

Tokyo International Exchange School

Application Information

Admissions : Full-Time Students (Pre-College Students)

- Enrollment: April, Study Duration: 2 Years, Application Deadline: Oct. 15
- Enrollment: July, Study Duration: 1.9 Years, Application Deadline: Feb. 15
- Enrollment: October, Study Duration: 1.5 Years, Application Deadline: Apr. 15
- Enrollment: January, Study Duration: 1.3 Years, Application Deadline: Aug. 15

General Requirements

- (i) High School Diploma or above.
- (ii) Physical, cognitive, emotional and personal stabilities.
- (iii) Willingness to proceed higher education in Japan, such as universities and vocational schools.

Campus Location 2-3-16 Sen'nin-cho, Hachioji-shi, Tokyo 193-0835 Japan

Admission Requirements

Paper documents reflecting the educational backgrounds and financial stability, an aptitude for clear self expression, both written and oral in English and Japanese

Admission Fee

: 30,000JPY (※Translation : 15,000 JPY ・ ・ ・ Visa Documents)

Tuition and Fees

(* Tokyo International Exchange School bills students tuition and other charges after hearing visa results from Immigration Bureau of Japan.

| First Year | | | | |
|--------------|------------------|--------------------------|------------------|-------------|
| Registration | Tuition (1 Yrs.) | Study Materials (1 Yrs.) | Facility (1Yrs.) | Total (JPY) |
| ¥ 54,000 | ¥ 641,000 | ¥ 22,000 | ¥ 33,000 | ¥ 750,000 |

| Accommodation | | | |
|-----------------|----------|-----------|------------|
| Room (6 months) | Utility | Facility | Repair Fee |
| ¥ 180,000 | ¥ 30,000 | ¥ 14,000 | ¥ 35,000 |
| Equipment | Deposit | Total | |
| ¥ 25,000 | ¥ 20,000 | ¥ 304,000 | |

*Deposit will be return to students when they move out the dormitory.

Applicant's Documents and Forms

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

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
5. A business license certificate and a certificate of tax payments for 3 years

Special Notes

1. All paperwork must be dated within the last 3 months.
2. All paperwork must be officially translated into Japanese by word processor (handwritten translations are not accepted). Tokyo International Exchange School will translate your documents and forms based upon your request. Our charge is 15,000 JPY (Only from English to Japanese)

3. Except for the original diploma, no paperwork will be returned to the applicant.
4. When all paperwork is completed, we will notify you the payment procedures for the school tuition. No refunds can be made for cancellations (In case of visa denial by the Immigration Bureau of Japan, Tokyo International Exchange School will refund you the tuition you paid, except admission, registration, and translation fees).
5. Important documents such as Certificate of Family Register, Bank Notes, Professional License, etc., which are difficult to obtain again, must be submitted in clear copies, but not in the original. Make sure to have the date of copy, the name of the person who copies, the relationship between the applicant and the person who copied.
6. All documents must be related logically. If there is a document that needs an explanation, use a separate sheet of paper to give a full explanation.
7. An official certificate must include the date of issue, the publisher's name, position, signature, the address of published company, phone number and fax number (if the information above is missing, use a separate sheet of paper to give a full explanation).

Notice of Filling the Applications

1. Personal History

1. When you fill out the place of birth, please write the name of your country and the city you were born.
2. When you indicate any address, please write the address in **DETAIL** including the street name, numbers as well as a house number. Those addresses **MUST** match with other documents.
3. *Educational History*: official school name is a must. Abbreviation of school name is NOT acceptable. Detailed school is required.
4. *Academic Records of Japanese Language*: write detail information of the school's name, address, and the date when you entered and completed the course. All must be identical to what is stated in the Japanese Language Certificate (fill out study duration).
5. Indicate all Japanese study records. All must be identical to what is stated in the Japanese Language Certificate.
6. If there are not enough space in *Occupation Career* and *Previous Stay in Japan*, use a separate sheet of paper.
7. *Purpose of Study in Japan*: writing suggestions are indicated below:
 - I. *The purpose of study abroad*: how does it related with your educational backgrounds and study abroad in Japan? Why is it important for you to

study abroad? What are the connections between your career goals and coming to Japan.

- II. *The necessity of studying in Japan*: What field do you want to study in Japan? What are the benefits of studying in Japan?
 - III. State your financial guarantee's *financial stability*.
 - IV. 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 is your future career objective?
 - V. State that your family agrees your study abroad.
 - VI. Clearly state that you will NOT break the Japanese laws and school regulations.
8. Intended Length of Study

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

9. *Plan After Graduation*: fill out a name of intended university or vocational school and a major of study.

2. Letter of Payment

(This form must be written by the financial sponsor.)

1. The Explanation of Sponsorship

Explain the reasons of your sponsorship. Indicate the relationship between you and the applicant. Describe your ability to pay the educational and living expenses in detail. Special explanation is needed if you are not his parent. Explain why his parents do not sponsor him and why you decide to become his sponsor. Submitting photos taken with the applicant and the sponsor together may help as supporting documents.

2. Living Expenses: write around 80,000 – 100,000 yen per month (the cost may change if you share a room with someone).

The Method of Payment: state that after receiving Certificate of Eligibility, you as a financial sponsor of the applicant, will pay tuition to Tokyo International Exchange School through a wire transfer. Also, indicate you are going to remit living expenses to the student's bank account (mention the amount of money).

3. Other Information

- 1) When the applicant copies bank notes, passport, receipts, or other documents, make sure to copy those from the original documents. Copies from copied documents (double copies) are not accepted. Also, 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 financial stability. Therefore, before the applicant submits those records, make sure that the amount on the 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 website or the telephone number on the phone books, submit those copies.
- 4) As for all documents, white-out cannot be used. Please rewrite everything again with new application forms.