

Application Guide for Admission and Visa

(April 2017 - March 2018)



MANABI[®] 外語学院

MANABI Japanese Language Institute

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 am and pm 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. Sincere, diligent and is eager to learn.

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.
- 7.

◆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 1) JLPT Certificate and score report 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 2017	Starting from July 2016	Starting from October 2016	Starting from Jan 2017
(1)Application deadline	Last day of Oct. 2016	Last day of Jan. 2017	Last day of Apr. 2017	Last day of Aug. 2017
(2)Submit application documents to Immigration Bureau of Japan	Around Nov. 29, 2016	Around Mar.10, 2017	Around June 3, 2017	Around Sep.16, 2017
(3)Issue of Certificate of Eligibility	Around Feb. 23, 2017	Around May 21, 2017	Around Aug.20, 2017	Around Nov. 12, 2017
(4)Payment deadline for tuition and dormitory	Around Mar. 3, 2017	Around June 5, 2017	Around Sep.5, 2017	Around Dec.5, 2017
(5)Application of visa	Around Mar. 10, 2017	Around June10, 2017	Around Sep. 10, 2017	Around Dec.10, 2017
(6)Issue of visa	Around Mar. 20, 2017	Around June 20, 2017	Around Sep.20, 2017	Around Dec.20, 2017
(7)Entering Japan	April 2017	July 2017	Oct. 2017	Jan. 2018

※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

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

◆ Nagano Campus (Ueda City Nagano Prefecture)

	1 year
Entrance Fee	¥ 54,000
Tuition Fee	¥ 676,080
Total	¥ 730,080

Amounts are expressed in Japanese Yen (¥)

◆ Tokyo (Ryogoku, Tokyo)

	1 year
Entrance Fee	¥ 54,000
Tuition Fee	¥ 743,040
Total	¥ 797,040

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 2017 up to March 2018. It may be subjected to change on or after April 2018. It will also include currently enrolled students.

VII. School's Bank Account

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	SMBKJPJT
BANK ADDRESS	2-1-18, Chuoh, Ueda-shi, Nagano-Ken, Japan
TEL / FAX	+81-268-22-5550/+81-268-22-5620

VIII. Refund policy

※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

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

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.

April Period					July Period					October Period					January Period																					
April		May			June			July		August			September		October			November		December			January		February			March								
1 Sat		1 Mon	2 Tue	3 Wed	4 Thu	5 Fri	6 Sat	7 Sun	8 Mon	9 Tue	10 Wed	11 Thu	12 Fri	13 Sat	14 Sun	15 Mon	16 Tue	17 Wed	18 Thu	19 Fri	20 Sat	21 Sun	22 Mon	23 Tue	24 Wed	25 Thu	26 Fri	27 Sat	28 Sun	29 Mon	30 Tue	31 Wed				
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4 Tue	Annual InJapan	4 Thu	5 Fri	6 Sat	7 Sun	8 Mon	9 Tue	10 Wed	11 Thu	12 Fri	13 Sat	14 Sun	15 Mon	16 Tue	17 Wed	18 Thu	19 Fri	20 Sat	21 Sun	22 Mon	23 Tue	24 Wed	25 Thu	26 Fri	27 Sat	28 Sun	29 Mon	30 Tue	31 Wed							
5 Wed	Placement test	5 Fri	6 Sat	7 Sun	8 Mon	9 Tue	10 Wed	11 Thu	12 Fri	13 Sat	14 Sun	15 Mon	16 Tue	17 Wed	18 Thu	19 Fri	20 Sat	21 Sun	22 Mon	23 Tue	24 Wed	25 Thu	26 Fri	27 Sat	28 Sun	29 Mon	30 Tue	31 Wed								
6 Thu	Entrance Ceremony	6 Sat	7 Sun	8 Mon	9 Tue	10 Wed	11 Thu	12 Fri	13 Sat	14 Sun	15 Mon	16 Tue	17 Wed	18 Thu	19 Fri	20 Sat	21 Sun	22 Mon	23 Tue	24 Wed	25 Thu	26 Fri	27 Sat	28 Sun	29 Mon	30 Tue	31 Wed									
7 Fri	Class start	7 Sun	8 Mon	9 Tue	10 Wed	11 Thu	12 Fri	13 Sat	14 Sun	15 Mon	16 Tue	17 Wed	18 Thu	19 Fri	20 Sat	21 Sun	22 Mon	23 Tue	24 Wed	25 Thu	26 Fri	27 Sat	28 Sun	29 Mon	30 Tue	31 Wed										
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◆ Tokyo Campus

April Period							July Period							October Period							January Period																			
April			May				June			July				August			September				October			November				December			January			February				March		
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3 Mon			3 Sat			3 Mon	Arrival in Japan		3 Thu			3 Wed			3 Fri			3 Sun			3 Tue			3 Thu			3 Wed			3 Sat			3 Sat							
4 Tue	Arrival in Japan		4 Sun			4 Tue	Placement test		4 Fri			4 Wed			4 Sat			4 Mon			4 Thu			4 Fri			4 Thu			4 Sun			4 Sun							
5 Wed	Placement test and OT		5 Mon			5 Wed	Entrance Ceremony and OT		5 Sat			5 Tue			5 Sun			5 Thu			5 Fri			5 Sat			5 Fri			5 Mon			5 Mon							
6 Thu	Entrance Ceremony and OT		6 Tue			6 Thu	Class start		6 Sun			6 Wed			6 Mon			6 Fri			6 Tue			6 Wed			6 Sat			6 Tue			6 Tue							
7 Fri	Class start		7 Wed			7 Fri			7 Mon			7 Thu			7 Tue			7 Sun			7 Wed			7 Thu			7 Sun			7 Wed			7 Wed							
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XII. School Dormitory

◆ Nagano Campus

Amounts are expressed in Japanese Yen (¥)

		MANABI's Student Dormitory								
		Ability Mansion		Hope Mansion		Peace Mansion		Misuzu Apartment		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)	Single (6 months)
Entry Cost		¥261,800	¥182,000	¥335,000	¥227,000	¥411,800	¥279,800	¥353,000	¥251,000	¥311,000
E x p e n s e s	Entrance	¥30,000		¥30,000		¥30,000		¥30,000		¥30,000
	Deposit	¥20,000		¥20,000		¥20,000		¥20,000		¥20,000
	Rent/mo.	¥ 29,800	¥ 16,500	¥ 42,000	¥ 24,000	¥ 54,800	¥ 32,800	¥ 45,000	¥ 28,000	¥ 38,000
	Utility Cost	¥5,000		¥5,000		¥5,000		¥5,000		¥5,000
	Insurance	¥500		¥500		¥500		¥500		¥500
Internet		Wireless		Wireless		Wireless		Wireless		Wireless
Room toilet		x		o		o		o		x
Shower toilet		x		o		o		o		x
Distance from school		About 1.4km		About 1.4km		About 1.4km		About 700m		About 200m
Transportation fee to school		\0		\0		\0		\0		\0
Method of commute and timeframe		Walking 20 mins Bicycle 10 mins		Walking 20 mins Bicycle 10 mins		Walking 20 mins Bicycle 10 mins		Walking 10 mins Bicycle 5 mins		Walking 3 mins
Bed sheet		¥10,000		¥10,000		¥10,000		¥10,000		¥10,000
Capacity		34		26		28		18		6

◆ Tokyo Campus

		MANABI Dormitory		Operated by affiliate company		
		J PARK Ryogoku	Isehiko Building	Monthly Mansion Asakusa Azumabashi	SKHirai	
		Single (6months)	Double (6 months)	Single (3 months)	3/room (6 months)	4/room (6 months)
Entrance fee		¥365,000	¥365,000	¥246,000	¥272,000	¥224,000
E x p e n s e s	Entrance	¥30,000	¥30,000	-	¥30,000	
	Deposit	¥20,000	¥20,000	-	¥20,000	
	Rent/mo.	¥47,000	¥47,000	¥82,000	¥32,000	¥24,000
	Utility Cost	¥5,000	¥5,000	-	¥5,000	
	Insurance	¥500	¥500	-	-	
Internet		Wireless	Wireless	Wireless	Wireless	
Room toilet		o	o	o	x	
Shower toilet		o	o	o	x	
Distance from school		Around 1.5km	Around 3.1km	Around 2.0km	Around 5.5km	
Transportation to school		0	¥ 3,880	0	¥ 4,850	
Method of commute and timeframe		Walking 18 mins	Walking 8mins + Train 3mins + Walking 4mins	Walking 2mins	Walking 8mins + Train 8 mins + Walking 4mins	
Bed sheet		¥8,000	¥8,000	Free	Free	
Capacity		2	2	18	28	