

Application Guidelines

September 1, 2022



Shintomi International Language Academy

Admissions office

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□ Shintomi International Language Academy's philosophy and educational goals

1. Philosophy

Based on the philosophy that "all people are created equal," Shintomi international Language Academy aims to develop human resources and individuals who can play an active role in Japan.

Through practical Japanese education and the promotion of understanding Japanese culture and business customs, we strive to fulfill the dreams of our international students who wish to proceed with further education. We will foster individuals who can maintain a spirit of respect for humanity based on the spirit of helping each other.

2. Educational goals

With the following goals in mind, we aim to foster strong individuals who are constantly striving for progress and improvement based on their independence.

- (1) Pass the Japanese Language Proficiency Test N2.
- (2) Acquire Japanese social norms.
- (3) Enhance the values of respect for people.

□ Student acceptance policy

We are looking for students who wish to study in Japan and land a career in Japan. Why don't you join us at Shintomi International Language Academy?

The faculty staff will do their utmost to support you toward the achievement of your dream.

Our academy aims to be a Japanese language school that is exceedingly reliable, leaving the students and their families at ease by protecting the lives of our students and providing career and life guidance.

□ Curriculum policy

1. Course (scheduled for new curriculum in for fiscal 2022)

- (1) 2 years advanced course (entry in April): 1,600 hours for 2 years of study

Learning level: " Beginner I, Beginner II, Beginner III, Pre-Intermediate I, Pre-Intermediate II, Intermediate I, Intermediate II, Upper Intermediate I.

- (2) 1 year and 9 months advanced course (entry in July): 1400 hours for 1 year and 9 months of study

Learning Level: "Beginner II, Beginner III, Pre-Intermediate I, Pre-Intermediate II, Intermediate I, Intermediate II, Upper Intermediate I.

- (3) 1 year and 6 months advanced course (entry in October): 1200 hours for 1 year and 6 months of study

Learning Level: "Beginner II, Beginner III, Pre-Intermediate I, Pre-Intermediate II, Intermediate I, Intermediate II.

- (4) 1 year and 3 months advanced course (entry in January): 1000 hours for 1 year and 3 months of study Learning Level: " Beginner III, Pre-Intermediate I, Pre-Intermediate II, Intermediate I,

Intermediate II.

- (5) 1 year advanced course (entry in April): 800 hours for 1 year of study Learning Level: "

Pre-Intermediate I, Pre-Intermediate II, Intermediate I, Intermediate II.

- (6) Short-term course

We will show it in another guide brochure.

2. Education Content

- (1) Balanced between step-by-step learning of language skills (4 skills of "listening", "reading", "speaking", "writing") and language knowledge ("characters", "vocabulary", "grammar").

- (2) Learning method that incorporates various test measures such as the Japanese Language Proficiency Test (JLPT), the Examination for Japanese University Admission for International Students (EJU), and the Practical Japanese Language Test (J.TEST).

- (3) Implementation of out-of-school learning through experiencing Japanese culture and social norms.

- (4) Conducting regular exams (including conversation) to determine the level of acquisition for each semester.



3. Education method

- (1) After the placement test at the time of admission, an individual will be scheduled for an interview to determine which class is suitable for their level of education.
- (2) In addition to systematic basic learning, independent and collaborative studies are provided in which tasks are given and completed of one's accord.
- (3) Grasp individual progress and personal guidance through the homeroom system for each class from beginner to advanced level.
- (4) Guide relevant laws such as the Immigration Control Act and commercial practices by organizing graduation classes according to career paths in the final semester of the second year.
- (5) Organize periodic briefing sessions, seminars, and career events to grasp the career paths of each student.

4. Learning outcomes (abilities to develop)

- (1) Achieve practical Japanese communication skills that can be used in higher education institutions and companies in Japan.
- (2) Grow into individuals who can help each other, trust each other, have a spirit of respect for humanity, and share the joy of achieving each other's goals.
- (3) Extend the ability to progress and improve based on self-reliance and be able to utilize it comprehensively in Japanese society.

□ Time schedule

1 period: 45 minutes / 4 periods per day / from Monday to Friday

	Morning classes	Afternoon classes
1 st period	09:10~09:55	13:10~13:55
2 nd period	09:55~10:40	13:55~14:40
3 rd period	11:00~11:45	15:00~15:45
4 th period	11:45~12:30	15:45~16:30

□ Qualification requirements

- (1) Those who have completed 12 years or more of formal education in their home country (duration varies depending on the country) or other equivalent education and are 18 years or older when entering Japan.
- (2) Those who have qualifications for admission to higher education institutions such as a university in their home country (a high school diploma or equivalent).
- (3) Those who can submit a certificate of Japanese language learning for 150 hours or more at the time of application, or those who are recognized as equivalent to the Japanese Language Proficiency Test N5 level or higher.
- (4) Those who have completed their final academic program within the past five years, but if you have a nurse qualification or other job qualifications and your work history is clear, you can apply.

Note 1: "Certificate of Japanese language study" mentioned in (3): If you use the Certificate of Japanese language study, it must indicate the total study hours and the certified study hours. Please submit a proof document that provides the study hours, attendance rate, course content, course name, course goals, and the name of the teaching material used.

Note 2: "Equivalent to JLPT N5 level or higher" mentioned in (3): certificates include J.TEST (F grade or higher or FG level test 250 points or higher), Japanese NAT-TEST (grade 5 or higher), TOP-J practical Japanese proficiency test (beginner A or above), J-cert (Elementary Japanese Language Certification). Please issue each certificate (original) including other Japanese Language Proficiency Certification Tests.



Application period

Intake	Application Period	Notification of examination results	Granting of Certificate of Eligibility	Duration
Apr.	Mid-Sep. to mid - Nov.	Within three days	Late Feb.	2 years / 1 year
Jul.	Mid - Dec to mid- Feb	Within three days	Late May.	1 year and 9months
Oct.	Mid - Mar. to mid- May	Within three days	Late Aug.	1 year and 6months
Jan.	Mid - Jun to mid - Aug	Within three days	Late Nov.	1 year and 3months

The number of students to be admitted

Course	Admission number	Target	Remarks
2year course	40	Pass JLPT N2	
1 year and 9month course	20	Pass JLPT N2	
1 year and 6month course	30	Pass JLPT N2	
1 year and 3month course	5	Pass JLPT N2	
1year course	5	Pass JLPT N2	
Total	100		

Admission selection guidelines

If you wish to apply, please send the application form "Page 8: LIST OF APPLICATION DOCUMENTS" to our school. The selection method is as follows.

Selection method	Method	Notification of results
Primary selection	Document screening (final academic record, financial support, Japanese learning history) Those who has no Certificate of JLPT etc. should take the written test: Characters (Hiragana, Katakana), vocabulary, grammar (questions, particles)"	Upon the receipt of the application documents, the documents will be screened and the result will be notified.
Secondary selection	If it's difficult to conduct the on-site interview, we will conduct the interview online	Result will be notified within 3 days after interview



※The primary selection will be conducted by the local agency. In general, the secondary selection will be conducted by our staff through Skype or Zoom.

Examination by Immigration Bureau

If you have passed the screening by our school, we will apply on your behalf of Certificate of Eligibility to the Tokyo Regional Immigration Bureau. Approximately two and a half months later, our staff will confirm the results of the Certificate of Eligibility by the Tokyo Regional Immigration Bureau and we will receive the Certificate of Eligibility.

Procedures after the issuance of the Certificate of Eligibility

(1) After receiving the Certificate of Eligibility, we will send you an invoice for school fees. Applicants are required to pay their school fees by bank transfer before the payment deadline.

(2) After confirming the payment of school fees, we will send you the original Certificate of Eligibility, Admission Certificate, guidelines of studying abroad, etc.

(3) Applicants must apply for a student visa at the local Japanese embassy or consulate after receiving the Certificate of Eligibility.

(4) Please reserve your flight ticket and inform the admissions office of flight number and arrival time.

Payment of school fees

In principle, upon receiving the notification of the issuance of "Certificate of Eligibility," the applicant is required to pay the school fee of 740,000 yen (Screening Fee exemption) for the first year in a lump sum before admission. Upon receiving the payment, we will send you the original Certificate of Eligibility and Admission Certificate.

If you have a particular financial situation, the payment methods is to be discussed.

(Japanese Yen, tax included)

Item	First Year	Second Year			
	All courses 1year course	2years course	1year and 9 months course	1 year and 6 months course	1year and 3months course
Screening Fee (Note 1)	20,000	—	—	—	—
Enrollment Fee	30,000	—	—	—	—
Tuition Fee (Note 1)	610,000	610,000	457,500	305,000	152,500
Material Fee	30,000	30,000	22,500	15,000	7,500
Other facility costs, etc. (Note 2)	70,000	70,000	52,500	35,000	17,500
Total	760,000	710,000	532,500	355,000	177,500

In consideration of the new coronavirus crisis, the following exemptions will be applied only to the April 2023 students.

Note1. Those who have already obtained JLPTN4 (Qualification equivalent to the same level) at the time of application will have the screening fee 20,000 yen will be exempted, and 20,000 yen deducted from the tuition fee for the first year. For the those who have obtained JLPTN5 (Qualification equivalent to the same level) at the time of application will have the screening fee 20,000 yen will be exempted.

Note 2: The breakdown of the total amount (for one year) of "other facility costs, etc." is as follows.



Item (Note 2)	Facility cost	Equipment cost	Extra-curricular activity fee	Insurance fee	Health care cost	Others (visa renewal)	Total
Amount	15,000	15,000	15,000	10,000	5,000	10,000	70,000

※ The payment transfer fee is borne by the remitter.

※ Some study material fees may differ depending on the content of the lesson.

□ Transfer of expenses

項目 The item	日本国内で振込む場合 When you send money in Japan	国外から振込む場合 When you send money from overseas
銀行名 Name of Bank	三井住友銀行 千葉支店/(066)	SUMITOMO MITSUI BANKING CORPORATION CHIBA BRANCH / (066)
SWIFT CODE	SMBCJPJT	SMBCJPJT
住所 Address	千葉県千葉市中央区富士見 2丁目25番1号	2-25-1 FUJIMI CHUOU-KU, CHIBA-SHI, CHIBA-KEN260-0015, JAPAN
受取人 Account Name	ソフィアグローバル株式会社 代表取締役 徳田 秀子	Sophia Global Inc. President Tokuda Hideko
口座番号 Account number	普通口座 8515086	Savings account 8515086

□ Refund of school fees

After the issuance of the Certificate of Eligibility	If you do not come to Japan due to not applying for an entry visa	School fees already paid will be refunded excluding the screening fee and enrollment fee.
	If you do not come to Japan because you fail to apply for an entry visa	
	If you obtain an entry visa but decline to enroll	
	Note: If you decline to enroll after coming to Japan and before enrollment period	
	Note: If you withdraw after enrollment	School fees already paid will be refunded in semester units (3 months) excluding screening fee, enrollment fee, and insurance fee.

Note: If you wish to receive a refund after you arrive in Japan, we will proceed with a refund after receipt of confirmation of your return to the home country.

□ Learning incentives and rewards

These learning incentives and rewards are based on the premise that there is no violation of laws and regulations, such as unlawful activities or violations of school policies.

1. Special Excellence Learning Incentives.

Students who have obtained JLPTN3 or higher, and have a cumulative attendance rate of 98% or



higher by the designate date “within a 1year after admission” where enrolled in second year will be awarded “Special excellence learning incentives”. This detailed application procedure will be shown separately.

(1) Payment amount 20,000yen per month (in to 12 mouths).

(2) Number of people awarded: a few

2. Our academy has various reward systems as follows.

(1) The "Excellent Academic Award" will be awarded (at the time of graduation) to the model students (top 3 students) with excellent grades. This requires a JLPTN2 or higher and EJU high score (2 subjects) with a cumulative attendance rate of over 98%.

(2) The “Final Examination Excellence Award” will be awarded to those who excel in the final exam each semester.

(3) Students who have obtained "JLPTN3 or above within 12 months after enrollment" or "JLPTN2 or above within 16 months after enrollment" and have a cumulative attendance rate of over 98% will receive the "Qualification Acquisition Award" only once.

(4) In addition, there are “Perfect Attendance Award” and “Diligence Award” for each course, and a "Learning Encouragement Award" for those with 100% attendance in each semester (3 months).

LIST OF APPLICATION DOCUMENTS

1. For applicant

(1) Application for Admission of SILA. (**Attachment 1**)

(2) Graduation certificate of final academic background. (**Note**)

(3) Transcript of final academic background.

(4) Proof of Japanese language proficiency. (**Note**)

(5) Certificate of health. (**Attachment 2**)

(6) Copy of passport.

(7) 6 Photos.

2. For applicable applicant

(1) Reason for Studying in Japan. (If more than 5 years have passed since graduation)

(2) Certificate of enrollment. (Those who are still enrolled at the time of application)

(3) Certificate of employment. (Person with work history)

3. For financial supporter

(1) Letter of Financial Support. (**Attachment 3**)

(2) Documents certifying the relationship between the financial supporter and the applicant.

(3) Certificate of deposit balance. (**Original**)

(4) Documents certifying the occupation of the financial supporter. (**Original**)

(5) Proof of fund formation process for the past year.

“A copy of the deposit / withdrawal statement for the past year or the passbook for the past year, etc.”

(**Original**) (**Note**)

(6) Document certifying the income of the expense payer for the past year "Certificate of tax payment (taxation) for the past year or income (earnings) certificate for the past year". (**Original**) (**Note**)

Note: You may not be required to submit some documents.
(Please contact the admissions office for details.)

□ ACCESS

Access to School



1. It takes 2 minutes on foot from SHINKEMIGAWA STATION using the JR SOBU LINE.

- (1) Go down the stairs at the south exit of the station.
- (2) Turn right and cross the road.
- (3) Go down the staircase in front of “Seiyu Supermarket”.
- (4) Turn right.
- (5) The entrance of SILA is located on your left side.



2. It takes 8 minutes on foot from “KEMIGAWA STATION” using the KEISEI LINE.

- (1) Exit the station and turn left.
- (2) Go straight along the train tracks for about 50 meters, turn left and cross Railway crossing.
- (3) Turn right at the corner of Chinese restaurant Keirin Gyouza.
- (4) Go straight until you see the Seiyu Super market.
- (5) You'll see the entrance of SILA on your right side.



S : Seiyu supermarket

★ : SILA

Admissions office

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