

# Notes on the Application to the Japanese Language Department

The application documents will be provided as data files. Please read these instructions carefully before entering information into the data.

After completing the data entry, submit the application data by email to the designated submission address and have the contents checked. The submission period for the application data is from August 25 to September 10.

If there are no issues with the contents of your application, print the pages of the application file that require a signature and seal of your directly supervised church head minister (“Application for Admission” and, if applicable, the “Housing Application”), as well as all pages of the scholarship application data (if applicable), and submit them. The submission period for the printed documents is from September 11 to 28.

## ● Application Procedures

### 1. Downloading Applications from the TLI website from April 25 onward

- 1) “Guide to the Program and Application Procedures”
- 2) “Notes on the Application to the Japanese Language Department”
- 3) Applications for Admission
- 4) Health Certificate Form
- 5) Scholarship Guide
- 6) Application for Scholarship

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

#### Applicant: April 25—Procedures for the Proficiency Certification Test

- 1) Check the Proficiency Test guidelines on the website.
- 2) Submit the consent form.
- 3) Study Japanese using the provided learning materials.
- 4) Submit the Hiragana/Katakana chart.
- 5) Take the Proficiency Test between August 1 and 31.

#### Applicant/Applicant’s Church—Application Entry and Certificate Acquisition via the mission facility

- 1) Enter applicant/recommender data
- 2) Obtain and scan the required certificates
- 3) Submit the data to the mission facility such as mission headquarters and centers in the applicant’s country/region.
- 4) Obtain approval from the head of the mission facility.
- 5) Receive the approved data from the mission facility.

### 3. Submitting Applications Data

Submit the completed “Application Data File” and scanned copies of required certificates as email attachments to the TLI office via email between August 25 and September 10.

- 1) Application for Admission Data File
- 2) Application for Scholarship Data File
- 3) Scanned copies of required certificates

\*After reviewing the submitted data, the TLI office will contact the person in charge of the applicant.

#### 4. Submitting Applications

Submit the sections of the application that must be printed to the TLI office between September 11 and 28.

- 1) The section of Application for Admission (Table 1)
- 2) The Housing Application (Table 14)
- 3) Application for Scholarship (all three pages)

\*After reviewing the submitted data, the TLI office will contact the person in charge of the applicant.

- An applicant cannot complete the application process alone. Before applying, the applicant must consult with their church, directory supervised church, and the head of the mission facility in their country or region.
- When applying, your Japanese ability will be checked through the “Proficiency Test” to determine whether you have Japanese skills equivalent to JLPT N5. All applicants must study Japanese on their own using the learning materials provided by the school until August, and after submitting the Hiragana/Katakana chart, they are required to take the online Proficiency Test.
- The application data will be provided on the TLI website as Excel files and compatible LibreOffice files (free download) at the following URL: <https://kaigai.tenrikyo.or.jp/tli/>
- After entering the application information, please submit the “Application for Admission” data file, the “Scholarship Application” data file (for those who wish to apply), and the scanned data of all required certificates by email during the application data submission period (August 25–September 10). In the body of the email, be sure to include the applicant’s directory supervised church name, the name of the person of the applicant’s church who is responsible for the applicant, applicant’s name, and the names of the attached certificate documents. After submission, the TLI office will review the data and will contact the person in charge regarding whether the applicant may proceed to the final submission. Please submit the data by email to the following address: [tenrikyogogakuin@gmail.com](mailto:tenrikyogogakuin@gmail.com)
- Once it has been confirmed that there are no issues with the submitted application data, please print the “Application for Admission” (Table 1), the “Housing Application” (Table 14, for applicants who wish to apply for dormitory housing), and the three-page “Scholarship Application” (for applicants who wish to apply). After the applicant’s directory supervised church head minister has signed and sealed the printed documents, please submit them.
- The application data is designed to be entered on a Windows PC using Microsoft Excel (2019 or later) or LibreOffice 24 (free software), and we have confirmed that no issues occur when using these programs. Please avoid using other operating systems, older software versions, compatible office software, or smartphone Office apps, as they may cause layout problems in the application forms.

- The entrance examination fee (5,000 yen) must be paid from within Japan using the payment slip provided at the post office. The payment deadline is the same as the application deadline. If the fee is not paid by the deadline, the application will be considered invalid.
  - 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)

- Table 1 to 8 of the application must be filled out by the applicant.
- Tables 9 to 12 of the application must be completed by the applicant and by the recommender from the applicant's affiliated church who is responsible for them.
- Table 13 must be completed by the applicant's fund provider.
- 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.

**(Table 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 applicant needs to obtain approval from the chief of the relevant region-related section of Tenrikyo Overseas Department.
- In the "CHURCH TO WHICH THE APPLICANT BELONGS" section, the head minister of the church to which the applicant belongs must enter the church and their name as proof of their approval. If they are not available, their upper church's head minister must enter their name.
- 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.

**(Table 2) Personal History**

- Please provide an email address that is regularly checked and can receive attachments, including PDF files. Ensure that the address is correct. 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.
- Please provide an address where mail can be reliably delivered, and remember to input the zip code.

**(Table 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 (Table 3-2).

**(Table 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 the duration. 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
2019/04～2019/12 Year Month Year Month	None	Unemployed
2020/01～2022/03 Year Month Year Month	Tenrikyo XXX Church	Live-in trainee
2022/04～2023/01 Year Month Year Month	XXX Company	Sales position

**(Table 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 (Table 4-2).

**(Table 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. Applicants may be required to submit additional official documents, such as immigration records issued in their home country.
- In case there are insufficient input fields, please use the supplementary page (Table 5-2).

**(Table 6) Statement of Purpose**

- Input accurate information, as it is relevant to the visa application.
- In particular, before entering their plans for after graduation or after returning to their home country, applicants must consult thoroughly with their guardian and the person of their affiliated church who is responsible for the applicants.

**(Table 7) Applicant’s Report**

- Applicants must input their thoughts thoroughly for the three specified topics without any omissions.
- If there are insufficient input fields, applicants must adjust the font size so that the input fits within the designated space.

**(Table 8) “Certificate of Eligibility” Application Information**

- In the “2. Highest level of educational institution” section, check only one option for “2) Levels of educational qualification.”
- In the “3. Passport information” section, ensure to input the accurate passport number, date of issue, and expiration date.
- In Section 7, enter the name of the city in applicants’ home country. In Section 8, enter the name of the airport or port in Japan.

**(Table 13) Guarantee of Payment for Expenses**

- All applicants must submit Table 13 without exception.
- Additional documents may be requested shortly after enrollment, including the following:
  - a) Original copy of the bank certificate of the fund provider
  - b) The fund provider’s tax payment or income certificate containing their gross income for the most recent year
  - c) Document that proves the fund provider’s relationship to the applicant

**(Table 14) Housing Application**

- Only those who wish to apply for dormitory housing must submit this application form.
- This application form must be printed and submitted. In the “Signature of the head minister of the applicant’s directly supervised church” section, the official seal (square seal) must be affixed.

**Information to Be Provided by the Recommender (Table 9–12)**

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.

**(Table 9) 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.)

**(Table 9) 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.
- 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.

**(Table 10) 6. The applicant’s position and present status**

- Please check all applicable items.
- For the last two items asking whether or not the applicant is a first-generation follower, please choose the option that applies to the applicant and provide information for either one of them.

**(Table 10) 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.”

**(Table 11) 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 provide their name and leave the age field blank. Do not check the cohabitation box.
- Regarding Tenrikyo background, enter the corresponding number, and if you choose “8, others,” provide detailed information.

### Submission of Various Certificates

- As for the “Health Certificate,” print the PDF form 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.
- The necessary certificates are as follows: academic certificates (high school transcript, final academic history diploma/expected graduation/in-school certificate, and academic performance certificate), personal identification documents (birth certificate, passport), employment certificate (if applicable), and JLPT Certificate of Passing or a Certificate of Japanese Study of 150 hours or more. After obtaining them, 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 (JPEG format) according to the instructions in the admission guide to the applications.

### 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, which typically occurs 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.