

Tokyo, Japan



東京経営短期大学
TOKYO MANAGEMENT COLLEGE



東京国際ビジネスカレッジ
TOKYO INTERNATIONAL BUSINESS COLLEGE



From **APRIL 2019** **DARUMA SCHOLARSHIPS**

- Application period: 1 October 2018 - Noon, 12 November 2018 (Japanese standard time)
- Application documents: Curriculum Vitae, Recommendation Letter
- Scholarship covers 100% of the annual tuition fee (1 year program)
- More information:  Japanese Language Department at TIBC
- Contact: a_toriyabe@tibc.jp (Ms. Toriyabe)





**Tokyo Management College
and
TOKYO INTERNATIONAL BUSINESS COLLEGE**

**Application Guide to
DARUMA Scholarships for the 2019 Academic Year**

With the next Olympic Games taking place in Tokyo in 2020, the further internationalisation of Japan is being increasingly promoted. Tokyo Management College (TMC) and Tokyo International Business College (TIBC) offers the DARUMA Scholarships to international students who want to study and work in Japan so that they will become globally competitive individuals.

1. Objectives

The DARUMA Scholarships are offered to international students who want to study at either TMC or TIBC, and work in Japan after graduation. 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 TMC/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 a teaching staff member of the school;
- (3) Be able to start studying in Japan in April 2019;
- (4) Be able to obtain a student visa in Japan; and
- (5) Comply with the rules and regulations set by TMC/TIBC.

3. Qualification to be conferred

Successful applicants will study at the Global Study Center at TMC/the Department of the Japanese Language at TIBC for one year. Once they successfully graduate, a certification of completion will be conferred.

4. Scholarship amounts

A full scholarship (600,000 Japanese Yen) covers all of the annual tuition fee. A partial scholarship (300,000 Japanese Yen) covers 50% of the annual tuition fee. The fees payable by students are as follows (unit: Japanese Yen):

	Admission fee	Tuition fee	Teaching materials fee	Facility fee	Total
Full Scholarship	90,000	Exempt	90,000	50,000	230,000
Partial Scholarship	90,000	300,000	90,000	50,000	530,000
No scholarship	90,000	600,000	90,000	50,000	830,000

5. Scholarship period

1 April 2019 – 31 March 2020 (one year)

6. To apply

Applicants must fill in application forms (downloadable from our Facebook page) and send all required documents to Ms. Toriyabe by email (see '17. Contact us').

7. Application documents

- (1) Your CV (with an ID photo attached)
- (2) A letter of recommendation prepared by the school where you studied Japanese or a teaching staff member of the school

8. Application period

1 October 2018 – 12:00 noon, 12 November 2018 (Japan Standard Time)

Applications incompletely submitted, or submitted after the above period, 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 late-November 2018. Final results will be announced by the beginning of December 2018.

10. Obligations of a scholarship recipient

Once successfully selected as a scholarship recipient, you must:

- (1) Submit documents required for admission to TMC/TIBC immediately and apply for a student visa;
- (2) Start studying at the Department of the Global Study Center at TMC/the Japanese Language at TIBC in April 2019; and
- (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 TMC/TIBC.
- (4) Stay at TMC and TIBC's student accommodation during the enrolment period.

11. The Department of the Japanese Language of TIBC

Students at the Global Study Center and the Department of the Japanese Language must be enrolled in either morning classes or afternoon classes:

Morning classes:	09:10 – 12:20 (TMC)	08:45 – 12:10 (TIBC)
Afternoon classes:	13:10 – 16:20 (TMC)	13:00 – 16:25 (TIBC)

TMC: There are 210 days of classes per academic year. Two Semester System: 15 weeks in 1 semester.

TIBC: There are 190 days of classes per academic year. The total hours of study per year are 760 hours.

12. Termination of the scholarships

Scholarships will be terminated and must be refunded in full if recipients should:

- (1) Attend 90% or less of classes they must attend;
- (2) Fail to perform the obligations required as scholarship recipients (see '10. Obligations of a scholarship recipient');
- (3) Fail to comply with the rules and regulations set by TMC/TIBC;
- (4) Have made a misstatement in the application documents, including the letter of recommendation;
- (5) Fail to satisfy any requirements mentioned in this application guide; or
- (6) Be found unsuitable by TMC/TIBC to continue receiving scholarships.

13. Student accommodation

Following are the regulations for TMC and TIBC's student accommodation:

- (1) The accommodation fees are payable by the students. The DARUMA scholarship does not cover them. Accommodation fees are 45,000 Japanese Yen per month (twin share) or 30,000 Japanese Yen per month (shared by four occupants). Additional required fees include an accommodation admission fee (30,000 Japanese Yen), a bond (10,000 Japanese Yen: balance refundable upon exit), and a linen fee (15,000 Japanese Yen).
- (2) Before checking into the accommodation, occupants must pay accommodation fees for three months and the above-mentioned required fees.

The student accommodation buildings are about 17 years old. Common facilities include bathrooms. Internet WIFI connexion is included in this fee.

See a separate guide to accommodation.

14. The cost of living in Kanto district (including Tokyo) per month (unit: Japanese Yen)

Commuting	Food	Accommodation	Utilities	Medical	Leisure	Misc.	Total
5,000	26,000	35,000	6,000	2,000	6,000	7,000	87,000

Source: Japan Student Services Organization (JASSO)

http://www.jasso.go.jp/about/statistics/ryuj_chosa/_icsFiles/afieldfile/2016/09/23/ryujchosa27p07.pdf

15. Miscellaneous

- (1) If scholarship recipients complete study and wish to continue studying for another year, the second-year fees (740,000 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 31 March 2020 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.

16. Personally identifiable information

The personally identifiable information of applicants will not be used for other purposes than the educational activities of TMC/TIBC.

17. Contact us

Tokyo Management College

625-1 Futamata, Ichikawa-shi, Chiba, 272-0001

Site : <http://www.tokyo-keitan.ac.jp/>

Facebook : 【Tokyo Management College】 — Global Study Center

Tokyo International Business College

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

Site : http://www.tibc.jp/lang_english.html

Facebook : Japanese Language Department at TIBC

Phone: 03-5825-8338

Fax: 03-3868-0147

Send application documents, or any inquiries, to:

Email: a_toriyabe@tibc.jp (Ms. Toriyabe)

応募番号

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※欄には記入しないでください Office Use Only

2019年度春季 東京経営短期大学 別科 入学願書

Tokyo Management College Global Study Center Application Form for International Students – April 2019

写真貼付欄
Attach ID Photo
(縦4cm×横3cm)正面・無帽・上半身
撮影3ヶ月以内
taken within the
last three months東京経営短期大学 グローバルスタディセンター
Tokyo Management College Global Study Center

志願者 A p p l i c a n t	氏名 Name	Family Name	Given Name	性別 Sex		
				男・女 Male・Female		
	生年月日 Date of Birth	年 Year	月 Month	日 Day	年齢 Age	歳 years old
	携帯電話 Cellular Phone No.	(+)	—	—	配偶者の有無 Marital Status	有・無 Married・Single
	出生地 Place of birth					
	現住所 Address	郵便番号 Postal Code	国籍 Nationality			
	パスポート番号 Passport No.			有効期限 Date of expiration		
メールアドレス Email Address						

経費 支 弁 者 S p o n s o r	氏名 Name	Family Name	Given Name	性別 Sex	
				男・女 Male・Female	
	生年月日 Date of Birth	19 年 Year	月 Month	日 Day	志願者との関係 Relationship
	電話番号 Phone No.	(+)	—	—	職業 Occupation
	現住所 Address	郵便番号 Postal Code	国籍 Nationality		

家族 ※すべての家族を記入すること(生計が同一でない兄弟等も含む) Family Members(including siblings who are financially independent)

氏名 Family Name, Given Name(s)	続柄 Relationship to the Applicant	年齢 Age	職業 Occupation	住所 Current Address

※この情報は、可否結果通知および合格者への入学手続書類送付に利用します。

※提出書類に虚偽があった場合、既に入学許可や入学手続きがなされた後であっても、取り消し、失効となります。

学歴 通学した正規の学校教育のすべて(小学校から最終学校まで)を年代順に記入(日本語学校は含まない)。
Academic Background (from primary education to present excluding Japanese language schools)

学校名 Name of the School	今までに在籍した年数 Years you have spent so far	入学年月 Admitted in (Year,Month)	卒業・卒業見込み年月 Date of graduation or expected graduation	取得した学位 Degree
		年 月	年 月	
		年 月	年 月	
		年 月	年 月	
		年 月	年 月	
		年 月	年 月	
通算した学校教育の年数 Years in Total				

職歴 Employment History

会社名 Name of the Company	所在地(地域) Location	在職期間(西暦) Period of Service (Year,Month)
		年 月 ~ 年 月
		年 月 ~ 年 月

日本語学習歴 Japanese Language Education History

学校名、所在地(地域) Name of the School, Location	既学習時間 Study Hours	在学期間(西暦) Period of Enrolment(Year,Month)
	時間	年 月 ~ 年 月
	時間	年 月 ~ 年 月

日本語能力 Japanese Language Proficiency
※受験していない場合には「なし」と記入してください。※If you have not taken the test, write 「No」 below.

日本語能力試験 Japanese-Language Proficiency Test	N	受験年月 Year,Month	年 月
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その他 Others

入国時の空港出迎え希望 Do you want our airport pick-up?	☐ はい Yes ☐ いいえ No (誰が出迎えますか Who's going to pick you up? :)
在留資格認定申請歴 Have you ever applied a CoE before?	☐ あり Yes (年 月 交付 issued ・ 不交付 not issued) ☐ なし No

TIBCへの留学も可能である。 Also want to apply for scholarships in TIBC.	☐ はい Yes ☐ いいえ No
2019年4月からの日本留学が可能である。 Able to study from April 2019 at our school.	☐ はい Yes ☐ いいえ No
要項にあるアシスタント活動が可能である。 Able to participate in teaching assistant program.	☐ はい Yes ☐ いいえ No
半額免除でも留学したい。 I want to come to TMC even half-scholarship.	☐ はい Yes ☐ いいえ No
要項を十分に読み、内容を確認した。 I understood what is written and explained on provided documents.	☐ はい Yes ☐ いいえ No

上記の通り相違ありません。

記入日 年 月 日 署名 _____ 印

R e s u m e

履歴書①

1.	nationality 国籍	name 氏名						
2.	date of birth 生年月日	year 年	month 月	day 日	sex 性別	male 男	female 女	place of birth 出生地
3.	address 現住所	zip code 郵便番号	address 住所					
4.	marital status 配偶者	married 有	single 無	name of spouse 配偶者氏名				
5.	family 家族	name 氏名	relationship 続柄	age 年齢	occupation 職業	address 住所		
	(1)							
	(2)							
	(3)							
6.	学歴：初等教育（小学校）から順次最終学歴まで education from elementary school to last institution of education							
	name of school 学校名	address 所在地		the day of entrance to school 入学年月		the day of graduation from school 卒業年月		
(1)				年 月		年 月		
(2)				年 月		年 月		
(3)				年 月		年 月		
(4)				年 月		年 月		
(5)				年 月		年 月		
7.	日本語学習歴 Japanese education history							
	name of school 学校名	address 所在地		the day of entrance to school 入学年月		the day of graduation from school 卒業年月		
(1)				年 月		年 月		
(2)				年 月		年 月		
8.	職歴（就職年月日順に記載すること） employment records							
	name of company 勤務先	address 所在地		the day of employment 就職年月		the day of retirement 退職年月		
(1)				年 月		年 月		
(2)				年 月		年 月		
(3)				年 月		年 月		
9.	出入国歴 Records of coming to Japan in the past							
			(no (無		yes (有		times (回)	
	the day of emigration 入国年月日	the day of immigration 出国年月日	status of residence 在留資格		entrance purpose 入国目的			
(1)	年 月	年 月						
(2)	年 月	年 月						

R e s u m e
履 歴 書 ②

10. 就学理由 the purpose to study

Photo

11. 修了後の予定 plan after graduation

enter a school
進学希望

・

find work in Japan
就職希望

・

run the company
事業経営希望

・

others
その他

12. その他（該当するものを丸で囲むこと） miscellaneous (circle YES or NO if they apply to you)

- | | | | | |
|-----|---|--------|---|--------|
| (1) | TMC への留学も可能である。
Also want to apply for scholarships in TMC. | はい yes | ・ | いいえ no |
| (2) | 2019 年 4 月からの日本留学が可能である。
Able to study from April 2019 at our school. | はい yes | ・ | いいえ no |
| (3) | 要項にあるアシスタント活動が可能である。
Able to participate in teaching assistant program. | はい yes | ・ | いいえ no |
| (4) | 半額免除でも留学したい。
I want to come to TIBC even half scholarship. | はい yes | ・ | いいえ no |
| (5) | 要項を十分に読み、内容を確認をした。
I understood what is written and explained on provided documents. | はい yes | ・ | いいえ no |

13. 連絡先 Contact

(1) 電話番号 Telephone number

(2) メールアドレス Mail address

以上のことは総て事実であり、私 _____ が直筆したものです。
please print your name

date of application

作成年月日：

year

年

month

月

day

日

signature

本人署名 _____