

## 8 Procedures from Application to Admission

- ① Documents to be prepared by the applicant
1. Submission of application documents
  2. Admission Examination
  - (3. Application for Certificate of Eligibility to the Immigration Bureau)
  4. When you are contacted for the issuance of a Certificate of Eligibility, Pay tuition
  5. After making the payment, receive the Certificate of Eligibility
  6. Arrange a student visa and arrange a flight ticket
  7. Preparing to Study in Japan ~ Entering Japan
- ② School and Tokyo Immigration Bureau Yokohama Branch Office (Immigration Bureau)
1. If you have decided to apply, please contact our school by the deadline. Please submit your information.
  2. After submitting the documents, we will examine the documents and issue the letter of acceptance.
  3. On behalf of the applicant, the school will send the Certificate of Eligibility to the Immigration Bureau.
  4. The immigration office will examine the documents and if there are no problems, the certificate of eligibility will be issued.
  5. Notification of issuance of Certificate of Eligibility for Resident Status will be sent from the School to applicants and at the same time we will send you a tuition bill.
  6. Once you have received the tuition bill, please pay it to our account.
  7. If payment is confirmed at our school, the letter of admission and the certificate of eligibility for residence will be sent to applicants.
  8. The applicant must apply for a student visa at the local Japan embassy or consulate. Please make arrangements for airline tickets at the same time.

### ■ Application Contact/Inquiries

## Japan Language School 横浜

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Kanagawa 232-0003

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Japan Language School 横浜

# Application Guidelines

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Work Support Y, Co., Ltd

## 1 Installation Course

Course	Enrollment Period	Study Period	Total class hours	Capacity
2-year preparatory course	April	2 Year	1520 hours (45 minutes per class)	60 people
Preparatory 1 year 6 months course	October	1 year 6 months	1140 hours (45 minutes per class)	40 people

## 2 Classroom Style

Classes are organized according to Japanese ability, and conducted with 20 or fewer students per class.

## 3 Timetable

Morning Class		Afternoon Class	
1st period	9 : 00~ 9 : 45	1st period	13 : 30~14 : 15
2nd Period	9 : 55~10 : 40	2nd Period	14 : 25~15 : 10
3rd period	10 : 50~11 : 35	3rd period	15 : 20~16 : 05
4th period	11 : 45~12 : 30	4th period	16 : 15~17 : 00

※Whether it is a morning class or an afternoon class is determined by the number of students.

## 4 Tuition and Payment Methods

- After the issuance of the Certificate of Eligibility, please transfer the "1st year total" in the table to the account designated by our school.
- Please pay the remittance fee at the expense of the transferee.
- If you wish to pay in installments, please consult with the secretariat of our school.

(tax included, unit yen)

	Total 2 year course		Total 1 year 6 months course	
	1st year	2nd year	1st year	6 months
Screening Fee	20,000	---	20,000	---
Enrollment Fee	60,000	---	60,000	---
Tuition Fee	600,000	600,000	600,000	300,000
Facility maintenance fee	25,000	25,000	25,000	12,500
Textbook Fee	25,000	25,000	25,000	12,500
Student Expenses	10,000	10,000	10,000	5,000
<b>Total</b>	<b>740,000</b>	<b>660,000</b>	<b>740,000</b>	<b>330,000</b>

【Notes】

- Screening fee is required at the time of application.

【Refund Policy】

The selection fee is non-refundable for any reason. Other tuition fees in principle, refunds are not possible except in the following cases.  
 (1) Before the year of enrollment (March 31 for April enrollment, September 30 for October enrollment) and the tuition fee already paid.  
 (2) The average tuition fee etc. having the nature of the schedule for compensation for damages or the setting of the penalty the part beyond the damage.

## 5 Qualifications for Application

Those who have graduated from high school or higher overseas educational institution  
 (Those who have academic ability equivalent to the period of study of 12 years or more or the number of years of employment of 12 years or more)

Those who have a Japanese ability of N5 or higher

## 6 Selection Process

- (1) Document screening (2) Interview  
 (3) Written Examination (basic ability in Japanese language)

## 7 Application documents

■ Documents to be submitted in person

Document Type	Notes
Application for admission	Our school designation form The name must be written on the passport
Curriculum vitae Statement of reasons for studying abroad	Our school designation form Please write your educational background and work history so far so that there are no blanks. Please include the location of the school until the end. The reason for school attendance is in accordance with educational and work history. Please elaborate specifically
Diploma of the final educational background	Original Diploma or certificate of graduation
Transcript of the final educational background	Original Transcript showing grades from admission to graduation
Certificate of enrollment	Original If you are currently enrolled in a high school, university, etc.
Transcript	Original If you are currently enrolled in a high school or university
Japanese Certificate of Learning	Original Japanese Proof of having the ability to Japanese the ability to test N5 (Level 4 or higher)
Passport	Copy of passport If you have a Japan immigration history, you must also submit a copy of the entry and exit page.
8 photos	4cm long X 3cm wide, taken within 3 months, please write your name, nationality, and date of birth on the back

■ Documents to be submitted by the financial sponsor

1. When a parent or relative residing overseas pays expenses

Document Type	Notes
Statement of financial support	Our school designation form
Certificate of deposit balance	Original
Bank passbook copy	For the past 3 years
Proof of employment, etc.	In the case of company employees → certificate of tenure In the case of self-employment → a copy of your business license In the case of a company officer → a certified copy of the company register, etc. In the case of agriculture → a copy of the land title deed
Income certificate	Original For the past 3 years
Certificate of tax payment	Original: Documents showing the amount of tax paid for the past 3 year
Documents proving the relationship between the applicant and the financial sponsor	Notarized kinship, birth certificate, etc.

2. When a relative residing in Japan makes payment for expenses

Document Type	Notes
Statement of financial support	Our school designation form
Certificate of deposit balance	Original
Bank passbook copy	For the past 3 years
Proof of employment, etc.	In the case of company employees → certificate of tenure In the case of self-employment → a copy of your business license In the case of a company officer → a certified copy of the company register, etc.
Income certificate	Original For the past 3 years
Certificate of tax payment or certificate of taxation	Original: Income for the past 3 year
Certificate of residence	All members of the household
Documents proving the relationship between the applicant and the financial sponsor	Notarized kinship, birth certificate, etc.

3. When the applicant himself / herself pays expenses

Document Type	Notes
Statement of financial support	Our school designation form
Certificate of deposit balance	Original
Bank passbook copy	For the past 3 years
Proof of employment, etc.	In the case of company employees → certificate of tenure In the case of self-employment → a copy of your business license In the case of a company officer → a certified copy of the company register, etc.
Income certificate	Original For the past 3 years
Certificate of tax payment or certificate of taxation	Original: Income for the past 3 year
Emergency contact information	for all household members
Documents proving the relationship between the applicant and the financial sponsor	Notarized kinship, birth certificate, etc.