



**TOKYO INTERNATIONAL BUSINESS COLLEGE**  
**Application Guide to**  
**Soshi Internship for the 2023 Academic Year**

## 1. Objectives

The Soshi Internship of the Japanese Language Department at TIBC is offered to international students who want to study Japanese language, and want an internship opportunity in a Japanese educational group for their own career advancement. Applicants must submit application documents, including a letter of recommendation (see '2. Eligibility').

## 2. Eligibility

Applicants must:

- (1) Read the application guide carefully, fill in the application documents supplied by TIBC, and submit all required documents to TIBC (see '17. Contact us');
- (2) Include as part of the application documents a letter of recommendation prepared by the school where the applicant studied Japanese or by a teaching staff member of the school;
- (3) Be able to study and an internship in Japan as of October 2023;
- (4) Be able to obtain a student visa in Japan;
- (5) Comply with the rules and regulations set by TIBC.
- (6) Be physically and mentally fit to study abroad.

## 3. Qualification to be conferred

Successful applicants will study at the Japanese Language Department at TIBC for one year. Once they successfully graduate, a certification of completion will be conferred.

## 4. Program fees

An exemption of the tuition fee for a person who has an Experience and qualifications as an English teacher for 6 months (300,000 Japanese yen) and an exemption of the tuition fee for a person who has an Experience and qualifications as an English teacher for one year (600,000 Japanese yen) cover all of the tuition fee. An exemption of the tuition fee for others for 6 months (225,000 Japanese yen) and an exemption of the tuition fee for others for 1 year (450,000) cover 3/4 of the tuition fee. The fees payable by students are as follows (unit: Japanese yen):

	Admission fee	Tuition fee	Teaching materials fee	Facility fee	Total
Experienced and qualified as an English teachers for 6 months	100,000	0	22,500	50,000	172,500
Experienced and qualified as an English teachers for 1 year	100,000	0	45,000	100,000	245,000
Others for 6 months	100,000	75,000	22,500	50,000	247,500
Others for 1 year	100,000	150,000	45,000	100,000	395,000
Full fee for 6 months	100,000	300,000	22,500	50,000	472,500
Full fee for 1 year	100,000	600,000	45,000	100,000	845,000

## **5. Internship period**

1 October 2023 – 31 March 2024 (6 months) /30 September 2024 (one year)

## **6. To apply**

Applicants must fill in application forms (downloadable from the designated URL) and send all required documents to Mr. Uemura for TIBC by email (see '17. Contact us').

## **7. Application documents**

- (1) Your CV with an ID photo attached (downloadable from our website and SNS page)
- (2) A letter of recommendation prepared by the school where you studied Japanese or a teaching staff member of the school

## **8. Application period**

11 April 2023 – 12:00 noon, 18 May 2023 (Japan Standard Time)

Incomplete or late applications will not be accepted. Submitted documents will not be returned.

## **9. Application process**

Applicants will be screened and selected to attend interviews. Interviewees will be contacted individually. Interviews will take place in April and May 2023. Final results will be announced in May 2023.

## **10. Obligations of an intern**

Once successfully selected as an intern, you must:

- (1) Submit documents required for admission to TIBC immediately and apply for a student visa;
- (2) Register to study at the Department of Japanese Language at TIBC from October 2023;
- (3) Go to the internship school every weekday and engage in the internship. Accepting schools will be determined by TIBC based on student aptitude. The internship destination will be one of Clark Memorial High School campus in Kanto area.
- (4) Prepare for classes, give lectures, and perform other school tasks while doing internship in a school;

## **11. The Department of the Japanese Language of TIBC**

Students at the Japanese Language Department must be enrolled in either morning classes or afternoon classes. Students will be classified by the placement test upon arrival and will not be able to choose between morning and afternoon classes.

Morning classes: 08:45 – 12:10      Afternoon classes: 13:00 – 16:25

\* There are 218 days of classes per academic year. The total hours of study per year are 872 hours.

## **12. Termination of the program**

Programs will be terminated and the difference between the scholarship fee and the full tuition fee (see '4. Program fees) must be paid if recipients commit one of the following points:

- (1) Attendance of 90% or less of obligatory classes;
- (2) Failure to perform the obligations required of interns (see '10. Obligations of an intern');
- (3) Failure to comply with the rules and regulations set by TIBC;
- (4) Misstatement in the application documents, including the letter of recommendation;
- (5) Failure to satisfy any requirements mentioned in this application guide; or
- (6) Found unsuitable by TIBC to continue internship.

**13. The cost of living in Kanto district (including Tokyo) per month (unit: Japanese yen)**

Commuting	Food	Accommodation	Utilities	Medical	Leisure	Misc.	Total
5,000	28,000	39,000	7,000	3,000	7,000	7,000	96,000

Source: Japan Student Services Organization (JASSO)

**14. Miscellaneous**

- (1) If interns complete their studies and wish to continue studying for another year, the second-year fees (372,500 Japanese yen) will be payable for their continued study.
- (2) If interns do not intend to continue studying after their internship period, they must depart from Japan by 15 April 2024 (six months students) / 15 October 2024 (one year students) regardless of the date of expiration stated on their residence cards.
- (3) If interns decide to withdraw from the program before its completion for personal reasons, they must depart from Japan immediately and will not receive any refunds.
- (4) If interns should fall into any of the provisions of the Clause 12 and lose their internship rights, they must depart from Japan immediately.
- (5) TIBC have no responsibility for the delay by the Immigration Bureau of Japan in issuing Certificates of Eligibility (COE). There will be no reduction of cost associated with the delay.
- (6) Interns may be accepted not only at TIBC but also at the Global Study Centre at Tokyo Management College (TMC) within Soshi Educational Group. There is no difference in cost program content in either case at TIBC and TMC.

**16. Personally identifiable information**

The personal information of applicants will not be used for other purposes than the educational activities of TIBC.

**17. Contact us**

2-7-5 Yanagibashi, Taito-ku, Tokyo, 111-0052

Site : <https://tibc.jp/course/japanese/>

Facebook : Japanese Language Department at TIBC

Instagram: tibc\_japanese\_studies

Phone: 03-5825-8338 / Fax: 03-3868-0147

Send application documents, or any inquires, to:

Email: y\_uemura@tibc.jp (Mr. Uemura)