

Tokyo International Exchange College

Ikebukuro Campus

～Application Information～

A d m i s s i o n s : Full-Time Students (Pre-College Students)

April Intake Enrollment: study duration: 2 years

October Enrollment: study duration: 1 year and 6 months

General requirements :

Individuals who have graduated (or are expecting to graduate) from a high school or higher education.

Applicants are required to be physically and mentally healthy.

Applicants who are willing to proceed to higher education in Japan, such as universities or vocational schools.

Campus Location : 3-19-7, Minami Otsuka, Toshima-Ku, Tokyo

Selection Process : Document screening and interview

A d m i s s i o n Fees : 30,000 JPY (※Japanese translation fees for documents: extra 15,000 JPY, if required)

T u i t i o n : (The following fees should be made after obtaining the Certificate of Eligibility))

First-Year Payment						
Admission Fee	Tuition (1 year)	Textbooks (1 year)	Facility Fee (1 year)	Student Insurance	Health Check Fee	Total
¥60,000	¥740,000	¥30,000	¥40,000	¥10,000	¥8,000	¥888,000

Second-Year Payment		
	April Enrollment	October Enrollment
Tuition	¥740,000	¥370,000
Textbooks	¥30,000	¥15,000
Facility Fee	¥40,000	¥20,000
Student Insurance	¥10,000	¥5,800
Health Check Fee	¥8,000	¥8,000
Total	¥828,000	¥418,800

Students may take the Japanese Language Proficiency Test (JLPT) once free of charge

during their enrollment."

Required documents for the applicant

- ① Admission application (specified format)
- ② Resume (specified format)
- ③ 8 ID photos (4cm length×3cm width, taken within 3 months, front view, uncapped, plain background, selfie photos are not acceptable)
- ④ The latest official degree certificate (or diplomas) (Copies are unacceptable. For applicants who are expecting to graduate from high school or higher education, a Certificate of expected graduation is required)
- ⑥ Japanese Language Proficiency Certificate N5 or higher level or 150+ hours of studying Japanese. Not necessary for applicants who graduated from universities or junior colleges)
- ⑦ A copy of passport with all pages

Required documents for the financial sponsor

< A : When the sponsors are the applicant's parents and/or relatives who are living in the home country or overseas except Japan >

- ① Identity Guarantee (specified format)
- ② Sponsorship Letter (specified format)
- ③ Kinship Certificate
- ④ Bank balance Certificate (equivalent to 3,000,000 yen or more. Local currency is fine)
- ⑤ Employment Certificate (which shows the start date of current job)
- ⑥ Income Certificate (for the past year, listed in detail)
- ⑦ Business permission Letter (in case of private business)
- ⑧ Certificate of tax payment for the past year
- ⑨ Explanation of Asset formation process (copies of bank passbook for the past year or certificates of real-estate sales, etc.) ※Refer to Other Note 5

< B : When the financial sponsors are applicant's relatives who are living in Japan >

- ① Identity Guarantee (specified format)
- ② Sponsorship Letter (specified format)
- ③ Residence Certificate (must list all family members) (please provide Alien certificate of registration in the case of non-Japanese)
- ④ Employment Certificate (which shows the start date of current job)

* If the sponsor is running a company, please provide the original of corporate

registration – hojin tokibo

* If the sponsor is a business owner, please provide a copy of tax return (kakutei shinkoku sho)

- ⑤ Certificate of Residence tax (which shows the income for the past year or tax-income certificate for the past year)
- ⑥ Bank balance certificate
- ⑦ Certificate of relationship with the Applicant
- ⑧ Explanation of Asset formation process (copies of bank book for the past year or certificates of real-estate sales, etc.)

Notes for filling in Admission application form

1. Resume

- ① 「出生地」 (Place of birth) : please fill in name of the city where you were born.
- ② 「本国住所」 (Address in home country) : please fill in the address in detail, up to street number. Those addresses must be matched together.
- ③ 「学歴」 (School address) in the part 「所在地」 (Educational background): please fill in the address in detail up to street number.
- ④ 「就学年数」 (Japanese study period): please fill in the total number of hours for learning Japanese. Please make sure that it is matched with the Certificate of Learning Japanese.
- ⑤ For your Japanese language learning history, please list all the schools you have studied so far and please submit the study certificate of all those schools.
- ⑥ Please list your work history and history of living in Japan. If you do not have enough space, please use a separate sheet.
- ⑦ About *Purpose of Study in Japan*, please describe in detail all of the following issues:
 - a. *The purpose of coming to Japan*: What are you studying in order to come to Japan? Why do you want to come to Japan? The relation with what you learnt so far.
 - b. *The necessity of coming to Japan*: Which field do you want to study in Japan? What are the benefits of studying in Japan ?
 - c. *Financial sponsor*: the sponsor pledges to pay expenses so that you can confidently study in Japan.
 - d. *Plan after coming to Japan*: your plan after graduating from our school and after graduating from a vocational school/university in Japan.
 - e. *Parental consent*
 - f. *Compliance with laws*: comply with Japanese laws and school

regulations after coming to Japan.

⑧ Intended length of study

April Intake : April ~ March of the following year

October Intake: October ~ March of the following year

⑨ Please be sure to fill out the name of the university /vocational school 「希望先学校名」 and name the department 「希望学科」 you wish to enroll in.

2. **Sponsorship Letter** (*This form 「経費支弁書」 must be written and sealed by the financial sponsor.)

① 「Explanation of your Sponsorship」

Explain the relationship between you and the applicant, the reason why you become the sponsor. Please clarify that you will cover all the expenses related to the applicant's studies in Japan during their stay and explain your ability to pay. (If you are not the applicant's parents, please explain why parents are not taking on this responsibility. Special explanation is needed if you are the applicant's ant/uncle or other relatives).

② Living expenses: please fill in around 80,000 per month (the cost may differ if the applicant live with the sponsor).

③ The Method of Payment: please state that when Certificate of Eligibility is issued, you will transfer tuition and admission fee into the bank account of Tokyo International Exchange College Ikebukuro. Also, please indicate the amount of money (how much for how many months) and method to pay for living costs of the applicant.

3. **Other notes**

- ① All documents must have been issued within 3 months prior to submission to the Bureau of Immigration of Japan
- ② All documents written in other languages rather than Japanese must be attached with typed Japanese translations (handwritten translations are not accepted). We will provide translation services with the charge of 15,000 JPY if required (only from English to Japanese) .
- ③ No document will be returned to the applicant except for the original diploma and certificates.
- ④ Tuition fees shall be payable upon issuance of the Certificate of Eligibility.
- ⑤ In the event of cancellation prior to enrollment, any refund of tuition shall be handled in accordance with the refund policy established by the institution.
- ⑥ Copies of bankbook and other documents must be submitted in clear copies directly from the original. Copy date, information of the person who made copy (name and the relationship with the applicant) should be written at a blank space on the copies.

- ⑦ All information provided in the submitted documents must match the related materials. If they do not match, please attach an additional explanation.
- ⑧ All certificates must include the date of issue, issuing authority name, issuer's duty, name (signature) and the address of issuing authority, telephone number and fax number (if missing, please attach an additional explanation).
- ⑨ The purpose of the bankbook transaction history is to prove the authenticity of the financial supporter's proof of employment and income, so please check for any discrepancies before submitting. If you have deposited more than the amount equivalent to the monthly salary listed on your income certificate, you will need a separate explanation.
- ⑩ If the sponsor's company or the applicant's school is listed in the pamphlet, website, or telephone directory, please submit a copy of relevant pages.
- ⑪ The use of correction fluid or similar to make changes on any documents is not allowed.

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