

International Cooperation Japanese Language Institute



Application Requirements

国際協力日本語学院

International Cooperation Japanese Language Institute

Application for International Cooperation Japanese Language Institute



The purpose of International Cooperation Japanese Language Institute (“ICJ”) is to cultivate human resources who are interested in learning about Japanese culture and customs through Japanese language studies, and to contribute to the international community.

1. Entrance Qualification

- ◆ Applicant must have completed 12 years of education.

2. Course and application period

Course	Enrollment	Application Period
2 year course	April	1 st September - 31 st October
1 year and 6 months course	October	1 st March - 30 th April

3. Class Hours

- ◆ Monday to Friday (5 days / 20 hours per week, 45-minute lessons)

Morning	9 : 00	~	12 : 30
Afternoon	13:00	~	16 : 30

4. Holidays

- ◆ Saturday - Sunday, national holidays, end of the term, winter and summer holidays.

5. Fee

	2 Year Course	1 Year and 6 Months Course
Admission fee	30,000	30,000
Enrollment Fee	50,000	50,000
Tuition Fee	1,200,000	900,000
Extra Curriculum Activities	72,000	54,000
Facility Fee	48,000	36,000
Material Fee	50,000	40,000
Total	1,450,000	1,110,000

6. Bank Account for the Payment

The Chiba kogyo Bank, Ltd. (Financial Code 0135) SWIFT CHIKJPJT
Asahi Branch (Branch Code 740)
 Account number 1143624
 Account name 3M Corporation

7. Important Points Regarding Application

- ◆ Direct application by email from overseas will not be accepted.
- ◆ Attach the reasons of learning Japanese and other documents issued in other countries except Japan in English or Japanese.
- ◆ Documents submitted will not be returned. However, the original certificate of diploma etc. will be refunded after receiving the Certificate of Eligibility.
- ◆ Regarding the screening fee, entrance fee, tuition and other expenses, we may change due to circumstances, so please confirm in advance.
- ◆ For part-time jobs after coming to Japan, permission of the Tokyo Immigration Bureau is required. With this permission it is available to work as part-time for up to 28 hours a week.

8. Issuance of Certificate of Eligibility

- ◆ When the examination by the Tokyo Immigration Bureau is completed, a Certificate of Eligibility for "College Student" will be issued based on the examination result.

9. List of Required Applicant Materials

①	8 photos 4 cm x 3 cm (Portrait photo taken within 6 months)
②	Application Form ◆ Fill in all fields carefully. ◆ Please write in chronological order in the education / work experience.
③	Resume ◆ Resume must be filled by the applicant himself/herself. ◆ Important points on filling out your resume · Write in chronological order. · Describe the reasons for learning Japanese in detail. · When filling in the desired subjects, be sure to check if there is this subject at the school you wish to go on to study. · Do not forget to write the date and sign at the end.
④	Original graduation certificate
⑤	Each certificate ◆ High school graduate: Certificate of unified examination. (Applicants from China only) ◆ Students enrolled in a university: Certificate of enrollment ◆ University graduate or higher education level: Degree Certificate Academic Level Certificate (Applicants from China only)
⑥	Certificate of occupation (with employment history)
⑦	Passport copy (shows the history of immigration)
⑧	Japanese Language Proficiency Test ◆ Certificate of passing Japanese Language Proficiency Test (N5 - N1), J - Test (A - D, E - F level) etc. ◆ Those who do not have a Certificate of passing Japanese Language Proficiency Test must have a certificate of Japanese Language Study of 150 hours or more.

Relation between Sponsors

A Self Financed

①	Expenses Payment Form ◆ The amount is stated on our prescribed form.
②	Certificate of balance ◆ The bank account number and the amount of money description. ◆ The amount must be higher than the total expense of the school time.
③	Copy of the passbook (Shows the amount through past 3 years.)
④	Job certificate or business license in case of self-employment.
⑤	Income certificate or certificate of tax payment for 3 years ◆ For income certificate: Every year, basic salary, bonus, allowance must be shown. ◆ For the certificate of tax payment: Tax for every year must be shown.
⑥	In some cases, a copy of the Deposit Certificate (single residence) is required.
⑦	Other materials required by Immigration Bureau.

B In case of sponsor lives outside of Japan

①	Expenses Payment Form ◆ The amount is stated on our prescribed form.
②	Certificate of balance.
③	Copy of the passbook (Shows the amount through past 3 years.)
④	Job certificate or business license in case of self-employment.
⑤	Certificate shows relationship between the applicant, Identification card, Family register certificate (latest certificate)
⑥	Income certificate, balance of payment or certificate of tax payment for 3 years ◆ For income certificate: Every year, basic salary, bonus, allowance must be shown. ◆ For the certificate of tax payment: Tax for every year must be shown.
⑦	In some cases, a copy of the Deposit Certificate (single residence) is required.
⑧	Other materials required by Immigration Bureau.

C In Case Of Sponsor Lives In Japan

① Expenses Payment Form.	◆The amount is stated on our prescribed form.
② Certificate of balance.	◆Issued by a Japanese bank.
③ Copy of the passbook (Shows the amount through past 3 years.)	
④ Certificate of occupation	◆ "Certificate of all history items" for whom has a company.
⑤ A resident's card or certificates of residence with all family members.	
⑥ Certificate of seal registration.	
⑦ Certificate shows relationship between the applicant, Identification card, Family register certificate (latest certificate)	
⑧ Tax payment certificate for three years (Annual income is shown) or certificate of tax.	
⑨ Tax payment certificate for three years (Annual income is shown) or certificate of tax.	

Others

Identification card
Certificate that shows applicant is responsible for all actions done by himself/herself in Japan.
◆Residence card
◆Certification of information recorded on foreign resident registration file

Application Procedure





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