

ABK Japanese Language Institute

GUIDE FOR ADMISSION for foreign students who reside in Japan

Application

Qualification of requirement

- Applicants must stay in Japan with resident eligibility (such as "Permanent Resident", "Spouse or Child of Japanese National", "Long Term Resident", "Department" and so on) and can stay in Japan under the same visa status during studying at our school. "Temporary Visitor" are unavailable.
 - Applicants who have completed or will complete 12 years of school education outside of Japan.
 - Applicants who have completed secondary education outside of Japan (Form 5, GCE Ordinary level, etc.) or who are expected to complete secondary education outside of Japan are acceptable, even if they have not completed 12 years of education.
 - Applicants who wish to enroll in university or professional training college must be at least 18 years old at the time of enrollment there.
- *Please consult with us if you are currently enrolled in another Japanese language education institution under the status of residence "Student".

Number of students to be admitted

- A few students

Period of application

- April-Intake

From December 15 in the previous year to March 15 in the year of entrance

- October-Intake

From July 1 to September 15 in the year of entrance

*Please confirm the application period in advance because we may close application earlier or may not open at all.

Required documents (All applicants must submit 1~9)

Documents marked with "*" must be on the school's prescribed form.

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| <p>1 Application form for admission*
Address, telephone number and fax number of both home country and Japan must be filled in.</p> <p>2 Reason for studying in Japan*
We check both the contents and volume of the written.</p> <p>3 2 Photographs
4cm×3cm. The latest photo taken within 3 months, showing the full face and the upper half of the body. Please write down the applicant's name and nationality on the back.</p> <p>4 Copy of passport
The pages required are pages with photo, present visa and all stamps on entry in Japan and departure from Japan.</p> <p>5 Agreement Related to the Handling of Personal Information*
Complete and submit the agreement form in writing after you understand and agree to the contents of "Personal Information Policy".</p> | <p>6 Copy of Residence card (both front and back sides)
Copy of applicant's and applicant's family's Residence card</p> <p>7 Copy of National health insurance card</p> <p>8 Original Certificate of graduation (Secondary school or University) or Certificate of expected graduation
A copy of certificate is not acceptable but certified true copy is acceptable.</p> <p>9 Transcript of secondary school or university (every year)
A copy of certificate is not acceptable but certified true copy is acceptable.</p> <p>10 Attendance certificate and transcript of Japanese language school
Only those who have attended a Japanese language school in Japan</p> |
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Application procedure

Please refer to the next page.

Screening on enrollment

How to screen

The screening on enrollment is made on the basis of application documents submitted. Interviews may be conducted if necessary.

Announcement of screening result

- April-Intake
Applicants are notified of the result at end of March by E-mail or post.
- October-Intake
Applicants are notified of the result at end of September by E-mail or post.

Fees

	April-Intake (1 Year Course)	October-Intake (1 Year and a half Course)
出願料 Application Fee	Exemption	Exemption
入学金 Entrance Fee	Prep.1 Course Close	Prep1. Course JPY 80,000
	Prep.2 Course JPY 95,000	Prep.2 Course JPY 95,000
授業料 Tuition Fee	JPY 720,000 (JPY 360,000 / every 6 months)	JPY 1,080,000 (JPY 360,000 / every 6 months)

Tuition fee includes study materials fee, school facilities fee, extracurricular activities fee and insurance fee (accident insurance).

Tuition fee should be paid in installments for 6 months (JPY360,000).

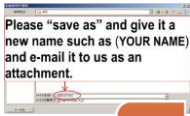
Please remit the fees to our bank account written on the next page and refrain from paying in cash.

Application Procedure



①Obtain APPLICATION FORM from us and fill in the blank.

<https://abk-institute.org/>



②Save the file with your name in English and e-mail it to us as an attachment.

[Email : nihongo@abk.or.jp](mailto:nihongo@abk.or.jp)



We check your application form and return it with advices.



③Correct errors according to our advices.



④Print it out and put your signature in the signature boxes.

Letter of pledge must be filled in by sponsor's own hand and Parent's/Guardian's Letter of Consent must be filled in by parent's own hand.



⑤Submit all required documents including corrected application form by post.

※Please prepare to reach all required documents by closing date.



Once we receive the documents from an applicant, we send e-mail to confirm receiving his/her documents.

In case the applicant fails to receive our e-mail in 2 weeks, please contact us.

※Please feel free to contact us, if you have questions about application procedure.

From application to enrollment

April-Intake	October-Intake	ABK	Applicants
December.15 ~ March.15	July.1 ~ September.16	Application Acceptance	Application form submission
Until Late March	Until Late September	Guide to Required Documents	Correction of application form and mailing of all required documents
Early April	Late September to Early October	To announce screening result and request the fees	To pay entrance fee and course fee
		Orientation and Placement test / Classes	

Payment • Refund of the fees

Payment of the fees:

The fees must be remitted to and reached the designated bank account not later than the due date. In the case that the fees are not remitted by the due date, the school registraion shall be removed from enrollment list. Deferment of payment is not accepted in principal.

Refund of the fees:

Once the fees are paid, it shall not be refunded. However, in case that an applicant cancelled entrance of the school before entrance ceremony, it shall be refunded after proper documentation.

公益財団法人 アジア学生文化協会 日本語コース

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 E-mail: nihongo@abk.or.jp
 URL: <https://abk-institute.org/>

<Account payable: Domestic Transfer >
 金融機関名: みずほ銀行
 支店名: 本郷支店
 口座種類: 普通預金
 口座番号: 075-1361603
 口座名義: (公財)アジア学生文化協会
 留学生日本語コース

<Account payable: Overseas Remittance >
 Name of Bank: Mizuho Bank
 Branch: Hongo Branch
 Account Number: 075-1361603
 Account Name: Japanese Language Institute, ASCA
 Address: 3-34-3 Hongo, Bunkyo-ku, Tokyo
 TEL: (81-3)3812-3261
 Swift Code: MHCBJPJT