



# 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-Intake (1 Year Course)  
From 1 September to 31 October in the previous year of the entrance
  - October-Intake (1 Year and a half 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-Intake 80 students
- October-Intake 40 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 us or our agency in your country. 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

Refer to the 4th page.

## Application Fee

**JPY20,000**

Make the application fee by remittance through bank or credit card when submit your application form. Bank charges must be paid by the sender. 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-Intake... Around the beginning of December by E-mail or post.
- October-Intake... Around the middle of June by E-mail or post.

## Entrance Fee (Prep.Course 1) \* October-Intake Only

● **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-Intake JPY720,000 (1 Year)
- October-Intake JPY1,080,000 (1 Year and a half Course)

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

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

## Required documents on an applicant (All applicants must submit 1 ~ 11)

- 1 Application form for admission\***
- 2 Reason for studying in Japan\***  
Write in your native language or English. The content and volume are also a selection criterion.
- 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 them 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 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".
- 8 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.
- 9 6 Photographs**  
4cm x 3cm, fullface, upper body, taken within the last 3 months. Write down the applicant's name and nationality on the back.
- 10 Certificate of Japanese language proficiency**  
Submit an original certificate of Japanese language proficiency equivalent to JLPT N5 (150 hours of class hours) or higher.  
⊙Certificate of Result and Scores for JLPT N5 or higher  
⊙Certificate of Japanese language proficiency test designated by the Immigration Bureau  
\*You can check the URL below -"Japanese language proficiency for admission to a Japanese language institution".  
[https://www.isa.go.jp/en/publications/materials/nyuukokukanri07\\_00159.html](https://www.isa.go.jp/en/publications/materials/nyuukokukanri07_00159.html)  
⊙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.  
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)  
⊙Explanation of Self-study for Japanese Language-If you cannot submit the above certificates ⊙ through ⊙.
- 11 Health Certificate\***  
The prescribed form must be filled in and signed by a doctor.
- 12 Attendance certificate and Transcript of the school which have enrolled in Japan.**  
Only those who have studied in Japan with Student visa
- 13 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

## 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. 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 Certificate of Sponsor's annual income**  
Submit a tax certificate showing the annual income of the individual sponsor or a certificate issued by the company showing the annual income of the individual sponsor.
- 4 Sponsor's present work certificate(a or b)**  
a.For company employees, a certificate of employment issued by the employer  
b.For company owners and sole proprietors, a certified copy of the company registration, business license, or other documents showing both sponsor's and company name
- 5 Certificate of proof of kinship**  
Submit a copy of the family register or birth certificate or other evidence of the relationship between the sponsor and the applicant.

### 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. 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 Certificate of Sponsor's annual income**  
Submit Tax declaration certificate(課税証明書) showing sponsor's annual income issued by the municipal office
- 4 Sponsor's Certificate of residence(住民票)**  
It must have all of family members.
- 5 Sponsor's present work certificate (a, b or c)**  
a.For company employees, a certificate of employment issued by the employer  
b.For a company owner, Company registration certificate and certificate of incumbency  
c.For a sole proprietor, a copy of the final return(確定申告書) with the receipt stamp of the tax office (to be returned at a later date) and a certificate of employment prepared by the sponsor
- 6 Certificate of proof of kinship**  
Submit a copy of the family register or birth certificate or other evidence of the relationship between the sponsor and the applicant.

### 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 hand. 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.

- Documents issued (or filled out) more than 3 months before the date of submission to the Immigration Office
- Reference: For April students, submission will be around late November. For October students, submission will be around late June.
- Documents without issue date or signature of issuer
- Documents that have been corrected with correction fluid, etc..

**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

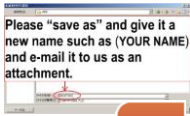
Once tuition fee is paid, it shall not be refund. However in the following cases, it shall be refunded after proper documentation by request.

- (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 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.  
 Email : [nihongo@abk.or.jp](mailto: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 his/her documents.  
 In case the applicant fails to receive our e-mail in 2 weeks, please contact us.

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

## From application to enrollment

April-Intake	October-Intake	Applicant	ABK
September to October	March to April	To submit application documents and pay application fee	To receive application documents To send E-mail to confirm
October to November	April to May	To pay entrance fee •Application for ABK dormitory •Application for JLPT •Application for EJU	School Screening on enrollment
Late November	Early June		Application for Certificate of eligibility
December	June	(Immigration) Certificate of eligibility is issued	
Late February	Late August	To pay tuition fee	To announce result of 'certificate of eligibility'
March	September	To obtain passport & visa	To send 'certificate of eligibility' & 'Certificate of admission'
Around 1st April	Late September	To enter into Japan	
Early April	Late September	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 : <a href="mailto:nihongo@abk.or.jp">nihongo@abk.or.jp</a> URL : <a href="https://abk-institute.org/">https://abk-institute.org/</a>	<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 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	<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
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