

# Student Application Guidebook

April 2020

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 institution in Japan, such as Universities, Graduate Schools and Technical Schools.

Entrance Day (Scheduled)	April 6th , 2020
Period of Study	April 2020 ~ March 2022
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 Japanese Language Proficiency Test level N5 or have studied Japanese language for at least 150 hours at an educational institution.
- ◆ Applicants or his/her financial guarantor must have the ability to pay all expenses during his/her stay in Japan



## Application Period

- ◆ Application Period : September 2nd 2019 ~ November 15th 2019  
(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.

*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 (April 2020 - March 2021)	¥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 Certificate of Eligibility.  
(Insurance fees are based on July 2019 insurance premiums and may vary.)

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

2 <sup>nd</sup> Year Fees	Payment deadline	March 2021	September 2021
	Tuition fee	¥315,000 (April 2021 - September 2021)	¥315,000 (October 2021 - March 2022)
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 for regular medical check-ups.  
(Insurance fees are based on July 2019 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 announcement of 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 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 Letter of Acceptance to School is returned and a copy of passport is submitted to School.
Course duration of less than 6 months	Withdrawal in order to proceed to a higher level of education	50% of a 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.
Course duration of 6 months or more	Withdrawal in order to proceed to a higher level of education	100% of a 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 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.
	Expulsion notice from Okayama Institute of Languages	30% of a 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 to Japan

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

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

### 2. Second Assessment by School

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



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

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

#### **Applicants Denied Acceptance**

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

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

### 3. Issuance of Certificate of Eligibility

School receives applicants' Certificates of Eligibility from 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 applicant of 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 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 to Japan to the School.

### 5. Arrival to Japan

The semester starts on Monday April 6<sup>th</sup> 2020. 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.

	Documents	Notes
1	Resume (Application Form II)	<p><b>Resume</b></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><b>Previous Visits to Japan</b></p> <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)	<p><b>Reasons to Study Abroad</b></p> <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> <p><b>Future Plan</b></p> <ul style="list-style-type: none"><li>•State whether intending to continue to study further in Japan or returning to home country after graduation. If planning to continue studying further in Japan, name of desired 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 in high school or a higher education institution.
5	Four Photographs (4cm high×3 cm wide)	Full face without a hat with a plain background. Must be recently taken after October 1 <sup>st</sup> 2019. (Color or black-and-white) Applicant's name and nationality should be written on the back.

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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 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**

※ Japanese translations must be attached, if documents are 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>●Statement should include a financial support plan for applicant that is traceable (Record of financial support is required at time of visa extension (i.e. bank transfer, etc.)).</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 or documents include those information.
4	Income and Employment 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>

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### Financial guarantor residing in Japan

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.

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

#### 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<sup>st</sup>, 2019.
3. There may be cases which submission of additional documents may be required.
4. We process your personal data concerning individuals inside the EEA in compliance with General Data Protection Regulation.



## Contact Information & Map



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