

# Application Requirements

## 1. Courses

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- ① 2 years course (admitted in April)
- ② 1.5 years course (admitted in October)
  - ※ Graduation is March in both courses.
  - ※ School Days : Monday to Friday  
 Saturday, Sunday and national holidays, summer and winter holidays.
  - ※Class Time : morning class 9:00 to 12:30, afternoon class 13:30 to 17:00

## 2. Application

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### (1) Eligibility

Those who satisfy both of the following conditions.

- ① Those who have completed 12 years or more of school education or equivalent courses in a foreign country.
  - ② Those who have the ability of Japanese Language Proficiency Test N5, J-TEST F grade, NAT-TEST 4 grade or higher.
- ※ When applying, a simple test will be conducted to confirm basic academic ability and level.  
 ※ Please note that classes may not be what you want, depending on the results of the level test conducted at our school.

### (2) Selection method

Review submitted documents. Judges will be conducted through interviews and examinations with the applicant and an interview with the financial supporter as necessary.

### (3) Schedule

Course	2 years course (admitted in April)	1.5 years course (admitted in October)
Document acceptance period	October - November last year	April - May
When to apply for immigration	Mid -December last year	Mid-June
Judgment result announcement	End of February	End of August
When to come to Japan	Late March	Late September

(4) Admission Procedure

If you want to enroll, please contact us first by phone / contact form / email. After receiving a reply from our school, proceed to STEP1.

		admitted in April	admitted in October
STEP1	<p>The applicant must submit the following six documents to the school by e-mail, fax, or mail, and pay the 【screening fee】.</p> <ul style="list-style-type: none"> <li>① Application Form</li> <li>② Resume</li> <li>③ Written Proof of Supporter</li> <li>④ Certificate of graduation of final education</li> <li>⑤ Transcript</li> <li>⑥ Certificate of passing Japanese language ability or certificate of learning Japanese</li> </ul>	October – November last year	April - May
STEP2	<p>Our school will conduct an on-campus examination and make a pass / fail decision. Successful applicants will receive a notification of success, so those who have received the documents should prepare all necessary documents.</p> <p>Apply to the Immigration Bureau for the 【Application for Certificate of Eligibility】 at our school.</p>	Mid-December last year	Mid-June
STEP3	The Immigration Bureau will conduct a screening and will send our school the results of the issuance and non-issuance of the 【Certificate of Eligibility】.		
STEP4	A notice and invoice will be issued to the person who has been issued the 【Certificate of Eligibility】. Please pay 【Enrollment Fee】 and 【Tuition Fee】 to the designated account.	End of February	End of August
STEP5	After payment is confirmed, 【Original Certificate of Eligibility】 and 【Enrollment Permit】 will be sent to the applicant.		
STEP6	Upon arrival of the 【Certificate of Eligibility】, apply for a 【Student Visa】 at the Japanese diplomatic mission abroad.	Early March	Early September
STEP7	Book your flight ticket and inform us of your arrival flight and time.		
STEP8	Admission	April	October

(5) Required documents

	Required documents	
Applicant Documents to be prepared	Application Form(Style specified by our school)	<ul style="list-style-type: none"> <li>•Fill in all necessary information and make sure there are no blanks.</li> <li>•Please enter the name which is in your passport.</li> </ul>
	Resume(Style specified by our school)	
	8 photos ( vertical 4cm x horizontal 3cm)	<ul style="list-style-type: none"> <li>•Photos taken within the last three months.</li> <li>•Front facing, no background, no hat. Write your name on the back.</li> </ul>
	Diploma or certificate of graduation (original)	•The original diploma will be returned after the screening.
	Academic transcript (original or copy) of the last school	
	Certificate of learning Japanese language (original)	<ul style="list-style-type: none"> <li>•Issued by the institute where you learned Japanese.</li> <li>•Please indicate the study period and number of hours.</li> </ul>
	Japanese Language Proficiency Test Pass Certificate (copy)	<ul style="list-style-type: none"> <li>•JLPT、J.TEST、NAT-TEST</li> <li>•If you are waiting for the result, please take the examination ticket.</li> </ul>
	Certificate of incumbency	•Please submit if you have a work experience.
Sponsor (one who bears tuition and living expenses) Documents to be prepared	Passport copy	•A photo page and all pages with entry / exit information.
	Written Proof of Supporter(Style specified by our school)	•Signature is handwritten.
	Balance certificate (original)	Under the name of the sponsor, within 3 months of issuance. Make sure you have enough money for your study period.
	Employment certificate (original)	
	Copy of bank statement or bankbook	
	Documents that prove the relationship between the sponsor and the applicant	Copy of family register, notarized kinship
	Income certificate	
Tax certificate		

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- ※ All official certificates must have been issued within three months. (Same for photos)
  - ※ All documents written in languages other than Japanese must be accompanied by a Japanese

translation. Please specify the translator's name, affiliation and contact information in the translation.

- ※ The signature must be written by the person himself. Correction fluid and correction tape cannot be used.
- ※ Once the application has been filed, it cannot be returned in any case, regardless of the result of the school's examination. If you need a copy, please make a copy in advance. Certificates issued only once, such as diplomas, will be returned.
- ※ If you have previously applied for a Certificate of Eligibility or have been in Japan for a long time, please let us know.
- ※ In addition to the above, the school and the Immigration Bureau may request additional documentation.



### 3. Academic Fee

【2 years course (admitted in April)】

	First year payment	Payment amount for the first half of the next fiscal year	Total payment
Screening fee	¥30,000	—	¥30,000
Enrollment fee	¥50,000	—	¥50,000
Tuition fee	¥600,000	¥600,000	¥1,200,000
Facility costs	¥20,000	¥20,000	¥40,000
Material Fee	¥30,000	¥30,000	¥60,000
Extracurricular activities	¥20,000	¥20,000	¥40,000
Insurance fee	¥10,000	¥10,000	¥20,000
Health care costs	¥5,000	¥5,000	¥10,000
<b>Total (excluding tax)</b>	<b>¥765,000</b>	<b>¥685,000</b>	<b>¥1,450,000</b>

【2 years course (admitted in October)】

	First year payment	Payment amount for the first half of the next fiscal year	Total payment
Screening fee	¥30,000	—	¥30,000
Enrollment fee	¥50,000	—	¥50,000
Tuition fee	¥600,000	¥300,000	¥900,000
Facility costs	¥20,000	¥10,000	¥30,000
Material Fee	¥30,000	¥15,000	¥45,000
Extracurricular activities	¥20,000	¥10,000	¥30,000
Insurance fee	¥10,000	¥5,000	¥15,000
Health care costs	¥5,000	¥5,000	¥10,000
<b>Total (excluding tax)</b>	<b>¥765,000</b>	<b>¥345,000</b>	<b>¥1,110,000</b>

(1) Refund policy

※The “screening fee” will not be refunded at all, regardless of our school's pass / fail decision.

※We will deduct all bank charges for refunds.

※Once paid, no Academic Fee will be refunded except in the following cases:

① 【If the Certificate of Eligibility is not issued】

If the visa cannot be obtained after the proper procedure, the full amount excluding the screening fee will be refunded.

② 【If you do not apply for a visa, or you do not get a visa, or you have been issued a visa but canceled your enrollment before your visit to Japan, etc. 】 after your Certificate of Eligibility has been issued】

Once you have returned your enrollment permit to our school, we will refund you the money, excluding the screening fee and admission fee.

③ After enrollment, Academic Fee are non-refundable.