

Application Guide

(Japanese Language Studies)



2020

KAMEI GAKUEN COLLEGE
NIHON RIKO-JYOHO INSTITUTE
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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 (EJU) (Nonfee • free choice) Literature applicants : Mathematics I & General Study Science applicants : 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 EJU and English class schedule will be informed when the classes are opened.	Total 900 hours/Year
2 year Course	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

1. Applicants must have completed at least 12 years of school education in their home country, not in Japan or have reached an equivalent level. Applicants must be 18 years of age or older

(It 's the best if applicants are applying within 5 years after their most recent graduation)

2. Applicants must be admitted by our school with the above requirements.

3. Applicants who have the strong willing to study and set clear goals

4. Applicants who have learned Japanese over the 150 hours in their home countries and achieved a level equivalent to N5 Japanese Language proficiency

5. The applicant's family should better have good income or good condition of finance to support study abroad expenses.

III. SELECTION METHODS

Applicant selection will be conducted through document screening, written exams such as Japanese tests, math and English tests and also through interviews at the applicant's home country. However, the interview and written tests may be skipped depending on the results of the document screening. Online interviews might also be conducted.

(We will directly inform to applicants or through their agents acting on their behalf of the dates for Written exam and Interview)

IV. APPLICATION STEPS

1. Application Period:

◆ From 1st, August to 10, November for admission of following year April

◆ From 1st, February to 10, May for admission of October at the same year

2. Documents required

	Documents	Notes
Do cu me nts of Ap pli can ts	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 Incumbency certificate, Proof of income, recommendation letter of working place etc are needed
	Reason for re-application and the Related documents	(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 prospectus	The original (only if any application)
	Certificate of employment /Retirement certificate	The original (only if any application)
	Certificate of Japanese language proficiency	Certification and grade score of JLPT 5 kyu level or higher -The original ①BJT Business Japanese Proficiency test ・ JLRT Listening Reading test (writing test 300 points or higher) ② J-TEST level F or higher. In case of Level E,F: 250 points or higher ③NAT-TEST Level 5 or higher ④Standard Test for Japanese Business 350 points or higher ⑤TOP J Level A or higher ⑥J-cert (GNK) Pre-Intermediate level or higher ⑦JLCT- JCT level 5 or higher ⑧PJC Bridge Level C- or higher ⑨JPT 315 points or higher If you have none of these, you must submit the original of certificate from Japanese Language School. (including the school address, contact information, details of learning period, weekly learning hours, current study hours etc.)
	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 applicants) 1. Applicants who graduated Regular high school, submit Certificate of unified entrance exam results 2. University/junior college/vocational high school graduated applicants need submit Certificate of graduation (diploma) Access the link www.chsi.com.cn to apply (For Vietnamese applicants) 1. Qualification verifying letter of the final graduated level ※ The original certificates must be sent to school directly from the Center of certification. (We do not accept the cases sent directly from applicants)	
Do cu me nts of Sp ons ors	Form for Sponsor	Fill in the details on the designated form ※Fill in the relationship between the applicant and the sponsor and the payment method clearly. ※If the sponsor lives in Japan, refer to ⑧on page 4
	Certificate of employment	The official company name, address and telephone number must be written on the original document which is issued by the company. If the sponsor is the president of a company, or is a self-employed business owner, a copy of the business license must also be submitted. For Vietnamese applicants: An official copy of the documents including business registration number and tax code For self-employed business owners, those documents certified by the People's Committee are prepared by the sponsors, and the business registration permit is necessary
	Certificate of income and tax payment of sponsor	The official company name , address, telephone number , the last 3 year income data must be written on the original paper which is issued by the company. If the sponsor is the self-employed business owner, the certificate of the last 3 year tax payment must be issued by tax office. In case of tax exemption, submit the reason. For Vietnamese applicants: Certificate of tax payment (that clarifies tax code and true tax payment situation) In case of tax exemption, submit a certificate that clarifies the laws and ordinances such as tax exemption ※If the sponsor is in Japan, the original certificate must be issued by a government office. Please refer to ⑧on page 4
	Certificate of finance of sponsor	1. The original certificate of Bank balance (about 3,000,000 Japanese yen). 2. Copy of bankbook. For Chinese applicants: bank deposit certificate, certificate of balance deposit For Non Chinese and Vietnamese: Deposit / withdrawal statement For Nepali applicants: Bank statement
	Documents proving the process of financing	Submit all documents such as deposit and withdrawal statements, deposit passbook, etc. that clarify the history of funds information
	Documents of relationship between applicant and sponsor	Applicants from Vietnam, Nepal, Indonesia, Sri Lanka : ①Birth certificate ②ID card China: the original of Family relationship notarization letter Other countries : please ask for more information
Family register certificate	Sponsor is parent: only the applicant family's documents are necessary Sponsor is not a parent: both the applicant family 's and sponsor family's documents Applicants from Vietnam, Nepal, Indonesia and Sri Lanka : ①Family registry China: ①Family registry Taiwan: ②Family register certificate Other countries : please ask for more information	

3. Application method

During the application period, applicants or those acting as an agent on their behalf need to submit the necessary documents to the school directly or by postal mail.

4. Notes on application documents

① Fill in the application documents such as the application form, reason for studying abroad, and the sponsor forms with your own handwriting 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 translation.

③ Application documents for the April term must be created after September 1st, and after March 1st for the October term.

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

④ In case copies are required, they must be on A4 sized paper (reformat the paper 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 of this in advance.

⑥ If any instances of misrepresentation of facts are found, even at a later date, this will lead to termination of admission.

⑦ Please note that in the case of lacking or missing application documents including deficient documents, omission of entries or seals/signatures etc, your application will not be accepted.

⑧ If the sponsor or caretaker who prepares the paperwork 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 designated form)

(2) Certificate of employment of the sponsor (if the sponsor is the president or legal representative of the company, or is a self-employed business owner, the copy of the business license must be submitted)

(3) Certificate of the tax payment made to 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 a foreigner in Japan, the 'Foreign resident card' is necessary.

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

⑨ Other documents may be asked for 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 clearly notify us of this at the time of submission

⑪ The sponsor shall bear all responsibility for the tuition and living expenses, and responsibility concerning school life and personal problems etc during the time applicant lives in Japan

※ In case the sponsor is in Japan : Ideally the sponsor should live in Osaka or the area surrounding Osaka, and

should be an independently employed individual and have a stable income.

V.ADMISSION PROCEDULES

① After admission screening, our school will issue an "Admission permit" and apply your documents for the "Certificate of Eligibility" to the Osaka Immigration Bureau. The "Certificate of Eligibility" will be issued and the payment procedure will be completed. After confirming the payment, the "Admission Permit" and "Certificate of Eligibility" will be mailed to you. After arrival, please apply for a visa at the Japanese Embassy in your country.

② Other notes

- (1) If you do not pay the tuition fee by the designated date, your Admission Permit may be cancelled.
- (2) As the school year begins on April 1 (or October 1) , if there is any refusal to enter our school by March 31 (or September 30) we will refund the tuition fees excluding the Selection fee and Entrance fee.
- (3) If you are refused to issue a visa at the Japanese Embassy in your country after issuing the Certificate of Eligibility, you will be refunded the tuition fees excluding the Selection fee. Besides, if you decline the admission after receiving the visa, we will refund the tuition fees excluding the Selection fee and Entrance fee.
- (4) If you decline to enroll after April 1st (or October 1st), we will not be able to refund the fees paid.
(The tuition fee paid will be used for the cancellation fee)

VI. SCHOOL EXPENSES

Items	Expanses	Period of Payment
Selection fee	20,000 Yen	After obtaining the Certificate of Eigibility, remit the school expenses to the school's bank account within the designated 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	

※ After the entrance, applicant would pay the fee (2,500yen) of airport bus.

※ Fees of graduation party and graduation photo album (20,000) are not included

※ **The cost of the bank transfer fee needs to be borne by the applicant.**

*Note 1 :

Student welfare expenses (insurance fee of 12,300 yen and health checkup fee of 3,700 yen) include overall disaster injury compensation. This insurance is provided for international students to allow them to study abraod with peace of mind

It is compensated in case of accident or injury or in the event of injuring other people or damages incurred in accidents.

The below compensation situations will be accepted.

- 1 Treatment expenses for accident or illness etc will be paid (except dental medical treatment).
Join the "**National health insurance**" scheme on your own and combined with this insurance, the treatment for medical expenses which students have to pay will be zero.
- 2 If you accidentally damage someone's 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 has to visit from his/her native country in the event of hospitalization are paid. Moreover, transport expenses when someone is transported to his/her native country are paid in the event of grievous injury, serious illness, etc.
Expenses such as travel expenses will be paid for the relatives who fly from their home country to Japan due to your hospitalization etc. Also, in case of major injury or major illness, if you have to go back to your home country, the transportation costs etc will be paid.

However, depending on the type of insurance, there are some disclaimers

"National Health Insurance"

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

After entrance, please go to your local Ward office to do the paperwork to join National Health Insurance program

*30% treatment expenses which you pay for might be reimbursed 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, 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 applicant remits 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 a student visa at the Japanese Embassy or Consulate in his / her home country with the "Certificate of Eligibility" and "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

- ①About 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 you should have sufficient funds prepared.
- ③ Please bring six month dormitory fee and administrative fee at the time of entrance to dormitory (only for those stay in dormitories) of about 250,000 yen.
- ④ It is the best to bring to Japan about 500,000 yen for six month living expenses.

2.Part Time Job

Part time job is prohibited 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 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

- ①In 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.

- ②Dormitory fee :At the entrance, you must pay for a half of year and administrative fee is required.

- ③If 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
<p>Gakuen Building Dormitory (2DK, 3DK) Size of Room : 8 mats</p>	<p>28,000 yen (2DK)</p> <p>26,000~27,000 yen (3DK)</p>	<ul style="list-style-type: none"> • 2~3 Rooms/house (Including Desk、 Bed、 Air-conditioner) • Including Water and the Internet charge • A kitchen, a refrigerator, a toilet, a bath, and a washing machine are shared. • Electricity and gas are paid by residence
<p>Gakuen 2nd Building 2 F Dormitory (Single Room) Size of Room : 8 mats</p>	<p>30,000 yen</p>	<ul style="list-style-type: none"> • Single Room (Including Desk、 Bed、 Air-conditioner, Refrigerator, washing machine) • Including Water and the Internet charge • A kitchen, toilet, shower room • Electric is paid by residence (all electrification).
<p>Gakuen 2nd Building 3 F Dormitory (2DK) Size of Room : 8 mats</p>	<p>28,000 yen</p>	<ul style="list-style-type: none"> • 2 Rooms/house (Including Desk、 Bed、 Air-conditioner) • Including Water and the Internet charge • A kitchen, a refrigerator, a toilet, a bath, and a washing machine are shared. • Electricity and gas are paid by residence
<p>Nichizemi Dormitory (2K) Size of Room: 10.5 mats</p>	<p>15,000 yen (1 student/ 3 students in one room)</p> <p>22,000 yen (1 student/ 2 students in one room)</p>	<ul style="list-style-type: none"> • 2 students~3 students /room (share room) (Including Desk、 Bed、 Air-conditioner) • Including Water rates and the Internet charge • A kitchen, a refrigerator, a toilet, a shower and a washing machine are shared. • Electricity and gas are paid by residence
<p>Boneru (1K) Room Size : 6 mats</p>	<p>32,000 yen</p>	<ul style="list-style-type: none"> • Single room (Including Desk、 Bed、 Air-conditioner) • Including Water and the Internet charge • A kitchen, a refrigerator, a toilet, a bath(shower room), and a washing machine • Electricity is paid by residence (all electrification).
<p>Female dorm (Detached house) Room size:6 mats</p>	<p>26,000 yen (3th floor)</p> <p>24,500 yen (2th floor)</p>	<ul style="list-style-type: none"> • Single room (4 students/house) (Including Desk、 Bed、 Air-conditioner) • Including Water and the Internet charge • A kitchen, a refrigerator, a toilet, a bath(shower room) and a washing machine are shared. • Electricity and gaz are paid by residence