

# **Enrolment Brochure**

**[Year 2022]**

**Akita Japanese Language Institute**

## 1. Enrollment, Starting time, Enrollment quota etc.

	One-and-a-half-year course	Two-year course
<b>Enrollment quota</b>	40 students	40 students
<b>Qualification</b>	1. For students who have finished more than 12 years' study in motherland or abroad, or those having senior high school certificate or equivalent 2. For students who have financial guarantors providing all the tuition fees during study years in Japan as well as bank account materials showing details of income and payment. 3. For students who have studied Japanese for more than 150 hours and are qualified for N5 or above.	
<b>Entrance Examination</b>	Written application materials and interviews	
<b>Application time</b>	March to the end of April	September to the end of October
<b>Starting time</b>	October	April
<b>Study years</b>	One and a half years	Two years
<b>Study objective</b>	Preparation for university or specialized college study; Japanese proficiency can reach JLPT N2 and improved communication capability.	Preparation for university or specialized college study; Japanese proficiency can reach JLPT N1 and improved communication capability.
<b>Status of Residence</b>	Overseas Study	

\* Graduation will be held in March.

\* Students will be divided into different classes according to their enrollment scores before a new semester.

## 2. Enrollment Category ▪ Application Materials

### Application Period

Spring term (Enrolment in April 2022) 1<sup>st</sup> September - 31<sup>th</sup> October, 2021

Fall term (Enrolment in October 2022) 1<sup>st</sup> March - 15<sup>th</sup> May, 2022

### Enrolment Requirements

- 1, For students who have finished more than 12 years study in motherland or abroad, or those having senior high school certificate or equivalent
- 2, For students who have financial guarantors providing all the tuition fees during study years in Japan as well as bank account materials showing details of income and payment.
- 3, For students who have studied Japanese for more than 150 hours and are qualified for N5 or above.

### Application Materials

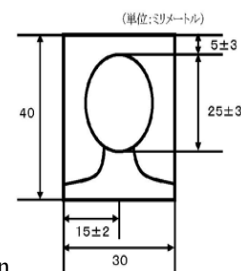
A, Application Form (All the writing sessions should be finished by the applicants themselves)

B, CV

Personal Statements (written by the applicant themselves)

Identification photos

- Please prepare at least 7 identification photos.
  - Recently - taken (no more than three months before application) half - length , bareheaded, full - faced photos, with no bright backgrounds but clear image definition
  - The ID photo should be 4 cm (long), 3 cm (wide) *Referred to the right model*



(Immigration Services Agency of Japan HP)

### Required materials

Officially-original documents instead of photocopies are necessary, unless there are special circumstances.

Japanese translations should also be provided for non-Japanese certificates.

The name, address and phone number of the translator should be provided below the Japanese translations, with a signature signed or a seal affixed on the right side of the translator name.

**Testimonial Material**

**A. certification materials**

1. The highest official diploma (original)
2. transcripts (original)

If the applicant is a student at school, he/she must submit the studying certificate as well as transcripts issued by the school.

**B. Japanese proficiency materials**

1. If the applicant has already passed any Japanese official proficiency tests, please submit original Language-related Proficiency documents and transcripts.

If the applicant has taken a test but failed, please submit the transcripts as well.

2. If the applicant has taken Japanese-related courses in senior high school or college, please submit the transcripts.

3. If the applicant has studies in Japanese Language school, please submit the Graduation Certificate.

**C. Certificate of Employment** (if the applicant is under employment)

**Application fee materials**

**A. Certificate of Bank Savings**

**B. Family members (father/mother/husband/wife) as financial supporters**

1. Statement of Financial Support (designated form)
2. Certificate of Bank Savings, Certificate of Income as well as Certificate of Employment from financial supporters
3. Notarial Certificate of Family Relation (photocopies from Household Registration Permit etc.)

**Photocopy of valid passport;**

All the photocopies in the passport expect blank pages.

**Other materials**

Required materials from the college

Japanese Language School, aiming at obtaining 'student' Visa, will apply for COE in accordance with the rules published by Immigration Services Agency of Japan.

Please prepare well all the above-mentioned application materials and application fee beforehand.

### **3. Support Office • Contacts**

Akita Japanese Language Institute Admission Department

Address: 3-11, Nakadori 4-chome, Akita-shi, Akita (Zip-code: 010-0001)

Tel: 018-837-7510

Fax: 018-837-7512

E-mail : akita-japanese@ito-gakuen.ac.jp

### **4. Timetable from Application to Immigration**

	<b>Enrolment in April, 2022</b>	<b>Enrolment in October, 2022</b>
(1) Application Deadline	31st October 2021	15 <sup>th</sup> May 2022
(2) Material submission to the Immigration Office	Around 24 <sup>th</sup> November 2021	Around 15 <sup>th</sup> June 2022
(3) The issue of COE	Around 28 <sup>th</sup> February 2022	Around 30 <sup>th</sup> August 2022
(4) Tuition fee and Accommodation Payment deadline	Around 7 <sup>th</sup> March 2022	Around 5 <sup>th</sup> September 2022
(5) Visa Application	Around 11 <sup>th</sup> March 2022	Around 9 <sup>th</sup> September 2022
(6) The issue of Visa	Around 22 <sup>th</sup> March 2022	Around 20 <sup>th</sup> September 2022
(7) Entering Japan	April 2022	October, 2022

## 5. The process of application and enrolment

<p><b>Step 1</b></p> <p><b>Application materials submission and Application Fee Payment</b></p>	<p>All the Application materials must be submitted to Akita Japanese Language Institute before deadline and application fee should also be transferred to designated School bank account.</p>
<p><b>Step 2</b></p> <p><b>Investigation an Admission</b></p>	<p>Akita Japanese Language School will check all the required original materials and enroll those qualified after receiving application materials.</p> <p style="text-align: center;">↓ (passed the investigation)</p> <p>All the required materials will be submitted to Immigration Services Agency of Japan</p>
<p><b>Step 3</b></p> <p><b>Material verification by Immigration Services Agency of Japan</b> 「COE」 is issued</p>	<p>A certificate of Eligibility (COE) for Status of Student is issued after checking all the information.</p>
<p><b>Step 4</b></p> <p><b>Tuition fee and Accommodation Payment</b></p> <p style="text-align: center;">↓</p> <p>「COE and Application Letter for Admission」 will be sent</p>	<p>Our school will inform COE holders, the admitted applicants (or agencies) to transfer the Entrance Fee, Application Fee, Facility Fee and Activity Fee to the designated School bank account. After confirmation, <i>COE, Application Letter for Admission</i> as well as <i>Calendar for Course Arrangements in each academic year</i> will be sent.</p>
<p><b>Step 5</b></p> <p><b>Visa Application</b></p> <p>「Delivery of Visa」</p> <p>「Confirmation of entry day and purchase ticket to Japan」</p>	<p>If any applicant needs Housing and Picking-up Service, please fill in the application form and inform our school as soon as possible by Fax.</p> <p>Applicants can buy tickets to Japan after applying for Visa to the Japanese Embassy or Consulate, and inform our school of your arriving date. Make sure enter Japan before the designated date.</p>
<p><b>Step 6 Entering Japan</b></p>	
<p><b>Step 7 Enrolment in Akita Japanese Language Institute</b></p>	<p>Orientation and Classes</p>

### <Reference> Course Arrangements

Morning classes	9 : 00~9 : 45	Afternoon classes	13 : 10~13 : 55
	9 : 50~10 : 35		14 : 00~14 : 45
	10 : 45~11 : 30		14 : 55~15 : 40
	11 : 35~12 : 20		15 : 45~16 : 30

Class division will be held during Orientation, and students will be assigned to either morning classes or afternoon classes according to their test performance.

## 6. Fees & Costs

### 2-year course (Enrolment in April)

CLASSIFICATION	[Year One]	[Year Two]	Totals
	April,2022 ~March, 2023	April,2023 ~March, 2024	
Application Fee	¥20,000	-	¥20,000
Entrance Fee	¥50,000	-	¥50,000
Tuition Fee	¥550,000	¥550,000	¥1,100,000
Textbooks	¥20,000	¥20,000	¥40,000
Activity Fee	¥25,000	¥25,000	¥50,000
Medical Insurance	¥10,000	¥10,000	¥20,000
Totals	¥675,000	¥605,000	¥1,280,000

### One-and-a-half-year course (Enrolment in October)

CLASSIFICATION	[Year One]	[Year Two]	Totals
	October,2022 ~ September, 2023	October,2022 ~ March, 2024	
Application Fee	¥20,000	-	¥20,000
Entrance Fee	¥50,000	-	¥50,000
Tuition Fee	¥550,000	¥275,000	¥825,000
Textbooks	¥20,000	¥10,000	¥30,000
Activity Fee	¥25,000	¥12,500	¥37,500
Medical Insurance	¥10,000	¥5,800	¥15,800
Totals	¥675,000	¥303,300	¥978,300

#### **【Notification】**

- Fees & Costs for Year One must be paid in lump sum.
- Since the second year, Fees & Costs can be broken up into 2 installments.
  - Our school is the legal entity and it is consumption tax-free.

#### Announcements:

Fees & Costs are non-refundable after enrollment but later he/she drops out of school.



## 7. Housing

Akita Japanese Language School operates several dormitories, dividing them into Male dormitories and Female dormitories.

Move-in fee (only pay this for the first occupancy)	¥20,000
Dormitory Fee/月	¥20,000
Electric and Gas Fee/月	¥5,000
Totals in 6 months	¥170,000

- ※ In normal cases, above-mentioned Dormitory Fee for 6 months must be paid before departure for Japan.
- ※ After arriving in Japan, Housing Fee can be paid on a monthly basis, and the payment of next month will be effected after that of last month.
- ※ bed is available in each room
- ※ Landry, bathroom and kitchen are all shared facilities.

### **Refund Policy (Reference to *Association for the Promotion of Japanese Language Education*)**

- 1 , For those who has received COE but fail in visa application and thus unable to go to Japan  
Refund terms: COE and Application Letter for Admission must be returned to Akita Japanese Language Institute  
Refund : All the payment except Entrance Fee
  - 2 , For those whose Visa applications get rejected and thus unable to go to Japan  
Refund terms: Application Letter for Admission must be returned to Akita Japanese Language Institute and Visa Rejection-related material should also be provided.  
Refund: All the payment except Entrance Fee
  - 3 , For those who obtain Visa but withdraw School applications before departure for Japan  
Refund terms: Application Letter for Admission must be returned to Akita Japanese Language Institute and Visa non-use proofs should also be provided.  
Refund: All the payment except Entrance Fee
  - 4 , For those who have arrived in Japan but later quit school without justifications.  
Refund: No refund
  - 5 , For those who have arrived in Japan but fail in enrolment.  
Refund: No refund
- ※ Application fee is non-refundable under no circumstances.
  - ※ Applicants ought to pay service charge/handling charge generated in the process of any remittances.