

April 2024

Application Guidebook for Admission

(English)

EISUGAKKAN Educational Institution

Eisugakkan Okayama School

Japanese Language Department

1. Course

- (1) 2 years Course
- (2) 1.5 years Course

2. Admission/Admission period, Length of Course, Capacity

Course	Application Period	Admission	Length of Course	Capacity	Target level
2 years Course	2023 Oct.1–Oct.31	April 2024	2 years	40	JLPT N1
1.5 years Course	2024 April 1–April 30	October 2024	1.5 years	40	JLPT N2

3. Qualification

- (1) Those who have a certificate of completion for 12 years of education or an equivalent program.
- (2) Those who have permission to enter Japan through official procedure or is expected to be permitted.
- (3) Those who have funds to study in Japan without having to work to earn income in Japan.
- (4) Those who have Japanese language ability equivalent to Level N5 in the Japanese Language Proficiency Test, or completed at least 150hours of Japanese language study at a university, college, senior high school or language school.

4. Examination Document screening, Written test (N5 level), Interview

2 years Course: 2023 Oct

1.5 years Course: 2024 April

5. School Fee

(1) Payment must be made at the time of application.

Examination fee	JPY 20,000
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(2) Payment for each course

Course	2 years Course			1.5 years Course	
	First	Second		First	Second
Year	First/Second	First	Second	First/Second	
Admission fee	JPY 50,000			JPY 50,000	
Tuition	JPY 660,000	JPY 330,000	JPY 330,000	JPY 660,000	JPY 330,000
Facility	JPY 30,000	JPY 15,000	JPY 15,000	JPY 30,000	JPY 15,000
Learning Material	JPY 20,000	JPY 10,000	JPY 10,000	JPY 20,000	JPY 10,000
Extracurricular activity	JPY 20,000	JPY 10,000	JPY 10,000	JPY 20,000	JPY 10,000
Insurance	JPY 10,000	JPY 5,000	JPY 5,000	JPY 10,000	JPY 5,000
Total	JPY 790,000	JPY 370,000	JPY 370,000	JPY 790,000	JPY 370,000
Grand Total	JPY 1,530,000			JPY 1,160,000	

*Students are required to pay examination fees when taking tests that include JLPT, EJU, JPT, JTEST, NAT-TEST.

6. Documents

- For ①, ⑤, ⑥, ⑨, ⑩, use designated form. Documents written other than in Japanese have to be attached with a Japanese translation.
- If the information on the submitted documents is false or inaccurate, admission may not be granted.

[note] Submit documents with an issue date within 3 months.

(1) Documents to be submitted by applicant

① Application Form, Personal Record

- Passport: Write only if the applicant has a passport.
- Contact in home country: Emergency contact number in case the applicant in an emergency state while staying in Japan. Write name, address, phone number of applicant's family or relative in home country.

[Note] : Must be hand-written by the applicant.

- Academic background: From elementary school to the last attended school. Include name of school, years of attendance, date of enrollment and date of graduation. (same as the original).

[note] : Applicant must submit a letter of explanation if they enrolled in elementary school at an age other than 6 - 7 years old.

- Japanese language school: Write name of school that can provide proof of Japanese language study.
- Employment record: Write details of employment after graduating the last attended school.
- Record of entry to Japan: If applicant has record of entry to Japan, write dates of entry/departure. If more space is needed, write on additional sheets of paper.
- Reason for Application: Write purpose of studying Japanese in detail.

[Note] : Must be hand-written by the applicant.

② Certificate of Graduation from the last attended school (original)

- Certificate of Graduation (original 'Diploma' for applicants of mainland China) must be submitted.

③ Transcript (original) of last attended school

④ Certificate of enrollment/Certificate of employment

- If applicant is currently enrolled in a school or employed, submit certificate from the institution/company. If applicant is neither enrolled or employed, write reason in the "reason for application" section "the personal record".

⑤ Certificate of Japanese Proficiency

- Those who have taken “Japanese Language Proficiency Test”, “EJU””BJT, J-TEST”, submit score of original certificate.
- Those who are not able to submit score of Japanese proficiency test, submit a certificate of Japanese proficiency issued by the institution where the applicant studied Japanese.

⑥ Health Certificate

- To be submitted only by applicant who have been accepted. (Not necessary to submit at the time of application.)

⑦ Photo (H=4cm×W=3cm) 4

- Taken within the last 3 months. Front upper torso, no head wear, plain background.
Write nationality and name on the back of photo.

⑧ Passport copy

- Copy all pages including stamps that show records of travel.
However, this will not apply to those who do not have a passport.

⑨ 'Oath' (Addressed to the principal) Note: Must be hand written by the applicant

(2) The following documents must be submitted by the financial guarantor

The following are documents required to demonstrate financial ability that will allow the student to stay in Japan during study.

- A. If the applicant him/herself is financially responsible : ⑬, ⑮
- C. If family or other financial guarantor transfers money to the applicant from overseas: ⑩~⑮
- C. If the financial guarantor lives in Japan : Have the financial guarantor visit the school. The school will provide explanation in detail and necessary documents.

⑩ 'Letter of Financial Support'

This is an oath for the financial guarantor (such as the father) of an applicant. The payment method (remittance method) must be in a way that the applicant can prove the fact of remittance.

【Note】 : Must be hand-written by financial guarantor in his/her native language. (English or Japanese translation required if native language is other than English).

⑪ Documents that prove relationship between financial guarantor and applicant

- China : Official Family Relations Certificate (original copy), Family register (copy that includes all family members)
- Korea/Taiwan : Family register (copy that includes all family members)
- Other countries : Documents in each country that proves relationship between financial guarantor and applicant

⑫ 'Bank Statement' of Financial Guarantor

- Latest statement issued by bank with guarantor's account

- For mainland China, submit 'balance statement'

⑬Employment Certificate of Financial Guarantor

- Issued by the employer of financial guarantor (name of company, address, telephone number, period of employment, details of duties, title and name of issuer)
- A certified copy of the register or document that proves the financial guarantor is the owner/ proprietor of the company/business is required if the guarantor owns/is head of a company.
- If possible, submit pamphlets or other material

⑭Annual Income Certificate of Financial Guarantor

- Prove financial capability by submitting 'Annual Income Certificates' for the past three years issued by the place of employment.
- 'Certification of Tax Payment' is necessary to prove annual income if the guarantor owns or is the head of the company.

⑮Documents to prove financial guarantor's process of earning funds for the last 3 years.

- Bank statement copy for the last 3 years

⑯Those who have been dismissed or disallowed to stay in Japan in the past have to submit the reason for the disposition and an explanation and materials to dispel it.

7. Student Life

《Living Expenses》

- JPY50,000~70,000 per month is necessary for average living expenses apart from tuition.
- Studying and working part-time for living expenses is difficult. Make sure to have adequate funds before arrival.

《Part-time jobs》

The Certificate of Eligibility for 'International Student' does not allow part-time work. International students need a separate permit from the Regional Immigration Services Bureau to work part-time. Even with a permit, students are not allowed to work over 28 hours a week.

《Housing》

- Apartments for students
- Let the school know and it will support finding housing if student have problems.

- Rent for an average student apartment is JPY20,000~40,000 per month. Students will need to pay a security deposit 3~4 times this amount.

《Health care》

Japan has a 'universal health insurance system'. To secure problems in case of illness, students must join 'National Health Insurance' once they receive their residence card. Those who join will receive a health insurance card that offers 70% discount of medical fees so that students only have to pay 30% of the total amount.

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