

Location and Course Information Tokyo, Japan

The following contains very important information to help you pack and prepare for your stay in Tokyo, Japan as well as details regarding the training location and training course. Please read this thoroughly and keep it for future reference.

***DEPOSIT**

If you have not yet paid a deposit and received confirmation of payment, you are not yet "officially" registered for a course. Should you still need to make a deposit, please review the available payment methods in your original acceptance letter.

***FINAL PAYMENT**

CASH IS NOT ACCEPTED FOR FINAL PAYMENT!

The balance of the course fee isn't due until the start of the course. This can be paid by credit card (Visa or MasterCard) or wire transfer. If by wire transfer please send this payment at least TWO WEEKS before the start of your course and keep your receipt as evidence of payment.

Pay by bank transfer:

UNITED STATES

BANK NAME: JPMorgan Chase Bank N.A.

BRANCH NAME AND NO.: Mercer Island -740160

ADDRESS: 7900 SE 28th St. Ste. 101 Mercer Island, WA 98040 U.S.A

TELEPHONE: 1-206-490-6277

ROUTING NO.: 325070760

SWIFT CODE: Chasus33

ACCOUNT NO.: 913997011

***FOR WIRE IN ONLY

Pay by credit card.

Your final payment is due on the first day of the course so please make all preparations to make this payment at that time. Failure to do so may jeopardize your status in your course.

VISA AND PASSPORT INFORMATION

All visitors to Japan are required to carry a passport valid for at least six months after arrival date.

In general, passport holders of UK, US, Canada, Ireland, Australia, New Zealand wishing to enter Japan are granted a "Landing Permission" at any airport in Japan.

* As this information is subject to change at any time, we advise everyone to contact your local consulate for current travel regulations prior to planning your trip. More information regarding this can be found on the official website of the Ministry of Foreign Affairs of Japan:

http://www.mofa.go.jp/j_info/visit/visa/index.html

JOB INFORMATION

If you are planning on seeking work following the course, it may be a good idea to bring copies of your educational diplomas and birth certificate, as these may be useful for work or residence visas. There is great demand for qualified TEFL teachers throughout the world. TEFL International provides the following services in this area:

- Contact information and details of schools in the region of your choice
- Contact information and details of selected schools worldwide
- Details of selected vacancies available worldwide
- Details of the most popular web sites of TEFL vacancies and information
- Internet access for job searches and on-line applications
- Assistance with CV preparation, advice about applications and interviews and all available information about teaching conditions in the trainees preferred destinations.

TEFL International has been very successful in placing course graduates in the location of their choice.

GETTING TO TOKYO

There is an international airport (Narita) in Tokyo with direct flights from major cities in Europe, Asia, Oceania and North America. The airport is situated 50 km outside of the city center.

TRANSPORTATION UPON ARRIVAL

Important Note - Regardless of your arrival day and time, we ask that you assist us in preparing for all arrivals by providing us with your travel arrangements as soon as possible via email. Do so as soon as your travel plans are confirmed and at least one week prior to your scheduled arrival time. Help us help you by providing this information in a timely manner.

SCHOOL LOCATION AND FACILITIES

The TEFL International Tokyo TESOL course is a 15 minute walk from JR Kanamachi Station or Keisei Kanamachi Station (see map). Buses are also available from the north side of the station (JR); take the "Togasaki Soushajyou iki" Keisei bus or the "Obagawa Suimon iki" Keisei bus to "Mizumoto Koen Mae"; from the south side (Keisei) take the "Togasaki

Soushajyou iki" Keisei bus to "Mizumoto Koen Mae". The school is less than a minute's walk from the bus stop.

Course Administrators/Directors: David Martin and Larry Hughes

HOUSING OPTIONS

Trainees will need to arrange for their own housing during the TESOL course. The following options are available.

TEFLIFE RESIDENCE

Private rooms are available in the TEFLIFE Residence located just minutes from the school. The price for the duration of the 4 week course is ¥56,000. Additional nights can be added at the rate of ¥3,000 per night. To reserve a room, contact Larry at hdlarry@nifty.com

Japanese Homestay – ¥80,000 (4 weeks with breakfast and dinner)

Live with a Japanese family and learn the local culture and language.

This needs to be arranged 6 or more weeks ahead of time.

For more information contact Yuko at yukohughes@nifty.com

Stay in a local youth hostel:

Recommended websites for hostels:

<http://www.hostelworld.com/hostels/Tokyo>

<http://www.hostelbookers.com/hostels/japan/tokyo/>

<http://www.sakura-hostel.co.jp/>

Renting an apartment in Tokyo:

The apartment price ranges depending on the area you wish to live in. All apartments are extremely immaculate, well-equipped, quiet and safe. Here are some recommended websites for apartment hunting online:

www.tokyoapartment.com/

www.monthly-apartment-tokyo.com/

Here are some additional links to local accommodation you may wish to contact

<http://www.newkoyo.com>

<http://www.andon.co.jp/>

TRAINING COURSE SCHEDULE

The first class will begin Monday morning at 8:00, at which time we will provide a complete course schedule. The morning sessions run between 8:00 and 1:00 with regular breaks. The afternoon session is from 2:00 to 3:30. You will teach a minimum of 6 TP lessons over the duration of the course.

COURSE DRESS REQUIREMENTS

For all input and tutorial sessions at the training location, there are no specific dress requirements, yet we ask that you be mindful of your peers and respectful of the fact that you are a visitor in another country.

RESOURCES

Please bring a pen and a notebook for taking notes during class sessions. All relevant course books and materials will be provided, and the school has a resource of English textbooks for reference. Photocopying and internet facilities are available.

GENERAL INFORMATION ABOUT TOKYO

TRANSPORTATION

The easiest way to get your way around Tokyo is the public transportation, such as subway, train and bus systems which are very efficient and inexpensive. It is fairly easy to find a taxi in Tokyo, as there are 40,000 of them in this city. Cars are also available for rent for those wishing to explore the region further afield.

For detail train information:

<http://www.hyperdia.com/en/>

SHOPPING

All types of shopping facilities exist in Tokyo, from international supermarkets and department stores such as Ito Yokado and Tokyu to small boutiques in Kanamachi selling local handicrafts and markets selling fresh produce. There's no doubt that you will find plenty to buy in Tokyo!

LOCAL WEATHER CONDITIONS

Thanks to its location on the Pacific Ocean, Tokyo has 4 distinct seasons all year round, with cold winters and hot sunny summers with a refreshing sea breeze.

GET ACQUAINTED!

Tokyo is a fascinating and engaging city. Before your arrival, we recommend that you purchase a descriptive guidebook or do some online research to familiarize yourself and get acquainted with all it has to offer. We recommend the following sites:

www.japan-guide.com/

<http://www.picturetokyo.com/en>

www.jnto.go.jp/eng/

<http://www.japanvisitor.com/>

www.tourism.metro.tokyo.jp/english/

<http://www.tokyotopia.com/>

Should you have any additional questions, please do not hesitate to contact us. We are available via the following:

Email: applications@teflife.com or Live Call/Live Chat at www.teflife.com

We look forward to welcoming you to the fascinating city of Tokyo!

Frequently Asked Questions TEFL International Tokyo, Japan

ABOUT THE COURSE

1. What does the tuition for the program include?

Total fees: US\$2,290

Comprised of: US\$500 - non-refundable deposit

US\$1,790 - balance of TESOL course fee.

This amount includes all tuition, course materials, certificate, and moderation fees. Airfares, accommodation and food are not included.

2. How do I pay for the course?

CASH IS NOT ACCEPTED!

By this stage, you should have already paid the \$500 deposit either online by credit card or via bank transfer. The balance of the course fee isn't payable until the start of the course. This can be paid by credit card (Visa or MasterCard). If by wire transfer please send this payment at least **TWO WEEKS before** the start of your course and keep your receipt as evidence of payment.

Pay by bank transfer:

BANK NAME: JPMorgan Chase Bank N.A.

BRANCH NAME AND NO.: Mercer Island -740160

ADDRESS: 7900 SE 28th St. Ste. 101 Mercer Island, WA 98040 U.S.A

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Your final payment is due on the first day of the course so please make all preparations to make this payment at that time. Failure to do so may jeopardize your status in your course.

3. What is an average program day like?

There are input sessions every morning from 8:00 to 1:00, where trainees learn classroom management, grammar, language and culture, and other practical aspects of the course. Lunch is from 1:00 to 2:00. From 2:00 to 3:30, trainees prepare their lessons and teach their lessons to Japanese students. These lessons are followed by immediate feedback from the instructors. You will not be teaching every afternoon, we aim to provide 6 to 8 hours of observed teaching practice over the 4 weeks. In addition to those hours, there is also time that must be spent preparing materials and completing various assignments.

During the course, you will have experience of being a learner of an unknown language using the same techniques as you will use to teach English. This is so that trainees can see the problems that students will face from their perspective. We advise against taking any additional language classes outside the course. The program is very intensive, and you simply won't have time!

4. How many students on average are in the program each month?

On average we have about five to twelve trainees enrolled in each course, although some months we have more; some months the numbers are lower. Most of the participants are American, British, Canadian or Australian, although we do accept non-native speakers of English who have a high proficiency in the language.

5. What are the teaching practice students and classes like?

We use local Japanese students for the trainees' teaching practice. Japanese students are very keen and enthusiastic and classes are a very positive experience.

6. Can I have things shipped or mailed to me at the school?

Yes! In fact, we suggest you have things sent to you at school, rather than your apartment.

This is our address: TEFL International Tokyo

4-27-13 Minamimizumoto Katsushika-ku

Tokyo 125-0035 Japan.

7. Can I bring my laptop?

Yes, bringing a laptop is strongly suggested.

THE JOB MARKET AND TEACHING IN JAPAN

1. What is the TEFL job market in Japan like? Will I have trouble getting a job?

Most ESL institutions in Japan require teachers to have a TEFL/TESOL certificate as a minimum qualification. Opportunities exist in the business sector, Japan has always been one of the busiest TEFL markets in Asia, in Tokyo the demand for English is ALWAYS very high and everyone learns English not just for work, but more for fun.

2. When do I need to start looking for work in Japan? Where do I start?

We suggest you begin setting up interviews and sending resumes in the second or third week of the course, and we can help you with this. There are many ESL institutions across Japan. We can also assist you in finding work in other countries if required through our network of schools.

3. What will TEFL International do to help me secure employment?

We will fully assist you in your search for employment both during and after the course. We could assist you in preparing an effective EFL CV/Resumé. We can provide you with lists of language schools to target and sources of advertised positions. We will also help you with interview preparation and provide information about working conditions and standard of living in different areas. Job placement assistance is however an integral part of the course and is available to you for as long as you need it.

4. What is the average salary like?

The average ESL salary in Japan is approximately 2,500 USD per month, though of course this varies depending on what type of school or company you work for, and whether you work full-time or part-time. Many people will work for a school or employer with 15-25 teaching hours per week and may also build up their own base of private tutor clients.

5. What is a typical teaching position like?

Certainly it varies from school to school, but you may be expected to teach a variety of courses, ranging from children to business professionals at all levels, in groups or in private sessions.

LIVING IN JAPAN

1. What are the average housing and living expenses in Tokyo?

Apartments in Tokyo start from 500 USD all the way to 5,000 USD with utilities. Staying with a local family is also a popular option for many international travelers. This can be arranged by TEFL International Tokyo for ¥80,000 (4 weeks) including meals.

The cost of living in Tokyo ranges. Housing in Tokyo as in all major cities varies based on how close you live to the city center. On average a good lifestyle will cost about 900 USD per month depending on what your interests are.

2. How do I find housing subsequent to the program?

We are happy to help our trainees locate housing subsequent to the program, and we have a number of contacts locally. We can inform you of the best publications and websites to use in your search for housing. Normally you could expect to find suitable accommodation within a week.

3. What do I do if I get sick in Tokyo?

Medical care in Japan is some of the best in the world. Trainees who are on tourist visas should obtain traveler's insurance. Japanese National Health Insurance is available for people with proper visas. In this program the government pays 70% of your medical expenses.

4. What's the public transportation system like?

The public transport system is excellent with an efficient subway system, bus and train system. Meter taxis are also widely available although obviously more expensive (Base fare starts at 8 USD). A single subway journey starts from around 2 USD all the way to 15 USD depending on where you are going. Tokyo has one of the most modernized public transportation systems in the world, which makes everything very convenient.

WHAT TO DO BEFORE DEPARTING FOR JAPAN

1. How do I get to TEFL International Tokyo?

Take the Keisei Limited Express Line from Narita Int'l Airport to Takasago Station (46min.). Then take Keisei Kanamachi line from another platform to Keisei Kanamachi (4min.) The total ticket cost is ¥1080. Walk to the north side bus stop and take the "Togasaki Soushajyou iki". Keisei bus or the "Obagawa Suimon iki" Keisei bus to "Mizumoto Koen Mae" The bus fare is ¥210. You can also take a taxi from the north side of Kanamachi Station. It is about an 8 min. ride and costs ¥710. Tell the taxi driver to drop you at the "High Five Eigogakuin" next to "Fujita Nikuya"

More info on the train can be found on:

<http://www.hyperdia.com/en/>

More info on subway can be found on:

http://www.tokyometro.jp/global/en/service/pdf/routemap_en.pdf

2. What documents do I need to bring?

Certainly you need your passport; when you secure work you may be asked to provide notarized copies of your birth certificate and college degrees. You might also consider obtaining an international driving permit, should driving in Japan be necessary for you.

3. What's the climate like? What kind of clothing will I need to bring?

Tokyo has 4 distinct seasons. The winter is short with cool, crisp, sunny days. The spring is warm and wonderful with cherry blossoms in bloom. Summers are hot with plenty of beaches to enjoy. Autumn is cool and colorful. Bring clothes appropriate for the time of the year you will be here. Good clothing is available in Tokyo at reasonable prices.

Please do not hesitate to contact us should you have other questions or concerns.

Email: applications@teflife.com or Live Call/Live Chat at www.teflife.com

**Thank you for choosing TEFL International TOKYO– we look forward to meeting you
in the near future!**