

Application Requirement

(for students of specified countries)

1. Entrance Qualifications

- ① Completed 12 years or more educational curriculum or holding those of equal qualifications.
 ② Less than 5 years after graduation from last school. / Under 28 years old at the time of admission.
 ③ Passed JLPT N5 or holding those of equal qualifications.

2-year Prep Course (April)	1.9-year Prep Course (July)	1.6-year Prep Course (October)	1.3-year Prep Course (January)
N5 or above	N5 or above	N4 or above	N4 or above

2. Admission Time

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

* please be aware of the deadline.

3. Fees

(rate: Japanese yen ; tax included)

Details	2-year	1.9-year	1.6-year	1.3-year	The due date
① Processing	22,000	22,000	22,000	22,000	Upon application.
② Admission	44,000	44,000	44,000	44,000	Upon the acquisition of Certificate of Eligibility Issuance.
③ First year of Tuition	720,000	720,000	720,000	720,000	
④ Student insurance for 6 months	6,000	6,000	6,000	6,000	Upon the renewal of the studying period
⑤ Second year of Tuition-1	360,000	360,000	360,000	180,000	
⑥ Second year of Tuition-2	360,000	180,000	—	—	
Total	1,512,000	1,332,000	1,152,000	972,000	

* The processing fee is not refundable in any case.

* In the event of visa application not being accepted by Foreign Embassies, the admission fee, the tuition fee and the insurance will be refunded.

* In the event of withdrawal of entry to the school after receiving your visa from the embassy, the admission fee will not be refunded.

* Textbook fee is included in the fee above.

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 If the applicant visits our school, the documents, the processing fee and your passport will be required.
 ② If the representative visit our school, the documents, the processing fee and his/her identification will be required.
 ③ You can also apply at our overseas office or the cooperated organization.

Place of 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 specified application form. The form must be signed by the applicant him/herself.	
②	6 photos	4×3 cm, which were taken within the last 3 months.	
③	Certificate of graduation	*A certificate of graduation or an original diploma of the applicant's Final school is required. *If you are an under-graduate (or under leave of absence from your school), you need to prepare a certificate of student register (a certificate of leave of absence) and a certificate of graduation or an official high school transcript.	
④	Transcript of academic records	A transcript of the applicant's final school and the school you are currently registered with.	
⑤	Japanese proficiency certificate	*A certificate of Japanese Language Proficiency Test or other test. *A certificate to prove that you have completed more than 150 hours of Japanese study.	
	Other documents	A passport, an identification and a certificate of occupation.	

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

	Necessary documents	Notes	<input checked="" type="checkbox"/>
①	Letter of guarantor to pay expenses	A guarantor needs to sign the specified form by him/herself.	
②	Official transcript of the deposit balance	The sum has to be more than 3 million yen or the equivalent.	
③	Bank book or statement for 3 years	If you don't have it, please prepare 'Explanation of asset build up'	
④	Relationship certification	The official documents such as a full copy or his/her family register or a residential record.	
⑤	Certificate of occupation	A letter of employment from your employer. A self-employed financial sponsor needs to submit his/her business certificate or license.	
⑥	Certificate of income	The most recent income status report for the past 3 years.	
⑦	Certificate of tax	The most recent tax status report for the past 3 years.	
⑧	Family list	The list must be signed by the sponsor him/herself.	

【If the sponsor is not student's parent, please also prepare the documents below.】

	Necessary documents	Notes	<input checked="" type="checkbox"/>
①	Letter of explanation	Explanation of why his/her parents can't be sponsor and the person accept the sponsorship.	
②	Documentary evidence	Certificate of occupation, income, deposit balance of the parents or death certificate.	

※All certificates have to be issued within 3 months of the date of application to the Tokyo Immigration Bureau.

7. Application for Certificate of Eligibility Issuance

① Application...Shinjuku Heiwa Japanese Language School (oversea office/cooperated organization)

Our school will write the application form based on your submitted documents and present it to Tokyo Regional Immigration Bureau.

Submission period: The end of November (Admission in April), The end of May (Admission in October)

② Certificate of Eligibility Issuance...Tokyo Regional Immigration Bureau

The certificate will be sent after confirming the payment of the admission fee and the tuition fee.

Result for the certificate: The end of February (Admission in April), The end of August (Admission in October)

③ Visa...Governmental establishments abroad (Embassies/Consulates)

Please bring the certificate of eligibility sent from our school to apply for the visa at the governmental establishments abroad.