Admissions overview

Courses, intakes and places available

Course	Intake	Places available
2-year preparatory course	April	180
1.9-year preparatory course	July	100
1.6-year preparatory course	October	60
1.3-year preparatory course	January	20

Class schedule

Monday to Friday (20 class periods per week)

Morning session: 9:00 a.m.–12:20 p.m.

Afternoon session: 1:00 p.m.–4:20 p.m.

Who may apply

We welcome students who have received at least 12 years of school education and wish to progress to a university or vocational school in Japan.

Eligibility

1. Applicants must have graduated from high school or hold an equivalent qualification.

2. Applicants must have completed at least 12 years of school education in their home country or be currently enrolled in such a program.

3. Applicants must be at least 18 years old.

4. Applicants must have a reliable guarantor.

Documents required from the applicant

1. Application for admission (use the designated form and complete it by hand).

2. An original certificate of graduation (or course completion), or an original diploma, from the most recent educational institution attended.

3. Academic transcript from the most recent educational institution attended.

4. Personal history form (use the designated form and complete it by hand).

5. Evidence of Japanese proficiency equivalent to JLPT Level 4 or higher. Applicants who have passed the JLPT must submit a copy of their certificate. For J.TEST, submit the official score certificate designated for submission to the immigration authorities.

6. Certificate of Japanese language study (at least 200 hours).

7. Six photographs (4 cm high × 3 cm wide). Attach one to the application form.

8. A copy of the passport, if held. Applicants who have previously visited Japan must also provide copies of the pages showing visas and entry/exit records.

9. Documents substantiating the applicant’s personal history, such as a copy of the household register.

Applicants who are employed must also submit:

10. Certificate of employment.

11. Certificate of income.

12. Bank balance certificate denominated in Japanese yen or US dollars.

Document requirements

• Attach a Japanese translation to each document.

• Documents issued by schools, public bodies or similar organizations must, in principle, have been issued within the three months preceding the application date.

Documents required from the financial sponsor

A. Financial sponsor residing in Japan

1. Statement of financial support explaining how the sponsor came to undertake financial responsibility for the applicant.

2. Evidence of the relationship between the sponsor and the applicant, such as a notarized certificate of family relationship.

3. Bank balance certificate.

4. Documents explaining how the funds shown in the bank balance certificate were accumulated, such as copies of bank passbooks.

5. Certificate of employment, if the sponsor is employed by a company or similar organization.

6. Certified copy of the corporate register or equivalent, if the sponsor is a company director or officer.

7. Business license or equivalent, if the sponsor is a sole proprietor.

8. Residence certificate or certificate of registered particulars from the alien registration record, covering all family members.

9. Tax payment certificates showing income or earnings for the past three years.

B. Financial sponsor residing outside Japan

For funds remitted from the sponsor’s home country.

1. Statement of financial support explaining how the sponsor came to undertake financial responsibility for the applicant.

2. Evidence of the relationship between the sponsor and the applicant, such as a notarized certificate of family relationship.

3. Bank balance certificate.

4. Documents explaining how the funds shown in the bank balance certificate were accumulated, such as copies of bank passbooks.

5. Certificate of employment, if the sponsor is employed by a company or similar organization.

6. Certified copy of the corporate register or equivalent, if the sponsor is a company director or officer.

7. Business license or equivalent, if the sponsor is a sole proprietor.

8. Evidence of the sponsor’s household composition, such as a household register covering all family members.

9. Income certificates for the past three years, if the sponsor is employed by a company or similar organization.

10. Tax payment certificates showing income or earnings for the past three years.

Selection, enrollment and visa procedures

C. Applicant funding their own studies

1. Statement of financial support explaining how the sponsor came to undertake financial responsibility for the applicant.

2. Evidence of the relationship between the sponsor and the applicant, such as a notarized certificate of family relationship.

3. Bank balance certificate in the applicant’s own name.

4. Documents explaining how the funds shown in the bank balance certificate were accumulated, such as copies of bank passbooks.

5. Certificate of employment, if the sponsor is employed by a company or similar organization.

6. Certified copy of the corporate register or equivalent, if the sponsor is a company director or officer.

7. Business license or equivalent, if the sponsor is a sole proprietor.

8. A written pledge prepared by the applicant’s parent using the designated form and bearing the parent’s registered seal.

Selection and notification of results

Selection is based on the submitted documents, an interview and examination of the applicant, and an interview with the financial sponsor. If the applicant passes the school’s screening, the school will compile the documents and apply to the immigration authorities for a Certificate of Eligibility (COE). The result will be sent to the financial sponsor. The immigration review usually takes approximately two to three months after the school’s application deadline.

Enrollment and student visa application

1. Once the COE has been approved, the school will confirm receipt of the admission fee and tuition fees, then provide the applicant with the admission letter and the COE.

2. The applicant must take the COE, passport and admission letter to the nearest Japanese embassy or consulate to apply for a student visa.

3. The financial sponsor must notify the school of the applicant’s planned arrival date in Japan.

Issuance of the COE generally takes approximately two to three months from the date of application. The overall period from applying to the school to arriving in Japan is approximately four to five months.

Fees and application periods

Screening fee: JPY 30,000. The fee schedule is shown below. All amounts are in Japanese yen (JPY).

April and July intakes

Year	Intake	Screening fee	Admission fee	Tuition	Textbooks	Facilities	Practical training	Total
Year 1	Apr / Jul	30,000	80,000	680,000	40,000	30,000	20,000	880,000
Year 2	Apr	-	-	680,000	40,000	30,000	20,000	770,000
Year 2	Jul	-	-	530,000	30,000	30,000	20,000	610,000

January and October intakes

Year	Intake	Screening fee	Admission fee	Tuition	Textbooks	Facilities	Practical training	Total
Year 1	Jan / Oct	30,000	80,000	680,000	40,000	30,000	20,000	880,000
Year 2	Oct	-	-	380,000	30,000	30,000	20,000	460,000
Year 2	Jan	-	-	230,000	30,000	30,000	20,000	310,000

Application periods

Intake	Application period
April	September 10–October 25
July	December 10–February 15
October	April 10–May 25
January	June 1–August 30

Application periods are subject to change following coordination with the immigration authorities.