



PUSAT BAHASA TEIKYO
APPLICATION FORM
for **ADMISSION (2025)**



NOTE: Use **BLOCK LETTERS** only to complete this form and tick (✓) where necessary.

A. APPLICANT'S PARTICULARS

1. FULL NAME : _____
(As stated in MyKad / passport) _____
2. DATE OF BIRTH : _____ 3. MYKAD NO. : _____
4. NATIONALITY : _____ 5. SEX : MALE FEMALE
6. PERMANENT ADDRESS : _____

7. MAILING ADDRESS : _____

8. MOBILE PHONE NO. : _____
9. HOUSE PHONE NO. : _____
10. E-MAIL ADDRESS : _____

B. ACADEMIC INFORMATION

	NAME OF SCHOOL	DATE FROM		DATE TO	
		MONTH	YEAR	MONTH	YEAR
PRIMARY SCHOOL					
SECONDARY SCHOOL					
OTHERS					

1. HIGHEST QUALIFICATION OBTAINED :

- SPM IGCSE UEC STPM A-LEVEL
 DIPLOMA DEGREE OTHERS _____

2. CHINESE EDUCATION BACKGROUND:

- ABOVE 6 YEARS IN FORMAL EDUCATION NO BACKGROUND OR LESS THAN 6 YEARS

C. JAPANESE LANGUAGE EDUCATION INFORMATION I

1. HAVE YOU LEARNED JAPANESE LANGUAGE BEFORE? YES NO

IF YES, PLEASE STATE THE NAME OF SCHOOL(S) YOU HAD ATTENDED AND DURATION OF STUDY.

NAME OF SCHOOL	LOCATION	DATE FROM		DATE TO	
		MONTH	YEAR	MONTH	YEAR

2. DO YOU HAVE ANY JAPANESE LANGUAGE EDUCATION QUALIFICATION? YES NO

IF YES, PLEASE STATE THE NAME OF THE QUALIFICATION OBTAINED, LEVEL PASSED AND YEAR OF EXAMINATION.

JAPANESE LANGUAGE PROFICIENCY TEST	LEVEL N _____	JULY / DECEMBER	YEAR
OTHERS (_____)	LEVEL / POINT	MONTH	YEAR

D. STUDY PLAN I

1. EXPECTED COURSE:

- PREPARATORY COURSE FOR STUDY TO JAPAN - **12** MONTHS COURSE (Arts)
 JAPANESE LANGUAGE SPECIALIZED COURSE - **12** MONTHS COURSE

2. EXPECTED DATE OF COMMENCEMENT:

(APPLICABLE TO THOSE WHO INTEND TO GAIN "MID-WAY ADMISSION" ONLY)

DAY _____ MONTH _____ YEAR _____

3. PLEASE STATE YOUR PLANS UPON THE COMPLETION OF PUSAT BAHASA TEIKYO.

- UNIVERSITY(DEGREE) COLLEGE (DIPLOMA) WORK IN MALAYSIA
 OTHERS _____

4. PREFERRED FIELD OF STUDY IN JAPAN. (PLEASE STATE IF YOU HAVE DECIDED. ex: ANIMATION)

E. INTERNET ACCESSIBILITY I

1. DO YOU HAVE A COMPUTER AND WI-FI CONNECTION IN YOUR HOUSE?

- YES NO, ONE WILL BE PREPARED PRIOR TO ENROLMENT

F. QUESTIONNAIRE I

1. DO YOU HAVE ANY OTHER NATIONALITY? (ex; JAPANESE)

YES NO

IF YES, PLEASE STATE THE NATIONALITY. _____

2. HAVE YOU EVER BEEN REJECTED ENTRY INTO JAPAN?

YES NO

IF YES, PLEASE STATE THE REASON. _____

3. DO YOU HAVE A MEDICAL CONDITION THAT REQUIRES YOU TO HAVE REGULAR VISITS TO A HOSPITAL OR CLINIC?

YES NO

IF YES, PLEASE STATE THE NAME OF THE ILLNESS. _____

4. FROM WHERE WILL YOU COMMUTE TO PUSAT BAHASA TEIKYO?

OWN HOUSE RELATIVE'S HOUSE RENTED UNIT OTHERS _____

5. HOW WILL YOU COMMUTE TO PUSAT BAHASA TEIKYO?

TRAIN BUS CAR (SELF DRIVEN) * VEHICLE NO. _____

CAR (SENT BY PARENTS / FRIENDS) ON FOOT OTHERS _____

6. HOW DID YOU GET TO KNOW PUSAT BAHASA TEIKYO?

WEBSITE FACEBOOK / INSTAGRAM EXHIBITION SCHOOL FAIR

FRIENDS & FAMILY SCHOOL TEACHER JASSO

OTHERS _____

7. REWARD SYSTEM (If you are recommended by a current / former student of Pusat Bahasa Teikyo, kindly fill out details.)

CURRENT OR FORMER STUDENT OF PUSAT BAHASA TEIKYO

*FULL NAME : _____

*CONTACT NO. : _____

*COURSE COMMENCEMENT DATE : MONTH _____ YEAR _____

G. Extracts from 'PUSAT BAHASA TEIKYO RULES & REGULATIONS'

Students are advised to read the policies and the terms and conditions covering the admission to PUSAT BAHASA TEIKYO, and the student's continued enrolment as a student of PUSAT BAHASA TEIKYO, as set out below.

(Entry Requirement)

All applicants are required to have a computer and set-up Wi-Fi connection for online classes.

<Preparatory Course for Study to Japan – 12 months course (Arts Stream) >

<Japanese Language Specialized Course – 12 months course >

You shall meet all of the following (1 to 5) conditions.

1. Malaysian Nationality.
2. Completed 11 years of formal education.
3. SPM /IGCSE /O-Level /UEC /STPM /A-Level /Diploma /Degree holder(s).
4. -For SPM/ IGCSE/ O-Level candidates, **3Cs (including Mathematics)** are mandatory.
-For UEC candidates, **3Bs** are mandatory.
5. 18 years old or older by the time of admission into University/College/Vocational School in Japan.

<Japanese Language Specialized Course – 12 months course >

You shall meet all of the following (1 to 5) conditions.

1. Malaysian Nationality.
2. Completed 11 years of formal education.
3. SPM /IGCSE /O-Level /UEC /STPM /A-Level /Diploma /Degree holder(s).
4. -For SPM/ IGCSE/ O-Level candidates, **3Cs (including Mathematics)** are mandatory.
-For UEC candidates, **3Bs** are mandatory.
5. 18 years old or older by the time of admission into University/College/Vocational School in Japan.

(Procedure for Admission)

1. Applicants are required to submit the application form along with the rest of the required documents by the due date.
2. Upon meeting the minimum entry requirements, applicants are to remit the payments by the due date.
3. Those who have been declined entry to Japan in the past may be rejected from admission into Pusat Bahasa Teikyo.

(Midway Admission)

Those who gain midway admission into one of the respective courses upon successfully passing in the placement test are to meet the minimum prerequisites stated in the 'PUSAT BAHASA TEIKYO RULES & REGULATIONS' in order to complete the course and obtain the certificate.

(Course Completion Requirements)

In order to receive the course completion certificate, students are to complete the stipulated subjects and semester examination with at least 80% and above attendance in the student's required subjects in one of the respective courses taken.

However, those under Preparatory Course for Study to Japan (20 months course) with a reasonable further studies purpose, are allowed to be exempted from taking certain designated subjects.

(Evaluation)

Evaluation is indicated by the semester examination results through **(7) Grade (A+, A, B, C, D, E, F)**.

Students who have gotten a "**E**" grade for Japanese Language or "**F**" for other subjects **in each** semester examination may be required to change the course or face expulsion or suspension from the school without consideration for result in Re-Examination.

Evaluation criteria in semester examinations are as follows.

(Fullmark: 100 points) 90 above: A+ 80 - 90: A 70 – 80: B 60 – 70: C 50 – 60: D 40 -50 :E 40-below : F

(Payment)

1. Tuition Fees will be charged every 3 months as shown in the "**Enrolment Guide**".
2. Tuition Fees may be paid in advance.
3. Upon admission, a "**Payment Schedule**" will be issued.
4. Regardless of the student attendance, tuition fees for the next term must be promptly settled by the end of

- the previous month as shown in the "Payment Schedule".
5. Midway Admission Tuition Fees will be fixed separately.

(Late Payment, Arrears / Default in Payment)

1. Late payments will result in a penalty of RM10.00 per day.
2. In case any tuition fees are unpaid for more than 30 days, the school shall have the right to expel the student from it.

(Refund Policy)

1. Admission fee once paid will not be refunded in any case.
2. Tuition fees may be partially or fully refunded at the discretion of the principal.
3. Those who request refunds are required to take the necessary procedures.
4. Students who got expelled by the school will have part of the tuition fees refunded.

I, THE UNDERSIGNED, HEREBY DECLARE AND CONFIRM THAT THE PARTICULARS PROVIDED ARE TRUE AND CORRECT AND SHALL ABIDE BY THE RULES AND REGULATIONS AS PER SET BY PUSAT BAHASA TEIKYO.

SIGNATURE OF APPLICANT : _____ **DATE** : _____

H. PARENT'S / GUARDIAN'S PARTICULARS I

1. FULL NAME : _____
 (As stated in MyKad / passport) _____

2. DATE OF BIRTH : _____ 3. MYKAD NO. : _____

4. NATIONALITY : _____ 5. SEX : MALE FEMALE

6. RELATIONSHIP : _____ 7. OCCUPATION : _____

8. MAILING ADDRESS : _____

9. MOBILE PHONE NO. : _____

10. HOUSE PHONE NO. : _____

11. E-MAIL ADDRESS : _____

12. PAYMENT REMITTER'S NAME: _____

I, THE UNDERSIGNED, HEREBY DECLARE AND CONFIRM THAT THE PARTICULARS PROVIDED ARE TRUE AND CORRECT AND I GIVE MY FULL CONSENT TO MY CHILD / WARD TO STUDY AT PUSAT BAHASA TEIKYO.

SIGNATURE OF PARENT / GUARDIAN : _____ DATE : _____

Completed original application forms are to be submitted to
PUSAT BAHASA TEIKYO

No.2, Jalan 1/86, off Jalan Taman Seputeh, 58000 Kuala Lumpur, Malaysia
 Tel : 03-2272 5311 E-Mail : enquiry@teikyomy.com

For Office Use Only

(Course / Class)	(Course Fees)	(Qualification)	(Note)
12 months Pre- U / JLSC Regular / Midway F _____ Class Enrollment Date: ____ / ____ / 20 ____	Amount: RM _____ Ref. No: _____ Date: _____ Amount: RM _____ Ref. No: _____ Date: _____	SPM / IGCSE / UEC STPM / A-Level / Diploma / Degree / Others _____ *Conditional offer <input type="checkbox"/> (Documents) Mykad / Photos / S.L.C / Form 4 & 5 score report	

Date of Submission / / 20

*Printed in Sep 2024

PUSAT BAHASA TEIKYO