



GUIDE FOR ADMISSION

Application

Qualification of Requirement (Prep.Course 1, 2)

- 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.

Period of Application (Prep.Course 1, 2)

- April Entry (1 Year Course)
From 1 Sep. to 31 Oct. in the previous year of the entrance
 - October Entry (1.5 Year Course)
From 1 Mar. to 28 Apr. in the year of entrance
- ※Application closing date may be shortened if application exceeds our capacity.

Number of Students to be Admitted

- April Entry 100 students
- October Entry 120 students

Required Documents

Applicants must submit "Required documents on an applicant" and "Required documents to prove financial capacity for studying in Japan" listed on the 3rd page during the period of application.

Regarding to application form, you can request our agency in your country, or please download from our website (<http://www.abk.or.jp>). Refer to the sample pages that you had download and fill in the blank. Documents written in foreign languages except for English, attach translation in Japanese. If it is inconvenient to use the application form of Excel version, please do not hesitate to contact us.

Application Procedure

Please refer to the 4th page.

Application Fee

JPY20,000

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 basis of application documents submitted. Direct interview from our side to the applicant may be engaged on the case by case base.

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)

● **JPY80,000**

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 COE (certificate of eligibility).

Entrance Fee (Prep.Course 2)

● **JPY95,000**

Application for COE (Certificate of Eligibility)

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 (Prep.Course 1, 2)

- April Entry JPY720,000 (1 Year)
- October Entry JPY1,080,000 (1.5 Year)

Tuition fee includes study material fee, school facility fee, extracurricular activity fee and insurance fee (desaster compensation scheme fee in Japanese language school). **Payment of tuition fee can be paid in installments for 6 months.** Tuition fee for Prep. course is acceptable in 3 times (JPY 360,000 / 6 months×3).

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.

Regarding to refundment policy of tuition fee, please refer to the 3rd page.

Required documents

The forms marked as "*" is offered from our agency in your country or please download the Excel ver. form from our website (<http://www.abk.or.jp>).

Required documents on an applicant (All applicants must submit 1 ~ 9)

- 1 **Application form for admission***
- 2 **Reason for studying in Japan*** (in English or native language)
We check both the contents and volume of the entry.
Those who intend to enter graduate school, please attach the research proposal (free style, research theme and brief summary).
- 3 **Questionnaire***
- 4 **Parent's/Guardian's Letter of Consent***
The column of the signature must be filled out by parent's own hand.
- 5 **Original Diploma of graduation or Certificate of graduation (Secondary school or University)**
A copy of them is not acceptable. Certified true copy of diploma is acceptable. Those who currently at school are requested to submit Certificate of expected graduation issued by principal to certify the expected graduation date. An original diploma of graduation must be submitted immediately at the time of completion of the school. Those who withdrew from high school or university must submit certificate of enrollment or leaving certificate.
- 6 **Transcript of Secondary school or University (every year)**
A copy of certificate is not acceptable, but certified true copy is acceptable. Those who have taken national general examination are requested to submit a copy of the record.
- 7 **Copy of passport**
Those who have a passport must submit copies of passport (pages with photo and all stamps on entry in Japan and departure from Japan).
- 8 **6 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.
- 9 **Health Certificate***
The prescribed form must be filled in and signed by a doctor.
- 10 **Copy of certificate of Japanese Language Proficiency Test and transcript** Those who have taken the test only
※This 11 & 12 is only for applicants applicable below.
- 11 **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)
- 12 **Copies of Residence card(在留カード) or Alien registration card (both front and back sides), or Certificate of residence of family(住民票) who reside in Japan** Only those who have family or relative who reside in Japan

Required documents to prove financial capacity for study in Japan (A, B or C)

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

- 1 **Letter of Pledge***
The entry date and signature must be filled in by the sponsor's own hand. Please fill in the average amount per month which the sponsor intends to remit in space of Living expenses.
- 2 **Bank certificate of sponsor's deposit**
It must have the amount of deposit, the issuing date and signature (stamp) of bank clerk in charge.
A certificate of sponsor's company name is invalid.
- 3 **Sponsor's present work certificate(a or b)**
 - a. Certificate of employment for an employee
 - b. Certificate showing both sponsor's name and company name such as a copy of the registration or business permit etc. for a president or managing director of a company, or a owner of personal business
- 4 **Certificate to prove the relationship between an applicant and the sponsor** The applicant's and sponsor's copy of family register or birth certificate to certify the relationship
- 5 **Certificate of Sponsor's annual income**
Tax certificate or certificate issued by the company showing sponsor's personal annual income

B: In case an applicant relative in Japan bears student's expenses.

- 1 **Letter of Pledge***
The entry date and signature must be filled in by the sponsor's own hand. Please fill in the average amount per month which the sponsor intends to remit in space of Living expenses.
- 2 **Bank certificate of sponsor's deposit**
- 3 **Sponsor's Certificate of residence(住民票)**
It must have all of family members.
- 4 **Certificate to prove the relationship between an applicant and the sponsor**
The applicant's and sponsor's copy of family register or birth certificate to certify the relationship
- 5 **Sponsor's present work certificate (a, b or c)**
 - a. Certificate of employment for an employee
 - b. Copy of the registration of company and work certificate issued by the company for a president or managing director of a company
 - c. Copy of final return form(確定申告書) which have a stamp of tax office (returnable) and work certificate issued by his/her self for a owner of personal business
- 6 **Certificate of Sponsor's annual income**
Tax declaration certificate(課税証明書) issued by ward or city office (showing sponsor's annual income)

C: In case an applicant bears own expenses.

- 1 **Letter of Pledge***
The entry date and signature must be filled in by the applicant's own hand. Please fill in the average amount per month which the applicant intends to prepare in space of Living expenses.
- 2 **Bank certificate of applicant's deposit**
It must be clearly shown the amount of deposit, the issuing date and signature (stamp) of bank clerk in charge.
- 3 **Applicant's present work certificate**
- 4 **Certificate of Applicant's annual income**
Tax certificate or certificate issued by the company showing applicant's personal annual income.

Attentions

Invalid documents: Application forms and other documents are to be submitted to Tokyo Regional Immigration Bureau. Following documents will be invalid. The documents with which the issuing date will have passed 6 months as of submitting to Tokyo Regional Immigration (3 months for one issued at Japan) The documents with no signature of issuer and no issuing date. The documents with modified entry.

If Certificate of eligibility is not issued: After screening of Tokyo Regional Immigration Bureau, a certificate of eligibility may not be issued. In this case, the applicant cannot come to Japan at his/her expected time. If you receive the notice that the certificate of eligibility has not been issued, you are requested to inform the school which way you choose from the following, A) Apply for admission again during the next application period (application fee and entrance fee are not required), or B) Decline the application. In case you choose choice B, you are requested to submit the subscribed refund request form to the school to refund entrance fee.

Refundment 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.

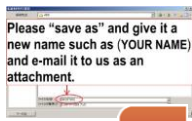
(1) In case visa is not issued by the embassy or consular office, all following documents are required to submit to the school, 'Certificate of admission', 'Refund request form' and 'Copy of passport'. (2) In case that an applicant declines admission before entrance ceremony without entry in Japan, all 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'.

Application Procedure



① Please download an APPLICATION FORM from our website and fill in on screen.

<http://www.abk.or.jp>



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

Email : nihongo@abk.or.jp



We check your application form and return it with advices.



③ Please correct errors according to our advices.



④ Please 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 Please 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 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 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.
Dec.	Jun.		
End of Feb.	End of Aug.	(Immigration) Certificate of eligibility is issued	
Mar.	Sep.	To pay tuition fee	To announce result of 'certificate of eligibility'
		To obtain passport & visa	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	

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 : <http://www.abk.or.jp>

School Bank Account: Mizuho Bank (Hongo Branch)
Saving account: 075-1361603
Swift Code: MHCBJPJT

Account Name: Japanese Language Institute, ASCA
Bank address : 3-34-3 Hongo, Bunkyo-ku, Tokyo
TEL : (81-3)3812-3261