



Enrollment Guide

1 . Requirements

- Students who have completed more than 12 years of schooling or corresponding processes.
- Students who pass the Japanese Language Proficiency Test (JLPT) N5 or higher levels, or have equivalent Japanese language proficiency. Nevertheless, the proficiency requirements change with the applied course.
- Students who have a chance to obtain a Japanese immigration permit through legal procedures.
- Students who can afford tuition and costs of living by themselves or others.

2 . Time of Enrollment, Course, the Number of Students, Standards of Japanese Language Proficiency at the Time of Enrollment

Time of Enrollment	Course	Course Duration	The Number of Students	Japanese Language Proficiency at the Time of Enrollment
April	Progression 1 Year Courses. Progression 2 Years Courses	1 Year, 2 Years	60	Upper-intermediate. Pre-intermediate Level I
July	Progression 1 Year and 9 Months Courses.	1 Year and 9 Months	20	Pre-intermediate Level II
October	Progression 1 Year and 6 Months Courses.	1 Year and 6 Months	40	Intermediate I
January	Progression 1 Year and 3 Months Courses.	1 Year and 3 Months	20	Intermediate II

※Standards of Japanese Language Proficiency at the Time of Enrollment

Pre-intermediate Level I: Equivalent to Japanese Language Proficiency Test N5 (Japanese language learners who have received more than 150 hours at a university or Japanese language school)

Pre-intermediate Level II: Equivalent to Japanese Language Proficiency Test N5~N4

Intermediate I: Equivalent to Japanese Language Proficiency Test N4

Intermediate II: Equivalent to Japanese Language Proficiency Test N4~N3

Upper-intermediate: Equivalent to Japanese Language Proficiency Test N3

3. Course Time and Off-Day

Course Time: From Monday to Friday, four courses a day

Morning: 8 : 4 0 ~ 1 2 : 0 0 (With breaks)

Afternoon: 1 3 : 3 0 ~ 1 6 : 5 0 (With breaks)

Off-Day: Saturday, Sunday, Japanese holidays, Okinawa holidays, School holidays

School holidays: 2~3 weeks each season

4. How to apply

- 1) Application: Please submit the application for admission to the School Affairs Bureau six months before the time of enrollment.
- 2) Test: The time and place of the test (including the interview) will be informed afterwards.
 - ※ Please bring your entry submission documentations for confirmation during the test.
 - ※ Please make a further confirmation to documentation submission or documentation submission column.
- 3) Qualified or not: We will inform you in 1 week.
 - ※ For qualified applicants, please submit the test fee.
 - ※ As soon as we receive your payment, we will send you your admission permit and submit an application for a certificate of eligibility to the Immigration Bureau of the Ministry of Justice.
- 4) Application to the Immigration Bureau: We will submit an application for a certificate of eligibility to the Immigration Bureau.
- 5) The result of certificate of eligibility
 - ※ You will receive a copy of the certificate if your certificate of eligibility is

granted.

- ※ Please be aware that we will not return the test fee if your certificate of eligibility is not granted.

6) Payment of tuition: As soon as we receive payment of your tuition, we will send you your certificate of eligibility.

- ※ Delays of sending the certificate of eligibility happen due to delays in the payment of tuition in recent years, so please pay the tuition as soon as possible.

7) Application of the VISA for studying aboard: Please apply for your studying aboard VISA in your home country.

- ※ Please bring your certificate of eligibility and the admission permit to apply for the visa at Japanese Embassy or Consulate in your home country.

8) Payment of the VISA for studying aboard: Please inform us as soon as you paid with your VISA

- ※ We will inform you the designated enrollment day.
- ※ If the Japanese Embassy or Consulate refuses to issue VISA, in addition to the specified service charge, we will refund the payment after we deduct the test fee, entrance fee and the service charge of our school from the tuition.

9) Arrival in Japan: Please arrive in Japan in the designated day.

- ※ If you arrive in Japan outside the designated date of the country, you will be charged pick-up fee (5,000 JPY)

1 0) Enrollment: Welcome to our school. Please study hard until graduation.

5. Submission of documentations

① The documentations need to be submitted by applicant

1) Application for admission (Specified documentations)

- ※ When you are writing, please write carefully for legible handwriting. If you make a mistake, please rewrite the application.
- ※ Please write your name in Romanization of Japanese.
- ※ Please fill all blanks, if there has no answer, please fill the “None” in.
- ※ Please re-confirm the contents of the application are consist with other documentations.

- ※ If your educational attainment is irregular, please submit a further special explanation report.
- ※ If there is a blank period in the experience column, please submit an explanation report for the blank period.
- ※ If you have ever applied for a certificate of eligibility in our school in the past, please have a further contact with us.
- 2) A graduation certificate of the final educational attainment and, if you are in school, a certificate of attendance
- 3) An official transcript of your final educational attainment
- 4) Certificate of employment (If you have any working experience)
- 5) Documentations to prove Japanese language learning experience
 - ※ Please submit documentations about the Japanese language learning schedule issued by any Japanese schools or Japanese language learning institutions.
 - ※ If you have taken the Japanese Language Proficiency Test and obtained a certificate, please provide a certification documentation.
- 6) A copy of passport (If you have a passport)
- 7) A photo taken within 3 months (4 CM length, 3 CM wide)
- 8) Payment slip (If the applicant is the payer)
- 9) Explanation report of capital formation (If the applicant is the payer)
- 1 0) Certificate of bank balance (If the applicant is the payer)
- 1 1) Bank slip in the past three years (If the applicant is the payer)
- 1 2) Certificate of income and taxation (If the applicant is the payer)
- 1 3) Scholarship certificate (If you have)
- 1 4) Any other documentation if we judge it as a necessity

② The documentations need to be submitted by payer

- 1) Payment slip
- 2) Explanation report of capital formation
- 3) Certificate of bank balance
- 4) Bank slip in the past three years
- 5) Notarial documentations on the relationship between the applicant and the payer
 - ※ Certificates issued by public institutions such as family register, residence certificate, and notarial certificate.

A) When the payer is in a country other than Japan

- 6) Certificate of income and taxation of the payer

7) Professional license of the payer

※ If the payer is the manager or the director of a company, please provide the business license.

B) When the payer is in Japan

8) Residence certificate of the payer

9) Certificate of a seal-impression of the payer

10) Certificate of duty-paid or income of the payer

11) Professional license of the payer

※ If the payer is the manager or the director of a company, please provide the business license.

※ If the payer is self-employed, please provide a copy of declaration.

Attention: All the documentations need to be translated into Japanese

6. Fees

① Tuition

	1 Year	1 Year and 3 Months	1 Year and 6 Months	1 Year and 9 Months	2 Years
Test fee	¥20,000	¥20,000	¥20,000	¥20,000	¥20,000
Entrance fee	¥50,000	¥50,000	¥50,000	¥50,000	¥50,000
Tuition (1 st Semester)	¥600,000	¥600,000	¥600,000	¥600,000	¥600,000
Tuition (2 nd Semester)	¥0	¥150,000	¥300,000	¥450,000	¥600,000
Textbook fee	¥20,000	¥20,000	¥20,000	¥20,000	¥20,000
Facility maintenance fee	¥10,000	¥10,000	¥10,000	¥10,000	¥10,000
Total	¥700,000	¥850,000	¥1,000,000	¥1,150,000	¥1,300,000

※ The fees above do not include consumption tax.

② Accommodation fees

	1 Year	1 Year and 3 Months	1 Year and 6 Months	1 Year and 9 Months	2 Years
Occupancy fee	¥30,500	¥30,500	¥30,500	¥30,500	¥30,500
Boarding fee	¥264,000	¥330,000	¥396,000	¥462,000	¥528,000
Facility maintenance fee	¥10,000	¥10,000	¥10,000	¥10,000	¥10,000
Total	¥304,500	¥370,500	¥436,500	¥502,500	¥558,500

※The boarding fee does not include fuel costs such as lighting fee and gas fee. Fuel costs such as lighting fee and gas fee are charged according to actual use.

※In principle, you must board in the dormitory at the first year of your enrollment.

③ Incidental fees

	1 Year	1 Year and 3 Months	1 Year and 6 Months	1 Year and 9 Months	2 Years
Health check-up fee	¥3,000	¥3,000	¥3,000	¥3,000	¥3,000
National health insurance	¥14,500	¥3,600	¥7,300	¥11,000	¥14,500
International student insurance	¥10,000	¥10,000	¥10,000	¥10,000	¥10,000
Total	¥27,500	¥16,600	¥20,300	¥24,000	¥27,500

※The health check-up fee is self-paying after 1 year.

※The international insurance can be bought at will after 1 year.

※The amount of national health insurance is for the first year and is self-paying in the next year. Its amount may change as well.

7. Matters need attention

- Applicants who pass the test (interview) are required to pay a test fee of 22,000 JPY (tax inclusive) As soon as we receive your payment, we will submit an application for a certificate of eligibility to the Immigration Bureau.
- Please pay the specified tuition and accommodation fees while delivering the certificate of eligibility.
- Please be aware that we will not return the test fee if your certificate of eligibility is not granted.
- After delivering the certificate of eligibility, if the Japanese Embassy or Consulate refuses to issue VISA, in addition to the specified service charge, we will refund the payment after we deduct the test fee, entrance fee and the service charge of our school from the tuition.
- In principle, the first year of tuition and accommodation fees shall be charged in a lump sum. If you drop out of school, the tuition will not be refunded.

8. Payment bank

Bank Name	Bank of the Ryukyus,Limited.
Branch Name	Gushikawa Branch
Address	1-9-19, Agena ,Uruma-City, Okinawa
Account No.	Regular Saving 643616
Payee's Name	Shingaku, LTD.

9. Contact

Zipcode: 904-2215

5-3-25, Midorimachi, Uruma-City, Okinawa

TEL:098-972-4888

FAX:098-989-4697

E-mail:info@toyo-alcc.com

URL:<http://www.toyo-alcc.com>