

Enrollment Brochure

[Year 2023]

Akita Japanese Language Institute

1. Enrollment, Starting time, Enrollment quota etc.

	One-and-a-half-year course	Two-year course
Enrollment quota	40 students	40 students
Qualification	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.	
Entrance Examination	Written application materials and interviews	
Application time	March to the end of April	September to the end of October
Starting time	October	April
Study years	One and a half years	Two years
Study objective	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.
Status of Residence	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 2023) 1st August - 31th October, 2022

Fall term (Enrolment in October 2023) 1st February - 30th April, 2023

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

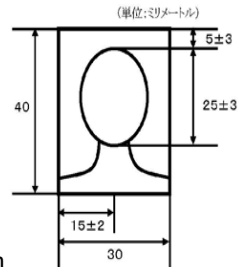
A, Application Form (All the writing sessions should be finished by the applicants themselves)

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

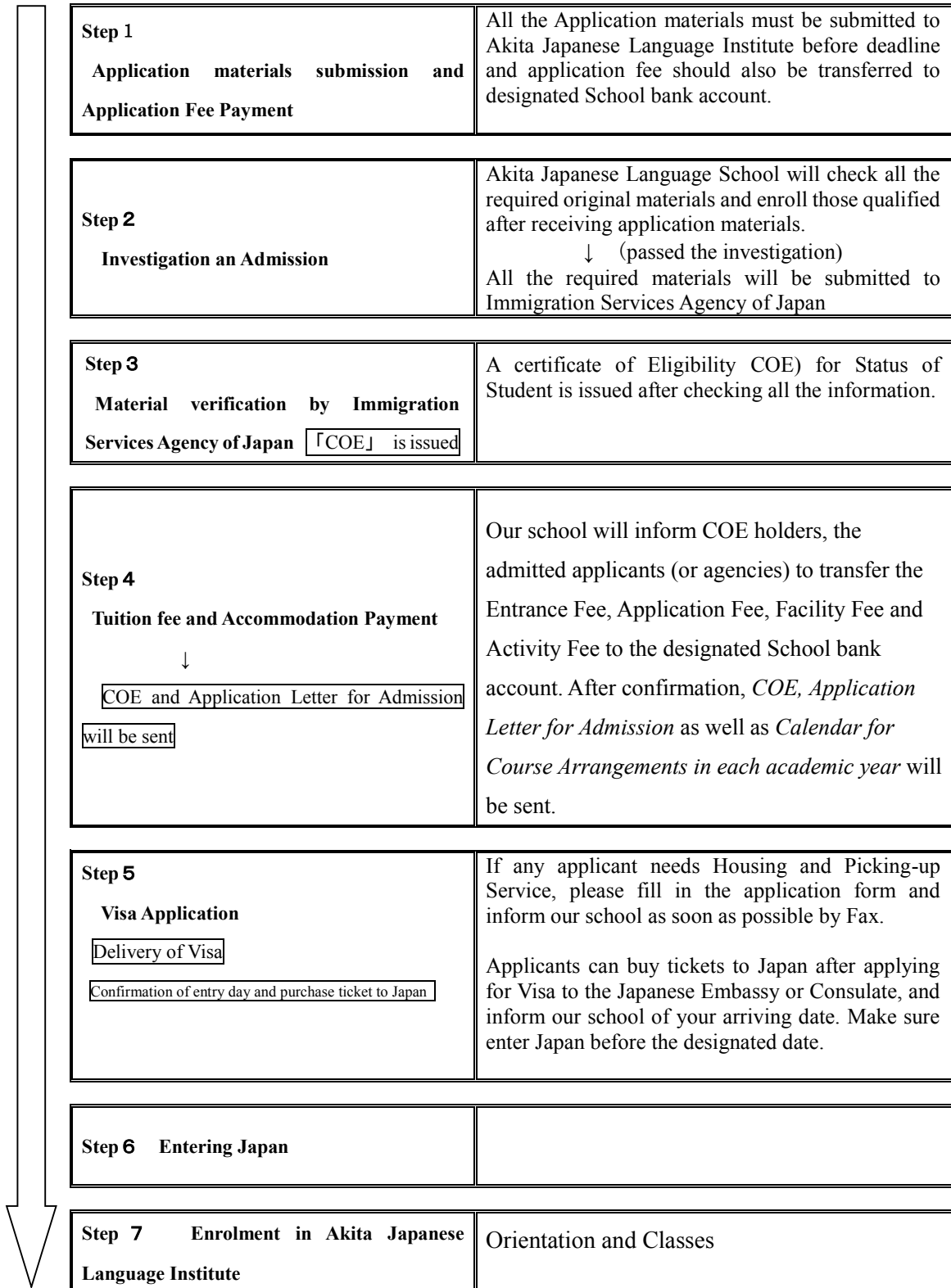
Fax: 018-837-7512

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

4. Timetable from Application to Immigration

	Enrolment in April, 2023	Enrolment in October, 2023
(1) Application Deadline	31st October 2022	30 th April 2023
(2) Material submission to the Immigration Office	Around 30 th November 2022	Around 15 th June 2023
(3) The issue of COE	Around 28 th February 2023	Around 30 th August 2023
(4) Tuition fee and Accommodation Payment deadline	Around 7 th March 2023	Around 5 th September 2023
(5) Visa Application	Around 11 th March 2023	Around 9 th September 2023
(6) The issue of Visa	Around 22 th March 2023	Around 20 th September 2023
(7) Entering Japan	April 2023	October, 2023

5. The process of application and enrolment



<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] Apr,2023 ~Mar, 2024	[Year Two] Apr,2024 ~Mar, 2025	Totals
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] Oct,2023~Sep, 2024	[Year Two] Oct,2022~Mar, 2025	Totals
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	¥8,000
Totals in 6 months	¥1880,000

- ※ In normal cases, above-mentioned Dormitory Fee and Electric and Gas 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 Langue 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 and Move-in 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 and Move-in 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 and Move-in 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.