



# STUDENT VISA APPLICATION GUIDE

For April and October Admission (Long-term Course)

Year 2024



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**ATTENTION**

Please read each section of this guide carefully.  
After reading, the applicant and the financial guarantor should sign the agreement found at the end of the guide.

# INTRODUCTION

Thank you for your interest in Shinjuku Japanese Language Institute, or Shinjuku Nihongo Gakko SNG. We pride ourselves on having highly qualified instructors who can provide you with the best language experience in Japan.

Please find below the overall process to admission and information about SNG. Please note that in accordance with Japanese immigration law, the school is required to handle your Certificate of Eligibility (COE) application process, so that you can apply for your student visa.

Please keep in mind that applying for a student visa means that the main purpose of coming to Japan is to study. Therefore, it is required by all students to fully respect attendance and punctuality.

## APPLICATION PERIODS

SNG student visas are granted to start either from April or October of each year.

As the examination of the document takes time, applicants must finalize the application during the periods indicated below.

TERM	LENGTH	PERIOD OF APPLICATION AND SUBMISSION
APRIL	1 OR 2 YEARS COURSE	BETWEEN OCTOBER AND THE 15TH OF DECEMBER OF THE PREVIOUS YEAR*
OCTOBER	1.5 YEARS COURSE	FROM APRIL TO THE 15TH OF JUNE*

\*A late submission may be possible but may cause delays in the issuance of the COE and visa obtention. The school will stop accepting applications as soon as the number of applicants reaches the capacity limit.

Requirement to be granted a Certificate of Graduation :

- 1 Having completed the **whole course** submitted during application (1 year/1.5 years/2 years)
- 2 Having passed level Beginner 2 or above
- 3 Total attendance rate: 80% and above
- 4 To have taken the term-end exam (which is the graduation exam)

If you quit during the program, we will issue a Certificate of Enrollment.

The application documents (see page 7) must be sent to Shinjuku Japanese Language Institute (SNG Tokyo) or submitted through an agent.

Please contact us to evaluate the best course of action in your case.

POSTAL CODE: 169-0075

POSTAL ADDRESS:

SHINJUKU JAPANESE LANGUAGE INSTITUTE

2-9-7 Takadanobaba, Shinjuku-ku

TOKYO - JAPAN

Tel: +81-(0)3-5273-0044

[www.sng.ac.jp/en](http://www.sng.ac.jp/en)

### PERSONAL INFORMATION PROTECTION POLICY

The school will not disclose any personal information obtained during the application process to third parties, apart from the Immigration Services Agency of Japan.

<https://www.sng.ac.jp/jp/policy.html>

# CLASS INFORMATION

A placement test and an interview will be held before the classes start, to assess your language skills and determine the type of course, general or intensive, that would suit you best. It is strongly advised not to overestimate by requesting to enter the intensive program as it may result in difficulties to keep up with the pace. Please remain open to the school advice on this matter.

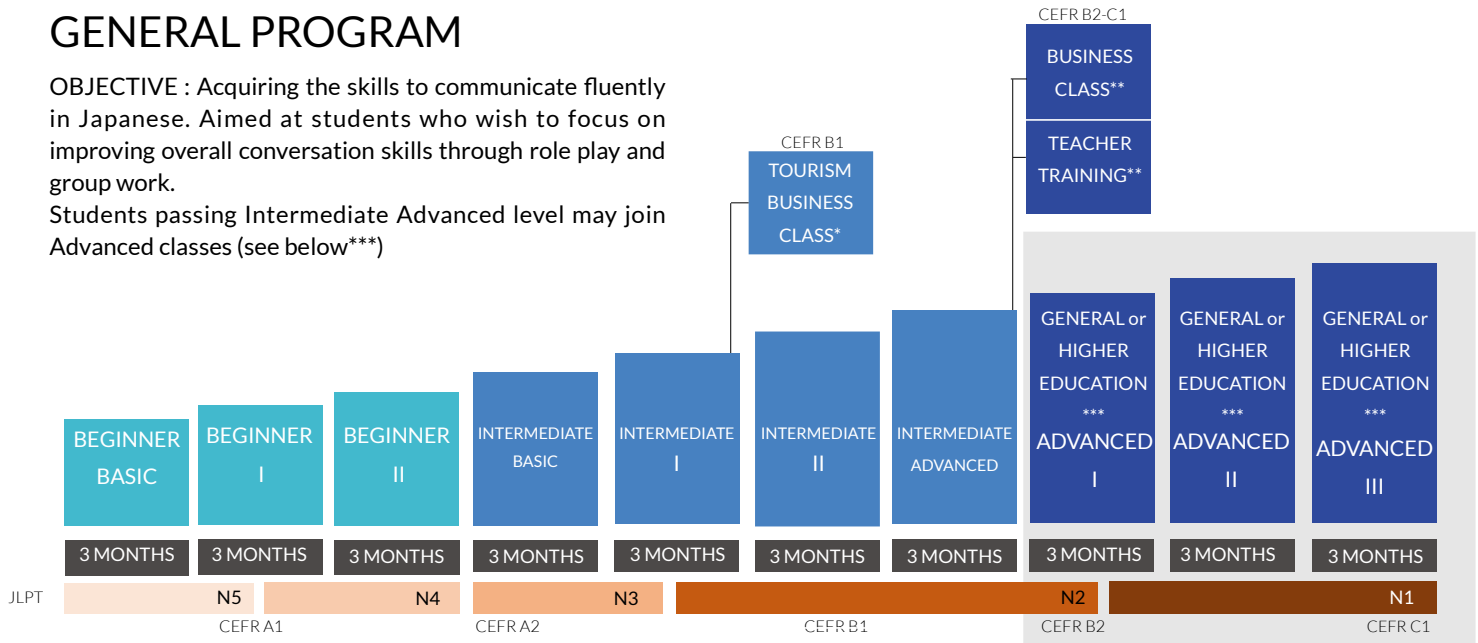
SNG programs includes 920 hours of class per year.

Please be aware that it is difficult to obtain a work visa in Japan if you do not have a degree.

## GENERAL PROGRAM

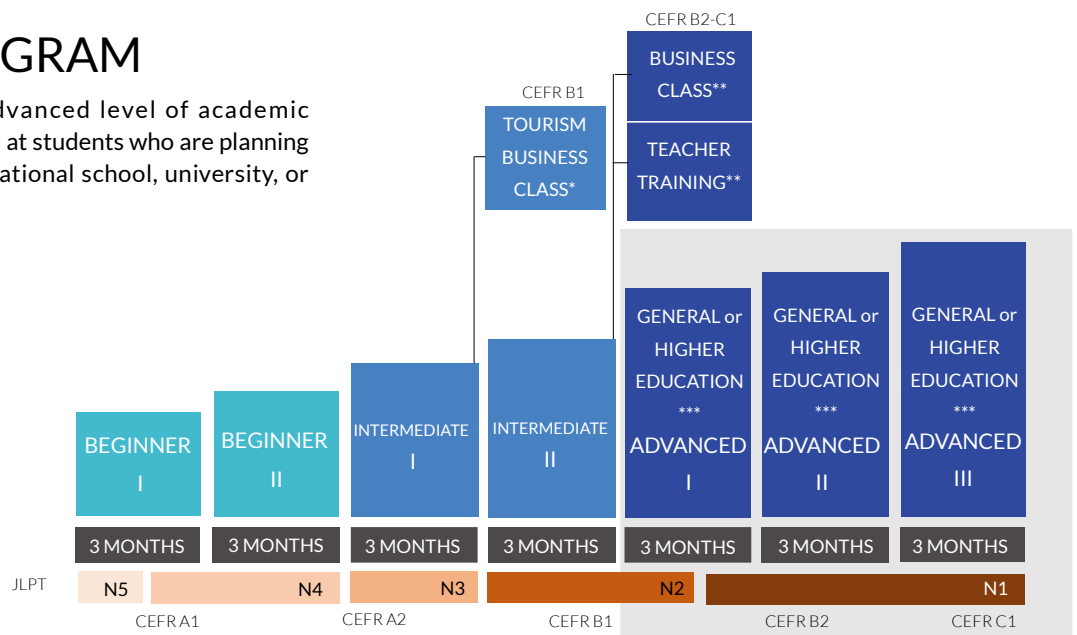
**OBJECTIVE :** Acquiring the skills to communicate fluently in Japanese. Aimed at students who wish to focus on improving overall conversation skills through role play and group work.

Students passing Intermediate Advanced level may join Advanced classes (see below\*\*\*)



## INTENSIVE PROGRAM

**OBJECTIVE :** Acquiring an advanced level of academic Japanese in a shorter time. Aimed at students who are planning to pursue higher education (vocational school, university, or graduate school).



JLPT = Japanese Language Proficiency Test  
 CEFR = Common European Framework of Reference for Languages  
 EJU = Japanese University Admission for International Student

\*It is possible to select the Tourism Business Japanese class after passing the Intermediate 1 class.

\*\*It is possible to select the Business Japanese or the Teacher Training class after passing the Advanced Intermediate class of the General program, or the Intermediate 2 class of the Intensive program. The Teacher Training class is only available during the winter term (Jan - Mar).

### \*\*\*About Advanced classes :

**General and Intensive program merge in Advanced level.**

General Advanced : Improve your overall knowledge and proficiency in Japanese in an intensive manner. Aimed at student who wish to study in a vocational school but also at students simply wanting to reach a high level of Japanese.

Higher Education Advanced : Aimed at students who wish to go to university or graduate school. Train for EJU exam to enter university or prepare to write a research proposal for graduate school application.

# INFORMATION ON TIMETABLE

Levels from Beginner to Intermediate I are held in the afternoon (13:30-17:00).

Levels from Intermediate II to Advanced are usually held in the morning (09:10-12:40).

**Please note that it is not possible to choose between the morning and afternoon class.**

Morning Classes (Monday to Friday)		Afternoon Classes (Monday to Friday)	
1	09:10 to 09:55	1	13:30 to 14:15
2	10:05 to 10:50	2	14:25 to 15:10
3	11:00 to 11:45	3	15:20 to 16:05
4	11:55 to 12:40	4	16:15 to 17:00

**In addition, each term (3 months) includes 3 half days with curriculum related events or activities.**

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## UNIVERSITY (COLLEGE) PREPARATORY COURSE INFORMATION

12 years of education until high school graduation are necessary to join a vocational school or university in Japan, but some countries have an educational system with less. As SNG is one of the limited number of schools with a college preparatory course authorized by the Ministry of Education, Culture, Sports, Science and Technology (MEXT), studying one year in SNG allows students from those countries to validate that extra year needed.

In accordance with the MEXT requirements, SNG curriculum includes:

Subject	Units per year
Japanese History	10 units (10 classes x 45 min.)
Japanese Knowledge & Culture	10 units (10 classes x 45 min.)
Contemporary Society	10 units (10 classes x 45 min.)
English*	10 units (10 classes x 45 min.)

\*English /Japanese translation practice class

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## SCHOOL POLICY ON PART TIME JOBS

In accordance with the law of Japan, students are only allowed to work up to 28 hours a week. Students must remain aware that although the student visa legally allows them to work part time, studies are the primary purpose for this visa. Student visa holders can apply for a work permit at the airport upon entering Japan, but the school recommends that students avoid starting work within the first three months of schooling, to adapt to the pace of the classes and life in Japan as this can be overwhelming.

The school provides support in finding part-time work via our school counselors, who can help you identify and apply for jobs.

Most employers in Japan can adapt to a student's class schedule, so there is little need for worry about properly receiving work hours. Companies will also sometimes visit the school to present job offers to students.

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## PROHIBITION OF SMOKING • CRIMINAL ACT AND OFFENCE

Smoking in the street in Japan is prohibited and subject to a Tokyo Metropolitan Ordinance fine up to 300 000 JPY. Smoking in the school but also in the school area is strictly forbidden.

If you commit a crime or an offence, you may face expulsion.

# APPLICATION PROCESS

Here are the steps to apply for a student visa.  
Please carefully read each step from the beginning of the application.

IN YOUR COUNTRY

## STEP 1: APPLICATION SCREENING

Fill out the student visa application screening form on the contact page of the school website. Please carefully fill in the form only once you have properly understood the contents of all items listed, as it may influence your application screening. As part of the screening, an online interview will be conducted. If some parts remain unclear, please contact us directly.

## STEP 2: NOTIFICATION OF THE SCREENING PROCESS RESULTS BY EMAIL

We will send you the necessary documents for the visa application by email within 2 weeks. If your application is not accepted, the school will inform you about the reasons for the decision. In case some information is missing, this will result in the delayed notification or application rejection.

## STEP 3: PAYMENT OF PROCESSING FEE

Once your application has been accepted, we will charge you the processing fee. This fee will not be refunded, so please make sure to apply after careful consideration of your study project.

## STEP 4: PREPARATION AND MAILING OF DOCUMENTS

We will support you in preparing your Certificate of Eligibility (COE) application, checking the required documents by email. Once we have verified all of your documents, you will send them to SNG Tokyo directly or through an agent.

## STEP 5: SUBMISSION OF THE DOCUMENTS TO THE IMMIGRATION SERVICES AGENCY OF JAPAN FOR COE

After submitting your application to the Immigration Services Agency of Japan, the COE for resident status will be sent to our school after 2 to 3 months. We will notify you of the result by email. Please note that Immigration does not provide any information during the processing time.

## STEP 6: PAYMENT OF THE SCHOOL AND INSURANCE FEES

You must pay the registration fee, tuition fee, course material fee and overseas student insurance fee for 1 year in a lump-sum payment. For more details about the fees, please refer to the next page. Once you have paid the school fees, we will send you your COE, your certificate of enrollment as well as an access to your student email. You will also be invited to have a placement test to confirm your class level.

## STEP 7: ACQUISITION OF THE STUDENT VISA VIA JAPANESE EMBASSY OR CONSULATE IN YOUR COUNTRY

Visa application procedures depend on your country's Japanese Embassy or Consulate, so the necessary documentation may be different. Check with the Embassy/Consulate in your region beforehand. Afterwards, decide where you plan to stay in Japan and purchase your plane ticket.

IN JAPAN

## STEP 8: ENTERING JAPAN AND ORIENTATION

During orientation day, for which you will receive an invitation by email, our staff will explain all necessary information and procedures for living in Japan. You will be asked to get the textbooks for your level on that day. The class venue will be sent to the day before the the start of the course.

# SCHOOL FEES

Please note that the school fee is subject to change without prior notice.

Once your application has been accepted, we will charge you the processing fee. This fee is nonrefundable regardless of the immigration's decision on your COE, so please make sure to apply after careful consideration of your study project.

Once the COE is issued, the following fees are due (usually one to two months before admission) :

- registration fee
- first year of tuition and overseas student insurance fees\*\*
- textbooks and learning material fee.

**Processing Fee** ..... 40 000 JPY  
(non refundable)

**Registration Fee** ..... 40 000 JPY

**Tuition Fee**

1 year	1,5 years	2 years
840 000 JPY	1 260 000 JPY	1 680 000 JPY

**Textbooks and learning material Fee** ..... 60 000 JPY  
(total fee per program)

**Insurance Fees**

1 year	1,5 years	2 years
10 000 JPY	15 800 JPY	20 000 JPY

*\*\*first year at least is required, but students may pay the whole course and insurance fees if enrolling in 1,5 or 2 years program.*

There are 2 types of insurances, both are mandatory for student visa holders :

- The National Health Insurance (NHI) that covers 70% of your medical expenses. Please enquire and apply upon arrival at the ward or city office of your address area in Japan.
- The Overseas Student Insurance provided by Japanese Language Institute Co-operation (JLIC) will cover the remaining 30%. Please note that the JLIC insurance plan will be effective starting from the first day of your month of arrival in Japan. Depending on situations, you may be asked to pay a remaining fee towards the end of your studies (the monthly fee is 1700JPY).

Please refer to the pamphlet from JLIC below for more details. SNG students are in insurance Plan B.

JLIC Foreign Student Plan : [http://www.jlic.or.jp/pdf/2018NewPamphlet/2018JlicPamphlet\\_English.pdf](http://www.jlic.or.jp/pdf/2018NewPamphlet/2018JlicPamphlet_English.pdf)

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## PAYMENT METHODS

### 1) ONLINE PAYMENT

Please visit the online payment website <http://sng.flywire.com> (English is available) and follow the payment instructions.

- Choose the type of payment you wish to use, such as domestic bank transfer or credit card or debit card.
- A «Student ID» will be requested : please input the invoice number instead.
- Make sure that the recipient is specified as «Shinjuku Japanese Language Institute»

### 2) BANK TRANSFER

Please transfer to the bank account below.

Bank name: MUFG Bank, LTD  
Branch number: 469  
Branch name: Shinjuku Chuo Branch  
Account Name: Shinjuku Japanese Language Institute  
Account number: ordinary 1383167  
SWIFT CODE : BOTKJPJT

\*The applicant will be charged for transfer fees. Please consult your bank regarding this matter.

### 3) CASH PAYMENT

Please pay at Student Affairs Office in the 1st Building.  
We do not accept credit card payments at the office. Please refer to online payment to use credit card.



# REFUND POLICY

Processing fee is not refundable under any circumstances.  
Please be aware that the payee will be charged the bank service fees.

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- **In case of cancellation after the issue of a Certificate of Eligibility (COE) before arrival in Japan:**

**1) Before applying for Student Visa at Japanese Embassy/Overseas Government Office:**

- **Refundable fees:** Registration fee/Tuition fee/Textbooks and learning material fee/Overseas student insurance fee
- **Refund Requirements:** Hand in a letter of resignation. The refund process will begin after the school has finished the cancellation process with the immigration services.
- **Non-refundable fee:** Processing fee

**2) After applying for Student visa at Japanese Embassy / Overseas Government Office:**

- **Refundable fees:** Tuition fee/Textbooks and learning material fee/Overseas student insurance fee
  - **Refund Requirements:** In case of cancellation after the issuance of the Student Visa: Submission of proof certifying that the student visa has become ineffective. In case of cancellation due to rejected student visa application: Submission of documents certifying rejection of student visa application.
  - **Non-refundable fees:** Processing fee/Registration fee
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- **In case of cancellation before the beginning of lessons, after arrival in Japan:**

- **Refundable fees:** Tuition fee/Textbooks and learning material fee/Overseas student insurance fee\*\*\*
  - **Refund Requirements:** Submission of documents certifying repatriation and proof of residence card invalidation.
  - **Non-refundable fees:** Processing fee/Registration fee
- 

- **In case of cancellation after the beginning of lessons, after arrival in Japan:**

**1) In case the studies are interrupted within the first six months of stay:**

- **Refundable fees:** Tuition fee paid over the first 6 months/unused overseas student insurance fee\*\*\*
- **Refund Requirements:** Submitting the «completion of study» form, presenting your invalidated residence card/residence card showing new residence status.
- **Non-refundable fees:** Processing fee/Registration fee/Textbooks and learning material fee

**2) In case the studies are interrupted after the first six months of stay:**

- **Refundable items:** Tuition fee for term(s) not yet started, unused overseas student insurance\*\*\* fee
- **Refund Requirements:** Submitting of the «completion of study» form, presenting your invalidated residence card/residence card showing new residence status.
- **Non-refundable fees:** Processing fee/Registration fee/Textbooks and learning material fee/Tuition fee of the started terms

\*\*\*You will be eligible for a refund of the total amount of unused monthly insurance fees in case of cancellation by the 25th of the previous month.

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- **Others**

Refunds will not be available in the following conditions:

- Closing due to natural disasters (i.e. earthquakes, typhoons etc.), infectious diseases, human disasters (i.e. war etc.).
  - Deportation or expulsion.
  - Delayed arrival in Japan.
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## PLANE TICKETS AND ACCOMODATION

Please be aware that the Immigration Services Agency of Japan does not provide an exact time frame for the issuing of a COE, so the school cannot specify an exact departure date.

It is the responsibility of the candidates to anticipate the purchase of airline tickets and associated modification options in order to ensure the smooth running of the procedures.

Also, please take great care if you book housing in advance. Be sure to consult the housing provider about their refund policy, as the school will not be held responsible for any cancellation fees.

# REQUIRED DOCUMENTS

## IMPORTANT REMARKS

- All documents, except diplomas, must be issued within the **3 months** previous to the application submission.
- Documents sent to the Immigration Services Agency of Japan **are generally not returned**. If you want them to be, you must specify it as soon as you register.
- The documents must be completed in Japanese or English and in **CAPITAL LETTERS** (except your e-mail address and Statement of Purpose for Study in Japan).
- Please attach separated Japanese translation sheets to the documents issued in other languages. If applying through an agent, please check as they might provide translation services.
- The forms must be filled in **first person** by the applicant. It is prohibited to use correction fluid/tape.
- Documents must be printed or copied on one side only.
- Please do not staple documents together.
- If the application contains fraudulent information (ALL documents including the Certificate of Health), your application will be rejected.

## APPLICATION FORM

PROVIDED BY THE SCHOOL

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- |   |                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|---|--------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 | <b>1ST PAGE / SECTION<br/>PERSONAL<br/>INFORMATION<br/>EDUCATION HISTORY</b>                                                                                 | <ul style="list-style-type: none"><li>• Please make sure that there are no missing parts.</li><li>• Please write your name as shown on your passport.</li><li>• Please make sure not to leave time gaps when listing your education history. In the case of an unavoidable time gap, please provide a written explanation.</li><li>• Please make sure to write the complete address of each school (including the building number) and specify the type of school (Primary school, Middle School,...).</li><li>• If necessary, provide a separate spreadsheet listing your previous schools.</li></ul> |
| 2 | <b>2ND PAGE / SECTION<br/>JAPANESE STUDIES<br/>WORK HISTORY<br/>ENTRIES IN JAPAN<br/>VISA APPLICATIONS<br/>CRIMINAL RECORD<br/>PLAN AFTER<br/>GRADUATION</b> | <ul style="list-style-type: none"><li>• Please make sure that there are no missing parts.</li><li>• Please make sure not to leave any gaps in time when listing your work history. In the case of an unavoidable time gap, please provide a written explanation.</li><li>• Please make sure to write the complete address of each employer (including the building number).</li><li>• If necessary, provide a separate sheet with previous jobs that did not fit on the original page.</li><li>• Military service and part-time jobs belong to the employment history section.</li></ul>               |
| 3 | <b>3RD PAGE / SECTION<br/>PURPOSE OF STUDY<br/>IN JAPAN</b>                                                                                                  | <ul style="list-style-type: none"><li>• Please write a self introduction, detailed reasons for studying Japanese, plans after graduation and reasons why you chose SNG.</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                      |
| 4 | <b>4TH PAGE / SECTION<br/>FAMILY INFORMATION</b>                                                                                                             | <ul style="list-style-type: none"><li>• Please make sure to fill at least two entries, as these serve as emergency contacts.</li><li>• If you have relatives living in Japan, please submit a copy of their resident cards (both sides).</li></ul>                                                                                                                                                                                                                                                                                                                                                     |

- |                                                        |                                                                                                                                                                                                                                                                                                                                                                                                           |
|--------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 5 6TH PAGE / SECTION<br>FINANCIAL SUPPORT<br>STATEMENT | <ul style="list-style-type: none"> <li>• Please make sure that there are no missing parts.</li> <li>• Please write your name as shown on your passport.</li> <li>• Tuition Fee: please write “¥ 840,000”.</li> <li>• Cost of Living: please write the amount you will receive/use for monthly living expenses.</li> <li>• Must be filled out and signed by the financial guarantor personally.</li> </ul> |
| 6 6TH PAGE / SECTION<br>WRITTEN OATH                   | <ul style="list-style-type: none"> <li>• Please sign upon reading the oath carefully.</li> </ul>                                                                                                                                                                                                                                                                                                          |
| 7 CERTIFICATE OF HEALTH                                | <ul style="list-style-type: none"> <li>• The Certificate of Health requires the signature and seal of a doctor and must be submitted within the 1 year prior to the scheduled application submission date.</li> </ul>                                                                                                                                                                                     |

## APPLICANT’S DOCUMENTS

- |                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|--------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> ID PICTURES x4                                  | <ul style="list-style-type: none"> <li>• Photo Size: 3 cm x 4 cm.</li> <li>• Please submit photos taken within the last 3 months.</li> <li>• The subject should face forward and should not wear a hat. The background should be neutral and free from shadow.</li> </ul>                                                                                                                                                                                     |
| <input type="checkbox"/> PASSPORT COPY                                   | <ul style="list-style-type: none"> <li>• Please submit a copy of the ID page with your picture and personal information.</li> <li>• Please submit a copy of all pages with entry stamps for all previous stays in Japan.</li> <li>• If you do not own a passport, please submit another form of identification.</li> </ul>                                                                                                                                    |
| <input type="checkbox"/> PREVIOUS STAYS IN<br>JAPAN                      | <ul style="list-style-type: none"> <li>• For all stays longer than 30 days: please submit a description on what you did in Japan, in chronological order.</li> </ul>                                                                                                                                                                                                                                                                                          |
| <input type="checkbox"/> LAST DIPLOMA<br>(CERTIFICATE OF<br>GRADUATION)  | <ul style="list-style-type: none"> <li>• Depending on your nationality, you will be required to submit the original or a copy.</li> <li>• Chinese nationals need to apply for Verification reports. For postsecondary students, please provide your Verification Report. For secondary school students, please provide both your Verification Report of National College Entrance Examination (<i>Gaokao</i>) Scores and your Verification Report.</li> </ul> |
| <input type="checkbox"/> LAST SCHOOL<br>TRANSCRIPT                       | <ul style="list-style-type: none"> <li>• Depending on your nationality, you will be required to submit the original or a copy.</li> </ul>                                                                                                                                                                                                                                                                                                                     |
| <input type="checkbox"/> JAPANESE STUDIES<br>CERTIFICATE                 | <ul style="list-style-type: none"> <li>• Depending on your nationality, you will be required to submit the original or a copy of the certificate or school/university transcript.</li> <li>• If you studied in a school in Japan, please submit the original transcript and attendance certificate issued by the school (<i>seisekishuseki shoumeisho</i>)</li> </ul>                                                                                         |
| <input type="checkbox"/> JLPT, J-TEST, NAT<br>CERTIFICATE AND<br>RESULTS | <ul style="list-style-type: none"> <li>• If you ever took a Japanese Language Proficiency Test (JLPT) or another Japanese language tests</li> <li>• Depending on your nationality, you will be required to submit the original or a copy.</li> </ul>                                                                                                                                                                                                          |

# FINANCIAL GUARANTOR'S DOCUMENTS

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- GUARANTOR'S ID COPY**
  - Please submit a copy of the guarantor's passport. In case the guarantor does not have a passport, please submit another identification document.

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- RELATIONSHIP PROOF**
  - Please submit a copy of the birth certificate or family register certifying the relationship with the applicant.

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- CERTIFICATE/LETTER OF EMPLOYMENT**
  - Please submit an original certificate provided by the guarantor's employer mentioning the guarantor's name, position and date of employment.
  - In case the guarantor is a company owner, please submit a document proving the existence and legality of the professional activity.

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- BANK BALANCE CERTIFICATE**
  - Please submit the original certificate from the bank stating the financial guarantor's current bank account balance. This document should be in a letter format, a plain balance statement is not enough.
  - The certificate must be issued by your bank and should mention means to contact the bank as well as the name and position of the person issuing the certificate.

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- ANNUAL INCOME STATEMENT**
  - Please submit documents issued by a company or government certifying the annual income for the past 3 years. (i.e. tax statement).
  - If the guarantor is a Japanese resident, please submit an original.

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- BANK TRANSACTION RECORD**
  - For some nationalities, you will be required to provide the original of the bank transaction record for the past 12 months, showing the transactions and evolution of the bank balance.
  - For other countries, Immigration might require a copy : please have them ready to send if asked. Failing to do so in a short time may result in a denial of COE.
  - The document should be in the original format from the bank.

## FOR FINANCIAL GUARANTORS LIVING IN JAPAN

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- CERTIFICATE OF RESIDENCE**
  - Please submit the original copy of the Certificate of Residence including records of all household members (*Jyuminhyo* issued by city office/ward office).
  - Please do not submit a Certificate of Residence with 'My Number' written on it.

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- RESIDENCE CARD**
  - Limited to foreign nationals. Please submit copies of both sides of the cards.

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- SNG FORM  
同意書(DOUI SHO)**
  - This form is required for those who reside in Japan along with family members.

# AGREEMENT

Please sign the agreement below and send it to the school once you have read this guide.  
In case something is not completely clear, please contact our staff before signing the agreement.

*I have read, understood and agreed to the information provided in this application guide.*

*Specifically, I fully understand and agree that :*

- *It is required to respect attendance and punctuality.*
- *The processing fees are non-refundable.*
- *I agree to the requirements of graduation, course structure and the course duration.*
- *The school reserves the right to ask for additional documents to ensure the application is complete.*
- *The school cannot guarantee an issuance date of the COE on behalf of the Immigration Services Agency of Japan.*
- *Applicants have to bear the cost incurred for flight schedule change if they purchase their plane tickets before the issuance of COE.*
- *Students cannot choose between morning and afternoon classes.*
- *It is strictly forbidden to smoke in the school area. Committing a crime or an offence may result in expulsion.*
- *In the event of problems such as poor attendance, incidents, accidents, etc. the parents or the guarantor will be notified.*

## THE APPLICANT

DATE : \_\_\_\_\_

SIGNATURE :

## THE FINANCIAL GUARANTOR

In case the applicant is the financial guarantor, the applicant must also sign this part.

DATE : \_\_\_\_\_

SIGNATURE :



The school staff remains available to answer any question you may have about the application process and required documents.

Updated on 31th July 2023.

SHINJUKU JAPANESE LANGUAGE INSTITUTE  
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+81-(0)3-5273-0044  
[www.sng.ac.jp/en/contact](http://www.sng.ac.jp/en/contact)



文部科学大臣指定準備教育課程

University preparation course authorized by the Ministry of Education, Culture, Sports, Science and Technology

法務省在留許可申請取次認定校

Authorized by the Ministry of Justice to apply for Certificates of Eligibility

東京都知事認可校

Tokyo Metropolitan Government authorized Japanese language School

日本語教育振興協会認定校

Certified by the Association for the Promotion of Japanese Language Education

