

# KasugaNihongoGakuin

## Entrance Requirements

- April term            2-year course
- July term             1-year 9-month course
- October term         1-year 6-month course
- January term         1-year 3-month course



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**◆ Courses Offered**

Course	Admission period	Class capacity (AM/PM)	School days/ School hours
1-year 3-month course	January	12 persons / 12 persons	Monday - Friday (5 days a week), except for weekends and holidays. 9:00~16:30 (1 lesson: 45 minutes) 4 hours a day/ 20 hours a week
1-year 6-month course	October	16 persons / 16 persons	
1-year 9-month course	July	13 persons/13 persons	
2-year course	April	54 persons / 35 persons	

**◆ Requirements for Application**

Admission conditions:

- ① Those who completed the education for 12 years or longer in their country.
- ② Those who have experience in studying Japanese more than 150 hours at Language school and got the results of Japanese examination JLTP N5 or above.
- ③ Those who plan to study in Japanese college, university or technical school.
- ④ Those who healthy for both body and mind, observe the Japanese laws and Academy regulations.

**◆ School expenses**

Applicants or their agent are required to send the necessary documents by EMS and makes the payment for the entrance fee to Academy's bank account by international bank transfer.

	1-year 3-month Course (Admission on January)	1-year 6-month Course (Admission on October)	1-year 9-month Course (Admission on July)	2-year Course (Admission on April)
Application period	Jul. 1st – Aug. 10th	Mar. 1st– April 10th	Dec. 1st – Jan. 10th	Sep. 1st – Oct. 10th
Application fee	30,000Yen	30,000Yen	30,000Yen	30,000Yen
Entrance fee	51,000Yen	51,000Yen	51,000Yen	51,000Yen
Course fee	750,000Yen	900,000Yen	1,050,000Yen	1,200,000Yen
Facility usage fee	25,000Yen	30,000Yen	35,000Yen	41,000Yen
Teaching materials activity fee	44,000Yen	54,000Yen	62,000Yen	71,000Yen
Health insurance	24,000Yen	24,000Yen	26,000Yen	26,000Yen
Total fee	924,000Yen	1,089,000Yen	1,254,000Yen	1,419,000Yen

\*Health insurance premiums include health and life insurance for foreigners in Japan. This insurance is very useful if you have an injury or become ill.

## ◆ Admission Process

### ① Application preparation

↓ First, please contact us. Read the Entrance Requirements carefully and prepare for the application.

### ② First screening (interview)

↓ 【☆April Term : September   ○July Term : December

★October Term : March   ●January Term : July】

↓ Interviewing the applicant and financial supporter will be taken at home country or via SKYPE.

### ③ Those who passed submit necessary documents to the Academy.

↓ 【☆April Term : October 20th   ○July Term : February 20th

★October Term : April 10th   ●January Term : August 10th】

↓ The application fee 30,000Yen should be transferred to the Academy at the same time.

### ④ Application for the Certificate of Eligibility

↓ 【☆April Term : Early December   ○July Term : Early April

★October Term : Early June   ●January Term : Early October】

↓ We submit the necessary documents to Immigration Bureau to apply for the certificate of Eligibility.

### ⑤ Application result from Immigration Bureau

↓ 【☆April Term : Late February   ○July Term : Late May

★October Term : Late August   ●January Term : Late November】

↓ We obtain the application result from the Immigration Bureau.

### ⑥ Notify the result to the applicant

↓ The results will be informed to the applicant as soon as possible.

\* For passed applicant: We will scan to you Certificate of Eligibility.

If you don't have a passport yet, please apply immediately.

↓ \* For failed applicant: Reasons for not passed from the Immigration Bureau and all certificates, personal documents will be returned.

### ⑦ Remit the school expenses

↓ 【☆April Term : Early March   ○July Term : Early June

★October Term : Early September   ●January Term : Early December】

↓ Those who received the announcement of passing will make the school expenses for the first year by international bank transfer.

### ⑧ Sending the Certificate of Eligibility

↓ Upon confirmation of school expenses transfer, we will send to the applicant the Certificate of Eligibility from the Immigration Bureau and necessary documents to apply for visa.

### ⑨ Apply for a visa in local Japanese Embassy or Consulate

↓ After receiving the certificate of Eligibility, the applicant should immediately apply for visa at Japanese Embassy in native country.

### ⑩ Arrival to Japan

↓ 【☆April Term : Early April   ○July Term : Early July

★October Term : Early October   ●January Term : Early January】

↓ Be sure to inform us landing date and time, flight number to Japan.

### ⑪ Entrance (to be held in the 8th of each term)

Entrance Ceremony, Orientation

#### ◆ Transfer bank account:

Bank name: The Kobe Shinkin Bank, Nagata Branch

Account number: (Savings account) 0347544

Account holder: KASUGA JAPANESE LANGUAGE ACADEMY

※ If you transfer from inside of Japan, account holder is Fukuyoshi Kabushikigaisha.

Through: Sumitomo Mitsui Banking Corporation, International Operation Dept (Osaka) Japan

Swift code: SMBC JPJTOSA

School address: 5-7-10 Miyamoto-dori, Chuo-ku, Kobe, Hyogo, Japan TEL:+81-78-222-0077

◆After receiving the Certificate of Eligibility, in case the student is unable to obtain the visa from the Japanese Embassy in native country or the student refuse going to Japan, we will return all the payments except for the application and entrance fees following the guidelines of the Association for the Promotion of Japanese Language Education. However, the student has to return to the Academy the Certificate of Eligibility and Admission Letter at first.

#### ◆ Ways of selecting applicants

- ① Selection will be held through interviewing applicant, financial supporter (guarantor) and application documents. The guarantor should come to the interview if he/she can.
- ② The interview will be held at designated place of applicant native country or via SKYPE.

#### ◆ Application Documents

##### **Important!**

Documents will be submitted to the Immigration Bureau for the issuance of "Certificate of Eligibility". Inspection of documents is extremely severe. Therefore, all documents should be gathered certainly.

- \* Please keep in hand a copy of all application documents before sending to us.
  - \* Please fill in all the AC date.
  - \* The "current address" column of the applicant, that it is not limited to household registration, please fill in the current address.
  - \* Note points when filling:
    - Handwriting or using personal computer.
    - In case of handwriting, please make extra copy sheets of application forms before filling.
    - Any incorrect, twice written is not permitted. In case of mistake, please rewrite on a new one from the beginning.
    - Date and time filled on the form must be accurate and same with the certificates.
  - \* Japanese Translation (The documents marked with ★ mark must be translated to Japanese language)
    - Please avoid handwriting of translation.
    - Please submit a "Translator description" including name, seal (signature), address and phone number of the translator.
  - \* About the Certificates
    - Validity period of each certificate is 3 months from the date of issued.
    - Each certificate should use the public letterhead organizations (school). Information about name, address, phone number should be presented.
- In addition, the name, seal, phone number of the issuer and representatives must be presented at the end of the document .

## A. Documents prepared by the applicant

**Fill-in documents must be made by the applicant**

Photos 5 photos (4cmx3cm)	Photos must be taken within the last 3 months. Name and nation must be written on the back side. No need to paste photo on the application form.
Application form★ (Academy prescribed Form)	Please see the sample. The Financial supporter's statement must be filled in the applicant's own writing.
Resume★ (Academy prescribed form)	<p>Please see the sample.</p> <p>① Education Until the application time, applicants must finish 12 years study. In case of less than 12 years, submit an official document issued by each educational institution.</p> <ul style="list-style-type: none"> <li>• In case of entering elementary school a year late or early, submit Certificate of enrollment period specified the reason why the applicant entered school in that age, issued by the elementary school.</li> <li>• If there is a grade-skipping, a certificate that stated the reason should be submitted.</li> <li>• In case of less or more 6 years with elementary school, 3 years for secondary school and 3 years for high school, please submit that certificate.</li> </ul> <p>② If the applicant has been living or coming in Japan, please state the length of stay, purpose of entry etc. (Please note that, if there are any difference with the data of entry, there will be doubts about the content of the application)</p> <p>③ Reason for studying abroad★ This is very important. Please specifically fill in the purpose and necessary of study Japanese in Japan. The point is that the applicant should show the enthusiasm for studying in Japan and clear purpose. Moreover, if you desire to go on to a higher stage of education, please indicate your future plan such as what do you want to study, or what kind of job do you want to do, ...</p>
The original of diploma or equivalent certificates from the last school attended★	<p>① In case of being studying at university, high school is considered as last academic background.</p> <p>② If the application time is just before the time of graduation, please submit the Certificate of expected graduation and send the original of Graduation Certificate immediately right after graduation.</p> <p>③ Graduation Certificate of high school must be submitted.</p>
Transcript from the last school attended★	<p>① Transcript should show all the results of your study.</p> <p>② It is necessary to have student number, enrollment period on the Transcript.</p> <p>③ Transcript of high school must be submitted.</p>
Certificate of Japanese language learning★	<p>① In case the applicant has studied in Japanese language school/center, please submit Certificate issued by the school/center. Learning period (completed or expected completion), course name, total attendance hours, number of hours (day / week) and total learning hours, attendance rate, results (excellent/ good/ pass/ not pass) etc must be included.</p> <p>② Those who have taken Japanese tests such as Japanese Language Proficiency Test, J.TEST, etc must attach a copy of Certificate, test result or admission ticket.</p>
Employment Certificate★ or Resignation Certificate★	Please describe clearly the period of working and job descriptions
Enrollment Certificate★ (For University Student)	<p>① Those who drop out school have to submit documents showing record of enrollment such as Transcript of Credits.</p> <p>② Enrollment period, student number, date of birth, department must be written clearly.</p>
An Oath ★ (Academy prescribed form)	

Copy of passport (no need in the case of non-acquisition)	All pages having records including the biographical page and cover page All pages with arrival/departure stamps (visa)
Certificates of achievements for university examination, high school graduation	(Please read the attached guidance documents) The applicants from Vietnam and China must apply it.

**B. Documents prepared by the financial supporter**  
**Fill-in documents must be made by the financial supporter**

- For the financial supporter residing in native country:

Letter of financial support★	Academy Prescribed Form (see the sample)
Documents proving the relationship between the applicant and the financial supporter★	<p>① Proof of relationship between the applicant and the supporter Submit documents of both the applicant and the financial supporter. If the financial supporter is not parents, please show supporting documents for the relationship between applicant's parents and the financial supporter. Except for parents, a picture of the applicant and the financial supporter is necessary too.</p> <p>② Photo or Color copy of Family registry (black &amp; white copy must be notarized) Submit full pages including the cover page. The contents should be the same with the current situation. In case supporter is not the parents, a copy of the supporter's family registry should also be attached.</p> <p>③ In case current address is different from address in the family registry, the documents to confirm the current address should be submitted.</p>
Certificate of Bank balance, documents proving property status★	
Photo or color copy of Saving Bank Book★ (in the recent 3 years)	<p>① It is necessary to make a full page copy. Black-white copy or photo taken by digital camera are not accepted.</p> <p>② Saving Bank Book must show how money has been saved until now, salary and daily living expenses...</p>
Employment Certificate★	<p>① Employment Certificate issued by company representative. (State clearly period of working, job position, tasks)</p> <p>② A copy of business license (Date of registration, business content)</p> <p>③ In case of doing business on his/her own, a business registration and business reports (recent 3 years) should be submitted.</p>
Income certificate★ ( in the recent 3 years)	Including salary, bonus, etc.,.
Income tax return certificate★ (in the recent 3 years)	Must be issued from an official institution. If not available, tax payment receipt is acceptable.
Written Oath (Academy prescribed form)	
Official copy of Identification Certificate★	Submit an official copy of Identification Certificate of the applicant and the parents. In case supporter is not parents, submit document of the supporter.

- For the financial supporter residing in Japan:

It is necessary for the financial supporter to live in Japan more than 2 years.

Letter of financial support★	Please see the sample.
Certificate of residence (including all household members)	
Certificate of registered seal	
Income Certificate (in the recent 3 years)	<p>① Income Certificate issued by the appropriate city hall or ward office in Japan (Withholding tax statement is not accepted)</p> <p>② A copy of the income certificate or final income tax return issued by the appropriate tax office (the seal of the tax office should be affixed to the document)</p>

Employment certificate	① Employment certificate issued by company representative (working period, title, and duties should be stated) ② In case of doing business on his/her own, a copy of business registration card or business license which includes the company name and store name (in the absence of such card or license, a copy of final income tax return for the prior year, with the seal of the tax office is acceptable.)
Supporting documents for property status(bank statement)	
Written Oath (the Academy Prescribed form)	

\* Noting points

- ① Please inform the person in charge of our Academy if the applicant would like to be returned any documents (such as the original diploma and transcript) among the submitted documents after application to the Immigration Bureau is over.
- ② All documents should be sent by registered special delivery mail (EMS, DHL,...) to Kasuga Japanese Language Academy.

If you have any questions, please contact the Academy.

**CONTACT INFORMATION**



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