

# Notes on the Application to the Japanese Language Department

Every year, we frequently come across errors in applications that need to be corrected and resubmitted. To avoid the need for corrections and resubmissions, please follow these instructions carefully when filling out the application. Applicants should have a thorough discussion with the following individuals to verify and confirm all details before submission: the person from the applicants' church/directly supervised church who will be responsible for working with the applicants; the head minister of the church with which the applicants are affiliated; and the head minister of the applicants' directly supervised church.

## ● Application Procedures

### 1. Distribution of Applications (available exclusively on the website)

- 1) "Guide to the Program and Application Procedures" (PDF file)
- 2) "Notes on the Application to the Japanese Language Department" (PDF file)
- 3) Applications for Admission and Scholarship (Excel file)

#### **\*\*Downloads\*\***

<https://kaigai.tenrikyo.or.jp/tli/>

### 2. Creating Applications, Preparing Supporting Documents, and Obtaining Approvals

- 1) The applicants and their recommender must input the required information into an Excel file.
- 2) The applicants must obtain the necessary supporting documents including certificates and scan them to create their electronic data.
- 3) The applicants must obtain approval from the head of the mission headquarters, mission center, or mission post in their country or region. If no such mission facility exists in their country or region, the applicants must obtain approval from the chief of the relevant region-related section of Tenrikyo Overseas Department.

### 3. Completing Applications

- 1) The person from the applicants' church or directly supervised church who will be working with the applicants must print out the applications and all other documents including certificates.
- 2) The head minister of the directly supervised church with which the applicants are affiliated must sign and affix the seal on the printed applications.

### 4. Submitting Applications

The person from the applicants' church or directly supervised church who will be responsible for working with the applicants must submit all three items below to the office of Tenrikyo Language Institute:

- 1) The completed and printed applications for admission and scholarship
- 2) The data of the applications for admission and scholarship
- 3) The data of all supporting documents including certificates

- Regarding the submission of the applications, it is required to submit three items: ① the printed applications, ② the application data file, and ③ scanned copies of required documents including certificates. To submit the data files, which should include both the electronic application data and scanned copies of the documents and certificates, please send them to **tenrikyogogakuin@gmail.com** via email. In the email, make sure to specify the “name of the directly supervised church,” “applicant’s name,” and the “name of each document.” Alternatively, these data files can be submitted in person at the office using a USB drive or a similar device.
- The only entries allowed directly on the printed applications are the signature and seal of the head minister of the directly supervised church.
- Please input information without leaving any blanks or omissions, and be sure to double-check for accuracy and errors.
- We do not accept applications by mail. Please ensure that the person from the applicants’ church or directly supervised church who will be responsible for working with the applicants will submit the application directly to the school office. Additionally, allow approximately thirty minutes during the submission process to check for any deficiencies in the applications and verify the data of the documents and certificates.
- Please pay the entrance examination fee (5,000 yen) using a postal transfer form available at any Japan Post Office for the transaction.
  - The account number is **00990-5-45577** under the name of Tenrikyo Language Institute.
  - Please use the communication or message fields on the postal transfer form to clearly state both the “name of the directly supervised church” and the “applicant’s name.”
  - Online banking through Japan Post Bank Internet Banking is also accepted.
  - No direct payment can be accepted at the office of Tenrikyo Language Institute.
  - Kindly cover the transfer handling fee.

**Application Documents for the Applicants** (Please also refer to the instructions written on the applications)

- Pages 1 to 9 of the application should be filled out by the applicants, and for page 10, the Health Certificate Form, please print it and request the doctor to fill in the details.
- Pages 11 to 14 of the application require input from the recommenders, who are from the church and the directly supervised church with which the applicants are affiliated and are responsible for working with the applicants and their family members in their efforts to make spiritual growth.
- While preserving the original format of the input fields as much as possible, please note that depending on the language, the text may not fit within the frames. Adjust the font size accordingly during input to ensure that everything displays properly when printed.

**(p. 1) Application for Admission**

- Applicants must obtain approval from the head of the mission headquarters, mission center, or mission post in their country or region. If no such mission facility exists in their country or region, the applicants need to obtain approval from the chief of the relevant region-related section of Tenrikyo Overseas Department.
- If the head minister of the church to which the applicant belongs is not available, obtain approval of its upper church's head minister.
- In the "Directly Supervised Church" section, the head minister of the directly supervised church with which the applicants are affiliated must sign and affix the official seals (square seals) on the printed application.

**(p. 2) Personal History**

- Please provide an email address that is regularly checked and can receive attachments, including PDF files. Ensure that the address is correctly written with easily readable characters. This email will be used for important notifications, such as the announcement of the application results, the acceptance letter, and the request for documents for the visa application. Once the applications are received, the office of Tenrikyo Language Institute will send a confirmation email to verify the accuracy of the provided email address. Please respond to this confirmation email at the earliest convenience.
- Please provide an address where mail can be reliably delivered, and remember to input the zip code.

**(p. 3) 9. Educational Background**

- Provide accurate educational background information, including "temporary leave," "dropout," "repeat year," "expected graduation," etc., so that the academic history is accurately understood.
- In the case of transfers or re-entry, please enter information for both the old and new schools, as this is required for the visa application.
- Double-check and provide accurate entry for the enrollment and graduation dates.
- In case there are insufficient input fields, please use the supplementary page (3-2).

**(p. 4) 10. Employment History Since Leaving Full-Time Education**

- Input your post-graduation history seamlessly, in chronological order, starting from your final school graduation. If you re-entered school after graduation or experienced periods of unemployment, be sure to explicitly specify those durations. Confirm and input your history to ensure there are no blank periods in your record.
- In the “Name of company, church, and others” field, enter the respective specific name (company name, organization name, etc.). In the “Description of work” field, input your occupation, job title, position, or similar information.

<Examples of how to write your employment history>

期間 ( 年 月～ 年 月) Period (Year/Month～Year/Month)	会社名/教会名/その他/※ Name of company, church, and others	内容 Description of work
<u>2019/04 ～2019/12</u> Year Month Year Month	None	Unemployed
<u>2020/01 ～2022/03</u> Year Month Year Month	Tenrikyo XXX Church	Live-in trainee
<u>2022/04 ～2023/01</u> Year Month Year Month	XXX Company	Sales position

**(p. 4) 11. Family Members**

- As a general rule, ensure that you input information in the fields for both parents.
- In the event that your parent(s) has passed away, please leave the age field blank and do not check the cohabitation box.
- For your family members/relatives living in Japan, input the formal names of their workplaces or schools.
- If there are insufficient input fields, please use the supplementary page (4-2).

**(p. 5) 12. Have you ever visited Japan?**

- Input accurate details such as the most recent date of entry to Japan, as this is required for the visa application. If possible, attach official documents, such as immigration records, as proof.
- In case there are insufficient input fields, please use the supplementary page (5-2).

**(p. 6) Statement of Purpose**

- Input accurate information, as it is relevant to the visa application.
- Especially regarding post-graduation/return plans, ensure thorough consultation with your parents and the person from your church who will be responsible for working with you before inputting.

**(p. 7) Applicant's Report**

- Thoroughly input your thoughts for the three specified topics without any omissions.
- If there are insufficient input fields, please use the supplementary pages (7-2, 7-3).

**(p. 8) Housing Application**

- After printing, the official seal (square seal) must be affixed on the space designated for the signature of the head minister of the directly supervised church with which you are affiliated.

**(p. 9) Application Details for Certificate of Eligibility**

- In “2. Final Academic Background,” check only one option for “2) Enrollment Status.”
- For “3. Passport Information,” input the accurate passport number, date of issue, and expiration date.
- In “7. City where the Japanese Embassy/Consulate, where you plan to apply for a visa, is located,” enter the name of the city in your home country. For “8. Intended Entry Point,” enter the name of the airport or port in Japan.

**(p. 10) Health Certificate Form**

- Print the health certificate form page before visiting the hospital or clinic and obtain the doctor's signature. Then scan the original document and attach the data to the application. Additionally, upon admission, bring the original certificate at the time of enrollment and submit it to the school.

**Submission of Various Certificates**

After obtaining the necessary documents—such as academic certificates (high school transcript, final academic history diploma/expected graduation/in-school certificate, and academic performance certificate), employment certificate, and personal identification documents (birth certificate, passport)—scan the original documents to create electronic data and attach them to the applications. Additionally, upon successful admission, it is mandatory to bring the original documents at the time of enrollment and submit them to the school. Regarding the passport photo, attach the image data according to the instructions in the admission guide to the applications.

Information for this section must be provided by the recommenders. The recommenders are those from the applicants' church and directly supervised church who will be responsible for helping the applicants and their family members in their efforts to make spiritual growth.

**(p. 11) 2. If the applicants have any health conditions requiring special attention, please provide details.**

- Before inputting, the recommenders are responsible for confirming whether the applicants have any current medications (such as sleeping pills, antidepressants, etc.) or chronic illness requiring regular medical visits that may require consideration in group activities. (Note that this information will not impact the admission decision in any way.)

**(p. 11) 5. Regarding how to fund the studies, please check the appropriate box and follow the instructions below.**

- Choose either “Self-funded student” or “Applying for an Ichiretsukai scholarship,” and input the required information following the respective arrows.
- Regardless of the “Desired level of scholarship,” please make sure to provide the “Name of fund provider” and the “fund provider’s relationship to the applicant.” Additionally, input “The amount of financial support that the applicant’s family can provide,” even if the scholarship is not requested. If the applicants are covering the expenses personally, please input “Self” for both. Note that for self-funded students, it is mandatory to submit the “Guarantee of Payment for Expenses” provided by their fund provider(s).
- Specify “The amount of financial support that the applicant’s family can provide” annually in both the local currency (e.g., yen, euro) and its equivalent in U.S. dollars.

**(p. 12) 6. The applicant’s position and present status**

- Please check all applicable items.
- For the last two items, please choose the option that applies to the applicants and provide information for either one of them.

**(p. 12) 7. The position and present status of the applicant’s parents**

- As for the item 6), please check either “Is engaged exclusively in missionary and church activities” or “Strives to spread the teachings while being employed.”

**(p. 13) 8. The present status of the applicant’s family members**

- As a general rule, please fill in all fields for paternal/maternal grandparents.
- In the event that the applicant’s family member(s) has passed away, please leave the age field blank and do not check the cohabitation box.
- Regarding Tenrikyo background, enter the corresponding number, and if you choose “8, others,” provide detailed information.

### Regarding the Submission of Passport Data at the Time of Application

The bulk application date for Certificate of Eligibility, as designated by the Immigration Services Agency, falls in mid-November. Since there is a surge in documents that cannot be arranged post the announcement of admission results, typically occurring by the end of October, we request applicants to attach their passport data to the applications during the submission. This means it is necessary to obtain a passport for visa application procedures even before the announcement of application results. Your understanding is greatly appreciated.

### Regarding the Submission of “Guarantee of Payment for Expenses” at the Time of Application

#### **(p. 15) Guarantee of Payment for Expenses**

For self-funded students, proof of financial support is required when applying for Certificate of Eligibility. Therefore, please attach the data file of the “Guarantee of Payment for Expenses” to the applications during the application process.

Additionally, upon successful admission, the self-funded students will need to promptly submit the following three documents:

- a) Document that proves the fund provider’s relationship to the applicant
- b) Original copy of the bank certificate of the fund provider
- c) The fund provider’s tax payment or income certificate containing his/her gross income for the most recent year

If there are several fund providers, the applicant needs to submit a set of the afore mentioned documents for each fund provider. Please be aware that there is a short period between the announcement of admission and the deadline for submitting these documents. We appreciate your understanding and cooperation in advance.