



TOKYO INTERNATIONAL BUSINESS COLLEGE
Application Guide to
TIBC Global Scholarships for the 2023 Academic Year

1. Objectives

The TIBC Global Scholarship (by the Japanese Language Department at TIBC) is offered to international students who want to study Japanese language at TIBC. 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 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 6 months/one year. Once they successfully graduate, a certification of completion will be conferred.

4. Scholarship fees

A scholarship for 6 months (150,000 Japanese yen) covers half of the half- year tuition fee at TIBC. A scholarship for one year (300,000 Japanese yen) covers half of the annual tuition fee at TIBC. The fees payable by students are as follows (unit: Japanese yen):

	Admission fee	Tuition fee	Teaching materials fee	Facility fee	Total
Scholarship for 6 months at TIBC	100,000	150,000	22,500	50,000	322,500
No scholarship for 6 months	100,000	300,000	22,500	50,000	472,500
Scholarship for 1 year at TIBC	100,000	300,000	45,000	100,000	545,000
No scholarship for 1 year	100,000	600,000	45,000	100,000	845,000

5. Scholarship 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 a scholarship recipient

Once successfully selected as a scholarship recipient, 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) Offer more than one 90-minute session of English language tutoring per week, or organise and deliver one special seminar per month (e.g., a seminar about your mother language), and participate in cross-cultural exchange activities with Japanese students at TIBC.
- (4) Participate in student recruitment and promotional activities more than 6 times (6 months recipients) and 12 times (1 year recipients.)

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 scholarships

Programs will be terminated and must pay full tuition fee 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 scholarship recipients (see '10. Obligations of a scholarship recipient');
- (3) Failure to comply with the rules and regulations set by TIBC;
- (4) Misstatements 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 receiving scholarships.

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 scholarship recipients complete study 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 scholarship recipients do not intend to continue studying after their scholarship 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 scholarship recipients 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 scholarship recipients should fall into any of the provisions of the Clause 12 and lose their scholarships, they must depart from Japan immediately.
- (5) TIBC have no responsibility for the delay by the Immigration Bureau of Japan in issuing Certificate of Eligibility (COE). There will be not reduction of cost associated with the delay.
- (6) Scholars may be accepted not only at TIBC but also at the Global Study Centre at Tokyo Management College (TMC) within Soshi Educational Group.

16. Personally identifiable information

The personally identifiable 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:
Email: y_uemura@tibc.jp (Mr. Uemura)