



TOKYO INTERNATIONAL BUSINESS COLLEGE

## Diploma of Culture and General Education Diploma of Business

### Application guide 2024

#### 1. Objectives

These programs are to prepare students for a professional degree by first obtaining a “Diploma of Culture and General Education” and a “Diploma of Business” at TIBC. With these diplomas, students will be able to obtain a work visa in Japan.

#### 2. Eligibility

The applicant 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) Be able to begin studying in Japan in April 2024;
- (3) Be able to obtain a valid Japanese student visa;
- (4) Comply with the rules and regulations set by TIBC;
- (5) Be physically and mentally fit to study abroad;
- (6) Have paid the full tuition;
- (7) Have completed at least 12 years of a standard education overseas;
- (8) Be able to show a minimum of N2 level of Japanese language proficiency or have studied in a Japanese Language school in Japan for at least six months.

#### 3. Qualification to be conferred

The students who have completed this course will receive a certificate of completion “Diploma of Business”.

#### 4. Fees

【International Trade Course, Business Management Course, \*Business Science Course, Japanese-Vietnamese Business Interpretation and Translation Course, and Japanese-Chinese Business Interpretation Course】

	Entrance fee	Tuition fee	Practical training fees	Facility fee	Material Fee	Total
1 <sup>st</sup> year	100,000 yen	750,000 yen	100,000 yen	100,000 yen	60,000 yen	1,110,000 yen
2 <sup>nd</sup> year	-	750,000 yen	100,000 yen	-	60,000 yen	910,000 yen

\*For the Marketing Science Course only, the material fee is 90,000 yen, for a total of 1,140,000 yen for the first year and 940,000 yen for the second year.

\*The scholarship will offer 200,000 yen for the first year if the applicant submits a letter of recommendation from the school to which you currently belong or belonged to previously and offer 100,000 yen for the second year if the applicant's 1<sup>st</sup> year's attendance rate is over 95%.

#### 5. Enrolment period

From 1 April 2024 to the end of March 2026

#### 6. Credit recognition

When a student already has credits from a higher educational institution such as college or university, TIBC will recognize them as TIBC credits. The credits will be counted by the number of study hours and the maximum number of the credits will be less than one-half of the total number of class hours required to complete the course at TIBC. In addition to the recognized credits, students who have completed the prescribed courses at TIBC may be awarded a diploma.

#### 7. To apply

Applicants must fill in the appropriate application forms (downloadable from the TIBC Facebook page, Instagram, or website) and all required documents must be sent to Mr. Uemura by e-mail (see' contact information below).

## 8. Application documents

- (1) Your CV (with a passport-type photo ID attached)

## 9. Application period

28 August 2023 – 12:00 noon, 25 September 2023 (Japan standard time).

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

## 10. Application process

Applicants will be screened and selected to attend interviews. Interviews will take place in September 2023. Successful applicants prepare visa applications from October.

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

Students at the Department of Japanese Language must be enrolled in either morning classes or afternoon classes.

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

At TIBC, there are a total 872 hours over 218 days of classes per academic year.

## 12. Miscellaneous

- (1) All applicants are required to pay the ~~sum~~ total of all 1st-year expenses listed above before receiving the Certificate of Eligibility prior to their arrival in Japan.
- (2) Applicants are responsible for all applicable bank wire-transfer fees in the case of refunds issued under the following circumstances (a - d).
  - a. If applicants do not apply for immigration at a Japanese embassy or consulate after receiving their Certification of Eligibility and do not enter Japan, we will refund all fees except the ¥100,000 non-refundable Entrance fee. However, the Certificate of Eligibility and Letter of Acceptance must be returned.
  - b. In the event that the Japanese embassy or consulate in your home country does not issue a visa to enter Japan after you receive the Certificate of Eligibility, the school will refund all fees except for the 100,000 yen non-refundable Entrance fee. However, it will be necessary to return the Certificate of Eligibility as well as the Letter of Acceptance, as a proof that the visa has not been issued.
  - c. If applicants decline to enter Japan after obtaining Certification of Eligibility from the Japanese embassy or consulate, we will refund all fees except the ¥100,000 non-refundable Entrance fee. However, it is required to provide proof that an entrance visa has not been used as well as the return of the Letter of Acceptance.
  - d. School fees will not be refunded for students who drop out of school after arriving in Japan.
- (3) Students who decide to withdraw from the program before its completion for personal reasons, must depart from Japan immediately and will not receive any refunds.
- (4) TIBC bears no responsibility for any delay of the Immigration Bureau in issuing the Certificate of Eligibility (COE). There will be no reduction of cost associated with the delay.
- (5) The contents of this guideline are the conditions for an overseas applicant. Applicants for the TIBC diploma seeking course already in Japan must follow the process for domestic applicants.

## 13. Personal information

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

## 14. Contacts

Tokyo International Business College

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

Site: <http://www.tibc.jp/>

Facebook: Japanese Language Department at TIBC

Instagram: tibc\_japanese\_studies

Phone : 03-5825-8338 FAX : 03-3863-0147

To send application documents and any other inquiries:

E-mail: [y\\_uemura@tibc.jp](mailto:y_uemura@tibc.jp) (Mr. Uemura)