



**JAPAN**  
Ready Reckoner  
**2025**



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# Kudan Institute of Japanese Language & Culture

## Programs Offered:

Program Name	Program Duration
Japanese Conversation Course	6 Months   9 Months   12 Months
Japanese Intensive Course	6 Months   9 Months   12 Months

## Application Documents:

- Final School Diploma – Original to be Couriered to the University before Visa
- Passport Copy – First & Last Page
- Passport Size Photograph – 6 Photographs
- Birth Certificate
- Application Form
- Health Check Form
- Student Placement Test
- Student Visa Application – School Format
- Personal Record Declaration – School Format
- Japanese Language Proficiency – JLPT: N4 | NAT: Q4
- Letter of Paying Expenses – School Format
  - Must be filled by the Sponsor
  - Annual Income of Sponsor must be ¥2,000,000
- Bank Balance Certificate – Minimum ¥1,600,000
- Financial Affidavit
- Sponsor Relationship Proof
- Sponsor's Employment Certificate
- Sponsor Tax Certificate
  - Must show Annual/Monthly Income

**Required GPA: 2.0 | Percentage: 50%**

**Application Fee:** Waiver

**Tuition Fee:** ¥320,000 – ¥768,000



# Lakeland University

## Programs Offered:

Program Names	
BA In Business Administration	BA In Hospitality Management
BA In Communication	BA In Management
BS In Data Science	English for Academic Purposes (EAP) Program
Master of Business Administration (MBA)	Master of Leadership and Organisational Development

## Application Documents:

Undergraduate	Postgraduate/PhD
Passport Copy – First & Last Page	Passport Copy – First & Last Page
Individual Marksheets (9th – 12th Marksheets)	Bachelors/Masters Individual Marksheets
A Credential Evaluation (Course-by-Course)	A Credential Evaluation (Course-by-Course)
Official High School Transcripts	Official Undergraduate/Postgraduate Transcripts
High School Graduation Diploma/Certificate	English Language Certificate
English Language Certificate	Updated Resume/CV
Statement of Purpose	Statement of Purpose (SOP)
Letter of Recommendation	Letter of Recommendation (Two)

## English Proficiency Requirements:

Study Level	IELTS Score	TOEFL Score	DET Score
Undergraduate	6.0	61	100
Postgraduate	7.0	80	130

**Required GPA:** 2.0 | **Percentage:** 50%

**Application Fee:** Waiver

**Undergraduate Tuition Fee:** ¥2,582,000

**Postgraduate Tuition Fee:** ¥1,577,000



# Tokyo International University

## Programs Offered:

Program Name
BS in Digital Business & Innovation
BA in Business Economics
BA in International Relations

## Admission Documents:

- 10th & 12th Marksheets
- Scholarship Application Form (Max 100 Words)
- Extracurricular Activity Details (Three)
- Updated Resume/CV
- Letter of Recommendation (One)
- English Language Certificate
- Bank Balance Certificate (\$10,000)
- Financial Affidavit
- Passport Copy (First & Last Page)
- Passport Size Photograph – 6 Photographs

## English Proficiency Requirements:

Test Name	Minimum Score Requirement
IELTS Score	5.5
TOEFL Score	61
DET Score	95
PTE Score	45

**Required GPA:** 2.2 | **Percentage:** 55%

**Application Fee:** ¥5,000

**Tuition Fee:** ¥1,100,000 - ¥1,200,000

**Scholarships:** 30% to 100% Merit-Based Scholarship



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# Yamanashi Gakuin University

## International College of Liberal Arts

### Programs Offered:

Programs Name	
Bachelor of International Liberal Arts – Global Business & Economics	Bachelor of International Liberal Arts – Interdisciplinary Arts
Bachelor of International Liberal Arts – Japan Studies	Bachelor of International Liberal Arts – Political Science
Bachelor of International Liberal Arts – Psychology	Bachelor of International Liberal Arts – Data Science

### Application Documents:

- Copy of Passport (First & Last Page)
- 10th & 12th Marksheets
- Academic Transcript
- High School Diploma Certificate
- Scholarship Essay (University Format)
- English Language Certificate
- Statement of Purpose/Essay
- Letter of Recommendation

### English Proficiency Requirements:

Test Name	Minimum Score Requirement
IELTS Score	6.0
TOEFL Score	76
DET Score	100
PTE Score	59

**Required GPA: 2.2 | Percentage: 55%**

**Application Fee:** ¥7,000

**Tuition Fee:** ¥1,596,000

**Scholarships:** 10% - 100% of Tuition Fee, depending upon Scholarship Essay, Merit, and Interview.



# Certificate of Eligibility (COE)

To initiate your COE application for studying in Japan, please prepare and submit the following documents:

**Copy of Passport**

- Valid passport with personal details clearly visible.

**Photo ID**

- Recent passport-style photograph in JPEG format

**Completed Questionnaire**

- This form is typically provided by the authorised representative or third-party agency handling your application.

**Enrollment Fee**

- One-time non-refundable enrollment fee required by the institution.

**Financial Documents**

- Proof of financial capability to cover tuition and living expenses in Japan (e.g., bank statements, income certificates of the sponsor).

**Tuition Fee**

- It varies university-wise; the tuition fee payment receipt will be shared with the student by the university.



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## Visa Application Procedure (After COE is Issued)

Once the **Certificate of Eligibility (COE)** is issued by the Japanese Immigration Bureau, the applicant must submit a visa application to the **Japanese Embassy or Consulate** in their home country.

**Valid Passport**

- Must have **more than two blank pages**
- Submit **all passports**, if available

**Visa Application Form**

- Filled and signed form ([Download Form PDF](#))

**Photograph**

- Taken **within the last 6 months**
- Size: **45mm x 35mm**, colour: white background
- Printed on good-quality paper

**Covering Letter**

- State the **purpose of the visit** clearly (e.g., for study)

**Certificate of Eligibility (COE)**

- Submit the **original COE and one photocopy**

**Academic Documents**

- Academic & English proficiency documents

**Financial Documents**

- Financial statements & sponsor affidavit



**Experience Certificate**

- Required if applicable to support your academic/work history

**Curriculum Vitae (CV)**

- Must include:
- Name, address, phone number of institutions
- Complete education history
- Employment history with duration, role, and duties

**Admission Confirmation Letter**

- For a student visa: submit a **copy of the admission letter** from your school/university

**Supporting Checklists**

- [DR-07 Checklist \(PDF\)](#) and [CL-07 Cover Letter Checklist \(PDF\)](#)



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# Visa Fees & Processing Time

## Visa Application Fee

The Japan visa application fee is ₹500, payable at the time of submission. This applies to student visa applicants under the Consulate General/Embassy of Japan.

## Processing Time (TAT)

- Standard processing time is a minimum of 10 working days from the date of submission.
- Timelines may vary at the discretion of the Consulate/Embassy based on application volume or case-specific factors.

## Note on VFS Global

VFS Global serves only as a logistics partner—collecting and forwarding applications. It has no role in the decision-making or evaluation of visa applications, which is handled solely by the Consulate/Embassy General of Japan.

## Advisory

Students should apply early and ensure all documents are complete to avoid delays.

