

**JLPT Application & Payment Method for December 2023 JLPT Exam**

Date	03/12/2023 (Sunday)	03/12/2023 (Sunday)
Level	N1, N5	N2, N3, N4
Time for Assembling	08.30 AM	1.30 PM

		Start date / day	End date / day
1)	Payment Acceptance ( Form Fee and Exam Fee)	7th August 2023 (Mon)	25th August 2023 (Fri)
2)	Selling of Forms	7th August 2023 (Mon)	29th August 2023 (Tue)
3)	Acceptance of Forms	7th August 2023 (Mon)	29th August 2023 (Tue)

**1) Only Online Payment shall be accepted.**

If Payment does not reflect in our bank till 24:00 O'clock of 25<sup>th</sup> August 2023 (Fri) statement for any reason, any objection will not be entertained.

**Transaction Mode –**

- A. IMPS – RRN No./UPI Transaction ID/UTR (Payment Screen shot & Bank statement screen shot compulsory)
- B. NEFT – Name of person who made the NEFT & UTR No. (Payment Screen shot & Bank statement screen shot compulsory)
- C. RTGS – Name & Ref. No. (Payment Screen shot & Bank statement screen shot compulsory)

**2) Procedure for Applying JLPT December 2023.**

A. Collect Application Form (Hard Copy) from JALTAP office.

Or

B. Request JALTAP for sending the Application Form (Hard Copy) by courier.

**C. Courier charges as follows: - (Courier Charges, does not include application form fee)**

	For 1 or 2 Application Forms	For 3 or 5 Application Forms	For 6 or 10 Application Forms	For 11 or 20 Application Forms	For 21 or 30 Application Forms	For 31 or 40 Application Forms
Within Pune City	90/-	130/-	220/-	130/-	245/-	365/-
Within Maharashtra	155/-	245/-	430/-	280/-	415/-	540/-
Out of Maharashtra	210/-	340/-	595/-	440/-	635/-	835/-

After confirmation of payment, JALTAP will send Application form/s by courier and it may take up to 5 to 6 days to reach at your respective place.

D. Soft copy of duly filled form shall not be accepted. You have to submit only Hard Copy (copy of Application form which is given by JALTAP) through **courier (Indian Post or any courier**

**Services) or physically to JALTAP office.** Hard Copy or Courier should be reached to JALTAP Office by **29<sup>th</sup> August 2023 (Tue).**

- i. Only properly filled & Clear hard copy of Application Form will be accepted.
- ii. Please note that following information reflects on JLPT Certificate issued after result of exam so please take care when you write your :
  - a. Name.
  - b. Date of birth.
  - c. JLPT Level.

iii. Incomplete forms shall NOT be accepted.

**Please be careful while filling things mentioned below:**

- Name, Middle name, Surname should be in capital letters
- There should be 1 square space between the Name and Middle Name
- There should be 1 square space between Middle Name and surname
- Please mention your JLPT level clearly 1 or 2 or 3 or 4 or 5
- Please mention Test Centre as "PUNE"
- Please mention Mobile Number
- Please write your correct Date of birth as (yyyy/mm/dd)
- Your Signature is necessary

iv. Form fees and exam fees of rejected forms shall not be refunded.

## E. Mandatory Documents

**No Form will be accepted without following documents. JALTAP has all rights of acceptance/ rejection of Application Form.**

- Hard Copy of all **5 pages** Application form which is given by JALTAP
- Payment Screenshot
- Self-attested ID proof copy (Valid Aadhar card or Valid Passport or Valid Driving license or valid Pan card or valid Voter ID)
- 2 photographs. (Please stick them on respective hall ticket copy and hall ticket)

## 2) Refund Policy:

**Fees once received will not be refunded.**

Only in case JLPT Exam gets cancelled because of natural disaster or pandemic situation, exam fee will be refunded.

And following will not be refunded

- form fee
- GST on form fee
- GST on exam fees

Please send your correct account details for refund (if the exam is cancelled)

BENEFICIARY ACCOUNT NUMBER –

BENEFICIARY ACCOUNT NAME –

BENEFICIARY BRANCH ADDRESS –

BENEFICIARY BANK IFSC –

(IFSC should be 11 digit/character code, 5<sup>th</sup> character should be ZERO only)

## 3) Office address:

Japanese Language Teachers Association of Pune (JALTAP)  
Flat No 2B, 1st Floor, Ghagre Residency, Survey No.105/30,  
lane no 2, Bharati Niwas Lane, Karve Road, Pune 411004.

**Mobile No.:** +91 7507250660, 020-25445678

Email: [jaltap0660@gmail.com](mailto:jaltap0660@gmail.com), Website: [www.jaltap.org.in](http://www.jaltap.org.in)

**Please Follow Telegram Channel :-** [t.me/JALTAP](https://t.me/JALTAP)

Google Location :- <https://g.co/kgs/kEFoYu>



Please Scan for Join JALTAP TELEGRAM Channel

**4) Fee Structure**

JLPT 2023 (December) Fees (per Applicant) including GST (18%)			
Level	Form Fee	Exam Fee	Total fee
N1	118	1652	1770
N2	118	1652	1770
N3	118	1298	1416
N4	118	1180	1298
N5	118	1062	1180



**5) Details for NEFT / IMPS / Bank Deposit of**

<b>Name of Bank:</b>	Bank of India
<b>Name of Account:</b>	JALTAP (Japanese Language Teachers Association of Pune)
<b>Branch:</b>	Swargate, Pune.
<b>IFSC Code:</b>	BKID0000508
<b>Account No.:</b>	050820110000760
<b>Account Type:</b>	Current

**6) Office Timings**

Monday to Saturday – 10:00 AM ~01:30 PM to 02:00 PM ~06.00 PM  
(Lunch Timing 01.30 PM to 02.00 PM)

Office will remain closed on

- i. All Sundays
- ii. 15<sup>th</sup> August 2023.

**7) For Special Examinees**

Please inform us about Special examinee (Hearing problem, physically handicapped or any other disability) while filling form.

**8) Important Notes: -**

- i) In case JLPT Exam gets cancelled because of natural disaster or pandemic situation, only exam fee will be refunded. Form fee and its GST, GST on exam fees will not be refunded.
- ii) **No refund policy for double payment, extra payment and excess amount. Please confirm the amount before doing payment.**