

# Application Handbook

**Now that you've picked your school, it's time to complete your application and get one step closer to enrolling in a language school in Japan!**

This document contains very important information on how to complete the online application forms and submit the required documents. While working on each section of your application, please refer to the instructions below in order to submit a high-quality application.



## **Remember!**

If you have any questions that haven't been answered here, please contact your Student Coordinator who will be happy to assist you.

## Section 2 - Your Personal Information

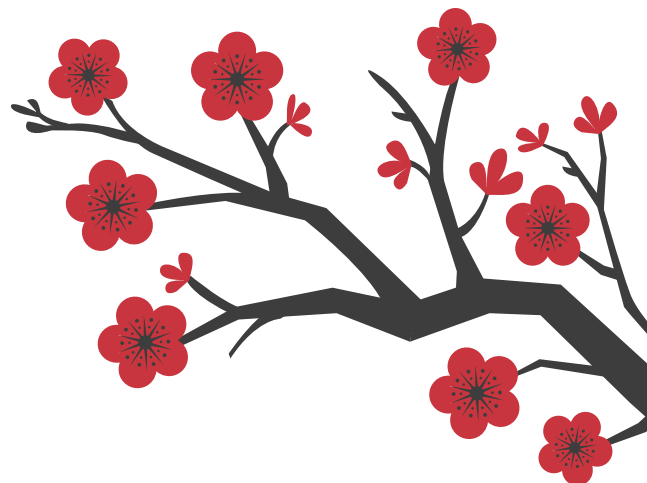
For this section, take out your passport and copy everything over so that the information listed in the application **COMPLETELY** matches your passport.

## Section 3 - Application Fee

**Please make sure to make your application fee payment in order to reserve your spot at your chosen school and term.**

If you wait to pay the fee, the school could run out of spots in the meantime!

You should complete this step ASAP, before completing and submitting your application.



## Section 4 - Current Proficiency Level and Study Goals

### Length of Study in Japan

Here, you need to consider 1) your future plans and 2) you/your sponsor's bank statement.

#### 1) FUTURE PLANS:

If you are interested in moving on to higher education in Japan, select the maximum course length as your desired period of stay.

Term	Maximum Course Length
April	2 years
July	1 year and 9 months
October	1 year and 6 months
January	1 year and 3 months

\*\*\*Learn more about how language studies would align with higher education [here!](#)

If you don't plan on pursuing higher education in Japan, **you can apply for a shorter study length of 6 months or 1 year and extend your studies afterward** (for up to the maximum course length determined by your chosen term start).

However, please keep in mind that **extensions are not guaranteed**. In general, it's best to apply for the longest course you can, rather than apply for a shorter course and rely on extending it.

#### 2) BANK STATEMENT:

You/your sponsor's bank statement balance must be in line with the length of study you are applying for. The requirements generally start from 1,200,000 yen for 6 months of studies, but since the bank statement requirements vary for each school, please refer back to the specific requirements you confirmed in your email correspondence with your coordinator.

### Reason for Study and Goals

Your purpose statement must be consistent with your plan after graduation. For example, you should not mention an intention to work in Japan after studies, if you are not eligible to do so. In these cases, it's better to instead emphasize how a greater command of Japanese will offer you more job opportunities back home or abroad.



## What is your purpose for studying Japanese in Japan?

Please answer the following questions in your statement:

- *Why would you like to study the Japanese language?*
- *Why do you wish to study Japanese in Japan (rather than in your home country)?*
- *Why did you decide to apply to your chosen school?*
- *How do you plan to actively participate in school and class activities (such as groupwork, presentations, speech contests, and cultural events)? Please explain your motivation to join in and interact with your classmates and the broader community.*
- *What will you do once you have finished your language studies?*
- *If you have applied for a student visa in the past, why are you re-applying for a new one?*

## What is your plan after graduation?

When choosing your 'plan after graduation', please refer to the following:

Return Home	Find Employment	Move onto Higher Education
<p>If you are planning on returning home after your language studies, please include in the above Purpose of Study statement how you plan on utilizing your Japanese proficiency and study abroad experience back home.</p>	<p>You can choose this option only if you have;</p> <p><b>a)</b> A Bachelor's degree or higher, <b>and</b></p> <p><b>b)</b> JLPT N2 level proficiency (or plan to reach N2 at the end of language studies).</p> <p>The only exception to this is if you are a high school graduate planning to find full-time employment after studies on the Specified Skilled Worker visa and are applying to a language school that has support services for this pathway.</p>	<p>You can choose this option only if;</p> <p><b>a)</b> You are eligible to move on to higher education in Japan (e.g. have a US high school diploma or equivalent such as the GED; or A-levels or equivalent in the UK), <b>and</b></p> <p><b>b)</b> You are applying for the full course length.</p>



## Section 5 – Japanese Language Experience

**IMPORTANT:** Be sure to include on your application all the Japanese self-study experience you have. Don't forget to count these types of study experiences toward your total study hours:

- hiragana, katakana, kanji writing practice
- testing yourself on vocabulary
- watching Japanese anime/shows or listening to Japanese music with a focus on learning vocabulary, listening practice, or speaking repetition
- Japanese language exchange with a friend

Remember that 150 hours of study experience is the official requirement to apply for a student visa, and the school/immigration has the right to check on your study progress anytime until you receive immigration approval (the COE). Plus, studying consistently until you arrive in Japan will set you up for success at school and in your life here!



### How did you study?

If you have completed several types of studies (for example, self-studies and studies at a language institution) please submit an entry for each type.

### When did the studies begin/end?

#### 【Don't remember the exact day?】

Select "01". The important thing is that the month and year are accurate.

#### 【Currently studying?】

Enter a future end date to show that you will continue studying until arrival in Japan (e.g. if you are applying for the April term, input 01/04/YYYY).

#### 【Did you complete a Japanese language course?】

If you are currently taking a course or have taken a course in the past, please enter the exact start and end date (or expected end date) of the course, as shown in your proof of studies.



### About how many hours have you studied?

Please calculate the total number of hours you have studied so far (for each study format) as best as you can. Do not provide a range.

- **Good example: 150 hours**
- Bad example: around 20 - 50 hours

### Do you have certification for this study experience?

If you list Japanese study experience at a school/with a teacher in this section, please submit proof of your studies.

**See Section 14 - Documents Upload for more information.**

## Section 6 - Financial Supporter Information

In this section, if you are self-sponsoring, please fill out the details of your current employment. If you do not meet the sponsorship requirements and are having a direct relative sponsor your application instead, please fill out the details of their current employment.

### Annual income/Company name/address

Make sure the **total annual income** you list in this section matches the proof of annual income you are submitting. This also applies to your **company's name and address**. If the proof of income shows a different company name or address for any reason, please add a note to the document explaining why.

### Reason for sponsorship

This field will appear only if you indicate that someone else will be your financial sponsor. Please write the reason from the sponsor's point of view. For example: "She is my daughter and I wish to support her studies."

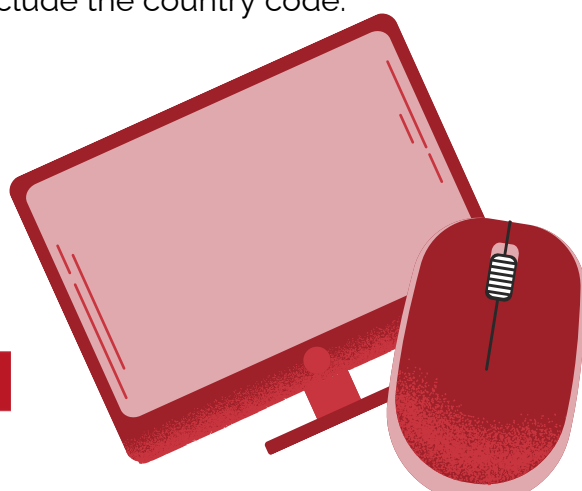
### Title (Role) in Company

Unspecific titles such as "Worker" or "Employee" are not accepted. Please enter a specific job title such as "Sales Manager," "Customer Support Representative," "Cashier," "Owner," "High School Teacher," etc.

If your sponsor is retired, you can fill in the details of their last employment in this section.

### Company phone number

The sponsor's personal/home phone number is **not accepted** unless they are a business owner and the number serves as the official number of the business. Please include the country code.



# Sections 7 and 8- You and Japan in the Past

## Past Visits to Japan

In this section, please list the details of ALL your past visits to Japan. You'll need to upload a copy of the entry and exit stamps received in your passport for each visit.

**IMPORTANT:** If you did not receive a blue departure stamp for a trip, please additionally **submit a flight e-ticket to verify the departure date** to Section 13 - Documents Upload. The itinerary must include:

- Your full name
- Day/month/year of departure from Japan.

## Previous COE/Visa Applications

Every single time you were in the process of applying for a Japanese long-term visa (student visa, working visa, spouse visa, etc.) must be considered. Canceled applications will also count.

Failure to declare the correct number of past COE/visa applications is taken very seriously by Japanese Immigration. Even if a COE/long-term visa was issued but never used to enter Japan, it still counts and must be declared here.

If you are unsure about any past applications, we strongly recommend contacting the school or employer to confirm whether a COE application was made on your behalf, whether a COE was issued, and if applicable, whether it was canceled properly. If you received a long-term visa in your passport and did not use it to enter Japan, it is your responsibility to have the visa canceled at your local Japanese embassy/consulate.

**IMPORTANT:** If you answered "Yes" in this section, there are additional documents you must submit.

- Front and back copy of your **zairyu card** (Japanese residence card)
- **Visa sticker** received in your passport
- Documents collected from your previous Japanese language school (only if you were on a Student Visa):
  - **Certificate of completion**
  - **Transcript of grades/attendance**
  - **Copy of your COE application form** submitted to Immigration (在留資格認定証明書交付申請書)



## Section 9 - Your Educational History

Please add an entry for ALL schools you have attended from first grade of elementary/primary school until present, even if the school is no longer in operation.

**IMPORTANT:** Do NOT include kindergarten, pre-school, foundation year, etc.

### Education Years

In general, students from the US or countries with a comparable education system are expected to have completed **12 years** of education, spanning from elementary to high school graduation. Students from the UK or countries with a comparable system are expected to have **13 years** of education.

#### **Note:**

*You should include schools you did not graduate from or attended for a short period of time (e.g. due to moving or changing schools). Please also include periods of home-schooling, if applicable.*

### Start date / End date

If you don't know the exact day, you can select "01". The important thing is that the month and year are accurate.

If you are still attending the school, please enter an end date that matches the date on your **letter of expected graduation**. This letter is required from students currently in their last year of school and have not graduated yet.

### Date Awarded / Expected Date Awarded

This should match your graduation date on your diploma or expected letter of graduation (if you are still enrolled).





## Section 10 – Your Working Experience

Please list all work experience here. If you engaged in long-term, unpaid work please make a note in the description (e.g. volunteer work). **There should be as few gaps or overlaps in this section!**

### Start date / End date

If you don't know the exact day you started/ended a particular job, **you can select "01"**.

Please list the full address (including the country, postal code, etc) of the location you work. Make sure to provide all details, even if the company is no longer in business.

### 【Still employed?】

If you are still employed, please enter the date that you expect to stop working for the company. If you are self-sponsoring your application, it is ideal to put a future end date to show that you will continue working until arrival in Japan (e.g. if you are applying for the April term, input 01/04/YYYY).

## Section 11 – Education/Work History Explanations

If your educational or work history is not straightforward (i.e. you repeated years, temporarily withdrew from studies/work), please provide explanations for each timeframe in this section. For example: "From June 2020 to August 2021, I temporarily withdrew from school to work full-time."

### 【Any Gaps?】

If you have any gaps of **6 months or more** in your educational history or working experience, please provide explanations for each time frame in this section.

### 【Any Overlaps?】

If there is an overlap in listed periods of full-time education and full-time work experience, full-time work and part-time work, or even more than one full-time work, please explain how you were able to manage both duties concurrently, as this could be flagged by Japanese Immigration.





## Section 12 – Health

Please be honest about your health. If you leave out important information about your medical history, there is a risk that the school will be unprepared to support you should any problems arise during your time in Japan.

## Section 13 – Emergency Contact

You only need to list one person in this section. The primary emergency contact must be a family member. Please inform us in the Communication Inbox if you are unable to list a family member for any reason.

## Section 14 – Documents Upload

Now, for the most important section of your application! Please take a look at the examples we have provided and make sure the documents you submit meet the requirements outlined below.

### Photo

 [See Example HERE](#) 

A student visa is a legal document that requires **a high-quality passport style photo**. Please ensure your photo meets the following criteria:

- High resolution and definition.
- Taken within the last 3 months.
- Taken against a plain white background (no texture or pattern)
- Even lighting with no visible shadows on you or the background
- No glasses
- No smiling
- Different from the photo in your passport.
- No scans or copies of printed ID photos (if you choose to have the photo taken professionally, ensure you obtain a high-definition digital copy of the file, not a printed copy)



# Passport

 [See Example HERE](#) 

The passport needs to be lying flat, open to the ID page, with **both the top and bottom pages showing in full**. No fingers, objects, colored/textured background, or watermarks should show. Please use a scanner.

## Proof of Japanese Studies

 [See Example HERE](#) 

If you listed Japanese study experience at an institution/online in Section 4 - Japanese Language Experience, please submit proof of your studies. The transcript/completion certificate must show all the Japanese courses you have taken. An unofficial certificate (even one pulled from an online student portal) is accepted as long as it shows all of the following information:

- School's name
- Your name
- Course name(s)
- Term(s)/date(s) for all courses

## Previous Visa Documents

 [See Example HERE](#) 

If you studied in Japan on a student visa in the past, the following documents are required:

- Front and back copy of your **zairyu card** (Japanese residence card)
- **Visa sticker** received in your passport
- Documents collected from your previous Japanese language school:
  - Certificate of completion
  - Transcript of grades/attendance
  - Copy of your COE application form submitted to Immigration (在留資格認定証明書交付申請書)

\*\*\*If you do not have any of the above documents, please contact your previous Japanese language school to request them.



## Bank Statement

 [See Example HERE](#) 

Statements from more than one account are accepted. Please ensure that the bank statement shows all of the following:

- Bank name
- Account holder name (the sponsor's)
- Date of issuance (date, month and year must be showing)
- Total balance

**NOTE:** *Investment statements are not always accepted by the schools, and bank statements for a savings or checking account are preferred. If submitting an investment statement, please **confirm if the funds can be withdrawn at any time**.*

## Proof of Business Registration

If your sponsor is a business owner, please submit proof of business registration (e.g. for businesses in the US, a screenshot from this database is acceptable:

<https://www.sec.gov/edgar/searchedgar/companysearch.html>)

## Diploma

 [See Example HERE](#) 

**Only the diploma from your highest completed education is needed.**

If you are still in school, please submit a letter of expected graduation as a placeholder, including the following information (you'll need to submit your diploma once it is available):

- School name
- Your full name
- Expected graduation date (MM/YYYY)

If you do not have access to your diploma or if it's lost and cannot be reissued, please provide an official transcript that includes the following information:

- School name
- Your full name
- Graduation date (MM/YYYY)



## School Application Forms

If you have been requested to complete the school application form, make sure that the information entered in the school application form matches the online form you have completed. You can copy/paste from the online forms if it helps.

Please complete and upload the school forms as an **EDITABLE file**.

**NOTE:** *If the documents you are submitting are NOT in English, please add simple English translations. Ensure that your translations are neatly added to the document, avoiding any overlap with existing content. Please also indicate which sections of the original text correspond to your translations.*

### Section 15 - Submit Application

Once you hit "Submit Application" your coordinator will be notified to review your application and you will no longer be able to make changes to the online forms. Once reviewed, your coordinator will get in touch about any changes that need to be made.

Finally, after you have finalized your application with us, we will send it to the school!



# Otsukaresama!

as we like to say in Japan for a job well done!

