

Tokyo University of Social Welfare

Japanese Language Program

Enrollment of April 2024 or October 2024

Admission Guidelines

1. Program Characteristics

The Japanese Language Program, Tokyo University of Social Welfare is a preparatory program for international students who want to enter Tokyo University of Social Welfare as regular students. Students are expected to obtain proficiency in Japanese language (especially in reading and writing) which will be required when they study at universities in Japan. The program also offers students the opportunity to deepen their understanding of Japan through its social, industrial and cultural phenomena. The program has two academic semesters and admits students twice a year-Spring and autumn. Our experienced teachers will conduct interactive, i.e., discussion-oriented classes for international students, according to each student's language ability.

2. Campuses

Nagoya campus and Oji(Tokyo) campus

3. Admission periods and the Program duration

Admission periods are April and October. Program duration is by two years.

4. Qualification for application

Must be fulfilled mentioned two conditions as follows.

1. Those who have completed 12 or more years of formal schooling and are eligible to enter colleges/universities in their home countries or those whom Tokyo University of Social Welfare has judged to have scholastic abilities equivalent to the above.
2. Those whose Japanese Level is equivalent to the N5 or higher level of Japanese Language Proficiency Test"JLPT", J-Cert B course Basic level or higher, the Level F or higher of the J-Test, or any other tests which are accredited by the Immigration Bureau (N5 level).

5. Application Period

Enrollment of April 2024: 1st September 2023 to 1st December 2023

Enrollment of October 2024: 15th April 2024 to 13th July 2024

6. Application Procedure

1. Pay the entrance exam fee and prepare all documents concerning with admission to university, and then send the documents to the address mentioned below.
2. Fix the date of interview. After making the application, adjust the date of examinations.
3. Let all applicants know whether s/he has passed the exam. We will apply certificate of eligibility to the Immigrations bureau of Japan.
4. After being admitted from immigration bureau, let person qualified know that s/he passed,

and then the person will pay tuition fees to designated account.

5. After confirming reception of fees, we will send Eligibility of Certificate and Certificate of Admission to the applicant and then s/he follows the necessary procedures for application of student visa.

‘Mailing Address’

• **Nagoya campus, Tokyo University of Social Welfare**

* Address: 2-16-29, Marunouchi, Naka-ku, Nagoya, Aichi Pref. 460-0002, JAPAN

* Telephone: +81-52-684-6000

* Facsimile: +81-52-684-6001

* E-mail: nyugaku-nago@ad.tokyo-fukushi.ac.jp

• **Oji campus, Tokyo University of Social Welfare**

* Address: 3-23-11, Horifune, Kita-ku, Tokyo 114-0004, JAPAN

* Telephone: +81 -3-5960-7426

* Facsimile: +81 -3-3981-2533

* E-mail: ryu-hojin@ad.tokyo-fukushi.ac.jp

7. Application Materials

	Documents	Remarks
1	Application form	Prescribed form. Must be filled out by applicant.
2	Curriculum vitae	Prescribed form. Must be filled out by applicant.
3	Health records	In principle, prescribed form. Medical examinations must be taken within three months of application. Must be filled out by an authorized medical facility. Authorized medical facility's form (which has same entries as prescribed form) is accepted in case prescribed form is difficult to submit. With Health Record, chest X-ray photo(s) which was taken upon filling in the Health Record must be submitted for applicants from Nepal and Vietnam. In addition, we may ask to submit the photos for applicants from other designated countries and areas.
4	Academic transcript	Academic transcript(s) from senior high school and from a college were applicant last attended (if any).
5	Certificate of graduation or Original diploma	Certificate(s) of graduation of senior high school and a college where applicant last attended (if any). If applicant is still attending a school, a document to prove his/her expected date of graduation. If applicant is from China, an original diploma.
6	Certificate of Proficiency in Japanese Language (Certificate of studying Japanese)	Prescribed form of institute where applicant learned Japanese language in home country. The study period and hours of learning Japanese language must be described. Applicant must submit a certificate and a test result of Japanese Language Proficiency Test (JLPT) level N5 or higher, J-Test F Level or higher, or J-Cert (Certificate of Japanese as a Foreign Language) B-course Basic level or higher. (*NOTE)
7	Certificate of financial support	Prescribed form. Must be filled out by financial sponsor.

8	Photos(5 pieces)	4×3cm. Each of the five photos must be identical. Must have the applicant's name and date of birth on the back. One of the photos must be pasted on the fixed place of the application form. The photo must be taken full-faced, without a hat, background and the features of applicant should be clear. The photo should be taken within three months of application. The photos that are printed out from P.C. are not accepted.
9	Copy of passport	Photocopy of all pages, including blank pages, of applicant's passport. Each page must be copied on A4 sized paper.
10	Certificate of employment	Only in case applicant is/was working in home country.
11	Letter of guarantee	Prescribed form. Must be filled out by guarantee.
12	Letter of Student Oath	Prescribed form. In case applicant is from Nepal and Vietnam, must be submitted. Applicant from other certain countries may be required too.
13	Copy of family register	In case applicant is from China, must be submitted with photocopy of description of all family members, and photo of all pages. Must be the latest issued. For applicant from other countries, Birth Certificate etc. must be required.
14	Proof(s) of Scholarship(s)	Only in case applicant is to receive any scholarship. Must state the name of the sponsor, the amount of scholar ship will be paid. Must be submitted with a brochure etc. providing a detailed explanation of the scholarship.

(*NOTE) Japanese language tests applicants take must be accredited as qualification for Japanese visa.

<Documents to be submitted by financial sponsor>

- In case applicant is self-sponsored.

	Documents	Remarks
1	Bank statement	Must be issued by a banking facility. Must show sufficient amount in the name of applicant.
2	Certificate of employment	Must be issued by a firm where applicant is working. Must state the nature and position of work and how long the applicant has been working.
3	Certificate of income (for 3 year)	Must be issued by a firm where applicant is working. Must state applicant's annual income.

- In case applicant will be sponsored by a financial sponsor who lives in Japan

	Documents	Remarks
1	Certificate of employment of financial sponsor	In case the financial sponsor is manager/executive director/owner of a firm or owner etc. must submit an official transcript of Company Registration in place of Certificate of Employment. In case the financial sponsor is self-employed person, must submit a copy of income tax return.
2	Certificate of income tax of financial sponsor (for 3 year)	Must be issued from either tax office or city/town/village office. Must show annual gross income of the financial sponsor. Withholding tax slips are not acceptable.
3	Certificate of residence of the financial sponsor	The certificate must include all names of the residents at the financial sponsor's household. In case financial sponsor is a non-Japanese national, Certificate of Registered Matter, including all names of the residents at the financial sponsor's household and a photocopy of Alien Registration Card are required.
4	Certificate of seal-impression of the financial sponsor	The same seal as in this certificate must be placed on Certificate of Financial Support.

5	Bank statement	Bank Statement in the name of financial sponsor must be submitted.
6	Document to prove relationship between applicant and financial sponsor	A document to prove the relationship, family member or relative etc., must be submitted.

- In case applicant will be sponsored by remittance from outside of Japan

	Documents	Remarks
1	Certificate of employment	Must be issued from a firm or an organization etc. where financial sponsor is working. Must be stated the position of work and how long the said person has been working. In case the financial sponsor is a manager/executive director/owner of a firm etc. must be submitted an official transcript (copy) of Company Registration or Business License in place of Certificate of Employment.
2	Income statement of the financial sponsor (for 3 year)	Must be issued by a firm where the financial sponsor is working. Must show his/her annual income.
3	Bank statement	Must be issued by a banking facility. Must show sufficient amount in the name of the financial sponsor. In case the remittance is made from China, photocopies of the saving account must be attached, too. (e.g., 存款单)
4	Document to prove the relationship between applicant and financial sponsor (e.g., Certificate of birth, Family register, etc.)	For example; An equivalent to Japan's family register or Certificate of Residence, including all the names of the resident at the financial sponsor's household or Birth Certificate. In case of China, an explanation on relationship authorized by a notary public.

* It must be described in bank account that is sufficient amount to support an applicant's expenses.

* Note: Recently, the Immigration Bureau of Japan is conducting stricter inspections of documents submitting by applicants for the visa status "Student" since the number of illegal residents and illegal workers who entered Japan as "Student" is marked increasing. Therefore, the Immigration Bureau is requesting some additional documents to be submitted for those applicants from countries/areas where account for a large number of Immigration Act violators.

8. Application Fee and Designated Bank Account

1. Entrance Exam Fee

Japanese Language Program: 10,000 JPN Yen

- * Payment must be under applicant's own responsibility. Once the payment has been transferred, application fee is not refundable for any reason and regardless of the result of the screening.

2. The Process of Entrance Examination

Document selection · Interview

- * The date and time of interview will be notified to each applicant after application.
- * After the screening, we inform all applicants of the result. And we will not accept inquiries about the result by mail service and telephone.
- * Tuition and fees must be paid in the first school year.

3. Tuition fee payment

Payment options	1) Lump-sum payment	2) Payment in installments	
		First year	Second year
Admission fee	¥100,000	¥100,000	
Tuition	¥1,460,000	¥730,000	¥730,000
Tuition reduction	－¥400,000	－¥200,000	－¥200,000
Facilities fee	¥160,000	¥80,000	¥80,000
Miscellaneous fees	¥140,000	¥70,000	¥70,000
Total	¥1,460,000	¥780,000	¥680,000

- * Please kindly bear the bank remittance charge by yourself. Especially if applicant is making bank remittance from outside of Japan, you have to pay remittance charge of bank to both your home country's bank and Japanese one.
- * Fees above mentioned must be paid to the designated account within 1 week after the issuance of the "Certificate of Eligibility" and "Certificate of Admission" which is issued for successful applicant by TUSW will be sent by Express mailing Service.
- * In addition to the above-mentioned fees, applicants will have to pay textbook fees (approximately ¥25,000.-, somewhat different from every year and fee for National Health Insurance (approximately ¥11,000.-) after entering university.

4. Designated bank account

Applicants for entering Nagoya campus

Name of bank	Branch (No.)	SWIFT No.	Account number	Account holder
Mizuho Bank	Nagoya Branch (431)	MHCBJPJT	Saving account 2588523	GAKKO HOJIN CHAYA SHI ROJIRO KINEN GAKUEN

Applicants for entering Oji campus

Name of bank	Branch (No.)	SWIFT No.	Account number	Account holder
Mizuho Bank	Ikebukuro Branch (230)	MHCBJPJT	Saving account 2027852	GAKKO HOJIN CHAYA SHI ROJIRO KINEN GAKUEN

9. Contact information for inquiries

For further information, please contact:

Admissions Office,

Nagoya campus, Tokyo University of Social Welfare

- * Address: 2-16-29, Marunouchi, Naka-ku, Nagoya, Aichi Pref. 460-0002, JAPAN
- * Telephone: +81-52-684-6000
- * Facsimile: +81-52-684-6001
- * E-mail: nyugaku-nago@ad.tokyo-fukushi.ac.jp

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