.	Which can show all transaction record in past 3 years.
5	Company employee: Certificate of employment Company executive: Company Registration etc. Self-employed: Photocopy of Business license	Documents to prove length of service or working experience in the company. If the supporter has Nepalese nationality, please submit taxation registration certificate with PAN (permanent account number) issued by the Inland Revenue Department. And if the supporter is an agricultural worker (including part-time workers), the documents to be submitted are different. Please contact our school office.
6	Certificate of supporter's income	
7	Documents to prove relationships between Applicant and supporter(s)	Birth certificate etc.
<b>In case above-mentioned bank statement was issued by a bank that cannot remit abroad</b>		
8	The proof materials for the fund which is shown as deposits on the Transaction statement in past 3 months	Examples: Photocopy of sales contract for Agricultural product. Photocopy of receipt. Salary statement.
<b>If relatives other than parents will be the supporter, please add followings.</b>		
9	Explanatory note to be the supporter	The reason for the applicant's parent not being the sponsor should be clearly explained.
10	Occupation certificate of applicant's parent	Which can show the period of working there.
11	Annual income/tax payment certificate of the applicant's parent	
12	Bank statement & transaction statement of the applicant's parent	

<b>Supported by parents or relatives residing in Japan</b>		
1	Written proof of supporter · Authorization Letter for Emergency Purposes	School format
2	Explanatory note for remittance	School format
3	Bank statement of supporter	This statement is required to prove you have prepared funds enough to fulfill applicant's life expenses and tuition for the first year.
4	Transaction statement.	Which can show all transaction record in past 3 years.
5	Certificate of occupation of supporter Company employee: Certificate of employment Company executive: Company Registration etc. Self-employed: Photocopy of tax return form	Documents to prove length of service or working experience in the company. If the supporter has Nepalese nationality, please submit taxation registration certificate with PAN (permanent account number) issued by the Inland Revenue Department. And if the supporter is an agricultural worker (including part-time workers), the documents to be submitted are different. Please contact our school office.
6	Income certificate of supporter (For past three years)	Income Certificate issued by ward/city office
7	Resident card	Of all households
8	Documents to prove relationships between applicant and supporter	Family Registration, Certificate on registered matters etc.
<b>If relatives other than parents will be the supporter, please add followings.</b>		
9	Explanatory note to be the supporter	The reason for the applicant's parent not being the sponsor should be clearly explained.
10	Occupation certificate of applicant's parent	Which can show the period of working there.

11	Annual income/tax payment certificate of the applicant's parent	
12	Bank statement & transaction statement of the applicant's parent	

## V. From Application to entering Japan

### Procedure from application to Entrance

<b>STEP 1</b>	<b>Submitting application documents and payment of Assessment fee</b>	Submit all of required documents for application to the campus of MANABI you wish to enter and wire transfer the assessment fee to the designated bank account by the due date.
<b>STEP 2</b>	<b>Screening your application by MANABI</b>	After receiving your application, we judge your results through documents screening and selection. We submit application documents of successful candidates to the Bureau of Immigration.
<b>STEP 3</b>	<b>Screening by the Bureau of Immigration</b>	"Certificate of Eligibility (COE)" is to be issued if you passed the screening and examination by Bureau of Immigration.
<b>STEP 4</b>	<b>Issuance of COE and "Letter of Acceptance", tuition fee payment</b>	Please proceed your payment of admission fee and tuition by bank transfer or through the tuition fee payment service provided by Flywire after COE is issued to you. We will send COE, "Letter of Acceptance" and recent schedule for entering MANABI after your payment is confirmed.
<b>STEP 5</b>	<b>Visa Application</b>	Apply for your student visa at the Embassy or Consulate of Japan. If you wish to live in the school dormitory and wants to use our pick-up service from the airport, send us an email or contact us by the due date.
<b>STEP 6</b>	<b>VISA Issuance</b>	Please let us know the information about your flight to Japan and contacts in Japan as well.
<b>STEP 7</b>	<b>Entering to Japan, and admission to MANABI</b>	Orientation and Start of Class.

### Schedule

	Starting from April 2020	Starting from July 2020	Starting from October 2020	Starting from January 2021
<b>STEP 1</b> <b>Submitting application documents to MANABI</b>	Beginning of October, 2019	Beginning of January, 2020	Beginning of April, 2020	Beginning of August, 2020
<b>STEP 2</b> <b>Submitting application documents to the Immigration Bureau of Japan</b>	End of November, 2019	Beginning of March, 2020	Beginning of June, 2020	Middle of September, 2020
<b>STEP 4</b> <b>Issuance of "COE", and payment of tuition</b>	Middle of February, 2020	Middle of May, 2020	Middle of August, 2020	Middle of November, 2020
<b>Placement Test (Planned)</b>	April 7, 2020	July 6, 2020	October 12, 2020	January 6, 2021

\* We suggest you to apply earlier since capacity might become full before the due date for application.

\* The schedule listed as above is subject to change without notice due to the schedule changes by the Immigration Bureau.

\* We will send the confirmed schedule of later than the designated day for entering Japan at the time we send COE.

## VI. Assessment Fee & Tuition

### Both for Nagano campus & Tokyo Campus

<b>Assessment Fee</b>	¥ 22,000
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\* Assessment fee is to be paid at the time of apply to MANABI. You need to pay this fee for each application, including the case of reapplication.

### Nagano Campus

Entrance Fee	¥ 55,000
Tuition Fee (1 year)	¥ 688,600
<b>Total (Tax included)</b>	<b>¥ 743,600</b>

### Tokyo Campus

Entrance Fee	¥ 55,000
Tuition Fee (1 year)	¥ 756,800
<b>Total (Tax included)</b>	<b>¥ 811,800</b>

\* Above mentioned prices include consumption tax.

- \* You don't need to pay the Entrance Fee again in case of re-application or re-admission to MANABI within 2 years from primal application.
- \* Payment of tuition fee for the first six months or 1 year is required before school admission.
- \* The fee for "New Foreign Student Plan" of JLIC (<http://www.jlic.or.jp/plan.html>) will be charged ¥10,000 for the first year when you admit. After the first year, please pay for the second year which will cover until your graduation.
- \* The above-mentioned payment does not include the cost for Textbooks. Please purchase them at the actual cost after your class has been determined.
- \* Some of school activities may require additional costs to participate.
- \* The fees listed above is to be applied from October 2020 to March 2021. Please pay tuition fees after that according to the price list for after April 2021, which is subjected to be changed.
- \* We accept your payment via bank transfer to our designating account or a tuition fee remittance service operated by Flywire ([www.flywire.com](http://www.flywire.com)). The detailed Information is on the invoice.

## **VII Refund policy**

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1. In case you didn't apply for visa although your "Certificate of Eligibility (COE)" was issued.  
Condition: Return of issued COE and "Letter of Acceptance (LOA)".  
Refund policy: Full payment except assessment fee and school entrance fee will be refunded.
2. In case your student visa application the Japanese Embassy/Consulate was not granted. And you were not able to come to Japan due to that.  
Condition: Return of issued COE and LOA. Also, please send the proof which can show your visa application was not granted by the Japanese Embassy/Consulate.  
Refund policy: Full payment except assessment fee and school entrance fee will be refunded.
3. In case you decided not to come to Japan although your student visa was approved.  
Condition: Return of issued COE and LOA. We also need to confirm issued visa hasn't been used.  
Refund policy: Full payment except assessment fee and school entrance fee will be refunded.
4. If you withdraw school within 6 months from admission, the first 6 months tuition fee will not be refunded.
5. If you withdraw school after 6 months from admission, we refund the tuition fee by our school term which you are not able to attend. Our school terms are starting from January, April, July and October for 3 months. In this case, following conditions must be followed.
  - The leaving school notification was submitted to the school office by the day before the first day of school term.
  - The student is out of Japan with one's student visa was void, or the change of one's visa status completed to the other than student.
  - When the principal approves.
6. Cancellation policy for school dormitory
  - In case you cancel our school dormitory due to the cancel of admission or your visa was not granted by the Embassy/Consulate after the payment before starting to live in, we will refund paid dormitory fees after deducting ¥ 30,000 as cancellation charge.
  - In case you didn't come to Japan later than one month from the day of designated day of entry into Japan, we will cancel your dormitory reservation. ¥ 30,000 of cancellation fee will be charged. Please apply your dormitory again when your date of entry fixed. Your payment of shortage will be required.
  - Minimum contract period for our dormitory is 6 months. The dormitory fees for the first 6 months after you start to live in will not be refunded by any reason.
7. Burden of costs for refunds
  - All expenses required for refund like bank fee etc. should bear by the applicants.



## **VIII Consent Agreement • Restriction • Checklist upon Admission**

MANABI Japanese Language Institute requests all applicants to confirm all of contents listed in below and engage those before entering our school. If you violate the following or we find your violation, we may consider you have agreed to be punished for the violation, including withdrawal or being expelled.

1. I will follow regulations and guidance of the school as well as the laws of Japan while being enrolled.
2. I confirmed the contents of refund policy of MANABI Japanese Language Institute and will follow that regulation.
3. I apply to MANABI Japanese Language Institutes after I understand address, establishment, admission requirement, selection process, dormitory overview and others of the school.
4. I will pay school fees including tuition and dormitory fees without any delay.
5. In case applicant's false report or usage of unauthorized/illegal documents to MANABI, the permission for admission will be cancelled. If those facts were found after I entered MANABI, the student will be punished including withdrawal.
6. If there is a change in the following Issues after application for admission, it must be reported by the student to MANABI within 1 week from the change. If I don't do that, I would be punished for that, including withdrawal or being expelled.
  - For an applicant or student him/herself : address, phone number, marital status, occupation and work place
  - For parents or supporter(s) of applicant or student: address, phone number, occupation and work place
7. I especially confirmed laws and regulations listed in below.
  - For anyone under 20 years old, it is prohibited to drink alcohol and smoke according to the law of Japan. MANABI handles the possession of cigarettes and drinks with alcohol by students under 20 years old is same as the violation of the law
  - Use or possession of illegal drugs or drugs for abuse is strictly prohibited.
  - No matter inside or outside of the school, violent behaviors, verbal abuse, damage to property and any harassment behaviors (attacking a person with relationship and letting him/her feel distressed physically, psychologically or mentally) is prohibited.
  - MANABI prohibits anyone under 18 years old stays overnight at other than planned accommodations or goes out without accompanying person between 10 p.m. to 5 a.m. of the next day.
  - Students under 18 years old always keeps his/her attendance rate higher than 90 % during while studying in MANABI.
8. I confirmed regulations listed in below regarding to the "Student Visa".
  - My qualification for residence may be cancelled at the time the school reported his/her withdraw to the Immigration Bureau due to reasons like poor attendance even though within the period of stay.
  - If a student is still doing his/her part-time job or other things not related to studying after the status of residence has been cancelled, he/she is considered as an "illegal overstayer" or behaving against the "Permission to Engage in Activity Other Than That Permitted under the Status of Residence Previously". That condition means he/she violates the law of Japan.
  - A student obtaining the student visa needs to have "Permission to Engage in Activity Other Than That Permitted under the Status of Residence" if he/she wishes to do a part time job. The student would not be able to start part time job soon after your entrance to Japan unless he / she acquires that permission at the Immigration Bureau section in the airport at the time he / she arrived in Japan.
  - I can do part time job within 28 hours in a week if I obtain "Permission to Engage in Activity Other Than That Permitted under the Status of Residence Previously". I can do a part time job for 8 hours in a day, and 40 hours in a week under the restriction of Labor Standards Act only during designated long school break periods in spring, summer and winter.
  - International students can't work for duties that are prohibited for them such as those in the adult entertainment and amusement industries even though they obtain "Permission to Engage in Activity Other Than That Permitted under the Status of Residence Previously".
  - If you enter Japan with student visa, subscription of "National Health Insurance Card" is required. 70% of treatment or other medical fees would be covered by the government of Japan if you have the "National Health Insurance Card". Besides that, you are required to subscribe for "Japanese School Cooperative Student Insurance System" as well.
9. I confirmed the following issue regarding to the medical treatment in case of emergency.
  - I agree with that my parents are reachable from school within 24 hours for preparing to the situation I need to have emergency medical treatment or procedure due to the injuries or diseases while studying at MANABI. However, I provide the right to sign to MANABI staff or associates instead of my parents in case it is required to decide the methods for medical treatment or procedure, or judgement for deciding those are depended on doctors or medical staff and I am requested to submit the written informed consent for the medical treatment policy immediately. Also I agree I would not ask for compensation to MANABI Japanese Language Institute, school staff and associates for the result of the judgement.
10. There are some possibilities for that pictures taken during classes or school events may be released on materials of school like printed broacher, web pages or SNS such as Facebook or Instagram under the condition face can be recognizable only for the purpose of Public Release of MANABI or introducing our contents. Please inform to school if you have personal reasons for that your pictures don't want to be open to the public.