

# Procedure for filling the Application Form.

## JLPT July - 2024

Dear JLPT Aspirants,

JLPT Test Administrative Committee, Chennai is happy to announce that the JLPT Test Administrative Committee -Chennai is accepting **the online application forms** for the Japanese Language Proficiency Test (JLPT) to be held on Sunday 7<sup>th</sup> July 2024.

The Online portal [www.ilptchennaiindia.com](http://www.ilptchennaiindia.com) / [www.abkaotschennai.com](http://www.abkaotschennai.com) is open from **10.00 am of Friday, 1<sup>st</sup> March 2024 till 5.00 pm of Monday, 1<sup>st</sup> April 2024** for online Registration of JLPT July 2024 applications.

Please note that the Maximum Number of applications we can accept for all five Levels put together is only 3500 nos. There will be no separate Level wise allocation and our site will also have a window showing the current running number accepted against our handling capacity of 3500 nos.

### **Test fees (including application cost + GST) for**

- N1 - Rs.1,947/-**
- N2 - Rs.1,829/-**
- N3 - Rs.1,682/-**
- N4 - Rs.1,534/-**
- N5 - Rs.1,416/-**

**Moreover an JLPT Applicant can apply and appear for two levels one in the Fore Noon and the other in After Noon. If the applicant intends to take two levels on the same day they have to apply separately for each level.**

**Fore Noon: Session Starts at 9 AM for N5 and N1**

**After Noon: Session starts at 1 PM for N4, N3 and N2**

Please follow the below mentioned simple steps for Online application Procedure.

**STEP 1** : Keep Scanned Image of your Passport size photograph ready for uploading. Scanned image should meet the following specifications:

Guidelines for scanning and upload of photograph, signature and Other Documents

### **Photograph Image:-**

- A. Image background should be clear
- B. It should be in jpg format
- C. Photo Dimension should be 3 cm (width) x 4 cm (height) only
- D. Uploading " Selfie" not permitted
- E. Photograph must be a recent passport style colour picture.
- F. Caps, hats and dark glasses are not acceptable.
- G. Size of file should be between 25kb-100 kb
- H. Ensure that the size of the scanned image is not more than 100KB
- I. Make sure the scanned file you upload is the correct one. Please rename the file name which you want to upload to avoid accidentally uploading the wrong file.
- J. Do not apply filters or edits to the scanned photo; keep it in its original form.

- k. Ensure that the scanned image is not stretched or rotated during the scanning process.

### **Signature Image:-**

- a. The applicants are required to upload scanned image of his / her signature.
- b. The applicant has to sign on white paper with Black Ink.
- c. The same has to be Scanned with Dimensions of Signature Image to be 3.5 cm x 1.5cm (preferred)
- d. Size of file should be between (10KB – 50KB)
- e. Ensure that the size of the scanned image is not more than 100KB
- f. Make sure the scanned file you upload is the correct one. Please rename the file name which you want to upload to avoid accidentally uploading the wrong file.
- g. Ensure that the scanned Signature image is not stretched or rotated during the scanning process.

### **Self Certified Photo ID Proof:-**

- a. The applicants are required to upload a self signed (self attested) copy of his/her 'Photo ID Proof'
- b. It should be Government approved ID Proof (passport or voter ID or Aadhar Card or Pan Card or Driving License bearing Date, Month and Year of Birth ), please note school / college ID Proof not acceptable.
- c. Size of file should be between (150KB – 200KB).
- d. Ensure that the size of the scanned image is not more than 200KB
- e. First take a copy of the document, put your signature on the same and then scan it followed by uploading
- f. Make sure the scanned file you upload is the correct one. When saving the image, provide a specific name to avoid accidentally uploading the wrong file
- g. Ensure that the scanned ID proof image is not stretched or rotated during the scanning process.

Scanned photograph, scanned signature & scanned ID Proof of any other format can be saved in jpg. format by using 'Save As' option in the File menu and size can be reduced below 100KB(for photograph image) & 50KB(for signature image) & 200KB(for self attested ID Proof) by using crop function and then resize the image.

**STEP 2 :** Decide on mode of on-line payment of fee (Credit/debit card or net banking). Be ready with password etc. required for the selected mode.

**STEP 3 :** Keep Scanned Image of the self certified Photo ID Proof (Government approved ID Proof (Copy of Passport or Voter ID or Aadhar Card or Pan Card or Driving Licence bearing Date, Month and Year of birth) ready for uploading. Please note School / College ID Proof Not acceptable. Please Make sure the name appeared in ID Proof is same as Name mention in the Application Form.

**STEP 4 :** First signup & confirm your e-mail by clicking on the link (received in inbox/spam)

**STEP 5:** Now open the form, fill it up and pay the fees. After payment, filled application form will be shown with a **Transaction / Reference number**. **Application without Transaction / Reference number will not be considered.**

**STEP 6 :** Take a print out of the Completed C Form and receipt which are only for your record. Test Voucher (Hall Ticket) will be sent separately during June 2024 to the given Email ID.”

**IMPORTANT NOTE:**

Any applicants wishing to have Special Testing Accommodations (STA) for any for their disability listed below by The Japan Foundation can click the dialog box.

**“Visual disability, Hearing disability, Physical (Mobility) disabilities, Developmental disabilities and other disabilities**

For any issue you may reach us by email

[jlptchennaiind@gmail.com](mailto:jlptchennaiind@gmail.com) with CC. to [rangaots@gmail.com](mailto:rangaots@gmail.com) and

[abkaots@gmail.com](mailto:abkaots@gmail.com)

Telephone Number: 044 – 2374 0318 / 3575

Please note **NO Refund** will be given under any circumstances once payment has been accepted, unless cancellation is made by The Japan Foundation or JLPT Test Administrative Committee Chennai due to unforeseen Natural Calamities.