



東京経営短期大学

TOKYO MANAGEMENT COLLEGE

April 2022 TMC Scholarship Program Office Application Requirements

The Soshi Educational Group Tokyo Management College Global Study Center recruits students as following. This is for those who wish to study languages in Japan and find a job afterwards, as an internationally active student. We are recruiting scholarship students for two courses, the Soshi Internship course and the TMC KIZUNA Scholarship course.

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 school institution or high school / college / university.
- (2) A person who read the application guidelines carefully, filled out the format (resume) prepared by our school, and returned it to the designated address.
- (3) A person who received a letter of recommendation from a Japanese language school institution, etc., or a teacher who belongs to (or was belonging to) that institution when submitting the documents mentioned above.
- (4) Those who can study in Japan from April 2022.
- (5) Be able to obtain a student visa in Japan;
- (6) Those who can comply with the rules, etc. set by the college.
- (7) Soshi Internship course applicants should be either native English speakers or be able to speak English at a native level. And have a Japanese level of N5 or above.
- (8) TMC KIZUNA Scholarship course applicants should have a Japanese level of N3 or above.

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. Tuition exemption for the scholarship students

The regular annual fee is: 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

Soshi Internship courses:

The SOSHI scholarship students are exempt from the annual tuition fee of 600,000 yen

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.

TMC KIZUNA Scholarship courses:

The TMC KIZUNA scholarship students are exempt from the annual tuition fee of 300,000 yen

Tuition 300,000 yen + Entrance fee 90,000 yen + Textbooks fee 90,000 yen + facility maintenance fee 50,000 yen

⇒Total of 530,000 yen become the student's actual expenses.

5. Payment period

One year from April 1, 2022 to the end of March 2023

6. Application Procedures

Download and fill out the application form 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 25, 2021 to December 10, 2021 at noon (Japan time). We will stop taking applications once all the places are filled.

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

9. Procedures of selection

The president of TMC will consult with the selection committee established at the school for those who have applied according to paragraph 6. The selection committee decides which candidates are eligible for the interview stage. The results will be sent to applicants by e-mail. An interview will be held around December 2021 and a final decision will be made after two weeks. The visa application procedures follow after.

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 2022
- (3) For the Soshi internship course, you must live in the school dormitory (Soshi Global House) during your enrollment period.
- (4) You must be involved in the following activities:
 - Soshi Internship course
 - 1) Activities regarding work experience and English teaching at partner schools.
 - 2) Participate in school events and internal/external cultural exchange activities and clubs.

3) To help with the school's social media including translation/interpretation.

• TMC KIZUNA Scholarship course

- 1) Become a teaching assistant for English classes at TMC, and/or make special lectures in your native language on/off campus more than three hours a week.
- 2) Participate in school events and internal/external cultural exchange activities and clubs.
- 3) Help with the school's social media including translation/interpretation for more than three hours a week.

11. About the Global Study Center

Global Study Center has both morning and afternoon classes. The student will be enrolled in either the morning or the afternoon class, depending on their level of Japanese.

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 about 20 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 criteria (1) to (6), the scholarship will be canceled and you must pay the full amount back.

- (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 documents.
- (5) In the case that you do not correspond to these requirements mentioned above.
- (6) In the case of TMC deciding that the student is not qualified for the scholarship.

13. Student Dormitory (Soshi 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.

※ For Soshi internship course, you must live in the school dormitory. For the TMC KIZUNA Scholarship course, applicants can choose whether they would like to stay in the school dormitory or not.

※ 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). If the applicant would like to extend their scholarship period, they can do so after a review from the school.
- (2) In the case of one-year study abroad, regardless of expiring date of the residence card, you have to leave Japan by April 30st 2023 after completion of the program.
- (3) If intern decide to withdraw from the program before its completion for personal reasons, they must depart from Japan immediately and will not receive any refunds.
- (4) A person who falls under paragraph 12 and had their scholarship revoked must immediately give up their visa and leave Japan.
- (5) TMC have no responsibility for the delay by the Immigration Bureau of Japan in issuing Certificate of Eligibility (COE). There will be not reduction of cost associated with the delay.
- (6) Interns may be accepted not only at TMC but also at the Tokyo International Business College (TIBC) within Soshi Educational Group.

16. Protection of personal information

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

17. Submission of application documents & contact information

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

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

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

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