



# 東京経営短期大学

## TOKYO MANAGEMENT COLLEGE

### April 2021 TMC Scholarship Program Office Application Requirements

The Soshi Educational Group Tokyo Management College Global Study Center recruits scholars as follows. This is for those who wish to study languages in Japan and find a job afterward, with a wish to be an internationally active student.

#### 1. Purpose

The purpose of this scholarship is to contribute to the development of students who want to study language in Japan and improve their career. For this reason, scholarships will be provided to foreign exchange students who receive a letter of recommendation from a Japanese language education institution or a teacher who belongs to (or was belonging to) the institution.

#### 2. Recruitment qualification

Person who corresponds to all of the following

- (1) Those who received Japanese language education at a Japanese language education institution or high school / college.
- (2) A person who read the application guidelines carefully, filled out the format (resume) prepared by our school, and returned the same to the designated address.
- (3) A person who received a letter of recommendation from a Japanese language education institution, etc., or a teacher who belongs to (or was belonging to) when submitting the documents mentioned above.
- (4) Those who can study in Japan from April 2021.
- (5) Those who can obtain a visa that can stay as a student permitted by a school in Japan.
- (6) Those who can comply with the rules, etc. set by the college.

#### 3. Grant of Certificate of Completion

Those who have studied Japanese at the Global Study Center for one year will receive a Certificate of Academic Achievement.

#### 4. Scholarship student tuition exemption

Regular: Tuition 600,000 yen + Entrance fee 90,000 yen + Textbooks fee 90,000 yen + Facility maintenance fee 50,000 yen ⇒ Total of 830,000 yen

Tuition fee 600,000 yen exempt

Note :

Entrance fee 90,000 yen + Textbooks fee 90,000 yen + facility maintenance fee 50,000 yen

⇒ Total of 230,000 yen becomes student actual expenses.

## **5. Payment period**

One year from April 1, 2021 to the end of March 2022

## **6. Application Procedures**

Download and fill out the resume format from the website, attach it to an e-mail with a letter of recommendation from the Japanese language institution you belong to (or did), and reply to the designated address.

## **7. Application documents**

- (1) Resume (with an ID photo)
- (2) Letter of recommendation

## **8. Deadline for submission of application documents**

From October 1, 2020 to October 31, 2020 at noon (Japan time). We will stop applications once all the places are taken.

If the deadline is over or the submitted documents are incomplete, we will not accept it. In addition, submission documents will not be returned at all.

## **9. Procedures of selection**

The president will consult with the selection committee established at the school for those who have applied according to paragraph 6. And the selection committee decides the candidate who goes to the interview. The results will be announced to applicants by e-mail etc. An interview will be held in late October 2020 and a final decision will be made in early November. Visa application is following.

## **10. Scholars' Duties**

- (1) The prospective student for this scholarship student must promptly submit the admission documents and obtain a visa.
- (2) You must enter Tokyo Management College Global Study Center in April 2021.
- (3) You must be involved in the following activities: 1) as a teaching assistant in English classes at TMC, and/or make special lectures in your native language on/off campus more than three hours a week; 2) participate school events and internal/external cultural exchange activities and circles; 3) work for public relations including translating/interpreting more than three hours a week.
- (4) You must live in the school dormitory (Shoshi Global House) during your enrollment period.

## **11. About the Global Study Center**

Global Study Center has a two-part system, morning and afternoon, and will be enrolled in either.

Morning class 9:10 to 12:20

Afternoon class 13:10 to 16:20

5 days a week, Semester System (Spring/Fall), 1 semester has 15 weeks

※ Annual school days in 2020: 203 days (including special lectures, etc.)

## **12. Suspension or termination of scholarship payment**

If the scholarship student falls under any of the following (1) to (6), you must cancel this scholarship and pay a full refund.

- (1) In the case that attendance rate in class falls below 95%.
- (2) In the case of failure of the scholars' duties.

- (3) In the case that you violate the school rules.
- (4) In the case that there is a false statement in the application / recommendation document.
- (5) In the case that it does not correspond to the matter defined by these requirements.
- (6) In the case if TMC determines that the student is not appropriate as a recipient.

### 13. Student Dormitory (Shoshi Global House)

(1) Dormitory expenses are not included in this scholarship, and if you enter the dormitory, the cost will be paid to a double room (45,000 yen per month) or a quadruple room (30,000 yen per month). In addition, admission fee (30,000 yen), security deposit (10,000 yen), futon fee (15,000 yen) are separately required regardless of which room you want.

(2) In the case of entering a dormitory, it is necessary to pay in advance three months' worth of dormitory expenses together with tuition fees.

- ※ The dormitory is a 19-year-old property, and it has a shared kitchen, bath and toilet room.
- ※ The Internet is included in this dormitory fee.
- ※ For details, check the attached sheet

### 14. Living expenses for one month in Kanto area (example)

Transportation	Food	Housing	Utility	Medical	Hobbies and entertainment	Other	TOTAL
5,000yen	28,000yen	39,000yen	7,000yen	3,000yen	7,000yen	7,000yen	96,000yen

※ Reference: JASSO Outline of the survey of living expenses for foreign students in 2017

### 15. Other (Notes)

(1) After completing the one-year scholarship period, those who wish to advance to the second year can continue their studies at TMC by paying the second-year payment (740,000 yen).

(2) In the case of one-year study abroad, regardless of expire date of the residence card, you have to leave Japan by March 31 after completion of the program.

(3) A person who falls under paragraph 12 and who ends his / her scholarship payment must immediately give up his visa and leave Japan.

### 16. Protection of personal information

The personal information on the application / recommendation letter is used only for student support provided by the school and not for any other purpose.

### 17. Submission of application documents & contact information

Soshi Education Group Tokyo Management College, Global Study Center  
Futamata 625-1, Ichikawa-chi Chiba 272-0001

TEL: +81(0)47-328-6161 FAX: +81(0)47-328-6163

Facebook: <https://www.facebook.com/TMCcosmos>

<https://www.facebook.com/tmc.gsc.jp>

Contact: [info-gsc@g10.tokyo-keitan.ac.jp](mailto:info-gsc@g10.tokyo-keitan.ac.jp) (Ms.Onodera)

※ You may send us e-mails in Japanese or English.