

# Application Guidelines

for Admission and Student Visa

April 2026—January 2027



## 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  
4 minutes walk from JR Ryogoku Station

## I Courses/Admission Schedules

- The course is common to both Nagano and Tokyo schools.
- It is scheduled to open in October 2026 as an “Accredited Japanese Language Institution” accredited by the Ministry of Education, Culture, Sports, Science and Technology.
- Both the General Japanese Language Course and the University Preparatory Course offer courses to prepare higher study and for employment.

Name of Curriculum	Admission time	Study period	Total hours of study
2 years General Japanese Course	April	2years	1,520 credit hours
1 year 9 months General Japanese Course	July	1 year 9 months	1,330 credit hours
1 year 6 months Higher Education Course	October	1 year 6 months	1,140 credit hours
1 year 3 months Higher Education Course	January	1 year 3 months	950 credit hours

## II Schedule of Classes

- One lesson of 50 minutes; four lessons, total hours of 200 minutes per day.
- 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 Hours:

	Nagano Campus	Tokyo Campus
Morning Class	8:40 ~ 10:20, 10:40 ~ 12:20	9:00 ~ 10:40, 11:00 ~ 12:40
Afternoon Class	13:10 ~ 14:50, 15:10 ~ 16:50	13:20 ~ 15:00, 15:20 ~ 17:00

## III Admission Requirements

- (1) Completion of at least 12 years of school education or 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) Be in good physical and mental health and able to devote themselves to their studies.
- (5) Those who understand and agree to our “Consent and confirmation upon Admission”.

## IV Admission screening

- Document examination
- Japanese check
- Interview

Approximate Japanese language proficiency required at the time of application for admission:

Name of Course	Reference frame for Japanese language education	Japanese Language Proficiency Test (JLPT)	Study hours
2 years General Japanese Course	A1	Passing level N5	Above 150 hours
1 year 9 months General Japanese Course	A1	Passing level N5	Above 190 hours
1 year 6 months Higher Education Course	A2	Passing level N4	Above 380 hours
1 year 3 months Higher Education Course	B1	Passing level N3	Above 570 hours

## V Application Documents

◆ Please prepare the documents keeping the following points in mind:

- If you have applied for a visa to Japan in the past, you must declare all previous applications, regardless of the outcome, when submitting your application 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.
- The applicant and the financial sponsor must personally confirm the contents of all application documents and sign them by hand. Documents without a handwritten signature will not be accepted.
- Please submit the Excel files used to create these documents to our school via email when you apply.
- Please submit original application documents. Among these, all documents except for the graduation certificate will not be returned.
- For documents created in languages other than Japanese, please attach a Japanese translation.
- Depending on the applicant's circumstances, we may request additional documents not listed.
- The validity period for documents is three months, counting backward from the date of submission to the Immigration Services Agency.
- Our school will conduct an independent investigation into the contents of the submitted application documents. If, through our investigation, there are any doubts regarding the content of the application documents, your admission may be revoked, and your application for certification to the Immigration Services Agency may be withdrawn, even after our school has accepted your application or submitted it to immigration.

◆ Applicant's documents

	Document Name	Remarks
1	Application Form	Our School Format
2	Declaration of Health Status	Our School Format
3	Terms of Agreement for Application	Our School Format
4	Certificate of Graduation (or Certificate of Expected Graduation) from your last school	
5	Academic Transcript from your last school	Japanese translation is not required.
6	Copy of Passport	Page(s) with personal information and any pages with endorsements/additional entries.
7	Photo Data	Taken within the last three months. Full-face, no hat, plain background. JPEG format. Width: 480–6000 pixels Height: 480–6000 pixels Please note: Edited photos may not be accepted.

◆ Sponsor's documents

	Document Name	Remarks
1	Written proof of sponsor	School format
2	Documents establishing the relationship between the sponsor and the applicant (birth certificate, notarized family register, etc.)	
3	Bank balance certificate	This statement is required to prove you have prepared funds enough to fulfill the applicant's living expenses and tuition for the first year.
4	Documents proving income for the past year	[For sponsors living overseas] If possible, please submit documents issued by a public institution that manages income and tax amounts.  [For sponsors residing in Japan] Please submit a tax certificate called “課税証明書” issued by the city, ward, town or village showing the total income. If you do not have a tax certificate, please submit tax payment certificates called “納税証明書” (Article 1 and 2) issued by the tax office.

## VI From Application to Admission

### ◆ Procedure from application to Entrance

STEP 1 Document Submission, Examination Fee Payment ↓	Submit all of the 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 Submission to Immigration Services Bureau ↓	The "Certificate of Eligibility (COE)" will be issued to those who have been approved after examination by the Immigration Services Bureau. Those who wish to enter the school dormitory and be picked up at the airport must submit the application form by the designated date.
STEP 4 Issuance of COE and tuition fee payment ↓	When you have been issued a Certificate of Eligibility, please pay the admission fee, tuition fee, and facility fee insurance fee by bank transfer or Flywire's tuition remittance service. After confirming your payment, we will send you the Certificate of Eligibility, admission permit, and admission schedule.
STEP 5 Visa Application ↓	Apply for your student visa at the Embassy or Consulate of Japan.
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	Entrance ceremony, orientation, start of classes

### ◆ Schedule

	April 2026	July 2026	October 2026	January 2026
STEP 1 Submitting application documents to MANABI	Mid-Oct, 2025	Early Jan, 2026	Early Apr, 2026	Early Aug, 2026
STEP 2 Submitting application documents to the Immigration Services Bureau	Mid-Nov, 2025	Early Mar, 2026	Early Jun, 2026	Mid-Sep, 2026
STEP 3 Issuance of "COE", and payment of tuition fees	Mid-Feb, 2026	Mid-May, 2026	Mid-Aug, 2026	Mid-Nov, 2026
Designated entry date in Japan	Early April, 2026	Early July, 2026	Early October, 2026	Early January, 2026

\* We suggest you 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.

\* The confirmed schedule after the designated entry date will be sent to you when the certificate is sent.

## VII Assessment fees & Tuition fees

### ◆Both for Nagano campus & Tokyo Campus

<b>Assessment fee</b>	22,000 Yen
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### ◆Nagano Campus

Item of fee	1st Year cost	2nd Year cost			
	Common to all courses	2 Year course	1 Year 9 months course	1 Year 6 months course	1 Year 3 months course
Entrance Fee	70,000 Yen	-	-	-	-
Tuition Fee	720,000 Yen	720,000 Yen	540,000 Yen	360,000 Yen	180,000 Yen
Facility Fee	50,000 Yen	50,000 Yen	37,500 Yen	25,000 Yen	12,500 Yen
Insurance Fee	10,000 Yen	10,000 Yen	7,900 Yen	5,800 Yen	3,300 Yen
<b>Total</b>	<b>850,000 Yen</b>	<b>780,000 Yen</b>	<b>585,400 Yen</b>	<b>390,800 Yen</b>	<b>195,800 Yen</b>
Estimated cost of teaching materials	40,000 Yen	40,000 Yen	30,000 Yen	20,000 Yen	10,000 Yen

### ◆Tokyo Campus

Item of fee	1 st Year cost	2nd Year cost			
	Common to all courses	2 Year course	1 Year 9 months course	1 Year 6 months course	1 Year 3 months course
Entrance Fee	70,000 Yen	-	-	-	-
Tuition Fee	760,000 Yen	760,000 Yen	570,000 Yen	380,000 Yen	190,000 Yen
Facility Fee	50,000 Yen	50,000 Yen	37,500 Yen	25,000 Yen	12,500 Yen
Insurance Fee	10,000 Yen	10,000 Yen	7,900 Yen	5,800 Yen	3,300 Yen
<b>Total</b>	<b>890,000 Yen</b>	<b>820,000 Yen</b>	<b>615,400 Yen</b>	<b>410,800 Yen</b>	<b>205,800 Yen</b>
Estimated cost of teaching materials	40,000 Yen	40,000 Yen	30,000 Yen	20,000 Yen	10,000 Yen

- Above mentioned prices include consumption tax.
- The payments listed above are for April 2026 through March 2027.

- Once you have paid the enrollment fee, you do not need to pay the enrollment fee when you reapply or re-enroll. (Only within 2 years of initial application)
- The insurance premium is the fee for joining the "Japanese Language School Cooperative Association International Student Insurance Scheme". The insurance cannot be cancelled midway. There are some exemptions, such as for chronic illnesses and dental treatments prior to entering the country, and childbirth. Details will be explained after entering Japan.
- Materials will be purchased at actual cost after the class is confirmed. The above is a rough estimate of the cost. Amounts will vary depending on the level of study and the course you choose.
- Fees may be charged separately for optional events.
- Payment fees may change after April 2027. In such cases, payment will be made at the new rate for the relevant year at the time of enrollment.
- Payment can be made by bank transfer to the school's designated bank account or by using the tuition remittance service provided by Flywire ([www.flywire.com](http://www.flywire.com)). Details will be included in your invoice.

## VIII Refund policy for tuition and dormitory fees

(1) If a Certificate of Eligibility(COE) is issued but the applicant did not apply for a visa and did not come to Japan

Conditions: Return the Letter of Admission and Certificate of Eligibility(COE).

Refund: All fees except the admission fee and the application fee will be refunded.

(2) If you applied for an entry visa at an embassy or consulate abroad but were not approved and could not come to Japan

Conditions: Return the Letter of Admission and Certificate of Eligibility(COE).

Please submit proof that your visa was not issued by the Japanese diplomatic mission.

Refund: All fees except the admission fee and the application fee will be refunded.

(3) If you have obtained a visa but declined admission before coming to Japan

Conditions: Return the Letter of Admission and Certificate of Eligibility(COE).

The school must be able to verify that the visa you have obtained is not yet used.

Refund: All fees except the admission fee and the application fee will be refunded.

(4) If the student withdraws from the school within 6 months of enrollment

- There are no refunds for 6 months of tuition and facility fees.
- In addition, there are no refunds for international student insurance premiums after enrollment, regardless of the period of enrollment.

(5) If the student withdraws from the school after 6 months of enrollment

Requirements: All of the following conditions must be met

- ① The withdrawal form must be submitted to the school before the start of the semester.
- ② The school must be able to confirm that you have returned to your home country with a student visa that does not allow you to re-enter the country, or that you have changed your visa to something other than a student visa.
- ③ Conditions approved by Principal.

Refund: Tuition and facility fees will be refunded for the semesters in which classes are not taken, which are defined as three-month terms beginning in January, April, July, and October.

(6) 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.

## **IX Consent and confirmation upon Admission(Must read for applicants and sponsors)**

- **When applying to MANABI Language School, please confirm the agreement stated in this document.**
  - **If any violation of the following conditions is found after enrollment, the student agrees to be subject to disciplinary action from the school, including expulsion or dismissal.**
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 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.
  3. 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.
  4. The Japanese Government issues the Certificate of Eligibility and visa required for foreign nationals to stay in Japan, such as for STUDENT and SHORT-TERM STAY, after examination of the applicant. MANABI Japanese Language Institute is not responsible for the results of these applications or any additional costs.
  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 provided false information 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.
    - ① For an applicant or student, him/herself: address, phone number, marital status, occupation, and workplace
    - ② For parents or supporter(s) of applicant or student: address, phone number, occupation, and workplace
  8. In the event that a student is required to make an urgent decision regarding the treatment or surgical procedure for an injury or illness while enrolled at MANABI and the parent/guardian cannot be confirmed, the decision will be left to the physician or hospital. In the event that a consent form for a treatment plan is requested, MANABI staff and related personnel are authorized to sign on behalf of the parent/guardian. We MANABI Language School, MANABI Language School staff, or others will not hold responsible for any damages resulting from such decisions.
  9. Photos taken during classes and events may be used to publicize MANABI Language School and its activities, and may be used in printed materials such as brochures, web pages, SNS (Facebook, Instagram, etc.), etc., with the students' faces clearly visible. If there are circumstances that prevent the publication of a photograph, a request for not publishing a photograph must be made.
  10. If the school reports the student's withdrawal to the Immigration Office for reasons such as continued failure to attend school, even within the period of the approved visa, the student is no longer affiliated with the educational institution at that time and is required to return home immediately.
  11. In order to work part-time in Japan, "permission to engage in activities other than those permitted under the status of residence" is required. Those who wish to work part-time after entering Japan must obtain "Permission to Engage in Activity other than that Permitted under the Status of Residence" from the Immigration Bureau upon entering Japan. After entering Japan, please follow the school's instructions regarding activities outside of your visa status.
  12. Even if your residence status is still valid, if you are not affiliated with an educational institution (if you have dropped out, been expelled, or have finished enrolling at MANABI Foreign Language Institute and before enrolling in a further education), working part-time or otherwise engaging in other activities will be considered "illegal employment" and violate Japanese law, so you must not work under any circumstances.
  13. Students are allowed to work part-time up to 28 hours per week with a work permit. During long vacations set by the school, students may work part-time up to 8 hours per day and 40 hours per week within the scope of the Labor Standards Law. However, even with a work permit, you may not engage in work that is prohibited for foreign students, such as that related to the adult entertainment industry.
  14. It is mandatory to enroll in the "National Health Insurance" program. The Japanese government covers 70% of medical expenses through the National Health Insurance. At the same time, enrollment in the "Japanese Language School Cooperative Foreign Student Security System" is mandatory while in school.
  15. All residents of Japan who are 20 years of age or older are obliged to pay the premiums for the "National Pension" even if they are foreigners. Please consult with the school if you wish to apply for exemption.
  16. If the school determines that a student on a Temporary Visitor's Visa does not intend to continue his/her study in Japan, such as by extremely poor attendance during the period of study, the school will cancel the student's admission on a [student visa].
  17. Drinking and smoking are prohibited by Japanese law for those under the age of 20. The school will treat the possession of alcohol or tobacco by underage students in the same manner.
  18. It is prohibited for persons under the age of 18 to stay overnight outside of their accommodation or to go out without a supervising person between the hours of 10pm and 5am the following day.