

Application Guide for Student Visa

学生签证申请程序

Application Guide

申请程序



1. Entrance Qualifications

申请资格

An applicant who has completed 12 years or more educational curriculum or holding those of equal qualifications.
An applicant who has passed the 5th level of the JLPT or holding those of equal qualifications.

申请人须具有12年以上的学历或同等条件者。
申请人要具有日本语能力考试5级相等的日语水平。

2. Admission Time

入学时期及学习期间

Course	Application period	4	7	10	1	4	7	10	1
2-year Prep Course 综合2年课程	Sep ~ Nov 9月~11月	April 4月							2 years (1,600 hours) 2年 (1,600小时)
1.9-year Prp Course 综合1年9个月课程	Dec ~ Feb 12月~2月		July 7月						1 year and 9 months (1,400 hours) 1年9个月 (1400小时)
1.6-year Prep Course 综合1年6个月课程	Mar ~ May 3月~5月			October 10月					1 year and 6 months (1,200 hours) 1年6个月 (1200小时)
1.3-year Prep Course 综合1年3个月课程	Jun ~ Aug 6月~8月				January 1月				1 year and 3 months (1,000 hours) 1年3个月 (1000小时)

3. Fees

缴纳金

		(rate: Japanese yen ; tax included) (单位: 日元 含税价)			
		1.3-year	1.6-year	1.9-year	2-year
① Processing	选考费	22,000	22,000	22,000	22,000
② Admission	入学金	66,000	66,000	66,000	66,000
③ First year of Tuition	第一年度学费	720,000	720,000	720,000	720,000
④ Maintenance fee	设施维持费	12,000	12,000	12,000	12,000
⑤ Insurance	留学生保险6个月	6,000	6,000	6,000	6,000
(①~⑤)		826,000	826,000	826,000	826,000
⑥ Second year of Tuition	第二年学费	183,000	366,000	549,000	732,000
Total (①~⑥)		1,009,000	1,192,000	1,375,000	1,558,000

* Textbook fee is included in the fee above.

*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.

※上述費用包括教材費。

※选考费在任何情况下均不予退还。

※如在大使馆被拒签，入学金和学费将退还。

※在外公馆签证审批后，自退者的入学金不予退还。

4. Application for Certificate of Eligibility Issuance

取得签证程序

① Application

申请



② Certificate of Eligibility Issuance

在留资格认定证明书

COE



③ Visa

签证



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.

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.

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.

① 申请---新宿平和日本語学校(合作机关)
根据申请人递交资料内容填写申请书，递交到东京入国管理局。

② 在留资格认定证明书---东京入国管理局
确认缴纳入学金和学费后，邮送「认定证明书」「入学许可书」

③ 签证---在外公馆(大使馆，领事馆)
持「认定证明书」和「入学许可书」，到在外公馆办理签证手续。

5. Documents to be submitted

申请资料

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.
报名时需提出「申请者本人」及「经费支付者」的资料。
根据申请人实际状况校方可能会要求申请人补交其他资料。

□ Documents required by the applicant 申请者本人

Necessary documents	所需资料	Notes	注意事项
① Application form (Personal history)	入学原书 (履历书)	Please use the specified application form. The form must be signed by the applicant him/herself.	请使用我指定格式资料(学历, 履历等履历事项, 日语学习理由)。需要申请者本人签名。
② 6 photos	证明照6张	4×3 cm, which were taken within the last 3 months.	长4cm×横3cm 正面脱帽 3个月以内
③ Certificate of graduation	毕业证明	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.	最终学历「毕业证(毕业证书)」的原本 如果你是大学在校生(休学中), 请提交「在学(休学)证明书」和高中「毕业证(毕业证书)」的原本
④ Transcript of academic records	成绩单证明书	A transcript of the applicant's final school and the school you are currently registered with.	最后学历的成绩单证明书或在籍学校的成绩单
⑤ Japanese proficiency certificate	日语能力证明书	A certificate of level 5(or above) of JLPT or holding those of equal qualifications. A certificate to prove that you have completed more than 150 hours of Japanese study.	「日语能力考试(N5级以上)」「J-TEST」「NAT」的合格证。150小时以上的日语学习经历书。
Other documents	其他	A passport, an identification and a certificate of occupation.	「护照」, 「身份证」, 「在职证明书」。最终学历学校毕业3年以上者需填写详细的「日语学习理由」。

□ Documents required by the sponsor who is responsible for the school and living expenses 经费支付者

Necessary documents	所需资料	Notes	注意事项
① Letter of guarantor to pay expenses	经费支付书	A guarantor needs to sign the specified form by him/herself.	请使用我指定格式。需经费支付者亲手签字
② Relationship certification	亲属关系公证书	The official documents such as a full copy or his/her family register or a residential record.	所在省市区县公证处签发的亲属关系公证书。
③ Copy of Chinese Family Register	户口簿	Document that proves family structure of the sponsor.	可证明支付者的学历及职业的全项资料。
④ Official transcript of the deposit balance	存款余额证明书 存折复印件	The sum has to be more than 3 million yen or the equivalent.	相当于日元300万(学习预定年期限的场合)的余款。用在资金累积过程的证明。
⑤ Certificate of occupation	职业证明书	A letter of employment from your employer.	「在职证明书」「营业许可书」等。
⑥ Certificate of income	收入证明	The most recent income and tax status report for the past 3 years.	能证明过去3年收入及纳税的资料。
Other documents	其他	If the sponsor is in Japan with a foreign nationality, a RESIDENCE CARD will be required. Certificate of income in addition to the earned income (stocks, real estates, etc.) will be required.	在日居住的外国人需递交「在留卡」 薪资收入以外的收入证明(「如股票」, 「不動産的買賣」等), 依情况需要「资金形成过程证明书」