

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
1.5 year College Preparatory Course	October	March next year	1year 6month
2 year College Preparatory Course	April	March after next year	2year

[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 8:30 ~ 12:00
Afternoon class	PM 1:00 ~ 4:30

- * Class will be decided by teaching staff with data of every student+B55.
- * Morning class and Afternoon class will be decided by the class level, so you cannot chose it by yourself.

[Study level]

- Study Japanese language level of each course is as like as following.
1.5 year College Preparatory Course : Basic ~ Upper Intermediate
2 year 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 pre-college 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.
 - 4) Applicants must prepare every documents for apply student visa.

[Application procedure]

【Term to enter】

April student 7/1~11/30 in formal year of apply	October student 1/10~5/31 in the year of apply
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- * 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 Exanination for selection of applicants with interviews and so on.(Financial sponsor should be attend the interview.).
↓
- ③ After accepted application by our school office, We apply them to immigration.
↓ *Check application by immigration in Japan.
- ④ Immigration issue "Certificate of eligibility" to our school.
↓ *If you do not have passport, you must prepare it before get certificate.
- ⑤ Pay school fee at school office.
↓
- ⑥ We will send entrance permission and certificat of eligibility to applicant or financial guarantor.
↓
- ⑦ 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.
- ⑧ Prepare air ticket and other things.
↓
- ⑨ Come to Japan and enter our school.

【About application forms】

1. Forms for applicant

①Nessesary forms

	Nessary forms	Caution
1	Application form for admission	Must use form designated by school (Seal phots)
2	Photos of applicant	4ices (4cm Length×3cm Wide)
3	Personal record (No.1 and No.2)	Put Japanese translation of "Purpose of study".
5	Certificate of last school (Original)	We will return original after check in immigration.
6	Academic transcript of last school (Original)	We will return original after check in immigration.
7	Proof of Japanese language study	It has name of course, study hours in a week, total study hours, level, and etc.
8	Occupational certificate	When you have or had job, you should prepare occupational certificate and explanation of your job.
9	Copy of passport	When an applicant has passport.

②Forms depend on situation

	Forms	Caution
1	Japanese ability certificate	Copy of Japanese language proficiency test certificate.
2	Certificate of schools except last school	When you are studying or have studied at any school which except last school.

① Necessary forms

A:Financial support from your family in abroad

	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	Pledge for principal of school	Must use form designated by school with signature of financial guarantor.
5	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.
6	Income certificate	It has for past 3 years monthly income and yearly income which is enough to explain for capital of financial support.
7	Tax certificate	It has for past 3 years total yearly income which is issued by tax office. (for 3 years)
8	Certification of fund formation process	Bank statements (for 3years) etc.
9	Family Structure Certification	Birth certificate,Residential certificate,etc

※ For 6 and 7, either one is sufficient.

※ A-2, B-2, B-9 may be the same document.

B:Financial support from residential people in Japan

	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	Certificate of kinship	Birth certificate,Residential certificate,etc
3	Jumin Hyo	Japanese residential certificate or alien certificate with name of whole family.
4	Bank balance certificate(Original)	Proof of remittance to Japan through bank each term.
5	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".
6	Pledge for principal of school	Must use form designated by school with signature of financial gurantor.
7	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.
8	Certification of fund formation process	Bank statements (for 3years) etc.
9	Family Structure Certification	Birth certificate,Residential certificate,etc

※ A-2, B-2, B-9 may be the same document.

[Fees]

- Registration fee: ##### -
*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	Lesson fee	Textbook & activity fee	Equipment fee	Health care fee	Total fee
1.5 year College Preparatory Course	1st year	¥110,000	¥660,000	¥49,500	¥33,000	¥22,000	¥1,256,750
	2nd year	-	¥330,000	¥24,750	¥16,500	¥11,000	
2 year College Preparatory Course	1st year	¥110,000	¥660,000	¥49,500	¥33,000	¥22,000	¥1,639,000
	2nd year	-	¥660,000	¥49,500	¥33,000	¥22,000	

- *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.
- *Every price is included the tax which was decided by the law in Japan.

[Accommodation]

- Please ask at school office.