

# **Application Guide**

## **( Japanese Language Studies )**



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## I. COURSE GUIDE

Course	Object	Admission term	Subjects	Study hours	Total number of hours
1 year Course	Applicants who have obtained N1/N2 Japanese Language Proficiency Test or equivalent to those levels or higher, are desiring for enrollment to vocational schools, universities or graduate schools after completing this course	April	1 Japanese language ( Including Japanese Society ) 2 Subjects for Examination for Japanese University Admission (EUJ) (Nonfee · free choice) <b>Literature applicants :</b> Mathematics I & General Study <b>Science applicants :</b> Mathematics II & Science ( Physics, Chemistry or chose 2 subjects from Biology )	5days/week ( Monday-Friday ) 5hours/day Total 25hours/week * The classes are separated into two sessions: Morning classes and Afternoon classes. We will decide your class by the test. * Subjects for EUJ and English class schedule will be informed when the classes are opened.	Total 900 hours/Year
	This course is for applicants who will be learning Japanese language from the basic and after completing 2 years, we will target the students who wish to go to vocational schools, universities, graduate schools, etc When graduating from this course, the title of “Culture liberal Arts Specialist” is be awarded and possible to transfer to universities				Total 1800 hours/ 2 Years
1.5 year Course	Applicants who wish for entrance into a vocational schools, universities or graduated schools after graduating	October	3 English (Nonfee · free choice)		Total 1350 hours/ 1.5 Years

## II. ENTRANCE REQUIRMENTS

- Applicants must have completed at least 12 years of school education in home country, not in Japan or have the equivalent level.  
Applicants must be 18 years of age or older  
( It should better if applicants are under 5 years after graduating schools )
- Applicants must be admitted by our school with the above requirements.
- Applicants who have the strong willing to study and set clear goals
- Applicants who have learned Japanese over the 150 hours in their countries and have levels equivalent to N5 Japanese Language proficiency
- Applicant’s family should better have good income or good condition of finance to support study abroad expenses.

## III. SELECTION METHODS

It will be selected by documents screening, writing exam such as Japanese test, Maths, English test and also by interview at applicant’s home country. However, the interview and writing test may be skipped depending on the result of documents screening. The online interview might be occurred  
( We will directly inform to applicants or through your agent the dates of Writing exam and Interview )

## IV. APPLICATION STEPS

### 1. Application Period:

From 1st, August to 20, November for admission of following year April

From 1st, February to 20, May for admission of October at the same year.

	Documents	Notes
Documents of Applicants	The application form	Fill in the prescribed form ※ The school name, graduation date, workplace address etc must be consistent with the original certificates ※ In case your Elementary school entrance age was under 5 years or over 8 years of age, you must submitted the Certificate of the Elementary school
	The purpose of study abroad in Japan and the plans after completing the course	Fill in the prescribed form ※ Write concretely the reasons for learning Japanese in Japan and the plans after completing the course ※ In case your final school graduation has been five years, you must write concretely the reasons for learning Japanese, the schools you will be going , the plans when going back home country after completing the course Besides that, documents such as <b>incumbency certificate</b> , Proof of income, recommendation letter of working place etc are needed
	Reason for re-application and the Related	( only if any application )
	Written of Oath	Fill in the prescribed form ※ must signed by the applicant
	Certificate of final school graduation	The original of certificate or diploma
	Academic transcript of the final academic	The original ( records from admission to graduation)
	Certificate of student status/Graduation	The original ( only if any application )
	Certificate of employment /Retirement certificate	The original (only if any application )
	Certificate of Japanese language proficiency	Certification and gradebook of JLPT or J-TEST or NAT-TEST or GNK 's Beginning lever or higher is necessary. If you have nothing, you must submit the certificate that you have studied for 150 hours in a Japanese Language School.
	Photographs (4cm x 3cm )	6 photos . It must be taken within 3 months, face forward, white background and no hats
	Passport	( already-acquired person) Copy of face photo page and Japan immigration procedure page
	Certificate of attestation ( Chinese and Vietnamese applicants only )	(For Chinese applicant) 1 Applicants who graduated Regular high school need to submit Credentials Report 2 University/junior college./vocational high school graduated applicants need submit Certificate of education (diploma) certificate (Credentials Report) Access the link <a href="http://www.cdgd.edu.cn">www.cdgd.edu.cn</a> to apply (For Vietnamese applicants) 1 Qualification verifying letter 2 Certificate of grades of high school graduation university test (university unified examination if not participating) ( Qualification verifying letter) ※ The original certificates must be sent to school directly from the center of certification.
Others	Vietnam, Nepal, Indonesia, Sri lanka etc ① Birth certificate	
	China: ① Copy of registration book ② Family relationship notarization letter ③ Birth certificate	
	Taiwan: ① Family register certificate	

<b>Documents of Sponsors</b>	Form for Sponsor	Fill in the prescribed form ※ Fill in the relationship between applicant and sponsor and the payment method concretely. ※ <b>If sponsor lives in Japan, refer to ⑧ of page 3.</b>
	Certificate of finance of sponsor	1 The original of certificate of bank balance (about 3,000,000 Japanese yen). 2 Copy of bankbook.
	Documents to prove the process of financing (only applicants from the countries which have a large number of illegal residents)	Copy of deposit bankbook showing fund formation, expiration of term deposit, copy of interest calculation receipt at the time of cancellation, copy of detailed statement sold by stocks and funds, copy of housing purchase and sale, copy of deposit receipt etc.
	Certificate of employment	The official company name , address, telephone number must be written on the original paper which is issued by company. If the sponsor is the president of company, or is self-employed business owner, the copy of the business license must be submitted.
	Certificate of income and tax payment of sponsor	The official company name , address, telephone number , the last 3 year income must be written on the original paper which is issued by company. If the sponsor is the self-employed business owner, the certificate of the last 3year tax payment must be issued by tax office. In case of tax exemption, submit the reason. ※ If the sponsor is in Japan, the original of certificate of 3year tax payment must be issued by government office.
	Documents of relationship between applicant and sponsor (certificate of resident registration; copy of family register)	All members of family must be entered in. ※China: copy of certified copy of register (all members of family) and the original of Family relationship notarization letter ※Vietnam: Family register certificate

## 2. Documents required

## 3. Application method

During application period, applicants or the agents submit the necessary documents to school directly or by mail.

## 4. Notes on application documents

① Fill in the application forms such as application form, reason for study abroad, sponsor form with your own handwritings or typing and your own signature.

② If the documents such as certificates etc.. are written in a non-Japanese language, attach their Japanese translation.

The translator's occupation and name must be entered in the translations

3 Application documents for April term must be made after September 1<sup>st</sup> and after March 1<sup>st</sup> for October term.

Any correction on documents with correction fluid or erasable pen is unacceptable. (all above rewritten documents will be invalid)

4 In case of the copies are required, it must be paper size A4 (shrink the size if the original is bigger)

5 If you have ever applied for Certificate of Eligibility(COE) " in the past, be sure to inform us in advance.

6 Any instances of misrepresentation of facts found, even at a later date, will lead to cancellation of admission

7 Please note that in case of defective application documents such as deficient documents , omission of entries or seals ect ,your application could not be accepted.

⑧ If the sponsor or the caretaker who does paper work is living in Japan, please bring the following documents with prior consultation and apply directly to the school.

(1) Document of financial sponsorship (Fill in the prescribed form )

(2) Certificate of employment of sponsor (If the sponsor is the president or the legal person of company, or is self-

employed business owner, the copy of the business license must be submitted

(3) Certificate of the tax payment made by the government office

(4) Certificate of bank balance

(5) Copy of bank book

(6) Certificate of resident status ( all family must be entered in )

※ If the sponsor is foreigner in Japan, 'Foreign resident card' is necessary.

(7) Documents of relationship between applicant and sponsor (certificate of resident registration; copy of family register)

9 Other documents will be asked if necessary.

10

After being reviewed by the Immigration office, we will not return the documents except the original diplomas etc, so if you would like to take back any documents , please offer at the time of submission

11

The sponsor shall bear all responsibility for the tuition and living expenses , or concerning school life and personal problems etc during the time applicant lives in Japan

The sponsor is in Japan should better live in Osaka or the neighborhood of Osaka, should be an independent livestock living and have a stable income.

## V. SCHOOL EXPENSES

Items	Expenses	Period of Payment
Selection fee	20,000 Yen	After getting the Certificate of eligibility, send school expenses to the school's bank account during the appointed period
Entrance fee	60,000 Yen	
Tuition fee for a year	660,000 Yen	
Teaching materials fee	20,000 Yen	
Off-campus activities	20,000 Yen	
Student welfare expenses (1 year) *note 1	16,000Yen	
Total expenses for the 1st year	796,000 Yen	

\* Fees of graduation party and graduation photo album are not included(20,000yen).

\* After the entrance, applicant would pay the fee(2,100yen) of airport bus.

\* Note 1 :

Student welfare expenses include overall disaster injury compensation insurance premiums. This insurance is made for international students to have a studying life with peace of mind

It is compensated in case of accident or injury or hurting other people or break things by accident.

The below compensation will be accepted.

- 1 Treatment expenses for accident or illness etc will be paid (except dental medical treatment).  
Join "**National health insurance**" by your own and plus with this insurance, the treatment medical expenses which students have to pay will be Zero.
- 2 When you accidentally damage others' things with a bicycle (excluding cars and motorbikes) or injure others, the compensation / treatment expenses will be paid.
- 3 Expenses, such as traveling costs in case a relative runs from his native country by hospitalization are paid. Moreover, transfer expense when transported to its native country are paid in a grievous injury, serious illness, etc.  
Expenses such as travel expenses will be paid for the relatives who fly from home country to Japan due to your hospitalization etc. Also, in case of major injury or major illness, you have to go back to your home country, the transportation costs etc will be paid.

However, depending on type of insurance, it has disclaimers

### **"National Health Insurance"**

It is a medical insurance that the foreigners who live in Japan for one year or more have to join. 70% of treatment expenses are paid by this insurance, participants pay 30%. In the case of a foreign student, insurance costs 22,000 yen for one year.

After entrance, please go to Ward office to do this paper work

\*30% treatment expenses which you paid for might be returned by joining Student welfare expenses. (there are some disclaimers)

## VII. THE PROCESS FROM APPLICATION TO ENROLLMENT

Application to our school · Application documents submitted · Field interview conducted and pass the school selection.



After examining the application documents at our school, submit "Application for granting certificate of eligibility" to Osaka Immigration Bureau.



The Osaka Immigration Bureau inform the school of the issuance / non-issuance of the "Certificate of Eligibility of Certificate of Eligibility".



In April admission, the end of February the following year

In October admission, at the end of August of the same year

We notify the applicant or the studying abroad agency about the issuance / non-issuance of "Certificate of Eligibility".



The applicants transfer tuition fee etc. to our school or through the study abroad agency



After confirming the payment, we will mail the original of "Certificate of Eligibility" and "Admission Permit" and the "Preparation Guide for Immigration" to the applicants, or the studying abroad agency



The applicant applies for student visa at the Japanese Embassy or Consulate in his / her home country with the "Certificate of Eligibility and Certificate of Enrollment" , "Admission Permit" and other documents



When you get student visa, please contact us immediately. Please arrive in Japan on the date designated by our school.



After entering Japan or coming to school, take a placement test (classification test).



An entrance ceremony, orientation , Classes start

## VIII. OTHERS

### 1 .

#### **Living expenses in Japan**

- 1 About 80,000 yen (included housing rent ) per month are required as average living expenses besides the school tuition.
- 2 It is difficult to balance living expenses with part-time jobs and studies with the income from part-time jobs, so it should have sufficient funds preparation.
- 3 Please bring six month dormitory fee and administrative fee at the time of entrance to dormitory (only for dormitor) about 250,000 yen.
- 4 It should beter to bring to Japan about 500,000 yen for six month living expenses

### 2. **Part Time Job**

Part time job is probited as a rule under the status of "studying abroad "

Therefore, when a foreign student want to use leisure time from study time, an "Permission for Other Activity" of the Immigration Bureau is required.

A part-time job within 28 hours a week is possible after being permitted. (For reference: In case of Osaka, part-time fee is about 880 yen to 1000 yen per hour, about 100,000 yen per month)

(However, on summer vacation/winter vacation/spring vacation working time will be possible until 8 hours per day)

### 3. Dormitory

- 1 In order to be confident in learning, the school prepare dormitory for students.  
Students must live in dormitory at least half a year. In case you want to move out after entering the dormitory, we will not refund the dorm fee
- 2 Dormitory fee (At the entrance, you must pay for a half of year and administrative fee is required)
- 3 If you plan to live with a family in Japan or relative, please inform us in advance.  
We might hold a interview the person who you plan to live with. At the same time, that person will submit the documents as a guarantor.

Type	One person the room rent for a month	Outline
<b>Gakuen Building Dormitory</b> (2DK、 3DK) Size of Room : 8 mats	28,000 yen (2DK)  26,000 ~ 27,000 yen (3DK)	<ul style="list-style-type: none"> <li>• 2 ~ 3 Rooms/house ( Including Desk、 Bed、 Air-conditioner )</li> <li>• Including Water and the Internet charge</li> <li>• A kitchen, a refrigerator, a toilet, a bath, and a washing machine are shared.</li> <li>• Electricity and gas are paid by residence</li> </ul>
<b>Gakuen 2nd Building 2 F Dormitory</b> (Single Room) Size of Room : 8 mats	30,000 yen	<ul style="list-style-type: none"> <li>• Single Room ( Including Desk、 Bed、 Air-conditioner, Refrigerator, washing machine )</li> <li>• Including Water and the Internet charge</li> <li>• A peculiar kitchen, toilet, shower room</li> <li>• Electric is paid by residence (all electrification).</li> </ul>
<b>Gakuen 2nd Building 3 F Dormitory</b> (2DK ) Size of Room : 8 mats	30,000 yen	<ul style="list-style-type: none"> <li>• 2 Rooms/house ( Including Desk、 Bed、 Air-conditioner )</li> <li>• Including Water and the Internet charge</li> <li>• A kitchen, a refrigerator, a toilet, a bath, and a washing machine are shared.</li> <li>• Electricity and gas are paid by residence</li> </ul>
<b>Nichizemi Dormitory</b> (2K) Size of Room: 10.5 mats	13,000 yen ~ 22,000 yen	<ul style="list-style-type: none"> <li>• 2 students ~ 4 students /house ( Including Desk、 Bed、 Air-conditioner )</li> <li>• Including Water rates and the Internet charge</li> <li>• A kitchen, a refrigerator, a toilet, a shower and a washing machine are shared.</li> <li>• Electricity and gas are paid by residence</li> </ul>
<b>Boneru</b> (1K) Room Size : 6 mats	32,000 yen	<ul style="list-style-type: none"> <li>• Single room ( Including Desk、 Bed、 Air-conditioner )</li> <li>• Including Water and the Internet charge</li> <li>• A kitchen, a refrigerator, a toilet, a bath, and a shower room</li> <li>• Electricity is paid by residence (all electrification).</li> </ul>