

**TOKYO MANAGEMENT COLLEGE  
GLOBAL STUDY CENTER**

**Admission Guide**

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## 1. Introduction to the Global Study Center of Tokyo Management College

The Global Study Center of Tokyo Management College (GSC-TMC) provides a Japanese language course for international students who aim for admission to universities and graduate schools in Japan. This course improves Japanese language skills necessary for studying at universities, deepens various cultural understanding through the study of Japanese culture and customs and aims to develop globally competent human resources.

## 2. Number of New Students to Be Admitted

100 students (in total for April and October Admissions)

## 3. Application Requirements

Those who satisfy all of the following are eligible to apply. Applicants must submit all forms and documents required for application.

- 1) Those who are 18 years of age or older when they start their study at GSC-TMC. (Application must be made within 5 years from their graduation from the last educational institutions they attended)
- 2) Those who have completed, or are expected to complete, 12 years of formal school education, including those who are approved by GSC-TMC as equivalent
- 3) Those who have the Japanese language proficiency of N5 level of the Japanese Language Proficiency Test, or Level F of J.TEST, or better. Otherwise, those who have studied Japanese for more than 180 hours.
- 4) Those whose residence status would be 'College Student'.
- 5) Those who have no criminal record in Japan or other countries. (e.g. illegal resident, larceny)

- 6) Those who are motivated to pursue their continued study or research.
- 7) Those who can financially manage their tuition and living expenses from the time of their admission through graduation, or have a supporting family member who can bear the financial responsibility.

#### 4. Application Procedures

##### 1) Application closing dates

December 31st, 2020 for the April Admission

June 30th, 2021 for the October Admission (2021)

※If the closing date is Saturday, Sunday or national holiday, application closes on the preceding weekday.

##### 2) Application Documents

→ See Page 4, No. 5.

##### 3) Application Fee and Payment Method

(1) Application Fee: JPY30,000

(2) Payment Method: Money Transfer

##### [Payment from within Japan]

銀行名	三菱 UFJ 銀行
支店名	神戸支店
口座名義	学校法人創志学園
口座番号	普通預金 0561757
支店住所	〒650-0037 兵庫県神戸市中央区明石町4 8
支店電話番号	078-391-8141

##### [Payment from outside Japan]

Bank Name	MUFG BANK, LTD.
Branch Name	KOBE BRANCH
Swift Code	BOTKJPJT
Account No	581-0561757
Account Holder	GAKKOUHOJIN SOSHIGAKUEN
Branch address	48, Akashimachi, Chuo-ku, Kobe-shi, Hyogo 650-0037, JAPAN

※Bank transfer fee shall be payable by applicants.

※The admission fee will not be refunded for any reason regardless of the result of the examination.

##### 4) Important information for the Application

- (1) The application documents will not be returned for any reason, except the Certificate of Japanese Language Proficiency and the graduation certificate.
- (2) When the documents are written in a language other than Japanese, it is the applicant's responsibility to attach a Japanese translation with an official seal certified by a government, a notary public, or an educational institution.
- (3) If applicants are found to have a history of being denied a Certificate of Eligibility, the screening process will be cancelled, even after application is received.
- (4) If false statements are found in the application documents, the entrance permission will be cancelled. In that case, any fee that the applicant has already paid will not be refunded.

## 5. Application Documents

### 1) Documents relating to Applicant

Documents		Remarks
1	6 Photographs	Color, 4cm×3cm, taken within 3 months of the application, with bare head
2	Application Form	A photograph must be attached
3	Motivation Letter	The background and purpose of beginning Japanese language study, future prospects after studying in Japan such as plans for higher education, and other details must be specifically explained based on the applicant's career.
4	Certificates of Academic Background, Student Registration or Employment	Describe the location and the contact address of the authority that has issued the documents, and the name of the person in charge.
5	Public Verification of the highest education, academic achievement or academic qualifications	Junior college, University, Graduate school graduates: Certificate of attestation of Academic Background. High school graduates: Certificate of attestation of Official Transcript on Unified Test
6	Official Transcript issued by the highest educational institution where the applicant studied (grades for each year should be indicated)	Describe the location and the contact address of the authority that has issued the documents, and the name of the person in charge.

7	Certificate of Japanese Language Proficiency	Language requirements: N5 level on the Japanese Language Proficiency Test, Level F or higher on J.TEST or a minimum of 180 hours of Japanese language study Describe the location and the contact address of the authority that has issued the documents, and the name of the person in charge.
8	Copy of Passport or other ID Cards	
9	Copy of family register	All pages must be photocopied clearly in the same size as the original

※All application forms must be filled in by the applicant.

※Certification and Verification documents must be 6 months old or less since their issue.

## 2) Documents relating to Sponsor

### (1) Sponsors who reside outside Japan

Documents		Remarks
1	Letter of Financial Support (the supplied application form must be used )	The document must be filled in by the financial sponsor. The statements in the letter should agree with other official certificates submitted as part of the application
2	Public Certification of Kinship	A document that proves the relationship between the applicant and the sponsor
3	Financial Statement of the Account under the name of the sponsor and the copy of bankbook	Term deposit in a national or commonly recognized bank, longer than three months
4	Certificate of Employment and Certificate of Income or Certificate of Tax Payment	The certificate must include the following information: annual income and tax payment for the most recent 3 years, the address, telephone number and name of representative of the place employment, description of the job and the title

※When the guarantor (sponsor) is self-employed, submit such documents as a copy of registration of the cooperation or a business license.

※Certification and Verification documents must be 6 months old or less since their issue.

(2) Sponsors who reside in Japan

Documents		Remarks
1	Letter of Financial Support	The document must be filled in by the financial sponsor. The statements in the letter should agree with other official certificates submitted as part of the application
2	Public Certification of Kinship	A document that proves the relationship between the applicant and sponsor
3	Certificate of Confirming Annual Income	A certificate that is issued by the municipal government where the sponsor resides.
4	Certificate of Employment	When the sponsor is self-employed, submit such documents as a copy of registration of the cooperation or a business license.
5	Resident Card	

※Certification and Verification documents must be 3 months old or less since their issue.

※Applicants may be requested to submit.

**6. Applicants who reside outside of Japan**

The Global Study Center of Tokyo Management College

625-1 Futamata, Ichikawa City, Chiba 272-0001, Japan

Tel: +47-328-6161

Fax: +47-328-6163

Email: [globalstudy@tokyo-keitan.ac.jp](mailto:globalstudy@tokyo-keitan.ac.jp)

**7. Screening Criteria**

Applications will be screened through evaluation of submitted documents, an aptitude test, and an interview.

1) Submitted documents (see below \*)

2) Aptitude test: General academic skills and Japanese language skills

3) Interview: Conducted in Japanese and English (or applicants' mother tongue) to assess motivation and communication skills

\* Applicants are required to submit certified copies of school reports, Japanese Language Proficiency Test, J.TEST and other documents.

## 8. Obtaining a Visa

### 1) Applicants who reside outside Japan

(1) On behalf of admitted applicants, Tokyo Management College applies for a Certificate of Eligibility to an Immigration Office. Applicants must submit necessary documents for the Certificate of Eligibility.

(2) After payment of school fees is completed, Tokyo Management College sends applicants a Certificate of Eligibility and other documents necessary for a visa application. Note that Tokyo Management College does not guarantee issuance of a Certificate of Eligibility and/or visas.

### 2) Applicants who reside in Japan

(1) Those whose Status of Residence is "College Student", the period of stay must be extended prior to the admission to Tokyo Management College. Tokyo Management College issues all necessary documents, but does not guarantee the extension of the period of stay.

(2) Those whose Status of Residence is "Spouse or Child of Japanese Nationals", "Permanent Resident" and "Long-term Resident", the period of stay does not need to be extended. Note that preferential treatment for foreign students may not be applied.

(3) For more information, please contact an Immigration Office.

## 9. School Expenses (for the 2018 enrollment)

### For the April Admission (one year course)

	Entrance Fee	Tuition Fee	Facility Fee	other expenses	Total
1st Year	90,000 yen	600,000 yen	50,000 yen	90,000 yen	830,000 yen

### For the October Admission (one year and six months course)

	Entrance Fee	Tuition Fee	Facility Fee	other expenses	Total
1st Year	90,000 yen	600,000 yen	50,000 yen	90,000 yen	830,000 yen
2nd Year	-	300,000 yen	25,000 yen	45,000 yen	370,000 yen

- \* All applicants have to pay all fees and expenses for the 1st year by the due date.
- \* Second year students are required to pay all expenses by 31 August of the same year.
- \* Fees and expenses for optional courses will be separately payable by the enrolled students.
- \* If the Japanese embassy or consulate does not issue a visa after you receive a certification of eligibility, we will refund fees we received excluding entrance fees and handling surcharges for the refund, upon confirmation of the details.

## **10. School hours**

- 1) Students will be placed into classes according to their Japanese language ability.
- 2) Class time is divided into Morning and Afternoon Sessions.
- 3) Classes are generally held 5 days a week (From Monday to Friday).

Morning Session      9:10 am – 12:20 pm

Afternoon Session    1:10 pm – 4:20 pm

- 4) Additional lectures and trainings are also held.

## **11. Student Life**

- 1) With 'College Student' Status of Residence, students are allowed to work up to 28 hours per week (up to 8 hours per day during summer, winter, and spring holidays).
- 2) Discount train fare is available for students.
- 3) Students who have an excellent academic record will be recommended for the scholarships of JASSO (Japan Student Services Organization).
- 4) Tokyo Management College provides information on student accommodation and job opportunities.