



# **STUDENT VISA COURSE**

## **Application Guide**

**2020-2022**

## Course Description

Matsudo International School's Student Visa Course is a long term intensive course that equips students with essential skills for effective communication in Japanese. The curriculum is based off Japanese Language Proficiency Test standards and covers all aspects of Reading, Writing, Listening, Speaking and Understanding to provide you with a broad wholesome approach to mastering the language. From seeking further studies or employment in Japan, to scoring for the JLPT exams, or just mastery of the language itself, this course will help you achieve your language goals.

### In this course you will:

- Gain proficiency in reading, writing, listening and speaking Japanese
- Expand your Japanese vocabulary and grammar
- Develop confidence in using Japanese in everyday situations
- Learn how to effectively communicate in different environments
- Prepare for the exams for the globally recognized Japanese Language certification of JLPT N3/N2/N1

### Upon successful completion of the course and achieving the corresponding JLPT levels, you should be able to:

- Move on to further studies in Japan – university (N2) or vocational colleges (N3)
- Be fit for employment in Japan, or Japanese companies globally, or in Japanese speaking roles globally (N2) (For individuals who already have university degrees, or necessary qualifications)

## Course Details

### Class Days and Times

- MONDAYS to FRIDAYS  
No classes on weekends, public holidays and school holidays.
- Year 1 – Beginner (N5) to Intermediate (N3)  
PM Session - 1:15PM to 4:45PM
- Year 2 – Intermediate (N3) to Advanced (N1)  
AM Session - 9:00AM to 12:30PM
- Each session consists of 45 minutes of class, with 10 minutes of break in between.

### Length of Course

From **6 months** to **2 years**.

You may study for **6 months, 1 year, 1 year 3 months, 1 year 6 months, 1 year 9 months** or **2 years** depending on your current Japanese level, goals and the intake you wish to join.

Class	Level	JLPT Level
YEAR 1	Beginner 1	JLPT N5
	Beginner 2	
	Intermediate 1	JLPT N3
	Intermediate 2	
YEAR 2	Intermediate 3	JLPT N2
	Advanced 1	
	Advanced 2	
	Advanced 3	

\*Based on standard progress. Individual progress may vary.  
Faster/higher level classes also available.

## Visa Type – Student Visa

**STUDENT VISA** will be issued.

Student visa holder are able to do the following in Japan:

- Open a bank account, apply for a mobile phone line and apply for and use various other services that requires mid/long term visas.
- Receive coverage from student insurance and national insurance.
- Work part-time up to 28 hours a week during school terms, and 40 hours a week during specific school holidays (10 weeks total).

Student visa holders must:

- Abide the laws of Japan, the laws of one's own country and any relevant international laws at all times
- Comply with all school rules and policies at Matsudo International School.
- Prioritize studies above work and play
- Maintain at least 90% overall attendance, and monthly attendance of 60% at all times.
- Provide Matsudo International School with valid contact details at all times as a requirement of the student visa. This includes residential address, phone number and email address.

## Eligibility

**Applicants must be:**

1. At least 18 years of age.
2. Physically and mentally fit for overseas studies.
3. Must have completed 12 years of compulsory education (high school diploma or equivalent).
4. Not a permanent resident of Japan.
5. Have not previously applied for a Student Visa for language studies.
6. Must not have more than 1 year of unexplainable gap in academic/professional history.

**Financial Requirements:**

1. Financial sponsor must have at least JPY 2,000,000 in his/her bank account, with provable source of income.
2. Financial sponsor must be an immediate family member - Grandparents, parents, siblings, uncle/aunt.
3. Working adults may self-sponsor.
4. If necessary, 2 sponsors may be nominated.

**Japanese Language Requirement**

1. **Applicants from developing countries, including CHINA, MONGOLIA, NEPAL, MYANMAR, BANGLADESH, SRILANKA, VIETNAM, PHILIPPINES :**

At least **JLPT N5** or have completed at least 150 hours of basic Japanese studies (at a language center, high school, university etc.)

2. **Applicants from developed countries:**

No minimum language requirements. However, studying basic Japanese before arriving in Japan is highly recommended.

Students who have studied Japanese before may be placed into a **faster class**, or a **higher level class**, depending on their current Japanese proficiency level.

## Admission Schedule

Intake	Duration	1- Application Start	2- Application Deadline	3- CoE Results
<b>YEAR 2020</b>				
<b>January</b>	Up to 1 years 3 months	1 May 2019	31 August 2019	End of November 2019
<b>April</b>	Up to 2 years	1 August 2019	31 October 2019	End of February 2020
<b>July</b>	Up to 1 years 9 months	1 November 2019	28 February 2020	End of May 2020
<b>October</b>	Up to 1 years 6 months	1 February 2020	15 May 2020	End of August 2020
<b>YEAR 2021</b>				
<b>January</b>	Up to 1 years 3 months	1 May 2020	31 August 2020	End of November 2020
<b>April</b>	Up to 2 years	1 August 2020	31 October 2020	End of February 2021
<b>July</b>	Up to 1 years 9 months	1 November 2020	28 February 2021	End of May 2021
<b>October</b>	Up to 1 years 6 months	1 February 2021	15 May 2021	End of August 2021
<b>YEAR 2022</b>				
<b>January</b>	Up to 1 years 3 months	1 May 2021	31 August 2021	End of November 2021
<b>April</b>	Up to 2 years	1 August 2021	31 October 2021	End of February 2022
<b>July</b>	Up to 1 years 9 months	1 November 2021	28 February 2022	End of May 2022
<b>October</b>	Up to 1 years 6 months	1 February 2022	15 May 2022	End of August 2022

## Explanation:

### 1 – Application Start

Applications officially open on this date. Please get in touch with our staff to start off your application process.

### 2- Application Deadline

All documents required for application must reach our location by this date.

### 3 – CoE Results

CoE stands for Certificate of Eligibility. This document is issued by the Immigration Bureau of Japan for successful applicants, and is used to complete the student visa application at the closest Japanese Embassy or Consulate in your country.

The exact date of the release of CoE results will be provided to you upon application.

## Which intake should I apply for?

The intake you should apply for depends on the following:

- **Your current Japanese level**  
Have you studied Japanese before?
- **Your language goals**  
What JLPT level and fluency level do you wish to graduate with?
- **What you wish to accomplish after graduation**  
Further studies at a university or vocational school? Employment in Japan?  
Learning for hobby / personal development?

You should also considering the following:

- The average time a **beginner** requires to reach **JLPT N2** is **2 years**.
- To be able to attain **JLPT N1** in **2 years**, you are recommended to join the **April intake** with at least **JLPT N4** attained prior to application.
- At least **JLPT N2** is required for a **work visa** in Japan, in addition to necessary qualifications for the job.
- The recommended JLPT level to enter **universities** in Japan is at least **N2**.
- The recommended JLPT level to enter **vocational colleges** in Japan is at least **N3**.
- Most universities start in **April**. Most companies in Japan have their new employees officially enter the company in **April** as well.
- If you are a **beginner**, and wish to go on to further studies and/or have a career in Japan, applying for the **APRIL INTAKE** and studying for **2 years** is the **recommended choice**.

If you require assistance in finding the most suitable intake, please get in touch with our staff via [enquiries@mijpschool.com](mailto:enquiries@mijpschool.com)

## Course Fees

### A. School Fees – Details and breakdown

Duration	1 <sup>st</sup> Year	+	2 <sup>nd</sup> Year			
	1 Year		3 months	6 months	9 months	12 months
Intake	ALL		JAN	OCT	JUL	APR
Application Fee	22,000		-	-	-	-
Enrolment Fee	55,000		-	-	-	-
Tuition Fee	672,000		168,000	336,000	504,000	672,000
Facilities Fee	13,000		3,250	6,500	9,750	13,000
Student Insurance	15,000		3,750	7,500	11,250	15,000
1 <sup>st</sup> Year	777,000		777,000			
2 <sup>nd</sup> Year	-		175,000	350,000	525,000	700,000
Total	777,000		952,000	1,127,000	1,302,000	1,477,000

### B. School Fees – Total fees by duration and payment schedule















Duration	Intake	Year 1	Year 2	Total
1 year	Any	777,000	-	777,000
1 year 3 months	January	777,000	175,000	952,000
1 year 6 months	October	777,000	350,000	1,127,000
1 year 9 months	July	777,000	525,000	1,302,000
2 years	April	777,000	700,000	1,477,000

- All prices are in Japanese Yen (JPY) and includes 10% consumption tax.
- Teaching materials and activities are included in fees.
- All intakes finish at the end of March after the duration of the respective years.
- Fees are to be paid accordingly per semester basis, one month before the start of each semester.
- Please refer to the policies regarding fees and payment on Page 11.

### Other Fees

<b>Airport Pick-up</b>	<b>JPY 18,000 per person</b>
Pickup from <b>Haneda Airport</b> or <b>Narita Airport</b> to <b>school location</b> or <b>school dormitory</b> . Multiple passengers will be grouped together and picked up. Pick-up is subject to availability.	

## Application Process

Step	Timeline		
<b>1</b>	5 months before...	Get in touch with our staff via our website <a href="https://www.mijpschool.com">https://www.mijpschool.com</a> to begin your application process.	 ▶ 
		Fill in the <b>application forms</b> and send the <b>scanned data</b> of the <b>required documents</b> to the email of the application staff for checking.	
		If there are no issues, our application staff will inform you to send in the <b>application forms</b> and <b>required documents by mail</b> to our address.  Please pay the <b>application fee</b> of <b>JPY 22,000</b> either via Cash, Paypal or Bank Transfer.	
<b>2</b>	4 months before...	Matsudo International School will screen your <b>forms and documents</b> and submit them to the Immigration Bureau of Japan to apply for the <b>Certificate of Eligibility</b> .  You may be interviewed via Skype before your application is approved.	 ▶ 
<b>3</b>	1 month before...	Results of the application for the <b>Certificate of Eligibility</b> will be announced. If your application is <u>successful</u> , you will be issued an <b>invoice</b> for your tuition fees and other relevant fees. If your application is <u>unsuccessful</u> , your documents will be returned via EMS.	 ▶ 
<b>4</b>	4 weeks before...	Please make <b>payment</b> according to the invoice before the deadline stated.	 ▶ 
<b>5</b>	4 weeks before...	After Matsudo International School confirms payment, <b>Certificate of Eligibility, Certificate of Admission</b> and your original documents will then be sent to you via post.	 ▶ 
<b>6</b>	3 weeks before...	Once you have received the <b>Certificate of Eligibility</b> and <b>Certificate of Admission</b> , please apply for your <b>Student Visa</b> at the nearest Japanese Embassy or Consulate in your country of residence.  Application procedures vary from country to country. <b>Please check with your embassy (website or via phone call) for more details.</b>	
<b>7</b>	2 weeks before...	After acquiring your <b>Student Visa</b> , please make preparations for your travel to Japan. Please inform us about your <b>Flight Number</b> and <b>Date of Arrival 2 weeks</b> beforehand. Please also indicate if you wish to use our airport pick-up service.	 ▶ 
<b>8</b>	<b>Course START!</b>	Arrival in Japan at least 1-2 days before the class commencement. Congratulations on completing your enrolment!	



**Take note!** Application for this course is a **long and involved process**. Please ensure that all forms are completed, all required documents are included and submitted promptly before the application deadline.

**Incomplete, inaccurate and/or late applications will not be accepted.**

## Required Documents

### Please read before preparing documents:

- All forms are to be written in **BLACK INK**.
- Do not use correction tape or correction fluid.
- Documents required may vary from country to country. Please indicate your country when you start your application process with our staff.
- Any letters or financial documents must be issued within 60 days of application deadline.
- All letters (employment letters, explanation letters etc.) must include name, date and signature, and as much details as possible.

- All photocopy or scans must be in colour, and of high resolution and quality.
- Fraudulent documents will not be accepted.

### Regarding translations:

- Translations must include the translator's details (name, address, phone number, email) on each page.
- Machine translations (i.e. Google Translate) or translation of poor quality will not be accepted.
- Matsudo International School provides translation at JPY 4,000 per page (subject to availability).

**Take note!!** Required documents vary from country to country.  
**You may be requested to submit additional documents depending on your nationality.**

## Applicant

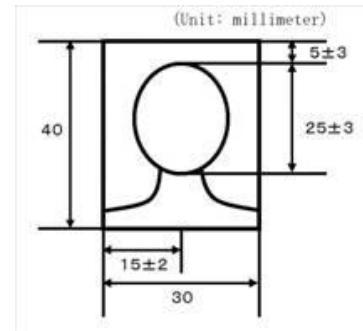
**JP: Please include Japanese translation**

1	Application Form	To be written in either English or your native language.	
2	Personal Record Form		
3	Purpose of Study		<b>JP</b>
4	Graduation Certificates	Degree or diploma certificates from latest qualification.	<b>JP</b>
5	Academic Transcripts	Academic transcript (result slip) from latest qualification.	<b>JP</b>
6	Proof of Enrolment/Employment	<p>If you are currently working: Employment contract or letter of employment from your current or previous employer.</p> <p>If you are currently studying: Letter of enrolment from your institute of study.</p>	<b>JP</b>
7	Passport	Copy or scan of the photo page.	
8	6x passport-sized photos	<b>4 cm x 3 cm.</b> Must be taken within 60 days of application deadline. <b>Refer to <u>page 9</u> for more details.</b>	
9	Japanese Language Certificates*	<p>Include any JLPT, JTEST, TOPJ, NAT-TEST, EJU or any other Japanese language test certificates if you have them.</p> <p>Include any certificates from language centers if you have studied with them.</p> <p>*Applicants from <b>China, Mongolia, Nepal, Vietnam, Myanmar, Bangladesh, Sri Lanka, Philippines and developing countries</b> are <b>REQUIRED</b> to have at least JLPT N5 or equivalent, and 150 classroom hours of Japanese.</p>	<b>JP</b>



## Regarding Photographs

- Passport-sized photographs provided for application must adhere to the guidelines provided by the Immigration.
- Photos must be **4cm x 3cm** in size, taken against a flat-colored background, and must show the applicant's face clearly. Refer to the diagram on the right for example.
- Please refer to this link for more details:  
[http://www.immi-moj.go.jp/english/tetuduki/zairyuu/photo\\_info.html](http://www.immi-moj.go.jp/english/tetuduki/zairyuu/photo_info.html)



## Sponsor

**JP: Please include Japanese translation**

1	Letter of Financial Pledge	Must be handwritten by the sponsor in <b>BLACK INK</b> . The sponsor must be a <b>DIRECT</b> family member of the applicant.	<b>JP</b>
2	Proof of Relationship	Proof of relationship to sponsor (birth certificate, relationship certificate). Relationship to applicant must be clearly established.	<b>JP</b>
3	Proof of Employment	For employees: Letter of employment from your sponsor's current employer.  For business owners: Copy or scan of business registration certificate.	<b>JP</b>
4	Proof of Income	Documentation stating the sponsor's income for the past 3 years. Income tax statements with annual income stated may be used.	<b>JP</b>
5	Bank Certificate	Certificate or letter from bank stating that the sponsor has at least the equivalent of <b>JPY 2,000,000</b> in his/her account.	<b>JP</b>
6	Copy or Scan of Bank Book	From the account of the sponsor for the past 3 year.	<b>JP</b>
<b>For Sponsors residing in Japan</b>			
7	Resident Certificate 住民票	To be acquired from the City Office where the sponsor resides.	
8	Tax Certificate 納税証明書	Documentation stating the sponsor's income for the past 3 years. Income tax statements with annual income stated may be used.	
9	Residence Card 在留カード	For sponsors who are foreign nationals living in Japan: Include a scan or copy of his/her Residence Card.	

# Terms and Conditions

## Payment

1. Cash or bank transfer is accepted.
2. For credit card payments, please pay via Transferwise ([www.transferwise.com](http://www.transferwise.com))
3. Applicant/student is to bear all bank transfer charges.
4. If paying by Paypal, a 4.5% surcharge will apply.
5. Payment is to be made in a timely manner.  
Application or enrolment may be cancelled if payment is not made by the deadline.
6. All prices are stated in Japanese Yen (JPY) unless otherwise stated.
7. All prices are subjected to tax unless otherwise stated. (10% from October 2019)

## Cancellation and refunds

1. Application fee and enrolment fee are strictly non-refundable.
2. In case where refunds are grantable, the applicant is to bear all bank transfer charges.
3. Fees will only be refunded after student/applicant has followed all of Matsudo International School's instructions, and:
  - a. Returned the Certificate of Eligibility to Matsudo International School (if applicable)
  - b. Provided evidence that he/she has left Japan and arrived at either home country or destination country, OR he/she has successfully converted his/her visa.

	Case	Refund Eligibility
A	Cancellation of application prior to issuance of Certificate of Eligibility.	No refunds. (Application fee)
B	Visa application at Japanese Embassy or Consulate denied without reason.	Refund of tuition fee, insurance fee and facilities fee. No refund of application fee and enrolment fee.
C	Visa application at Japanese Embassy or Consulate denied due to fraudulent documents and/or personal misdoings.	No refunds.
D	<u>FIRST SEMESTER</u> Withdrawal from school after classes officially commence.	No refunds.
E	<u>FIRST SEMESTER</u> Extenuating circumstances such as: natural disaster in your home country; falling severely ill or hospitalisation; becoming pregnant BEFORE entering Japan; severe illness or death of immediate family.	Refunds may be granted less cancellation charges on compassionate grounds. Evidence must be provided. Approval for such cases is at the sole discretion of Matsudo International School.
F	<u>SUBSEQUENT SEMESTERS</u> Withdrawal from school after semester officially commence.	Refunds of tuition fee only, adjusted by number of unconsumed lesson days, less 20% as cancellation fee.  No refund of application fee, enrolment fee, facilities fee and insurance fee.
G	Dismissal due to general or academic or criminal misconduct.	No refunds.  In case of damage of property and/or grievous hurt against staff or other student, student will be liable to compensation.
H	Pick-up fees	If no-show at airport without prior contact, no refunds.  If cancelled 2 weeks before pickup date, or cancelled due one of the following reasons where tuition fee refund is grantable, pick-up fees may be refunded.
J	Translation fees	No refunds.

## Other Terms

- Matsudo International School reserves the right to change fees, course start dates, curriculum, timetables, events and school vacation dates at its discretion without prior notice.
- Matsudo International School is fully accredited by The Association for the Promotion of Japanese Language and authorized by the Immigration Bureau of Japan.
- For full terms and conditions, please refer to **Student Visa Course – Policies, Terms and Conditions**.

## Payment Details

Bank	CHIBA BANK	千葉銀行
Branch	KAMAGAYA	鎌ヶ谷
BSB	043	043
Acc. No.	4014720	4014720
Acc. Type	Savings	普通預金
Acc. Name	Matsudo International School	松戸国際学院
Address	2-8-17 Shin Kamagaya, Kamagaya, Chiba, Japan 273-0107	〒273-0107 千葉県鎌ヶ谷市新 鎌ヶ谷2丁目8番17号

Please do not make any unsolicited payments

## Contact

### Matsudo International School

3F Yuasa Building

1-1-6 Higurashi, Matsudo

Chiba, Japan 270-2253

まつどこくさいがくいん  
**松戸国際学院**

〒270-2213

千葉県松戸市日暮 1-1-6

湯浅ビル3F

**Tel** +81 47-389-0901  
**Fax** +81 47-389-5241  
**Email** [enquiries@mijpschool.com](mailto:enquiries@mijpschool.com)  
**Office Hours** Monday to Friday  
09:00 to 18:00  
Closed on Weekends and  
Public Holidays