

# Tokyo International Exchange School

## Application Information

**Admissions:** Students currently studying in Japanese schools.

Enrollment	April	July	October	January
Program length	2 years	1 year 9 months	1.5 year	1 year 3 months
Application Deadline	15 <sup>th</sup> Oct	15 <sup>th</sup> Feb	15 <sup>th</sup> Apr	15 <sup>th</sup> Aug

### General Requirements

- High school diploma or equivalent.
- Good health and mentality are required.
- Willingness to study at a higher educational institution in Japan

**Acceptance:** Based on required paperwork and interview

**Address:** 2-3-16 Sennin-cho Hachioji-city Tokyo 193-0835 Japan

Phone: +81-426-69-4250 Fax: +81-426-69-4251

**Visa Fees:** ¥25,000 (Translation Fees: ¥15,000 when we translated your documents and forms upon your request.)

### Expenses:

Registration Fee	Tuition (1 year)	Studying Materials (1 year)	Facility (1 year)	Total
¥50,000	¥580,000	¥20,000	¥30,000	¥680,000

Accommodation fees: (for first 6 months)

Room Fee	Utility Fee	Admission Fee	Repair Fee	Equipment	Total
¥180,000	¥30,000	¥14,000	¥35,000	¥20,000	¥279,000

Deposit for dormitory: ¥20,000 (Deposits will be return to students when they move out the dormitory.)

### **Necessary Paperwork**

#### < Documents and Forms for the applicant >

1. Registration Form (forms are available on the main campus)
2. Resume / *personal history* (forms are available on the main campus)
3. Official photographs (8 prints)  
“Must be 4cm×3cm and taken within the last three months
4. Original diploma from the most recent school attended (no copies permitted)
5. Official Test Score Report from the most recent school attended, including transcripts.
6. Certificate of studying Japanese more than 150 hours at Japanese school.
7. A copy of your passport (if you have previously been in Japan.)
8. A copy of student’s family register

#### <Documents for Financial Sponsor>

A: When the applicant’s parents and/or relatives in home country pay educational expenses:

1. Evidence of Financial Support (forms are available on the main campus)
2. Proof of Sponsorship (forms are available on the main campus)
3. Kinship certification

4. Bank balance certificate (the equivalent of ¥3,000,000 ( yen) or more )
5. Tenure-of-office certificate and an income certificate for 3 years
6. Certificate of tax payments for 3 years
7. Copies of bank-note for 3 years including the sponsor's official account name on the bankbook (not the front cover)
8. Copies of a sponsor's family register
- 9.

B: When the applicant's relative who is present in Japan pays educational expenses:

1. Evidence of Financial Support (forms are available on the main campus)
2. Proof of Sponsorship (a forms are available on the main campus)
3. Certificate of Residence which states the names of all family members or Resident card (if they are non-citizens of Japanese, copies of Certificates of Alien Registration will be required.)
4. Tenure-of-office certificate (if the applicant's relative owns a company, the original corporation register needs to be submitted. If the applicant's relative is an individual proprietor, a copy of the final declaration documents needs to be submitted.
5. Certificate of residence tax which states the annual income for 3 years OR *income tax return* for 3 years
6. Bank balance certificate
7. Certificate which proves the relationship with the applicant
8. Copies of bank-note for 3 years including the sponsor's official account name on the bankbook (not the front cover)

C: When the applicant's relative who lives outside of Japan pays educational expenses:

1. Evidence of Financial Support (forms are available on the main campus)
2. Proof of Sponsorship forms (forms are available on the main campus)
3. Bank balance certificate ( the equivalent of 3 million Japanese yen or more)
4. Identification card
5. The tenure-of-office certificate which states incomes for 3 years
6. Certificate of tax payments for 3 years
7. Kinship certificate
8. Copies of bank-note for 3 years including the sponsor's official account name on the bankbook (not the front cover)

D: When a company dispatches the applicant:

1. Evidence of Financial Support (forms are available on the main campus)
2. Proof of Sponsorship (forms are available on the main campus)
3. Bank balance certificate (the equivalent of ¥3,000,000 (yen) or more)
4. Statements of purpose for the applicant's dispatch, periods of staying, certificate or statement indicating why it is necessary to dispatch the applicant.
5. A business license certificate and a certificate of tax payments for 3 years

**Special Notes**

- All paperwork must be dated within the last 3 months.

- All paperwork must be officially translated into Japanese by word processor (handwritten translations are not accepted).
- Except for the original diploma, no paperwork will be returned to the applicant.
- When all paperwork is completed, we will notify you the payment procedures for school tuitions. No refunds can be made for cancellations.
- On the all copies, please state the date of copy, the name of the person who copied, and the relationship between the applicant and the person who copied.
- When you have any pamphlet, HP, or something else which certify your sponsor's company, please send them too.

### Notice of Filling the Applications

#### 1. *Personal history*

- 1) When you fill out the place of birth, please write the names of your **country** and the **city** you were born.
- 2) When you write any address, please write the address in **DETAIL** including the street name, numbers as well as hour numbers. Those addresses **MUST** match with other documents.
- 3) *Academic records of Japanese language*: Those academic records must be matched with the Japanese language certificate (e.g., the years of studying Japanese). In addition, a total of studying HOURS must be included.
- 4) Please list all educational institutions you attend or have attended including Elementary school with diplomas.
- 5) Please list all previous working experiences. Furthermore, if you have been to Japan before, list all dates and years of visiting to Japan. Please attach an additional sheet if you need more space to continue your answers.
- 6) Purpose of studying in Japan: Your statements **MUST** include following things shown below:
  - a. The purposes of going to Japan: what did you study or have studied for coming to Japan? Why do you want to come to Japan? What are the connections between your career goals and coming to Japan.
  - b. The necessity of studying in Japan: What field do you want to study in Japan? What are the benefits of studying in Japan?
  - c. Financial guarantee statement: the Japanese government requires all international applicants to provide proof of ability to pay educational costs and living expenses before a formal letter of admission and the forms needed for obtaining a pre-college student visa can be issued.
  - d. Indicate what your future plans are after graduating from a Japanese language school in Japan. Are you planning to go to a vocational school or a university in Japan? What your future career objective?
  - e. Please state that your family members are agreed to your studying abroad.
  - f. Please state clearly that you will **NOT** break the Japanese laws as well as the school regulations.

#### 7) Intended length of study for 2007

July session: July 2007 – March 2009

October session: October 2007 – March 2009

January session: January 2007 – March 2009

April session: April 2007 – March 2009

- 8) You must fill the "*preparatory name of school*" and the "major course subject" when you want to study at

higher level school after finish our school.

9) “*Application for admission*” and “*personal history*” must be filled by the applicant.

2. “*Letter of payment*”

1) “*Letter of payment*” must be written by the sponsor.

2) When the sponsor states the acceptance of payment for the applicant’s educational expenses in detail, please indicate the relationship between the applicant and the sponsor. In addition, please provide proof of ability to pay educational costs and living expenses (especially if the sponsor is the applicant’s uncle, aunt, cousin, or other relatives, please explain the reasons of sponsoring the applicant in detail. And if you have some photos taken with the sponsor, please submit them too.)

3) Living expense: please write around 80,000 – 100,000 yen per month.

4) The method of payment : please state that the sponsor will send the tuition fees as well as accommodation fees to the school saving account after the eligibility certificate are issued and be sent to the applicant. Furthermore, please indicate that the sponsor will send the living costs to the applicant’s own saving account in Japan every 6 months.

3. Other Information

1) When the applicant copies the bank account books, passport, receipt, and other documents, please make sure to copy those from the original documents. Copies from copied documents (double copies) are not accepted. Also, please write the copy date, the name of the person who copied, and the relationship with the applicant.

2) The sponsor has to submit the bank account records for 3 years to show the process of saving money and to show the truth of having the balance to support the applicant. Therefore, before the applicant submits those records, please make sure that the amount of money on those records match exactly with the income certificates. When there is a large amount of deposit more than the sponsor’s monthly income, additional explanation in detail and documents will be required.

3) If the company where the sponsor works has company pamphlets, homepage on the web or the telephone number on the phone books, please submit copies of those.

4) As for all documents, white-out cannot be used. Please rewrite everything again with new application forms.

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