



TOKYO INTERNATIONAL BUSINESS COLLEGE

TIBC Prep Study Course TIBC General Studying Course

Application guide 2024

1. Objectives

The Japanese Language Courses at TIBC are offered to students who wish to go to a university in Japan and also for students aiming for career development.

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 start studying in Japan in October 2024;
- (3) Be able to obtain an adequate student visa in Japan;
- (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 formal school education overseas;
- (8) Have learnt Japanese language equivalent to N5 level;

3. Qualification to be conferred

The students who have completed this course will receive a certificate of completion.

4. Fees

	Entrance fee	Tuition fee	Material fee	Facility fee	Total
1 st year	100,000 yen	600,000 yen	45,000 yen	100,000 yen	845,000 yen
2 nd year (October intake)	-	300,000 yen	47,500 yen	-	347,500 yen
2 nd year (April intake)	-	600,000 yen	95,000 yen	-	695,000 yen

5. Enrolment period

From 1 October 2024 to the end of March 2026

6. To apply

Applicants must fill in application forms (downloadable from TIBC Facebook page, Instagram or website) and send all required documents to Ms.Yokota by e-mail (see' contact information below).

7. Application documents

- (1) Your CV (with an photo ID attached)

8. Application period

10 April 2024 – 12:00 noon, 15 May 2024 (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. Interviews will take place in April and in May 2024. Successful applicants prepare visa applications from June.

10. The Department of the Japanese Language of TIBC

Students at the Department of the 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 total 820 hours, 205 days of classes per academic year.

11. 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 arrival in Japan.
- (2) Applicants are responsible for 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 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 ¥10,000 non-refundable Entrance fee. However, it is required to provide proof that entrance visa has not been used as well as to return 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.

12. Personal information

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

13. 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 (Mr.Uemura)