

Short-Term Study Abroad Course

Admissions Information

April 2027 – January 2028



MANABI 外語学院
MANABI Japanese Language Institute

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Ueda-shi, Nagano
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10 min. walk from JR Ueda Station

TOC Ryogoku Building, 2-10-5
Ryogoku, Sumida-ku, Tokyo
4 min. walk from JR Ryogoku Sta.

*Scheduled to relocate in April 2027 to
Tonetsu Shinkawa Bldg. 5F
1-24-8 Shinkawa, Chuo-ku, Tokyo (9-min.
walk from Kayabacho Sta. Tokyo Metro)

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Founder: YCC JAPAN Co., Ltd.

I Course Information

1. Course Overview

Course Name (Period)	Overview
General Short-Term Course (2 weeks to 3 months)	- You can freely set the study period between 2 weeks and 3 months. - Each class has a curriculum designed to be completed in 3 months, allowing you to enjoyably acquire Japanese language skills in "reading," "listening," "speaking," and "writing."
Short-Term Course for Study Abroad Preparation (3 months)	- This course is for those who have applied for a long-term study abroad program. - Before starting long-term study with a student visa, students enter Japan on a temporary visitor visa to study. The goal is to start learning early, make efficient use of time, and acquire higher Japanese language proficiency. - After the 3-month short-term study, you must temporarily return to your home country, obtain a student visa at the Japanese diplomatic mission in your country, and re-enter Japan. <u>You cannot change your status of residence within Japan.</u>

- In all of the above courses, students will be enrolled in classes of our "Academic Advancement Course."
- Aimed at those aiming to pursue higher education in Japan, the purpose is not only to acquire language knowledge but also to foster human resources equipped with the "academic and research abilities" to smoothly conduct research and study at Japanese universities, graduate schools, and vocational schools, and to build academic achievements and good interpersonal relationships.

2. Course Periods / Term Dates

- Our school operates on a 4-term system. Courses open in April, July, October, and January.
- If you start studying from the beginning of the term and will be moving into the school's dormitory, please enter Japan on the designated move-in date.
- Admission in the middle of a term is also possible. However, if your Japanese language level is introductory, please participate from the beginning of the April or July term.
- Admission may not be accepted if the capacity is full or if there is no class that matches your level.
- The schedule is subject to change.

Term	Designated Move-in Date	Placement Test & Entrance Ceremony	Class Starts – Class Ends
April	April 5 & 6, 2027	April 7 & 8, 2027	April 12 – June 25, 2027
July	July 5 & 6, 2027	July 7 & 8, 2027	July 12 – September 30, 2027
October	October 5 & 6, 2027	October 7 & 8, 2027	October 12 – December 22, 2027
January	January 6, 2028	January 7 & 11, 2028	Nagano Campus: January 12 – March 23, 2028 Tokyo Campus: January 12 – March 24, 2028

3. Class Hours

- 1 class unit is 50 minutes. Classes are held for 4 units (200 minutes) per day.
- A placement test will be conducted upon admission, and you will be placed in a class according to your level.
- Classes are divided into two shifts (morning and afternoon), but you cannot choose between morning and afternoon.
- Class Days: Monday to Friday (excluding Saturdays, Sundays, national holidays, and school-designated holidays)

	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

4. Events (Activities)

- Cultural experiences, etc., inside and outside of classes.
- Those who wish to participate will need to pay an additional fee.

II Application Qualifications / Eligibility

1. Applicants must be at least 18 years old.
If under 18 years old, a parent must accompany them during their stay, or a relative residing in Japan who can protect and supervise their daily life must live with them.
2. Applicants must be physically and mentally healthy and able to focus on their studies.
3. Applicants must enroll in the insurance designated by the school.
4. Applicants must understand and agree to the school's "Agreements and Confirmations at the Time of Application."

III Admission Application

1. Application Documents

- Signatures on application documents must be handwritten by the applicant and the financial sponsor.
- Additional documents may be requested if necessary.

	Document Name	Remarks
1	Application Form	School's form
2	Declaration of Health Status	School's form
3	Agreement at the Time of Application	School's form
4	Copy of Passport	Photo/ID page, and the amendment page if any
5	Photo Data (JPEG format)	• Taken within the last 3 months. • Front view, no hat, plain background. • It may not be accepted if it has been edited/retouched.

2. Flow from Application to Admission

STEP 1 Submit Documents	Please apply at least one month before your desired class start date.
STEP 2 Document Review	If your application is approved, we will send you an "Invoice."
STEP 3 Pay Tuition and Other Fees	• Please pay the amount indicated on the invoice. • If we do not confirm receipt of payment by the due date, your application will be canceled.
STEP 4 Issuance of Admission Letter and Invitation Documents	We will send you an "Admission Letter" (and "Invitation Documents").
STEP 5 Visa Application	Please apply for and obtain a visa* at a Japanese embassy or consulate abroad.
STEP 6 Preparing for Entry	Please arrange your airline ticket and send us the ticket details.
STEP 7 Arrival in Japan and Enrollment	Start your studies!

- The visa invitation documents issued by our school do not guarantee the issuance of a Temporary Visitor Visa.
- If you have a history of staying in Japan above a certain amount within a certain past period, you may not be able to apply for or be issued a Temporary Visitor Visa. For details, please contact your nearest Embassy or Consulate of Japan.

IV Fees and Payments

- The fees are the same for both Nagano and Tokyo campuses.
- The amounts below include consumption tax.
- Please pay by wire transfer to the school's designated bank account or use the tuition payment service provided by Flywire (www.flywire.com). Details will be provided on the invoice.

Enrollment Fee

11,000 yen

- If you re-enroll in a short-term course within 2 years from your last date of attendance, the enrollment fee will be waived.
- If you enroll in a long-term study abroad course within 2 years after completing a short-term course, the above short-term enrollment fee will be applied toward the long-term enrollment fee, and you will only pay the difference.

Course	General Short-Term Course	Short-Term Course for Study Abroad Preparation
Period	2 weeks to 3 months	3 months
Tuition	39,600 yen – 198,000 yen (19,800 yen per week)	198,000 yen

- Please refer to the annual schedule regarding the calculation of the study period.
- Material fees and event fees should be paid at actual cost after arriving in Japan.
- Material fees include textbook costs, mock exam fees within classes, and printout/booklet fees (300 yen per week).

Period	Up to 1 month	Up to 2 months	Up to 3 months
Insurance Fee	6,500 yen	9,500 yen	12,600 yen

- In order for participants to live in Japan with peace of mind, enrollment in the school-designated insurance is a condition for acceptance.
- The insurance coverage period corresponds to the period during which you take classes. Even within the same stay period, any period during which you are not participating in classes is not covered by the insurance. If you plan activities other than studying at our school during your stay, we recommend that you purchase overseas travel insurance or similar.
- Even if you withdraw midway, the insurance cannot be canceled mid-term.
- Insurance fees are subject to change without notice.

Number of simultaneous applicants	1–4 people	5–8 people	9 or more people
Application Fee (per person)	16,500 yen	11,000 yen	8,800 yen

- If you apply from a non-visa-exempt country/region, visa invitation documents will be required when applying for a visa.

V Accommodation

- If there are vacancies in the school's student dormitories, you can move in.
- If there are no vacancies in the school's student dormitories, please use a hotel, etc.
- The amounts below include consumption tax.

1. Nagano Campus

Type	Name	Room Type	Rent (per person)		
			1 Month	2 Months	3 Months
Student Dormitory	Ability Mansion	Single (1person/room)	87,200 yen	146,200 yen	205,200 yen
		Two people per room	71,200 yen	114,200 yen	157,200 yen
	Hope Mansion	Single (1person/room)	100,200 yen	172,200 yen	244,200 yen
		Two people per room	79,200 yen	130,200 yen	181,200 yen
	Peace Mansion	Single (1person/room)	112,200 yen	196,200 yen	280,200 yen
		Two people per room	87,200 yen	146,200 yen	205,200 yen

1. Tokyo Campus

Type	Name	Room Type	Rent (per person)		
			1 Month	2 Months	3 Months
Affiliated dormitory	J&F HOUSE WARABI	Single (1person/room)	89,000 yen	138,000 yen	187,000 yen
	DK HOUSE SHIN KOIWA	Single (1person/room)	135,500 yen	210,500 yen	285,000 yen
	FUKUNICHI HEIM	Single (1person/room)	172,500 yen	267,500 yen	362,500 yen

【 Tokyo Campus and Nagano Campus (Both) 】

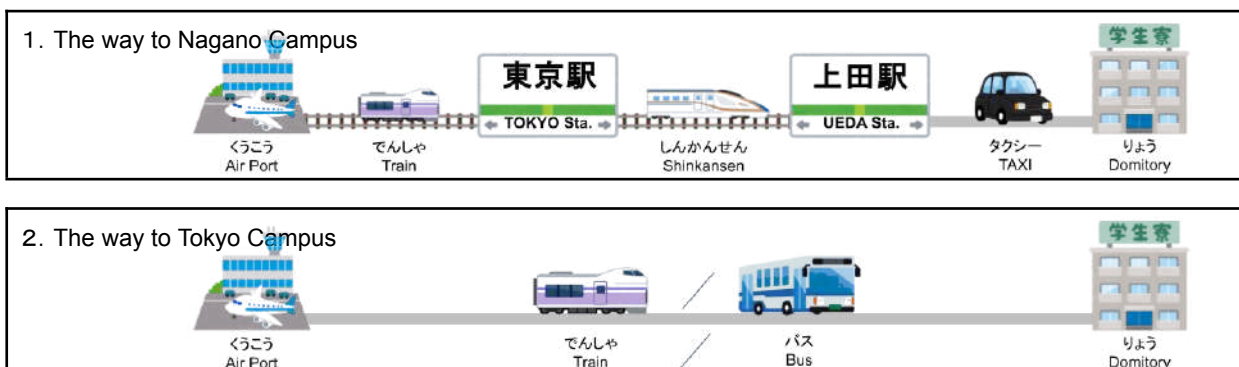
- The above 1-month fee is for 30 nights. Please contact us separately for stays not in units of 30 nights.
- The above fees include utility costs, cleaning fees, and futon (bedding) fees.
- If there are scratches or stains on the walls, floors, or indoor fixtures upon moving out, repair costs will be billed.
- The above fees are subject to change without notice. If fees change by the time your admission is confirmed, the updated fees will take priority.

【 Affiliated dormitory for Tokyo Campus 】

- The contract will be signed directly with the dormitory management company. Refund procedures and other matters are based on the terms and conditions of each management company.
- Please check the website of each management company for details and then contact our school.
 - J&F House Warabi (https://jafplaza.com/share_item/ifa%E3%83%8F%E3%82%A6%E3%82%B9%E8%95%A8/)
 - DK House Shinkoiwa (<https://www.e-guesthouse.com/tokyo/>)
 - Fukunichi Heim (https://bgj.co.jp/houses/title/?building_id=a00RB00000AtOn7YAF)

VI Access from the Airport

- Please travel on your own using public transportation. Upon request, our staff can provide support via SNS or phone.
- If you require an airport pickup, an additional fee will apply. Please consult with us.



VII Refund Policy

- In the case of a refund, bank transfer fees and related expenses for the refund process shall be borne by the student.

Enrollment Fee	Non-refundable under any circumstances.
Visa Document Fee	Fully refundable if cancellation notice is given before the visa document data reaches the student.
Tuition Fee Insurance Fee	【In case of Visa exemption】 Fully refundable if the following applies: • If the school is notified of the cancellation at least 1 business day before the scheduled enrollment date. 【In case of Visa Sponsored by MANABI】 Fully refundable if any of the following applies: • If canceled before obtaining the visa. • If canceled after obtaining the visa and the invalidation of the visa is confirmed. • If the visa is denied at a diplomatic mission abroad and that fact is confirmed.
Pickup Fee	Fully refundable if canceled at least 2 business days before the scheduled entry date. Otherwise, non-refundable.
Accommodation Fee	• If the dormitory entry is canceled after the dormitory fees have been paid but before moving in due to admission cancellation or visa denial at the embassy, a cancellation fee of 30,000 yen will be charged. • If you cannot enter Japan even after 1 month has passed from the original scheduled entry date, the dormitory application will be temporarily canceled, and a cancellation fee of 30,000 yen must be paid. A new dormitory application must be submitted once the entry date is decided. At that time, any shortage in dormitory fees must be paid. • For all dormitories, dormitory fees cannot be refunded if canceled after moving in. • In the case of recommended dormitories, it shall comply with the refund policy of the dormitory management company.

VIII Agreements and Confirmations at the Time of Application (Must be read by applicant and sponsor)

Agreements

- When applying to MANABI Japanese Language Institute, please agree to the following matters.
 - If any action contrary to the agreed items is found, the student agrees to be subject to disciplinary action, including expulsion or withdrawal.
1. During enrollment, students must comply with Japanese laws and school regulations, and follow school rules and guidance.
 2. Students apply for admission after understanding the location, operator, admission requirements, selection methods, outline of dormitories, etc., of MANABI Japanese Language Institute.
 3. Students confirm the details of enrollment fees, tuition, and other charges, payment timing, amounts, and refund regulations of MANABI Japanese Language Institute, and make payments without delay.
 4. Certificate of Eligibility (COE) and visas required for foreigners to stay in Japan, such as for study abroad or temporary visits, are issued by the Japanese government after screening the applicant. MANABI Japanese Language Institute bears no responsibility for the results of these applications or any additional expenses incurred as a result.
 5. Actions such as violence, abusive language, property damage, and harassment (acts that damage the dignity of others, cause discomfort, or cause disadvantage through words or actions, regardless of the actor's intent) are prohibited both inside and outside the school.
 6. If it is discovered that a false report was made to the school or fraudulently obtained documents were submitted, the admission approval will be revoked even after enrollment.
 7. During enrollment, if there are any changes to the following matters, they must be reported to the school within one week of the change occurring:
 - a. Regarding the applicant/student: Address, phone number, marital status, occupation, employer
 - b. Regarding the applicant/student's parents and financial sponsor: Address, phone number, occupation, employer
 8. In preparation for cases where the student requires emergency medical treatment or procedures due to illness or injury during enrollment, the guardian agrees to be reachable by the school within 24 hours.
 9. If a judgment is required regarding the treatment or surgical method for a student's illness or injury during enrollment and the intentions of the student and guardian cannot be confirmed, the judgment will be left to the doctor or hospital. Furthermore, if submission of a consent form for the treatment policy is requested, authorization is given to MANABI Japanese Language Institute staff and related parties to sign on behalf of the guardian. Regarding the results of such judgments, no claim for damages shall be made against MANABI Japanese Language Institute, its staff, or related parties.
 10. Photos taken during school classes or events may be published in printed materials such as brochures, web pages, and SNS (Facebook, Instagram, etc.) with the student's face recognizable, solely for the purpose of publicity or activity introduction for MANABI Japanese Language Institute. If there are reasons why photos cannot be published, a request for non-publication must be submitted.

Confirmations

Please confirm the following items regarding student visa regulations.

1. Even within the visa period authorized by a [Student Visa], if a student continuously fails to attend school and the school reports the student's withdrawal to the Immigration Services Agency, the student will no longer belong to an educational institution at that point, and prompt return to their home country will be required.
2. For students enrolled on a [Temporary Visitor Visa], if the school determines that there is no intention to continue studying—such as when the attendance rate during the enrollment period is remarkably low—the approval for admission under a [Student Visa] will be revoked.
3. Even within the expiration date of the [Student Visa] status of residence, engaging in work activities such as part-time jobs while not belonging to an educational institution constitutes "illegal labor" and violates Japanese law.
4. In order for a student with a [Student Visa] to work part-time in Japan, a "Permission to Engage in Activity Other Than That Permitted Under the Status of Residence Previously Granted" is required. Unless you receive this permission at the Immigration Services Agency when entering Japan, you cannot start working part-time immediately after entry.
5. By receiving the "Permission to Engage in Activity Other Than That Permitted," you can work part-time up to 28 hours per week. Only during long school holidays such as spring, summer, and winter breaks, you can work up to 8 hours a day and 40 hours a week within the scope of the Labor Standards Act. Even with this permission, you cannot engage in jobs prohibited for international students, such as adult entertainment-related businesses.
6. When enrolling with a [Student Visa], it is mandatory to join the "National Health Insurance." Under the National Health Insurance, 70% of medical expenses are covered by the Japanese government. At the same time, enrollment in the "Japanese Language School Cooperative International Student Insurance System" is required.
7. Persons aged 20 or older residing in Japan, even if they are foreigners, are obligated to pay "National Pension" premiums. Failure to pay this may cause inconveniences such as being unable to complete visa change procedures.

If the student is under 20 years of age

Please check the following laws and regulations.

1. Drinking and smoking by persons under 20 years old are prohibited by Japanese law. The school treats possession of alcohol or tobacco by minor students in the same manner.
2. Persons under 18 years old are prohibited from staying overnight at places other than their accommodation, and from going out between 10:00 PM and 5:00 AM the next day without being accompanied by a supervisor.

IX Annual Schedule

- Schedules are subject to change.
- The one-week period shown in the table below is for reference only. Please contact us for details.

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

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