

Procedure from Application to Entry into Japan

① The applicant, an intermediary, or a representative in Japan notifies us of a prospective student by telephone, fax or e-mail. (This reception is possible at any time.)



② While following our instructions, the applicant or his/her agent prepares the necessary application documents



③ The application documents are sent to us.



④ We send an "acceptance form" to the applicant upon passing the application document screening..



⑤ We will apply to the Osaka Immigration Bureau, Kobe Branch. for an "authorization of resident eligibility" for the applicant.



⑥ When the "authorization of resident eligibility" is issued, we will notify the applicant by either fax or by e-mail with the e-document attached. The applicant will then transfer one year's worth of school expenses to the school's designated bank account by the designated date.



⑦ Once the bank transfer is confirmed, the original "authorization of resident eligibility" will be sent to the student.



⑧ The applicant shall apply to the Japanese embassy or consulate in his/her own country for a student visa using the "school acceptance form", the "authorization of resident eligibility" and his/her passport while the "authorization of resident eligibility" is valid, and shall then receive his/her visa.

Note: If the Japanese embassy or consulate refuses to issue a student visa, we will refund all the school expenses remitted except for the entrance examination fee and enrollment fee.



⑨ The applicant will notify the school of his/her scheduled arrival date in Japan.



⑩ The applicant will enter Japan.

Preparatory Course

1. Enrollment Time: April, July, October & January

- ① Students enrolled in April: preparatory 2 year course
- ② Students enrolled in July: preparatory 1 3/4 year course
- ③ Students enrolled in October: preparatory 1 1/2 year course
- ④ Students enrolled in January: preparatory 1 1/4 year course

2. Enrollment Limit: 100 persons

3. Qualifications For Application

- ① A youth educated for over 12 years outside Japan (18 years old and above). However, if the applicant's final educational level is high school, the age requirement shall be 22 years of age or under; if college or vocational school is the final education level, the age requirement shall be 25 years of age or under; if 4-year university, 30 years of age or under.
- ② A youth who has studied Japanese and has a clear aim to learn Japanese.
- ③ A youth who has studied Japanese for 150 hours or more, or who has the equivalent of grade 4 of the Japanese Language Proficiency Test. (It is preferable that an applicant for the 2 year course has Japanese language ability corresponding to JLPT rank 4, and for the 1 3/4 year course or 1 1/2 year course applicants, JLPT rank 3, and for the 1 1/4 year course applicants, JLPT rank 2.)
- ④ A person who can comply with Japanese laws and our school regulations.
- ⑤ A person who has enough economic resources or guarantors to study in Japan.
- ⑥ The undertaking of a written test and interview provided in your country (limited to certain countries).
- ⑦ A person who can submit the documents we designate.
- ⑧ A person who can foresee being permitted to enter Japan by legal procedures.

4. Application Period

Enrollment	Period for Document Submission	Immigration Application	Announcement of Immigration Results
April	September 1 to mid-November	Mid-December	End of February to early March
July	December 1 to mid-February	Mid-March	End of May to early June
October	March 1 to mid-May	Mid-June	End of August to early September
January	June 1 to mid-August	Mid-September	End of November to early December

5. School Term

Level	Primary, Primary-Intermediate, Intermediate, Advanced I, Advanced II
Term	Enrolled in April: 2 years; Enrolled in July: 21 Months Enrolled in October: 18 months; Enrolled in January: 15 months
Class	Part 1: 4 hours in the morning; Part 2: 4 hours in the afternoon
Class hours a week	Monday through Friday; Total 20 hours a week (4 hours a day)

*The school will direct you which part (morning or afternoon) the student takes.

6. Holidays

Saturdays, Sundays, national holidays, and other school-designated holidays

7. Vacation

- ① Summer vacation: August (about 1 month)
- ② Winter vacation: Mid-December to early January (about 3 weeks)
- ③ Spring vacation: Mid-March to early April (about 3 weeks)

8. School Expenses

Item Course	Entrance Examination Fee	Enrollment Fee	Course Fee	School Material Fee	Facilities Fee	Total
Prep 2 Year	¥20,000	¥50,000	¥1,200,000	¥40,000	¥60,000	¥1,370,000
Prep 1 3/4 Year	¥20,000	¥50,000	¥1,050,000	¥35,000	¥52,500	¥1,207,500
Prep 1 1/2 Year	¥20,000	¥50,000	¥900,000	¥30,000	¥45,000	¥1,045,000
Prep 1 1/4 Year	¥20,000	¥50,000	¥750,000	¥25,000	¥37,500	¥882,500

Note: Additionally, a National Health Insurance fee (¥1,500 per month), an activity fee (¥10,000 per year) and a health management fee (¥5,000 per year) will be required.

Documents to be Submitted

I. Documents Provided by the Applicant

1. 8 color photos of the applicant taken within the previous 3 months (4cm long & 3cm wide)

Please write your name and birth date on the back of the photos.

2. Application form and resume (form designated by the school) (Japanese translation necessary)

- These must be written in black ink. All the documents shall be written by the applicant in his/her own language. Fill in the correct names of all schools, companies, and addresses/locations, etc. without any omission. Please write your age in years, telephone number with area code, and for those with cellular phones please enter this number as well.
- Note: the Address in your home country must be identical with the one in your family register, etc. If you currently live in another place, enter that address in the present address section.
- Enter up to 2 relatives in the family section.
- In the reason for enrollment section, clearly enter your reasons and aims for studying Japanese in detail, as well as the necessity for your studying. In addition, enter your specific future plans after studying Japanese.

3. Original diploma (final educational record) or graduation letter (Japanese translation necessary)

4. Transcript of your last educational institute (for entire years) (Japanese translation necessary)

5. Certificate of Japanese proficiency (Submit either A or B. It's better to submit both.)

A. Certificate that you have studied for more than 150 hours (Submit a certificate issued by an educational institute of Japanese, which specifies study period, the number of classes a week, educational materials used and attendance rate.)

B. If you have taken the Japanese Language Proficiency Test or other tests organized by public institutions, submit the grade certificates thereof.

6. Certificate of employment, agreement for work reinstatement, letter of nomination (for applicants to whom this applies) (Japanese translation necessary)

7. Original copy of the family register or another alternative certificate

8. Copy of passport (for applicants who have passport)

Submit a copy of the identification section.

9. Copy of identification (for applicants to whom this applies)

10. Other documents required by the school

II. Documents Required from the Financial Bearer

Note: ¥60,000 to ¥80,000 a month will be needed for living costs other than school fees. To live in Japan for 2 years, about 3 million yen will be needed for school fees and living costs all together.

A. If the Applicant Pays the Expenses

1. Expense payment form (the form designated by the school) (Japanese translation necessary)

It must be written in black ink. All the contents shall be written by the payer (applicant) in his/her own language. In the acceptance reason section, indicate whether or not the payer has enough savings to allocate to study in Japan (an amount equivalent to about ¥3,000,000)

2. Financial statement in the name of applicant (Japanese translation necessary)

3. Color copy or color photo of all the pages of bank passbook ensuring financing

All the pages including cover pages must be submitted.

4. Document certifying applicant's job such as a certificate of employment

(Submit any one of the following) (Japanese translation necessary)

A. If the applicant is an employee of a company, etc., submit a certificate specifying job tenure.

B. If the applicant is a board member of a company, etc., submit a certificate specifying his/her tenure and title, and a either color copy or color photo of their company register or commercial license.

C. If the applicant is a business owner, submit either a color copy or color photo of their commercial license.

5. Income certificates and tax payment certificates of past 3 years or more

(Japanese translation necessary)

• If the applicant is not a business owner (an employee or board member of a company), submit a certificate issued by the company for income and tax payment of the past 3 years or more.

• If the applicant is a business owner, submit a certificate of income and tax payment for the past 3 years or more issued by the government.

6. Other documents required by the school

B. Persons who lives abroad and transfers funds from a bank in their home country

1. Expense payment form (the form designated by the school) (Japanese translation necessary)

It must be written in black ink. All the contents shall be written by the payer in his/her own language. In the case of a person who is not the applicant's parents, indicate the relationship to the applicant and the reason to accept the responsibility of payer in detail.

2. Financial statement in the name of the payer

3. Color copy or color photo of all the pages of bank passbook ensuring financing

All the pages including cover pages must be submitted.

4. Document certifying payer's job such as a certificate of employment

(Submit any one of the following) (Japanese translation necessary)

A. If the payer is an employee of a company, etc., submit a certificate specifying job tenure.

B. If the payer is a board member of a company, etc., submit a certificate specifying his/her tenure and title, and either a color copy or color photo of their company register or commercial license.

C. If the payer is a business owner, submit either a color copy or color photo of their commercial license.

5. Income certificates and tax payment certificates of the past 3 years or more

(Japanese translation necessary)

• If the payer is not a business owner (an employee or board member of a company), submit a certificate issued by the company for income and tax payment of the past 3 years or more.

•If the payer is a business owner, submit a certificate of income and tax payment for the past 3 years or more issued by the government.

6. Document verifying the relationship to the applicant (notarized kinship certificate, photos, etc.)
(Japanese translation necessary)

If a person who is not his/her parent pays, submit a relationship certification, etc.

- 7. Original copy of the family register or another alternative certificate**
- 8. Copy of identification**
- 9. Other documents required by the school**

C. If a person living in Japan pays

1. Expense payment form (a form designated by the school) (Japanese translation necessary)

It must be written in black ink. All the contents shall be written by the payer in his/her own language. In the case of a person who is not the applicant's parents, indicate the relationship to the applicant and the reason to accept the responsibility of payer in detail.

2. Financial statement in the name of payer and a copy of the bank passbook corresponding thereto

All of the pages of the bank passbook including the cover pages must be submitted.

3. Document certifying the payer's job such as a certificate of employment

(Submit any one of the following)

A. If the payer is an employee of a company, etc., submit a certificate specifying job tenure.

B. If the payer is a board member of a company, etc., submit a certificate specifying his/her tenure and title ,and either a color copy or color photo of their company register or commercial license.

C. If the payer is a business owner, submit either a color copy or color photo of their commercial license.

4. Certificate of annual income for the past 3 years or more. (Submit either A or B.)

A. A taxation certificate issued by a city hall or ward office or tax office, which describes the amount of gross income.

B. A copy of the final return document.

5. Document verifying relationship to the applicant (notarized kinship certificate, photos, etc.)
(Japanese translation necessary)

If a person who is not his/her parent pays, submit the necessary relationship certificates, etc

6. Residence certificate or certificate of alien registration statement

7. Seal registration certificate

In the area for your seal, apply the same seal as found on the "seal registration certificate."

8. Other documents required by the school

Precautions for Submitted Documents

1. Do not use correction fluid on errors. Cross out the errors with a double line and put a seal (initials) on them.
2. To apply to the school, you need to have been educated for over 12 years in your home country. In addition, please note that the period of self-education or education by correspondence are not counted.
3. Japanese screening stipulations for school education is 12 years of schooling (6 years for elementary school, 3 years for junior high school, and 3 years for high school); therefore, if your case does not correspond with this standard, you may not be accepted..
4. The entrance age for primary school is 6 years old in Japan (7 years old in some countries and regions); therefore, if your case does not correspond with this, you should submit a certificate issued by your school which explains the reason in detail.
5. Please be advised that the documents and materials (except for the original graduation certificate) submitted to the Osaka Immigrant Bureau Kobe Branch will not be returned at all.
6. "Kinship" refers to immediate families of the applicant, e.g. his/her parents.
7. All certificates to be submitted to the Immigrant Bureau must be submitted within 3 months from the original issue date.
Please prepare those documents for submission with this in mind.
8. When submitting certificates, please use the letter head of the issuer's company or school.
9. Please attach the Japanese translations with documents written in another language. In the translations, enter date of translation and name of translator with his/her seal. The paper size must be A4. If a Japanese translation is not attached, we will arrange for translation of the document and charge a translation fee of ¥20,000.
10. Documents other than the above may be submitted as needed.

Regarding Procedures for Entry into Japan

1. When the "authorization of resident eligibility" is issued, we will notify the applicant by either fax or by e-mail.
2. As soon as the applicant receive the notification, please transfer one year's worth of school expenses to the school's designated bank account.
3. Once the bank transfer is confirmed, the original "authorization of resident eligibility" will be sent to the student.
4. The applicant shall apply to the Japanese embassy or consulate in his/her own country for a student visa using the "school acceptance form", the "authorization of resident eligibility" and his/her "passport" while the "authorization of resident eligibility" is valid, and shall then receive his/her visa.
5. Based on individual circumstances, you may be asked to submit documents other than the above or to participate in an interview. Therefore, please check this information in advance and make the necessary preparations.

6. If you do not apply for landing at an airport, etc. in Japan within 3 months after the issuance of the “authorization of resident eligibility”, further procedures cannot be taken, so please mind this deadline.
7. If you enter Japan outside the term designated by the school, it may affect your classes, attendance rate or your permit for extension of the period of stay. Therefore, you must confirm your scheduled time of entrance into Japan with us. In addition, contact us immediately after entering Japan, and please come directly to the school.

Procedures after Entering to Japan

1. After you have come to Japan, you have to complete important procedures such as the registering your address in Japan, and joining the “national health insurance”, etc. Please be sure to consult with the school.
2. You are not allowed to work part-time to pay living costs. In addition, you have to gain permission from the Immigration Bureau of Japan to work part-time. For students whose attendance rate is good, this permission shall be given if the scope of the job does not interfere with the student’s studies. If you take a part-time job without permission, not only you, but also your employer could be punished under the current laws. To prevent such occurrences, you must consult with the school in all matters concerning employment.

Other Points

1. If you have applied for the Japanese “authorization of resident eligibility” before and have been rejected for any reason, you must notify us of this fact in advance.
2. Please be advised that we do not accept any bookings for time or selection of classes.
3. If you want to live in the dormitory, you must notify us as soon as possible. We will do our best to satisfy your request.