

日本文化教育学院 募集要項 英語版
Japanese Culture Education Academy
Guidelines for Applicants

★. Course and Period

- Long-term course A: Enrollment in April (two years)
- Long-term preparatory course B: Enrollment in October (18 months)

★. Qualifications for Admission

- Completion of senior high school course or equivalent Completion of more than 12 years of schooling, for those wishing to go on to higher learning
- Require applicants to have Japanese language proficiency test above N5 level, or Japanese J-test F or above level, or Japanese study time more than 200 hours.
- Require applicants to have students ability to cover all the expenses in Japan.

★. Application Period

Long-term preparatory course A (Enrollment in April): September 1 - end of October Long-term preparatory course B (Enrollment in October): March 1 - end of April

When applying, please attach the required documents listed in item 12. * Please ask for information regarding the deadline for applications.

★. Class Schedule

Mon.-Fri. (five days/week, 20 class hours) Each class hour is 45 minutes Morning: 9:00 - 12:20 (four class hours) Afternoon: 13:00 - 16:20 (four class hours) * Please follow the instructions of the school regarding class formation.

★. Holidays

Saturdays, Sundays, Japanese national holidays End of term vacation, summer vacation, winter vacation

★. List of Required Documents

1. Documents regarding the Applicant (to be prepared by the applicant)

Required document	Instructions
(1) 8 photographs	4cm (H) by 3 cm (W), taken within six months
(2) Application form	You must fill out all the items on the form prescribed by the school, in your own handwriting. (There should be no blank periods in the education/work experience columns, and make sure to include periods of study for examinations, and military service, etc.)
(3) Resume (CV)	You must fill in all the items on the form prescribed by the Tokyo Regional Immigration Bureau, in your own handwriting. (There should be no blank periods in the education/work experience columns, and make sure to include periods of study for examinations, and military service, etc.)
(4) Proof of Education	Prepare a graduation certificate or original diploma from the last institution from which you graduated. If you are still an enrolled student (including on a leave of absence), or if you withdrew before graduation, make sure to prepare a senior high school graduation certificate or an original diploma, in addition to a certificate from the school at which you are enrolled. * If you entered elementary school before reaching the age of six (6), you must prepare a graduation certificate or original diploma of the elementary school.
(5) Other documents	Prepare the following documents beforehand, as they may be required in some cases by the Tokyo Regional Immigration Bureau. * Certificate of employment (for applicants with working experience) * A copy of your passport (for applicants who always carry one) *A certificate of the Japanese Language Proficiency Test or of the completion of more than 150 hours of Japanese language study * Others (Depending on the contents of documents submitted, new documents may be asked for)

2. Documents Relating to the Bearing of Expenses (Either A, B, or C)

A. In cases where the applicant will bear the expenses (documents to be prepared by the applicant)

Required document	Instructions
(1) Certificate of bank balance	This must include the account number and indication of currency, and must have a balance sufficient to cover the intended period of study.
(2) Other documents	*Certificate of employment (May have to be presented as proof of the savings, so make sure to prepare this if you will be bearing the expenses yourself). *Others (Depending on the contents of documents submitted, new documents may be asked for).

B. In cases where an individual living outside of Japan will support the applicant (to be prepared by the supporter)

Required document	Instructions
(1) Remittance agreement	This should be filled out by the supporter, in his/her own handwriting, using the form prescribed by the Tokyo Regional Immigration Bureau
(2) Certificate of bank balance	This must include the account number and indication of currency, and must have a balance sufficient to

C. In cases where an individual living in Japan will support the applicant

Required document	Instructions
(1) Remittance agreement	This should be filled out by the supporter, in his/her own handwriting, using the form prescribed by the Tokyo Regional Immigration Bureau (should be affixed with his/her seal)
(2) Certificate of payment of local inhabitant tax	Prepare the form issued by a city, ward, town, or village, that lists your total annual income.
(3) Other documents	Prepare the following documents beforehand, as they may be required in some cases by the Tokyo Regional Immigration Bureau. * Certificate of employment (as proof of savings). * A certificate of residence listing all the members of the household, or certificate of completion of alien registration * Certificate of his/her seal impression * Official documents, such as a copy of the family register, certificate of residence, or notarial deed, which prove the relationship of the supporter to the applicant * Certificate of bank balance * Others (Depending on the contents of documents submitted, new documents may be asked for).

3. Others

Required document	Instructions
(1) Letter of guarantee	A document filled in by a guarantor pledging to take responsibility for the conduct of the applicant while in Japan

★. Fees

	Course A 2years	Course B 18months
Application fee	20,000	20,000
Admission fee	50,000	50,000
Tuition	1,200,000 (First time 600,000)	900,000 (First time 600,000)
Fee for application for dormitory	30,000	30,000
Dormitory fee for 6 months	120,000	120,000
Fee for facilities, etc.	150,000 (First time 75,000)	120,000 (First time 75,000)
Fee for medical checkup	5,000	5,000
Traffic accident insurance	12,000	12,000
Total	1,587,000	1,257,000

★. Bank Account for Deposit

銀行名 Bank Name	西日本シティ銀行 大橋駅前支店 The Bank of Nishi-Nippon City,LTD.Oohasiekimae Branch
銀行住所 Bank Address	福岡市南区大橋 1-2-12 1-2-12Oohasi,minami-ku,Fukuoka,japan
口座番号 Account name	普通口座 3033019 Ordinary deposit 3033019
口座名義 Account Name	株式会社 J C E JCE Co.,Ltd
Swift Code	NISIJPJT

★. Instructions

- (1) We do not accept applications mailed directly from overseas.
- (2) For documents issued by countries other than Japan, as well as your reason for studying Japanese, make sure to attach English or Japanese translations.
- (3) In principle, submitted materials shall not be returned. However, certain documents such as the originals of graduation certificates shall be returned, after the application is made for the Certificate of Eligibility.
- (4) Fees including the Application fee, Admission fee, and Tuition are subject to change depending on circumstances, so please check beforehand.
- (5) In principle, fees paid shall not be refunded.
- (6) Permission from the Tokyo Regional Immigration Bureau is required for students who wish to have
- (7) part-time jobs after arriving in Japan. Those who have received this permission are able to work up to 28 hours per week.

★. Issue of Certificate of Eligibility

After an examination is made by the FUKUOKA Regional Immigration Bureau, a Certificate of Eligibility for status as a "college student" will be issued. At that time, students are requested to make payment for a year of tuition (892,000 yen). Thereafter, students are to pay tuition fees for each six months. If, regrettably, the Certificate of Eligibility is not issued, we will return the Admission fee already paid, so please bring your receipt.