



APPLICATION GUIDE

TOKYO LANGUAGE EDUCATION ACADEMY

JAPANESE LANGUAGE SCHOOL FOR INTERNATIONAL STUDENT WHO NEED TO ENTER UNIVERSITY AND GRADUATE SCHOOL IN JAPAN

About Us

Our school is the qualified Japanese language school accredited by Justice Ministry and pioneer in academic preparatory class with remarkable track record of getting international student into the first-tier university /graduate school in Japan, having the enrollment capacity of 480 students.

- **OUR FEATURE**

Since our establishment in October 2000, we have been committing ourselves to the idea that we seek to develop global human resources who contribute to peace and prosperity in international society. Our feature is that we realize this idea by specializing in academic preparatory Japanese language education to send excellent international student to university / graduate school in Japan.

- **OUR CURRICULUM**

Our certified and experienced teachers provide high quality Japanese lesson in small class grouped by ability and detailed academic career guidance for you to pass entrance examination of your first-choice school. Also, free remedial class (English, Science, Japan and the World, and Mathematics) as well as various activities for understanding Japanese culture and society is of your choice.

- **OUR SUPPORT**

We are the Visa Application Intermediary authorized by Tokyo Immigration Bureau to fully support your study in Japan. You will enjoy our support in bilingual environment and at our comfortable school building and student accommodation located near the station in downtown Tokyo.

- **OUR STAFF**

Our President, KEN HINO, and our Principal, KEIKO N. ITO, along with some 50 teachers and administrative staff, are both waiting for you to apply to our school.

【PROFILE OF PRINCIPAL】

Graduated from Waseda University (B.A. in Law), University of Notre Dame Graduate School (M.A) in US, Sophia University Graduate School (M.A. and PhD candidate in International Relations). Worked as Assistant Professor in Faculty of Law at Teikyo University, Research Associate in Institute of International Relations at Sophia University, Japan Foreign Affairs Ministry Special Assistant to Minister of Political Affairs at Embassy of Japan in US, JICA Project Advisor in Syria and Jordan.

General Information for Enrollment

Courses Offered

Course	Enrollment Period	Total School Hours	Application Period	Result Announcement Period
2 - Year Academic Preparatory Course	April	1600	Aug. to late Oct. of the previous school year	Late February
1 Year and 9 Months Academic Preparatory Course	July	1400	Dec. to late Feb. of the previous school year	Late May
1 Year and 6 Months Academic Preparatory Course	October	1200	Feb. to late Apr. of the current school year	Late August

Application Requirements

- Completing 12 years of formal school education or having accepted the equivalent education.
- Having a clear purpose of study in Japan.
- Japanese Language Aptitude Test Level N5 or equivalent level.
(Completed Japanese language study for more than 150 hours.)
→ Please refer to HP for details of the test.

[Japanese Language Aptitude Test](#)

Application Procedures

Please prepare all necessary materials and deliver them by hand or send them by postal mail to the following address.

The application can be filed either by applicant or his/her agent.

TOKYO LANGUAGE EDUCATION ACADEMY	
Address	Togen Main Bldg. 5-23-7 Hirai, Edogawa-ku, Tokyo, Japan 132-0035
Tel	+81-3-5631-5601 (in Japan) +81-3-5631-5601 (from overseas)
Fax	+81-3-5631-5602 (in Japan) +81-3-5631-5602 (from overseas)
E-mail	tokyolea@tokyolea.jp

Application Process



Required Materials for Application

For Applicant from China, please refer to our Chinese website for required materials for application.

Applicant from other countries or regions including Korea, Taiwan and Hong Kong, please submit the following documents.

1. Application Form for Admission (Use special application form of our school, which is to be completed by the applicant)

2. Diploma and Certificate
 - a) Copy of the Last Diploma / Certificate of Graduation (Secondary School or University)
 - b) Applicant who expects to graduate school by the time of the admission should provide the Certificate of Expected Completion and/or Certificate of Enrollment of the school.
3. ID Photo (8 photos taken within the last 3 months, 3cm x 4cm)
4. Copy of Passport (If available)
5. Letter of Financial Support (Use special application form of our school, which is to be completed and sealed by the financial guarantor.)
6. Certificate of Employment (Issued by the company where the financial guarantor works.)
7. Tax Payment Certificate
8. Bank Deposit Balance Certificate (Issued by the bank in the name of the financial guarantor.)

School Expenses

ITEM \ COURSE	2 YEAR	1 YEAR and 9 MONTH	1 YEAR and 6 MONTH
Application Fee (payable upon application)	JPY 20,000	JPY 20,000	JPY 20,000
Admission Fee (payable upon admission)	JPY 30,000	JPY 30,000	JPY 30,000
Facility Maintenance Fee	JPY 90,000	JPY 90,000	JPY 90,000
Textbook and teaching material fee	JPY 30,000	JPY 30,000	JPY 30,000
Tuition Fee for First School Year	JPY 600,000	JPY 600,000	JPY 600,000
Total Expenses for First School Year	JPY 770,000	JPY 770,000	JPY 770,000
Tuition Fee for Second School Year	JPY 600,000	JPY 450,000	JPY 300,000
Grand Total	JPY 1,370,000	JPY 1,220,000	JPY1,070,000

1. Tax is not included in the above-mentioned price.
2. The installment payment is available for the above-mentioned first school year's expenses of JPY 770,000 as follows:
 - ◇ First payment: JPY 470,000 to be paid by the time of enrollment
 - ◇ Second payment: JPY 300,000 to be paid within 6 months after enrollment.

Payment Methods

Please transfer to the bank account below:

Bank Name: MIZUHO BANK, LTD.
Branch Name: HIRAI BRANCH
Branch Address: 3-30-4, HIRAI, EDOGAWA-KU, TOKYO, JAPAN
Branch Tel: +81-3-3682-2213
Account Type: SAVINGS ACCOUNT
Account Number: 2544066
SWIFT code: MHCBJPT
Beneficiary Name: TOKYO LANGUAGE EDUCATION ACADEMY
Beneficiary Address: 5-23-7, HIRAI, EDOGAWA-KU, TOKYO, JAPAN
Beneficiary Tel: +81-3-5631-5601

Refund Policy

1. In case that Certificate of Eligibility is not granted, the refund will include all payment except Screening Fee.
2. In case of cancellation after the issue of Certificate of Eligibility without applying Student Visa at Japanese Embassy, the refund will include all payment except Screening Fee and Admission Fee in exchange for the return of Admission Certificate and Certificate of Eligibility.
3. In case that Student Visa is not granted at Japanese Embassy, the refund will include all payment except Screening Fee and Admission Fee in exchange for the return of Admission Certificate and the confirmation that Student Visa is not granted.
4. In case of cancellation after the issue of Student Visa and before entry to Japan, the refund will include all payment except Screening Fee and Admission Fee in exchange for the return of Admission Certificate and the confirmation that Student Visa is not used and void.
5. In case of withdrawal, refund is not available except tuition fee. As for refund of tuition fee, the paid tuition fee from the next month of withdrawal will be refunded within two weeks from the confirmation of the issue of the new Certificate of Eligibility.
6. As the case of cancellation of enrollment after entry to Japan will be deemed as the case of withdrawal, the Article 5 will be applied.
7. In case of deportation or expulsion from school due to the violation of laws and regulations, or delay of entry to Japan due to grounds not attributable to school, refund is not available as exemption.

Our Support to Your Study in Japan

1. Gender -segregated dormitory is available. Equipment includes air conditioning, bathroom and major electric appliance such as TV, micro-wave, washing machine, rice cooker, refrigerator. One-time registration fee is JPY 20,000 and monthly room expense is JPY 38,000 provided that the contract is more than six months.
 - ※ Total average living expenses per month in Tokyo cost about JPY 90,000 to JPY 150,000, which includes rent and utilities (some JPY 40,000 – JPY 70,000), food (some JPY 20,000 – JPY 30,000), mobile phone, transportation expenses and others.
2. Ordinary accident insurance will be covered by school.
3. A student with a Student visa can take a part-time job with "Shikakugai-katsudokyoka" (permission to participate in activities beyond those allowed by visa status) from the immigration bureau for up to maximum 28 hours per week. However, you are not allowed to take a part-time job in any adult entertainment industry or adult entertainment industry-related business. Also, you are obligated to inform us of your part time job.

For Application Form and more information

Please contact us by e-mail with the following information.

tokyolea@tokyolea.jp

1. Full Name
2. Date of Birth
3. Sex
4. Nationality
5. Present Domicile
6. Contact Information (Tel., E-mail, etc.)
7. Final Educational Background (Name of Educational Institution / Year and Month of Enrollment and Graduation)
8. Expected Enrollment Period (Year and Month)
9. Content of Inquiry

※ The above-mentioned personal information will be fully protected based upon our privacy policy and the Japan Act on the protection of Personal Information.