

Application Guidelines

for Admission and Student Visa

April 2027



MANABI Japanese Language Institute TOKYO Campus

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Founder: YCC JAPAN Co., Ltd.

The application guidelines for MANABI Foreign Language Academy are different for the "Nagano Campus (Ueda City, Nagano Prefecture)" and the "Tokyo Campus (Tokyo)" (they exist separately). When applying, please be sure to verify that you are referring to the application guidelines for your preferred campus before proceeding with the application process.

I. Educational Philosophy, Purpose, and Goals

Educational Philosophy

Where there is a will, there is a way.

We aim to realize the future dreams that each student envisions by maximizing their potential and providing an education that turns the joy of achievement into a lifelong asset.

Purpose

To provide education centered on acquiring Japanese communication skills so that learners can pursue higher education in Japan or seek employment.

We aim to cultivate human resources who can thrive in a multicultural society by not only teaching the language but also deepening their understanding of different cultures.

Goals

1. Develop Japanese proficiency applicable to career paths (higher education/employment) and real society.
2. Along with learning about Japanese society and culture, students will deepen their intercultural understanding through interaction and the exchange of ideas with peers from various countries and regions.
3. Cultivate autonomous learning methods and habits, fostering the ability to continuously improve oneself.

II. Courses

- Please refer to the "Educational Curriculum Guide" for details.

University Preparatory Course

This course is for those aiming to enter higher education in Japan.

We aim to foster 'academic and research capabilities' that allow students to successfully conduct research and study, produce academic achievements, and build good interpersonal relationships in Japanese institutions.

Course Name	入学期	学習期間	総学習単位時間	定員	到達目標
University Preparatory 2-Year Course	April	2 Years	1,520 hours	720 students	Reference Framework for Japanese Language Education B2 level

III. Class Days and Class Hours

- One class lesson is 50 minutes. We provide 4 lessons, a total of 200 minutes of lessons per day.
- A placement test will be conducted upon enrollment the first day, and you will be placed in a class according to your level.
- Classes are divided into morning and afternoon sessions, but you cannot choose between them.
- Class days: Monday to Friday (excluding Saturdays, Sundays, national holidays, and school-designated holidays)

Class Hours:

Class	Morning Class	Afternoon Class
Time	09:00 - 10:40, 11:00 - 12:40	13:20 - 15:00, 15:20 - 17:00

IV. Eligibility for Application

1. Applicants must have completed 12 years of school education or an equivalent course.
2. Applicants must have been granted or be expected to be granted permission to enter Japan through legitimate procedures.
3. Applicants must have sufficient funds for living expenses after enrollment or have a financial supporter.
4. Applicants must be physically and mentally healthy and able to concentrate on their studies.
5. Applicants must understand and agree to the "Application Agreement" of our school.
6. Applicants must be able to communicate in English if our staff cannot provide support in their native language.
7. Applicants must have the following Japanese language proficiency at the time of application:

Course Name	Japanese Language Proficiency Requirements
University Preparatory 2-Year Course	Those with proficiency equivalent to or higher than A1 of Reference Framework for Japanese Language Education (JLPT N5 level).

V. Application Process

1. Document screening
2. Japanese language test (Conversation test and Japanese level check using Japanese check cards)
3. Interview
 - ※The Japanese language test and interview will be conducted in person or online.
 - ※As much as possible, the financial supporter should also attend the interview.
 - ※If our staff cannot respond in the applicant's language, English proficiency will be confirmed during the interview.)

VI. Application Documents

◆ Please prepare the documents with attention to the following points:

- If you have applied for a Japanese visa in the past, please declare your entire history at the time of application, regardless of the outcome.
- Documents such as the application form marked as "School Format" in the Remarks column of the table below, please use the separately designated Excel file to prepare them.
- Application documents must be reviewed by the applicant and the financial supporter themselves and signed in their own handwriting.
 - Documents without a signature will not be accepted as submission documents.
 - The Excel files used for creating these documents must be submitted to the school via email at the time of application.
- Please submit the original application documents. If you require the return of specific original documents (e.g., your graduation certificate), please request this at the time of submission.
- Please attach a Japanese translation for all documents prepared in languages other than Japanese.
- Depending on the applicant's situation, we may request the submission of documents other than those listed.
- Documents are valid for three months prior to the date of submission to the Immigration Services Agency.
- The school will conduct its own investigation into the contents of submitted application documents. If discrepancies are found, admission may be cancelled or the application withdrawn from immigration even after acceptance.

◆ Applicant's Documents

	Document Name	Remarks
1	Application Form	School Format
2	Health Condition Declaration	School Format
3	Application Agreement	School Format
4	Certificate of Graduation (or expected graduation) of the last school attended	
5	Academic Transcript of the last school attended	Japanese translation not required
6	Certificate of Enrollment	Only if currently enrolled in school.
7	Certificate of Employment	Only if you have work history.
8	Proof of Japanese Language Proficiency (1) Certificate of Japanese Language Proficiency (JLPT): Above N5 (2) Business Japanese Proficiency Test: Above 300 marks (3) Certificate of J.TEST: Above 250 points (Grade F or higher) (4) NAT-TEST Certificate of Passing : Above level 5 (5) STBJ (Standard Test for Business Japanese): Above 350 points (6) TOPJ (Practical Japanese Proficiency Test): Above Elementary Level A (7) J-cert: Above Elementary Level (8) JLCT: Above JCT5 (9) PJC Bridge (Practical Japanese Communication Test Bridge): Above C level (10) JPT (Japanese Proficiency Test): Above 315 points (11) JPT Elementary Above 68 points (12) Japanese Online Test: Above JT5 (13) S-JEP (Sundai Japanese Evaluation Profile): Above 300 points	*Please submit one of the documents listed in (1) to (13). *The Japanese proficiency required here is the minimum level required for the application documents, not the level required for the entrance screening. *Please note that a certificate of Japanese language study from a Japanese language institution cannot be used as a substitute.
9	Certificate of Japanese Language Study	Please certify the following: - • Study period • Total study hours up to document issuance • Level of class studied • Name of teaching materials used.
10	Copy of Passport	Page showing personal identification, and the page with additional entries if applicable
11	ID Photo Data	• Photo should be taken within the past 3 months • It should cover full-face, no hat, and should be plain background • It should be JPEG format • Width: 480-6000 pixels -Height: 480-6000 pixels *If the photo has been digitally edited, it may not be accepted

◆ Financial Supporter's Documents

	Document Name	Remarks
1	Letter of Financial Support	School Format
2	Documents proving the relationship between the financial supporter and the applicant (Birth certificate, notarial deed of relationship, etc.)	
3	Certificate of Bank Balance	The certificate of bank balance must show an amount sufficient for the initial one year of living expenses and tuition.
4	Evidence of fund formation process over the past year (1)Statement of deposits and withdrawals for the past year (2)Copy of bank passbook for the past year	Please submit either (1) or (2).
5	Documents proving the occupation of the financial supporter) (1)Certificate of Employment (2)Business License (3)If the person is an officer of a corporation, a certified copy of the corporation register, etc.	Please submit one of the documents listed in (1) to (3).
6	Documents proving income over the past year	【For financial supporters residing outside Japan】 Please submit documents issued by a public institution that manages income and tax amounts whenever possible. 【For financial supporters residing in Japan】 Please submit a tax certificate showing total income issued by the municipal office. If a tax certificate is not available, please submit a tax payment certificate (Form 1 and Form 2) issued by the tax office.

VII. From Application to Enrollment

◆ Process from Application to Enrollment

STEP 1: Document Submission, payment of assessment fee ↓ ↓	Please submit all necessary application documents to the reception desk by the deadline and transfer the assessment fee to the designated account.
STEP 2: Screening by the School ↓	After receiving the documents, we will determine eligibility through document screening and selection process. If your application gets accepted, we will submit the application documents to the Immigration Services Agency.
STEP 3: Application to the Immigration Services Agency ↓	After the review by the Immigration Services Agency, those who are granted permission will be issued a "Certificate of Eligibility". If you wish to stay in the school dormitory or have airport pickup, please submit the application form by the specified date.
STEP 4: Issuance of COE and tuition fee payment ↓	Once the "Certificate of Eligibility" is issued, please pay the entrance fee, tuition, facility fee, textbook fee, and insurance fee via bank transfer or Flywire tuition payment service. After confirming receipt of payment, we will send you the "Certificate of Eligibility," "Letter of Acceptance," "Enrollment Schedule," etc.
STEP 5: Visa Application ↓ ↓	Please apply for a student visa at a Japanese Embassy or Consulate in your country.
STEP 6: Visa Issuance ↓ ↓	Please inform us of your arrival flight details and contact information in Japan.
STEP 7: Arrival in Japan / Enrollment	Entrance Ceremony, Orientation, Start of Classes

◆ Schedule

	April 2027 Enrollment
Application Document Deadline	Mid Oct, 2026
Application to Immigration Services Agency	Mid Nov, 2026
Issuance of COE & Payment of Tuition fee	Mid Feb, 2027
Designated Entry Date	Mid April, 2027

- * Please note that applications may close before the deadline if the enrollment limit is reached, so please apply early.
- * The above schedule is subject to change without notice due to schedule changes by the Immigration Services Agency.
- * The confirmed schedule after the designated entry date will be sent along with the Certificate of Eligibility.

VIII. Tuition Fee

Assessment Fee	22,000 Yen
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- Please pay the assessment fee at the time of application.

Course Name		Entrance Fee	Tuition Fee	Facility Fee	Textbook & Material Fee	Insurance Fee	Total	Payment Deadline
University Preparatory 2-Year Course	1st Year	70,000 Yen	760,000 Yen	50,000 Yen	52,000 Yen	10,000 Yen	942,000 Yen	Before Arrival (After COE issuance)
	2nd Year	-	760,000 Yen	50,000 Yen	52,000 Yen	10,000 Yen	872,000 Yen	End of the 11th month after enrollment (End of February)

* COE: Certificate of Eligibility

- All prices above include tax.
- The fees listed above apply to the period from April 2027 . Please note that the fees may change from April 2028 onwards; in such cases, payment will be required based on the new rates applicable to the academic year in question.
- Once the admission fee has been paid, there is no need to pay it again when re-applying or re-enrolling (valid for two years from the initial application).
- Textbook & material fees include costs for textbooks, in-class mock exams, handouts, and booklets.
- (Insurance fee refers to the enrollment cost for the "Japanese Language School Cooperative International Student Support System." Mid-term cancellation is not possible. Certain conditions such as pre-existing illnesses, dental care, or childbirth are not covered. Details will be provided after entry.
- Additional fees may apply for optional events.
- Please pay via bank transfer to the school's designated account or use the Flywire tuition payment service (www.flywire.com). Details will be provided on the invoice.

IX. Refund Policy

(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 assessment 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 assessment 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 assessment fee will be refunded.

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

- There is no refund for 6 months of tuition, facility fees, and textbook/material fees.
- In addition, there are no refunds for international student insurance premiums after enrollment, regardless of the period of enrollment.
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(5) If the student withdraws from the school after 6 months of enrollment

Condition: All of the following conditions must be met.

- ① A withdrawal notice must be submitted to the school by the day 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: A semester is defined as 3 months starting from January, April, July, and October. Tuition, facility fees, and textbook/material fees for the semesters in which you do not take classes will be refunded.

Semester	April	July	October	January
Period	(Apr 1 - Jun 30)	(Jul 1 - Sep 30)	(Oct 1 - Dec 31)	(Jan 1 - Mar 31)

(6) Burden of Refund Expenses

The applicant will be responsible for all bank transfer fees and other expenses related to the refund of fees once paid to the school.

X. Agreement at Time of Application (Must be read by Applicant and Financial Supporter)

- When applying to MANABI Japanese Language Institute, please confirm the agreement items 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. Enroll after understanding the location of MANABI Japanese Language Institute, the founder, the conditions of admission, the selection process, and the outline of the dormitory.
3. Confirm the fees such as entrance fees and tuition, payment timing, and refund policy of MANABI Japanese Language Institute, and pay 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 examining the application. 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 are changes to the following items during enrollment and graduation or withdrawal, please notify the school within 1 week of the occurrence of the change.
 - ① Regarding the applicant/student: Address, phone number, marital status, occupation, workplace
 - ② Regarding parents/financial supporter: Address, phone number, occupation, workplace, death of supporter
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 Doctor 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 Japanese Language Institute, MANABI Japanese Language Institute staff, or others will not hold responsible for any damages resulting from such decisions.
9. Photos taken during school classes or events may be posted in printed materials like pamphlets, web pages, SNS (Facebook, Instagram, etc.) with the student's face visible, limited to the purpose of public relations or activity introduction for MANABI Japanese Language Institute. If there are circumstances where the photo cannot be published, a request for not publishing a photograph must be made by the applicant.
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 will no longer belong to an educational institution and will be required to return home immediately.
11. "Permission for activities outside of status" is required to work part-time in Japan. Those who wish to work part-time after entering Japan should receive "Permission for activities outside of status" at the Immigration Services Agency when entering Japan. After entering Japan, please follow the school's instructions regarding activities outside of your visa status.
12. Even within the validity period of your status of residence, if you engage in work activities such as a part-time job while you are not affiliated with an educational institution (from your entry into Japan until your enrollment in our school, and from your withdrawal, expulsion, or graduation until your enrollment in your next educational institution, etc.), it constitutes "illegal work" and violates Japanese law. Therefore, you must absolutely not engage in any work.
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 enrolled with a short-term visa shows no intention of continuing to study and continue as an international student, such as having a significantly low attendance rate during the enrollment period, the permission for admission with a [Student Visa] will be revoked.
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 10:00 PM and 5:00 AM the following day.