



## Student Application Guide

### 1. Enrollment Period

| Course          | Enrollment Period |
|-----------------|-------------------|
| 2 year course   | April             |
| 1.9 year course | July              |
| 1.5 year course | October           |
| 1 year course   | April             |

### 2. Class Times

| day of week                      | Time        | Class Times(2 class system) | Number of classes |
|----------------------------------|-------------|-----------------------------|-------------------|
| Monday-Friday<br>(5 days a week) | A M classes | 9 : 10 ~ 12 : 40            | 4 class           |
|                                  | P M classes | 13 : 45 ~ 17 : 15           | 4 class           |

※Classes will be determined based on the results of a placement test conducted after arrival in Japan. Please note that there is a possibility that the class may not be your choice.

### 3. School Fees

|                    | Course/Study period |                 |                 |               |
|--------------------|---------------------|-----------------|-----------------|---------------|
| Course             | 2 year course       | 1.9 year course | 1.5 year course | 1 year course |
| Application Fee    | 20,000 yen          | 20,000 yen      | 20,000 yen      | 20,000 yen    |
| Admission Fee      | 50,000 yen          | 50,000 yen      | 50,000 yen      | 50,000 yen    |
| Tuition Fee        | 1,320,000 yen       | 1,155,000 yen   | 990,000 yen     | 660,000 yen   |
| Facility/Equipment | 132,000 yen         | 115,500 yen     | 99,000 yen      | 66,000 yen    |
| Textbooks/Others   | 80,000 yen          | 80,000 yen      | 62,600 yen      | 40,000 yen    |
| Total              | 1,602,000 yen       | 1,420,500 yen   | 1,221,600 yen   | 836,000 yen   |

### 4. Eligibility (Applicant must satisfy one of the following require)

- Completed 12 years of general school education in their native country or expected to graduate before enrollment.
- Completed a course that makes them eligible to pursue further studies in an institution for higher education in their native country.

## 5. Application procedure

### 1) Application Fee 20,000yen

○An invoice for the Application Fee will be sent after the Certificate of Eligibility is issued.

Please pay by the deadline.

### 2) Application Periods

○April Intake : Early September to mid-November

○July Intake : Early December to mid-February

○October Intake : Early March to mid-May

※Please note that there may be some changes due to instructions from the Immigration Bureau.

### 3) Submission of application documents

SANKO Japanese Language School Tokyo Student Recruiter

Email : [info-sanko-japanese@sanko.ac.jp](mailto:info-sanko-japanese@sanko.ac.jp)

〒113-0033 3-24-17 Hongo, Bunkyo-ku, Tokyo

TEL 03(5805)1190 FAX 03(5805)1191

※Please send the application documents by EMS, OCS, DHL, etc. If the documents are incomplete,

Please note that we may not be able to accept your application.

※Before mailing to our school, please send the scan data to the Student Recruiter by e-mail.

### 4) Selection Procedure

Document screening, tests, and interviews will be conducted offline or online.

Please have your financial sponsor present at the interview.

### 5) Notification of Acceptance

After the selection, we will inform you of the result within 7 days. After receiving notification of acceptance, our school will submit the documents to the Immigration Bureau and apply for the issuance of a "Certificate of Eligibility". The result of the examination by the Immigration Bureau will be notified to the applicant or the financial supporter. Please note that it takes about 2-3 months after the application deadline for the results of the examination by the Immigration Bureau.

## 6) Application Procedures

<Documents to be submitted by the applicant>

①SANKO Japanese Language School Tokyo Application Form (A, B - 1, 2, 3) ⇒specified form

※Completed by the applicant.

②ID photos\*3 pieces (4 cm × 3 cm)

③Graduation certificate original copy (Certificate of enrollment for applicants still studying)

- ④Documentation evidencing Japanese language learning ability
- ⑤Passport copy (holder only) ⇒ Applicants that have visited Japan previously, please also submit a copy of your visa and immigration stamp.

**<Documents to be submitted by the sponsor>**

- ①Statement of financial support (C)⇒specified form  
※with officially registered seal or signature of sponsor.
  - ②Official documentation evidencing relationship between the applicant and the sponsor  
(Birth certificate, copy of family register, etc.)
  - ③Bank balance certificate (in the name of the sponsor)、 Passbook copy or payment statement  
(for the past 1 year or 3 years.)
  - ④Employment certificate of the sponsor ⇒ Employment certificate/certified copy of corporate register/business permit, etc.
  - ⑤Income ・ tax payment certificate (for the past 1 year or 3 years.)
  - ⑥(In the case of financial support in Japan) Residence certificate (for all family members), residence tax payment certificate.
- ※ Please note that other documents may be requested as additional documents during the examination by the Immigration Bureau. In that case, school will inform the applicant.
- ※Must hand in the Japanese translation. (Please contact to school if you need help for translation.)
- ※In principle, the above documents issued by schools or public institutions should be submitted within 3 months of the application date.

**6. Payment method for tuition and living expenses**

- Please pay the Application Fee, Admission Fee, and Tuition Fee after receiving the Certificate of Eligibility. After confirming your payment, we will send you the original Certificate of Eligibility.
- Proof of remittance is required when renewing visa while you are in school.
- ※Upon confirmation of the admission fee and tuition transfer, we will officially allow you to enter our school as a student.
- ※If you decide to withdraw before coming to Japan for any reason, we will refund the tuition fee, facility/equipment fee, textbooks/other miscellaneous expenses out of the entrance fee and tuition fee you paid at the time of the enrollment procedure. Please note that the application fee and admission fee are non-refundable.

**7. Enrollment Procedure & Visa Acquisition**

- ①Once payment has been confirmed, the school will provide the applicant with a “Certificate of enrollment” and “Certificate of Eligibility”.
- ②Applicants should prepare the necessary documents and apply for a student visa at the nearest Japanese embassy.

③Once you have decided on your schedule to come to Japan, please send us an email with your airline ticket receipt (departure, arrival date, airport, and flight details).

※It takes about 2-3 months from application to issuance of " Certificate of Eligibility ". Therefore, please consider that it will take 4 to 5 months from the time you apply to our school to the time you arrive in Japan.

## 8. Regarding the Japanese language qualification learning incentive system

SANKO Japanese Language School Tokyo's original Regarding the Japanese language qualification learning incentive system. For those who have acquired a certain level of Japanese language proficiency in their native country.

The details of the amount are as follows.

| Japanese ability when the application |                     |                   |                      | amount    |
|---------------------------------------|---------------------|-------------------|----------------------|-----------|
| JLPT N 4                              | NAT-TEST<br>Level 4 | J-TEST<br>Level E | JPT<br>Over then 375 | 20,000yen |
| JLPT N 3                              | NAT-TEST<br>Level 3 | J-TEST<br>Level D | JPT<br>Over then 430 | 50,000yen |
| JLPT N 2                              | NAT-TEST<br>Level 2 | J-TEST<br>Level C | JPT<br>Over then 525 | 70,000yen |

※The incentive amount will be deducted from the tuition fee in the first year.

### 【Contact】



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