



GUIDE FOR ADMISSION

(For nationals of non-designated countries)

※These are the application guidelines **for applicants of nationalities not designated by the Immigration Bureau (see P.8)**. These nationalities are subject to more rigorous screening by the authorities and require a wide range of documents, so please read the following precautions carefully before applying.

Application

Qualification of Requirement

- Applicants must complete at least twelve(12) years of formal education done in other countries than Japan. Those are also qualified to apply who have completed senior high school or upper secondary like Form5 and so on.
- Applicants who wish to enroll in university or professional training college must be at least 18 years old and older at the time of enrollment to that institute.
- Applicants are required to have final education background within 5 years and must have clear study plan in Japan and sound & enough financial capacity to support themselves during study in our school, or can cover basic financial capacity by doing part-time job in Japan as little as not to disturb studying.

Period of Application (Prep Course 2)

- April Entry (1 Year Course) : From 1 September to 31 October in the previous year of the entrance
- October Entry (1.5 Year Course) : From 1 March to 28 April in the year of entrance

※Application closing date may be shortened if application exceeds our capacity.

Number of Students to be Admitted

- April Entry…80 students
- October Entry…40 students

Required Documents

You are requested to submit 3 kinds of documents: documents on an applicant, sponsor's documents to prove financial capacity for study in Japan and documents on applicant's parents. All documents must be issued **within 3 months** as of submitting to Tokyo Regional Immigration Bureau. Application for April entry documents are normally scheduled to submit around the end of November to Tokyo Regional Immigration Bureau. (Application for July entry – around beginning of March. Application for October entry - around the beginning of June. Application for January – around the middle of September.) Please follow prepare documents according to these schedules. Please refer to the detail of documents on the page 3.

Application Procedure

Please refer to the detail of documents on the page 6.

Application Fee

JPY 20,000

Please make the application fee by remittance through bank or credit card when submit your application form. Bank charges must be paid by the sender. Please take note enrollment is not complete until we have an application and full application payment. Once the application fee is paid, non-refundable for any reason.

Attention on application

Each application will be given a reference number when accepted by our school. You must use the reference number and applicant name for any enquiries purpose.

Screening on Enrollment

How to screen

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

Announcement of screening result

- April Entry Around the beginning of December by E-mail or post.
- October Entry Around the middle of June by E-mail or post.

Entrance Fee (Prep Course 1)* Closure

●JPY 80,000

Those who passed school screening on enrollment must pay Entrance fee by remittance through a bank or credit card no later than the designated date. In remittance of the fee through a bank, please clear the bank commission by the sender. In case Entrance fee is not confirmed by the designated date, we may regard it as cancellation and withdraw the application from the screening process.

Once Entrance fee is paid, it is not refundable except the case of no-endorsement of Certificate of eligibility.

Entrance Fee (Prep Course 2)

●JPY 95,000

Application for Certificate of Eligibility (COE)

For applicants who have qualified to be admitted to our school, the school applies 'Certificate of Eligibility' to the Tokyo Regional Immigration Bureau. 'Certificate of Eligibility' is a required document together with Certificate of admission issued by our school to obtain student visa.

Tuition Fee

Tuition Fee

●April Entry : JPY 720,000 (1 Year)

●October Entry : JPY 1,080,000 円 (1.5 Year)

※Tuition fee includes study material fee, school facility fee, extracurricular activity fee and insurance fee (disaster compensation scheme fee in Japanese language school).

※Payment of tuition fee can be paid in installments for 6 months.

※Those who has got the announcement that 'Certificate of Eligibility' has been issued must remit Tuition fee to the school bank account no later than the designated date in applicant's name and the reference number. As is the case above, bank commission is to be cleared on the sender side, and when all the necessary fees are not installed by the closing date, its application will be treated as being in valid.

Refund of Tuition fee

Once tuition fee is paid, it shall not be refund. However, in the following cases, it shall be refunded after proper documentation by request.

●In case visa is not issued by the embassy or consular office, all following documents are required to submit to the school, 'Certificate of admission' , ' Refund request form' and 'Copy of passport'.

●In case that an applicant declines admission before entrance ceremony without entry in japan, all following documents are required to submit to the school, 'Certificate of eligibility' or 'Copy of passport on which the page has a stamp with void visa, 'Certificate of admission', 'Letter of declining reason' and 'Refund request form'.

Required documents

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

Required documents on an applicant

1. Application form for admission*

- ①Fill in all academic and occupation carrier not to leave a blank period. If there is a blank period in your career due to illness or other reasons, attach a separate sheet of paper with a supplementary explanation (Date of entry and name must be written in handwriting on an optional form).
- ②Fill in month and year of admission and graduation which correspond with the certificate of graduation and the academic transcript. Enter the exact location up to the street address without omitting it.
- ③Fill in family members' information about parents and siblings accurately, whether living together or living separately.
- ④Choose only 1 choice as the first plan after graduation from ABK on page 3, make correspond with contents of reason for studying in Japan on page 4.
- ⑤Fill in specific reason for studying Japanese language and the plan after graduation from ABK in column of a reason for studying in Japan on page 4.

2. Original Diploma of Graduation

- ①A copy of them is not acceptable. Certified true copy of diploma is acceptable.
- ②Those who graduated from other schools (not get bachelor's degree) after secondary education, must submit a diploma (certificate) of the upper secondary education together (copies are acceptable).

3. Transcript of secondary school

- ① A copy of them is not acceptable. Certified true copy of diploma is acceptable.
- ② Those who graduated from other schools (not get bachelor's degree) after secondary education, must submit a transcript of the upper secondary education together (copies are acceptable).
- ③ If you are currently enrolled in high school or college, submit all original transcripts from your current school up to the semester in which you received your grades.

4. Certificate of Japanese Language Proficiency

This certificate certifies that the applicant has Japanese language proficiency equivalent to or higher than JLPT N5. Submit the following references.

① Certificate of Japanese Language Study

This is a certificate of having studied Japanese language for more than 150 hours at a Japanese language education institution in your home country. The following items must be included in the certificate.

<Required items>

Name of the student/ Length of study/ Total hours of study in the curriculum/ Total hours of study by the student/ Attendance rate/ Course content/ Course title/ Target level for completion of the course/ Name of materials used/ Date of publication/ Information on the Japanese language institution (name, location, and contact information)

② Certificate of Japanese Language Proficiency Test

The certificate of higher than N5 level of Japanese Language Proficiency Test.

※ If you have certificates of 'Business Japanese Proficiency Test', 'J.TEST' and 'Japanese NAT-TEST', please also submit them.

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".

6. Copy of passport

Those who have a passport must submit copies of passport. Those who have entered Japan in the past must also submit a copy of all pages bearing the immigration stamp.

7. 6 Photographs

The size is 4cm×3cm. The latest photo taken within 3 months, showing the full face and the upper half of the body. Write down the applicant's name and nationality on the back.

8. Health Certificate*

The prescribed form must be filled in and signed by a doctor.

9. Attendance certificate and Transcript of the school which have enrolled in Japan.

Only those who have studied in Japan with Student visa (College student visa or Pre-College student visa)

10. Copies of both front and back sides of Residence card (在留カード) or Certificate of residence of family(住民票) who reside in Japan

Only those who have family or relative who reside in Japan

11. Applicant work certificate ※Applicable person only

The status or position of the sponsor, the period of working, company address / phone number, and name and status of person in responsible for issuing should be subscribed on a paper with company letter head.

Required documents to prove financial capacity for study in Japan

Regarding to who pays an applicant's course fee and living expenses, choose one item from A or B which is most suitable for the applicant. A person who pays student's expenses should be an applicant's family or relatives only (Except for scholarship project by a government and so on).

Applicants and sponsors are required to prove financial capacity that the sponsor can afford to pay our school course fee and living expenses for the planned period of study in Japan.

A. In case an applicant's family in home country bears student's expenses

1. Letter of Pledge*

Write signature in the sponsor's own handwriting.

2. Sponsor's family list *

Fill in family information about family list about spouse, children (live together and apart) and those who live together correctly. Fill in entry date and sponsor's signature.

3. Certificate of sponsor's Balance in the Bank (Original)

Copy and the notarial certificate are invalid. The amount of the deposit must be at least the sum of living expenses and tuition for the planned period of study in Japan (one year or one and a half year).

4. Copy of Bankbook (For the past one year)

In order to clarify the process of deposits and withdrawals leading to the formation of the deposit balance in 3 above, submit copies of bankbooks of foreign currency deposits and local currency deposits for the past year or from the date of account opening to the present. Also submit the pages containing the name of the depositor, name of the financial institution, account number, and bankbook number.

If the account is less than one year old from the date of opening to the present, also submit a bankbook from another account prior to the opening of this account. If you are closing Bank A and transferring money to Bank B, for example, submit a copy of your old bankbook at Bank A and a copy of all new bankbooks at Bank B. It is desirable that the amount of the deposit balance be increased in stages regarding the formation process of the deposit balance.

5. Sponsor's Present Work Certificate

The letter must include the position, tenure, address of company, telephone number, name of the person responsible for issuing the letter, and the position of the person responsible for issuing the letter. Use a printed form on letterhead. If the sponsor operates a business, submit a copy of the business license or business registration certificate.

6. Annual Income Certificate (For the past one year)

The amount of basic pay, bonus, allowance, income tax, net income after deducting tax, company address/phone number, and name and status of person in responsible for issuing should be described on a certificate with company letter head. If you can submit (7) document, you don't need to submit (6).

7. Tax Payment Certificate (For the past one year)

The certificate should be issued by tax office and written the sponsor's annual income.

8. Certificate to prove the relationship between an applicant and the sponsor

A copy of family register or birth certificate to certify the relationship. Submit the documents of all applicant's family members, which include address, an academic carrier and occupation of members if possible. The registration information should be latest one.

B. In case that an applicant's family or a relative in Japan bears a student's expense

1. Letter of Pledge*

Write signature in the sponsor's own handwriting.

In the space of "Reason for Sponsorship", choose "Please refer to another sheet". Sponsors are requested to explain specific reasons, according to following points in another sheet. The form is optional, but be sure to fill in the "Date Created," "Name," and "Seal or Signature of the same person as the financial supporter".

[1] Relationship to Applicant

[2] Explanation about the source of deposited money in the bank

※Especially, a president or managing director of a company should explain specifically about kind of business, scale of a company or a business, background on establishment, and profit/personal income.

[3] Applicant's purpose for studying in Japan

[4] Reasons and circumstances to pay the applicant's expenses. Detailed reasons as to why the parents are unable to be a financial sponsor must be explained.

In the space of "The amount of expenses the sponsor will bear, and the measure of payment", write as follow.

• Living Expenses : Write the average money for a month which the sponsor will transfer

• The Measure of Payment: Select "Remittance through bank" because applicants are required to prove to the Immigration Office that they have received the remittance as per the Letter of Pledge while they are in Japan.

2. Sponsor's family list (Prescribed form) *

Fill in family information about family list about spouse, children (live together and apart) and those who live together correctly. Fill in entry date and sponsor's signature.

3. Certificate of sponsor's Balance in the Bank (Original)

Certificate should be issued by a bank in Japan. The amount of the deposit must be at least the sum of living expenses and tuition for the planned period of study in Japan (one year or one and a half year).

4. Copy of Bankbook (For the past one year)

In order to clarify the process of deposits and withdrawals leading to the formation of the deposit balance in 3 above, submit copies of bankbooks for the past year or from the date of account opening to the present. Also submit the pages containing the name of the depositor, name of the financial institution, account number, and bankbook number.

If the account is less than one year old from the date of opening to the present, also submit a bankbook from another account prior to the opening of this account. If you are closing Bank A and transferring money to Bank B, for example, submit a copy of your old bankbook at Bank A and a copy of all new bankbooks at Bank B. It is desirable that the amount of the deposit balance be increased in stages regarding the formation process of the deposit balance.

5. Annual Income Certificate (For the past one year)

Tax certificate (課税証明書 Kazei shomeisho), which shows the sponsor's annual income issued by a local government.

6. Copy of Family Register (住民票 Jumin hyo)

Written all family member (not include Individual Number "マイナンバー")

7. Certificate to prove the relationship between an applicant and the sponsor

A copy of family register or birth certificate to certify the relationship.

C. In case that an applicant him/herself bears his/her cost on "Guide for Admission"

Applications by the sponsor type C are not accepted at our school.

Japanese Translation

All documents written in foreign languages except for English should attach translation in Japanese or English. On Japanese translation, proper nouns (for ex. student's name, school name, company name and etc.) should be translated in English, not Katakana.

Others

- Any kinds of forms and documents modified with liquid paper are invalid.
- Certificates should be written position of the issuer, name of the issuer and address, telephone number and Fax number of the issue institution. If possible, include signature of the issuer.
- Keep all copies of application documents an applicant made before submitting to us in case our school might ask him/her about submitted documents.
- In case to prove false statements or declaration on the documents, the applicant will fail even if he/she passed school screening.
- Even all required documents are submitted to us, not all applicants pass our school's screening. Applicants should make another plan in case of failure in screening by our school or Tokyo Regional Immigration Bureau. Applicants can also apply for another school. If you would like to apply for another school together with our school, please inform us at the time of applying.
- Those who have failed the screening by Tokyo Regional Immigration Bureau, Japanese Embassy or Consular office in the past, should ask the non-endorsement reason to the Tokyo Regional Immigration Bureau and so on before applying to our school. The Immigration bureau is sure to refer to the past failed record and screen the application case again.
- Original certificate of graduation will be returned after screening at Tokyo Regional Immigration Bureau. Other documents will not be returned in principle. In case the applicant has any documents to be returned, please request our school at the time of applying.

Application Procedure

- ① Obtain APPLICATION FORM from us or our agency in your country and fill in the blank.
<https://abk-institute.org/>



- ② Save the file with your name in English and e-mail it to us as an attachment.
 E-mail: nihongo@abk.or.jp



We check your application form and return it with advices.

- ③ Correct errors according to our advices.



- ④ Print 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.



- ⑤ Submit 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 them.
 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 entry	October entry	Applicant	The school
Sep.~Oct.	Mar.~Apr.	To submit application documents and pay application fee	To receive application documents To send E-mail to confirm
Oct.~Nov.	Apr.~May		School Screening on enrollment
End of Nov.	Beginning of Jun.	To pay entrance fee To submit entry confirmation slip •Application for ABK dormitory •Application for JLPT •Application for EJU	Application for Certificate of eligibility To announce screening result ※ Time of Application and announcement screening result for Prep course 2 may be earlier or later.
End of Feb.	End of Aug.	(Immigration) Certificate of eligibility is issued	
Mar.	Sep.	To pay tuition fee To obtain passport & visa	To announce result of 'certificate of eligibility' To send 'certificate of eligibility' & 'Certificate of admission'
Around 1st Apr.	end of Sep.	To enter into Japan	
Beginning of Apr.	end of Sep.	Orientation* Placement Test* Entrance Ceremony* Classes start	

公益財団法人 アジア学生文化協会 日本語コース

2-12-13, Hon-komagome, Bunkyo-ku, Tokyo 113-8642 Japan
 TEL : (81-3)3946-2171
 FAX : (81-3)3946-7599
 E-mail : nihongo@abk.or.jp
 URL : <https://abk-institute.org/>

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

< 振込先：海外送金用 >
 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

(別表)

アジア（13か国・地域）

韓国，キプロス，サウジアラビア，シンガポール，タイ，台湾，中国，中国〔香港〕，中国〔マカオ〕，トルコ，ブルネイ，マレーシア，モルディブ

太平洋（9か国・地域）

オーストラリア，サモア，ツバル，トンガ，ナウル，ニュージーランド，パラオ，フィジー，マーシャル

北米（2か国・地域）

アメリカ合衆国，カナダ

中南米（28か国・地域）

アルゼンチン，アンティグア・バーブーダ，ウルグアイ，エクアドル，ガイアナ，キューバ，グアテマラ，グレナダ，コスタリカ，ジャマイカ，スリナム，コロンビア，セントクリストファー・ネイビス，セントビンセント・グレナディーン，セントルシア，チリ，ドミニカ，ドミニカ共和国，トリニダード・トバゴ，パナマ，バハマ，パラグアイ，バルバドス，ブラジル，ベネズエラ，ベリーズ，ペルー，メキシコ

欧州（47か国・地域）

アイスランド，アイルランド，アゼルバイジャン，アルバニア，アルメニア，アンドラ，イギリス，イタリア，エストニア，オーストリア，オランダ，カザフスタン，北マケドニア，ギリシャ，クロアチア，コソボ共和国，サン・マリノ，ジョージア，スイス，スウェーデン，スペイン，スロバキア，スロベニア，セルビア，チェコ，デンマーク，ドイツ，トルクメニスタン，ノルウェー，ハンガリー，フィンランド，フランス，ブルガリア，ベラルーシ，ベルギー，ポーランド，ボスニア・ヘルツェゴビナ，ポルトガル，マルタ，モナコ，モンテネグロ，ラトビア，リトアニア，リヒテンシュタイン，ルーマニア，ルクセンブルク，ロシア

中東（10か国・地域）

アラブ首長国連邦，イスラエル，イラク，イラン，オマーン，カタール，クウェート，バーレーン，ヨルダン，レバノン

アフリカ（9か国・地域）

アルジェリア，ガボン，セーシェル，赤道ギニア，ナミビア，ボツワナ，南アフリカ共和国，モーリシャス，リビア