



# JSB日本語学校 - SRI LANKA

## JSB JAPANESE LANGUAGE SCHOOL

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[www.jsbinternational.jp](http://www.jsbinternational.jp)



# SCHOOL INTRODUCTION

## 学校案内

# ようこそJSB日本語学校へ

## Welcome to JSB Japanese Language School



# Class Room 「学室」





# Class Room 「学室」



# Class Room 「学室」




# Our Vision 「ビジョン」

Our vision is to be the leading provider of Japanese language education, connecting students from around the world to the rich culture and language of Japan. We strive to create a welcoming and inclusive learning environment, where students can develop their language skills and gain the confidence to communicate effectively in Japanese. Through our innovative teaching methods, experienced teachers, and comprehensive curriculum, we aim to inspire a lifelong love of learning Japanese and empower our students to achieve their personal and professional goals.

私たちのビジョンは、世界中の学生を日本の豊かな文化と言語につなげ、日本語教育のリーディングプロバイダーとなることです。私たちは歓迎され、包括的な学習環境を作り出し、生徒が日本語のスキルを伸ばし、自信を持って効果的にコミュニケーションを取ることができるよう支援します。革新的な教授法、経験豊かな教師、包括的なカリキュラムを通じて、日本語への学習への愛を生涯にわたって育み、生徒が個人と職業の目標を達成できるよう力を与えることを目指しています。



# Our Mission 「ミッション」



Our mission is to provide high-quality Japanese language education to students of all ages and backgrounds. We aim to create a supportive and engaging learning environment that inspires our students to become confident and effective communicators in Japanese. We believe that language learning should be interactive, communicative, and fun. Our experienced teachers use innovative teaching methods and a student-centered approach to help our students achieve their language goals. We are committed to promoting cross-cultural understanding and enriching the lives of our students by introducing them to the language and culture of Japan.

私たちの使命は、生徒の必要と目標に合った高品質な日本語教育を提供することです。私たちは支援的で包括的な学習環境の創造、革新的で魅力的なコースの提供、そして生徒が日本語で効果的なコミュニケーターになるお手伝いをするに取り組んでいます。



# Our Service 「サービス」



At JSB Japanese Language School, we offer a range of services to help make your journey to Japan as smooth and successful as possible. Our services include:

JSB日本語学校では、日本への旅をできるだけスムーズで成功するものにするため、さまざまなサービスを提供しています。当校のサービスには、以下が含まれています：



- Japanese Language Courses
- Japanese Exams
- Student Visa for Japan
- Accommodation Support in Japan
- Part-Time Job Support in Japan
- Introduction to Vocational Schools and Universities in Japan
- Professional Jobs Support in Japan
- Cultural Activities



# Voice of CEO 「代表取締役社長のご挨拶」



**Welcome to JSB International Ventures**, the parent company of **JSB Japanese Language School, JSB International & JSB Institute**. Founded in 2023 by Mr. Dasun Kalpa, we provide a range of services to help students and professionals succeed in Japan. Our services include student visa support, Japanese language courses, Business and cultural experiences, and more. At JSB International Ventures Corporation Limited, we are committed to providing high-quality services that meet the needs of our clients. Thank you for considering.



**Warnakulasuriya Dasun Kalpa**  
ワルナクラスリヤ ダスン カルパ

JSBインターナショナルベンチャーへようこそ。当社は、JSB日本語学校、JSBインターナショナルとJSB研究所の親会社として2023年にダスン・カルパ氏によって設立されました。私たちは、学生やプロフェッショナルが日本で成功するためのさまざまなサービスを提供しています。当社のサービスには、学生ビザのサポート、日本語コース、ビジネスや文化体験などが含まれます。JSBインターナショナルベンチャー株式会社では、クライアントの必要に応える高品質なサービスの提供に取り組んでいます。ご検討いただき、ありがとうございます。

# Voice of Manager 「マネージャーのご挨拶」



**As the Manager of JSB International Ventures,**  
I am thrilled to support students and professionals in their journey to success in Japan. Our high-quality services, including student visa support, Japanese language courses, Business and cultural experiences, are designed to meet your needs. Join us at JSB International Ventures and let's make your dreams in Japan a reality. Thank you for considering.



**H. A. L. S. Diwani Hettiarachchi**  
ディワーニ ヘッチアーラッチ

マネージャーとして、学生や専門家が日本で成功するまでの道のりをサポートできることに興奮しています。学生ビザのサポート、日本語コース、ビジネスや文化体験など、私たちの高品質なサービスはお客様のニーズを満たすように設計されています。JSB International Venturesに参加して、日本での夢を実現しましょう。ご検討いただきありがとうございます。



# President`s Greetings of School 「学長のご挨拶」

As the principal of **JSB Japanese Language School**, I am proud to lead this school. A Japanese language school born in Sri Lanka, the goal is to introduce Sri Lankan students to Japanese schools and become a bridge to make their dreams come true. Our mission is not only to teach the language, but also to foster a deep understanding and respect for Japanese culture and traditions. Let's support and encourage each other to reach our goals. We strive to provide an environment that fosters creativity and innovation, value your voice, and embrace your ideas.



**Dasun Kalpa**  
ダスン カルパ

Finally, let us all enter the new school year with passion and determination. We believe that by overcoming difficulties and successes together, JSB Japanese Language School will become an even more brilliant center of language and culture.

Thank you. Join us as we journey towards a goal of the future

JSB日本語学校の学長として、この学校を導いていることを誇りに思います。スリランカで生まれた日本語学校であり、目標は、スリランカの留学生を日本の学校に紹介し、学生の夢を叶える為架け橋となることです。言語教育だけでなく、日本の文化と伝統についての深い理解と尊重を育むことを使命としています。お互いをサポートし、励まし合いながら、自分たちの目標に向かって邁進しましょう。創造性と革新が育まれる環境を提供し、皆さんの声を大切にし、アイデアを受け入れる努力を惜しみません。

最後に、皆さんとともに情熱と決意を持って新たな学年を迎えましょう。困難と成功を共に乗り越えることで、JSB日本語学校がますます輝く言語と文化の拠点となることを信じています。

ありがとう。私たちと一緒に未来の目標に向かって飛び立ちましょう！

# Director of School Administration 「学校事務局長」

**As the Executive Director of JSB International Ventures**, I extend a warm welcome to you. We are committed to providing exceptional services that support your journey to success in Japan. From student visa assistance to Business and cultural experiences, we are here to help you achieve your goals. Thank you for choosing JSB International Ventures.



**R. Kawindu Sandeepa**  
カウインドゥ サンディーパ

事務局長として、心よりJSBへようこそ。  
私たちは、日本での成功への道をサポートする優れたサービスを提供することに尽力します。学生ビザのサポートからビジネスや文化体験まで、私たちはあなたの目標達成をお手伝いします。JSB International Venturesをお選びいただきありがとうございます。

JSB日本語学校

# Teacher of the School 「学校の先生」

I'm Taniya Malshi, Living in Sri Lanka. I Passed the Japanese Language Proficiency Test Level N2. I am currently working as a teacher at JSB Japanese Language School. Thank you very much.

私はターニタマルシと申します。スリランカ出身です。日本語能力試験レベルN2合格者です。現在、JSB日本語学校で先生として働いています。どうぞよろしくお願い致します。

**THANIYA MALSHI**

ターニヤ先生

皆さんの夢と一緒に叶えましょう！

# Our JSB Students Who Made Their Japanese Dream Come True 「日本の夢を叶えられたJSBの学生たち」





# Our JSB Students Who Made Their Japanese Dream Come True 「日本の夢を叶えられたJSBの学生たち」



# Our JSB Students Who Made Their Japanese Dream Come True 「日本の夢を叶えられたJSBの学生たち」





# Our JSB Students Who Made Their Japanese Dream Come True

## 「日本の夢を叶えられたJSBの学生たち」



「自分の頑張りがいつも刺激になります。  
努力はきっと実を結びます。自信を持って  
前へ進んでください」

# Facilities of the School

## 「学校施設」



In front of the JSB Japanese Language School



Class Rooms (Up to 30 students) - Free Wi-Fi



Office Room



Teachers Table



Washroom & Toilet



Fridge



# Japanese Language Courses 「日本語コース」

- JLPT N5/ NAT 5 (日本語能力試験レベル 5)
- JLPT N4/ NAT 4 (日本語能力試験レベル 4)
- JFT/SSW SKILLTEST
- JAPANESE FOR TRAINING VISA/ SSW VISA  
(研修ビザ/特定技能ビザ)

For more details → [www.jsbinternational.jp](http://www.jsbinternational.jp)

## JLPT N5/ NAT 5 「日本語能力試験レベル 5」

- ★ No basic knowledge is required.
- ★ At the end of the course as our institution is a government registered institution a valuable certificate will be awarded at the end of the course.
- ★ Japan language is taught in all three ways Reading, Writing & Listening.
- ★ Paper Discussion, Listening (with JLPT, NAT sample papers) teaching is done through Zoom technology.
- ★ Resources used for teaching  
Minnano Nihongo I , Minnano Nihongo II, Dekiru Nihongo I
- ★ Physical class will be held 4 days a week and Zoom Class will be held 2 or 3 times a week.

## • JLPT N4/ NAT 4 「日本語能力試験レベル 4」

- ★ N5 knowledge is required to join this course.
- ★ At the end of the course as our institution is a government registered institution a valuable certificate will be awarded at the end of the course.
- ★ Japan language is taught in all three ways Reading, Writing & Listening.
- ★ Paper Discussion, Listening (with JLPT, NAT sample papers) teaching is done through Zoom technology.
- ★ Resources used for teaching Minnano Nihongo II, Dekiru Nihongo I, Dekiru Nihongo II,
- ★ Physical class will be held 4 days a week and Zoom Class will be held 2 or 3 times a week.

## • JLPT O/L & A/L JAPANESE 「O/L & A/L 日本語」

- ★ Syllabus will be covered in the syllabus.
- Grade 10
- Grade 11
- ★ Syllabus of Advanced Level will be covered.

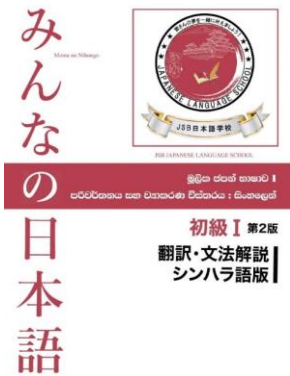
## • JFT/SSW Test

As you know, Japan is a country where English is not used very much, anyone who wants to go to Japan should learn Japanese properly first. This is a special course prepared by our institute, which is focused on those of you who intend to go to Japan for work.

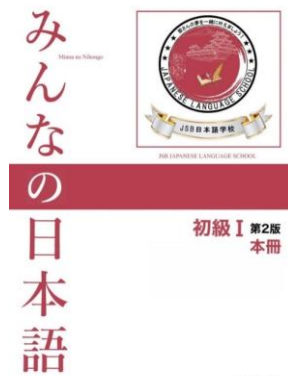
- ★ Resources used for teaching  
Minnano Nihongo I , Minnano Nihongo II, Dekiru Nihongo I



## Resources used for teaching



スリランカ



スリランカ



## Paper test



# Japanese Exams 「日本語試験」

- JLPT EXAMS (日本語能力試験 JLPT)
- NAT EXAMS (日本語能力試験 NAT)
- TOP J EXAM (実用日本語運用試験)
- SSW TESTS (日本語基礎テスト)

For more details → [www.jsbinternational.jp](http://www.jsbinternational.jp)

## • JLPT EXAMS 「日本語能力試験 JLPT」

The Japanese Language Proficiency Test (JLPT) is a standardized exam designed to evaluate and certify the Japanese language proficiency of non-native speakers. It is widely recognized worldwide and is administered by the Japan Educational Exchanges and Services (JEES) in cooperation with the Japan Foundation.

The JLPT is held twice a year, usually in **July** and **December**, at test centers worldwide. It is a valuable qualification for individuals who want to study or work in Japan, as many universities, companies, and organizations in Japan and abroad recognize and require JLPT certification for language proficiency assessment.

★ Online registration facilities are provided for exams. You can register for the exams through the link below.

Link : [The Japanese Language Proficiency Test \(jlea.lk\)](http://jlea.lk)

★ Exam Fees is 7000LKR

★ Visit the following link to download the pdf file showing how to register online for exams step by step

Link : <https://jsbinternational.jp/jlpt-exams/>

★ Visit the link below to know about the exam rules and exam locations

Link : <https://jsbinternational.jp/jlpt-exams/>



- The JLPT has five levels: N1, N2, N3, N4 and N5. The easiest level is N5 and the most difficult level is N1



N4 and N5 measure the level of understanding of basic Japanese mainly learned in class. N1 and N2 measure the level of understanding of Japanese used in a broad range of scenes in actual everyday life. N3 is a bridging level between N1/N2 and N4/N5.

Linguistic competence required for the JLPT is expressed in terms of language activities, such as Reading and Listening, as shown in the table below. While not noted in the table, Language Knowledge, such as Vocabulary and Grammar, is also required for successful execution of these activities.

- **N1 Level 「The ability to understand Japanese used in a variety of circumstances」**

- ☐ **Reading**
  - One is able to read writings with logical complexity and/or abstract writings on a variety of topics, such as newspaper editorials and critiques, and comprehend both their structures and contents.
  - One is also able to read written materials with profound contents on various topics and follow their narratives as well as understand the intent of the writers comprehensively.
- ☐ **Listening**
  - One is able to comprehend orally presented materials such as coherent conversations, news reports, and lectures, spoken at natural speed in a broad variety of settings, and is able to follow their ideas and comprehend their contents comprehensively. One is also able to understand the details of the presented materials such as the relationships among the people involved, the logical structures, and the essential points.

- **N2 Level 「The ability to understand Japanese used in everyday situations, and in a variety of circumstances to a certain degree」**

- ☐ **Reading**    ➤ One is able to read materials written clearly on a variety of topics, such as articles and commentaries in newspapers and magazines as well as simple critiques, and comprehend their contents.  
➤ One is also able to read written materials on general topics and follow their narratives as well as understand the intent of the writers.
- ☐ **Listening**    ➤ One is able to comprehend orally presented materials such as coherent conversations and news reports, spoken at nearly natural speed in everyday situations as well as in a variety of settings, and is able to follow their ideas and comprehend their contents. One is also able to understand the relationships among the people involved and the essential points of the presented materials.

- **N3 Level 「The ability to understand Japanese used in everyday situations to a certain degree」**

- ☐ **Reading**    ➤ One is able to read and understand written materials with specific contents concerning everyday topics.  
➤ One is also able to grasp summary information such as newspaper headlines.  
➤ In addition, one is also able to read slightly difficult writings encountered in everyday situations and understand the main points of the content if some alternative phrases are available to aid one's understanding.
- ☐ **Listening**    ➤ One is able to listen and comprehend coherent conversations in everyday situations, spoken at near-natural speed, and is generally able to follow their contents as well as grasp the relationships among the people involved.

• **N4 Level 「The ability to understand basic Japanese」**

- ☐ Reading ➤ One is able to read and understand passages on familiar daily topics written in basic vocabulary and kanji.
- ☐ Listening ➤ One is able to listen and comprehend conversations encountered in daily life and generally follow their contents, provided that they are spoken slowly.

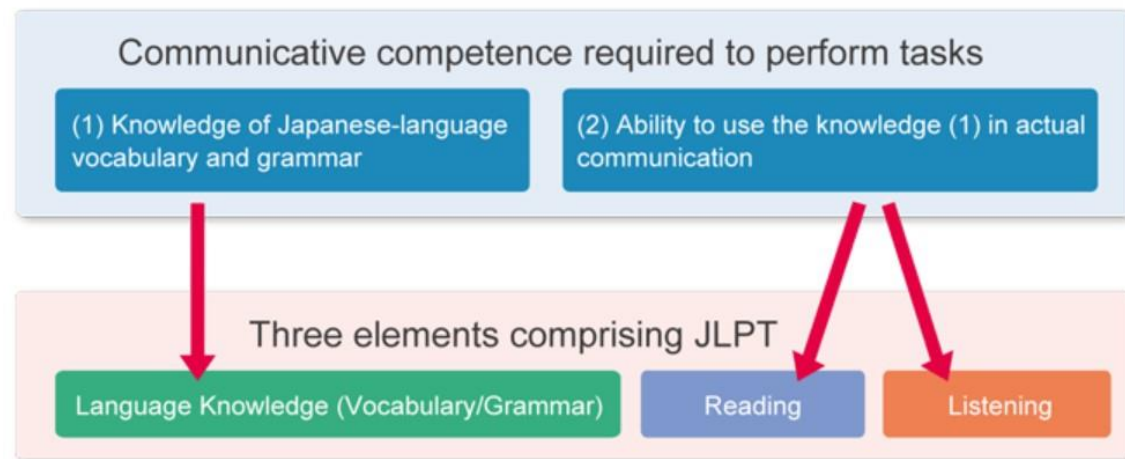
• **N5 Level 「The ability to understand some basic Japanese」**

- ☐ Reading ➤ One is able to read and understand typical expressions and sentences written in hiragana, katakana, and basic kanji.
- ☐ Listening ➤ One is able to listen and comprehend conversations about topics regularly encountered in daily life and classroom situations, and is able to pick up necessary information from short conversations spoken slowly.



- **Measures communicative competence required to perform tasks**

The JLPT places importance not only on (1) knowledge of Japanese-language vocabulary and grammar but also on the (2) ability to use the knowledge in actual communication. In order to perform various "everyday tasks" that require language, not only language knowledge but also the ability to actually use it are necessary. Therefore, the JLPT measures comprehensive Japanese-language communicative competence through three elements: "Language Knowledge" to measure (1), and "Reading" and "Listening" to measure (2).



Due to the large scale of testing, answers will be machine-scored. Note that the JLPT does not include sections to measure speaking or writing proficiency directly.

## • NAT EXAMS 「日本語能力試験 NAT」

The Japanese Language NAT-TEST is an examination that measures the Japanese language ability of students who are not native Japanese speakers. The tests are separated by difficulty (five levels) and general ability is measured in three categories: Grammar/Vocabulary, Listening and Reading Comprehension. The format of the exam and the types of questions are equivalent to those that appear on the Japanese-Language Proficiency Test (JLPT).

★ Online registration facilities are provided for exams. You can register for the exams through the link below.

Link : [Colombo Test Center for Japanese Language NAT-TEST](#)

★ One week before your exam date, the exam application form can be obtained through this web page.

★ You can download the exam application form and exam schedule using the National ID number or passport number that you used while filling the application.

★ Please note that the results will be released within 15-20 days from the exam date and the website mentions only the exam number of the students who passed the exam.

★ All the students appearing for the examination will receive a result document, so they can come to the office and collect the result document within three weeks after the release of the results. Once we receive the results you will be notified via SMS

★ Please note that you must come to the office to collect the result document and bring your National ID card / passport or driving license and exam number.

★ Exam Fees is 7000LKR

★ Visit the following link to download the pdf file showing how to register online for exams step by step

Link : [Colombo Test Center for Japanese Language NAT-TEST](#)

★ Location of Test Center

❑ BMICH : Bauddhaloka Mawatha, Colombo 7

<https://goo.gl/maps/9r11H8V6Sv2sw5BJ7>

❑ Sri Sambuddhathwa Jayanthi Mandiraya : No. 32, Colombo 05

<https://goo.gl/maps/2ryyYdxFGJjGs5Dk9>

❑ JR Jayewardene Center : No. 191, Srimath Anagarika Dharmapala Mawatha, Colombo 07

<https://goo.gl/maps/P1wK6XHAiS1P551z5>

❑ NAT office Map : <https://goo.gl/maps/zH19DNcrZmfkUv5U8>

★ NAT exams will be held every two months

□ 2023 Test Schedule

	Test Dates	Application Deadline
February	February 19	January 20
April	April 23	March 24
June	June 11	May 12
August	August 6	July 7
October	October 15	September 15
December	December 10	November 10



## • TOP J EXAMS 「実用日本語運用試験」

TOP J is a Japanese language test that is held **6 times a year in 8 countries** and regions. It has 3 levels and can measure higher levels of language ability than the JLPT. The strength of TOPJ is that it is hosted multiple times in a year, so you can take the test to suits your schedule.

The TOPJ Practical Japanese Operational Competency Test is divided into beginner, intermediate and advanced. When applying to study abroad in Japan, the results of this exam are proof of language proficiency like the Japanese proficiency test.

★ Online registration facilities are provided for exams. You can register for the exams through the link below.

Link : [Japan Sri Lanka Technology & Cultural Centre | Study in Japan | JSLTCC | Japanese Language School Sri Lanka](#)

★ Exam Fees is 4200LKR

★ Location of Test Center

Test Center : Japan Sri Lanka technology and cultural center.

Address : Gampaha Pradesiya saba building, Miriswatte, Mudungoda, Sri Lanka.

Telephone : +94 33 2232 667

Google Map : <https://goo.gl/maps/mdqoKD8ea1B7ToCM7>

★ TOP J exams will be held 6 times a year

❑ **2023 TOPJ Practical Japanese Proficiency Test Schedule**

Session	Levels	Test Dates
January	Beginner and Intermediate levels	January 16
March	Beginner and Intermediate levels	March 13
May	All levels	May 15
July	Beginner and Intermediate levels	July 10
September	Beginner and Intermediate levels	September 11
November	All levels	November 6

The above dates are for the test held in Japan and are taken as reference. Dates and application deadlines outside Japan differ according to testing center and region. Contact the overseas offices for more information.

	Grade	Japan	China	Vietnam	Nepal	Taiwan	Sri Lanka	Myanmar
January 15	Beginner Intermediate	●	●	●	●		●	●
March 12	Beginner Intermediate	●	●	●	●		●	●
May 14	Beginner Intermediate Advanced	●	●	●	●	●	●	●
July 9	Beginner Intermediate	●	●	●			●	●
Sep 10	Beginner Intermediate	●	●	●	●		●	●
Nov 5	Beginner Intermediate	●	●	●	●	●	●	●

★ Certified Competencies

TOP J		CEFR	Indication of ability
Advanced Level	A	C2	Ability to flexibly adapt to any level of native speakers.
	B	C1	Students are able to fully express their ideas at academic conferences, study groups, or workplace meetings. In addition, in business situations, it is possible to communicate in writing such as e-mail and fax without flaws.
	C		Students can discuss and discuss their research with others in higher education institutions. In addition, students can read books and papers in their specialized fields and write their own theories after understanding their contents. In the workplace, in addition to general telephone responses, it is possible to communicate by business e-mail using fixed sentences.
Intermediate	A	B2	The ability to communicate sufficiently with others in the environment to which they belong, such as school and workplace. In addition, students must be able to read books and papers in their department or specialized field, understand the minimum content, and prepare reports, etc.
	B		In the environment to which you belong, such as school and workplace, you can communicate sufficiently with people you know. In addition, within the scope of existing knowledge, you can write simple essays and reports.
	C	B1	If it is a daily conversation, you can communicate sufficiently. In addition, you can understand frequently used words and write coherent sentences to some extent.



Elementary level	A-4	A2	Understand frequently used words, which are the foundation of daily life, and be able to communicate with others.
	A-5	A1	Understand frequently used words in daily life and have simple conversations.
	B		You can understand frequently used words in daily life to some extent, and you can communicate with others at the word level.
	C		Develop an interest in Japanese, become familiar with hiragana, katakana, and kanji, and gain an environment where you can come into contact with Japanese.

Scholarship applicants from the Asia International Exchange Scholarship Foundation are expected to obtain a grade C or higher.



★ Question type and scoring

□ Elementary Scoring Table 「初級 配点表」

範囲	時間	問題部分		設問数	配点	合計
リスニング	35分	Part1	絵、写真問題	10	225	500点
		Part2	正確な聴解力を試す問題	20		
			絵を使った選択問題			
		Part3	適切な答えを求める聴解問題	15		
筆記	55分	Part4	総合問題	35	275	
		Part5	読解問題	15		
		Part6	日本文化	5		

□ Intermediate scoring table 「中級 配点表」

範囲	時間	問題部分		設問数	配点	合計
リスニング	35分	Part1	絵、写真問題	10	225	500点
		Part2	会話問題	20		
			説明問題			
		Part3	難読解問題	15		
筆記	55分	Part4	総合問題	35	275	
		Part5	読解問題	15		
		Part6	日本文化	5		

□ Advanced scoring table 「上級 配点表」

範囲	時間	問題部分		設問数	配点	合計
リスニング	35分	Part1	絵、写真問題	10	225	500点
		Part2	会話問題	20		
			説明問題			
		Part3	難読解問題	15		
筆記	85分	Part4	総合問題	35	275	
		Part5	読解問題	15		
		Part6	日本文化	5		



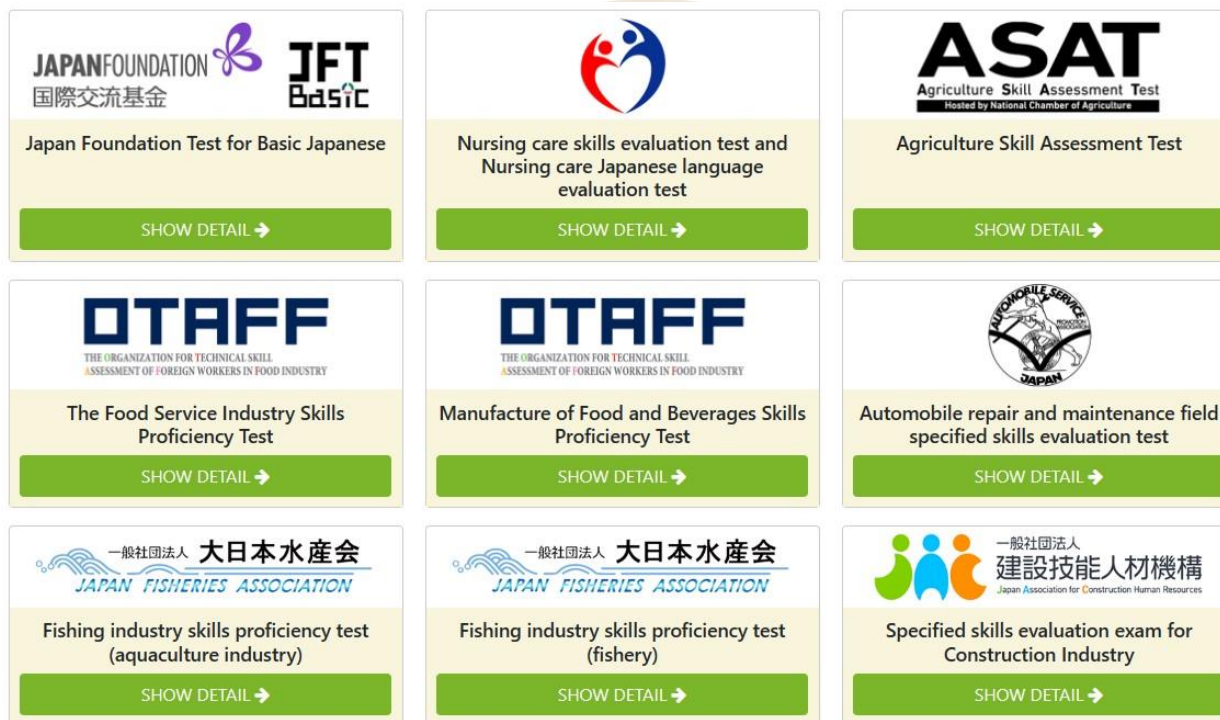
## • SSW Test 「日本語基礎テスト」

Proficiency Tests in order to work under a **Specified Skilled Worker** (i) status of residence, you need to pass a Japanese language test and a skills proficiency test. (You do not need to pass these tests if you have satisfactorily completed Technical Intern Training (ii). However, to work in a different field, you need to pass a skills proficiency test in the field in which you wish to work.) Taking these tests costs money. You can check the test's website to find out what kinds of questions are on it. For information on textbooks and sample questions, see the website. Test questions related to several fields are provided here for reference.

### □ List of the SSW Test

- ★ Japan Foundation Test for Basic Japanese
- ★ Nursing care skills evaluation test and Nursing care Japanese language evaluation test
- ★ Agriculture Skill Assessment Test
- ★ The Food Service Industry Skills Proficiency Test
- ★ Manufacture of Food and Beverages Skills Proficiency Test
- ★ Automobile repair and maintenance field specified skills evaluation test
- ★ Fishing industry skills proficiency test (aquaculture industry)
- ★ Fishing industry skills proficiency test (fishery)
- ★ Specified skills evaluation exam for Construction Industry

# Specified Skilled Worker



★ Online registration facilities are provided for exams. You can register for the exams through the link below.

Link : [Specified Skilled Worker Tests](#) | [Prometric \(prometric-jp.com\)](http://Prometric.jp/prometric-jp.com)

# Student Visa For Japan 「日本に留学ビザ」

## □ Who can apply for student visa to JAPAN ?

- ✓ The student who has clear objective towards Japanese Language study and who has intention to continue.
- ✓ Have Japanese Language ability equivalent to Level N5 of JLPT, or have studied Japanese as second language for more than 150 hours at a university, Vocational School, High School or Japanese Language School.
- ✓ Student must pass selection test in Schools or universities in Japan.
- ✓ One who can obey the Japanese law and rules of Schools or universities in Japan.
- ✓ Have completed, or be about to complete 12 or more years of compulsory education at the time of application.
- ✓ One who has a permission granted or expected to get permission from the immigration going through legal procedures
- ✓ One who can has financial guarantor having sufficient money to pay the expenses.

## ❑ Step by step process

- A. Moving in Selection of documents and interview
- B. Issuing an acceptance permit
- C. Applying for the Certificate of Eligibility
- D. Issuing of the Certificate of Eligibility
- E. Payment of amount, Sending of the Certificate of Eligibility
- F. Applying for Visa and Obtaining a Visa
- G. Fixing of departure day, Arranging of Airport, Arrival at Japan / dormitory





## ❑ Apply for a Student Visa

1. Choosing a School
2. Understand the application process
3. Prepare all the documents needed for the COE
4. After you receive your COE

This information assumes that you are applying from outside of the country. If you have a current visa to live in Japan then you should be able to change it to a student visa although you may need to provide a motivation letter to immigration. However, we do not recommend trying to change your visa as a tourist, you will have to go back home and apply at the consulate.

## 1. Choosing a School

Each Japanese language school has their own atmosphere and course structure, so you will want to find a school that fits your study style. At **JSB Japanese Language School** we work closely with all our partner schools to make sure that we find the right school for you based on your language level, study habits and which city you want to study in.

## 2. Understand the application process

- A. Fill out the inquiry form at **JSB Japanese Language School**.
- B. Complete the student visa application form that we send to you.
- C. Submit all the required documents (see below) to the **JSB Japanese Language School** Student Coordinator by the application deadline.
- D. Once we have received all the required documents, we will send everything to the school.
- E. The school will then submit the visa application to the Immigration Bureau in Japan on your behalf.

- F. Be patient as it takes 2-to-3 months for Immigration to approve a visa application and issue the COE.
- G. Once the Immigration Bureau approves your visa application, the school will send you the Certificate of Eligibility (COE).
- H. Once you receive the COE, take it and the visa application form (obtained from the Japanese embassy in your country), photos and valid passport to the Japanese embassy or consulate in your city.
- I. The Embassy will issue you the actual student visa which can take anywhere from 3 – 7 days.
- J. You are now in possession of a brand new Japanese student visa!



### 3. Prepare all the documents needed for the COE

#### ❖ Student Application Form

Once you apply to the **JSB Japanese Language School** Student Placement Program our Student Coordinator will send you the student application form.

To increase your odds of being accepted by the Japanese Immigration Bureau you should try to be as detailed as possible. Especially for sections explaining why you want to come to Japan. The more you write here the better !

#### ❖ Eight identical ID Photos (4cm high × 3cm wide)

Photos must show a clear and full front view of the student's face from the bottom of the chin to the top of the hair against a plain background. Don't wear sunglasses or hats, or have anyone else in the photo. The guidelines also say that your eyes and ears should be clearly visible.

Make sure the photo is in color, taken within 3 months prior to your application submission. Photos must be official passport photos, taken at a specialized ID photo booth and printed on photo paper. Paper-printed photos will not be accepted. (Sadly, Snapchat selfies are not accepted.)

### ❖ **Passport photocopy**

Copy of the Photo/ID and Signature page of your passport. If you have been to Japan in the past, then you should also copy any previous entry and exit stamps.

### ❖ **Academic documents**

Proof that you've graduated from school. Usually your diploma and official transcript are necessary.

### ❖ **Proof of financial viability**

The Japanese Immigration Bureau requires all visa applicants to prove their ability to support themselves, including paying for tuition, living costs, school fees and other expenses while in Japan. The amount varies depending on your school's tuition fees, period of stay in Japan and your living circumstances after arriving in Japan, but it is recommended to show access to an average of ¥2,000,000 or more for the first few months of your stay.

The documents you submit should show where the money to pay for school and living expenses is coming from. If you're supporting yourself, make sure that all documents you provide are under your name (as stated in your passport). If someone else is sponsoring your stay, a letter written and signed by them should be enclosed and all other financial documents should show their name.

You can use the following documents to prove you have sufficient funds to support yourself.

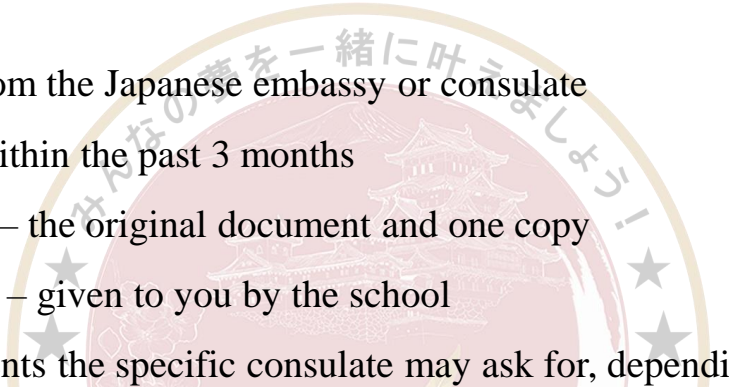


- Bank statements
- Income statements
- Financial Aid award letter
- Scholarship award letters
- Letter of sponsorship

**Note:** All documents must be in either Japanese or English.

#### 4. After you receive your COE

As soon as you receive your COE, make an appointment at the nearest Japanese embassy or consulate in your area to apply for the actual visa. If you are changing your current visa to a student, then your school will be able to assist you. If you currently have a tourist visa, you will have to go back home and apply at the consulate. In general, you'll need the following documents:

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- The logo of JSB Japanese Language School is a circular seal. It features a central illustration of a traditional Japanese building, possibly a school or temple, with a thatched roof. The seal is surrounded by a ring of stars. The text "JSB JAPANESE LANGUAGE SCHOOL" is written around the bottom half of the seal. Above the seal, there is a banner with the Japanese text "JSB 日本語学校".
- Valid Passport
  - Visa application form from the Japanese embassy or consulate
  - One photograph taken within the past 3 months
  - Certificate of Eligibility – the original document and one copy
  - Certificate of Admission – given to you by the school
  - Other additional documents the specific consulate may ask for, depending on the country.

Don't forget to get your COE back after your visa has been issued — you will need it upon landing in Japan.

# Support in Japan

- Apartments in Japan
- Part-Time jobs in Japan
- Introduction to vocational schools and universities
- Professional Full-Time Jobs in Japan





諦めずに続けましょう！  
続けて、続けた自分を褒めましょう！  
継続は力なり！

[www.jsbinternational.jp](http://www.jsbinternational.jp)