

Application Requirement

1. Entrance Qualifications

- ① Completed 12 years or more educational curriculum or holding those of equal qualifications.
 ② Passed JLPT N5 or holding those of equal qualifications.

2-year General Japanese Course	1.9-year General Japanese Course	1.6-year General Japanese Course	1.3-year General Japanese Course
N5 or above	N5 or above	N4 or above	N4 or above

*Please ask us about other requirements, such as age restriction, history of immigration and history application before.

2. Admission Time

Course	Admission	Studying period	Application period
2-year General Japanese Course	April	two years (1,600 hours)	Sep - the beginning of Nov
1.9-year General Japanese Course	July	one year and 9 months (1,400 hours)	Dec - the middle of Feb
1.6-year General Japanese Course	October	one year and a half (1,200 hours)	Mar - the beginning of May
1.3-year General Japanese Course	January	one year and 3 months (1,000 hours)	Jun - the middle of Aug

3. Fees

(rate: Japanese yen ; tax included)

Details	2-year	1.9-year	1.6-year	1.3-year	The due date
1, Admission	66,000	66,000	66,000	66,000	Upon the acquisition of Certificate of Eligibility Issuance.
2, First year of Tuition	720,000	720,000	720,000	720,000	
3, Others	108,000	108,000	108,000	108,000	
4, Facility maintenance fee	720,000	540,000	360,000	180,000	Upon the renewal of the studying period
5, Others	108,000	84,000	59,000	35,000	
Total	1,722,000	1,518,000	1,313,000	1,109,000	

* An processing fee of 22,000 yen must be paid at the time of application. The paid processing fee will not be refunded.

* "Others" include facility maintenance fees, textbook fees, extracurricular activity fees, international student insurance and health management fees.

* For refunds of paid fees, please refer to the separate refund policy.

4. Bank Account details

Bank name: Sumitomo Mitsui Banking Corporation SWIFT code: SMBCJPJT Branch: Musashiseki branch
 Account name : HEIWA Estate,Inc Account number : 6736665 Ordinary deposit
 Bank Address : 2-27-15 Sekimachikita Nerima-ku Tokyo,Japan TEL : 03-3929-1131

5. Method and Place of Application

- ① **Applicant's Visit to School:** Please bring the submitted documents and your passport.
 ② **Representative's Visit to School:** Please bring the submitted documents and proof of the representative's identity.
 ③ **Overseas Office:** Applications can also be submitted through affiliated organizations.

Application: 1-3-14 Hyakunincho Shinjuku-ku Tokyo, Japan Post Code 1690073

TEL : 03-6304-0088 info@shinjuku-heiwa.com

6. Documents to be submitted

Both your documents and the sponsor's documents will be required upon application.

We might ask you to submit further documents other than the ones below.

Documents required by the applicant

	Necessary documents	Notes	<input checked="" type="checkbox"/>
①	Application form (Personal history)	Please use the designated format of our school (educational background, employment history, reasons for studying Japanese). The applicant's handwritten signature is required.	
②	Photos	4×3 cm, which were taken within the last 3 months.	
③	Certificate of graduation	For the final school, 'Graduation Certificate (Diploma)'. For those currently enrolled (or on leave) in university, the high school 'Graduation Certificate (Diploma)' is also required, in addition to the 'Enrollment (Leave of Absence) Certificate'.	
④	Proof of your Japanese language proficiency	Score certificates such as the 'Japanese Language Proficiency Test (JLPT)', etc. Certificates proving more than 150 hours of Japanese language study, etc.	
	Other documents	Passport', 'Certificate of Employment', etc.	

Documents required by the sponsor who is responsible for the school and living expenses

	Necessary documents	Notes	<input checked="" type="checkbox"/>
①	Statement of Financial Support	Please use the designated format of our school. The handwritten signature of the financial supporter is required.	
②	Supporting Documents for Relationship	Documents proving the relationship between the financial sponsor and the applicant (such as a birth certificate).	
③	Bank Balance Certificate	A bank balance equivalent to 3,000,000 yen (for a two-year study period).	
④	Bank Passbook / Transaction Statement	Please prepare one to three years of statements for the above account.	
④	Employment Certificate	'Certificate of Employment', 'Certified Copy of Corporate Registration', etc.	
⑥	Income Certificate	Documents that can prove the income amount for the past three years.	
	Other documents	Additional documents may be required to prove the process of fund formation.	

【In the case the sponsor is not the applicant's parent】

*Please submit the following documents in addition to the above.

	Necessary documents	Notes	<input checked="" type="checkbox"/>
①	Letter of Acceptance of sponsor	The circumstances under which someone other than the parents became the financial supporter.	
②	Letter of Explanation	An explanation of the specific circumstances and reasons why the parents are unable to fulfill the financial support."	

* Please submit all certificates that are dated within 3 months prior to the planned application date to the Immigration Bureau.

7. Application for Certificate of Eligibility Issuance

① **Application:** Applicant → Shinjuku Heiwa Japanese Language School (or affiliated organization) Based on the documents submitted at the time of application, the staff at Shinjuku Heiwa Japanese Language School will prepare the application form and submit it to the Tokyo Immigration Bureau. Submission period: The end of November (Admission in April), The end of May (Admission in October)

② **Certificate of Eligibility (COE):** Tokyo Immigration Bureau → Shinjuku Heiwa Japanese • After the Certificate of Eligibility (COE) is issued, please pay the admission fee and tuition fees.

- Once the payment is confirmed, the COE will be mailed to the applicant (or their representative).

③ **Student Visa:** Applicant → Overseas Embassy or Consulate

With the mailed Certificate of Eligibility (COE) in hand, the applicant (or their representative) should apply for a student visa at the overseas embassy or consulate.