

TOKYO GALAXY LANGUAGE ACADEMY

Enrollment Guide

REGULAR PROGRAM

2007 ~ 2008

5-10-10 Shiba, Minato-ku, Tokyo, 108-0014

Tel: 03-5765-2805 Fax: 03-5232-5755

e-mail: info@tokyo-galaxy.com

COURSE REQUIREMENT & CAPACITY

- **Requirement :** Must graduate high school before the term starting date
Must be of age 18-35
Must study in our regular program for more than one year
- **Student Capacity :** **334** (Class Size : Maximum 18 students)

TERMS & TUITION

➤ Terms

Term	Period
Summer 2007	July. 6 - Sep. 26
Autumn 2007	Oct. 12 - Dec. 19
Winter 2008	Jan. 10 - Mar. 19
Spring 2008	Apr. 10 - June 20

Note ■ There is a 2-week summer holiday in August (Aug 6 – Aug.15)

➤ Class Hours

Morning	9:20 - 12:40 (Monday - Friday)
Afternoon	1:10 - 4:30 (Monday – Friday)

■ Intermediate and Advanced levels are in the morning. Beginner levels are in the afternoon.
Please confirm since class hours may differ from term to term.

➤ School Fees

1) Fees for pre-college visa student

	Amount	Time of Payment
Application fee	¥ 20,000	Before application
Admission fee	¥ 60,000	Upon approval from the Tokyo Immigration Bureau. (Total: ¥ 390,000)
Tuition fee (6 months)	¥ 294,000	
Facilities Fee (6 months)	¥ 16,000	
Textbooks & others (6 months)	¥ 20,000	

Note ■ Applications will not be accepted without the application fee.
■ The application fee is not refundable for any reason.

2) Fees for short-term student

	10 weeks (1 term)	6 weeks
Admission fee	¥ 20,000	¥ 20,000
Tuition fee	¥ 147,000	¥ 100,000
Textbooks & others	¥ 10,000	¥ 10,000
Facilities Fee	¥ 10,000	¥ 10,000
Total (Campaign Price)	¥ 187,000 → 167,000	¥ 140,000 → 118,000

Note ■ A monthly-based student can be admitted to our regular course, on condition that his/her level of Japanese matches one of our existing regular classes.
■ A dormitory cannot be arranged for a monthly-based student.

Please note that paid tuitions will not be refunded for any reason except in the event that your visa is refused by the Japanese consulate. In such a case, a cancellation charge will be levied.

Pre-college student visa application

➤ Application Schedule

School Term	Deadline of Application	Submission to Immigration Bureau	Immigration Bureau's Decision Results
Spring Term (April)	Nov. 15	End of Nov.	End of Feb.
Summer Term (July)	Mar. 15	End of Mar.	End of May
Autumn Term (October)	May 15	End of May	End of Aug.
Winter Term (January)	Sep. 15	End of Sep.	End of Nov.

- Note**
- Applications are refused when the school has reached full capacity.
 - The application deadline for a visa status change (working visa or working holiday visa for OECD Countries nationalities only) ends one month prior to the term starting date. Please inquire for further information.

➤ Application Procedure

- (1) Application: Apply for a student-visa at our overseas office or our school. If you apply directly to our school, remit the application fee of 20,000 yen to our bank account below or send a bank draft to our school.
- (2) Admission: We will forward your application to the Tokyo Immigration Bureau after our initial screening.
- (3) Decision results notification: The school will notify you of your eligibility when the results are announced by the Tokyo Immigration Bureau. An applicant approved by the Immigration Bureau will receive a certificate of eligibility. You are required to pay the school fees within three weeks thereafter.
- (4) Visa issuance: Upon confirmation of your payment, we will send you the certificate of eligibility, our admission certificate and your original diplomas. Take them to the consulate in your country to get a visa issued.

Bank Address: The Bank of Tokyo Mitsubishi UFJ Ltd. Tamachi Branch
 5-33-1, Shiba, Minato-ku, Tokyo
 Swift Code: BOTK JP JT
 Account Number: 2355063 Account Name: Tokyo Galaxy Language Academy

➤ Scholarship:

Students with good academic performance and attendance rates can apply for a scholarship which awards one hundred thousand yen. Conditions for eligibility are:

- Must have attended over one year
- Attendance rates of 90% or more for the enrolled terms
- Good academic performance and behavior

➤ Required Documents & Certificates

- (1) The application form for admission (2 pages, handwritten by the applicant)

Intended length of study at Galaxy

* If proceeding to higher education

April term: 1 year or 2 years, July term: 1 year 9 months,
 October term: 1 year 6 months, January term: 1 year 3 months.

* If returning to your country 1 – 2 years

* The visa is valid for one year. Students can extend their visa after one year up to the end of their period of study announced in their application form. Extensions are permitted by the Immigration Bureau only when attendance rates are over 80%. The total study period may not exceed two years.

- (2) A Personal record (2 pages, handwritten by the applicant)

Education Record

- * Write down the dates of admission to and graduation from academic institutions from your original certificates in chronological order beginning from elementary school. If there is insufficient space on the form, continue on another sheet of paper and attach it with your signature and date.
- * Pay attention not to leave any 'blanks' for more than 6 months in your personal record.
- * 12 years of education, excluding "a remove class" in Malaysia, is required for advancing to university.

Purpose of Studying Japanese

- * It is preferable that your reason for studying Japanese is connected with what you wrote in your academic and occupational history. Please mention why you became interested in Japan and Japanese and how your experiences in Japan will be useful to your future career.

Previous Stays in Japan

- * Write a complete record of your stays in Japan since they are checked by the Immigration Bureau computers. If you do not have your old passport and do not know the exact dates, please be sure about how many times you stayed in Japan and be as accurate as possible regarding these dates.

- (3) The original diploma or proof of graduation from your last school
- (4) A photocopy of your passport (including all the pages of previous entries into Japan)
- (5) 6 photographs

Size: 4 cm × 3cm. The photographs should have been taken within the last 3 months.

- (6) The application fee: ¥ 20,000 must be paid when submitting your application form.
- (7) The form "Statement of Financial Support"

Handwritten by the financial supporter in his/her mother tongue, and must include an English or Japanese translation.

- (8) An account balance statement from the financial supporter's bank account in his/her home country (balance must be over ¥ 1,500,000 at the current exchange rate)
- (9) Proof of relationship with the applicant (family register, birth certificate, etc.)

The required documents and certificates mentioned above apply to candidates from the U.S. A., Canada, European countries (except former Eastern European countries, and Russia), Australia, New Zealand, Taiwan, British Hong Kong, and Singapore. Students from other countries must use "Enrollment Guide".

Students with Short-term Visas and Other Visas

- Application Deadline: Two weeks prior to the term starting date
- Application Procedure:
 - (1) Fill in the application form and send it to us with 4 photographs (4 cm × 3cm.), and pay the school fees.
 - (2) Some documents or certificates may be required by the school.
 - (3) Inform us of the entry date and come to school in time for the term starting date.

Short-term (90-day) Visa

- For Candidates from *The U.S.A., Canada, European countries, Australia, New Zealand, Israel, Singapore, Hong Kong, South American countries*, a 90-day tourist visa is issued upon entry to Japan.
- Candidates from *Taiwan, Korea* must get a 90-day tourist visa at the Japanese Consulate before they enter Japan.
- Candidates from *Ireland, Britain, Austria, Switzerland, Germany, Liechtenstein and Mexico* can extend the visa for another three months in Japan. Those who cannot extend their visa in Japan must leave and re-enter Japan to get a new (90-day) visa.
- Applicants who have applied for a Pre-College Student Visa while staying in Japan with a short-term (90-day) visa and who have received eligibility for study from the Immigration Bureau can get their student visa at the Tokyo Immigration Bureau without leaving Japan.
- Candidates from countries not listed above must get a pre-college student visa to study in Japan.
- **Employment with a short-term visa is not permitted.**