

# 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 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	
⑤ Second year of Tuition-1	360,000	360,000	360,000	180,000	Upon the renewal of the studying period
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.	
	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	Relationship certification	The official documents such as a full copy or his/her family register or a residential record.	
	Other documents	*Certificate of occupation (A letter of employment from your employer. A self-employed financial sponsor needs to submit his/her business certificate or license.) *Certificate of income (The most recent income and tax status report for the past 3 years.) *If the sponsor is in Japan with a foreign nationality, a Certificate or Alien Registration will be required.	

## 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.