



# Application Requirements

Spring/Autumn  
Students

## TSUBASA International Academy

2-5-19 Kubo,  
Kimitsu City  
Chiba Prefecture  
TEL: 0439 (32) 1905  
FAX: 0439 (32) 1906  
EMAIL: [info@tia.tsubasa-gr.jp](mailto:info@tia.tsubasa-gr.jp)

# 1. APPLICATION ITEMS

## APPLICATION PERIOD

Spring Class (April enrollment) October 1 to November 10,  
Autumn Class (October enrollment) April 1, to May 10,

## REQUIREMENTS

Those who meet the following conditions can apply:

1. Those who have completed secondary school education in the home country or in a foreign country in the normal way.
2. One who can surely bear the tuition and living expenses necessary for studying in Japan, with a proof of asset formation documents such as a bankbook.
3. Those who have studied Japanese language for 150 hours or more and have Japanese proficiency level of at least N5.
4. Those who passed the "Preliminary Entrance Examination" conducted by our school.

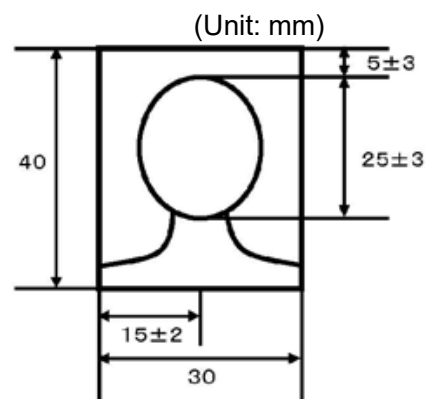
The "Preliminary Entrance Examination" is conducted for students who wish to enter our school to ensure they meet the requirements for studying abroad in view of their economic, academic ability and adequacy.

1. Record documents 2. Simple academic ability test 3. Interview

Please contact the local affiliated Japanese language school for the test date and time.

## APPLICATION DOCUMENTS

- A. Application form (all fields must be hand-written by the applicant)
- B. Resume
- C. Statement of reason for studying abroad (Handwritten by the applicant)
- D. Photo  
\* Please attach 7 photos. Must be clear, with upper body, no color background, taken within 3 months of application. Submit in a size of 4 cm (length) x 3 cm (width). For details, refer to the diagram on the right.
- E. Documents to prove payment of examination fee
- F. Other proof materials for the above



Bureau website)

## NOTES ON THE DOCUMENTS TO BE SUBMITTED

All proof documents, other than those indicated, must be submitted in original form, not in copies. Please attach a Japanese translation for each certificate written in a language other than Japanese. Please fill in the translator's name, address, and phone number in the column below the Japanese translation, with stamp or sign on the right of the name. Documents to be submitted vary by country. We will keep you updated on the latest information.

◆ CERTIFICATES

A. Certificate of Education

1. Final education diploma
2. Transcript (original)
3. If the applicant is currently in school, please have the following documents issued by the school in which you are currently enrolled.
  - Certificate of enrollment
  - Academic transcript

B. Proof of Learning Japanese

1. If you have passed any level of the Japanese Language Proficiency Test, please submit the original certificate and transcript.
2. If you have taken Japanese in high school or university, please submit the grades.
3. Please check that the certificate of Japanese language school completion includes the contents of the regulations.

C. Proof of Employment (If the applicant is still employed)

◆ PROOF OF FINANCIAL SUPPORT

A. Certificate of Bank Deposit Balance

B. If a relative (father, mother, husband, or wife) pays the expenses,

1. Expense payment form (specified form)
2. Proof of deposit balance of expenses payer (for the past 3 years), income certificate, certificate of employment
3. Proof of relatives (copy of family register, etc.)

◆ PASSPORT COPIES

Make a copy of every page on your passport except the blank page.

◆ OTHERS

Documents deemed by the school as necessary

\* The Japanese language school will apply for the application of the Certificate of Eligibility for obtaining International Student Visa according to the provisions of the Immigration Bureau of the Ministry of Justice. Please submit applications along with the admission screening fee.

## NOTIFICATION OF SCREENING RESULTS

Regarding the Preliminary Exam, we will notify the applicants at the appropriate time after the exam.

Regarding the results of screening documents and application for status of residence, we plan to notify the applicants in late February for April students and in late August for October students.

## 2. NUMBER OF ACCEPTED APPLICANTS

	1 Year and 6 Months Course	2 Years course
Capacity	20 people	60 people
Qualification Requirements	Those who have graduated from high school or higher. (Study period 12 years or more, or academic ability equivalent to 12 years or more)  Those who have the Japanese Language Proficiency Test of N5 or higher.	
Screening Method	Document examination	
Application Period	April 1st to May 10th	October 1st to November 10th
Admission	October	April
Schooling Period	1 year and 6 months	2 years
Status of Residence	Studying abroad	

\* The graduation period for both courses is in March.

\* The school will group the classes.

## 3. CLASS SCHEDULE

Morning Course		Afternoon Course	
Home Room/ Cleaning	8 : 45~8 : 00	Home Room/ Cleaning	12 : 45~13 : 00
Morning Course	9 : 00~9 : 45	Afternoon Course	13 : 00~13 : 45
	9 : 55~10 : 40		13 : 55~14 : 40
	10 : 50~11 : 35		14 : 50~15 : 35
	11 : 45~12 : 30		15 : 45~16 : 30

## 4. PAYMENT

If the screening of documents by the school and examination of status of residence by the Immigration Bureau are completed and a certificate of status of residence is issued, we will notify the applicants directly or through the overseas office.

As a result, of the payments shown in the table below, you will be required to pay the fees which exclude screening fee, and in exchange for the payment certificate, you will be given an admission permit and a certificate of residence status.

(Please pay the screening fee when you submit the application)

### 1 Year and 6 Months Course (Start in October) (tax included)

Classification	At the time of admission (First year)	Second Year	Total
Screening fee	¥27,500		¥27,500
Enrollment fee	¥60,500		¥60,500
Tuition fees, etc.	¥269,500	¥539,000	¥808,500
Others	¥140,800	¥88,000	¥228,800
Total	¥498,300	¥627,000	¥1,125,300

(Unit: Japanese yen)

### 2 Years Course (Start in April)(tax included)

Classification	At the time of admission (First year)	Second Year	Total
Screening fee	¥27,500		¥27,500
Enrollment fee	¥60,500		¥60,500
Tuition fees, etc.	¥539,000	¥539,000	¥1,078,000
Others	¥152,900	¥110,000	¥262,900
Total	¥779,900	¥649,000	¥1,428,900

(Unit: Japanese yen)

#### ※ Note on the tuition payment

- Please make the payment of the second tuition fee before the beginning of the new term. We will inform you of the specific payment time.
- As a general rule, payments that are already paid will not be returned for any reason.
- The tuition fee for the second year and thereafter can be paid in installments.

#### ※ Payment method

Within one week after the Certificate of Eligibility is issued, please send the tuition and screening fees for the first year to the bank account designated by the school.

## 5. FURTHER STUDIES AND CAREER DESTINATIONS

\* We provide career guidance for vocational schools and various universities.

Depending on your educational background and life goals in your own country, we will provide guidance for each student.

If needed, supplementary training can be provided for your further study.

In addition, we can also provide tuitions for those who need learning support beyond the scope of Japanese language school so you can take a university entrance exam. Please contact us separately.

### Example of Supplementary Tuitions

\* Specific Skills - Exam Preparation Course

### Out-of-School Training and Guidance

\* Tuition for University Entrance (additional fee required)

Short Thesis Course, etc.

## 7. OTHERS

### (1) Part-Time Job

The Regional Immigration Bureau permits students to work part-time in Japan within 28 hours per week without disturbing your academic work. However, if you unlawfully work part-time beyond this scope, you may be instructed by the school, or in some cases, may be withdrawn from school or asked to return to your country.

### (2) National Health Insurance

All international students enrolled in our school will join this insurance. With this insurance, you will only need to pay 30% of medical expenses.

### (3) Dormitory

For the first 6 months after the school entrance, all students should use the school-designated dormitory and learn about Japanese lifestyle. 6 months later, those who wish to move out will be allowed to do so.

Note: Several dormitories are available in different locations.

Dormitory Fees	
Entrance fee	19,000 yen
Fees for each month	19,000 yen