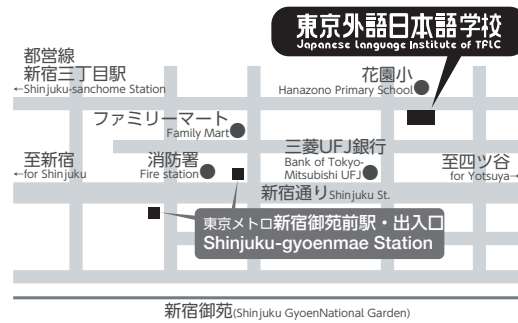


URL: www.jli-tflc.jp
e-mail: mail@jli-tflc.jp



Access Shinjuku-gyoenmae Station...2-minute walk
(Tokyo Metro Marunouchi Line)

併設校

東京外語専門学校

〒160-0023 東京都新宿区西新宿 7-3-8 TEL (03)3367-1181 (代)

東京国際福祉専門学校

〒160-0022 東京都新宿区新宿 1-11-7 TEL (03)3352-9280 (代)

協力校

北京外国语大学

北京外国语大学 中文学部 東京事務所
特定非営利活動法人 国際交流教育講演会

学生募集要項

Enrollment Procedures

■ 設置コース内容

コース	入学時期	入学定員	総定員
進学2年コース (半日/午前・午後)	4月	午前40名・午後20名	60名
進学1年6カ月コース (半日/午前・午後)	10月	午前20名・午後20名	40名

■ 授業形態

1クラス 約20人

■ 学習期間等

コース	学習期間	週授業コマ数	授業時間
進学2年コース (半日/午前・午後)	4月～翌々年3月	20コマ(1コマ45分)	1,680時間
進学1年6カ月コース (半日/午前・午後)	10月～翌々年3月	20コマ(1コマ45分)	1,284時間

※週5日制(月曜～金曜)

■ 授業時間帯

進学2年コース (半日/午前)	午前 9時00分	～	午後12時30分
進学2年コース (半日/午後)	午後 1時20分	～	午後4時50分
進学1年6カ月コース (半日/午前)	午前 9時00分	～	午後12時30分
進学1年6カ月コース (半日/午後)	午後 1時20分	～	午後4時50分

■ 学費 ※下記のほか、願書を提出する時に選考料¥20,000-が必要です。

進学2年コース

単位:円(¥)

	入学金	授業料	施設維持費	教材費	学生諸費	合計	2回分納(2年次のみ)	
							4月～9月分	10月～翌年3月分
1年次 在留資格交付時に納入	50,000円	600,000円	30,000円	30,000円	5,000円	715,000円	進級前3月20日までに納入	2年次9月20日までに納入
2年次 進級前3月20日までに納入		600,000円	30,000円	30,000円	5,000円	665,000円	365,000円	300,000円
2年間学費総額	50,000円	1,200,000円	60,000円	60,000円	10,000円	1,380,000円	—	—

進学1年6カ月コース

単位:円(¥)

	入学金	授業料	施設維持費	教材費	学生諸費	合計	2回分納	
							10月～翌年9月分	翌年10月～翌々年3月分
1年6カ月学費	50,000円	900,000円	45,000円	45,000円	7,500円	1,047,500円	在留資格交付時に納入	2年次9月20日までに納入
							715,000円	332,500円

■ 出願資格

原則として12年以上の学校教育課程の修了者、又は日本の高等学校卒業と同等以上の学習能力を有する者。

■ 出願書類

I. 出願者に関する書類など

1. 入学願書(本校指定3枚)【原本と日本語訳】
 2. 留学理由/入学志望動機(本校指定)【原本と日本語訳】
 3. 写真(1ヶ月以内に撮影したもので、上半身縦4cm×横3cmを9枚)
 4. 選考料¥20,000
 5. 最終学歴校の卒業証書【原本と日本語訳】
中国の学歴等に関する提出資料
・「全国高等学校学生情報諮詢与就業指導中心(CHSI)または「中国教育部学位与研究生教育发展中心(CDGDC)」が発行する学歴等の承認報告の原本。
・高中卒業で大学入学試験(高考)受験者は「中国教育部学位与研究生教育发展中心(CDGDC)」が発行する認証書(高考の得点が記載されているもの)の原本。
 6. 最終学歴校の成績証明書【原本と日本語訳】
在学中の学生は、在学証明書【原本と日本語訳】
 7. 日本語学習歴の証明書(日本語教育機関の証明書)【原本と日本語訳】
 8. 日本語能力試験の合格証【原本と日本語訳】
 9. 日本語能力試験の成績証明書【原本と日本語訳】
 10. 出生証明書【原本と日本語訳】
- 以下は現在就労している方または過去に就労経験のある方のみ
11. 在職証明書【原本と日本語訳】
 12. 収入証明書【原本と日本語訳】
 13. 納税証明書【原本と日本語訳】

II. 経費支弁者に関する書類など

1. 経費支弁書(本校指定)【原本と日本語訳】
2. 出願者との関係を立証するもの(親族関係公証書など)【原本と日本語訳】
3. 家族構成を立証する書類【原本と日本語訳】
4. 収入証明書3年分【原本と日本語訳】
5. 預金残高証明書/銀行等の通帳のコピー【日本語訳】
6. 資金を形成するに至った経緯説明文【原本と日本語訳】
7. 納税証明書3年分【原本と日本語訳】
8. 企業勤務の場合、在職証明書【原本と日本語訳】
9. 自営業/個人経営者の場合、営業許可書【原本と日本語訳】
10. 会社役員の場合、登記簿謄本【原本と日本語訳】

注意

- ① 入学願書3枚目、留学理由/入学志望動機、経費支弁書には「署名」を忘れずにしてください。
- ② 留学理由/入学志望動機は「なぜ日本語を勉強したいのか」自分の考えを明確に説明してください。
- ③ 提出書類には、日本語訳の添付が必要です。
- ④ 必要に応じ、「その他参考となるべき資料」の提出を求める場合があります。
- ⑤ 提出書類は、6ヶ月以内(但し、日本国内で発行された証明書類等は3ヶ月以内)に作成されたものであること。

■ 願書受付期間

4月生(進学2年コース) 原則として8月～10月中旬

10月生(進学1年6ヵ月コース) 原則として2月～4月中旬

※本校から東京入国管理局に出願者の「在留資格認定証明書交付申請」をする期日は決められています。

(4月生は11月末日前後、10月生は6月10日前後)

申請書類作成のため、願書の受付は、その期日の約1か月半前までとなりますので、出願希望者は早めに事務局へ問い合わせてください。

■ 出願場所

出願書類に入学選考料¥20,000を添えて、本国の留学センターもしくは、本校の窓口へ提出(郵送不可)

■ 選考方法

書類、筆記試験(日本語)、面接(日本語)による選考

■ 選考結果

出願書類及び選考料受付後、概ね15日以内に選考、可否を通知。合格後、学費を納入した者に入学許可書を交付します。

■ 査証(VISA)の種類と申請

本校へ入学する留学生に許可される査証(VISA)は「留学」です。

※在留資格認定証明書交付申請の手続きをすると、約2ヶ月半で学校宛に「在留資格認定証明書」が送られてきます。

その後「在留資格認定証明書」を出願者本人宛に郵送しますので、日本大使館等で査証(VISA)の申請手続きをしてください。

■ 学費返金について

学生から納入された学費返金等については、以下の通りです。※学費は、本募集要項1ページ、学費の表による。尚、選考料は、以下の理由であっても返金しません。

I 授業開始前

1. 在留資格認定証明書を交付されたが、査証(VISA)の申請をせず来日しなかった場合

条件: 入学許可書、在留資格認定証明書を学校に返却

対応: 入学金を除く全納入金を返金

2. 日本大使館等で査証(VISA)を申請したが発給されず来日できなかった場合

条件: 入学許可書の返却と日本大使館等で査証(VISA)が発給されなかったことの証明書を提出

対応: 全納入金を返金

3. 日本大使館等で査証(VISA)を発給されたが、来日前に入学を辞退した場合

条件: 入学許可書の返却と査証(VISA)が未使用で失効が確認できること

対応: 入学金を除く全納入金を返金

4. 正規の手続きにより来日したが、コース授業の開始前に入学を辞退した場合、または退学となった場合

条件: 入学許可書他来日後に発行された公的書類等の返却及び帰国したことの証明または正当な在留を証明する書類

対応: 入学金を除く全納入金を返金

II 授業開始後

授業が開始された後(進学2年コースは4月、進学1年6ヵ月コースは10月)、退学した場合

条件: 帰国したことの証明または正当な在留を証明する書類

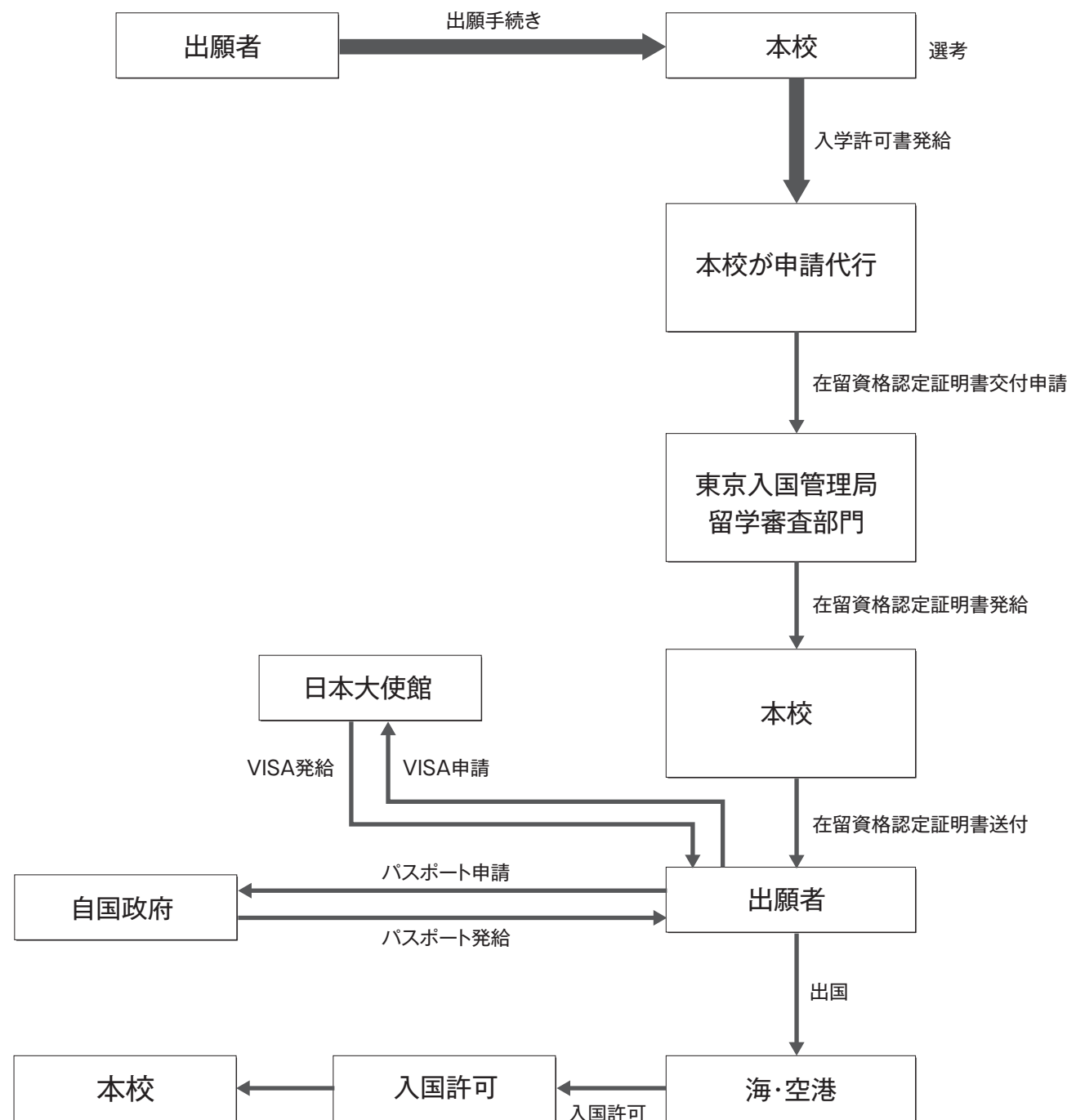
対応: 授業開始月から退学月までの授業料及び授業料以外の納入金は返還しない

(授業料のうち、退学月翌月以降の授業料のみ返還する)

個人情報について

提出書類にご記入いただく個人情報は、本校が、事務連絡、資料や案内の送付に利用し、その他の目的で利用またはご本人の同意なく第三者に提供することはありません。

■ 出願から入学までの経路



■ Course Breakdown

COURSE	ADMISSIONS	CLASS CAPACITY	TOTAL CAPACITY
Pre-College 2-year Course (Half Day: AM/PM)	April	AM: 40 / PM: 20	60
Pre-College 1½-year Course (Half Day: AM/PM)	October	AM: 20 / PM: 20	40

■ Class Size

Each class is composed of approximately 20 students

■ Course Period & Hours

COURSE	COURSE TERM	LESSONS PER WEEK	TOTAL HOURS
Pre-College 2-year Course (Half Day: AM/PM)	April through March of following year	20 (45 minutes per class)	1,680 hrs
Pre-College 1½-year Course (Half Day: AM/PM)	October through March of following year	20 (45 minutes per class)	1,284 hrs

* 5 days per week (Monday-Friday)

■ Class Hours

- Pre-College 2-year Course [Half Day: AM] 9:00 a.m.–12:30 p.m.
- Pre-College 2-year Course [Half Day: PM] 1:20 p.m.–4:50 p.m.
- Pre-College 1½-year Course [Half Day: AM] 9:00 a.m.–12:30 p.m.
- Pre-College 1½-year Course [Half Day: PM] 1:20 p.m.–4:50 p.m.

■ Academic Fees *An admissions fee of ¥20,000 is also required at time of application in addition to fees noted below.

Pre-College 2-year Course

Units: Yen (¥)

	ADMISSION	TUITION	FACILITIES	MATERIALS	STUDENT EXPENSES	TOTAL	2 Installments (for 2nd year only)	
							April-September	October-following March
1st Year <small>To be paid when residence status is granted</small>	50,000	600,000	30,000	30,000	5,000	715,000	To be paid by March 20 before start of new year	To be paid by September 20 of year 2
2nd Year <small>To be paid by March 20 before start of new year</small>		600,000	30,000	30,000	5,000	665,000	365,000	300,000
Total tuition cost for two years	50,000	1,200,000	60,000	60,000	10,000	1,380,000	—	—

Pre-College 1½-year Course

Units: Yen (¥)

	ADMISSION	TUITION	FACILITIES	MATERIALS	STUDENT EXPENSES	TOTAL	2 Installments	
							October-following September	October-following March
Tuition cost for 1.5 years	50,000	900,000	45,000	45,000	7,500	1,047,500	To be paid when residence status is granted	To be paid by September 20 of year 2
							715,000	332,500

■ Applicant Requirement

Those who have completed of 12 years or more of education or those who have an academic ability which is equivalent to that of Japanese senior high school graduate will be admitted.

■ Application Forms and Procedures

I. Applicant Documentation

1. Application Form—three pages; form provided by the Japanese Language Institute of TFLC (original with Japanese translation)
2. Reason for Study Abroad/Reason for choosing the enter the Japanese Language Institute of TFLC—form provided by Japanese Language Institute of TFLC (original with Japanese translation)
3. Personal Photographs (Nine 4x3 cm photos showing upper body only taken within one month from the date of application)
4. Application Screening Charge: ¥20,000
5. Certificate from most recent school attended or diploma and photocopy (original with Japanese translation)
 - Application form with regards to educational records in China
 - Original approval report of educational records issued by China Higher Education Student Information and Career Centre (CHESICC) or China Academic Degrees and Graduate Education Development Center.
 - Original certificate (stating points received at University Entrance examination) issued by China Academic Degrees and Graduate Education Development Centre to be submitted by those who have taken university entrance examinations.
6. Transcript from most recent school attended (original with Japanese translation)
Certificate of enrollment to be submitted by currently enrolled students (original with Japanese translation)
7. Records certifying Japanese language study records issued by a Japanese language educational organization (original with Japanese translation)
8. Japanese language proficiency examination certificate of pass/fail (original with Japanese translation)
9. Japanese language proficiency examination certificate of results and scores (original with Japanese translation)
10. Birth certificate (original with Japanese translation attached)

●The following only apply to those that are currently employed or have been employed in the past.

11. Certificate of employment (original with Japanese translation)
12. Certificate of income (original with Japanese translation)
13. Certificate of tax payment (original with Japanese translation)

II. Financial Guarantor Documentation

1. Guarantor Pledge (Keihi-shiben-sho)—provided by the Japanese Language Institute of TFLC (original with Japanese translation)
2. Proof of relationship to applicant (certificate proving familial relationship etc.) (original with Japanese translation)
3. Proof of family members (original with Japanese translation)
4. Proof of income for period of three years (original with Japanese translation)
5. Proof of savings/copy of banking account content (original with Japanese translation)
6. Explanation of how capital was acquired (original with Japanese translation)
7. Certificate of tax payments for three years (original with Japanese translation)
8. Certificate of employment to be submitted by those employed at a company (original with Japanese translation)
9. Certificate of business authorization to be submitted in the case of self-employment/sole-proprietor (original with Japanese translation)
10. Certified copy of register to be submitted for those who are company board members (original with Japanese translation)

Notes

- (1) Please ensure that a signature has been made on the third page of the Application Form, Reason for Study Abroad/Reason for choosing the enter the Japanese Language Institute of TFLC, and Guarantor Pledge.
- (2) Please explain clearly “why you want to study Japanese” in the Reason for Study Abroad/Reason for choosing the enter the Japanese Language Institute of TFLC.
- (3) Japanese translation must be included with documents submitted.
- (4) If deemed necessary, other related documents may be required.
- (5) Documents for submission must have been prepared within 6 months of application (or within 3 months of application for those issued in Japan).

■ Application Acceptance Period

For April-term students (Pre-College 2-year Course) from August to mid-October as principle
For October-term students (Pre-College 1½-year Course) from February to mid-April as principle

*There is designated period for Application for Certificate of Eligibility Residence Status being made at the Tokyo Immigrations Bureau by the Japanese Language Institute of TFLC.
(April term students should apply around the end of November / October term students should apply around June 10th)
Approximately 1.5 months are required to prepare application documents, so please enquire in advance if you wish to make an application.

■ Where to make an application

Application form and documents must be submitted to the overseas study center in the applicant's country or to the reception desk of the Japanese Language Institute of TFLC with the screening charge of 20,000 yen (applications by mail not accepted).

■ Screening Method

Screening will be performed through documents submitted, written examination (Japanese), and interview (Japanese).

■ Screening Result

Applicants will be notified within 15 days of receipt of application forms and screening fee. Admission will be granted only to those who pass screening and have paid tuition.

■ Type of Visa & Application

A student visa will be issued to students who are accepted for submission to the Japanese Language Institute of TFLC.

*After making the application for issue of a “Certificate of Eligibility for Resident Status” is completed, a “Certificate of Eligibility for Resident Status” will be sent to the school within approximately 2.5 months, after which the Certificate will be sent to the applicant by post.

Applicants who receive a Certificate of Eligibility for Resident Status should proceed to make an application for a visa at the appropriate Japanese government authority in their country.

Fee refunds

Details of refunds for academic fees received from students are noted below.

*"Academic fees" denote fees shown on chart on page 6 of this publication.

Screening charge will not be refunded even in the circumstances noted below.

I. Prior to start of classes

1. If Certificate of Eligibility for Residence Status has been issued but application for visa was not made and applicant did not travel to Japan.
Condition: Return School Acceptance Certificate and Certificate of Eligibility to school.
Procedure: All payment excluding admissions fee will be refunded.
2. Application for visa was made at Japanese Embassy etc. but was not granted; therefore the applicant could not travel to Japan
Condition: Return of School Acceptance Certificate and submission of documents that prove that visa was not granted.
Procedure: All payment received will be refunded.
3. Visa was granted by Japanese Embassy etc. but applicant decided to withdraw enrollment to school prior to travelling to Japan
Condition: Return of School Acceptance Certificate and submission of proof that unused visa was rendered invalid.
Procedure: All payment except for admissions fee will be refunded.
4. Applicant travelled to Japan following the official procedures but withdrew from enrollment prior to start of course classes
Condition: Return of School Acceptance Certificate and other official documents published in Japan after travelling to Japan, and proof of return to home country or proof of valid permission to reside in Japan.
Procedure: All payments excluding the admissions fee will be refunded.

II. After start of lessons

In the case of withdrawal from enrollment after classes have started (From April for Pre-College 2-year course and October for Pre-College 1½-year course)

Condition: Provision of proof of return to home country or proof of valid permission to reside in Japan.

Procedure: Tuition from starting month to month of withdrawal and other payments outside of tuition will not be returned. (Tuition from the month following withdrawal will be returned.)

Protection of personal information

Information collected by Japanese Language Institute of TFLC will be kept confidential between the school and the individual and be only used for related business. Japanese Language Institute of TFLC will not use any information collected for any other purpose without prior permission being obtained from the individual.

From Application to Start of Course

