



**Matsudo**  
INTERNATIONAL SCHOOL

# STUDENT VISA COURSE

## Application Guide

# 2023

### お問合せ先

松戸国際学院 入学受付係

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千葉県松戸市日暮1-1-6  
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**営業時間:**  
月～金 0900～18:00  
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### For Enquiries

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**Office Hours:**  
Monday to Friday 09:00 to 18:00  
Closed on Weekends and Public  
Holidays

Web: [www.mijpschool.com](http://www.mijpschool.com)

Email: [enquiries@mijpschool.com](mailto:enquiries@mijpschool.com)

**Multilingual enquiries are available.**

# Contents

1	Course Description	• • • • •	Pg. 2
2	Course Details	• • • • •	Pg. 2
3	Application Schedule	• • • • •	Pg. 3
4	Course Fees	• • • • •	Pg. 3
5	Visa Type – Student Visa	• • • • •	Pg. 4
6	Eligibility	• • • • •	Pg. 4
7	Application Process	• • • • •	Pg. 5
8	Required Documents – A – Applicant Documents	• • • • •	Pg. 6 - 7
9	Required Documents – B – Financial Sponsor Documents	• • • • •	Pg. 8 - 9

## 1. 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 using the Special Skilled Worker Visa (N4-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)

## 2. Application Schedule

Intake	Duration	Application Open	Application Deadline	Results
<b>YEAR 2022</b>				
<b>April</b>	Up to 2 years	1 August 2022	7 October 2022	End of February 2023
<b>July</b>	Up to 1.9 years	1 November 2022	10 February 2023	End of May 2023
<b>October</b>	Up to 2 years	1 February 2023	1 May 2023	End of August 2023

- **Application Open:** Applications are accepted from this date. If you are unsure about the process, please enquire with our staff.
- **Application Deadline:** Application forms and all physical documents must arrive by this date.

## 3. Course Details

### Lesson Schedule

- Lesson Days: Mondays to Fridays
- No lessons conducted on:  
Weekends, public holidays and school holidays

### School Terms

There are 4 school terms in a year. Each school term consists of 46 lesson days and 1 exam day.

### Timetable

AM Class	09:00 - 12:30	Year 1 Classes
PM Class	13:15 - 16:45	Year 2 Classes

- Class is decided by level check tests and interview.
- 1 period is 45 minutes. 4 periods a day, with 10 minutes break in between.

APRIL INTAKE (1)	Term 1 APRIL to JUNE	Term 2 JULY TO SEPTEMBER	Term 3 OCTOBER TO DECEMBER	Term 4 JANUARY TO MARCH
Year 1	<b>BEGINNER 1</b> (JLPT N5)	<b>BEGINNER 2</b> (JLPT N4)	<b>BEGINNER 3</b> (Bridge to N3)	<b>INTERMEDIATE 1</b> (JLPT N3)
Year 2	<b>INTERMEDIATE 2</b> (JLPT N3)	<b>UPPER INTERMEDIATE 1</b> (JLPT N2)	<b>UPPER INTERMEDIATE 2</b> (JLPT N2)	<b>APPLIED JAPANESE</b>
APRIL INTAKE (2)	Term 1 APRIL to JUNE	Term 2 JULY TO SEPTEMBER	Term 3 OCTOBER TO DECEMBER	Term 4 JANUARY TO MARCH
Year 1	<b>BEGINNER 2</b> (JLPT N4)	<b>BEGINNER 3</b> (Bridge to N3)	<b>INTERMEDIATE 1</b> (JLPT N3)	<b>INTERMEDIATE 2</b> (JLPT N3)
Year 2	<b>UPPER INTERMEDIATE 1</b> (JLPT N2)	<b>UPPER INTERMEDIATE 2</b> (JLPT N2)	<b>ADVANCED 1</b> (JLPT N1)	<b>ADVANCED 2</b> (JLPT N1)

JULY INTAKE	Term 1 APRIL to JUNE	Term 2 JULY TO SEPTEMBER	Term 3 OCTOBER TO DECEMBER	Term 4 JANUARY TO MARCH
Year 1	-	<b>BEGINNER 1</b> (JLPT N5)	<b>BEGINNER 2</b> (JLPT N4)	<b>BEGINNER 3</b> (Bridge to N3)
Year 2	<b>INTERMEDIATE 1</b> (JLPT N3)	<b>INTERMEDIATE 2</b> (JLPT N3)	<b>UPPER INTERMEDIATE 1</b> (JLPT N2)	<b>APPLIED JAPANESE</b>

OCTOBER INTAKE (1)	Term 1 APRIL to JUNE	Term 2 JULY TO SEPTEMBER	Term 3 OCTOBER TO DECEMBER	Term 4 JANUARY TO MARCH
Year 1	-	-	<b>BEGINNER 1</b> (JLPT N5)	<b>BEGINNER 2</b> (JLPT N4)
Year 2	<b>BEGINNER 3</b> (Bridge to N3)	<b>INTERMEDIATE 1</b> (JLPT N3)	<b>INTERMEDIATE 2</b> (JLPT N3)	<b>APPLIED JAPANESE</b>
OCTOBER INTAKE (2)	Term 1 APRIL to JUNE	Term 2 JULY TO SEPTEMBER	Term 3 OCTOBER TO DECEMBER	Term 4 JANUARY TO MARCH
Year 1	-	-	<b>BEGINNER 1</b> (JLPT N5)	<b>BEGINNER 2</b> (JLPT N4)
Year 1/2	<b>BEGINNER 3</b> (Bridge to N3)	<b>INTERMEDIATE 1</b> (JLPT N3)	<b>INTERMEDIATE 2</b> (JLPT N3)	<b>UPPER INTERMEDIATE 1</b> (JLPT N2)
Year 2	<b>UPPER INTERMEDIATE 2</b> (JLPT N2)	<b>APPLIED JAPANESE</b>	-	-

### Advanced Placement:

Students who have at least JLPT N4 and above can opt to be placed in a higher-level class (must sit for placement test and interview).

### Example cases:

- A student with JLPT N4 applying for the JULY intake may join an ongoing Year 1 Beginner 2 class from the APRIL intake.
- A student with JLPT N3 applying for the APRIL intake may join an ongoing Year 2 Intermediate 1 class.

## 4. Conditions of Enrolment / Completion / Graduation

Applicants are to take note of the following:

- Minimum duration of study: 1 year
- Must achieve at least JLPT N4 before the end of study (Pass JLPT N4, NAT 4Q, JFT or equivalent exam).

Conditions to be issued a Certificate of Graduation (卒業)	Conditions to be issued a Certificate of Completion (修了)
1. Fully complete prescribed curriculum 2. Achieve at least JLPT N3 3. Attend the Graduation Ceremony	1. At least one year of study 2. Achieve at least JLPT N4

**NOTE:** Students who do not meet either of the above conditions or withdraw from the course before completing at least 1 year will not be issued any certificates or documents.

## 5. Course Fees

April Intake	2 years
1st Year	850,000
2nd Year	751,000

July Intake	1 year 9 months
1st Year	850,000
2nd Year (9mnts)	570,000

October Intake	2 years
1st Year	850,000
2nd Year	751,000

### Details and breakdown - 1st Year

- Application Fee – 33,000
- Enrolment Fee – 66,000
- Tuition Fee – 720,000
- Student Insurance – 15,000
- Facilities Fee – 16,000

### Take note:

- All prices are in Japanese Yen (JPY) and includes 10% consumption tax.
- Teaching materials are not included in fees, and must be purchased separately.
- External exams (JLPT, NAT, JTEST etc.) are not included in the fees.
- Special Skilled Work (tokuteiginou) Add-on Course Fees are not included.
- Fees are to be paid accordingly per year basis, one month before the start of each semester.
- Please refer to the policies regarding fees and payment (separate document) for more details.

## 6. Visa Type – Student Visa

### STUDENT VISA will be issued

- Student visa holder can 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.
- Student Visa holders are **OBLIGATED BY LAW** to comply to the Law of Japan, laws of one's own countries and any applicable international law.
- Student Visa holders are also expected to comply the school rules and reasonable requests from school staff and teachers.
- Student visa holders must inform the school and relevant authorities (Immigration Offices, City Offices) of any changes in their personal details, such as address and phone number.

## 7. 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. Must not have more than 1 year of unexplainable gap in academic/professional history.
6. Must have a financial sponsor

### Japanese Language Requirement

#### **Nationalities belonging to Category A**

For countries from Category A, the Immigration Services Agency of Japan does not impose strict Japanese language requirements on applicants.

However, to improve the application success rate and to be able to live and study in Japan smoothly, please take a beginner's course in Japanese before coming to Japan. (Online courses or class lessons are accepted)

#### **Nationalities belonging to Category B**

JLPT N5 Certification or equivalent, and at least 150 hours of Japanese language study is necessary.  
(At a language center or educational institute)

Students who have studied Japanese before may be placed into an advance class based on their current Japanese proficiency level and results of the level checks.

Students who have difficulty following or catching up to their class may be requested to sit for additional tuition (additional fees).

## 8. Application Process

### Take Note:

1. Application for this course is a long and involved process. Read the application guide carefully to avoid errors.
2. If there are any problems with the documents, the application will be rejected by the Immigration Services Agency of Japan.
3. Re-application is complicated and requires additional steps.
4. Check your documents and retain a copy of the submitted documents for yourself (photocopy or scan).
5. Please use a registered courier service (EMS/DHL/FEDEX) to send your documents.

**1 Application and Document Preparation**  
Apply via our website, and submit the necessary document data (scans).  
(If applying via an agent, please follow the agent's instructions)



**2 Interview**  
Staff will conduct an interview with applicant on agreed date.



**3 Document Screening and Notification of Acceptance**  
If there are no issues with the documents, the school staff will inform applicant of acceptance by email.



**4 Sending of Document Originals and Payment of Application Fees**  
Applicant to send document originals via EMS/DHL/FEDEX etc. to school.  
Pay application fee (refer to Pg.3) via overseas bank transfer or Flywire.



**5 Results of Application and Payment of School Fees**  
Applicant will be informed by email regarding application results.  
If successful, invoice for school fees will be sent via email as well. Please pay by the deadline.



**6 Visa Application**  
Applicant to apply for visa at nearest Embassy or Consulate of Japan.  
Procedures may differ from country to country. Refer to Embassy or Consulate's website for more details.



**7 Preparation for Japan**  
Buy plane ticket once the Embassy issues your visa.  
Inform school of your flight details.



# Welcome to Japan!!

## 9. Required Documents – A – Applicant Documents

### Please read before preparing all documents:

1. **Application standards and required documents are in accordance to the guidelines provided by the Immigration Services Agency of Japan. As such, applications with issues or missing documents cannot be accepted.**
  2. Required documents may vary depending on the applicant's country and region.
  3. Documents in addition to the standard ones stated on subsequent pages may be requested.
  4. Other than certificates, documents must be issued within 2 months (60 days) of application deadline.
  5. All forms are to be written in BLACK INK. Do not use correction tape or correction fluid.
  6. All letters and certificates (employment letters, explanation letters etc.) must include name, date and signature of the issuing person, and as much details as possible.
  7. All photographs, photocopies or scans must be in colour, and of high resolution and quality
  8. Fraudulent documents and/or documents with errors will not be accepted.
  9. **Certificates** refer to documents such as birth certificates, graduation diplomas or vocational certificates that can only be issued once. (Will be returned after application)
  10. **Proof, Statements or Letters** refer to documents that can be requested multiple times the issuing authorities, such as bank statements, Proof of Employment, Letter of enrolment and such. (Will not be returned).
  11. Before sending the originals, please retain a scanned copy of documents.
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### Regarding translations:

1. All documents **in languages other than Japanese must be translated into Japanese.**
  2. The translated documents must include the translator's name, address and contact details.
  3. Low quality translations (Google translate, machine translation or unskilled translator) will not be accepted.
  4. Matsudo International School offers translations at JPY 4,000 per page. (Subjected to availability)
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◎ Originals must be submitted

○ Scans/photocopies/digital copies are accepted. (Originals may be requested by Immigration at a later date)

			Category	
No	Document	Details	A	B
1	<b>Application Form (Form SV-1)</b>	<ul style="list-style-type: none"> <li>Applicant's name must be the same as name stated in passport</li> <li>May be either handwritten or typed</li> <li>Check for errors or missing information before signing.</li> </ul>	◎	◎
2	<b>Purpose of Study (Form SV-4)</b>	<ul style="list-style-type: none"> <li>Write the reasons for studying "Japanese" in "Japan" in detail.</li> <li>Include details regarding plans after completing language studies.</li> <li>For people with more than 1 year of gap in academic or professional history, state the reasons why.</li> </ul>	◎	◎
3	<b>List of Family Members</b>	<ul style="list-style-type: none"> <li>Fill in applicant's family members (parents and siblings) in Form SV-2A</li> <li>If applicant has family members in Japan, fill in Form SV-2C</li> </ul>	◎	◎
4	<b>Proof of Household (If applicable)</b>	<ul style="list-style-type: none"> <li>For countries with household/family register, submit household register of applicant's household.</li> </ul>	○	◎
5	<b>Graduation Certificate (Copy)</b>	<ul style="list-style-type: none"> <li>From latest school graduated</li> <li>Category B applicants must submit originals.</li> <li>Certificate will be returned to student after completion of application process.</li> </ul>	○	◎
6	<b>Results Transcript (Copy)</b>	<ul style="list-style-type: none"> <li>From latest school graduated</li> <li>Category B applicants must submit originals.</li> <li>Verification of qualifications (education background check) may be requested depending on country.</li> </ul>	○	◎
7	<b>Proof of Enrolment OR Proof of Employment</b>  ※Only if applicable	<ul style="list-style-type: none"> <li>(Currently studying) Letter of enrolment showing that you are a current student, with start date, course details, estimated completion date stated.</li> <li>(Currently employed) Letter of employment from your employer stating duration employed, job scope and position.</li> <li>Details of issuing person/authority must be stated. (Address, contact details, issuing person)</li> </ul>	○	○
8	<b>Proof of Japanese Ability ①</b>	<ul style="list-style-type: none"> <li>(Category B) Certificate for JLPT N5 or above is <b>highly recommended</b>.</li> <li>EJU, NAT-TEST, J.TEST, TOPJ, JLCT, J-CERT or any JLPT equivalents are acceptable.</li> <li>(Category A) If you graduated from a university, community college, vocational/technical college or similar tertiary education institutes, submission of this document is not necessary.</li> </ul>	○	◎
9	<b>Proof of Japanese Ability ②</b>	<ul style="list-style-type: none"> <li>(Category B) 150 hours of Japanese language studies or above</li> <li>Certificate must include start date and completion date, teaching materials used and attendance.</li> </ul>	○	◎
10	<b>Passport-sized Photo x 4</b>	<ul style="list-style-type: none"> <li>4cm x 3cm. Background must be plain colour.</li> <li>Photo must be taken within 60 days of application deadline.</li> <li>Scan/data is acceptable (300dpi or above).</li> </ul>	◎	◎
11	<b>Passport Copy Citizen ID Copy</b>	<ul style="list-style-type: none"> <li>If you do not have a passport yet, submit your citizen ID or equivalent, issued by a government body.</li> <li>If you have had previous entrances to Japan, provide a scan of the page with the VISA sticker of your latest entry.</li> </ul>	◎	◎



## 10. Required Documents – B – Financial Sponsor Documents

### Take Note:

1. Submit all of the financial sponsor documents as stated in the following page.
2. Sponsor must family – parents, siblings, grandparents, uncle, aunt, cousins. Distant relatives may not be sponsors. For corporate sponsors, please enquire with admissions staff.
3. Individuals who are working adults may self-sponsor.
4. If deemed necessary, 2 sponsors may be nominated.
5. If the sponsor is not immediate family (father, mother, siblings), submit a separate explanation for why parents are not able to sponsor the applicant.
6. Financial sponsor documents are submitted to the Immigration Services Agency of Japan, and will not be returned.
7. If deemed necessary, additional documents may be requested for submission.
8. Immigration Services Agency of Japan may contact applicant, sponsor or any relevant parties during application.

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### Regarding Financial Ability of Sponsor:

- Sponsor must have at least the equivalent of JPY 2,000,000 or more in his/her bank account.
  - Sponsor's funds must be either in the form of savings in a bank account, or fixed deposit. Land deeds, rare metals or gems and jewelry, stocks and such cannot be used as proof of finances.
  - Sponsor have a stable source of income, and prove his/her financial stability.
-

◎ Originals must be submitted

○ Scans/photocopies/ digital copy are accepted. (Originals may be requested by Immigration at a later date)

			Category	
No	Document	Details	A	B
1	<b>Letter of Guarantee (Form SV-3)</b>	<ul style="list-style-type: none"> <li>▪ Sponsor must be self or family member (non-distant)</li> <li>▪ If sponsor is not immediate family member (e.g. uncle, aunt, grandparents, cousins), separate explanation must be included</li> <li>▪ Non-family members may not be sponsors. (Excluding corporate sponsors or special programmes)</li> <li>▪ If necessary, 2 sponsors may be nominated</li> <li>▪ Must be signed by sponsor. Representative signatures are not accepted</li> </ul>	◎	◎
2	<b>List of Family Members</b>	<ul style="list-style-type: none"> <li>▪ If sponsor is not parents or siblings of applicant, fill in Form SV-2B</li> <li>▪ If sponsor is living in Japan, fill in Form SV-2C</li> </ul>	◎	◎
3	<b>Proof of Household (if applicable)</b>	<ul style="list-style-type: none"> <li>▪ If sponsor does not live with applicant, please submit household register of the sponsor.</li> <li>▪ (Sponsor living overseas) Household register</li> <li>▪ (Sponsor living in Japan) Residence Certificate with all members included</li> </ul>	○	◎
4	<b>Proof of Relationship (between applicant and sponsor)</b>	<ul style="list-style-type: none"> <li>▪ Documents must establish relationship between sponsor and applicant</li> <li>▪ Birth Certificate OR</li> <li>▪ Proof of Family Relations / Kinship</li> </ul>	○	◎
5	<b>Bank Certificate</b>	<ul style="list-style-type: none"> <li>▪ Issued by bank in the name of the sponsor, within 60 days of application deadline.</li> <li>▪ Must have sufficient funds to financially support applicant throughout studies (At least equivalent of JPY 2,000,000 or more)</li> </ul>	◎	◎
6	<b>Proof of Employment</b>	<ul style="list-style-type: none"> <li>▪ (Employees) Employment letter, occupational certificate etc.</li> <li>▪ (Business owners) Corporate registration certificate, business registration certificate etc.</li> </ul>	○	◎
7	<b>Proof of Finances (Previous year)</b>	<ul style="list-style-type: none"> <li>▪ Bank statements or photocopy of bank book from current date to January of 1 year before intake of application.</li> <li>▪ For business owners (sole proprietors) or people working in primary industries (agriculture, livestock, fishery etc), please use form provided by the school.</li> </ul>	○	◎
8	<b>Proof of Income (Previous year)</b>	<ul style="list-style-type: none"> <li>▪ Tax statements or annual income statements for the previous year.</li> </ul>	○	◎
<b>Other documents – may be requested if necessary</b>				
9	<b>Various explanation letters</b>	<ul style="list-style-type: none"> <li>▪ To be submitted if necessary</li> <li>▪ Format to be determined by school</li> </ul>	○	○
10	<b>Copy of Residence Card</b>	<ul style="list-style-type: none"> <li>▪ For sponsors residing in Japan</li> </ul>	○	○
11	<b>Sponsor's identification documents</b>	<ul style="list-style-type: none"> <li>▪ Passport, various IDs, emergency contact numbers etc.</li> </ul>	○	○
12	<b>Additional proof of employment</b>	<ul style="list-style-type: none"> <li>▪ Employee ID Card etc.</li> <li>▪ Photographs of shop or company</li> </ul>	○	○

## CATEGORY A

<b>Asia (13 countries and regions)</b>
Korea, Cyprus, Saudi Arabia, Singapore, Thailand, Taiwan, China, China [Hong Kong], China [Macau], Turkey, Brunei, Malaysia, Maldives
<b>Pacific and Oceania (9 countries/regions)</b>
Australia, Samoa, Tuvalu, Tonga, Nauru, New Zealand, Palau, Fiji, Marshall
<b>North America (2 countries/regions)</b>
United States and Canada
<b>Latin America (28 countries and regions)</b>
Argentina, Antigua and Barbuda, Uruguay, Ecuador, Guyana, Cuba, Guatemala, Grenada, Costa Rica, Colombia, Jamaica, Suriname, St. Kitts and Nevis, St. Vincent and the Grenadines, Saint Vincent and the Grenadines, St. Lucia, Chile, Dominica, Dominican Republic, Trinidad and Tobago, Panama, Bahamas, Paraguay, Barbados, Brazil, Venezuela, Belize, Peru, Mexico
<b>Europe (47 countries and regions)</b>
Iceland, Ireland, Azerbaijan, Albania, Armenia, Andorra, United Kingdom, Italy, Estonia, Austria, Netherlands, Kazakhstan, North Macedonia, Greece, Croatia, Republic of Kosovo, San Marino, Georgia, Switzerland, Sweden, Spain, Sweden. Slovakia, Slovenia, Serbia, Czech Republic, Denmark, Germany, Turkmenistan, Norway, Hungary, Finland, France, Bulgaria, Belarus, Belgium, Poland, Bosnia and Herzegovina, Portugal, Malta, Monaco, Montenegro, Latvia, Lithuania Liechtenstein, Liechtenstein, Romania, Luxembourg, Russia
<b>Middle East (10 countries/regions)</b>
United Arab Emirates, Israel, Iraq, Iran, Oman, Qatar, Kuwait, Bahrain, Jordan, Lebanon
<b>Africa (9 countries/regions)</b>
Algeria, Gabon, Seychelles, Equatorial Guinea, Namibia, Botswana, South Africa, Mauritius, Libya

## CATEGORY B

Countries not on the list above are considered as Category B.

If any one of the conditions below apply to the applicant, the applicant will be automatically considered as Category B regardless of nationality.

- Re-application of Certificate of Eligibility / Student Visa
- More than 5 years has past since graduation from institute of last study

For corporate sponsors or special cases, additional documents (or explanation letters) may be requested.