

# Application Information

Kohgakusha Academy

Shinjuku International Exchange School

## 1. Courses/Admission time/Term

Courses	Admission time	Term
Further education 2 years courses	April	2 years
Further education 1.9 years courses	July	1.9 years
Further education 1.6 years courses	October	1.6 years
Further education 1.3 years courses	January	1.3 years

## 2. Qualifications for application

You must :

- ① High school diploma or equivalent.
- ② Be able to submit the results of an official Japanese proficiency test, such as the JLPT, or be able to submit a document that states the number of hours for which you have studied Japanese at school etc. (At the time of application)

## 3. Acceptance

- ① Based on required paperwork
- ② Interview with candidate (interview with financial supporter)
- ③ Written exam

## 4. Tuition

including tax

	Course	Visa fee	Enrollment fee	Tuition	Facility expenses	Materials	Student insurance	Total
	first year	¥30,000	¥50,000	¥642,000	¥36,000	¥30,000	¥10,000	¥798,000
second year	Further education 2 years courses	-	-	¥642,000	¥36,000	¥30,000	¥10,000	¥718,000
	Further education 1.9 years courses	-	-	¥481,500	¥27,000	¥22,500	¥7,900	¥538,900
	Further education 1.6 years courses	-	-	¥321,000	¥18,000	¥15,000	¥5,800	¥359,800
	Further education 1.3 years courses	-	-	¥160,500	¥9,000	¥7,500	¥3,300	¥180,300

### ① Method of payment

- Tuition and other fees should be paid by bank transfer to the account specified by this school.  
Please be sure to write the name of the examinee.

- Please bear the transfer fee.

## ②Precautions for Payment

- As a general rule, once received, fees are not refundable.
- If a visa is not granted by the Japanese Consulate in the applicant's home country, or if applicant declined admission due to personal reasons, amounts paid to the school other than visa fee and enrollment fee will be refunded. (Please bear the transfer fee.)

# 5. Application documents

## (1) Documents about a student

- ①Application form...Use the form specified by our school.
- ②Personal record①②...Use the form specified by our school.
- ③Official Photographs(3 prints)...Taken within the last three months. Must be 4cm × 3cm.  
The back side must be endorsed with name and your nationality.
- ④Graduation/Completion certificate from the education institution you last attended  
...Please submit the original.
- ⑤A transcript from the education institution you last attended...Please submit the original.
- ⑥Certificate of enrollment...Those who are enrolled in a university, junior college, vocational school, graduate school, etc.  
Those who are enrolled in high school should submit a certificate of expected graduation as well.
- ⑦Proof of Japanese Proficiency...Certificate of Japanese language test→JLPT(N5 or higher), J-TEST (F or higher, NAT-TEST(5 or higher) Or certificate of studying Japanese more than 150 hours at Japanese School.
- ⑧Copy of passport...Please also submit the pages of your embarkation and disembarkation records.
- ⑨Copy of student's family register

## (2) Documents about a tuition payment person

### A: When the parents or relatives of their native country pay tuition

- ①Evidence of Financial Support(available from main campus)
- ②Proof of Sponsorship(available from main campus)
- ③Kinship certificate
- ④Bank balance certificate(more than the equivalent of ¥3,000,000(yen))
- ⑤A tenure-of-office certificate and an income certificate for 3 years.
- ⑥(In the case of corporation representation, a business license certificate and a certificate of tax payment for 3 years are submitted.)
- ⑦Copy of bank-note for 3 years.
- ⑧Copy of sponsor's family register.

#### B: When the relative who is present in Japan pays tuition

- ① Evidence of Financial Support (available from main campus)
- ② Proof of Sponsorship (available from main campus)
- ③ Resident card (those who are not a part for same all families and Japanese nationality are Certificate of Alien Registration)
- ④ Tenure-of-office certificate (for a corporate manager, the corporation register original and an individual proprietor are the copy of a final declaration document)
- ⑤ The certificate of tax payment of the resident tax the annual total income was indicated to be, or an income tax for 3 years
- ⑥ Bank balance certificate
- ⑦ A related certificate with an applicant
- ⑧ Copy of bank-note for 3 years

#### C: When the relative who lives in foreign countries other than Japan pays tuition

- ① Evidence of Financial Support (available from main campus)
- ② Proof of Sponsorship (available from main campus)
- ③ Bank balance certificate (more than the equivalent of ¥3,000,000 (yen))
- ④ Identification card
- ⑤ The tenure-of-office certificate with which the income for 3 years was indicated
- ⑥ Certificate of tax payment for 3 years
- ⑦ Kinship certificate
- ⑧ Copy of bank-note for 3 years

#### D: When a company dispatches

- ① Evidence of Financial Support (available from main campus)
- ② Proof of Sponsorship (available from main campus)
- ③ Bank balance certificate (more than the equivalent of ¥3,000,000 (yen))
- ④ The dispatch purpose, a dispatch period, the dispatch certificate with which the necessity for dispatch was indicated
- ⑤ A business license certificate and a certificate of tax payment for 3 years

## Special Notes

- ◎ All paperwork must be dated within the last 3 months.
- ◎ All paperwork must be officially translated into Japanese by office word etc. (handwritten translation is not accepted.)
- ◎ Except for the original diploma, no paperwork will be returned to the applicant.
- ◎ Expenses are due after all paperwork is received. No refunds after payment has been made.

- ◎On the all copies, you have to state the date of copy, the name who copied, and the relation between applicant and the person who copied.
- ◎When you have any pamphlet, HP, or something else which certify your sponsor's company, please send them, too.

## Notice of Filling the Applications

### 1. "Personal history"

- 1) When you fill the place of birth, please write until the city name.
- 2) When you write any address, please write their DETAIL address so that we can see its house number and must fill in corresponding address to related material.
- 3) "Education record of Japanese language": Please confirm to be same to the Japanese language certificate and please write the studying hours at the "regulated period".
- 4) Please mention about every school that you have been studied up to now. And please submit the study certificate of all the schools filled in.
- 5) Please fill in all past things on "occupation career" and "previous stay in Japan". When you have more than 2 careers or visiting to Japan, please fill it in other paper when space is insufficient.
- 6) Please describe everything the following in the column of the "purpose of study".
  - a. The purpose of going to Japan : What did you study before or recently to come to Japan? Why do you want to come to Japan? Relation of what you have learnt up to now.
  - b. The necessity of studying in Japan : What field do you want to study in Japan?  
Profit of learning in Japan.
  - c. Expenditure guarantee : Guarantee of expenditure so that you can learn in Japan.
  - d. Plan after you come to Japan : Plan after your graduates of Japanese language school, and after graduates of special school or university in Japan.
  - e. The family's agreement
  - f. The compliance with the law : After you come to Japan, the law of Japan and the rule of the school are observed.
- 7) You must fill the "preparatory name of school" and the "major course subject" when you want to study at higher level school after graduating from our school.
- 8) "Application for admission" and "personal history" must be filled by the applicant himself/herself.

### 2. "Letter of payment"

- 1) "Letter of payment" must be written by the sponsor himself/herself.
- 2) When the sponsor fills the detail of acceptance of payment for applicant's expenses, please mention about the relation between the applicant and the sponsor. And moreover, please mention that the sponsor has enough balance and income to support the applicant. (When the uncle, aunt, cousin, or other relative becomes a sponsor, please explain the detail reasons especially. And if you have some photos taken with the sponsor, please submit it, too )

- 3) Living expense : Please fill around 80,000-100,000yen par a month.
- 4) The method of payment : Please mention that the sponsor will send the tuition fee and accommodation fee to the school account after the applicant gets the eligibility certificate. Then the sponsor will send the living fees to the applicant's own account in Japan every 6 months.

### 3. "Others"

- 1) When you submit the copies, you can only submit the direct copy from the original( about copy of the bank account books, passport, receipt, and so on), and fill in the relations, date of copy, and the copy person's name.
- 2) The sponsor must submit the bank account record for 3 years to show the process of saving money and shows the truth of having the balance to support the applicant. Before you submit them, please confirm that there is a conflict with the income certificates. When there is a huge amount of deposit more than the sponsor's monthly income, please explain with other paper.
- 3) Please submit the copy when there are a pamphlet, a homepage, or the publishing in the telephone book of the company which the sponsor works at.
- 4) As for all documents, you cannot use the correction white pen. When you make a mistake when you fill them, please write again with the new application forms.

## Shinjuku International Exchange School

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