

Tokyo International Language Academy

Application guideline

1. SCHOOL SUMMARY

Name of School: Tokyo International Language Academy

Address of School: 5-8, Minamicho, Hachioji, Tokyo,

Access: 8 minutes- walk from JR Hachioji Station

Phone: +81-42-686-0618

E-mail: t.appli@tokyo-ila.jp

Website: <http://tokyo-ila.jp>

Founder: Lapis Inc. CEO Masashi Oyama

President: Masashi Oyama

Principal: Atsuko Yagi

School History: May in 2009 Lapis Inc. was founded.

October in 2011 Kurashiki Language Academy was established as a sister school.

Student Quota is 180 (2 courses) as of October in 2017.

October in 2017 Tokyo International Language Academy was established in Hachioji. Student Quota is 100 (2 courses)

2. Courses and Achievements

Kurashiki Language Academy provides Japanese Education courses for persons who wish to study in universities, colleges, vocational schools, etc. We have the following four courses for students who have student visa.

《applicable course》

Course	Study Period	Enrollment	Purpose	Total hours	Class	Minimum Japanese level at entrance	Goal achieving at graduation
① 24-months course	2 years	April	To enter a university or a vocational school.	1,600 hours		N5	N1
② 18-months course	1 year and 6 months	October		1,200 hours		N4	N1
③ 12-months Nursing course	1 years	April	To enter a vocational school for nursing	800 hours		N3	N1
④ 18-months Nursing course	1 year and 6 months	October		1,200 hours		N3	N1

* If you wish to study less than a year, consult school official in advance.

《Course curriculum》

Be sure to Refer to appendix “Tokyo International Language Academy Regulations” for the course curriculum before application.

3. Qualifications for admission and Method to select new students

《Qualification for admission》

All of below must be met when sending the application.

- (1) Those who have completed **at least twelve years** of school education or those who have completed a course of study equivalent to twelve years of school education.
- (2) Those who are **18 or older** at the time of entering the school. In general, people who are **30 or younger** and graduated from their last school no more than **5 year earlier**.
- (3) Those who have learned Japanese for **at least 150 hours** at a university, college, professional school, high school, junior high school or language school and have passed the Japanese Language Aptitude Test N5 or Grade-4, Grade-F of the J-TEST or will soon pass the test. Or, those who have abilities in Japanese language equivalent to or better than the requirements of Tokyo International Language Academy as the result of a test for Japanese ability implemented at this school.
(*1: To be able to certify you Japanese language ability at the time of application, please take the test in advance.)
(*2: If it is difficult to take a test such as the Japanese Language Aptitude Test, please contact us)
- (4) The purpose of becoming students of this school and the plan and course after graduation are clear.
- (5) Those who can provide payment guarantees for the expenses of staying in Japan including the academic fees and living expenses while being a student of this school.
- (6) Those who have not been granted a certificate of residence eligibility by any institute of Japanese language education other than this school.
- (7) Those who have not repeatedly left and have not re-entered Japan within a year under a short-term visa.
- (8) Those who have previously been in Japan as an on-the-job trainee must have subsequently remained outside of Japan for more than one year and have utilized the techniques they mastered during the training in their home country.
- (9) Those who have applied for entry into Japan through due formalities and thus permitted or will be permitted to enter into Japan.

《Method to select new students》

screening: Interview in local country (or an interview through Internet), document screening and written examination

* No fees for screening.

* The results of document screening, the interview and written examination will be verified comprehensively to determine whether the applicant has passed or failed.

4. Due amount (JPY)

《Academic fees》

Item	Admission in April (24 months)		Admission in October (18 months)		Admission in April Nursing care course(12months)
	First year (one-full year)	Second year (one-full year)	First year (one-full year)	Second year (six months)	First year (one-full year)
Admission fee	50,000 JPY	———	50,000 JPY	———	50,000JPY
Tuition	660,000 JPY	660,000 JPY	660,000 JPY	330,000 JPY	660,000 JPY
Other expenses	60,000 JPY	60,000 JPY	60,000 JPY	30,000 JPY	60,000 JPY
Total	770,000 JPY	720,000 JPY	770,000 JPY	360,000 JPY	770,000 JPY

◎ In addition to above, **22,000 JPY is required as an application fee to be paid upon the submission of application.**

◎ “Other expenses” (event cost, health check-up fee, textbook fee, JLPT fee, and Student Insurance fee etc.)

《Payment due date》

- (1) Application fee: Pay 22,000 JPY upon the submission of the application.
- (2) Academic fees (tuition etc.): Pay the total amount required for the first year collectively by the date designated by this school.
- (3) The second year(tuition)
 - 24 months course: Pay the total amount required for the second year collectively until the end of next March.
 - 18 months course and Nursing care course: Pay the total amount required for the second year collectively until the end of next September.

Note: Be sure to pay the designated amount before due date. If any applicant/student is unable to pay the amount by the due date, admission, promotion to higher grade or graduation may be suspended upon consultation with the school or the individuals who recommended the applicant. If any student is unable to pay the amount after admission to this school , the student may **be dismissed from this school.**

《Payment for the first time》

In case COE was issued:

Pay Application Fee (22,000JPY)+Admission Fee (50,000JPY)+Tuition for one-full year(660,000JPY)+Other expenses(60,000 JPY)+ bank handling fee

Total amount for the first year : 792,000 JPY+ bank handling fee

*In addition to above, dormitory fee and deposit must be paid if needed.

《A refund of the payment》

The amount paid will not be refunded unless following cases apply.

- (1) Visa was not granted by Japanese diplomatic establishments abroad (rejection of visa application).

If the "letter of acceptance" is returned and the document proving that the entry visa has not been granted is submitted to this school, the amount paid will be reimbursed, except the application fee (22,000 JPY) and the admission fee (50,000 JPY).

- (2) Entrance declined due to unavoidable reasons

If the "certificate of residence eligibility" and the "letter of acceptance" are returned, the amount paid will be reimbursed, except the application fee (22,000 JPY) and the admission fee (50,000 JPY).

5. Student's Dormitory

We have several dormitories for students.

《Location of dormitories》 There are some dormitories within walking distance from nearest station.

《Dormitory Rules》

- It is students' own free will to live in dormitory or not.
- Two students live in one room. Students cannot choose which room or whom live with.
- The contract is renewed 6 months. Prohibited to move out less than six months.
- Follow the regulations of Dormitory. In case we found violation, the student may **be dismissed from school.**

- If we found the furniture or facility damaged or missing, we might ask students to pay the cost.
- Students must make a contract with gas, electricity and water
- There is no meal service in the dormitory.

· If the student have not paid the rent for the dormitory by the due date, the student may **be dismissed from school.**

《Boarding Expenses》

- Key money 100,000JPY, Housing fee (6months) 180,000JPY Total 280,000JPY

If students need to move out after 6 months, request moving at least prior to one month.

《Furnishings》

- All room has the following furnishings and equipment:

Kitchen, toilet, bathroom, air-conditioner, washing machine, refrigerator, blankets, comforters, futon, pillow, sheets, rice cooker, Electric or gas stove, pot, pan, tableware

6. Procedures from application to admission

◆ Application

Term of application:

Admission in April: Year before entering 1st September to 15th October

Admission in October: Expectation year of entering 1st March to 15th April

*Schedule may be changed, if you wish to apply, please check it in advance.

《from Primary screening to arrival》 *Refer to the table on next Page

(A: admission in April, B: admission in October)

	Item	Time line	Content
1	Primary screening	The date designated by this school	Interviewing, document screening and written examination
2	Creation of application forms	A. 1st September to 15th October B. 1st March to 15th April	Obtain the documents required for application (certificates). Those who have passed the primary screening need to apply for a passport.
3	Submission of application documents (PDF) and secondary screening		Submit the <u>scanned application data (PDF)</u> to this school. At the same time, remit the application fee (22,000 JPY) to the bank account designated by this school.
4	Submission of application forms (Send original copies)	A. Late October to early November B. Late April to early May	Send the original copies of the application documents to this school. The application will not be accepted if the application documents are not complete.
5	"Certificate of Residence Eligibility" Application of granting	A. mid November B. early June	This school will apply for the granting of the "Certificate of Residence Eligibility" to the Tokyo Regional Immigration Bureau for those who passed the screening.
6	"Certificate of Residence Eligibility" Certification	A. Expected to be in the late February B. Expected to be in the late August (For your reference, this timing of certification may be postponed sometimes)	The Tokyo Regional Immigration Bureau will send the applicant's "Certificate of Residence Eligibility" to this school. After the applicant is certified for the residence eligibility, we will send scanned data of the "Certificate of Residence Eligibility" to the school or individuals who recommended the applicant in his/her country by e-mail or fax. If the applicant is not certified for the residence eligibility, this school will also inform the result of this to the school or individuals who recommended the applicant in his/her country by e-mail or fax. At that time, this school will only send the statement of reasons together with original documents, including the diploma.

7	Payment of academic fees and boarding fees	A. Late February to early March Due date: 15th March B. Late August to early September Due date: 15th September	We will send an invoice to the school or individuals who recommended the applicant in his/her country immediately after sending the result of the certification of "Certificate of Residence Eligibility." According to the invoice, remit the academic fee and boarding fees for the first year to the bank account designated by this school.
8	Delivery of the "Certificate of Residence Eligibility" (original copy) and the "Letter of Acceptance"	After confirmation of receipt of payment	After confirming the receipt of payment of the academic fees and boarding fees, we will send the "Certificate of Residence Eligibility" (original copy) and the "Letter of Acceptance" to the school or individuals who recommended the applicant in his/her country.
9	Visa application	After receiving the "Certificate of Residence Eligibility"	Applicants need to apply for a visa by submitting the required documents (passport, certificate of residence eligibility, letter of acceptance) to the consular department of the Embassy of Japan (Consulate General of Japan). * If a visa has not been granted, contact us immediately.
10	Entry into Japan and admission	A. Mid to late March B. mid to late September	Be sure to enter Japan so as to be ready for the admission schedule of this school. * Please inform us of the itinerary of entry into Japan.

[Precautions]

- When declining entrance
If there are any unavoidable reasons for declining entrance, contact us immediately and follow the consequent designated procedures.
- Observe the following matters before and after entering into Japan
 - Respond quickly to our contact during the time from application to admission.
 - After a visa has been granted, inform us of the date of departure from your country, the name of the airline company and the flight # at least 10 days before entering Japan. We will inform you about the transportation from the airport and method of pick up if it is necessary.

students shall pay the expenses incurred for the pickup (including expenses incurred for the person in charge of picking up the student).

Please arrange your schedule so that your arrival date will be on a **weekday (Monday through Friday (except for Japanese national holidays))** as much as possible.
- In general, be sure to enter into Japan so as to be ready for the entrance ceremony.
When the date of entry is postponed, contact us promptly for our permission.

《Mailing address for application》

- (1) PDF files including application forms
E-mail: t.appli@tokyo-ila.jp

(2) Original copy of application forms

To: Tokyo International Language Academy

5-8 Minamicho Hachioji city, Tokyo 192-0072

Phone: +81(0)42-686-0618 FAX: +81(0)42-686-0619

Business hours: 8:30 to 17:30 Monday through Friday

* Saturdays, Sundays and national holidays are closed.

《Bank account for remittance of academic of academic fees and dormitory fees (in JPY)》

BANK NAME : The Kagawa Bank LTD.

BRANCH : Kurashikikomizo Branch

ACCOUNT NO : 3 5 3 7 2 3 1

ACCOUNT NAME : TOUKYOUKOKUSAIGAIGOGAKUIN

SWIFT BIC : KGWBJPJZ

BANK ADDRESS : 〒710 - 0831

936-5 Tanoue , Kurashiki, Okayama,

Tel : 086 - 422 - 5252

* Be sure to enter applicant's name and student ID number in the Remarks column.

7. School life in Japan

《Japanese culture, customs and rules》

Here in Japan, students find a lot of cultural difference from home countries. When students are in Japan, they need to follow as Japanese do.

《Part time job》

- We accept students, we do not accept someone who come to Japan for work.
- Students can work up to 28 hours (40 hours in long holiday) a week, if students admitted to work by Immigration Bureau.
- Students must follow the rule of the company working for.
- If students wish, school can offer the part time job for the only first time. In that case, students cannot choose the job. Thereafter, you have to find job by yourself. We post some job information.

《Example of the wages》

1,072 JPY × 28 hours × 4 weeks = 120,064 JPY (approximately)

The wage was calculated based on minimum wage in Tokyo as of 1st January in 2023

《Expenses Planning》

It costs you 20,000JPY-50,000JPY for electricity, gas, meal, etc. monthly. There are individual differences. It is difficult to afford all the cost for tuition fee, room and board, etc. by only part time job. It will also cost students large amount of expenses, 600,000JPY to 1,200,000JPY, to enter a higher-level school after graduation. Therefore, it is recommended to budget financial plan to afford it beforehand.

《Student Insurance》

All students get student insurance, the insurance premium is included in other expenses which students pay at entrance. This insurance does not cover neither the incident nor the accident.

《Temporary returning home country》

Tokyo International Language Academy will not approve that student return home country except for the wedding of relatives or funeral.

Inquiries regarding entry to Tokyo International Language Academy

Tokyo International Language Academy

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E-mail : t.appli@tokyo-lia.jp

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