

# Admission procedure for international students



## Welcome to TOYO LANGUAGE SCHOOL

### Educational Philosophy

Toyo Language School aims to become a language school that provides "the highest value education for customers" based on OMO (Online Merges with Offline), and to contribute to global society by building a happy future for both our students and our staff.

We believe that happiness is the state when a person achieves their goals and is recognized by their peers.

Our goal is to build a brighter future for students, parents, overseas allies, higher education institutions, and local community members involved with Toyo Language School. We aim to pursue education in a modern era where everyone is connected, and to be a school that provides a strong support system for its students.

### Admission Policy

Toyo Language School, as part of the Jikei Gakuen Group, accepts students who identify with the three founding principles of Jikei Gakuen (practical education, human education, and international education) and the educational philosophy of our school.

The expected characteristics of students are as follows:

**1** A person with a purpose  
and goals who wishes  
to contribute to society

**2** A diligent person  
with a strong work ethic

**3** A person with a proactive  
attitude toward learning,  
the ability to identify and  
solve personal challenges and  
strong career awareness

### History

17th June 1988	Establishment of Toyo Language School
April 2013	Toyo Language School is approved by the Tokyo Metropolitan Government as Jikei Gakuen Toyo Language School.
October 2017	Second school building opened
April 2018	Establishment of a 420-hour Japanese Teacher Training Course(Agency for Cultural Affairs is notified)
June 2018	30th anniversary of founding
November 2024	Registration of Practical Training Organizations and Training Institutes for Japanese Language Teachers

## Course, Period of Study, Admission Capacity

Course	Period of study	Admission period	COE application period	COE issuance period	Admission capacity	Level achieved
Study abroad 2-year Course	2 years	April	November of the previous year	February	200 students	C1
Study abroad 1-Year 9-month Course	1 year 9 months	July	March	May	140 students	B2
Study abroad 1-Year 6-month Course	1 year 6 months	October	June	August	160 students	B2
Study abroad 1-Year 3-month Course	1 year 3 months	January	September of the previous year	November of the previous year	80 students	B1
Study abroad 1-year Course	1 year	April	November of the previous year	February	120 students	B1

## About Application Eligibility

Student capacity	Application eligibility
<b>Study abroad course</b> <b>700 students</b> (Short-term course, 20 students)	<ul style="list-style-type: none"> <li>● Applicants who have completed 12 years of standard education or equivalent in a foreign country</li> <li>● Applicants who have passed an examination in that country that recognizes academic ability equivalent to completion of 12 years of standard education in a foreign country</li> <li>● Other cases where the school deems the applicant eligible to apply</li> </ul> <p>*Toyo Language School reserves the right to reject applications for any reason deemed adequate to deny an application by administrative staff.</p>

### Application Period

Each year, the Immigration Services Agency of Japan notifies each Japanese Language school of the Certificate of Eligibility application submission dates for the year.

Applications must be submitted at least one week or up to three months prior to the submission deadline.

### Admission Procedures

1. Applicants who wish to enroll in the school must submit the application form, entrance fee, and all additional required documents specified by the school.
2. After screening of applicants who have completed the procedures described above, the school will apply to the Immigration Services Agency of Japan for a Certificate of Eligibility (COE) for successful applicants.
3. Successful applicants must pay the entrance, tuition and maintenance fees for 6 months, receive the "Certificate of Eligibility", and complete the enrollment procedures.

## About Tuition

Registration fee ▼ 20,000 yen	Entrance fee ▼ 100,000 yen	Tuition fee ▼ 306,000 yen/6 months	Maintenance fee ▼ 42,000 yen/6 months
Included in tuition	<ul style="list-style-type: none"><li>① Textbooks, study materials</li><li>② Event participation fees</li><li>③ Career guidance fees (application form and resume correction, interview guidance, etc.)</li><li>④ International student insurance (applies to illness or injury while enrolled)</li></ul>		

### 〈Admission Procedures〉

Tuition fees must be paid every 6 months for long-term courses and every 3 months for short-term courses.

Please make the payment based on the invoice issued according to your period of study.

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### Payments made through flywire

We have partnered with flywire to provide an easy and secure way to transfer tuition fees.

Payment can be made via QR code or using the link below.

<https://www.flywire.com/pay/toyolanguage/>

If you need assistance with payments, please contact flywire multilingual 24/7 customer support ([support@flywire.com/help](mailto:support@flywire.com/help)).

Visit "<https://www.flywire.com/how-it-works>" for more information.



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### International Payment

Bank Name (Bank Name) : SUMITOMO MITSUI BANKING CORPORATION

Branch Name (Branch Name) : Kasai Branch

Swift Code : SMBCJPJT

Bank Address (Bank Address) : 6-13-7 Nishikasai Edogawaku Tokyo Japan

Account Holder's Name (Account Holder's Name) : Toyo Gengo Gakuin

Receiver's Address (Receiver's Address) : 7-6-3 Nishikasai Edogawaku Tokyo Japan

Account No. (Account No.) : 4915106 (ordinary)

\*Please remember to include your Student ID number with your name when making the payment.

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### Cancellation Policy

If you choose to cancel your enrollment, the following cancellation fees will be charged after the fees have been approved.

1. The registration fee cannot be refunded once it has been paid.
2. In the event of a cancellation AFTER documents are submitted to Immigration Services Agency of Japan, but BEFORE the release of the Certificate of Eligibility (COE): The Entrance Fee and Tuition Fee will be refunded in full.
3. In the event of a cancellation AFTER the Certificate of Eligibility (COE) is released but BEFORE the start of the classes, the Tuition Fee will be fully refunded.
4. If enrollment is cancelled after the start of school, tuition fees already paid will not be refunded.

In the event of a withdrawal for personal reasons, the student will be responsible for fees associated with the refund.

# Basic Entrance Examination Policy

Admission is based on a review of the submitted documents and an interview.

In the document review process, provided documents and information are verified for accuracy.

The Statement of Reasons for Studying and the Letter of Financial Support are used to determine the applicant and financial supporter's willingness to study abroad.

Interviews are conducted in person on-site when possible. If the interview cannot be held in person, an online interview will be arranged.

The entrance examination will focus on motivation and planning, Japanese language ability, and financial capability.

## Motivation and Planning

As part of the screening process, we ask all applicants why they chose to study in Japan, why they chose Toyo Language School, and what they plan to do after studying Japanese.

## Japanese Language Ability

Previous Japanese Language Proficiency Test scores and Japanese study history will be used to determine a student's motivation to study in Japan.

## Financial Capability

At this step, the applicant's ability to study without relying on a part-time job will be verified.

Regardless of Japanese comprehension level, Toyo Language School will ensure that students are not hindered in matters concerning their health or necessary communication with external entities such as service or utility providers.

## Prior Consultation for Applicants with Disabilities (Reasonable Accommodation)

Our school provides reasonable accommodation for students with disabilities so that they will not be at a disadvantage during the interview process or throughout their studies after admission.

If you require assistance or want to request special accommodation, please contact our school office.

Depending on the contents of your request, it may take some time to respond to your inquiry. Please submit any requests or questions as soon as possible.

## Application documents

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| 1. Copy of passport  | 7. Financial guarantor document (designated form)                  |
| 2. Application form (designated form)  | 8. Certificate of relationship to the financial sponsor            |
| 3. Reasons for study (designated form)   | 9. Certificate of deposit balance                                  |
| 4. Diploma (Highest Level of Education)  | 10. Proof of financial transactions for the past 12 months         |
| 5. Transcripts (Highest Level of Education)  | 11. Employment certificate of the financial sponsor                |
| 6. Copy of certificate of learning Japanese /<br>Copy of certificate of Japanese-Language Proficiency Test | 12. Certificate of income and tax payment of the financial sponsor |
|  | 13. Photo 4cm x 3cm (5 pieces)                                     |

