GOVERNMENT APPROVED

新宿日本語学校

SINCE 1975

SHINJUKU JAPANESE LANGUAGE INSTITUTE

STUDENT VISA APPLICATION GUIDE

For April Admission (Long-term Course)

Year 2027

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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 must be sent to Shinjuku Japanese Language Institute (SNG Tokyo) or submited through an agent.

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

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/policy/

CLASS INFORMATION

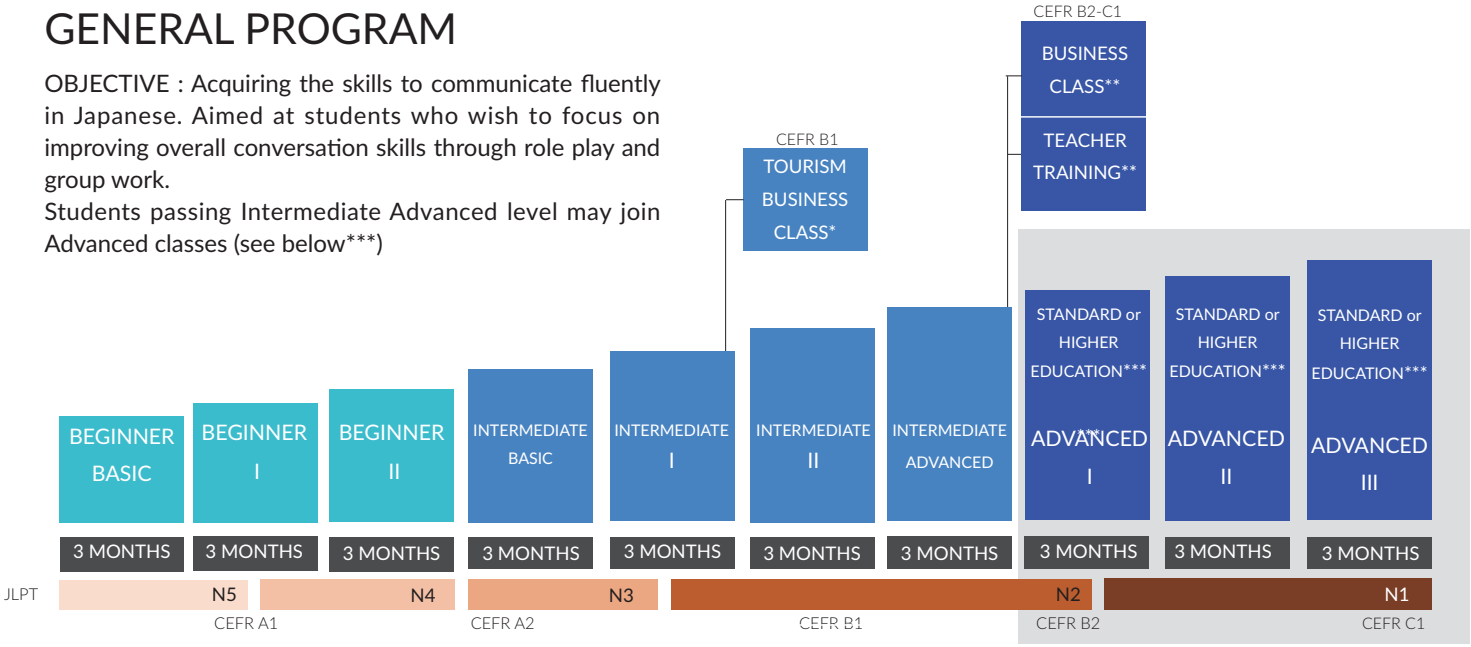
A placement test and an interview will be held before the classes start, to assess your language skills and determine the type of course, general or intensive, that would suit you best. It is strongly advised not to overestimate by requesting to enter the intensive program as it may result in difficulties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

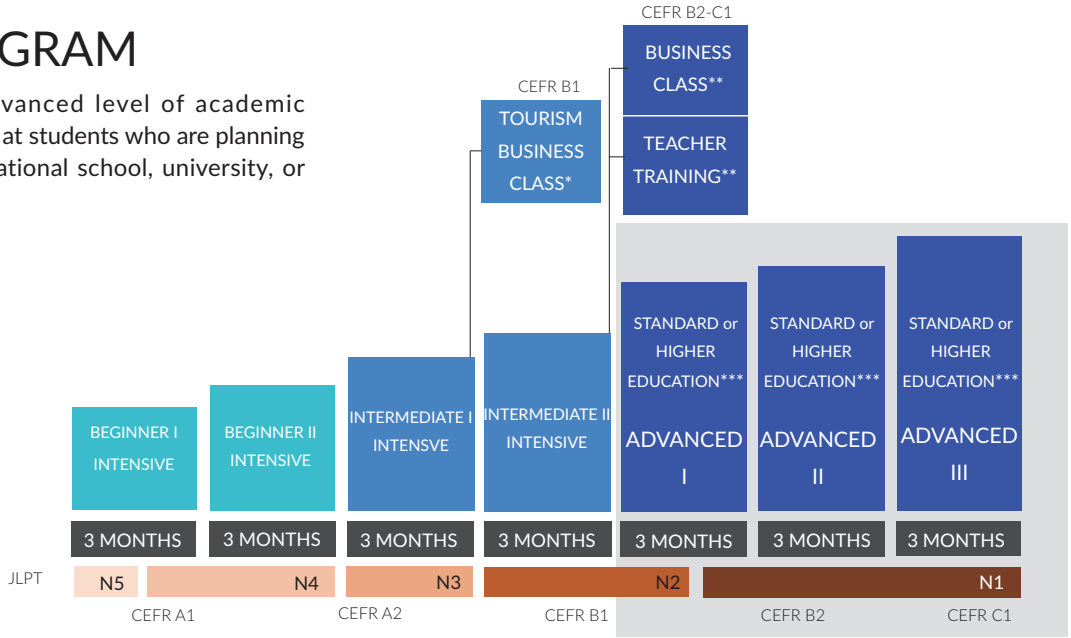
GENERAL PROGRAM

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 programm merge in Advanced level.

Standard 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)	
1	09:10 to 09:55
2	10:05 to 10:50
3	11:00 to 11:45
4	11:55 to 12:40

Afternoon Classes (Monday to Friday)	
1	13:30 to 14:15
2	14:25 to 15:10
3	15:20 to 16:05
4	16:15 to 17:00

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

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

SCHOOL POLICY ON PART TIME JOBS

In accordance with the law of Japan, students are 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.

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.

Criteria for Consideration When Applying for a Student Visa

1. As a general rule, the applicant must have completed (graduated from) secondary education in their home country.
2. As of the date of application, the applicant must meet at least one of the specified requirements regarding Japanese language proficiency.
3. The financial guarantor must be deemed capable of covering the applicant's expenses.

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 reserves the right not to 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

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

Once you have received your COE, you are required to apply for your visa at the Japanese Embassy or Consulate in your country. Please check the necessary documents beforehand, as they vary by region. Afterward, decide on your accommodation in Japan and purchase your plane ticket.

IN JAPAN

STEP 8 : ENTERING JAPAN, ENTRANCE CEREMONY AND ORIENTATION

At the entrance ceremony and new student orientation, we will provide you with necessary information and school rules for studying in Japan. You will also receive your textbooks on the same day. Classroom information will be sent to you by e-mail the day before the first day of class.

SCHOOL FEES

- The processing fee must be paid after the applicant has been accepted and before the school submits the application documents to the Immigration Services Agency of Japan. The processing fee is non-refundable.
- After the COE is issued, please pay the registration fee, tuition fee for one year, textbook fee, and insurance fee for one year.
- The tuition fee is subject to change. Please understand this in advance
- Extracurricular activity fees, accomodation costs, and transportation expenses are not included.

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

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

Textbook Fee ..... 60 000 JPY

SNG's teaching materials are original.

Regardless of the actual length of enrollment, the texbook fee will be the amount shown on the right.

Materials are subject to change without notice.

Insurance Fees

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

- The insurance premium for foreign students is provided by the Japanese Language Institute Co-operation (JLIC) and covers 30% of medical expenses. In addition to this insurance, students with a student visa are also obliged to join the National Health Insurance (the National Health Insurance fee is not included in the above-mentioned insurance premiums for foreign students). The National Health Insurance covers 70% of medical expenses. Please apply for it yourself at the city hall or ward office in your area.
- Please refer to the following link for details on the insurance for international students of the Japanese Language Institute Cooperation (JLIC). Our students are enrolled in "Plan B". The coverage period is one year starting from the month of enrollment.
  https://www.jlic.or.jp/pdf/2018NewPamphlet/2018JlicPamphlet_English.pdf

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.

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.

REFUND POLICY

Processing fee is non-refundable under any circumstances.
Any bank fees incurred as a result of payment shall be borne by the applicant.
Refunds will be issued either to the original bank account from which the payment was made or to the applicant's personnal account.

- **In the case of cancellation before the issuance of the COE after submitting an application to the Immigration Services Agency of Japan:**

The processing fee is non-refundable. However in the event of withdrawal before the COE is issued, the application may be postponed and the processing fee can be held for up to a year, subject to availabilty of space. Please inquire and confirm. For example: For an application originally made for April 2025, the processing fee can be held and applied to an application up to April 2026.

- **In case of cancellation after the issuance of a COE, before arrival in Japan:**

1) Before applying for Student Visa at Japanese Embassy/Overseas Government Office:
- Refundable fees: Registration fee/Tuition fee/Educational 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/Educational 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

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

- Refundable fees: Tuition fee/Textbook 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: Submiting the «completion of study» form, presenting your invalidated residence card/residence card showing new residence status.
- Non-refundable fees: Processing fee/Registration fee/Tuition fee for the first 6 months/Textbook fee (we do not provide materials for content that has not yet been covered)

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: Submiting of the «completion of study» form, presenting your invalidated residence card/residence card showing new residence status.
- **Non-refundable fees:** Processing fee/Registration fee/Tuition fee of the started terms/Textbook fee (we do not provide materials for content that has not yet been covered)
****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.*

- **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.

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 1ST PAGE / SECTION
PERSONAL INFORMATION
EDUCATION HISTORY

- Please make sure that there are no missing parts.
- Please write your name as shown on your passport.
- 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.
- 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,...).
- If necessary, provide a separate spreadsheet listing your previous schools.

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2 2ND PAGE / SECTION
JAPANESE STUDIES
WORK HISTORY
ENTRIES IN JAPAN
VISA APPLICATIONS
CRIMINAL RECORD
PLAN AFTER GRADUATION

- Please make sure that there are no missing parts.
- 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.
- Please make sure to write the complete address of each employer (including the building number).
- If necessary, provide a separate sheet with previous jobs that did not fit on the original page.
- Military service and part-time jobs belong to the employment history section.

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3 3RD PAGE / SECTION
PURPOSE OF STUDY IN JAPAN

- Please write a self introduction, detailed reasons for studying Japanese, plans after graduation and reasons why you chose SNG.

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4 4TH PAGE / SECTION
FAMILY INFORMATION

- Please make sure to fill at least two entries, as these serve as emergency contacts.
- If you have relatives living in Japan, please submit a copy of their resident cards (both sides).

5	6TH PAGE / SECTION **FINANCIAL SUPPORT STATEMENT**	• Please make sure that there are no missing parts. • Please write your name as shown on your passport. • Tuition Fee: please write “¥ 840,000”. • Cost of Living: please write the amount you will receive/use for monthly living expenses. • Must be filled out and signed by the financial guarantor personally.
6	6TH PAGE / SECTION **WRITTEN OATH**	• Please sign upon reading the oath carefully.
7	**CERTIFICATE OF HEALTH**	• 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.

APPLICANT’S DOCUMENTS

☐ **ID PICTURES x4**	• Photo Size: 3 cm x 4 cm. • Please submit photos taken within the last 3 months. • The subject should face forward and should not wear a hat. The background should be neutral and free from shadow.
☐ **PASSPORT COPY**	• Please submit a copy of the ID page with your picture and personal information. • Please submit a copy of all pages with entry stamps for all previous stays in Japan. • If you do not own a passport, please submit another form of identification.
☐ **PREVIOUS STAYS IN JAPAN**	• For all stays longer than 30 days: please submit a description on what you did in Japan, in chronological order.
☐ **LAST DIPLOMA (CERTIFICATE OF GRADUATION)**	• Depending on your nationality, you will be required to submit the original or a copy. • 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 (*Gaokao*) Scores and your Verification Report.
☐ **LAST SCHOOL TRANSCRIPT**	• Depending on your nationality, you will be required to submit the original or a copy.
☐ **CERTIFICATE OF JAPANESE LEARNING STUDY (150 HOURS)**	• Please submit a certificate of 150 hours of Japanese language study. • If you have been studying Japanese on your own until now, please feel free to consult with us. • You can take our school’s 150-hour program for learning Japanese. For more details, please refer to the link below. https://ondemand.sng.ac.jp/courses/150-hour-japanese-language-course
☐ **JLPT, J-TEST, NAT CERTIFICATE AND RESULTS**	• If you ever took a Japanese Language Proficiency Test (JLPT) or another Japanese language tests. • Depending on your nationality, you will be required to submit the original or a copy.

FINANCIAL GUARANTOR'S DOCUMENTS

☐ **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.
☐ **RELATIONSHIP PROOF**	• Please submit a copy of the birth certificate or family register certifying the relationship with the applicant.
☐ **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 professionnal activity.
☐ **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.
☐ **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.
☐ **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

☐ **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.
☐ **RESIDENCE CARD**	• Limited to foreign nationals. Please submit copies of both sides of the cards.
☐ **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 fl ight 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 9 September 2026.

SHINJUKU JAPANESE LANGUAGE INSTITUTE
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GOVERNMENT APPROVED

新宿日本語学校

SINCE 1975

SHINJUKU JAPANESE LANGUAGE INSTITUTE

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

CERTIFICATION JAMOTE ISO29991:2014 JMT-LLS16002A

CSLS Certification Scheme for Learning Services-Japan 学習サービス認証スキーム：2010

NISSHINKYO

STUDY in JAPAN

Japan. Endless Discovery.

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