

# Student Application Guidebook

October 2018

Authorized by the Association for the Promotion of Japanese Language Education,  
Okayama Prefectural Governor, and the Ministry of Justice





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### Course Outline

Capacity	300 students
Class Hour	20 hours a week (Monday to Friday)
	Intermediate to Advanced 9:00~12:50 Beginner to Intermediate 13:30~17:20
Terms	• April Entrance (Two-Year Course) • October Entrance (1.5-Year Course)
Certificate of Eligibility	Student Visa

### Scholarships

- Honors Scholarship for Privately Financed International Students  
¥30,000/ month × 12 months per student (Awarded to 3 of our students in 2017)
- LSH Asia Scholars Association Scholarship  
¥100,000 per student (Awarded to 1 of our students in 2017)
- Okayama Institute of Languages Honors Scholarship  
¥50,000 (Selection: Twice a year. Awarded to 40 students in 2017)
- Okayama Institute of Languages Special Award  
¥5,000 (Selection: Twice a year. Awarded to 39 students in 2017)
- Scholarship from Nakashima Memorial Foundation  
¥10,000/ month × 12 months (Awarded to 17 of our students in 2017)



## Course of Study

### ・ October Entrance (1.5 Year Course)

This is a course for full-time students, mainly for those who would like to go to higher education institution in Japan, such as Universities, Graduate Schools and Technical Schools.

Entrance Day (Scheduled)	October 9 <sup>th</sup> , 2018
Period of Study	October 2018~March 2020
Study Hour	20 hours a week. 40 weeks a year



## Qualification of Submission

Applicants must have completed 12 years or more of compulsory education at the time of application. Also, they should have passed Japanese Language Proficiency Test level N5 or have studied Japanese language for at least 150 hours at an educational institution.



## Application

Application Period : April 2<sup>nd</sup>, 2018~May 18<sup>th</sup>, 2018  
(Excluding Japanese National Holidays)  
Monday to Friday: 9 AM to 5 PM

※Please submit the application Form ( I ) to the school.

*NOTE: Applications may close early, if application quota has been reached.*



## Selection Process

### 1. First Stage

Initial application screening by school. Face-to-face or online interview.

### 2. Second Stage

Additional application/submitted documents screening by school. Face-to-face or online interview.

*Note: Applicants directly or indirectly connected to anti-social forces may be denied admission to the school. Any connection may result in cancelation of admission, or in expulsion from the school.*





## Tuition & Fees

### ● At the time of submitting application

Application Fee	¥20,000
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### ● Before entrance

Please make a payment after you receive the notice of “Certificate of Eligibility” from school.

1 year	
Registration fee	¥50,000
Tuition fee (October 2018 - September 2019)	¥600,000
Study materials	¥50,000
<b>Total</b>	<b>¥700,000</b>

Apart from the fees above, Alumni Association Fee (¥1,000) and \*Insurance Fees (approximately ¥37,000 per year) should be paid in advance after issuance of Certificate of Eligibility.  
(Insurance fees are based on January 2018 insurance premiums and may vary.)

### ● After entrance (2<sup>nd</sup> year)

2nd year	Payment deadline	September 2019
	Tuition fee	¥300,000 (October 2019 - March 2020)
	Study materials	¥25,000
	<b>Total</b>	<b>¥325,000</b>
	Note	Insurance (approx. ¥20,000/year)

\*The insurance fees include national health insurance, international student insurance for Japanese language schools, and the cost for regular medical check-ups.  
(Insurance fees are based on January 2018 insurance premiums and may vary.)



## Bank Account Information

Bank Name: THE CHUGOKU BANK LTD.  
 Branch Name: HEAD OFFICE  
 SWIFT Code: CHGKJPJZ  
 Account Number: 101-00-3286821  
 Account Holder: Okayama Institute of Languages



## Rules for Refund

Admission withdrawal after application to Immigration Bureau, and before announcement of application result	No refund of Application Fee ¥20,000.
Admission withdrawal after issue of Certificate of Eligibility	No refund of Application Fee ¥20,000 and Admission Fee ¥50,000. Any other payments are to be refunded after Certificate of Eligibility and Letter of Acceptance to School are returned to School.
Non-issue of visa by Japanese diplomatic authorities overseas	No refund of ¥20,000 Application Fee and ¥50,000 Admission Fee. Any other payments are to be refunded after Letter of Acceptance to School is returned and a copy of passport is submitted to School.



## Flow from Application to Arrival in Japan

### 1. Document Submission from Applicants → First Assessment at School

Applicants submit Application Form ( I ). Face-to-face or online interview will be held.

### 2. Second Assessment at School

Accepted applicants submit Application Form ( II , III ) and pay Application Fee ¥20,000.



#### Accepted Applicants for Internal Assessment\*

School applies for applicants' Certificates of Eligibility to Hiroshima Regional Immigration Bureau.

#### Non-accepted Applicants

School returns the submitted documents. Application fee is non-refundable.

\*Acceptance of Application for School's internal assessment does not guarantee the issue of Certificate of Eligibility by Hiroshima Regional Immigration Bureau.

### 3. Issue of Certificate of Eligibility

School receives applicants' Certificates of Eligibility from Hiroshima Regional Immigration Bureau.

#### Accepted Applicants with Certificate of Eligibility

School informs applicants about issue of Certificates of Eligibility, and sends Invoice. Applicants make a payment of the tuition and fees, and dormitory costs if necessary. After confirming receipt of the payment, School sends the original Certificates of Eligibility and the documents required for visa applications in their home country. If applicants apply through a local agent, School contacts applicants through the agent. \*\*

#### Non-accepted Applicants

School informs non-issue of Certificate of Eligibility.\*\*

\*\*Original documents such as graduation diplomas are to be returned. Certificates and other documents are not to be returned. Application fee is non-refundable.

### 4. Application for Entry Visa to Japan

Applicants should submit passport, Certificate of Eligibility, Certificate of Admission and any other required documents to Japanese Embassy or Consulate in their home countries. Applicants should submit dormitory/ apartment request form if necessary, and inform the date of arrival in Japan to School.

### 5. Arrival in Japan

The semester starts on October 9<sup>th</sup>, 2018. Applicants should come to Japan before the semester starts and come to school immediately after arrival in order to complete the admission procedure.



## Documents for Submission

### Documents about Applicants

Please attach the translation in Japanese or English if it is in other languages.

	Documents	Notes
1	Resume (Application Form II)	<u>Resume</u> <ul style="list-style-type: none"><li>•Thorough records of education and employment history from elementary school to the present should be written. As there should be no gaps in the resume, any education and employment histories should be included. All dates including school entrance and graduation should match with issued certificates.</li><li>•School and business addresses must include house numbers.</li><li>•In case applicants enter elementary school when they were younger than 5 years old or older than 8 years old, or finished elementary school in less than 6 years, they should submit the documents issued by schools to show the entering and graduating dates and years.</li></ul> <u>Previous Visits to Japan</u> <ul style="list-style-type: none"><li>•List previous visits to Japan, which should match with the records in passport.</li></ul>
2	Statement of Reasons for Study (Application Form - II)	<u>Reasons to Study Abroad</u> <ul style="list-style-type: none"><li>•Purposes and necessity to study Japanese language should be described. Educational trainings and specific subjects that applicants have studied, and ability and willingness to study further should be mentioned. Copies of university admission, certificates, etc. can be attached.</li></ul> <u>Future Plan</u> <ul style="list-style-type: none"><li>•State whether intending to continue to study further in Japan or returning the home country after graduation. If the plan is to continue to study further in Japan, educational institution and its department should be listed.</li></ul>
3	Graduation Diploma from applicants' most recently attended school (original)	The original diplomas are to be returned later.
4	Certificate of Enrollment	Only for those applicants currently enrolled at high school or higher education institution.
5	Four Photographs (4cm highx3 cm wide)	Full face without a hat with a plain background. Must be recently taken after April 1, 2018. (Color or black-and-white) Applicant's name and nationality should be written on the back.
6	Copy of Passport	<ul style="list-style-type: none"><li>•Passport holders →Copies of all pages with entries should be submitted.</li><li>•Passport non-holders →Copies of Identification document should be submitted.</li></ul>

7	Certificate of Employment	Only for those applicants currently employed. It should contain the information of applicants' position, period of employment and responsibilities. It should be issued by the employer.
8	Document to show Japanese language ability	<ul style="list-style-type: none"> <li>●Certificate of "Japanese Language Proficiency Test" (Level N5 or above) or "J Test" (Level F or above).</li> <li>●Documents proving that the applicant has studied Japanese language for at least 150 hours at university, technical school, junior high school, high school, or language school.</li> </ul>

### Documents about Financial Guarantor

※Please attach the translation in Japanese or English if it is in other languages.

	Documents	Notes
1	Statement of Financial Support (Application Form - III) *Financial guarantor needs to fill it out by himself/ herself.	<ul style="list-style-type: none"> <li>●It should contain financial support plan for the applicant in case of an extension to the period of stay in Japan (i.e. bank transfer, etc.)</li> <li>●To cover the applicant's living cost in Japan, Guarantor can include anticipated salary income of applicant's part-time work in Japan. Please note that the maximum salary income by student is 1,000,000 yen per year.</li> </ul>
2	Proof of financial guarantor's relationship to the applicant	Copy of family register or official certificate of family relationship
3	Bank Account Statement and Bank Certificate	It should contain bank's address, phone & fax numbers, and the name of officer in charge. If the bank's information is not contained, a guarantor can attach the officer's business card.
4	Income and Occupational Statements	<p><u>For employees</u></p> <ul style="list-style-type: none"> <li>• Income Statement for last three years issued by the employer.</li> <li>• Employment certificate including his/her position, period of employment and responsibilities.</li> </ul> <p><u>For business owners</u></p> <ul style="list-style-type: none"> <li>• Income statement and tax payment certificate for last three years issued by the company or tax office.</li> <li>• Copy of Business Registration Certificate</li> </ul> <p><u>For self-employed persons</u></p> <ul style="list-style-type: none"> <li>• Tax payment certificate issued by the employer or tax office</li> <li>• Copy of Business Registration Certificate</li> </ul>

## Financial guarantor residing in Japan

If the guarantor is not related to the applicant, concrete proof of his/her connection to the applicant is required. If a close relationship cannot be proved, he/she will not be accepted as a financial guarantor.

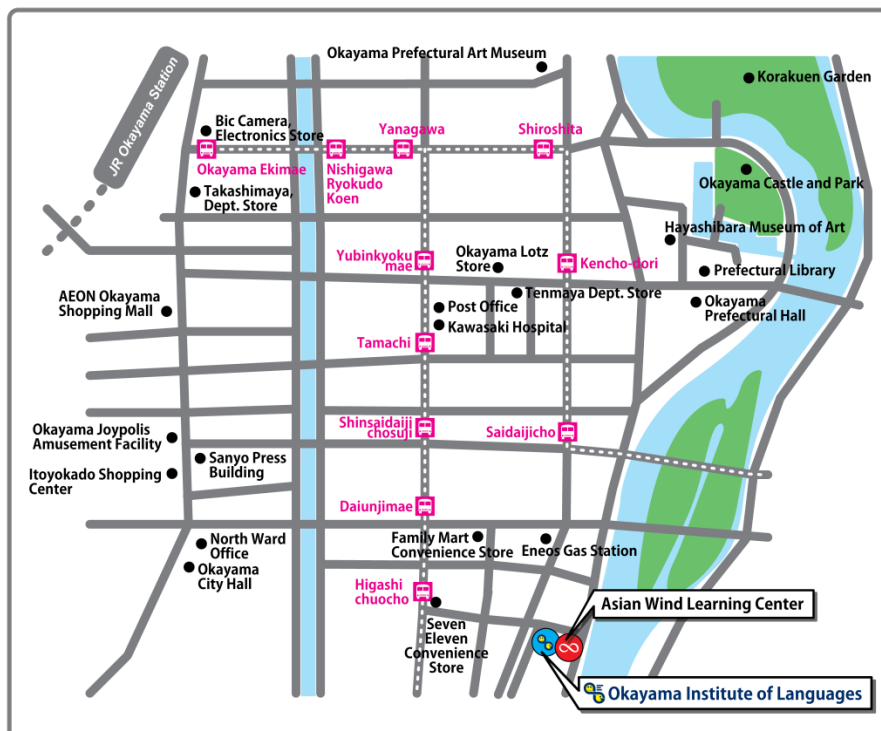
1	Statement of Financial Support (Application Form - III)
2	Proof of financial guarantor's relationship to applicant.
3	Bank Account Statement
4	Income and Occupational Statements (For business owners, copy of Business Registration Certificate is required.)
5	Income Statement issued by City or Ward Office (It should contain the information of annual income.)
6	Tax payment certificate issued by City or Ward office
7	Resident Card with record of all family members issued by City or Ward Office.

### Notes:

1. Each certificate must include the address, telephone & fax numbers (E-mail address) of the issuing institution and the name of the officer in charge and his/her title with signature.
2. All documents must have been issued after April 1<sup>st</sup>, 2018.
3. There may be cases which submission of additional documents may be required.



## Contact & Map



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