

Application Guidebook

学校法人片柳学園



東京工科大学附属日本語学校

JAPANESE LANGUAGE SCHOOL AFFILIATED WITH TOKYO UNIVERSITY OF TECHNOLOGY
operated by KATAYANAGI INSTITUTE

Guidelines for Applicants



Requirements for Admission

- * Individuals who have completed 12 or more years of formal education, and are eligible to apply for a higher education in Japan.
- * Individuals who have completed a high school in their home country or the equivalent.



Courses and Application Period

Course	Month of Admission	Application Period
2 Year College Preparatory Course	April	September 1st - The end of October
1.5 Year College Preparatory Course	October	March 1st - The end of April

Applicants should contact the Center for International Exchange before applying because we will stop accepting applications as soon as the number of applicants gets full.

Please confirm the exact date of deadline in advance.



Classes

Monday - Friday [5days a week] 20hours/week 50 min./lesson

	Class hours
Morning Class	9 : 0 0 ~ 1 2 : 5 0
Afternoon Class	1 3 : 1 0 ~ 1 7 : 0 0

Which class each student belongs to will be determined by the placement test after admission.

Please follow the school's directions for the class arrangement after admission.



School Fees

2 Year College Preparatory Course (Admission in April)

Time of Payment	Selection Fee	Admission Fee	Tuition	Texts and Activities	Student Insurance	Total
At application	20,000	0	0	0	0	20,000
When Certificate of Eligibility granted	0	80,000	330,000	20,000	13,780	443,780
After 6 months	0	0	330,000	20,000	0	350,000
After 1 year	0	0	330,000	20,000	13,780	363,780
After 1 year and 6 months	0	0	330,000	20,000	0	350,000
Total amount for 2years	20,000	80,000	1,320,000	80,000	27,560	1,527,560

1.5 Year College Preparatory Course (Admission in October)

Time of Payment	Selection Fee	Admission Fee	Tuition	Texts and Activities	Student Insurance	Total
At application	20,000	0	0	0	0	20,000
When Certificate of Eligibility granted	0	80,000	330,000	20,000	6,540	436,540
After 6 months	0	0	330,000	20,000	13,780	363,780
After 1 year	0	0	330,000	20,000	0	350,000
Total amount for 1.5years	20,000	80,000	990,000	60,000	20,320	1,170,320

Please confirm each school fee in advance because the fees are subject to be changed depending on circumstances.

The school requires all students to join the Student Insurance program to reduce his/her share of the medical care expenditure if an unexpected accident or sickness occurs. In addition to the Student Insurance, all students are required to join the National Health Insurance program after arriving in Japan by the Japanese laws.



National Health Insurance Program

Those who will stay in Japan more than a year must join the National Health Insurance program under the Japanese laws. Those who join the National Health Insurance program can have most of medical treatment by bearing only 30 percent of the medical care expenditure.

Please complete the National Health Insurance Program application and Alien registration at the same time after arriving in Japan.



Application Procedures and Selection

- (1) Submit all the required documents to the Center for International Exchange. Selection will be made based on documentary review and interview.
 - (2) How to submit the application forms (Choose the best method according to your situation.)
 - Submit your application forms to office/agency overseas.
 - Submit your application forms through your representative residing in Japan to the Center for International Exchange.
 - Other than the above-mentioned methods, contact the Center for international Exchange in advance.
 - (3) Please check whether all the documents are sufficient with the enclosed "Check sheet" before submitting your application forms. There is a possibility your application will be refused if the documents are insufficient.
- Due to the Act on the Protection of Personal Information, the Japanese Language School affiliated with Tokyo University of Technology will not show the personal information given from the submitted documents to any third party.

[Submit to]

JAPANESE LANGUAGE SCHOOL AFFILIATED WITH TOKYO UNIVERSITY OF TECHNOLOGY
CENTER FOR INTERNATIONAL EXCHANGE
5-23-22, Nishi - Kamata, Ohta-ku, Tokyo 144-8655, Japan
: 0120-106-121 (Toll free/Within Japan) / 03-3732-8411
+81-3-3732-8411 (From overseas)

[Selection fee]

Please submit all the required documents to the Center for International Exchange. After the documents submitted, please wire transfer the selection fee to the following bank account. Selection will be made based on the submitted application forms.

Name of Bank : BANK OF TOKYO-MITSUBISHI UFJ
Address of Bank : 5-12-6, Kamata, Ohta-ku, Tokyo 144-0052, Japan
Bank Code : 0005
Name of Branch : KAMATA BRANCH
Branch Code : 117
Beneficiary Account # : 2338949
Beneficiary Name : JAPANESE LANGUAGE SCHOOL AFFILIATED WITH TOKYO UNIVERSITY OF TECHNOLOGY
Phone Number of Bank : 03-3732-2231



Application fees Policy

- (1) Selection fee will be charged by the Center for International Exchange after receiving your application forms.
- (2) Should the Certificate of Eligibility not be issued, Selection fee will not be refunded.
- (3) Should the Certificate of Eligibility issued by the immigration bureau, but Japanese Embassy/Consulate refuses to issue your visa, Admission fee, Tuition, Text and activities fee and Student insurance fee will be refunded. Proof certifying your visa had been refused is required to get refund.
- (4) Should you cancel your enrollment for personal reasons before coming to Japan even if your visa was issued by the Japanese Embassy/Consulate, the fees previously paid will be refunded excluding Selection fee and Admission fee. Proof of cancellation of visa is required to get refund.
- (5) Tuition, Text and activities fees and Student insurance fee will not be refunded if you withdraw from school regardless of any reasons (Going back to home country, changing visa status) during 6 months after admission.
- (6) Should you withdraw from school (Going back to home country, changing visa status) after 6 months have passed since admission, ask the school for the school fees.
- (7) Text and activities fees and Student insurance fee will not be refunded once the school begins.



Notes

- (1) Please attach a Japanese translation for the Purpose statement and other documents issued in other countries except Japan. Certificates written in other language except English, Chinese and Korean need to be translated in English.
- (2) Basically, submitted documents will not be returned. However, an original diploma and etc will be returned once the application for Certificate of Eligibility has been completed.
- (3) Please confirm each school fee in advance because the fees are subject to be changed depending on circumstances without notification.

Required Documents for Application

(1) Required documents for applicant

Required documents	Notes
6 Photos	4cm high X 3cm wide (Taken within 6 months)
Application form	Complete the school-designated application form in own handwriting. (All the blanks should be filled out.) (Please write all your educational background and work experience including military service, terms of study to prepare for an entrance examination, etc.)
Diploma or Certificate of Graduation and Transcript from the last school attended	Original Diploma or Certificate of Graduation and Transcript from the last school attended (Original diploma will be returned after completion of application.) If you are currently enrolled in university (including leave of absence) or have withdrawn from university, please submit a certificate from the university as well as an original diploma or a certificate of graduation from your high school. (Original diploma will be returned after completion of application.) Those who entered in elementary school at under 6 years of age are requested to submit an original diploma or a certificate of graduation from elementary school. (Original diploma will be returned after completion of application.) Applicants from China and his/her latest education is high school are requested to submit the results of the General Examination for high school graduates. (Graduates from general high schools in China are usually required to take the General Examination, so this school requests the examination results.)
Certificate of studying Japanese	More than 200 hours' experience in the Japanese language are required for those who are from China, Bangladesh, Myanmar, Mongol, Vietnam, Nepal, Sri Lanka, etc. (The JLPT level 4 or 3 is required.) Certificate of studying Japanese specifying the terms of studying Japanese and total hours of the lessons.
Others	Certificate of Employment (For those who have work experiences only. Include Company's name, address, phone number, etc.) Copy of Passport (For those who already have a passport only. Please submit copies of identification page and all pages that have immigration stamps to entering and leaving Japan if you have visited Japan before.) Official documents certifying a relationship with a financial sponsor. For example: Full Copy of Family Registry, Copy of Birth Certificate, Resident Card, Notarial Deed, etc Applicants from China must submit Full Copy of Family Registry. In case of a copy of the Full Copy of Family Registry, only first photocopied one is valid. The copy must specify a name of the person who made the copy and date the copy was made. (If an original Full Copy of Family registry submitted, the original will be returned after making a copy by the school.) Other documents (Please attach other documents if they are currently valid. Also, additional documents may be requested by the immigration bureau depending on the contents of submitted documents.

(2) Required documents for financial support (Either documents of A·B·C)

A In case an applicant finances himself /herself

Required documents	Notes
Certified Bank Statement	Certified bank statement specifying the exact amount currently on deposit. Include Date of Issue, Account Name, Account Number and Currency. The bank balance on the statement should be the amount which is able to cover the expenses during the stay in Japan. <u>The school will judge whether you have the ability to cover expenses during the stay in Japan or not by your background, age, etc. Please attach an explanation if supported by inheritance or parent.</u>
Others	Certificate of Employment/ Employer's letter (It is requested to prove the bank balance. Include Company's Name, Address, Phone Number, Terms of Employment, Annual Income, etc.) Copy of Bank book to show the background of saving money, etc Documents to prove income For example, Tax return statement, Income certificate issued by employer, etc Other documents (Please attach other documents if they are currently valid. Also, additional documents may be requested by the immigration bureau depending on the contents of submitted documents.

B In case a sponsor residing in other countries except Japan

Required documents	Notes
Statement of Financial Support	Complete the school-designated form in sponsor's handwriting. (It is not acceptable if it's written by applicant.)
Certified Bank Statement	Certified bank statement specifying the exact amount currently on deposit. Include Date of Issue, Account Name, Account Number and Currency. The bank balance on the statement should be the amount which is able to cover the expenses during the stay in Japan.
Others	Official documents certifying the relationship with the applicant. (Not required if the document submitted by the applicant is able to prove the relationship.) For example: Full Copy of Family Registry, Copy of Birth Certificate, Resident Card, Notarial Deed, etc
	Certificate of Employment/ Employer's letter (It is requested to prove the bank balance. Include Company's Name, Address, Phone Number, Terms of Employment, Annual Income, etc.)
	Copy of Bank book to show the background of saving money, etc
	Documents to prove income For example, Tax return statement, Income certificate issued by employer, etc
	Other documents (Please attach other documents if they are currently valid. Also, additional documents may be requested by the immigration bureau depending on the contents of submitted documents.)

C In case a sponsor residing in Japan

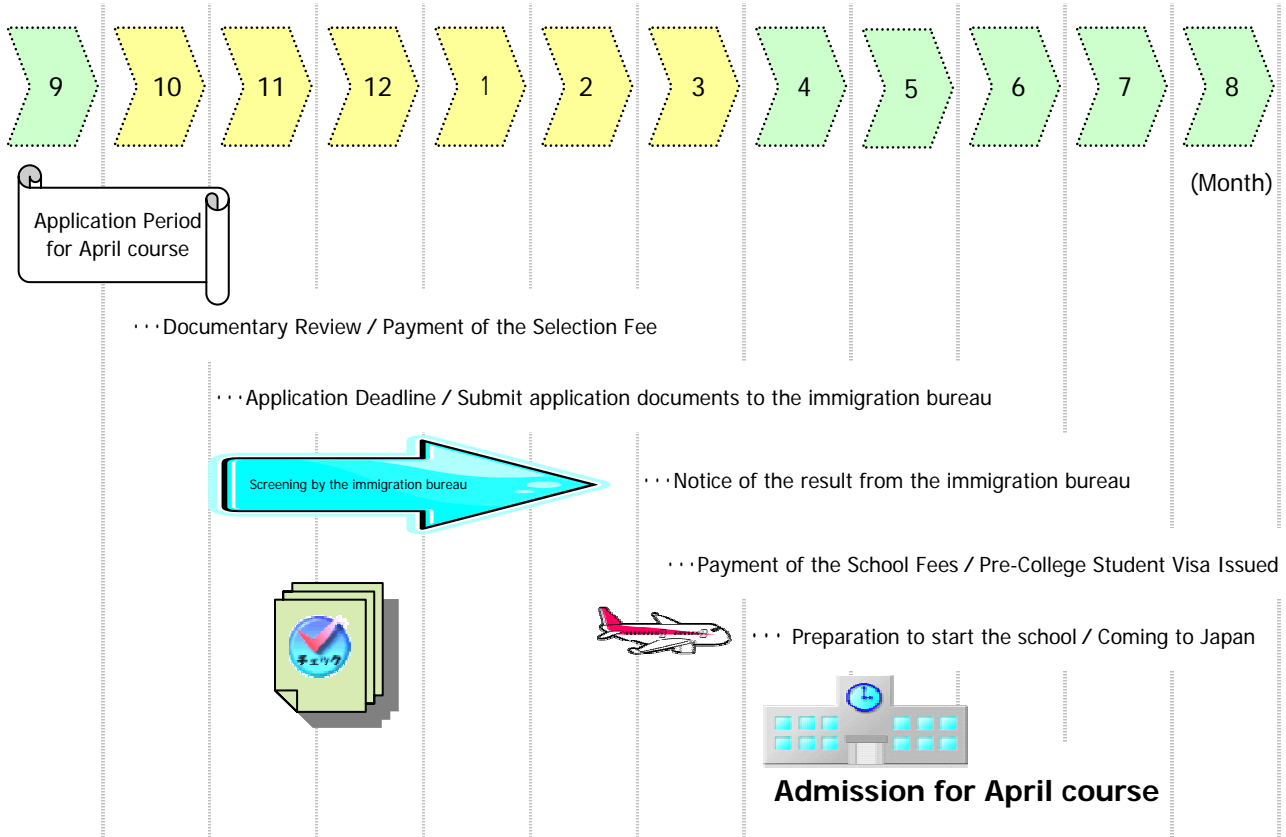
Required documents	Notes
Statement of Financial Support	Complete the school-designated form in sponsor's handwriting. (Use a sponsor's legal seal.)
Others	Certificate of Employment/ Employer's letter (It is requested to prove the bank balance. Include Company's Name, Address, Phone Number, Terms of Employment, Yearly Income, etc.)
	Resident card indicating family member living in the same household. If you are not indicated in a resident card, a Certificate on Registered Matters of Alien registration will be required.
	Certificate of Seal Registration
	If a sponsor is a relative residing in Japan, official documents certifying a relationship with an applicant will be required. For example: Full copy of Family Registry, Residents card, Copy of Birth Certificate, Notarial Deed, etc
	Certified Bank Statement
	Documents to prove income (Certificate of Tax Payment No.1, No.2 or Certificate of Taxation)
	Other documents (Please attach other documents if they are valid. Also, additional documents may be requested by the immigration bureau depending on the contents of submitted documents.)

(3) Others

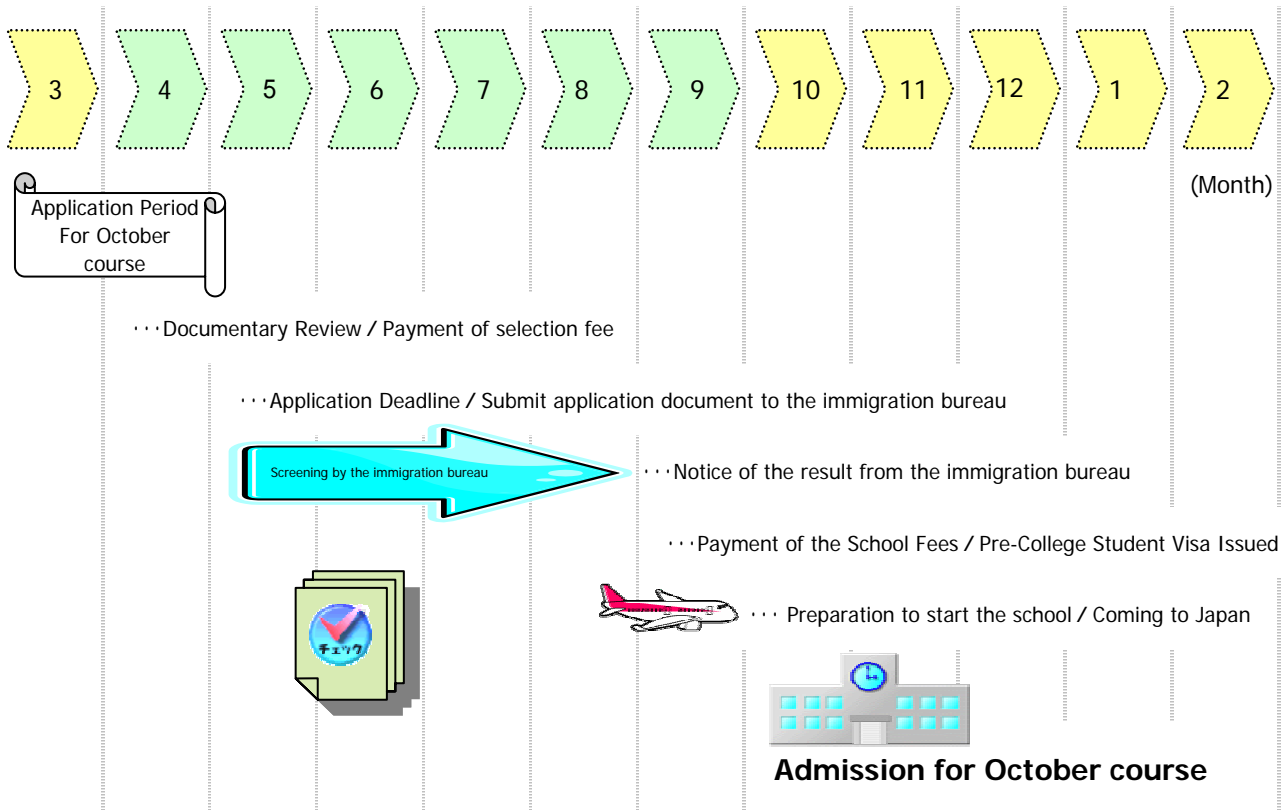
Other documents	Notes
Agreement	This agreement is required by the school.
Other Supporting Documents	Other supporting documents may be requested depending on the applicant's situation. (The school asks your situation when you come or call to the school and then may request additional documents from you if necessary.)

Schedule until School begins

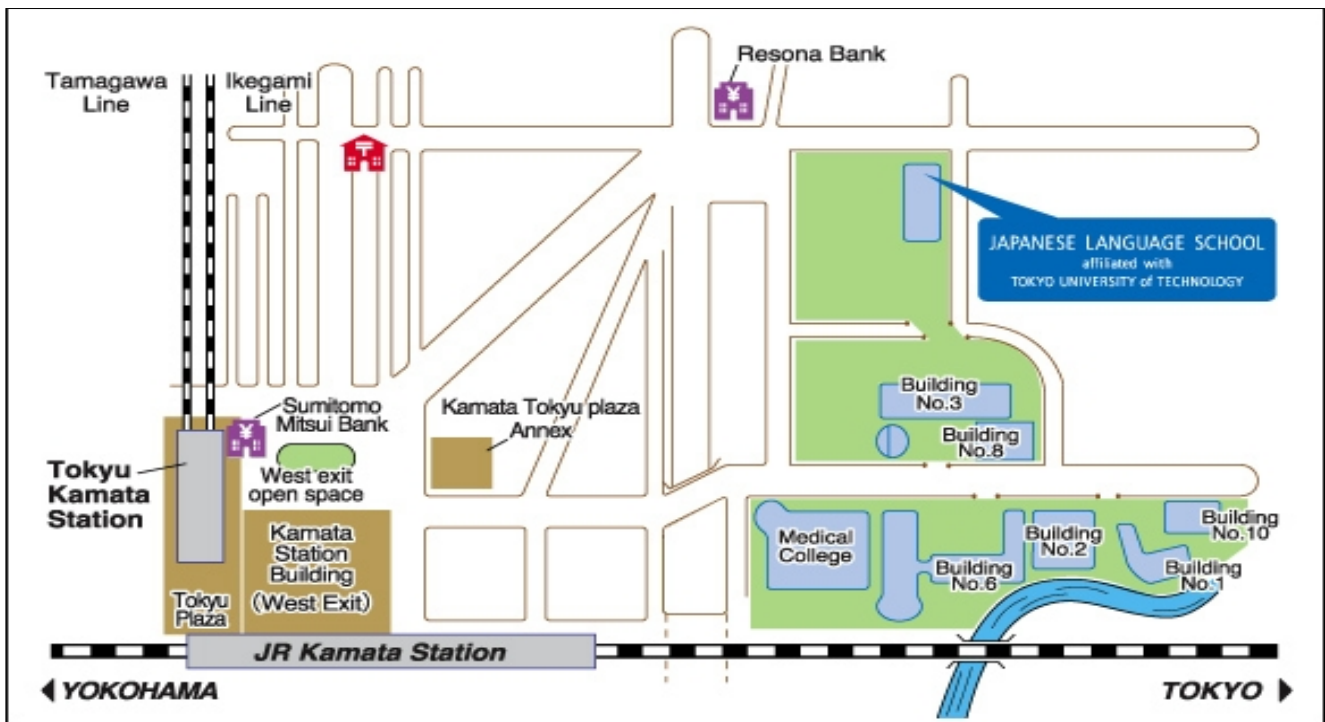
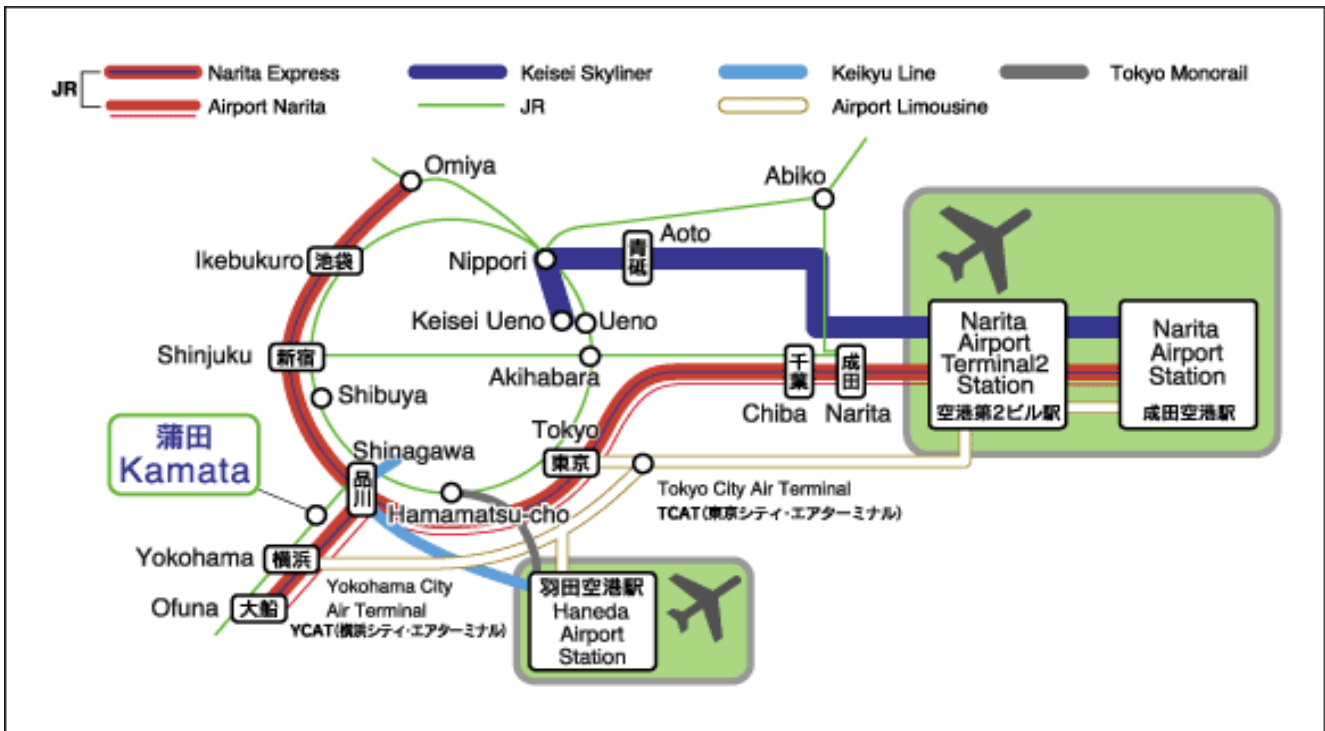
April course



October course



ACCESS MAP



Get off at Kamata Station, West Exit 3-minute walk

Tokyo Station (JR Keihin Tohoku Line) Kamata Station 18min.

Yokohama Station (JR Keihin Tohoku Line) Kamata Station 18min.

Narita Airport (JR Narita Express+Keihin Tohoku Line) Kamata Station 82min.

Haneda Airport (Keikyu Line +JR Keihin Tohoku Line) Kamata Station 40min.

3-minute walk from "Kamata Station" by JR Keihin Tohoku Line, Tokyu Ikegami Line, Tokyu Tamagawa Line



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5-23-22, Nishi-Kamata, Ohta-ku, Tokyo 144-8655, Japan

TEL : 03-3732-1071 FAX : 03-3732-1072

E-Mail info@jst.ac.jp URL <http://www.jst.ac.jp/>

CONTACT US

CENTER FOR INTERNATIONAL EXCHANGE KATAYANAGI INSTITUTE

5-23-22, Nishi-Kamata, Ohta-ku, Tokyo 144-8655, Japan

TEL : 0120-106-121 (Toll Free-within Japan)

TEL : 03-3732-8411

FAX : 03-3732-8412

E-Mail cie@neec.ac.jp URL <http://www.neec.ac.jp/cie/>

Check Sheet for Required Documents

Applicant's Name		Nationality	
Home address		Phone Number	
E-Mail		Mobile Phone	
Do you have relatives residing in Japan?	Yes · No	Name of Relatives residing in Japan	Visa Status
Home address of Relatives in Japan			Phone Number

(1) Required Documents for Applicant

Required Documents	Notes	Applicant	School
6 Photos	4cm high x 3cm wide size (Taken within 6 months)		
Application form	The school-designated form		
Diploma or Certificate of Graduation and Transcript from the last school attended	Original Diploma or Certificate of Graduation and Transcript from the last school attended If you are currently enrolled in university (including leave of absence) or have withdrawn from university, please submit a certificate of enrollment as well as a certificate of graduation or an original diploma from high school.		
	A Certificate of Graduation or an original diploma from elementary school is required for those who entered in elementary school at under 6 years of age.		
	Applicants from China and his/her latest education is high school are requested to submit the results of the General Examination for high school graduates.		
Certificate of studying Japanese	Specifying Terms and Hours of Japanese study		
Others	Certificate of Employment (For those who have work experiences only)		
	Copy of Passport (For those who already have a passport)		
	Official documents certifying a relationship with a financial sponsor. For example: Full Copy of Family Register, Copy of Birth Certificate, Resident Card, Notarial Deed, etc		
	Applicants whose nationality are China must submit Full Copy of Family Registry.		
	Others (if valid)		

(2) Required documents for financial support

A In case an applicant finances himself/herself

Required Documents	Notes	Applicant	School
Certified bank statement	Account is applicant's name. <u>The school will judge whether you have an ability to cover expenses during the stay in Japan or not by your background, age, etc.</u>		
Others	Certificate of Employment (It is requested to prove the bank balance.)		
	Copy of bank book to show the background of saving money, etc		
	Documents to prove income(Certificate of Annual Income or Certificate of Tax Payment)		
	Other (if valid)		

B In case a sponsor residing in other countries except Japan

Required Documents	Notes	Applicant	School
Statement of Financial Support	The school-designated form		
Certified bank statement	Account is applicant's name.		
Others	Official documents certifying a relationship with an applicant. For example: Full Copy of Family Registry, Copy of Birth Certificate, Resident Card, Notarial Deed, etc		
	Certificate of Employment (It is requested to prove the bank balance.)		
	Copy of bank book to show the background of saving money, etc		
	Documents to prove income(Certificate of Yealy Income or Certificate of Tax Payment)		
	Other (if valid)		

C In case a sponsor residing in Japan

Required Documents	Notes	Applicant	School
Statement of Financial Support	The school-designated form		
Others	Certificate of Employment (It is requested to prove the bank balance.)		
	Resident card indicating family member living in the same household. If you are not indicated in a resident card, Certificate on Registered Matters of Alien registration will be required.		
	Certificate of Seal Registration		
	If a sponsor is a relative residing in Japan, official documents certifying a relationship with an applicant will be required. For example: Full copy of Family Registry, Residents card, Copy of Birth Certificate, Notarial Deed, etc		
	Certified bank statement		
	Certificate to prove income (Certificate of Tax Payment No.1, No.2 or Certificate of Taxation)		
	Other (if valid)		

(3) Others

Other documents	Notes	Applicant	School
Agreement	This agreement is required by the school.		
Other Supporting Documents	Other supporting documents may be requested depending on the applicant's situation.		