

Application Guidelines

For Admission in April and October 2024

JLC Language Institute

1-10-22 Shinsakae, Naka-ku

Nagoya, Aichi, 460-0007

JAPAN

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COURSES

Course	Entry	Duration
Two Year Academic Advancement Course	April	2 Years
One Year and Six Month Academic Advancement Course	October	1 Year and 6 Months

Requirement for Admission

Applicants who meet all the following criteria may apply for the course.

1. Those who have completed, or are expected to complete, 12 years or more of formal education
2. Those who are able to pay the school fees and living expenses required for studying in Japan
3. Those who have taken a course in Japanese for 150 hours or more and possess at least JLPT N5 level of Japanese language ability
4. Those who are sincere, diligent, and eager to learn

Application Documents

◆Instructions

- ①Application documents must be filled in by the applicant and financial sponsor.
- ②If any false statement is found, you will not be accepted. If false statement is found after the applicant is accepted, the acceptance may be revoked.
- ③Any certificate or document in a language other than Japanese or English must be accompanied by a translation into either Japanese or English.
- ④Required documents might differ from the followings depending on the nationalities.
- ⑤There may be cases where JLC asks you to submit additional documents.

◆Documents for Applicant

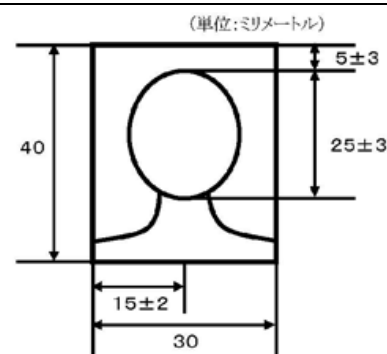
Documents	Points of Attention
① Application for Admission	【Prescribed Form】 To be filled in by applicant
② Personal Records	【Prescribed Form】 To be filled in by applicant
③ Diploma of final education (or Certificate of Expected Graduation)	【Original】 Please refer to Note 1.
④ Academic Transcript of final education	【Original】 Please refer to Note 1.

⑤	Student Registration Certificate and Academic Transcript (if the applicant is currently a student)	【Original】 Record of all academic years is required. Please refer to Note 1.
⑥	Document to certify Japanese ability (Document to certify learning history of Japanese)	Please submit the following documents. (1) Japanese-Language Proficiency Test Certificate of Result and Scores (2) NAT-TEST Score Report and Certificate of Proficiency (3) J-TEST Certificate of Japanese Ability and Score Report (4) Original certificate issued by Japanese language institution Please refer to Note 2.
⑦	Photocopy of Passport	If available. Please copy all pages, including blank pages.
⑧	8 Photos (4cm × 3cm)	Photos taken by digital camera cannot be accepted. Please refer to Note 3.
⑨	Certificate of Employment	If you are currently employed.
⑩	Letter of Guarantee	【Prescribed Form】 To be filled in by guarantor
⑪	Written Pledge	【Prescribed Form】 To be filled in by applicant

Note 1 JLC will return the original diploma and academic transcript after the screening by the Immigration Bureau. If you are currently enrolled in university or on a temporary leave from university, please submit the registration certificate of university and the academic transcript of high school.

Note 2 You are strongly recommended to submit certificate and reports of JLPT, NAT-TEST or other examination.

Note 3 Please attach ID photos of yourself taken within 3 months prior to application, showing a front view above chest level with a plain background. Caps and hats are not allowed. (4 cm in height and 3 cm in width) See the figure on the right.



From HP of Immigration Bureau Unit:mm

◆ Documents for Sponsor

Required documents differ depending on the person who pays.

1. If the applicant pays himself / herself	
① Bank Certificate of Applicant's account	【Original】
② Certificate of Employment	【Original】
③ Certificate of Income and Amount of Tax Paid (for the past 3 years)	【Original】
④ Documents to show the process of asset formation	e.g. Copy of bankbook
⑤ Explanation of Funds Formation Process	【Prescribed Form】 To be filled in by applicant.

2. If applicant's parent(s) or relative living in a country other than Japan pay	
① Document of Financial Sponsorship	【Prescribed Form】 To be filled in by sponsor.
② Bank Certificate of Sponsor's Account	【Original】

③	<ul style="list-style-type: none"> • Certificate of Employment (if the sponsor is a company employee) • Copy of Corporation Registry etc. (if the sponsor is a company officer) • Copy of Business License Certificate etc. (if the sponsor is a self-employed worker) 	Documents to show the length of work
④	Certificate of Income (for the past 3 years)	【Original】
⑤	Documents to certify the relationship between the applicant and sponsor	e.g. Certificate of Relations, Birth Certificate
⑥	Copy of Sponsor's ID Card	A copy of passport is acceptable.
⑦	Documents to show the process of asset formation	e.g. Copy of bankbook
⑧	Explanation of Funds Formation Process	If there are no bank deposit passbooks for the past three years, the applicant is required to create them by sponsor.

3. If applicant's parent(s) or relative living in Japan pays		
①	Document of Financial Sponsorship	【Prescribed Form】 To be filled in by sponsor.
②	Bank Certificate of Sponsor's Account	【Original】
③	<ul style="list-style-type: none"> • Certificate of Employment (if the sponsor is a company employee) • Copy of Corporation Registry etc. (if the sponsor is a company officer) • Copy of Business License Certificate etc. (if the sponsor is a self-employed worker) 	Documents to show the length of work
④	Certificate of Income (for the past 3 years)	【Original】
⑤	Documents to certify the relationship between the applicant and sponsor	e.g. Certificate of Relations, Birth Certificate
⑥	Residence Certificate or Certificate of Registered Matters	For all household members
⑦	Copy of Passport and Residence Card	Only non-Japanese citizen
⑧	Documents to show the process of asset formation	e.g. Copy of bankbook
⑨	Explanation of Funds Formation Process	If there are no bank deposit passbooks for the past three years, the applicant is required to create them by sponsor.

Process from Application to Enrolment

◆Schedule

	April 2025 Enrolment	October 2025 Enrolment
(1) Application Deadline	30 Sep, 2024	10 Apr, 2025
(2) Document Submission to the Japanese Immigration Bureau	26 Nov, 2024	11 June, 2025
(3) Receive Certificate of Eligibility	20 Feb, 2025	23 Aug, 2025
(4) Tuition Fee Payment Deadline	28 Feb, 2025	31 Aug, 2025
(5) Apply for Student Visa	10 Mar, 2025	10 Sep, 2025
(6) Receive Visa	20 Mar, 2025	20 Sep, 2025
(7) Arrive in Japan	Apr 2025	Oct 2025

◆Flow from Application to Enrolment

STEP 1 Document Submission Application Fee Payment	Please make sure to send your application and all required documents to JLC Language Institute and transfer the application fee to the designated bank account by the deadline.
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STEP 2 Application Evaluation	Application evaluation will be conducted based on all the submitted documents and information. For the accepted applicants, JLC will issue 'Admission Permit' and apply for the Certificate of Eligibility (COE) on their behalf at the Japanese immigration bureau.
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STEP 3 Document Screening by Immigration Bureau Issue Certificate of Eligibility (COE)	Certificate of Eligibility (COE) will be issued by the Japanese immigration bureau if the application is granted.
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STEP 4 Tuition Fee Payment Send COE and Admission Permit	JLC notices the applicants of the result. The applicants for whom COE was issued are requested to pay the entrance fee and tuition fee to the designated bank account. Upon receipt of payment we will send you 'Certificate of Eligibility', 'Admission Permit' and the schedule for new students.
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<p>STEP 5 Apply Student Visa</p> <p>Receive Visa</p> <p>Book Flight</p>	<p>For those who wish to arrange an airport pickup, please fill out the questionnaire and contact our school as soon as possible. After applying for a visa at the embassy/consulate abroad and obtaining the visa, please arrange your air ticket and inform our school of your planned date of arrival. Please try to enter the country on the date specified by our school.</p>
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<p>STEP 6 Arrive in Japan</p>	<p>If desired, a limousine arranged by our school will meet you at the airport.</p>
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<p>STEP 7 Enrol at JLC Language Institute</p>	<p>The class starts after the entrance ceremony and orientation.</p>
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Tuition and Fees

After the Certificate of Eligibility is issued, please transfer the following fees to the designated bank account of our school within the specified deadline. We will send you the admission permit and COE in exchange for the payment certificate.

Two Year Course (April Entry)

Items	First Year	Second Year	Total
Application Fee	¥30,000	/	¥30,000
Admission Fee	¥50,000	/	¥50,000
Tuition	¥600,000	¥600,000	¥1,200,000
Others	¥100,000	¥100,000	¥200,000
Total	¥780,000	¥700,000	¥1,480,000

One Year and Six Month Course (October Entry)

Items	First Year	Second Year	Total
Application Fee	¥30,000	/	¥30,000
Admission Fee	¥50,000	/	¥50,000
Tuition	¥600,000	¥300,000	¥900,000
Others	¥100,000	¥75,000	¥175,000
Total	¥780,000	¥375,000	¥1,155,000

◆ Notes:

- ※ Application Fee 30,000 yen shall be paid at the time of filling application.
- ※ The application fee is non-refundable under any circumstances.
- ※ You may be required to pay for some school events apart from the amounts stated above.
- ※ These amounts are for admission in April and October 2025. They may be subject to change for admission in April 2026.
- ※ For other expenses, you must pay the National Health Insurance premium (approx. 20,000 yen per year.)

Bank Information

Please transfer the application and tuition fees to the following account.

Bank: Sumitomo Mitsui Banking Corporation
Branch: Tenroku Branch
Address: 6-4-20 Tenjinbashi, Kita-ku, Osaka, 530-0041, JAPAN
Tel: (+81)6-6358-2135
Type of Account: Savings Account
Account No. :7084873
Branch No. : 130
Account Name: KFZ Co. Ltd
Swift Code : SMBC JP JT

Enquiry and Application

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