

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. Applicant's visa status should not be "Temporary Visitor".
- Applicants must complete at least twelve(12) years of formal education done in countries other than Japan. Or else they must complete senior high school or upper secondary(Form5 etc.)
- Applicants who wish to enroll in university or professional training college must be at least 18 years old at the time of enrollment there.
- Applicants who stay in Japan with resident eligibility of "Designated Activities" and "College Student", please consult us.

Number of students to be admitted

- A few students

Period of application

- April Intake

From Dec.15 in the previous year to Mar.15 in the year of entrance

- October Intake

From Jul.1 to Sep.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 1~6)

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| <p>1 Application form for admission*
Address, telephone No. and fax No. 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. Those who intend to enter graduate school, please attach the research plan (free style, reseach theme and contents).</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 Copy of Residence card (Alien registration card) (both front and back sides)
Copy of applicant's and applicant's family's Residence card</p> <p>6 Copy of National health insurance card</p> <p>7 Original Certificate of graduation (Secondary school or University) or Certificate of expected graduation
A copy of certificate is not acceptable.</p> <p>8 Transcript of secondary school or university (every year)
A copy of certificate is not acceptable but certified true copy is acceptable.</p> <p>9 Attendance certificate and transcript of Japanese language school (Attendance rate must be over 90%)
※ 7・8 must be submitted for those who wish to futher education.
※ 9 must be submitted for those who have studied at 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. The school sometimes interviews applicants.

Announcement of screening result

- April Intake

Applicants are notified of the result at end of Mar.by E-mail or post.

- October Intake

Applicants are notified of the result at end of Sep.by E-mail or post.

Fees

	April Intake (1-Year course) October Intake (1 Year and a half Course)	
入学検定料 Registration Fee	Exemption	
入学金 Admission Fee	University Entrance Course (Prep.1 Course)	University Prep Course (Prep.2 Course)
	JPY 80,000	JPY 95,000
授業料 Course Fee	JPY 360,000 / every 6 months	

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

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

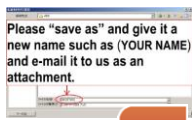
Please remit the fees to the school bank account written on the next page. Please refrain from paying in cash.

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 Intake	October Intake	The school	Applicants
Dec.15~Mar.15	Jul.1~Sep.16	To receive application documents	To submit application documents
End of Mar.	End of Sep.	To announce screening result and request the fees	To pay entrance fee and course fee
Early Apr.	Eed of Sep./ Oct.1	Orientation・Placement test / Classes begin	

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 rufunded 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 : <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