

Application Guidelines

【Course Overview】

1、Course Type: Higher Education Preparation Course

2、Enrollment Periods:

- April (2-year course)
- July (1 year 9 months course)
- October (1 year 6 months course)

3、Class Schedule

	Morning class
1	9 : 1 0 ~ 9 : 5 5
2	9 : 5 5 ~ 1 0 : 4 0
3	1 0 : 5 0 ~ 1 1 : 3 5
4	1 1 : 4 0 ~ 1 2 : 2 5

	Afternoon class
1	1 3 : 2 5 ~ 1 4 : 1 0
2	1 4 : 1 0 ~ 1 4 : 5 5
3	1 5 : 0 5 ~ 1 5 : 5 0
4	1 5 : 5 5 ~ 1 6 : 4 0

【Application Information】

Students wishing to study long-term in Japan must obtain a “Student Visa.” After the applicant is accepted by our school, we will apply to the Immigration Services Agency for the Certificate of Eligibility on behalf of the applicant.

1、Enrollment Periods, Course Duration, Visa Type, Application Period

Enrollment Period	Course Duration	Visa Type	Application Period	Result Announcement
April	2 years	Student	Previous Jun – Previous Oct	February
July	1 year 9 months	Student	Previous Oct – Current Feb	May
October	1 year 6 months	Student	Current Jan – Current May	August

Applications close once capacity is reached. Screening takes time and additional documents may be required. Early submission is recommended.

2、Eligibility

Applicants must have completed 12 years of formal education or hold an equivalent qualification.

3、Required Documents

Prepare both the applicant's documents and the financial sponsor's documents.

※Important Notes:

1. Documents (except certificates) must be issued within 3 months and must be originals.
2. Documents submitted to Immigration will not be returned (except certificates).
3. Non-Japanese documents must include a Japanese translation.
4. All handwritten sections must be completed by the applicant. Correction fluid is prohibited.
5. Additional documents may be required depending on background.

《Documents to Be Prepared by Applicant》

1	Application Form (school format)	1
2	Graduation Certificate (original)	1
3	Academic Transcript for all years (original)	1
4	Passport Copy	1
5	Photo 4×3 cm (taken within last 3 months)	2
6	Proof of Japanese Ability or 150 hours of study	1
7	Employment Certificate (if employed)	1
8	Tuberculosis test certificate (if applicable)	1

《Documents to Be Prepared by Financial Sponsor》

1	Financial Support Form (school format)	1
2	Proof of Relationship (birth certificate, family registry, etc.)	1
3	Bank Balance Certificate	1
4	Proof of Sponsor's Employment	1
5	Proof of Sponsor's Income	1
6	Deposit formation history (past 1 year)	1
7	Letter of Commitment (school format)	1
8	Resident Record (all household members, if sponsor lives in Japan)	1
9	Income & Tax Certificate (if sponsor lives in Japan)	1

《Documents for Relatives Living in Japan》 (if applicable)

1	Passport Copy	1
2	Residence Card Copy (front & back)	1
3	Enrollment Certificate / Employment Certificate	1

4、Application Method

4.1. Application within Japan: Advance reservation is required. Bring all documents directly to the school.

4.2. Application from overseas: Follow instructions from the school's overseas partner institutions.

5、Screening Method

5.1. Contact the school by phone or email to obtain the application form. Submit it before the deadline.

Screening fee: 10,000 yen (non-refundable).

5.2. After submission, applicants will undergo an interview and test. All required documents must be submitted within the screening period.

【Fees】

1、Tuition

After the Certificate of Eligibility has been issued, the full tuition for the first year must be paid in advance.

	April (2-year course)		July (1 year 9 months course)		October (1 year 6 months course)	
	1st Year	2nd Year	1st Year	2nd Year	1st Year	2nd Year
Screening Fee	10,000	/	10,000	/	10,000	/
Admission Fee	20,000	/	20,000	/	20,000	/
Tuition	840,000	840,000	840,000	630,000	840,000	420,000
Other Fees	126,000	126,000	126,000	104,000	126,000	70,000
Total	996,000	966,000	996,000	734,000	996,000	490,000
	1,646,000		1,730,000		1,486,000	

※Other fees include facility and textbook fees.

Dormitory fees, if applicable, must be paid together with tuition.

2、Payment Method

After screening approval, the screening fee must be paid.

After the Immigration Services Agency approves the Certificate of Eligibility, the remaining tuition must be transferred.

Bank	MIZUHO, LTD.
Branch	IKEBUKURO BRANCH
SWIFT CODE	MHCBJPJT
Account Name	TOKYOGOGAKUGAKKOU KABUSHIKIGAISHA
Account Number	230-1993490
Bank Address	1-18-1 Higashiikebukuro, Toshima-ku, Tokyo 170-0013

Notes:

1. All fees associated with international bank transfers must be borne by the student.
2. Please transfer the total amount in Japanese yen to the bank account listed above.

Be sure to write the student's name or the invoice number, etc., in the message/comment box.

【Refund Policy】

All fees paid to the School are non-refundable in principle. In particular, application and selection fees shall not be refunded under any circumstances. Furthermore, no refunds shall be provided for cancellations due to natural disasters, war, or similar events, whether before or after entering Japan.

Notwithstanding the above, the following cases shall be treated as exceptions, and refunds shall be processed in accordance with this refund policy, with payment made by bank transfer at the end of the month following the request. Bank transfer fees shall be borne by the applicant and deducted from the total refund amount.

1. Before Arrival in Japan

1.1. If a visa application is denied by a Japanese diplomatic mission, tuition and other fees (including facility fees and instructional material fees) shall be refunded

only upon submission to the School of both the certificate of visa denial and the admission letter.

1.2. If a visa has been issued by a Japanese diplomatic mission, but the applicant withdraws from enrollment for personal reasons before arriving in Japan, tuition and other fees (including facility fees and instructional material fees) shall be refunded only upon submission to the School of both the certificate of visa cancellation and the admission letter.

1.3. If the School does not receive any notification by the day prior to the entrance ceremony, all tuition and fees paid shall be non-refundable, regardless of the reason.

2. After Arrival in Japan

Students who wish to withdraw from enrollment or discontinue their studies after arriving in Japan must submit a written request to the School.

2.1. If the student cancels their student visa and departs Japan before the day of the entrance ceremony, tuition and other fees (including facility fees and instructional material fees) shall be refunded only upon presentation to the School of both the official certificate of visa cancellation and documentation verifying the date of departure.

2.2. For withdrawals occurring after the first school activity, excluding the initial twelve (12) months of enrollment, refunds for tuition for the remaining

semester(s) shall be provided on a semester (three-month) basis, only if a written notice of withdrawal is submitted to the School by the end of the relevant semester. For the purpose of calculating the remaining tuition, the effective date shall be the date of return to the student's home country, the date of progression to another school within Japan, or the date of acquisition of a different status of residence in Japan.

2.3. Students who are expelled due to violations of laws, regulations, or School rules shall not be eligible for any refund of tuition or fees.

2.4. The School shall not be liable for refunds in cases where classes are canceled due to unavoidable circumstances such as natural disasters, accidents, or infectious disease outbreaks.