



Application Guide

UNITAS Japanese Language School

UNITAS Japanese Language School Tokyo

Qualifications

1. You must have completed over 12 years of education in your home country before the starting term.
2. You must be physically and mentally healthy, and a law-abiding citizen.
3. You / Your sponsor must be able to pay for all expenses during your studies in Japan.

Courses

University Preparatory Course: For those who want to go on to higher education in Japan after completion.

General Course: For those who are willing to work in Japan, or return to their home country after the completion of the course.

Short Term Course: For those who are willing to study for a short period of time. (1 month, 2 months, 3 months)

*Please apply for a course that suits your purpose.

You cannot change the course after the application for the Certificate of Eligibility.

Class Hours

Monday - Friday (excluding public holidays and other dates specified by the school)

Morning Classes 9:00 ~ 12:30 or Afternoon Classes 13:00 ~ 16:30

(Your class will be decided by the result of your placement and periodic tests.)

Application Period

Starting Term	Maximum Course Duration ※1	Application due date ※2	Immigration submission due date	Results
April	2 Years	End of October in prior year	End of November in prior year	End of February in current year
July	1 year and 9 months	Mid- February in current year	Middle of March in current year	Middle of May in current year
October	1 year and 6 months	Beginning of May in current year	Beginning of June in current year	End of August in current year
January	1 year and 3 months	End of August in prior year	End of September in prior year	Beginning of November in prior year

※1 The following course duration is based on the University preparatory course.

If you are in the General course, you can study up to 2 years regardless of your starting term.

※2 If the number of applicants reach the maximum capacity, we might close the application submission. So, please contact us as early as you can.

Application Procedure



Application Documents

1. All documents must be prepared / issued within the 3 months before the immigration submission due date.
2. The documents must be written in the local language with the Japanese translation.

■ Student VISA

No.	Documents	Notes
Applicant's Documents		
1	Application Form (Form 1)	Fill out the forms designated by UNITAS. Please be careful not to leave any unnecessary blanks. The applicant him/herself must sign the paper.
2	Personal History (Form 2)	
3	Diploma (final education)	Make sure that the documents you are submitting are the original copies. If you are currently enrolled in an educational institution, submit the academic transcript from the institution that you are currently attending.
4	Academic Transcript (final education)	
5	Certificate of Employment (present company) or Student Registration Certificate	If you are currently employed or enrolled in an educational institution, submit a Certificate of Employment from your present company or Student Registration Certificate.
6	Proof of Japanese Language Proficiency (When required)	Submit copies of test results of any Japanese language tests. (JLPT, J.TEST, NAT-TEST etc.) If you have not taken any tests, submit documents that prove you have studied Japanese for more than 150 hours.
7	Copy of Passport	The copies must include the data page and records of travel across countries.
8	ID Photo ×4 (Size : 30mm x 40mm)	The photo must be taken within the 3 months before submission. (Facing camera, no hat, no background)
Sponsor's Documents		
9	Statement of Financial Responsibility (Form 3)	Fill out the forms designated by UNITAS. Please be careful not to leave any unnecessary blanks. The sponsor him/herself must sign the paper.
10	Certificate proving the relationship between the applicant and sponsor	Submit a certificate that can prove the relationship between the applicant and sponsor. eg. Birth Certificate, Marriage Certificate etc
11	Certificate of Employment from present company	If you are currently employed, submit a Certificate of Employment from the sponsors' present company If the sponsor is self-employed, submit a document that can prove they own or run a business.
12	Certificate of Annual Income	Submit a document that can certify your latest annual income. For residents in Japan, submit your Income Tax Declaration Certificate.
13	Certificate of Bank Deposit	Submit an original copy of the sponsors' Bank Balance Certificate.
14	Proof of asset building (When required)	Submit proof of asset building or bank statements of the latest year.
15	Residence Certificate (All family members)	If you have any family members who are residents in Japan, submit a Residence Certificate where all the family members are described.

■ Temporary VISA

No.	Documents	Notes
1	Application form (Form 4)	Fill out the forms designated by UNITAS. Please be careful not to leave any unnecessary blanks. The applicant him/herself must sign the paper.
2	Copy of diploma of final education (When required)	Submit a copy of your diploma of your latest educational institution.
3	Copy of Passport	The copies must include the data page and all of your immigration histories.
4	ID Photo ×4 (Size : 30mm x 40mm)	The photo must be taken within the 3 months before submission. (Facing camera, no hat, no background)

Tuition and Other Expenses

Student VISA

(Currency : JPY)

	UNITAS Japanese Language School			UNITAS Japanese Language School Tokyo		
	Installments※1		One-time payment	Installments※1		One-time payment
Screening fee※2	20,000	—	20,000	20,000	—	20,000
Entrance fee※3	60,000	—	60,000	60,000	—	60,000
Tuition	295,000 (First half)	295,000 (Second half)	550,000	330,000 (First half)	330,000 (Second half)	620,000
Other expenses※4	50,000 (First half)	50,000 (Second half)	100,000	45,000 (First half)	45,000 (Second half)	90,000
Insurance※5	10,000	—	10,000	10,000	—	10,000
Payment when entering	435,000 (First half)	—	740,000	465,000 (First half)	—	800,000
The second half year	—	345,000 (Second half)	—	—	375,000 (Second half)	—
Total payment for one year	780,000 (Paid by installments)		740,000 (One-time payment)	840,000 (Paid by installments)		800,000 (One-time payment)

Short Term Course

Screening fee ¥ 10,000

(Currency : JPY)

	Unitas Japanese Language School			Unitas Japanese Language School Tokyo		
	1 Month	2 Months	3 Months	1 Month	2 Months	3 Months
Entrance fee	10,000	10,000	10,000	10,000	10,000	10,000
Tuition	50,000	100,000	150,000	55,000	110,000	165,000
Other expenses ※4	10,000	20,000	30,000	10,000	20,000	30,000
Total	70,000	130,000	190,000	75,000	140,000	205,000

※1 You can choose either to pay by installments or pay at once depending on your nationality.

※2 The screening fee must be paid with the submission of documents. It cannot be refunded.

※3 Entrance fee needs to be paid only once.

※4 Textbook fee is included in "Other expenses"

※5 "Insurance" is comprehensive injury insurance that you will be buying when entering Unitas. This insurance covers damage / injury during your enrollment in Unitas. You also need to enroll in National Health Insurance upon entry into Japan.

Payment

You can choose to pay by remittance overseas or by Flywire.
You can pay by the local currency or credit card through the website.



Refund Policy

For our refund policy, check our web page or contact us directly.



UNITAS Japanese Language School



UNITAS Japanese Language School Tokyo



UNITAS Japanese Language School

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