

# **Application Guide for Admission and Visa**

(April 2018 - January 2019)



# **MANABI<sup>®</sup> 外語学院**

MANABI Japanese Language Institute

[www.manabi.co.jp](http://www.manabi.co.jp)

## **Nagano Campus**

2-3-1 Ote, YCC bldg.  
Ueda-shi, Nagano  
386-0024  
TEL:81-(0)268-28-7788  
FAX 81-(0)268-28-7786

## **Tokyo Campus**

2-10-5, Ryogoku TOC Ryogoku Bldg.  
Sumida-ku, Tokyo  
130-0026  
TEL:81-(0)3-6659-2885  
FAX:81- (0)3-6659-2886

## I. Courses/Admission Schedules

Courses & Accepted Month		Study Period
University preparation Course	April	1 year or 2 years
	July	1 year & 9 months
	October	1 year & 6 months
	January	1 year & 3 months

## II. Classes

Classes are divided into a.m and p.m. classes. Choosing of classes is not allowed.

Placement test will be done upon admission to know the student's class.

### ◆ Nagano Campus

AM Class	Mon.	Tue.	Wed.	Thu	Fri.	Sat. & Sun.
8:40 ~ 10:20	Class					No Class
10:40 ~ 12:20	Class					
PM Class	Mon.	Tue	Wed.	Thu	Fri.	Sat. & Sun.
13:10 ~ 14:50	Class					No Class
15:10 ~ 16:50	Class					

### ◆ Tokyo Campus

AM Class	Mon.	Tue.	Wed.	Thu.	Fri.	Sat. & Sun.
9:00 ~ 10:40	Class					No Class
11:00 ~ 12:40	Class					
PM Class	Mon.	Tue	Wed.	Thu	Fri.	Sat. & Sun.
13:20 ~ 15:00	Class					No Class
15:20 ~ 17:00	Class					

## III. Application Requirements

1. Must have completed 12 years of education or more, or have an equivalent educational background.
2. You are admitted entry to Japan with follow a formal procedure, or you would be possible to get accepted.
3. After entering MANABI, you can provide enough money to live in Japan, or if you have someone who could be your supporter to help your living expenses.

## IV. Required Documents

### Notice

1. Signatures must be signed by the applicant and the supporter themselves.
2. Corrections and use of correction tapes/fluids is not allowed. If there are mistakes rewrite a new one.
3. Attach Japanese translation for documents not written in Japanese.
4. Documents to be submitted will vary depending on the condition or situation of the applicant. Applicant will be asked to send another set of document depending on required document.
5. Documents will be valid only for 3 months from submission to the Japan immigration. For documents made outside Japan it will be valid up to 6 months.
6. All documents must be original upon submission.

◆Applicant

Required Documents		Remarks
①	Application for admission and Written oath	School Format
②	Personal history	School Format
③	“Certificate of Graduation” from last attended school or “Certificate of Expected Graduation” from present school.	
④	Transcript of record from the last school attended.	
⑤	Certificate of enrollment and transcript of record (For students who are currently studying)	
⑥	Certificate to prove history of studying Japanese <b>1) JLPT Certificate and score report</b> 2) J-TEST Certificate and score report 3) NAT-TEST Certificate and score report 4) Certificate issued from Japanese school in your home country.	Certificate issued by Japanese Language Institute (Original) or photocopy of certificate of Japanese Language Proficiency Test
⑦	Photocopy of Passport	Copy with picture page and pages if you have history of coming to Japan.
⑧	4 ID Photo (4cmx3cm)	
※If working, submit certificate of employment. ※If applicant is below 18 years of age, consent from guardian is necessary.		

◆ Supporter

1. Self-Support		
①	Written proof of supporter ・ Authorization Letter for Emergency Purposes	School format
②	Bank statement of applicant	
③	Certificate of employment	
④	Income Certificate	
2. Supported by parents or relatives residing outside of Japan		
①	Written proof of supporter ・ Authorization Letter for Emergency Purposes	School Format
②	Bank statement of supporter	
③	Credit and withdrawal description of the bank statement	Past 3 years
③	Company employee: Certificate of employment Company executive: Company Registration etc. Self-employed: Photocopy of Business license	Documents to prove length of service
④	Certificate of income of supporter	
⑤	Documents to prove relationships between Applicant and supporter	Birth certificate etc.
3. For supporter residing in Japan		
①	Written proof of supporter ・ Authorization Letter for Emergency Purposes	School Format
②	Bank statement of supporter	
③	Certificate of occupation of supporter Company employee: Certificate of employment Company executive: Company Registration etc. Self-employed: Photocopy of final income tax return form	Documents to prove length of service
④	Income certificate of supporter(For past three years)	Income Certificate issued by ward office/city hall
⑤	Resident card of all households	
⑥	Documents to prove relationships between applicant and supporter	Family Registration, Certificate on registered matters etc.

## V. From Application to entering Japan

### Procedure from application to Entrance

STEP 1 Submission of application documents and payment of Application fee	Submit all the necessary documents to the school you are applying to and wire transfer the application fee to the designated bank account before the deadline.
STEP 2 Screening by the school	Admission will be determined after we receive, screen and examine the documents. Then, we will issue the "Admission Certificate" and submit it including all the application documents to the Bureau of Immigration.
STEP 3 Screening by the Bureau of Immigration <i>Issue of "Certificate of Eligibility"</i>	After the Bureau of Immigration screens and examine the application documents, "Certificate of Eligibility" will be issued.
STEP 4 Tuition fee payment <i>We will send "The Certificate of Eligibility" and "Letter of Acceptance"</i>	Applicant will be notified by the school that the "Certificate of Eligibility" has been issued. Applicant or agent must wire transfer admission and tuition fee, facility fee and school event fee to the designated bank account. After payment confirmation Certificate of Eligibility, Letter of Acceptance and schedule will be sent.
STEP 5 Visa Application <i>Visa Issuance Dormitory application Scheduling of arrival date and Airport pick-up arrangement</i>	If applicant wishes to live in the school dormitory and wants to be picked up from the airport, send us an email or contact us until the required deadline. Apply for visa at the Ministry of Foreign Affairs After receiving visa, schedule your flight and contact the school. If you wish to be picked up from the airport, please arrive at the scheduled date designated by the school.
STEP 6 Arrival in Japan	
STEP 7 Admission to MANABI	Orientation and Start of Class.

### Schedule

	Starting from April 2018	Starting from July 2018	Starting from October 2018	Starting from Jan 2019
(1)Application deadline	Oct.10, 2017	Jan.10, 2018	Apr.10, 2018	Aug.10, 2018
(2)Submit application documents to Immigration Bureau of Japan	Around Nov. 30, 2017	Around Mar.09, 2018	Around June 8, 2018	Around Sep.14, 2018
(3)Issue of Certificate of Eligibility	Around Feb. 22, 2018	Around May 21, 2018	Around Aug.20, 2018	Around Nov. 16, 2018
(4)Payment deadline for tuition and dormitory	Around Mar. 3, 2018	Around June 8, 2018	Around Sep.7, 2018	Around Nov.30, 2018
(5)Application of visa	Around Mar. 10, 2018	Around June10, 2018	Around Sep. 10, 2018	Around Dec.10, 2018
(6)Issue of visa	Around Mar. 25, 2018	Around June 25, 2018	Around Sep.25, 2018	Around Dec.25, 2018
(7)Entering Japan	April 2018	July 2018	Oct. 2018	Jan. 2019

※We suggest you to apply early since capacity might become full before application deadline.

※Above schedule is subject to change without notice due to schedule changes in the Immigration Bureau.

## VI. Fees

<b>Assessment Fee</b>	<b>¥21,600</b>
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※Assessment Fee must be paid at the time of application in the designated school.

### ◆ Nagano Campus (Ueda City Nagano Prefecture)

	<b>1 year</b>
Entrance Fee	¥ 54,000
Tuition Fee	¥ 676,080
<b>Total</b>	<b>¥ 730,080</b>

Amounts are expressed in Japanese Yen (¥)

### ◆ Tokyo (Ryogoku, Tokyo)

	<b>1 year</b>
Entrance Fee	¥ 54,000
Tuition Fee	¥ 743,040
<b>Total</b>	<b>¥ 797,040</b>

Amounts are expressed in Japanese Yen (¥)

«Tuition Fee breakdown»

Activity fee, Facility Fee included in the tuition fee.

### ◆Precautions

- \* Advance payment of tuition fee for the first six months or 1 year is required before school admission.
- \* Above rate includes 8% tax.
- \* Foreign Student Plan (<http://www.jlic.or.jp/plan.html>) fee is NOT include in above payment. We will charge you ¥10,000. This fee is good for a year. After a year you are required to pay again which will cover until graduation.
- \* Textbooks NOT included in above payment
- \* Additional costs for some activities might be required.
- \*6-month tuition will not be refunded if student withdrew from school 6 months after admission.
- \* The above rates are good from April 2018 to March 2019. It may be subjected to change on or after April 2019. It will also include currently enrolled students.

## VII. School's Bank Account

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### 1. Nagano School (Ueda, Nagano )

NAME OF BANK	HACHIJUNI BANK
BRANCH	UEDA BRANCH
ACCOUNT NO.	1169027
ACCOUNT NAME	MANABI GAIGO GAKUIN
SWIFTNO	HABKJPJT
BANK ADDRESS	2-2-12, Chuoh, Ueda-shi, Nagano-Ken, Japan
TEL / FAX	+81-268-24-1182/+81-268-24-1988

### 2. Tokyo School (Ryogoku, Tokyo)

NAME OF BANK	SUMITOMO MITSUI BANKING CORPORATION
BRANCH NAME	UEDA BRANCH
ACCOUNT NO.	4160070
ACCOUNT NAME	MANABI GAIGO GAKUIN TOKYO
SWIFTNO	SMBCJPJT
BANK ADDRESS	2-1-18, Chuoh, Ueda-shi, Nagano-Ken, Japan
TEL / FAX	+81-268-22-5550/+81-268-22-5620

## VIII. Refund policy

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※In accordance with the guidelines of the Association for the promotion of Japanese Language Education

- ① Did not apply for visa and did not come in Japan but was issued certificate of eligibility  
Condition: Return school admission certificate and certificate of eligibility.  
Refund policy: Full payment refund except for assessment fee and school entrance fee.
  - ② Applied in the ministry of foreign affairs but was not granted visa and was not able to come here in Japan.  
Condition: Return school admission certificate and documents that proves why visa was not granted by the ministry of foreign affairs.  
Refund policy: Full payment refund except for assessment fee and school entrance fee.
  - ③ Obtained visa but declined to come here in Japan.  
Condition: Return school admission certificate and confirmation that visa was not used.  
Refund policy: Full payment refund except for assessment fee and school entrance fee.
  - ④ Obtained visa and was admitted in school but suddenly withdrew without any valid reason  
Refund policy: As a rule, there will be no refund.
  - ⑤ Non-admission after coming here in Japan.  
Refund policy: No refund.
  - ⑥ No refund for the six mon-month tuition if student withdraws within six months after admission.
- ※ Remittance fee will be charged to the applicant.

## **IX. Contact information**

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### **1. Application for Nagano Campus (Ueda City, Nagano)**

2-3-1 Ote, YCC bldg. Ueda, Nagano, Japan 386-0024  
MANABI Japanese Language Institute Office E-mail: nagano@manabi.co.jp  
Phone:+81-(0)268-28-7788 FAX +81-(0)268-28-7786

### **2. Application for Tokyo Campus (Ryogoku)**

2-10-5 Ryogoku TOC Ryogoku Bldg. Sumida-ku Tokyo, Japan 130-0026  
MANABI Japanese Language Institute Tokyo Campus Office E-mail: tokyo@manabi.co.jp  
Phone:+81-(0)3-6659-2885 FAX:+81- (0)3-6659-2886

## **X. Consent Agreement・Restriction・Checklist upon Admission**

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### **1..Important Agreement**

- ①I will follow the laws of Japan and the rules and guidance of the school while being enrolled.
- ②I will pay tuition dormitory fees on time.
- ③I will never submit any false reports and documents, and follow the provisions provided by the school regarding about the refund.

### **2.Restrictions lists**

- ①Students under 18 years old of age are not allowed to sleep in other places other than the accommodation designated by the school.

Students under 18 years old of age are not allowed to go out anywhere after 10pm and on or before 5am the following day without any consent from the school staff.

- ②Drinking and Smoking

Minors (20 years old and under) are restricted to drink and smoke according to the law. Possession of cigarettes is treated the same way as smoking.

- ③Drug use and possession

- ④Violent behaviors

Violent behaviors, verbal abuse, damage to property and bullying (physically and psychologically and mentally attacking a person and letting him/her feel distressed)

### **3.Importent notes**

- ①For 【Student visa】 : When the students does not act accordingly or follow what is stated in the school rules, even within the time frame granted in his/her visa, He/she will be expelled and the school will report him/her in the immigration bureau and on that same time his/her status of residence will be cancelled.
- ②For 【Student visa】 : When status of residence has been cancelled and the student is still doing his/her part-time job or other doing other things not related to his/her status of residence, he/she will be considered as an 「illegal stayer」 . And when he/she violates his/her status of residence it will be considered a violation of Japan's law.
- ③For 【Student visa】 : When doing a part time job, 「Permission to Engage in Activity Other Than That Permitted under the Status of Residence」 is necessary. When arriving in Japan please acquire the 「Permission to Engage in Activity Other Than That Permitted under the Status of Residence」 in the immigration bureau section inside the airport.
- ④For 【Student visa】 : Subscription for 「National Health Insurance Card」 is required. 70% of Treatment and other medical fees will be paid by the Japan government if you have the 「National Health Insurance Card」 . And at the same time, you will subscribe for 「Japanese School Cooperative Student Insurance System」 .Payment is included in the student' s tuition fee.  
For more details, please check with the school.

### **4.Others**

Following the school and dormitory rules as described.

## XI. Schedule

◆ Nagano Campus \*Schedule are subject to change.

	Starting from April 2018	Starting from July 2018	Starting from October 2018	Starting from Jan 2019
<b>Arrival in Japan</b>	Apr. 5, 2018	July 4, 2018	Oct. 11, 2018	Jan. 8, 2019
<b>Placement Test</b>	Apr. 6, 2018	July 5, 2018	Oct. 12, 2018	Jan. 9, 2019
<b>Entrance Ceremony</b>	Apr. 9, 2018	July 6, 2018	Oct. 15, 2018	Jan. 9, 2019
<b>Beginning of the semester</b>	Apr. 10, 2018	July 9, 2018	Oct. 16, 2018	Jan. 10, 2019
<b>End of the semester</b>	June 20, 2018	Sep. 28, 2018	Dec. 21, 2018	March 22, 2019

◆ Tokyo Campus \*Schedule are subject to change

	Starting from April 2018	Starting from July 2018	Starting from October 2018	Starting from Jan 2019
<b>Arrival in Japan</b>	Apr. 5, 2018	July 4, 2018	Oct. 11, 2018	Jan. 8, 2019
<b>Placement Test</b>	Apr. 6, 2018	July 5, 2018	Oct. 12, 2018	Jan. 9, 2019
<b>Entrance Ceremony</b>	Apr. 9, 2018	July 6, 2018	Oct. 15, 2018	Jan. 9, 2019
<b>Beginning of the semester</b>	Apr. 11, 2018	July 10, 2018	Oct. 17, 2018	Jan. 10, 2019
<b>End of the semester</b>	June 20, 2018	Sep. 28, 2018	Dec. 21, 2018	March 22, 2019



## XII. School Dormitory

### ◆ Nagano Campus

Amounts are expressed in Japanese Yen (¥)

		MANABI Student Dormitory									
		Ability Mansion		Hope Mansion		Peace Mansion		Misuzu Apartment		Kosato Mansion	City Heights
		Single (6 months)	Double (6 months)	Single (6 months)	Double (6 months)	Single (6 months)	Double (6 months)	Single (6 months)	Double (6 months)	4/room (6 months)	Single (6 months)
Entry Cost		¥261,800	¥182,000	¥335,000	¥227,000	¥411,800	¥279,800	¥353,000	¥251,000	¥215,000	¥311,000
E x p e n s e s	Entrance	¥30,000		¥30,000		¥30,000		¥30,000		¥30,000	¥30,000
	Deposit	¥20,000		¥20,000		¥20,000		¥20,000		¥20,000	¥20,000
	Rent/mo.	¥30,300	¥17,000	¥42,500	¥24,500	¥55,300	¥33,300	¥45,500	¥28,500	¥22,500	¥38,500
	Utility Cost	¥5,000		¥5,000		¥5,000		¥5,000		¥5,000	¥5,000
Internet		Wi-Fi		Wi-Fi		Wi-Fi		Wi-Fi		Wi-Fi	Wi-Fi
Room toilet		×		○		○		○		×	×
Shower toilet		×		○		○		○		×	×
Distance from school		About 1.4km		About 1.4km		About 1.4km		About 700m		About 1.9km	About 300m
Transportation to school		¥0		¥0		¥0		¥0		0	0
Method of commute and timeframe		Walking 18 mins Bicycle 9 mins		Walking 18 mins Bicycle 9 mins		Walking 18 mins Bicycle 9 mins		Walking 10 mins Bicycle 5 mins		Walking 26 mins Bicycle 13 mins	Walking 4 mins
Bed sheet		¥10,000		¥10,000		¥10,000		¥10,000		¥10,000	¥10,000
Capacity		34		26		28		18		8	6

### ◆ Tokyo Campus

Amounts are expressed in Japanese Yen (¥)

		MANABI Student Dormitory					Operated by affiliate company		
		JPARK Ryogoku		MINAMI KOIWA			Higashi Kanamachi	SK Hirai	Monthly Mansion Asakusa Azumabashi
		Single (6months)	Double (6 months)	3/room (6 months)		Double (6 months)	4/room (6 months)	Single (3 months)	
Entry Cost		¥365,000	¥251,000	¥239,000		¥254,000	¥248,000	¥246,000	
E x p e n s e s	Entrance	¥30,000	¥30,000			¥30,000	¥30,000	-	
	Deposit	¥20,000	¥20,000			¥20,000	¥20,000	-	
	Rent/mo.	¥47,500	¥28,500	¥26,500		¥29,000	¥28,000	¥82,000	
	Utility Cost	¥5,000	¥5,000			¥5,000	¥5,000	-	
Internet		Wi-Fi		Wi-Fi			Wi-Fi	Wi-Fi	Wi-Fi
Room toilet		○		×			×	×	○
Shower toilet		○		×			×	×	○
Distance from school		About 1.5km		About 10.5km			About 12km	About 5.5km	About 2.0km
Transportation to school		0		¥5,170			¥14,000	¥4,850	0
Method of commute and timeframe		Walking 18 mins		Walking 5mins + Train 14 mins + Walking 5mins			Walking 10 mins + Train 30 mins + Walking 5 mins	Walking 8 mins + Train 8 mins + Walking 5 mins	Walking 27 mins
Bed sheet		¥8,000		¥8,000			¥8,000	Free	Free
Capacity		2		10			6	5	5

◆About cancellation : ・ In the case of cancellation or rejected your VISA happened after payment mentioned, we will refund the amount except for Dormitory Entrance fee 30000 yen. However, about Monthly Mansion ASAKUSA AZUMABASHI, we will refund the amount which take out 1 monthly fee 82,000 yen from your payment.

・ No refund for cancellations made after school admission.