

Short-Term Course Admission Guide

April 2026 – January 2027



MANABI 外語学院
MANABI Japanese Language Institute

NAGANO CAMPUS

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Ote, Ueda-shi, Nagano
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nagano@manabi.co.jp
10 min walk from JR Ueda Station

TOKYO CAMPUS

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I Course Information

1. Course Overview

Course Name (Period)	overview
General Short-Term Course (2 weeks to 3 months)	<ul style="list-style-type: none"> Students can freely set their study period between two weeks and three months. Each class has a curriculum that can be completed in three months, allowing you to acquire the Japanese language skills of reading, listening, speaking and writing in a fun way.
Short-term study abroad preparation course (3 months)	<ul style="list-style-type: none"> This course is for those who have applied for long-term study abroad. Students enter the country on a short-term visa and study for a period before commencing their long-term studies on a student visa. By starting their studies early, students aim to use their time efficiently and acquire higher levels of Japanese language ability. After the three-month short-term study abroad, you will return to your home country, obtain a student visa at the Japanese diplomatic mission in your home country, and re-enter Japan. <u>You cannot change your status of residence in Japan.</u>

2. Course period

- Our school operates on a four-term system, with classes starting in April, July, October and January.
- If students are starting their studies from the first day of the semester and will be staying in our dormitory, please enter the country on the designated entry date.
- You can enrol mid-term. However, if your Japanese is at an introductory level, please start from the first day of classes in April or July.
- If the class is full or there are no classes available that match your level, you may not be accepted.

Semester	Designated entry date	Placement Test・Entrance ceremony	Start of class - End of class
April	April 6 and 7, 2026	April 8 and 9, 2026	April 13 to June 26, 2026
July	July 6 and 7, 2026	July 8 and 9, 2026	July 13 - September 30, 2026
October	October 6 and 7, 2026	October 8 and 9, 2026	October 13 to December 23, 2026
January	January 6, 2027	January 7 and 8, 2027	January 12 to March 25, 2027

3. Class Hours

- Each lesson is 50 minutes long. There are 4 lessons (200 minutes) of lessons per day.
- Upon enrollment, you will take a placement test and be placed in a class that matches your level.
- Classes are divided into two sessions, morning and afternoon, but you cannot choose between morning and afternoon.
- Class days: Monday to Friday (excluding Saturdays, Sundays, national holidays, and school holidays)

	Nagano Campus	Tokyo Campus
Morning Class	08:40 - 10:20, 10:40 - 12:20	09:00 - 10:40, 11:00 - 12:40
Afternoon Class	13:10 - 14:50, 15:10 - 16:50	13:20 - 15:00, 15:20 - 17:00

4. Events (Activities)

- Cultural experiences during and outside of class
- Those who wish to participate will be required to pay an additional fee.

II Admission Qualifications

1. Anyone aged 18 or over.
If you are under 18 years old, you must be accompanied by a parent during your stay, or have a relative living in Japan who can provide you with supervision and care.
2. Applicants must be healthy both physically and mentally and be able to concentrate on their studies.
3. Students must enrol in the insurance specified by our school.
4. I understand and agree to the school's "Terms of Agreement" at the Time of Application.

III Application for admission

1. Application documents

- Application documents must be signed by the applicant and financial sponsor in his/her own handwriting.
- If necessary, you may be asked to submit additional documents.

	Documents Name	Remarks
1	Application for Admission	Our school format
2	Health declaration	Our school format
3	Terms and conditions of application	Our school format
4	Copy of passport	Identification page and additional information page if there is additional information
5	Photo data	<ul style="list-style-type: none">• Photos taken within the past 3 months• Front view, no hat, no background• JPEG format• If it has been modified, it may not be accepted.

2. Process from application to enrollment

STEP 1: Document submission ↓	Please apply at least one month before your desired class date.
STEP 2: Document screening ↓	If your application passes the screening, we will send you an invoice.
STEP 3: Payment of tuition fees ↓	<ul style="list-style-type: none">• Please pay the amount due.• If payment is not confirmed by the payment deadline, your application will be cancelled.
STEP 4: Sending admission letter and invitation document	We will send you a Letter of Acceptance (and an Invitation document if needed).
STEP 5: Apply for a visa ↓	Please apply for and obtain a visa at the Japanese Embassy or Consulate.
STEP 6: Preparation for entry ↓	Book your flight and send us your ticket details.
STEP 7: Entering and enrolling in Japan	Start studying!

- The invitation letter issued by MANABI does not guarantee the issuance of a short-term visitor visa.
- Applicants who have a history of staying in Japan for a significant duration in the recent past may face restrictions or rejection of their visa application. We strongly advise you to consult with the nearest Embassy or Consulate General of Japan for specific eligibility requirements.

IV Payments

- The fees are the same for both Nagano and Tokyo schools.
- The prices below include consumption tax.
- Please make the payment by bank transfer to the bank account designated by the school, or by using the tuition remittance service provided by Flywire (www.flywire.com). Details will be provided on the invoice.

Admission Fee

11,000 yen

- If you repeat a short course within two years of the last course date, no admission fee will be charged.
- If you enrol in a long-term course within two years of completing a short-term course, the short-term course admission fee will be applied to the long-term course admission fee, and you will only need to pay the difference.

Course	General Short-Term Course	Short-term study abroad preparation course
Period	2 weeks to 3 months	3 months
Tuition Fee	39,600 yen - 198,000 yen (19,800 yen per week)	198,000 yen

- Please refer to the annual schedule for the calculation of the study period.
- Please pay the cost of materials and events at actual cost.

Period	~1 month	~2 months	~3 months
Insurance premiums	6,500 yen	9,500 yen	12,600 yen

- To ensure that participants can live in Japan with peace of mind, joining the school's designated insurance is a condition of acceptance.
- The insurance covers the period during which you are taking classes. Even during the same stay, the insurance does not cover the period during which you are not attending classes. If you plan to engage in activities other than studying at our school during your stay, we recommend that you purchase overseas travel insurance.
- Insurance cannot be cancelled mid-semester, even if you request to withdraw from school mid-semester.
- Insurance premiums are subject to change without notice.

Number of concurrent applicants	1-4 people	5-8 people	9 or more people
Invitation document application fee (per person)	16,500 yen	11,000 yen	8,800 yen

- If you are applying from a region outside the visa exemption area, you will need an invitation letter when applying for a visa.

V Accommodation

- Student dormitories are available if there are vacancies.
- If there are no vacancies in our student dormitories, please use a hotel or other accommodation.
- The prices below include consumption tax.

1. Nagano Campus

Type	Name	Room Type	Rent (per person)		
			1 month	2 months	3 months
Student Dormitory	Ability Mansion	1 person per room	77,200 yen	136,200 yen	195,200 yen
		2 people per room	61,200 yen	104,200 yen	147,200 yen
	Hope Mansion	1 person per room	90,200 yen	162,200 yen	234,200 yen
		2 people per room	69,200 yen	120,200 yen	171,200 yen
	Peace Mansion	1 person per room	102,200 yen	186,200 yen	270,200 yen
		2 people per room	77,200 yen	136,200 yen	195,200 yen

2. Tokyo Campus

Type	Name	Room Type	Rent (per person)		
			1 month	2 months	3 months
Affiliated Dormitory	DK House Shinkoiwa	1 person per room	131,500 yen	205,000 yen	277,000 yen
	Fukunichi Heim	1 person per room	169,200 yen	264,200 yen	359,200 yen
	BeGood Motoyawata	1 person per room	128,200 yen	193,200 yen	258,200 yen

[Applies to both Tokyo and Nagano campuses]

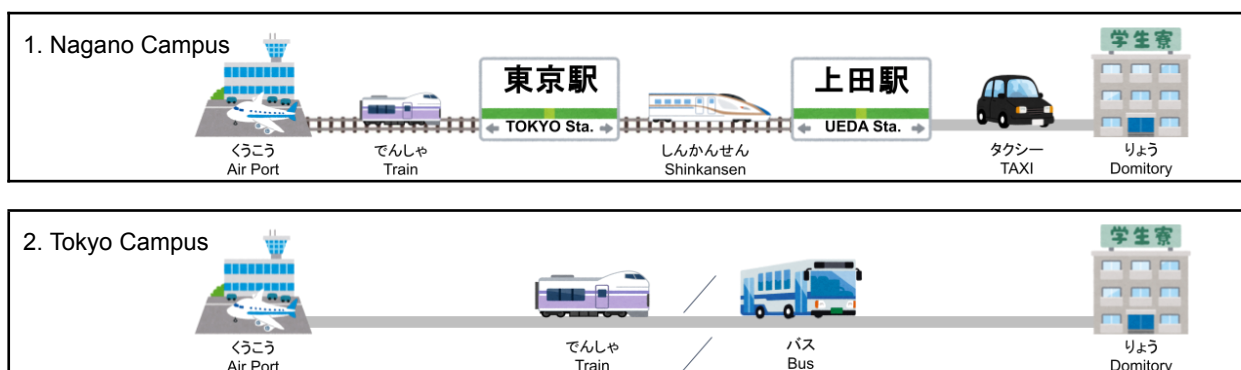
- The monthly rent mentioned here is for 30 days. Please contact us for rent for 30 days or more.
- The above rates include utility fees, cleaning fees, and bedding fees.
- If there are scratches or stains on the walls, floors, or room fixtures when you move out, we will charge you for the repair costs.
- The above fees are subject to change without notice. If the fee has changed at enrolment, the revised fee will take precedence.

[Tokyo Campus Dormitories]

- The contract will be made directly with the dormitory management company. Procedures for refunds, etc., will be based on the contractual terms of each management company.
- For details, please check the website of each operating company and then contact our school.
 - DK House Shinkoiwa (<https://www.e-guesthouse.com/tokyo/>)
 - Fukunichi Heim (https://bgj.co.jp/houses/title/?building_id=a00RB00000AtOn7YAF)
 - Begood Motoyawata (https://bgj.co.jp/houses/title/?building_id=a00A9000002BaytIAC)

VI Transfer from the airport

- Please make your own way using public transport. If you wish, our staff will guide you via social media or phone.
- If you need someone to pick you up, there will be an additional charge. Please contact us for details.



VII Refund Policy

- In the case of a refund, the student will be responsible for any bank transfer fees incurred.

Admission Fee	No refunds will be given for any reason.
Invitation document application fee	A full refund will be provided if you notify MANABI of your cancellation before the invitation document file is sent to you.
Tuition Fee Insurance premiums	<p>[In the case of visa exemption] We will provide a full refund if the following conditions apply:</p> <ul style="list-style-type: none"> • If you notify the school of your cancellation at least one business day before the scheduled start date. <p>[In the case of a MANABI invitation visa] We will provide a full refund if any of the following conditions apply:</p> <ul style="list-style-type: none"> • If you cancel before your visa is issued. • If you cancel your visa after obtaining it, and it is confirmed that the visa has expired. • If your visa has been rejected by a Japanese diplomatic mission overseas and this fact has been confirmed.
Transportation fee	If you cancel within 2 business days of your planned arrival date, we will refund your full amount.
Accommodation fee	<ul style="list-style-type: none"> • If you cancel your admission or your visa is not issued by the embassy after you have paid the dormitory fee but before moving in, we will charge you a cancellation fee of 30,000 yen. • If you are unable to enter the country one month after your original entry date, your application for admission to the dormitory will be cancelled and you will be required to pay a cancellation fee of 30,000 yen. Once your entry date has been decided, you will be required to apply for admission to the dormitory again. At that time, you will be required to pay the remaining dormitory fee. • In any case, if you cancel after moving into the dormitory, the dormitory fee will not be refunded. • In the case of an affiliated dormitory, the refund policy of the dormitory operating company will apply.

VIII At the time of application Agreement and confirmation items (Must read for applicants and sponsors)

Agree

- When applying to MANABI Japanese Language Institute, please agree to the following conditions.
- If any violation of the terms of the agreement is found, the student agrees to be subject to disciplinary action, including expulsion or dismissal.

1. While enrolled in school, I will abide by Japanese law and school rules, and follow the school's rules and instructions.
2. I will apply for admission after understanding the location, founder, admission requirements, selection procedures, dormitory overview, etc. of MANABI Foreign Language Institute.
3. I will confirm the MANABI Foreign Language Institute's admission fee, tuition fee, payment schedule, amount, and refund policy, and pay without delay.
4. The Certificate of Eligibility and visa required for foreigners to stay in Japan for study abroad, short-term stay, etc. are issued by the Japanese
5. The government after screening the applicant, and MANABI Foreign Language Institute is not responsible for the results of these applications or any additional costs incurred as a result.
6. Whether inside or outside of school, acts such as violence, abusive language, damage to property, and harassment (behavior or words that harm the dignity of others, make them uncomfortable, or cause them harm, regardless of the intention of the perpetrator) are prohibited.
7. If it is discovered that you have provided false information to the school or submitted fraudulently obtained documents, your admission will be revoked even if you have already been enrolled.
8. If there are any changes in the following matters during your time at the school, you must notify the school within one week of the change.
 - a. About the applicant/student: Address, phone number, marital status, occupation, place of employment
 - b. Applicant/student's parents and financial supporter: Address, phone number, occupation, place of employment
9. In the event that a student becomes injured or ill during their time at school and requires emergency medical treatment, the school agrees that the guardian must be able to contact the student within 24 hours.
10. If a student is required to make a decision regarding treatment or procedures for an injury or illness while enrolled at the school, and the student's or guardian's wishes cannot be confirmed, the decision will be left to the doctor or hospital. In addition, if a consent form for a treatment plan is required, MANABI Foreign Language Institute staff and related parties will be authorised to sign on behalf of the guardian. We will not seek liability for damages from MANABI Foreign Language Institute, MANABI Foreign Language Institute staff and related parties for the results of such decisions.
11. Photos taken during school classes or events may be published in a form that reveals the faces of students in printed materials such as brochures, web pages, and SNS (Facebook, Instagram, etc.) for the purpose of publicizing MANABI Foreign Language Institute or introducing its activities. If there are circumstances that prevent the photos from being published, you must request that the photos not be published.

Additional Info

Please check the following items regarding student visa regulations.

1. Even if the student is within the permitted period of the student visa, if the school reports the student's withdrawal to the Immigration Bureau for reasons such as continued non-attendance, the student will no longer be affiliated with an educational institution and will be required to return to his or her home country immediately.
2. If the school determines that a student enrolled on a short-term visitor visa has a significantly low attendance record during their enrollment period or shows no intention of continuing their studies, the school will revoke their admission on a student visa.
3. [Student Visa] Even if your residence status is valid, if you work part-time or otherwise without being affiliated with an educational institution, this will be considered "illegal employment" and you will be in violation of Japanese law.
4. Students with a student visa need permission to engage in activities other than those permitted under the visa status granted ...
5. 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 Labour 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.
6. If you are enrolled on a student visa, you are required to enrol in the "National Health Insurance." 70% of medical expenses are covered by the Japanese government under the "National Health Insurance." At the same time, you must enrol in the "Japanese Language School Cooperative Association International Student Security Scheme."
7. Anyone aged 20 or over who resides in Japan is obligated to pay the National Pension Insurance premium, even if they are a foreign national. If you do not pay this premium, you may encounter inconveniences, such as not being able to change your visa status.

If the student is a minor (under 20 years of age)

Please check the following laws and regulations:

1. If you are a minor (under the age of 20), please read the following laws and regulations. Drinking and smoking are prohibited for those under the age of 20 under Japanese law. The school will treat minor students who possess alcohol or tobacco in the same manner.
2. 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 10 pm and 5 am the following day.

IX Annual Schedule

- The schedule is subject to change.
- The one-week period in the table below is a guideline. Please contact us for details.

4月 April			5月 May			6月 June			7月 July			8月 August			9月 September		
1	Wed		1	Fri		1	Mon		1	Wed		1	Sat		1	Tue	
2	Thu		2	Sat		2	Tue	7	2	Thu		2	Sun	3	2	Wed	7
3	Fri		3	Sun		3	Wed		3	Fri		3	Mon		3	Thu	
4	Sat		4	Mon	3	4	Thu		4	Sat		4	Tue	4	4	Fri	
5	Sun		5	Tue		5	Fri		5	Sun		5	Wed		5	Sat	
6	Mon		6	Wed		6	Sat		6	Mon		6	Thu		6	Sun	
7	Tue		7	Thu		7	Sun		7	Tue		7	Fri		7	Mon	
8	Wed		8	Fri		8	Mon	8	8	Wed		8	Sat		8	Tue	8
9	Thu		9	Sat		9	Tue		9	Thu		9	Sun		9	Wed	
10	Fri		10	Sun		10	Wed		10	Fri		10	Mon		10	Thu	
11	Sat		11	Mon	4	11	Thu		11	Sat		11	Tue		11	Fri	
12	Sun		12	Tue		12	Fri		12	Sun		12	Wed		12	Sat	
13	Mon		13	Wed		13	Sat		13	Mon		13	Thu		13	Sun	
14	Tue		14	Thu		14	Sun		14	Tue		14	Fri		14	Mon	
15	Wed		15	Fri		15	Mon		15	Wed		15	Sat		15	Tue	9
16	Thu	1	16	Sat		16	Tue	9	16	Thu	1	16	Sun		16	Wed	
17	Fri		17	Sun		17	Wed		17	Fri		17	Mon		17	Thu	
18	Sat		18	Mon	5	18	Thu		18	Sat		18	Tue		18	Fri	
19	Sun		19	Tue		19	Fri		19	Sun		19	Wed		19	Sat	
20	Mon		20	Wed		20	Sat		20	Mon		20	Thu	5	20	Sun	
21	Tue		21	Thu		21	Sun		21	Tue		21	Fri		21	Mon	
22	Wed		22	Fri		22	Mon		22	Wed		22	Sat		22	Tue	
23	Thu	2	23	Sat		23	Tue	10	23	Thu	2	23	Sun		23	Wed	
24	Fri		24	Sun		24	Wed		24	Fri		24	Mon		24	Thu	
25	Sat		25	Mon	6	25	Thu		25	Sat		25	Tue		25	Fri	
26	Sun		26	Tue		26	Fri		26	Sun		26	Wed		26	Sat	
27	Mon		27	Wed		27	Sat		27	Mon		27	Thu	6	27	Sun	10
28	Tue		28	Thu		28	Sun		28	Tue		28	Fri		28	Mon	
29	Wed	3	29	Fri		29	Mon		29	Wed	3	29	Sat		29	Tue	
30	Thu		30	Sat	7	30	Tue		30	Thu		30	Sun		30	Wed	
			31	Sun					31	Fri		31	Mon	7			

10月 October			11月 November			12月 December			1月 January			2月 February			3月 March		
1	Thu		1	Sun		1	Tue	7	1	Fri		1	Mon	3	1	Mon	
2	Fri		2	Mon		2	Wed		2	Sat		2	Tue		2	Tue	7
3	Sat		3	Tue		3	Thu		3	Sun		3	Wed		3	Wed	
4	Sun		4	Wed		4	Fri		4	Mon		4	Thu		4	Thu	
5	Mon		5	Thu		5	Sat		5	Tue		5	Fri	4	5	Fri	
6	Tue		6	Fri		6	Sun	8	6	Wed		6	Sat		6	Sat	
7	Wed		7	Sat	4	7	Mon		7	Thu		7	Sun		7	Sun	8
8	Thu		8	Sun		8	Tue		8	Fri		8	Mon		8	Mon	
9	Fri		9	Mon		9	Wed		9	Sat		9	Tue		9	Tue	
10	Sat		10	Tue		10	Thu		10	Sun		10	Wed		10	Wed	
11	Sun		11	Wed		11	Fri		11	Mon		11	Thu		11	Thu	
12	Mon		12	Thu		12	Sat		12	Tue		12	Fri	5	12	Fri	
13	Tue		13	Fri		13	Sun	9	13	Wed		13	Sat		13	Sat	
14	Wed		14	Sat	5	14	Mon		14	Thu		14	Sun		14	Sun	9
15	Thu		15	Sun		15	Tue		15	Fri	1	15	Mon		15	Mon	
16	Fri	1	16	Mon		16	Wed		16	Sat		16	Tue		16	Tue	
17	Sat		17	Tue		17	Thu		17	Sun		17	Wed		17	Wed	
18	Sun		18	Wed		18	Fri		18	Mon		18	Thu		18	Thu	
19	Mon		19	Thu		19	Sat		19	Tue		19	Fri		19	Fri	
20	Tue		20	Fri		20	Sun	10	20	Wed		20	Sat	6	20	Sat	
21	Wed		21	Sat	6	21	Mon		21	Thu		21	Sun		21	Sun	10
22	Thu		22	Sun		22	Tue		22	Fri	2	22	Mon		22	Mon	
23	Fri	2	23	Mon		23	Wed		23	Sat		23	Tue		23	Tue	
24	Sat		24	Tue		24	Thu		24	Sun		24	Wed		24	Wed	
25	Sun		25	Wed		25	Fri		25	Mon		25	Thu		25	Thu	
26	Mon		26	Thu		26	Sat		26	Tue		26	Fri	7	26	Fri	
27	Tue		27	Fri		27	Sun		27	Wed		27	Sat		27	Sat	
28	Wed		28	Sat	7	28	Mon		28	Thu	3	28	Sun		28	Sun	
29	Thu	3	29	Sun		29	Tue		29	Fri					29	Mon	
30	Fri		30	Mon		30	Wed		30	Sat					30	Tue	
31	Sat					31	Thu		31	Sun					31	Wed	