

# Japanese Full Time Course: Guidance for Applicants

Ibaraki International Language Institute

## 1. Academic Requirements for Course Applicants

- Applicants must have completed (or, before beginning the course, expect to complete), regular schooling to high-school level (typically 12 years of education, beginning at above age 6).
- Applicants should have passed "The Japanese Language Proficiency Exam" Level N5 Examination or its equivalent.

## 2. Full-Time Course Summary

Course Starting	Year 1				Year 2			
	Apr-	July-	Oct-	Jan-	Apr-	July	Oct-	Jan-March
<b>April</b>	Primary		Secondary	Intermediate			Advanced	
<b>July</b>		Primary		Secondary	Intermediate			Advanced
<b>October</b>			Primary		Secondary	Intermediate		Advanced

## 3. Procedure prior to the entrance

1. Submission of questionnaire
2. Inner review
3. Transfer of Application Fee by applicant
4. Examination/Interview
5. Submission of application forms to the Immigration Bureau
6. Result presentation by the Immigration Bureau
7. Transfer of School Fees by applicant
8. School forwards original 'Certificate of Eligibility' to applicant
9. Applicant requests VISA from Japanese Embassy/Consulate
10. Pre-College VISA Issued
11. Entry to Japan
12. Entrance ceremony

## 4. Application Processing Fee and Instructions for Mailing Documents

- Please submit the questionnaire by e-mail, fax or international mail by the appointed day.
- A fee of 20,000 Japanese Yen is payable on submission of an application, to cover the cost of processing accompanying documents.  
The fee should be transferred into the school's bank account.  
The fee is non-refundable.
- Completed applications should be sent to the address below (for peace of mind, we recommend using a registered delivery service – EMS, UPS, DHL etc.):

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### Ibaraki International Language Institute

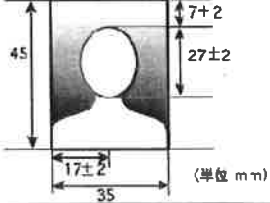
Fujioka Bldg F4, 2-3-37, Miyamachi, Mito-shi, Ibaraki-ken, JAPAN 310-0015  
Tel: +81-29-233-7588 / Fax: + 81-29-233-7566 / E-mail: nihongo@jsdi.or.jp

## 5. Supporting Documents for Application.

### Important:

- Please submit the document ✓below. All documents are necessary for the person of the re-application.
- All non-Japanese documents must be accompanied by a Japanese translation. (You may choose to provide your own translation).
- Include only certificates issued within 3 months of your application.
- Please write the name of the person of copying ,relation with the applicant,the copy date in the blank.

### A. Documents pertaining to the Applicant.

1. Application Form (A-1)	Form A-1, to be completed, handwritten by the applicant.
2. Resume/C.V. (A-2)	Form A-2, to be completed, handwritten by the applicant.
3. Educational History	<ul style="list-style-type: none"> <li>• High-school diploma, or high-school graduation certificate, or equivalent certified statement from your last place of education. (Applicants still in education should provide certified proof of enrollment in their current school)</li> <li>• Certified proof of grades from every year at your last school.</li> </ul>
4. Proof of Japanese Language ability. (attach all applicable)	<ul style="list-style-type: none"> <li>• Japanese Language Proficiency Exam certificate of pass. (Those who have passed at min level 4, please attach a copy)</li> <li>• Japanese Language Proficiency Exam notification of score (All applicants who have passed or failed the exam. Attach a copy)</li> <li>• Applicants who have studied at a Japanese language school should provide proof of attendance and grades. (Proof must show the number of course-hours and the actual hours attended by the applicant)</li> </ul>
5. Passport-size Photographs	<p>8 copies of a recent photograph (Taken during the last three months, Face front). Size (4.5cm×3.5cm, as shown)</p>  <p><b>NOTE:</b> Digital camera prints are <b>not</b> acceptable</p> <p>(単位 mm)</p>
6. Proof of current employment. (only for those currently in employment)	Proof of current employment (should include period of employment, employer's address and telephone number)
7. Copy of Passport	Send a copy of the page showing name and photograph (Applicants who have previously entered Japan should include a copy of the page(s) showing Japanese immigration stamps, visas etc.)
8. Proof of Identification	Proof of guarantor's ID (Copy of personal ID card, passport etc)

## B. Documents pertaining to the Applicant's Financial Guarantor

- The financial guarantor is the person responsible for a student's financial support, including school fees and living expenses throughout the entire course (typically parent, sibling or other relative)

1. Guarantor form (B-1)	Form B-1 to be completed, <b>handwritten</b> by the guarantor. Please provide details, including; the reason for supporting the student; how the required payments will be made; etc.
2. Proof of current occupation a) or b)	a) If guarantor is an employee : Statement of current employment, written on company stationary and including the following information; <u>job title, how long in current job, employers address and telephone number.</u> b) If guarantor is self employed : Copy of certificate of company registration/business license, etc.
3. Proof of Income	Certified statement of income (proving annual income) latest 3 years
4. Proof of TAX payment	Certified statement of TAX payments from government(proving annual income) latest 3 years
5. Proof of bank balance	A certified statement of the guarantor's bank balance, in either Japanese Yen or local currency.
6. Record of savings. Proof of assets	Copy of bank book or the record of Deposit and withdrawals. Other fixed deposit, investment, Proof of the assets or property etc...
7. Proof of Identification	Proof of guarantor's ID (Copy of personal ID card, passport etc)
8. Proof of relationship with applicant	Documents proving the stated relationship of the guarantor to the applicant. (e.g. copy of birth certificate, family register, local registration documents etc.)

## 6. School Fees etc.

Upon receipt of faxed copy of 'Certificate of Eligibility' (the certificate required to obtain a student visa), please transfer funds to the bank account detailed below. Upon receipt of funds, the school will forward the original document.

Enrollment Fee	¥ 70,000	
Class Fees	¥ 540,000	per year
Course Materials	¥ 40,000	per year include the costs of textbooks, handouts, tests, mock-exams, school events, etc.
<b>Total</b>	<b>¥ 650,000</b>	The class fees and course materials apply per academic year

## 7. School's Bank Account

<b>JOYO Bank TOKAI Branch</b> <b>Account Number: 1524035</b> <b>Bank No. 0130-114 Swift Code: JOYOJPJT</b>
<b>Account Name: IBARAKI KOKUSAI GAKUIN KENSHO Ltd.</b>
<b>Bank Address: 764-14 Nagahori, Funai-shikawa, Tokai-mura, Naka-gun, Ibaraki-ken</b>

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## 8. Application Procedure for pre-college Visa student

	April Course (2Years Course)	July Course (1Years 9months Course)	October Course (1.5Years Course)
1. Submission of questionnaire (Applicant→School)	end September	end January	end March
2. Inner review	start October	start February	start April
3. Transfer of Application fee (Applicant→School) *Transfer to School's bank account.	mid October	mid February	mid April
4. Examination/Interview *We will do applicant's interview and Japanese level check in your country.	end October ~ start November	end February ~ start March	end April ~ start May
5. Submission of application forms to the Immigration Bureau (School→Immigration)	end November	end March	end May
6. Certificate of Eligibility issued to school (Immigration→School)	end February	end May	end August
7. Transfer of school fees. (Applicant→School) *Transfer to School's bank account.	end February	end May	end August
8. School forwards original 'Certificate of Eligibility' to applicant	start March	start June	start September
9. Applicant requests VISA (Japanese Embassy/Consulate)	mid March	mid June	mid September
10. Pre-College VISA Issued	end March	end June	end September
11. Entry to Japan	end March	end June	end September
12. Entrance ceremony	April	July	October

\* The time taken to issue a visa may vary. Please enquire at your nearest Japanese consulate.