

# 2019 Application Guidebook

**Japanese Language Course**



Nakagawa gakuen Educational Corporation  
Horoshima Welfare Professional Training College



## 1. Course and Capacity

Course		Month of Admission	Capacity
Japanese Language Course	One-year Course	April	40 students
	Two-year Course		

## 2. Entrance Fee and Tuition

(1) Entrance selection fee      ¥20,000

(2) Entrance fee                      ¥100,000

(3) Tuition

	Tuition	Educational materials and activity fees	Facilities and Equipment, etc.	Total
One-year course	¥480,000	¥76,000	¥74,000	¥630,000
Two-year course	¥960,000	¥152,000	¥114,000	¥1,226,000

※In addition to the aforementioned fees, you will be required to pay for national health insurance upon arrival in Japan (approx. ¥15,000 annually) and examination fees when taking examinations such as the Japanese Language Proficiency Test, etc.

## 3. Application Qualifications

Applicants must:

(1) Have completed 12 or more years of formal school education.

(2) Be 18 years old or older.

(3) Have acquired at least N5 level on the Japanese Language Proficiency Test or Level-F on the J Test or Level-5 on the Japanese NAT-TEST or Level-C Elementary on the Test of Practical Japanese, or possess an equivalent level of Japanese language ability.

(4) Have received permission to enter Japan, or be likely to receive permission, through due process.

(5) Have a trusted guarantor.

(6) Be able to show proof of financial resources for tuition, living expenses and other fees throughout the duration of enrollment.

(7) Our school accepts only **non-smoking** examinees.

#### 4. Selection Procedure

- (1) Successful applicants will be determined through comprehensively screening submitted documents, interview results, etc.
- (2) Applicants may be asked to take a written test of Japanese.

#### 5. Application Period / Test Schedule

(1) Application period

From August 1<sup>st</sup>, 2018 to the September 25<sup>th</sup> of November 2018

(2) Test period

Starting on October 9<sup>th</sup> sequentially

(3) Test venue

In the country where the applicant resides, or through the Internet

#### 6. Application Procedure

Please submit the application documents within the submission period. Submission Please attach documents to e-mail.

In addition, please bring the original of the document at the time of enrollment test.

There are documents to be submitted by the applicant and documents to be submitted by the financial supporter.

Please submit the applicable documents in accordance with the following table.

**Please submit your translation after passing.**

※Additional documents not listed in the table may be required. We will contact the applicant individually in such case, so please prepare the documents as soon as possible.

No.	Required Documents	Details
A-1	Application form	Please answer all of the questions (A3 size front and back). Filling in English. Please paste the photo.
	Copy of personal identification	Submit copies of both front and back sides.
	Copy of passport	Submit copies of all pages containing entries.
	Copy of family register	Submit document verifying all family members.

	Diploma from last school (graduation certificate)	Applicants must submit their original diploma or graduation certificate. Applicants who have not yet graduated from high school must submit a certificate of expected graduation.
	Transcript	Applicants must submit transcripts listing grades for each year.

## 7. Documents to be submitted at the entrance examination

Please submit the original copy of the document that was e-mail submission.

And please submit your translation after passing.

No.	Required Documents	Details	
<u>A-1</u>	Application form	Original document	Please submit the original of the document already sent by e-mail.
	Copy of personal identification	Original (Check on the spot) Submit a copy with a certificate of police etc.	
	Copy of passport		
	Copy of family register	Submit a copy with a certificate of police etc.	
	Diploma from last school (graduation certificate)	Original (Check on the spot) Submit a copy with a certificate of police etc.	
	Transcript		
<u>B-1</u>	Letter of financial support	Fiscal supporters fill in the school's designated form in English	
	Proof of Japanese language study	Submit ① and ②. ①Original notification of results of the Japanese Language Proficiency Test or original certificate for the Test of Practical Japanese, etc. ②Certificate of Japanese Language Study (Created by Japanese language educational institute) ※It is necessary to show that applicants have undergone 150 hours or more of Japanese language study as of the time of application and possess ability at least equal to JLPT N5.	

## 8. Notification of Results

All examinees will be notified of the result within 2 weeks from the exam.

## 9. Enrollment Procedure

- (1) Successful applicants will be sent an “acceptance letter” and a “guide for entrance procedures” via their guarantor or the recommending school in their home country. Please pay the entrance fee by the date specified when we contact you at this point.
- (2) We will apply to the Ministry of Justice Hiroshima Immigration Bureau for issuance of a certificate of eligibility for the successful applicant. (December 11)
- (3) We will contact you when the Ministry of Justice has issued the certificate of eligibility. Please pay the tuition and other fees by the date specified when we notify you. We will send you the “certificate of acceptance” and “guide for entrance into Japan” after confirming payment of tuition and other fees. If denied, we will send you a “notification of non-issuance.” (Around early March)
- (4) Please perform visa procedures at the Japanese diplomatic establishment in your country as soon as you receive the certificate of eligibility.

## 10. Immigration Bureau Application form for granting a Certificate of Eligibility for Status of Residence

- (1) Documents to be submitted by the applicant.

Required Documents	Details	All Applicants	If Applicable
6 photos (4cm long × 3cm wide)	Write name and date of birth on back of all photos. Attach one photo to application form. ※Must have been taken within the last three months.	○	
Certificate of enrollment	Applicants who are enrolled in school must submit a certificate of enrollment. ※Must have been issued within the last three months.		○
Certificate of leave of absence from school	Applicants who are taking a leave of absence from university, graduate school, etc. must submit a certificate of leave of absence from school. ※Must have been issued within the last three months.		○

Certificate of employment	Applicants with work experience must submit a public business slip clearly listing workplace names, addresses, telephone numbers, FAX numbers, representative names, work contents, periods of employment. ※Must have been written within the last three months.		○
Training or work certificates	Applicants who have been to Japan for other than tourism must submit a document clearly listing activities, periods, allotments, receiving institutions, etc.		○
Recommendation letter or letter of guarantee	Applicants must submit a recommendation letter using our school's designated form or a letter of guarantee from someone residing in Japan.		○

(2)If the financial supporter resides outside of Japan (Please translate everything)

No.	Required Document	Details
<b>B-1</b>	Letter of financial support	Submitted at the entrance examination
	Certificate of employment	One of the following must be submitted: ①, ② or ③. ① If a company employee: Certificate of employment (Public business slip that clearly lists workplace names, addresses, telephone numbers, FAX numbers, representatives, work contents and employment periods.) ② If a company manager (employee): Copy of register ③ If self-employed: Copy of operating license or equivalent document ※Must have been issued within the last three months.
	Certificate of income	Supporters must submit certificates of annual income for the last three years. ※Must have been issued within the last three months.
	Certificate of tax payment	Supporters must submit certificates of annual tax payment for the last three years. ※Must have been issued within the last three months.

	Balance certificate	Supporters must submit an original issued by the financial institution (for which overseas bank transfers are possible). The bank address, telephone number and FAX number must be submitted on a separate sheet. ※Must have been issued within the last three months.
	Copy of bank book	Supporters must submit copies (showing fund formation process) for the last three years.
	Document showing relationship with applicant	If a relative, a copy of the family register must be submitted. If not a relative, the relationship must be proven specifically. (Supporters must submit photographs, letters, etc. showing interaction with the applicant.)

※Items marked with  are to be written on the designated form.

※Please sign the application documents by hand where necessary. Signature by proxy is not allowed.

※All documents filled out in a foreign language must be accompanied by a Japanese translation. Translations must list the translator's name and point of contact.

## 11. Deadlines for payments

(1) Payment : 8 1 0 , 0 0 0 yen

Entrance fee, tuition, expenses other, room rent (2 months)

(2) Delivery deadline : By the specified date after issuance of the "acceptance letter."

(3) Nơi chuyển khoản :

Bank	THE HIROSHIMA BANK, LTD.
SWIFT CODE	HIROJPJT
Branch name	KAITA OFFICE
Account No.	ORDINARY 3449294
Name	HIROSHIMA FUKUSHI SENMON GAKKO

※Please pay the transfer fees yourself.

※Please transfer the payment in the applicant's name.

※Please send the transfer statement by FAX or take a photo and send by e-mail after transferring the payment.

## 12. In case of withdrawal from entrance or non-issuance of certificate of eligibility

Payments will be refunded in the following circumstances. Please be aware that refunds will not be made for any other circumstances.

### (1) In the case of non-issuance of “certificate of eligibility”

We will refund all payments made in full.

### (2) In the case that the visa application is refused by the Japanese diplomatic establishment in your country (Refusal to issue)

Please return the “certificate of acceptance,” and submit documents proving that the visa was not issued. We will refund payments, excluding the entrance selection fee.

※If the visa is refused, contact the school immediately.

### (3) In the case of withdrawal from entrance due to personal reasons (Please let us know by March 31<sup>st</sup>)

Please return the “certificate of eligibility” and “certificate of acceptance.” We will refund payments, excluding the entrance selection fee and entrance fee.

※In any case, bank transaction fees will be subtracted from the amount refunded.

## 13. Handling of Personal Information

We will handle personal information provided to us by the applicant in the following way.

Please read carefully before submitting your application.

### (1) Personal information obtained from application materials shall be used for the following purposes:

- ① Creation of a database within the school.
- ② Creation of materials during entrance screening.
- ③ Contacting applicants during the entrance procedure.

### (2) Please be aware that information will be disclosed in the following circumstances:

- ① If necessary when making inquiries to those creating documents.
- ② If necessary when applying to the Japanese Ministry of Justice Immigration Bureau.
- ③ In the case of a request from the guarantor or guaranty agency.
- ④ In the case of a request for submission from a Japanese government agency if deemed necessary by the school president

### (3) We may disclose the results of statistical processing in pamphlets, etc. in a way in which individuals are not specified.

## 14. Student Dormitory

We provide a student dormitory.

Facilities	Shared apartment house Balconies and bicycle parking areas
Room facilities	With bath and toilet Each room has a laundry machine, a refrigerator, an air conditioner, a cooking stove, a water heater and Internet connection (the Internet connection fee to be paid by the student. Approx.1,000 yen / month)
Dormitory fee	Dormitory-entrance fee (only charged for the first year): ¥20,000 Rent: ¥20,000 per month
Utility costs	Actual costs for electricity, gas and water will be charged to each room.
Environment	The supermarket and convenience stores are located within walking distance.
Note	We ask that students <b><u>live in the dormitory while in the Japanese language course</u></b> . Please inquire for special circumstances.

## 15. Part-time Employment

Although the primary purpose for students being in Japan is to study, part-time employment is allowed as long as it does not interfere with studies (28 hours/week). In order to work part-time, students must obtain “permission to engage in activities beyond visa restrictions,” which may be obtained at the airport at time of arrival.

If requested, the school will help students find a part-time job.

## 16. Steps from Application to Arrival

### (1) Application

Please submit application documents and pay the entrance selection fee by the deadline. Application may be rejected if the submitted documents contain any deficiency.

### (2) Selection

Acceptance will be determined through comprehensive review of the results of the document screening, interview and written test.

Dates of the interview and written test will be notified as soon as the dates are decided.

### (3) Notification of results

For successful applicants, an “acceptance letter” and a “guide for entrance procedures” will be sent (to guarantor or to the recommending school in the home country).

### (4) Entrance fee

Please pay the entrance fee by the specified date.

(5) Immigration application

The school will submit “Application for the issuance of certificate of eligibility” to Hiroshima Regional Immigration Bureau. (Submission will be in the middle of December, and the screening will take about two months.)

(6) Results of immigration application

The school will receive the issuance results of “certificate of eligibility,” and notify the applicants of the results immediately. (Approximately from the end of February to the beginning of March.)

(7) Payment of tuition and other fees

After approval of the resident status, please pay all of the tuition and other fees by the specified date.

(8) Issuance of certificate

After confirming payment of tuition and other fees, we will send the “certificate of eligibility,” “certificate of acceptance” and “guide for entrance into Japan” to the applicants.

(9) Visa application

Please apply for visa at the Japanese Embassy or the Japanese Consulate as soon as receiving the above documents.

(10) Arrival in Japan

Please come to the school immediately after arrival in Japan. Students can move into the dormitory immediately.

※Please let us know if you need a pickup at the airport.

※The procedure is different for applicants who are already in the country or who intend to enter the country on other than a student visa. If this applies to you, please inquire.



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