



# Applicant Guidelines



## I 【Admissions criteria】

Applicants will need to satisfy the following requirements

- ① 1. Applicants who have qualification considered being at least equivalent to 12 years of study (completion of High school)
  - ② Have a clear goal in academics without financial difficulties
  - ③ Those who can prove Japanese proficiency in the exams listed below.  
Or those who are recognized by our school as having equivalent Japanese proficiency.
  - ④ Those who have passed the preliminary screening and interview of our school.
- ※ Please be sure to report If you are application history in the past. In particular, if a person with a history of non-issuance has not filed a declaration, he / she cannot reapply.

## II 【Documents certifying that it has a Japanese ability】

- 1 JLPT N5 more
- 2 BJT Business Japanese Proficiency Test・JLRT聴読解テスト(筆記テスト) 300点以上  
JLRT(Written test) More than 300 points.
- 3 JTEST F grade or higher. Or more than 250 points in the FG level test
- 4 NAT-TEST Level 5 more
- 5 Standard Test for Business Japanese 350 points or more
- 6 TOPJ EXAM Beginner A and above
- 7 J-cert(Certificate of Japanese as a Foreign Language) Basic course and above
- 8 JLCT(Japanese Language Capability Test) JCT1、JCT2、JCT3、JCT4、JCT5
- 9 PJC Bridge A+、A-、B+、B-、C+、C-
- 10 JPT(Japanese Proficiency Test) 315 points or more

## III 【Application time】

- ・ Apr. intake Around Jul. Aug. ・ Jul. intake Around Jan. Feb. ・ Oct. intake Around May
- ※ Please contact us for Jan. intake.

## IV 【Dormitory】

- ・ Please contact us individually for student dormitories.



## V 【Coursework & tuition】

Application fee ¥20,000 (Those who apply for a COE for the first time)

¥50,000 (Those who have a history of non-issuance of COE other than our school)

If you apply individually, please transfer it to our school when submitting the application documents.

If you apply through an intermediary, the intermediary will take responsibility for the deposit.

項目	Payment (Numbers represent in Japanese currency)				
区分	Intake	Entry fee	First year	Second year	Total
2 year course	Apr.	50,000	720,000	720,000	1,490,000
1 year 9 month course	Jul.	50,000	720,000	540,000	1,310,000
1 year 6 month course	Oct.	50,000	720,000	360,000	1,130,000
1 year 3 month course	Jan.	50,000	720,000	180,000	950,000
Payment deadline	Within 10 days after COE issuance 10 months after enrollment				

※ Teaching material fee is 24,000 yen per year separately.

※ The Japanese language school student accident compensation system costs an additional ¥10,000 per year.

※ Please note the payment also includes health inspection, off school tour.

※ As a general rule, we will not refund the fees once paid, but if you are unable to enroll due to immigration inability, we will refund the fees excluding the examination fee and admission fee. The Japanese language school student accident compensation system costs according to the prescribed procedure.

## VI 【Coursework schedule】

From Monday to Friday

※ There will be no classes held on weekends, public holidays, spring break, summer break and winter break.

a.m. classes 9 : 00~12 : 30 p.m. classes 13 : 10~16 : 40 (45min.×4sessions)

※ Classes are either morning or afternoon.

Class hours are designated by the school. Students cannot choose.

## VII 【Application Procedures】

- 1 Application documents are requested, our admission office will provide "Pre Application Form"
- 2 The first review will based on your "Pre Application Form"
- 3 The second review (Personal interview, test, or interview over the Internet)
- 4 Admission certificates will be provided.
- 5 Submission of application documents before deadline.
- 6 Application documents will file to Nagoya Immigration Bureau for permission of stay.
- 7 Review of Nagoya Immigration Bureau.
- 8 Issuance of "Certificate of Status of Residence"
- 9 Create and send "Tuition Fee Invoice" from our academy → Payment of tuition fees.
- 10 "Certificate of Eligibility" sent from the academy.
- 11 Apply for a visa to the Japanese Embassy (Consulate). → Visa issuance
- 12 Report your arrival to Japan and send a copy of your ticket → Come to Japan



# VIII 【Application documents】

## A. Application documents from applicants

1	Application forms (School designated form ・ Autographed)
2	Reason for studying abroad (School designated form ・ Autographed)
3	The original graduation certificate and transcript from your last previous education institution. (If you are going to graduate, please provide us the certificates that prove your graduation date.) (If you are a college student, please provide us your certificates of enrollment.)
4	Certificates of Japanese language proficiency, or proof of Japanese study. Certificate of passing the exam described in II or certificate of Japanese language learning history of 150 hours or more
5	6 photos ( 3 cm × 4 cm) Photos need to be shot within 6 months, with a clear background and no hats. Please also write your name, date of birth and nationality on the back of your photos.
7	Copy of passport If you do not have a passport, submit it by the application date.
8	Copy of ID or family register. Documents that can prove your hometown.
9	Certificate of employment Applicants who are or have a history of employment.

## B. Documents from all financial supporters

1	Documents of financial sponsorship. (School designated form ・ Autographed)
2	Documents that prove the relationship between the supporter and the applicant Birth certificate, Relationship certificate (Nepal is required), certificate, etc.
3	Original deposit balance certificate
4	A copy of the deposit / withdrawal statement or passbook for the past 3 years, etc If there is no record of transactions for the past 3 years, or if there are extremely few transactions, the fund formation process manual
5	Certificate of employment (when the supporter works for a company, etc.)
6	A copy of the corporate register, etc. (when the supporter is an officer of a company, etc.)
7	Business permit, etc. (when the supporter is an individual manager)

### ・ Financial supporters live in your home country

8	Documents proving the family structure of the supporter A copy of the family register for the entire family of the supporter, etc.
9	Income certificate (for the past 3 years)

### ・ Financial supporters live in Japan or from others

8	Resident's card for all households
9	Income tax certificate (for the past 3 years)

※ In addition to the above list, if you have any necessary manuals or reasons, please submit them as appropriate.