

# Student Application Guidebook

April 2023

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





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### Japanese Language Course Outline

Capacity	400 students
Class Hour	20 hours a week (Monday to Friday)
	Intermediate to Advanced 9:00~12:35 Beginner to Intermediate 13:15~16:50
Terms	• April Entrance (2-Year Course) • October Entrance (1.5-Year Course)
Certificate of Eligibility	Student Visa

**The Okayama Institute of Languages, in accordance to the school mission and educational goal, seeks persons who:**

- ◆ Have a clear reason for enrollment and are highly motivated to study
- ◆ Have an understanding for Japanese society and culture, and are eager to contribute to the world as a member of the international community
- ◆ Have a strong desire to converse with persons from different cultures
- ◆ Are responsible for their statements and actions, and are ready to face new challenges
- ◆ Have an understanding for the significance of studying in Japan and can concentrate on their studies



## Course of Study

### • April Entrance (2-Year Course)

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

Entrance Day (Scheduled)	April 3, 2023
Period of Study	April 2023 ~ March 2025
Study Hour	20 hours a week. 40 weeks a year



## Qualifications for Application

- ◆ Applicants must have completed 12 years or more of compulsory education at the time of application. Also, applicants should have passed the Japanese Language Proficiency Test level N5 or have studied the Japanese language for at least 150 hours at an educational institution.
- ◆ Applicants or their financial guarantors must have the ability to pay all expenses during his/her stay in Japan



## Application Period

- ◆ Application Period : September 1, 2022 ~ November 12, 2022  
(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 the application quota has been reached.*



## Selection Process

### 1. First Stage

Initial application screening with an interview (online) and document review.

### 2. Second Stage

Additional application/submitted documents screening by the school.

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



## Tuition & Fees

### ● At the time of submitting the 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 the school.

1 year	
Registration fee	¥50,000
Tuition fee (April 2023 – March 2024)	¥630,000
Study materials	¥50,000
<b>Total</b>	<b>¥730,000</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 the Certificate of Eligibility.  
(Insurance fees are based on August 2022 insurance premiums and may vary.)

### ● After the entrance, in the 2<sup>nd</sup> year

2 <sup>nd</sup> Year Fees	Payment deadline	March 2024	September 2024
	Tuition fee	¥315,000 (April 2024 - September 2024)	¥315,000 (October 2024 - March 2025)
	Study materials	¥25,000	¥25,000
	<b>Total</b>	<b>¥340,000</b>	<b>¥340,000</b>
	Note	Insurance (approx. ¥37,000/year)	

\*The insurance fees include national health insurance, international student insurance for Japanese language schools, and the cost of regular medical check-ups.  
(Insurance fees are based on August 2022 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

Application withdrawal after document submission to Okayama Institute of Languages, and before the announcement of the application result		No refund of Application Fee ¥20,000.
Admission withdrawal after issuance of Certificate of Eligibility		No refund of Application Fee ¥20,000 and Admission Fee ¥50,000. Any other payments are to be refunded after the Certificate of Eligibility and Letter of Acceptance to School are returned to School.
Non-issuance 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 the Letter of Acceptance to School is returned and a copy of the passport is submitted to School.
The course duration of fewer than 6 months	Withdrawal to proceed to a higher level of education	50% of the tuition fee for the remainder of the course will be refunded. The amount will be calculated by monthly basis from the enrolment month of the new school.
	Withdrawal for any reasons other than to proceed to a higher level of education	30% of a tuition fee for the remainder of the course from the next month after your withdrawal will be refunded. The amount will be calculated on a monthly basis.
The course duration of 6 months or more	Withdrawal to proceed to a higher level of education	100% of the tuition fee for the remainder of the course from the enrolment month of the new school will be refunded. The amount will be calculated on a monthly basis.
	Withdrawal for any reasons other than to proceed to a higher level of education	70% of the tuition fee for the remainder of the course from the next month after your withdrawal will be refunded. The amount will be calculated on a monthly basis.
	Expulsion notice from Okayama Institute of Languages	30% of the tuition fee for the remainder of the course from the next month after your expulsion will be refunded. The amount will be calculated on a monthly basis.



## From Application to Arrival in Japan

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

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

### 2. Second Assessment by School

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



#### **Applicants Accepted (School Assessment) \***

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

#### **Applicants Denied Acceptance**

The school returns the submitted documents. The application fee is non-refundable.

\*Acceptance of Application by School (internal assessment) does not guarantee the issuance of Certificates of Eligibility by the Hiroshima Regional Immigration Bureau.

### 3. Issuance of Certificate of Eligibility

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

#### **Applicants Issued Certificate of Eligibility**

School informs applicants of issuance of Certificate of Eligibility, and sends Invoice. Applicants make a payment of the tuition and fees, and dormitory costs (if applicable). 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. \*\*

#### **Applicants Denied Certificate of Eligibility**

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

### 5. Arrival to Japan

The semester starts on Monday, April 3, 2023. 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

- ※ Japanese translations must be attached if documents are in other languages.
- ※ If you have difficulty preparing translations, please inform us for further support. A separate translation fee will be charged

	Documents	Notes
1	Resume (Application Form II)	<p><u>Resume</u></p> <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 history should be included. All dates including school entrance and graduation should match issued certificates.</li><li>●School and business addresses must include street numbers.</li><li>●If applicants entered 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 documents issued by schools to show the entering and graduating dates and years.</li></ul> <p><u>Previous Visits to Japan</u></p> <ul style="list-style-type: none"><li>●List previous visits to Japan, which should match with the records in the passport.</li></ul>
2	Statement of Reasons for Study (Application Form II)	<p><u>Reasons to Study Abroad</u></p> <ul style="list-style-type: none"><li>●Purposes and necessity to study the Japanese language should be described. Educational training 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> <p><u>Future Plan</u></p> <ul style="list-style-type: none"><li>●State whether intending to continue to study further in Japan or return to their home country after graduation. If planning to continue studying further in Japan, the name of desired educational institution and its department should be listed.</li></ul>
3	Graduation Diploma from applicants' most recently attended school (original)	<p>The original diplomas are to be returned later.</p> <p>※You may be requested to submit an Academic background certification.</p>
4	Certificate of Enrollment	<p>Only for those applicants currently enrolled in high school or a higher education institution.</p>

5	Four Colour Photographs (4cm high×3 cm wide)	A full-face without a hat with a plain background. Must be recently taken after October 1 <sup>st</sup> 2022. The 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 the identification document should be submitted.</li> </ul>
7	Certificate of Employment	Only for those applicants currently employed. It should contain information about the 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) or JPT score of above 315.</li> <li>●Documents proving that the applicant has studied Japanese for at least 150 hours at university, technical school, junior high school, high school, or language school.</li> </ul> <p>* The document must include the education centre's address, contact number, study period (how many hours per week), and how many hours studied.</p>



**Documents about Financial Guarantor**

- ※ Japanese translations must be attached if documents are in other languages.
- ※ If you have difficulty preparing translations, please inform us for further support. A separate translation fee will be charged

	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>●Statement should include a financial support plan for the applicant that is traceable (Record of financial support is required at time of visa extension (i.e. bank transfer, etc.)).</li> <li>※If the financial guarantor is not the applicator him/herself or their relatives, please submit a document explaining the circumstances for their reasons to support.</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 for three years (or bank book copy for 3 years) and Bank Certificate	It should contain the bank's address, phone & fax numbers, and the name of the officer in charge. If the bank's information is not contained, a guarantor can attach the officer's business card or documents including that information.
4	Income and Employment Statements	<p><u>For employees</u></p> <ul style="list-style-type: none"> <li>• Income Statement for last year 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 the last year 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> <p>※ Regarding the income certificate, we may ask you to additionally submit it retroactively from the past year.</p>

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### Financial guarantor residing in Japan

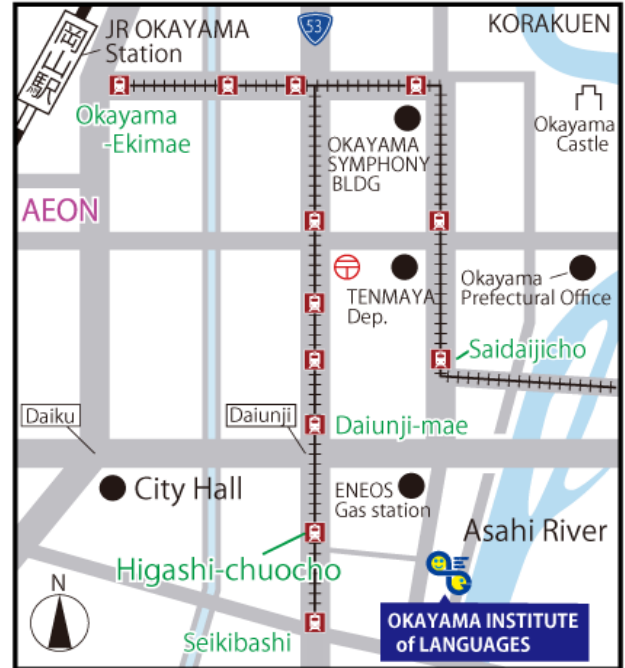
1	Statement of Financial Support (Application Form - III)  ※If the financial guarantor is not the applicator him/herself or their relatives, please submit a document explaining the circumstances for their reasons to support.
2	Proof of financial guarantor's relationship to the applicant.
3	Bank Account Statement
4	Income and Occupational Statements (For business owners, a copy of the Business Registration Certificate is required.)
5	Income Statement issued by City or Ward Office (It should contain the information on annual income.)
6	Tax payment certificate issued by City or Ward office
7	Resident Card with a 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 October 1, 2022.
3. There may be cases in which the submission of additional documents may be required.
4. We process your data concerning individuals inside the EEA in compliance with the EU General Data Protection Regulation.



## Contact Information & Map



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