

# Application Guide for Admission and Visa

(April 2017 - March 2018)



## MANABI® 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, Nagano

Phone:81-(0)268-28-7788

FAX 81-(0)268-28-7786

### **Tokyo Campus**

2-10-5 Ryogoku TOC Ryogoku Bldg.  
Sumida-ku Tokyo

Phone: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.

◆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	Certificate of enrollment and transcript of record (For students who are currently studying)	
⑤	Photocopy of Passport	Copy with picture page and pages if you have history of coming to Japan.
⑥	4 ID Photo (4cmx3cm)	
※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 Purpose	School Format
②	Bank statement of applicant	School Format
2. Supported by parents or relatives residing outside of Japan		
①	Written proof of supporter · Authorization Letter for Emergency Purpose	School Format
②	Bank statement of supporter	
③	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 Purpose	School Format
②	Bank balance statement of supporter	
③	Income certificate of supporter( 3 years)	Income Certificate issued by ward office / city hall
④	Resident card of all households	
⑤	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

<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)

	First 6 months	Next payment (6 months)	1 year
Entrance Fee	¥ 54,000	-----	¥ 54,000
Tuition Fee	¥ 338,040	¥ 338,040	¥ 676,080
<b>Total</b>	<b>¥ 392,040</b>	<b>¥ 338,040</b>	<b>¥ 730,080</b>

Amounts are expressed in Japanese Yen (¥)

### ◆ Tokyo (Ryogoku, Tokyo)

	First 6 months	Next payment (6 months)	1 year
Entrance Fee	¥ 54,000	-----	¥ 54,000
Tuition Fee	¥ 371,520	¥ 371,520	¥ 743,040
<b>Total</b>	<b>¥ 425,520</b>	<b>¥ 371,520</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 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

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

NAME OF BANK	HACHIJUNI BANK
BRANCH	UEDA BRANCH
ACCOUNT NO.	1 1 6 9 0 2 7
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.	4 1 6 0 0 7 0
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 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 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 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

### 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.Important notes

- ①For 【Student visa】 : When the students does not act accordingly 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.





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

## 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		<b>¥261,800</b>	<b>¥182,000</b>	<b>¥335,000</b>	<b>¥227,000</b>	<b>¥411,800</b>	<b>¥279,800</b>	<b>¥353,000</b>	<b>¥251,000</b>	<b>¥311,000</b>
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		
		JPARK Ryogoku	Isehiko Building	Monthly Mansion Asakusa Azumabashi	SKHirai	
		Single (6 months)	Double (6 months)	Single (3 months)	3/room (6 months)	4/room (6 months)
Entrance fee		<b>¥365,000</b>	<b>¥365,000</b>	<b>¥246,000</b>	<b>¥272,000</b>	<b>¥224,000</b>
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		
Room toilet		o		o		
Shower toilet		o		o		
Distance from school		Around 1.5km		Around 3.1km		Around 2.0km
Transportation to school		0		¥3,880		0
Method of commute and timeframe		Walking 18 mins		Walking 8mins + Train 3mins + Walking 4mins		Walking 25mins
Bed sheet		¥8,000		¥8,000		Free
Capacity		2		2		18
						28