

# Application Guide

## for Admission and Student Visa

### (April 2021 – January 2022)

# MANABI 外語学院



# MANABI

® JAPANESE LANGUAGE INSTITUTES

### Nagano Campus

2-3-1 Ote, YCC No.2 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		Period 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 prepare following required documents with paying attentions for issues listed in below.
  - Please state all of your experience applying visa to Japan no matter with the application result, if you have.
  - Please use Excel files specified separately for “Application form”, etc. and other documents listed as "Our school format" in the notes column of the table below.  
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	School Format
2	Written oath	School Format
3	Personal history	School Format
4	“Certificate of Graduation” from the last attended school or “Certificate of Expected Graduation” from present school.	
5	Transcript of record from the last attended school	
6	Certificate of enrollment and transcript of record	*Only for applicants who are currently at school.
7	Certificate of Employment	*Only for applicants who have work experience. Incase you have plural work experience, prepare certificates from all of them.
8	Please submit following documents to prove your history of studying Japanese. 1) Certificate of Japanese language proficiency(JLPT) 2) J-TEST Certificate and score report 3) NAT-TEST Certificate and score report 4) Certificate of learning Japanese issued from Japanese school you study or have studied .	Please take (1) test and submit it as possible.
9	Photocopy of Passport	Copy of identification page and pages which can show your previous history of coming in to Japan if you have.
10	4 ID Photo (4cm x 3cm)	Should be taken within the past 3 months. Write your name and birthday on the other side.

◆ **Supporter's document**

Required Documents		Remarks
1	Written proof of supporter	School format
2	Authorization Letter for Emergency Purposes	School format
3	Family's details of supporter	School format
4	Document proving the family structure of the supporter	<u>(Supporter who is living outside of Japan)</u> Copy of the family registration, etc. for all the family members of the supporter.
		<u>(Supporter who is living in Japan)</u> Resident card of all households
5	Documents to prove relationships between Applicant and supporter(s) (Birth certificate or Family member certificate etc.)	
6	Bank statement of supporter	This statement is required to prove you have prepared funds enough to fulfill applicant's living expenses and tuition for the first year.
7	Verifiable documents of the funding process for the past 3 years (1)Account statement for the past 3 years (2)Copy of bank book for the past 3 years	Submit one of (1) or (2)
8	Document proving supporter's occupation (1)Verification of employment (2)Business license (3) Certificate of all historical matters, corporate registration, If supporter will be an officer or board member.	Submit one of (1) to (3)
9	Document proving supporter's income for the past 3 years	<u>(Supporter who is living outside of Japan)</u> Please submit this document issued by a public agency that controls the amount of income and tax.
		<u>(Supporter who is living in Japan)</u> Please submit a tax certificate that states your total income issued by your municipality. If you do not have a tax certificate, please submit the tax payment certificate (Article 1 and 2) issued by the tax office.

## 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 Immigration Services Bureau.
<b>STEP 3</b>	<b>Submit to the Immigration Services Bureau</b>	“Certificate of Eligibility (COE)” is to be issued if you passed the screening and examination by the Immigration Services Bureau.
<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 2021	Starting from July 2021	Starting from October 2021	Starting from January 2022
<b>STEP 1</b> <b>Submitting application documents to MANABI</b>	Beginning of October, 2020	Beginning of January, 2021	Beginning of April, 2021	Beginning of August, 2021
<b>STEP 2</b> <b>Submitting application documents to the Immigration Services Bureau</b>	End of November, 2020	Beginning of March, 2021	Beginning of June, 2021	Middle of September, 2021
<b>STEP 4</b> <b>Issuance of “COE”, and payment of tuition</b>	Middle of February, 2021	Middle of May, 2021	Middle of August, 2021	Middle of November, 2021
<b>Placement Test (Planned)</b>	April 6, 2021	July 6, 2021	October 12, 2021	January 6, 2022

\* 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 Services 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

	<b>First 6 months</b>	<b>Next payment (6 months)</b>	<b>1 year</b>
Entrance Fee	¥ 55,000	— — —	¥ 55,000
Tuition Fee	¥ 344,300	¥ 344,300	¥ 688,600
<b>Total (Tax included)</b>	<b>¥ 399,300</b>	<b>¥ 344,300</b>	<b>¥ 743,600</b>

### Tokyo Campus

	<b>First 6 months</b>	<b>Next payment (6 months)</b>	<b>1 year</b>
Entrance Fee	¥ 55,000	— — —	¥ 55,000
Tuition Fee	¥ 378,400	¥ 378,400	¥ 756,800
<b>Total (Tax included)</b>	<b>¥ 433,400</b>	<b>¥ 378,400</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 April 2021 to March 2022. Please pay tuition fees after that according to the price list for after April 2022, 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 prof 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 you 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".
  - [STUDENT VISA] The school needs to report his/her to withdraw to the Immigration Services Bureau due to reasons like poor attendance even though within the period of stay. Then at this time, the student not be affiliated with an educational institution and required to return home as soon as possible
  - [STUDENT VISA] If a student does not belong to an educational institution and works part-time, even within the period of his/her residence status, he/she will be considered "illegal employment" and will be in violation of Japanese law.
  - 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 Services Bureau 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.