

Student Life Handbook

2025 Academic Year



Yoshida Institute
of Japanese Language

Welcome to Yoshida Institute of Japanese Language!

Nice to meet everyone from around the world. Welcome to Japan!
Welcome to Yoshida Institute of Japanese Language!

Your new life in Japan is about to begin. How are you feeling? Excited?
Maybe a little nervous or unsure?

We feel the same. We are excited and full of anticipation as we start
this journey together!

We created this handbook to help your life in Japan and your studies at
Yoshida go smoothly. If you ever face any problems or feel lost, please
turn to this handbook. It's full of useful tips for daily life and important
information about rules and procedures.

Keep it in your bag and feel free to read it anytime.

And if you still can't find what you need, don't hesitate to ask us. We
are always here to support you.

We hope your days ahead are filled with smiles, growth, and happiness.

Now, let's start learning Japanese and have fun doing it together!

Yoshida Institute of Japanese Language
Principle Hatsue Ichijo

Yoshida Institute of Japanese Language

< Our Philosophy >

Learning a language enriches the mind, allows one to see what was previously unseen, and understand what was once unknown. At Yoshida Institute of Japanese Language, students from over 30 different cultural backgrounds encounter new worlds. Amidst the awe and fascination with cultural differences, they explore their own worlds through the Japanese language. Our ideal vision for the school is to provide an environment where everyone who needs Japanese can envision their future and have a place they can always return to.

< Educational Goals >

Japanese society can learn a lot from international students learning Japanese. That's why one of our goals is to be a bridge between students and Japanese society. We aim to create a place for students within that society. To achieve this, it is essential for students to take initiative, express their thoughts to society, and develop critical and independent thinking. Our role as educators is to support this growth through Japanese language education and meaningful cultural experiences.

Principle Hatsue Ichijo

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	2025 academic year date	Event	Remarks
Spring Term	April ∩ June	4/4, 4/7	Orientation
			Field trip
			Practical lesson
			Further education briefing ①
6/21(Sat)~7/1(Tue)		End-of-term break	
Summer Term	July ∩ September	7/1	Orientation
			Practical lesson
			Further education briefing ②
		8/2~8/17	Summer holidays
		Further education briefing ③	
9/27(Sat)~10/7(Tue)		End-of-term break	
Autumn Term	October ∩ December	10/6	Orientation
			Field trip
			Further education briefing ④
12/20(Sat)~1/5(Mon)		Winter holidays	
Winter Term	January ∩ March	1/5	Orientation
			Field trip
			Graduation Ceremony and Graduation Project Presentation
3/20(Thu)~		Spring holidays	

Schedule is subject to change

At the Airport

1. Residence Card

At the airport, if you have a student or special activity visa, you will receive a residence card. While in Japan, the residence card serves as your personal identification. It is very important to carry it with you at all times.

2. Permission to Engage in Activity Other Than That Permitted Under the Resident Status

Students who want to work part-time must obtain Permission to Engage in Activity Other Than That Permitted Under the Resident Status. Please obtain the permission at the airport when you arrive in Japan.

【Residence card】



Type of visa

Expiration date

From the website of the Immigration Office

住居地記載欄		
届出年月日	住居地	記載者印
2014年12月1日	東京都港区港南5丁目5番30号	東京都港区長
資格外活動許可欄		
許可: 原則週28時間以内・風俗営業等の従事を除く		在留資格変更許可申請中

Permission to Engage in Activity Other Than That Permitted Under the Resident Status



Certification seal sticker (placed in your passport)

Life in Japan

I. Student Visa

A student visa is granted for the purpose of studying. It remains valid as long as you are enrolled at the Yoshida Institute of Japanese Language. When you graduate or leave the school, we report this to the Immigration Office. Even if your visa has not yet expired, you must leave Japan. Overstaying your visa is not allowed.

I-1. Extension of Period of Stay

A student with a student visa can study at Yoshida for up to 2 years. (The period of study at other Japanese language schools is included in this 2-year limit.) Visa extension procedures can be started up to 3 months before the expiration date of your period of stay. The school does not proceed with visa renewal procedures for students whose attendance rate is below 80% or who have generally poor attendance.

I-2. If You Lose Your Residence Card or It Gets Stolen

First, go to the nearest police station or police box and file a lost item report. In some cases, the card is found within a week. If the card is not found after one week, go to the Tokyo Immigration Office and apply for a reissue of your residence card. Please complete this procedure within 14 days of discovering the loss.

When you receive your new residence card, please inform the school without delay.

I-3. Temporary Departure from Japan (Home Country or Another Country)

You must carry your residence card when temporarily leaving or reentering Japan. At the departure immigration area in the airport, please check the box on the Re-entry Permit form that says: “I am leaving Japan temporarily and will return.”

The image shows two forms for re-entry permits. The left form is for arrival, and the right form is for departure. The departure form has a red box around the checkbox for 'I am leaving Japan temporarily and will return.' The text in the red box is: '1. 一時帰国を出国後、再入国する予定です。 (I am leaving Japan temporarily and will return.)' Below it, there is another checkbox: '2. 再入国許可の有効期限内に再入国予定はありません。 (I do not intend to re-enter Japan within the validity period of the re-entry permit.)' The forms also contain fields for name, date of birth, and other personal information.

If you plan to leave Japan temporarily, please inform your teacher or the school office in advance.

2. At the City Office

2-1. Notification of Place of Residence

You must register your place of residence at your local city office within 14 days of moving into your new apartment. Your new address will be printed on the back of your residence card.

Required documents: Passport, Residence Card

2-2. When You Move

You must complete the following procedures within 14 days of moving.

▼ If moving within the same city:

Submit a Notification of Change of Address to your city office to register your new address. Return your current health insurance card and receive a new one.

▼ If moving to another city:

1. Submit a Notification of Moving Out to the city office of your previous address and receive a Change of Address Certificate. Cancel your National Health Insurance.
2. At the city office of your new address, submit the Change of Address Certificate along with your passport, residence card, and a Notification of Moving In. Re-enroll in National Health Insurance.

Required documents: Residence Card, Passport, Insurance Card

Please inform the school if you move or change your phone number.

2-3. Procedure to Enroll in National Health Insurance

Students on a student visa must enroll in National Health Insurance. This will reduce your medical bills at the hospital. Complete this procedure when you register your address at the city office. The insurance premium is usually around 1,800 yen per month. Students with a short-term visa cannot enroll in National Health Insurance.

3. My Number (Social Security and Tax Number System)

3-1. What is the My Number Card?

The My Number card is an IC card with a personal number and a photo, which serves as one of your identification certificates.

The My Number card is used for:

- When you go to the hospital
- When you open a bank account (not necessary for Japan Post Bank)
- When making international money transfers with a Japanese bank
- When issuing city office certificates at the convenience store
- In some cases, when a part-time job asks for a My Number card

3-2. How to Get a My Number Card

After registering your address at the city office, within 2-3 weeks, you will receive a letter with the My Number Notification Certificate by mail. This letter will include the My Number Card application form. Complete the procedure after receiving the form.

When the city office has finished reviewing your application, you will receive a postcard with reservation instructions to receive your card. Please schedule the appointment outside of your school hours.

3-3. Things to Keep in Mind About the My Number Card

Please keep the My Number Notification Certificate as an important document. Do not share your individual number with other people.

For students who are planning to move soon, please complete the My Number card procedures after moving in.

4. National Pension System

This is a government-operated pension system. All citizens aged 20 and above are required to pay national pension premiums. However, students of Yoshida may apply for an exemption (ほけんりょうめんじょ (保険料免除)). If you receive a payment notice, please complete the exemption procedure at the city office.

5. Opening a Bank Account

Students can open a bank account at Japan Post Bank. The procedures can be carried out after registering your address at the city office. School staff can assist you with the paperwork.

Required documents: Residence Card, Student ID, Personal seal (for Chinese students)

6. Commuter Pass

Discounted commuter passes for students are available for city trams, metro, and bus lines. To purchase one, you need to present the Student Commuting Certificate issued by the school.

Student commuter passes are not available for private railways and metro lines (e.g., JR, Tokyo Metro). In this case, please purchase a regular commuter pass.

Student commuter pass 通学定期券 (つうがくていきけん) is available	Toei Subway (Shinjuku, Asakusa, Mita, Oedo lines), Toei Bus, Tokyo Sakura Tram (Toden Arakawa line), Nippori-Toneri Liner
Student commuter pass is not available. Only regular commuter pass 通勤定期券(つうきんてい きけん) is available	JR (Yamanote, Chuo, Sobu lines, etc.), Tokyo Metro (Tozai, Yurakucho, Hanzomon, Ginza, Nanboku, Fukutoshin, Marunouchi, Hibiya, Chiyoda lines), Private railways (Keio, Odakyu, Seibu, Tobu, Tokyu lines, etc.)

7. Part-time Job

Students with a Permission to Engage in Activity Other Than That Permitted Under the Resident Status are allowed to work part-time.

▼ You must follow these rules:

① Work no more than 28 hours per week

Students may work up to 28 hours per week during the school term.

During school holidays (spring, summer, and winter holidays), students may work up to 8 hours per day and a maximum of 40 hours per week.

② Keep all your pay slips

When you receive your salary, your employer will issue a pay slip. If your workplace uses an app, please take a screenshot. Pay slips are required when applying to vocational schools, universities, or when extending your visa. Do not throw them away. Keep them as important documents.

③ You cannot work after leaving school

You are only allowed to work part-time while you are enrolled at the school. If you leave or graduate, you are no longer permitted to continue your part-time job.

④ Jobs where students are not allowed to work

You are prohibited from working at the following places: pachinko parlors, game centers, bars or snack bars that serve alcohol or entertain customers, love hotels, adult entertainment establishments. Even if your task is only dishwashing or cleaning, working at these places is still a violation of the law.

Avoid suspicious job offers such as: “Easy work with high pay”, “I’ll give you money if you let me use your name”, “I’ll give you a reward if you pick up a package”. Jobs like these may involve criminal activity. Do not accept them under any circumstances.

⑤ Violating visa conditions is strictly punished

If you break the rules for part-time work, you may not be able to renew your visa. In serious cases, you may be expelled or deported.

When looking for a part-time job, use job search websites or check the job leaflets at the school.

8. Housing

The Yoshida Institute of Japanese Language website provides links to rental housing options, such as share houses and apartments.

In addition, around Takadanobaba Station, there are real estate agencies where you can get assistance in English or Chinese.

Health and Safety

1. Illness or Injury

If you become ill or injured, please go see a doctor. Always bring and use your health insurance card when going to the hospital.

If you are hospitalized, be sure to inform the school immediately.

2. Student Insurance (Japanese Language Institute Co-operation)

Students at Yoshida Institute of Japanese Language who hold a student visa are automatically enrolled in student insurance.

After completing treatment at the hospital, bring all the receipts to the school reception. The amount you paid at the hospital will be reimbursed by the insurance. The procedure will be handled by the school.

Required documents (submit at school reception): hospital receipt and breakdown of treatment/charges, pharmacy receipt, health insurance card.

Some illnesses and injuries are **not covered** by student insurance:

- Treatment of pre-existing conditions
- Mental illness
- Treatment for lower back pain
- Dental treatment
- Injuries from fights
- Injuries sustained at part-time work
- Injuries caused by natural disasters
- Accidents involving pedal-equipped motorized bicycles, motorcycles, or cars

Recently, accidents involving **pedal-equipped motorized bicycles** have increased. In such cases, you may be required to pay a large compensation.

If you plan to ride one, for your protection be sure to enroll in Compulsory Automobile Liability Insurance or Mutual Aid for Automobile Damage Compensation.

3. Use of Bicycles

Are you using a bicycle in your home country?

Traffic rules in Japan may be different from those in your country. Please make sure to check the rules before riding a bicycle.

3-1. Bicycle Insurance

You are required to have bicycle insurance when riding a bicycle in Japan. Students with a student visa are covered by the Student Health Insurance provided by the school. However, this insurance does not cover accidents that occur after graduation or expulsion, accidents during part-time work and accidents involving pedal-equipped motorized bicycles.

3-2. Anti-theft Registration

When you buy a bicycle in Japan, you must complete crime prevention (anti-theft) registration. You will receive a yellow sticker for your bicycle and a registration card. These prove that the bicycle belongs to you. Please keep the registration card in a safe place.

3-3. Use of Bicycle Parking Spaces

Always park your bicycle in designated areas.

If you commute to school by bicycle, you must register it at the reception.

If you leave your bicycle on the street or in front of someone's house, it may be removed as an abandoned bicycle. If this happens, you must retrieve it from the designated area and pay a removal fee (for example, 3,000 yen in Shinjuku City).

3-4. Wear a Helmet

As of April 2023, wearing a helmet is strongly recommended for all bicycle users.

4. Traffic Accidents

Even in the case of a minor accident, call 110 to contact the police.

If anyone is injured, call 119 for an ambulance.

Be sure to ask for the name, phone number, and address of the other person involved in the accident.

If you are involved in an accident, whether you caused it or not, inform the school immediately.

5. Lost, Stolen, or Forgotten Items

If something is lost, stolen, or forgotten, report it to the nearest police box or police station. If your passport is lost, contact the embassy of your home country for assistance.

6. Health Checkup

All students at Yoshida Institute of Japanese Language undergo an annual health checkup.

Items included in the health checkup: height, weight, eyesight, hearing, blood pressure measurements, urine test, chest X-ray and medical questionnaire.

7. Emergency Evacuation Drills

To prepare for disasters such as earthquakes and fires, evacuation drills and safety instruction sessions are regularly held at school.

You may also visit a disaster preparedness center, where you can experience earthquake simulations, fire extinguisher training and other emergency scenarios.

There are also smartphone apps available to help you prepare for disasters. Let's install one in advance so you're ready in case of emergency.

About Your Study

I. Class Schedule

Yoshida Institute offers both morning and afternoon classes.

The class schedule may vary depending on the term. In general morning classes are for intermediate and advanced levels (Class D and above), and afternoon classes are for beginner levels (Classes A to C).

Class Timetable:

Morning 9:00 ~ 12:20		Afternoon 13:20 ~ 16:40	
I	9:00 ~ 9:45	I	13:20 ~ 14:05
II	9:50 ~ 10:35	II	14:10 ~ 14:55
III	10:45 ~ 11:30	III	15:05 ~ 15:50
IV	11:35 ~ 12:20	IV	15:55 ~ 16:40

※Schedule (morning or afternoon) may change each term. Your class teacher will inform you of your schedule before the start of the new term.

2. Levels and Classes

At Yoshida Institute, classes are divided by level as follows:

Level	Beginner			Intermediate			Advanced	
Class	A	B	C	D	E	F	G~	※Essay
Text-book	『みんなの にほんご 日本語 しょきゅう 初級Ⅰ』		『みんなの にほんご 日本語 しょきゅう 初級Ⅱ』	『みんなの にほんご 日本語 ちゅうきゅう 中級Ⅰ』		『みんなの にほんご 日本語 ちゅうきゅう 中級Ⅱ』		8 topics for essay /Advanced textbook
				JLPT N3 Preparation		JLPT N2/N1 Preparation		
Lessons	1~ 19	20~ 35	36~ 50	1~ 6	7~ 12	13~ 18	19~ 24	—

3 months

※Essay/General classes are offered only between October and March
 ※Textbooks for advanced classes (Class G and above) vary depending on the term

Each class lasts for three months.

On orientation day, students take an interview and a written exam to determine the most suitable class.

Students with no prior Japanese experience or those who wish to start from the very beginning (Class A) do not need to take the placement test.

3. Grading and Examinations

3-1. End-of-Term Exams and Grading

Grade reports are distributed at the end of each 3-month term (March, June, September, and December).

Your **total score of 600 points consists of** ① Final Exam (300 points) and ② Current Grades (300 points).

- ① Final Exam (Grammar, Reading, Listening, Speaking) 300 points
- ② Current Grades (Regular tests(1-6 times), Kanji tests, Essays, Homework, etc.) 300 points

⇒ Total of ①+②=300pt+300pt=600pt

3-2. Important Notes about the Exam

Final exams and regular tests are held on set dates.

If you are late, you may still take the test, but your score will be calculated at 90% of the total.

You cannot take the exam if:

- You arrive during the listening section
- You arrive after the exam ends
- You are absent on the day of the exam

Re-tests are generally not conducted. However, in unavoidable cases, the school may decide whether or not to allow a retake.

3-3. Cheating and Unfair Conduct

Cheating on a test will result in a score of 0 points.

Plagiarizing texts (copying from other people) or any other unfair behavior on assignments will result in no score being given.

4. Promotion to the Next Level and Completion of the Level

To be promoted to a higher level, you need to score more than 60% in total of ① the final exam (300 pt) and ② current grades (300 pt).

$$\text{①} + \text{②} = 600 \text{ pt} \rightarrow 600 \text{ pt} \times 60\% = 360 \text{ pt}$$

However, the grammar test score must be at least 70 points for Class A and at least 60 points for Classes B and above. Failure to meet this condition requires repeating the same class, even if the total score is above 60%.

<Promotion Conditions>

Class	① Final Exam + ② Current Grades
A	More than 360 pt ※Grammar test of the final exam: more than 70 pt
B~Advanced	More than 360 pt ※Grammar test of the final exam: more than 60 pt

If you leave the school without advancing to the next level, you will receive a certificate of completion for the corresponding level.

5. Things to Keep in Mind When Studying

- It is important to practice a lot to improve your Japanese. Let's speak Japanese as much as possible in the classroom.
- After studying in class, review the material at home. Do it consistently.
- Submit your homework regularly and before the deadline.

Each class has a class teacher.

If you have any issues with your studies, first consult with your class teacher.

6. Preparation Classes

There are tests to measure your Japanese level, such as the Japanese Language Proficiency Test (JLPT) and the Examination for Japanese University Admission (EJU). At Yoshida Institute of Japanese Language, preparation classes for the JLPT and EJU are offered in intermediate and advanced level classes.

If you wish, you can join preparation classes for the JLPT and EJU outside of regular class hours. However, an additional fee is required.

Example of One Week Study

	Mon	Tue	Wed	Thu	Fri
1	Kanji	Kanji	Kanji	Kanji	Kanji
2	JLPT /EJU preparation	Main textbook	Main textbook	JLPT /EJU preparation	Main textbook
3					
4					
Lunch break					
Afternoon	EJU preparation class (outside class hours)	JLPT N3 preparation class (outside class hours)	EJU preparation class (outside class hours)	JLPT N2 preparation class (outside class hours)	EJU preparation class (outside class hours)

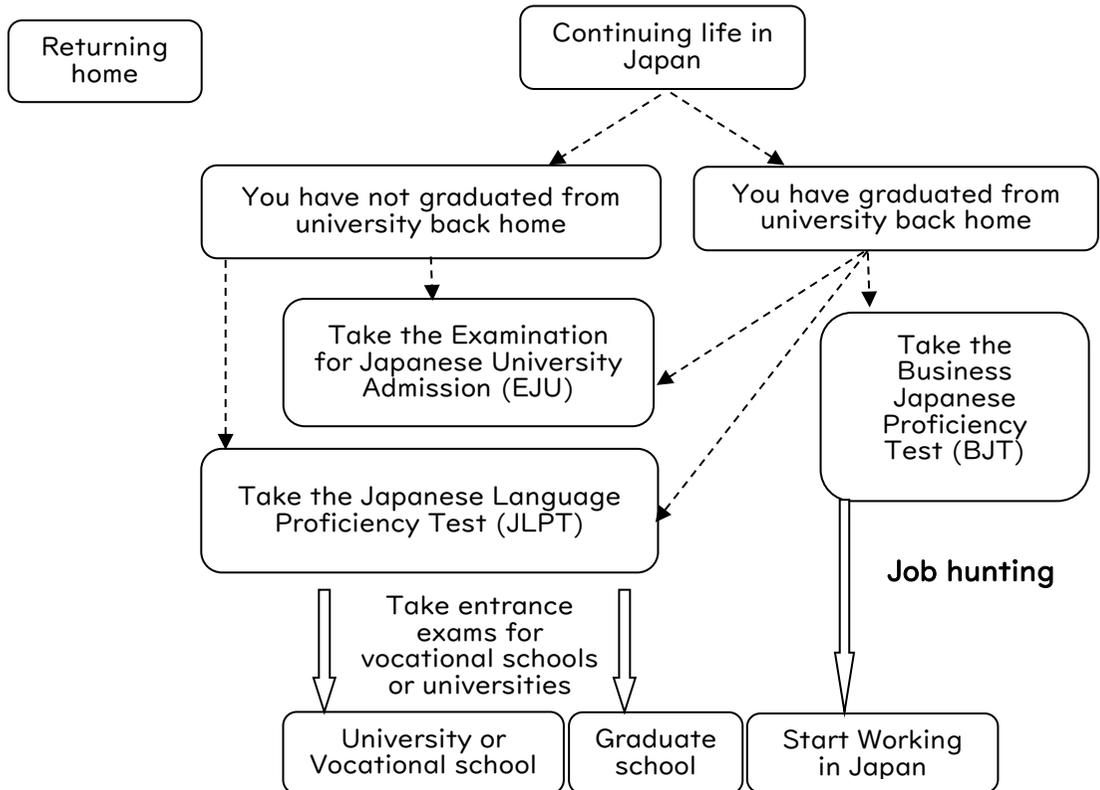
After-Graduation Plan

Next steps after studying Japanese at Yoshida Institute of Japanese Language include: ① Continuing studies at a vocational school or university, ② Working in Japan, ③ Returning to your home country.

Recommended Course of Study for Students Enrolled in April

April - Enrollment			March	April	March - Graduation		
Beginner level			Intermediate level			Advanced level	
A	B	C	D	E	F	G/ General	
						Essay class	
JLPT N5~N4			JLPT N3~N2			JLPT N2~N1	

After Graduating from Yoshida...



I. Studying Further in Japan

If you want to continue your studies in Japan, you can enter a vocational school, university, or graduate school. In order to study further, you will need to take the EJU or JLPT. Additionally, each school may require its own entrance exam.

To enter a vocational school or university, you must have completed at least 12 years of education in your home country. For graduate school, you need at least 16 years of education.

Approximate Plan to Prepare for Further Study

April - December			January - September			October - December	January - March
Beginner 「みんなの日本語初級 I・II」			Intermediate 「みんなの日本語中級 I・II」			Advanced「Essay」, etc.	
June/ EJU	July/ JLPT	November/ EJU December/ JLPT	TOEIC or other English test	June /EJU	July /JLPT	November/ EJU December/ JLPT	
Orienta- tion for new students	Orienta- tion for life in Japan ・Disaster preven- tion class	Bicycle safety class	Further education briefing ① 「Let' s take the EJU」 Explana- tion of the Japanese higher education system Tuition and financial consulta- tion	Further education briefing ② 「Let' s go to an Open Campus」	Further education briefing ③ 「Let' s talk to graduates」	Practice interviews Essay writing Applica- tion for entrance exam	Learning about Japanese society through project work
				School visits⇒consultation with the class teacher Preparation of required documents Filling out the application form Entrance exam (around May)		Taking entrance exams Entrance procedures Graduation	

※If you enter Yoshida in **July, October, or January**, the Japanese language study period becomes shorter: (July entrance → 1 year 9 months, October entrance → 1 year 6 months, January entrance → 1 year 3 months)

2. Working in Japan

In order to find a job and work in Japan, you need a working visa. To obtain a working visa, you must have graduated from either a university in your home country or a vocational school or university in Japan.

Student Life

I. Attendance

I-1. About Attendance / Absence

Please come to school on time every day. Aim to maintain attendance at 90% or higher. Pay special attention to being late.

1. Entering the classroom within 15 minutes after the beginning of the class is considered being late.
2. Being more than 15 minutes late will be counted as one class absent.
3. Attendance is checked for each class of the day. If you are absent from class for more than 15 minutes, it will be counted as an absence. Please follow the teacher's instructions in class.

Ex.: Morning – First class of the day

9:00	~	9:15	~	9:45
ϕ		×		

Ex.: Afternoon – First class of the day

13:20	~	13:35	~	14:05
ϕ		×		

ϕ (late): 2 times late = 1 class absent

× (absent): 1 class of the day absent

Regardless of the reason (illness, accident, visit to the Immigration Office, etc.), absence from class is considered absence. However, if you feel unwell, do not push yourself and rest. In that case, make sure to inform the school.

In the worst cases, the principal of the school may contact the parents of students who are frequently late or absent without a valid reason. This may even lead to expulsion from the school.

I-2. Certificate of Delay

If you are late due to an accident involving public transportation such as a train, please submit a certificate of delay. If you submit this certificate, you

won't be considered late to class. (The certificate is accepted up to three times per month. From the fourth time onward, it will not be accepted.)

① If you receive the certificate at the station, hand it in to the teacher.

② If you were not able to get the certificate at the station, show the delay information from the railway company's website at the school reception. After confirming the delay, the staff will give you a certificate. Go to the classroom and give it to your teacher.

WEB遅延証明書 確認カード	
クラス	
名前	
月	日 時 分
路線	
都電 西武線 その他 ()	
遅延時間	
	分
確認者	

The morning commute can get crowded, and some trains are often delayed 5-10 minutes. Please leave your home early enough to arrive on time for class.

I-3. Response to Students with Poor Attendance

Students with a monthly attendance rate of less than 80% will have a consultation with school personnel. If the student continues to be absent without a valid reason, the principal of the school will contact the student's parents and issue a strict warning. If there is still no improvement and we see no motivation to study, expulsion will follow. In that case, even if the student's period of stay remains, they must return to their home country.

Students with an attendance rate below 50% for a month will have their name, reason for absence, and the name of the company where they are working part-time reported to the Tokyo Immigration Office.

If it becomes difficult for you to continue studying in Japan due to poor health or chronic illness, please return to your home country and receive treatment there. In such cases, the school will retain the tuition fee, and no refund will be issued. However, if you return to school after completing treatment, you will be able to use the already paid fees for your continued study.

2. Highly Contagious Illness

If you are diagnosed with a highly contagious illness such as influenza or COVID-19, please contact the school immediately. Follow the instructions from your doctor and the school, and do not leave your home. If you submit a

medical certificate or a prescription receipt from the hospital to the school, your absence during the restriction period will not be counted as an absence.

Infectious diseases that require school attendance suspension include: Influenza, COVID-19, Norovirus, Mumps, Chickenpox, Tuberculosis, etc.

If more than 20% of students become infected within the school, the school may be closed temporarily.

3. Weather Warnings and Transportation Disruptions

In case of natural disasters such as earthquakes or typhoons, the school may close or delay the start of classes. Notices will be posted on the school website.

- ⎵ **Morning Classes:** Please check the website after 7:00 AM.
- ⎵ **Afternoon Classes:** Please check the website after 11:00 AM.



For emergency announcements, visit the Yoshida Institute of Japanese Language emergency notice page → <https://yosida.com/h/>

4. Certificates Issued by the School

If you need a certificate, please apply at the reception. Certificates cannot be issued immediately, so apply at least one week before the required date.

- Certificate of Enrollment: Proof that you are a student at Yoshida.
- Certificate of Attendance and Performance: Required for visa renewals, changes, or application processes.
- Certificate of Expected Graduation: Mainly needed for entrance examinations.
- Certificate of Commute: For purchasing a commuter pass for public transportation (Toei Subway, Tram, or Bus).

If there are any other documents required by your home country, please consult with the school.

Certificates required for examinations can only be issued once all tuition fees are paid in full up to graduation.

5. Payment of Tuition Fees

A payment request will be distributed to the relevant students. Payments must be made by the specified date.

Payment methods include cash, Flywire, and bank transfers.

6. Communication and Privacy Policy

If you miss class or there is an urgent matter, the school may contact you via phone or email. If absences persist or direct contact cannot be made, the school may reach out to your agent or family members back home.

Your personal information will be used for educational purposes and for managing your residency status in Japan.

7. Other Rules

Wi-Fi:

Wi-Fi is available inside the school. IDs and passwords are posted in each classroom.

Smoking:

Smoking is only allowed in designated areas. Do not smoke in other areas, smoke while walking, or throw cigarette butts on the ground.

Waste Disposal and Recycling:

Waste must be sorted according to type. The rules vary depending on your residential area.

School waste, such as candy wrappers, cup noodles, and lunch containers, should be disposed of in the "burnable" waste bins. Cans, bottles, and plastic bottles should be emptied and placed in their respective bins.

Important Rules

1. Expulsion

You will be expelled and reported to the Tokyo Immigration Bureau if you fall into any of the following categories. Even if there is remaining time on your visa, you must promptly return to your home country.

(1) Frequent Absences

If your attendance rate is consistently below 80% without a valid reason, despite receiving warnings from the school, the school may contact your parents and expel you.

(2) Poor Academic Performance

If your semester grades do not meet the passing criteria, you will be required to repeat the level. If you fail the same level for three consecutive terms (9 months) without a valid reason, you will be expelled (applies to students in the beginner level classes A to C).

(3) Non-payment of Tuition Fees

If you fail to pay your tuition fees without consultation, you will be expelled.

(4) Violation of Japanese Law

If you violate Japanese laws (e.g., theft, causing injury), you will be expelled.

2. Graduation, Withdrawal, Leaving Japan

When you have decided to return to your home country, please bring your residence card and proof of your return date (such as a flight ticket), and submit a 'Notification of Moving Out' at the city office.

Useful Websites and Applications

There is useful information for you.
Make sure to check it out.



▼ For Foreign Nationals Entering Japan — Guidance Page for New Arrivals
For Foreign Nationals Entering Japan — Guidance Page for New Arrivals

Rules you must follow when living in Japan

<https://www.moj.go.jp/isa/support/guidance/index.html>

Source: Immigration Services Agency of Japan Website



▼ Life Orientation Video

An easy-to-understand YouTube video.
Be sure to watch it.

<https://www.moj.go.jp/isa/support/guidance/index.html>

Source: Immigration Services Agency of Japan website



▼ Medical Information Net Navi

A convenient website for finding hospitals.

<https://www.iryuu.teikyouseido.mhlw.go.jp>

Source: Medical Information Net

(Ministry of Health, Labour and Welfare)



▼ Useful Apps and Websites in Case of Disasters

Introduces apps that provide disaster-related information.

<https://www.bousai.go.jp/kokusai/web/index.html>

Source: Cabinet Office



▼ NHK WORLD-JAPAN

This is a news website.

<https://www3.nhk.or.jp/nhkworld/>

Source: NHK WORLD JAPAN

List of Contact Information

にほんごがくいん
ヨシダ日本語学院

Yoshida Institute of Japanese Language

とうきょうとしんじゅくにしわせた
東京都新宿区西早稲田1-23-14

1-23-14 Nishiwaseda, Shinjuku-ku, Tokyo, Japan

Tel : 03 (3202) 0828 Fax : 03 (3202) 0306

e-mail : yosida@yosida.com In case of emergency: help@yosida.com

Web page:

<https://yosida.com>

Facebook:

<https://www.facebook.com/yosida.language>

Tokyo Regional Immigration Services Bureau

とうきょうしゅつにゆうこくざいりゅうかんりきょく
東京出入国在留管理局

5-5-30 Konan, Minato-ku, Tokyo

とうきょうとみなとくこうなん
東京都港区港南5-5-30



Tel : 0570-034259 (Student Visa Screening Division 410)

Web page : <https://www.moj.go.jp/isa/index.html>

Police (Incidents & Accidents)

Tel : 110

Emergency / Fire Department (Illness, Injury, Fire) Tel : 119