

Guidance for applicant

[Courses]

- You can apply to the one of following courses.
- * Each course close application when number is full.

Courses	Term to enter	Graduate date	School Term
1 year Employment Preparatory (Specific Skill) course	April	March next year	1year
1 year and 6 months College Preparatory Course	October	March after next year	1year 6month
1 year and 9 months College Preparatory Course	July	March after next year	1year 9month
2 years College Preparatory Course	April	March after next year	2years

[School days / School time]

- We have classes on 5days from Monday to Friday. There is no class on Saturday, Sunday and Japanese national holidays.
- * We have long holidays around 1 to 4 weeks in spring, summer, autumn and winter for special vacation.

[Lesson Time]

Morning class	AM 8:45 ~ 12:00
Afternoon class	PM 1:15 ~ 4:30

- * Morning class and Afternoon class will be decided by the school, so you cannot chose it by yourself.

[Study level]

- Study Japanese language level of each course is as like as following.
 - 1 year Employment Preparatory (Specific Skill) course Basic ~ Intermediate
 - 1 year and 6 months College Preparatory Course : Basic ~ Upper intermediate
 - 1 year and 9 months College Preparatory Course : Basic/Intermediate ~ Advance
 - 2 years College Preparatory Course : Basic ~ Advance

[Level]

Basic	Study pronunciation, Hiragana, Katakana, Basic Kanji, Basic structure and grow conversation skill for daily life in Japan.	Intermediate	Study various structure, grammar and vocabulary to grow applicable express ability with practical conversation.
Upper Intermediate	Study highly grammar level and vocabulary to grow for various express ability and fluently conversation.	Advance	Through various situation and scene, grow synthetic Japanese conversation skill.

[Conditions for apply]

- Applicants must clear all the following conditions when they apply student visa.
 - 1) Applicant must have more than 12years of school career.
 - 2) Applicants must have definite purpose of study Japanese and have enough finances to support their life in Japan.
 - 3) Applicants must have Japanese language ability as same level as Japanese language proficiency test N5 grade, J-TEST F grade or NAT-TEST 5grade.
 - 4) Applicants must prepare every documents for apply student visa.

[Screening method]

- Screen by the application form and the required documents and have an interview.

[Application procedure]

【Term to enter】

School	April student	July Student	October student
Gifu Osaka・Nagoya	7/1～11/30 in formal year of apply	—	1/10～5/31 in the year of apply
Tokyo	6/1～10/31 in formal year of apply	10/1 in formal year of apply ～2/28 in the year of apply	12/1 in formal year of apply ～4/30 in the year of apply

* Each course close application when number is full.

* Application schedule will be change because of circumstances.

【Schedule of applicant】

① Prepare application forms

↓ *Each applicant must prepare own material to apply which depend on their situation.

② After accepted application by our school office, We apply them to immigration.

↓ *Check application by immigration in Japan.

③ Immigration issue "Certificate of eligibility" to our school.

↓ *If you do not have passport, you must prepare it before get certificate.

④ Pay school fee at school office.

↓

⑤ We will send certificat of eligibility to applicant or financial gurantor.

↓

⑥ Apply and take student visa at Japan embassy in your country.

↓ *It depends that how long time to apply visa because of situation in your country.

⑦ Prepare air ticket and other things.

↓

⑧ Come to Japan and enter our school.

【About application forms】

1. Forms for applicant

①Necessary forms

	Necessary forms	Caution
1	Application form for admission	Must use form designated by school (Seal photos)
2	Photos of applicant	6pieces (4cm Length×3cm Wide)
3	Personal record (No.1 and No.2)	Put Japanese translation of "Purpose of study".
4	Copy of applicant's family register	Birth certificate, Residential certificate, etc
5	Copy of identification	Copy of ID card, etc
6	Certificate of last school (Original)	We will return original after check in immigration.

②Forms depend on situation

	Forms	Caution
1	Proof of Japanese language study	It has name of course, study hours in a week, total study hours, level, and etc.
2	Japanese ability certificate	Copy of Japanese language ability test certificate.
3	Certificate of schools except last school	When you are studying or have studied at any school which except last school.
4	Occupational certificate	When you have job, you should prepare occupational certificate and explanation of your job.
5	Copy of passport	When an applicant has passport.

2. Forms for financial guarantor

A:Financial support from your family in abroad

①Necessary forms

	Forms	Caution
1	Keihi Shibben Sho (Letter of guarantor)	Must use form designated by school and write about reason why guarantor support applicant's finance.
2	Certificate of kinship	Birth certificate,Residential certificate,etc
3	Bank balance certificate(Original)	Proof of remittance to Japan through bank each term.
4	Copy of bank savings	Proof of capital
5	Pledge for principal of school	Must use form designated by school with signature of financial guarantor.
6	Occupational certificate	When guarantor is officeworker(Salary man) → Occupational certificate
		When guarantor is manager of company → Company register
		When guarantor is owner of own company → Copy of business license *It has name of occupation, position, the length of working, and etc.
7	Income certificate	It has monthly income and yearly income which is enough to explain for capital of financial support.
8	Tax certificate	It has total yearly income which is issued by tax office.
9	Copy of identification	Copy of ID card, etc

②Forms depend on situation

	Forms	Caution
1	Copy of bankbook	To verify savings
2	Payment slip of tax	Proof of payment which is issued by tax office or bank.
3	Profit-and-loss statement, Financial report	It explains about business conditions.
4	Copy of tax registraion	
5	Proof of business transation	Copy of contract with Japanese company.
6	Pamphlet or Brochure of company	It explains about their business.
7	Detail explanation of supporting	It explains about reason why guarantor support applicant's finance which is written by himf/herself as a supplementary explanation.

B:Financial support from residential people in Japan

①Necessary forms

	Forms	Caution
1	Keihi Shibben Sho (Letter of gurantor)	Must use form designated by school and write about reason why guarantor support applicant's finance.
2	Jumin Hyo or Alien registration	Japanese residential certificate or alien certificate with name of whole family.
3	Certificat of impression	It is issued by municipal office.
4	Tax certificate	1,Issued by tax office("Nozei shomei-No,1&2)
		2,Issued by municipal office("Kazei shomei" or "Jumin nozei shomei") *Every document must have "Total of yearly income".
5	Pledge for principal of school	Must use form designated by school with signature of financial guarantor.
6	Occupational certificate	When gurantor is officeworker(Salary man) → Occupational certificate
		When gurantor is manager of company → Company register
		When gurantor is owner of own company → Copy of business license *It has name of occupation, position, the length of working, and etc.

②Forms depend on situation

	Forms	Caution
1	Bank balance certificate(Original), Copy of bankbook	To verify savings
2	Keihi Shibei Sho (Letter of guarantor) which write on another sheet	It explains about reason why guarantor support applicant's finance which is written by himf/herself as a supplementary explanation.
3	Proof of business transation	Copy of contract with foreign company.
4	Pamphlet or Brochure of company	It explains about their business.
5	The other proof to explain about relationship between applicant and guarantor	Ex:Notarial deed and copy of residential record ; Family registration; Photos which was taken with applicant or another relatives

★ After acceptance by immigration, every form is non-returnable.

[Fees]

- Registration fee: ¥20,000 -
*Please pay when you apply application form at school.
*Registration fee is "non-returnable".
- School fees [Include entrance fee, tuition fee, text and activity fee]
*Please pay after immigration issue "Certificate of eligibility".

Course		Entrance fee	Tuition fee	Text and Activity fee	Total fee
1 year Employment Preparatory (Specific Skill) course	1st year	¥80,000	¥660,000	¥40,000	¥780,000
	2nd year	-	¥330,000	¥20,000	¥350,000
1 year and 6 months College Preparatory Course	1st year	¥80,000	¥660,000	¥40,000	¥780,000
	2nd year	-	¥495,000	¥30,000	¥525,000
1 year and 9 months College Preparatory Course	1st year	¥80,000	¥660,000	¥40,000	¥780,000
	2nd year	-	¥660,000	¥40,000	¥700,000

*Every proceeding to enter our school is obey to Japanese law.

*If you can not enter our school, we follow our company rule and deal with procedure.

*1 year Employment Preparatory (Specific Skill) course and 1 year and 9 months College Preparatory Course is only in Tokyo School

[Accommodation]

- Please ask at school office.