

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 applicant's church/directly supervised church who will be responsible for working with the applicant; the head minister of the church with which the applicant is affiliated; and the head minister of the applicant's directly supervised church.

● Application Procedures

Attention: Please keep the application form in digital format and do not print it out until it arrives at the applicant's directly supervised church.

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

- 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/LibreOffice file)
- 4) Health Certificate (PDF file)

****Downloads****

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

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

- 1) Applicants and their recommenders must input the required information into an Excel/LibreOffice file.
- 2) Applicants must obtain the necessary supporting documents including certificates and scan them to create their electronic data.
- 3) Applicants must submit their completed application form to the head of the mission headquarters, mission center, or mission post in their country or region for approval. If no such mission facility exists in their country or region, the applicant must submit his/her completed application form to the chief of the relevant region-related section of Tenrikyo Overseas Department for approval. The application form will be returned to the applicant after it is approved. In either case, applicants should proceed with the application process only after thorough consultation with their church members.

3. Completing Applications

- 1) The person from the applicant's church or directly supervised church who will be working with the applicant must review the completed application form for any errors and print out the applications and all other documents including certificates. Please ensure that the documents are printed on A4 size paper, single-sided.

- 2) The head minister of the directly supervised church with which the applicant is affiliated must sign and affix the seal on the printed applications.

4. Submitting Applications

The person from the applicant's church or directly supervised church who will be responsible for working with the applicant must submit all four 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 (Excel/LibreOffice file)
- 3) The data of all supporting documents including certificates (PDF file)
- 4) The applicant's facial photo data (JPEG image file)

Note: Data should be submitted by using a USB drive or by email.

- Applicants are required to have a thorough discussion with the following individuals to verify and confirm all details before submission: the person from the applicant's church/directly supervised church who will be responsible for working with the applicant; the head minister of the church with which the applicant is affiliated; the head minister of the applicant's directly supervised church; and the chief of the relevant region-related section of Tenrikyo Overseas Department.
- In accordance with the revised application guidelines, applicants are required to provide documentation of Japanese language proficiency equivalent to the N5 level of the Japanese Language Proficiency Test (JLPT) at the time of application. However, applicants—who complete the designated Japanese learning materials prior to application and achieve the established criteria on TLI's proficiency evaluation—will be deemed to have N5-level proficiency and will be authorized to apply.
- Application forms are available as Excel files or compatible LibreOffice files (free of charge) on TLI's website: "<https://kaigai.tenrikyo.or.jp/tli/>" Please be careful not to distribute these files to an unspecified number of people.
- Regarding the submission of the applications, it is required to submit three items: ① the printed applications, ② the application data files, and ③ scanned copies of required documents including certificates in digital format. 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," the "applicant's name," and the "name of each document." Alternatively, these data files can be submitted in person at the TLI office using a USB drive or a similar device.
- The application form should be maintained in its digital format until it is transmitted to the applicant's directly supervised church. Please print the form and confirm the accuracy of its contents at the applicant's directly supervised church. After obtaining the signature and seal of its church head minister, please submit the applications.

- For completing the application form data, we recommend using Microsoft Excel (2019 or later) or LibreOffice 24 (a free software) on a Windows PC. We have confirmed the functionality within this environment. Using other operating systems, older software, compatible software, or smartphone Office apps may lead to problems with the application form layout, and therefore we request that you avoid using them.
- We do not accept applications by mail. Please ensure that the person from the applicant's church or directly supervised church who will be responsible for working with the applicant will submit the application directly to the TLI 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 TLI office.
 - Kindly cover the transfer handling fee.

Application Documents for Applicants

- Pages 1 to 9 of the application form should be filled out by applicants.
- Pages 10 to 13 of the application form require input from the recommenders, who are from the applicant's church or the directly supervised church and are responsible for working with the applicant and his/her family members in their efforts to make spiritual growth.
- Page 14 is for self-funded students only. Please do not complete this page if the applicant is a scholarship student.
- Please maintain the original format of the input fields as much as possible. If text does not fit in the designated space, please reduce the font size to ensure that all text is visible 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 applicant needs to obtain approval from the chief of the relevant region-related section of Tenrikyo Overseas Department.
- If the head minister of the applicant's church is not available, obtain approval from the church head minister of the church, to which the applicant's church belong.
- In the "Directly Supervised Church" section, the head minister of the directly supervised church with which the applicant is affiliated must sign and affix the official seals (square seals) on the printed application.

(p. 2) Personal History

- Applicants should provide an email address that is regularly checked and can receive attachments, including PDF files. Please ensure that the email address is accurate. 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 TLI receives the applications, the TLI office will send a confirmation email to verify the accuracy of the provided email address. Please reply to this confirmation email promptly.
- Please enter an address where mail can be reliably delivered. Be sure to include your postal 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

- Applicants' post-graduation career history should be provided in chronological order without any gaps. Please include any periods of re-enrollment in educational institutions following graduation, as well as any periods of unemployment. Applicants are advised to review their entries to confirm that there are no gaps in their history.
- 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 the applicant's post-graduation career 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, or others	内容 Description of work
<div>2019 / 04 ~ 2019 / 12</div> <div>Year Month Year Month</div>	None	Unemployed
<div>2020 / 01 ~ 2022 / 03</div> <div>Year Month Year Month</div>	Tenrikyo XXX Church	Live-in trainee
<div>2022 / 04 ~ 2023 / 01</div> <div>Year Month Year Month</div>	XXX Company	Sales position

(p. 4) 11. Family Members

- As a general rule, information about the applicant's parents must be provided.
- In the event that your parent(s) has passed away, please leave the age field blank and do not check the "living together" box.
- For the applicant's family members/relatives living in Japan, provide 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?

- For visa application purposes, please enter the exact dates and periods of your visits to Japan, as well as the precise number of visits. Do not estimate or guess these details, as they will be submitted to the Immigration Services Agency of Japan. Please be aware that applicants may be asked to provide

additional official documents, such as entry and exit records issued by their home country, for verification purposes.

- 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.
- With specific regard to post-graduation/return plans, applicants are strongly encouraged to consult with their parents and the person from their church who will be responsible for working with the applicant, prior to completing the corresponding section.

(p. 7) Applicant's Report

- Thoroughly input your thoughts for the three specified topics without any omissions.
- If the input fields are insufficient, please reduce the font size to ensure that all text fits in the fields.

(p. 8) Housing Application

- The section for the signature and seal (an official square seal) of the head minister of the applicant's directly supervised church should be completed on the printed application form after the data has been entered.

(p. 9) Application Details for Certificate of Eligibility

- In the "2. Final Academic Background" section, check only one option for "2) Enrollment Status."
- In the "3. Passport Information" section, input the accurate passport number, date of issue, and expiration date.
- In the "7. Please provide the name of the city where you intend to apply for your visa at the Japanese embassy or consulate." section, enter the name of the city in the applicant's home country. In the "8. Intended Entry Point" section, enter the name of the airport or port in Japan.

Submission of Various Certificates

- Print the Health Certificate 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 health certificate at the time of enrollment and submit it to the school.
- Please obtain the necessary documents, including academic transcripts (high school transcripts, as well as graduation/expected graduation/enrollment certificates and academic transcripts from the applicant's last school), identity verification documents (birth certificate, passport), employment certificate (if applicable), and Japanese Language Proficiency Test certificate (if applicable) or proof of at least 150

hours of Japanese language study (if applicable). Scan the original documents and submit a clear scan data. Admitted students will be required to bring the original documents to TLI and submit them upon enrollment. Regarding the applicant's facial photo, please submit a JPEG image data in accordance with the instructions provided in the application guidelines.

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

(p. 10) 2. If the applicant has any health conditions requiring special attention, please provide details.

- Before inputting, the recommenders are responsible for confirming whether the applicant has 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. 10) 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 financial sponsor” and the “financial sponsor’s relationship to the applicant.” Additionally, input “The amount of financial support that the applicant’s family can provide,” even if the applicant is requesting the scholarship. This question is asked to clarify who will be responsible for covering other personal expenses beyond tuition and dormitory fees. If the applicant is 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 financial sponsor(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 even if the applicant is requesting the scholarship.

(p. 11) 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 applicant (either a first-generation follower or not) and provide information for either one of them.

(p. 11) 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 working full-time.”

(p. 12) 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 "living together box.
- Regarding the "Tenrikyo background," enter the corresponding number, and if choosing "8. others," provide detailed information.

Regarding the Submission of Passport Data at the Time of Application

The application date for the Certificate of Eligibility designated by the Immigration Services Agency of Japan will be in mid-November, and there are an increasing number of documents that cannot be prepared in time for the deadline if applicants wait for the announcement of application results at the end of October. Therefore, please attach a copy of the applicant's passport data to their application form at the time of application. Please note that passport acquisition is required at the time of application, before the announcement of results, as it is necessary for the visa application process. Your understanding is greatly appreciated.

Regarding the Submission of "Guarantee of Payment for Expenses" at the Time of Application

(p. 14) Guarantee of Payment for Expenses

For self-funded students, proof of financial support is required when applying for the 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 financial sponsor's relationship to the applicant
- b) Original copy of the bank certificate of the financial sponsor
- c) The financial sponsor's tax payment or income certificate containing his/her gross income for the most recent year

If there are several financial sponsors, the applicant needs to submit a set of the afore mentioned documents for each financial sponsor. 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.