

Application Guidelines

**for Admission and Student Visa
(April 2022 – January 2023)**



MANABI 外語学院

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

Nagano Campus

Courses & Months you enter our school		Period of study
General Japanese Course	April	2 years
	July	1 year 9 months
	October	1 year 6 months
	January	1 year 3 months

Tokyo Campus

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

At the time of enrollment, a placement test will be conducted and students will be placed in a class according to their level. Classes are held in the mornings and afternoons, but there is no option to choose between mornings and afternoons.

School days: Monday to Friday (closed Saturdays, Sundays, national holidays, and school holidays as specified by the school)

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 Admission Requirements

All applicants need to fulfill requirements as below,

1. Completion of at least 12 years of school education or its equivalent educational background.
2. Those who have been admitted or are expected to be permitted to enter Japan through due process.
3. Applicants must have enough funds to live after entering the school, or have a financial supporter after entering the country.
4. Those who understand and agree to our “Consent and confirmation upon Admission”.

IV Required Documents

- ◆ Please pay attention to the following points and prepare the required documents.
 - If you have applied for a visa to Japan in the past, please declare all of your background regardless of the outcome of that application when you apply for admission.
 - Please use the Excel file specified by the school to prepare documents such as the application form, which is marked as "School Format" in the remark's column of the table below.
 - All application documents must be checked and signed by the applicant and supporter. Documents without the applicant's signature will not be accepted.
 - The Excel files used for to prepare these documents should be submitted to MANABI via e-mail at the time of application.
 - The original documents must be submitted, and all documents except for the diploma will not be returned.
 - All documents prepared in a language other than Japanese must be submitted with a Japanese translation.
 - Depending on the circumstances of the applicant, we may ask you to submit documents other than those on the list.
 - Documents to be submitted must have been issued within three months retroactively from the date they were submitted to Japan Immigration.
 - MANABI will conduct its own investigation into the content of the submitted application documents. If there is any suspicion about the contents of the application documents, we may cancel the acceptance of the application and withdraw the application for certification to the Immigration Bureau even after the application has been submitted to the Immigration Bureau.

◆ Applicant's document

Required Documents		Remarks
1	Application for admission	School Format
2	Written oath	School Format
3	Personal history RESUME	School Format
4	"Certificate of Graduation" from the last attended school or "Certificate of Expected Graduation" from present school.	
5	Certificate of enrollment	*Only for applicants who are currently a student.
6	Certificate of Employment	*Only for applicants who have work experience. In case you have plural work experience, prepare certificates from all of them.
7	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.	To take 1) JLPT is highly recommended.
8	Photocopy of Passport	Copy of identification page and the pages showing all your entries and exits to and from Japan, if have any.
9	4pcs ID Photo (4cm x 3cm)	Should be taken within the last 3 months. Face to straight front, no cap, no background. The image data can also be accepted in Jpeg format 480-6,000 dpi both width and height The retouched image file may not be accepted.

◆ Supporter's document

* The "**Supporter**" is the person who takes responsibility for the student including the economic burden.

Required Documents		Remarks
1	Written proof of supporter	School format
2	Authorization Letter for Emergency Purposes	School format
3	Documents to prove relationships between Applicant and supporter(s)	e.g. Birth certificate, Family member certificate or etc.
4	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.
5	Verifiable documents of the funding process for the past 1 years (1) Account statement for the past 1 years (2) Copy of bank book for the past 1 years	Submit either (1) or (2)
6	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 any one from (1) to (3)
7	Document proving supporter's income for the past 1 years	Please submit this document issued by a public authority that controls the amount of income and tax. <u>(Supporter who is living in Japan)</u> Please submit a tax certificate called “課税証明書” that states your total income issued by your municipality. If you cannot have the tax certificate, please submit the tax payment certificate called “納税証明書” (Article 1 and 2) issued by the tax office.

V From Application to Admission

Procedure from application to Entrance

STEP 1	Submitting application documents and payment of Assessment fee	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.
STEP 2	Screening your application by MANABI	After receiving the documents, the application will be accepted or rejected based on document review and screening. If you are accepted, your application documents will be submitted to the Tokyo Regional Immigration Services Bureau.
STEP 3	Submit to the Immigration Services Bureau	The "Certificate of Eligibility (COE)" will be issued to those who have been approved after examination by the Immigration Services Bureau.
STEP 4	Issuance of COE and "Letter of Acceptance", tuition fee payment	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.
STEP 5	Visa Application	Apply for your student visa at the Embassy or Consulate of Japan. Students wishing to stay in the school dormitory should apply for dormitory by the specified date.
STEP 6	VISA Issuance	Please inform us about your arrival flight to Japan and contacts in Japan as well.
STEP 7	Entering to Japan, and admission to MANABI	Orientation and Start of Class.

Schedule

	Starting from April 2022	Starting from July 2022	Starting from October 2022	Starting from January 2023
STEP 1 Submitting application documents to MANABI	Beginning of October, 2021	Beginning of January, 2022	Beginning of April, 2022	Beginning of August, 2022
STEP 2 Submitting application documents to the Immigration Services Bureau	Mid-November, 2021	Beginning of March, 2022	Beginning of June, 2022	Mid-September, 2022
STEP 4 Issuance of "COE", and payment of tuition	Mid-February, 2022	Mid-May, 2022	Mid-August, 2022	Mid-November, 2022
Placement Test (Planned)	April 6, 2022	July 6, 2022	October 12, 2022	January 6, 2023

* 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 your COE.

VI Assessment Fee & Tuition

Both for Nagano campus & Tokyo Campus

Assessment Fee	¥ 22,000
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* Assessment fee must 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

	First 6 months	Second half payment (6 months)	1 year
Entrance Fee	¥ 55,000	---	¥ 55,000
Tuition Fee	¥ 344,300	¥ 344,300	¥ 688,600
Total (Tax included)	¥ 399,300	¥ 344,300	¥ 743,600

Tokyo Campus

	First 6 months	Second half payment (6 months)	1 year
Entrance Fee	¥ 55,000	---	¥ 55,000
Tuition Fee	¥ 378,400	¥ 378,400	¥ 756,800
Total (Tax included)	¥ 433,400	¥ 378,400	¥ 811,800

* Above mentioned prices include consumption tax.

- * Once you have paid the entrance fee, you do not need to pay for it again in case of re-application or re-enroll. (Only for two years after the initial 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 are for the period from April 2022 to March 2023, and may change after April 2023, in which case you will be required to pay the new fees.
- * We accept your payment via bank transfer to our designating account or a tuition fee remittance service operated by Flywire (www.flywire.com). The detailed Information is on the invoice.

VII Refund policy for tuition and dormitory fees

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 from the school within 6 months from admission, the first 6 months tuition fee will not be refunded.
5. If a student withdraws from the school after 6 months of enrollment, the tuition for the semester in which the student is unable to attend classes will be refunded, starting January, April, July, and October as the first 3 months of the semester. However, the following conditions must be met.
 - Notification of withdrawal must be received by the school at least one day before the start of the term.
 - The school must be able to confirm that you are returning to your home country with a student visa that does not allow you to re-enter the country, or that you have changed to a visa other than a student visa.
 - Approval by the principal.
6. Cancellation policy for school dormitory
 - If you cancel your application for a dormitory after paying the dormitory fee but before entering the dormitory due to cancellation of enrollment or visa denial by the embassy, we will deduct 30,000 yen as a cancellation fee before refunding your money.
 - If the student is unable to enter the country within one month of the original plan, the school will cancel the application and charge a cancellation fee of 30,000 yen. Once the student has been admitted to Japan, the school will ask the student to apply for dormitory and pay the fee.
 - The minimum period of stay in the dormitory is 3 months. If you cancel your stay in any of the dormitories after you have moved in, you will not be refunded the 3 months of dormitory fees that you have already paid.
7. Bearing the cost of refunds
 - The applicant will be responsible for all bank transfer fees and other expenses related to the refund of fees once paid to the school.

VIII Consent and confirmation upon Admission

MANABI Japanese Language Institute requests all applicants to confirm all of contents agree with items listed in below and engage those before entering our school. If any violation of the following agreement is found, the student will be considered to have agreed to be punished, including expulsion, or expelled from the school.

Terms of Agreement

1. The student will abide by Japanese laws and school regulations and follow the school's rules and guidance while at school.
2. The student will make every effort to study hard and maintain a high attendance rate during his/her stay at the school.
3. The student will apply for admission to MANABI after understanding the location of MANABI Language Institute, the founder, the conditions of admission, the selection process, and the outline of the dormitory.
4. The student needs to confirm the details, timing, amount of payment, and refund policy of MANABI's entrance fee, tuition fee, and other fees and pay them without delay.
5. Violence, verbal abuse, damage to property, harassment (behavior that injures the dignity of others, makes them uncomfortable, or causes disadvantage through the words or actions of the offender, regardless of the intention of the offender) are prohibited, both inside and outside the school.
6. If it is discovered that a student has made a false report to the school or submitted documents obtained illegally, the admission will be cancelled even after enrollment.
7. If there is any change in the following matters during the period of enrollment, the applicant should notify MANABI within one week of the occurrence of the change.
 - For an applicant or student, him/herself: address, phone number, marital status, occupation, and workplace
 - For parents or supporter(s) of applicant or student: address, phone number, occupation, and workplace
8. The student agrees that the parent/guardian is in a position to be contacted by the school within 24 hours in case the student requires emergency medical treatment or treatment due to injury or illness during the school year.
9. If a student is asked to make a decision on the treatment or procedure for an injury or illness during the school year, and the decision of the student or the guardian cannot be confirmed, the decision will be left to the doctor or hospital. If the student is asked to submit a consent form for the treatment plan, the staff of MANABI and related persons will be authorized to sign the form on behalf of the parents. We will not be liable for any damages to MANABI Japanese Language Institute, MANABI staff, or related parties as a result of such decisions.
10. Photographs taken during school classes and events may be posted on printed materials such as brochures, web pages, and social networking sites (Facebook, Instagram, etc.) with the student's face visible, but only for the purpose of publicizing MANABI Language School and introducing its activities. If there are circumstances that prevent the use of photos, you must request that photos not be used.

Confirmation Points

Please check the following regulations regarding college student visas.

1. [STUDENT VISA] The school needs to report the students' withdrawal to the Immigration Bureau due to the low attendance even if their visa is still available. In this case, the student is not to be affiliated with an educational institution and is required to return home as soon as possible.
2. [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.
3. [STUDENT VISA] Student needs to have the "Permission to Engage in Activity Other Than That Permitted under the Status of Residence" if he/she wishes to work as a part-time job. Students cannot start their part-time jobs soon after their entrance to Japan unless they get permission from the Immigration Bureau in the airport on his/her arrival to Japan.
4. [STUDENT VISA] Students are allowed to have part-time jobs up to 28 hours per week with the "Permission to Engage in Activity Other Than That Permitted under the Status of Residence Previously". During the designated long school break in Spring, Summer and Winter, Students are allowed to work up to 8 hours per day and 40 hours per week under the restriction of Japanese Labor Law. Even with permission, international students are not allowed to work in some industries such as adult-oriented entertainments/services, gambling and so on.
5. Students staying in Japan with a student visa are required to join National Health Insurance, which covers 70% of medical fees by the Japanese government. Besides that, our school require all students with student visas to join the "Japanese School Cooperative Student Insurance System", which will cover the rest 30% of medical fees.
6. Those who live in Japan and are over 20 years old are obliged to pay premiums for the National Pension Plan, even if they are foreigners. Failure to pay this may result in inconveniences such as not being able to apply for a change of visa.

If the student is a minor (under 20 years old), please check the following laws and regulations.

1. Drinking alcohol and smoking by persons under 20 years of age is prohibited by Japanese law. MANABI will treat the possession of alcohol and cigarettes by underage students in the same way.
2. Persons under 18 years of age are prohibited from staying overnight outside of their lodgings and from going out without supervision between the hours of 10:00 p.m. and 5:00 a.m. the following day.