

KasugaNihongoGakuin 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



〒651 - 0063 兵庫県神戸市中央区宮本通5丁目7 - 10  
5-7-10 Miyamoto-dori Chuo-ku Kobe-shi Hyogo 651-0063 Japan  
TEL ( 0 7 8 ) 2 2 2 - 0 0 7 7  
FAX ( 0 7 8 ) 2 2 2 - 0 8 7 7  
email : [info@kasuga-kobe.jp](mailto:info@kasuga-kobe.jp)  
<http://www.kasuga-kobe.jp>

## ◆ Courses Offered

Course	Admission time	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 holidays 9:00~16:30 (1 period: 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	16 persons / 16 persons	

## ◆ Requirements for Application

Persons who wish to apply to the Academy for admission must meet all of the following requirements:

- ① Persons who received a formal education for 12 years or longer in their home country;
- ② Persons who have experience to study Japanese more than 150 hours at Language school etc. (You need to have the results of above JLTP N5 Japanese examination.)
- ③ Persons who intend to study in a post-secondary institution in Japan, such as university, college, or technical school;
- ④ Persons who are sound physically and mentally and who observe Japanese laws and the Academy's regulations.

## ◆ Application Process

Applicants or their agent are advised to send to the Academy the required documents along with the application fee by the deadline. Those who apply from abroad should send the documents by express and registered mail or EMS, and they should wire transfer the application fee to the Academy's bank account. Remittance fee is at the applicants' expense.

	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 documents presentation period	Jun. 1st – Aug. 20th	Mar. 1st– April 30th	Jan. 10th – Feb. 15th	Sep. 1st – Oct. 31th
Application fee	30,000Yen	30,000Yen	30,000Yen	30,000Yen
Entrance fee	50,000Yen	50,000Yen	50,000Yen	50,000Yen
Course fee	725,000Yen	870,000Yen	1,015,000Yen	1,160,000Yen
Facility usage fee	25,000Yen	30,000Yen	35,000Yen	40,000Yen
Teaching materials and extracurricular activity fee	44,000Yen	53,000Yen	59,000Yen	68,000Yen
Health insurance premiums	24,000Yen	24,000Yen	26,000Yen	26,000Yen
Total	898,000Yen	1,057,000Yen	1,215,000Yen	1,374,000Yen

\* Health insurance premiums include life insurance premiums for sickness and injuries.

## ◆ Admission Process

### ① Application prepared

↓ Please read the Entrance Requirements carefully and prepare application documents

### ② First screening

↓ 【☆April Term : Late September   ○July Term : Middle of December

★October Term : Late March   ●January Term : Late July】

↓ An interview of an applicant and financial supporter is carried out local.

↓ When it cannot carry out there, it interviews using SKYPE

### ③ The Successful Students submit application documents to the Academy.

↓ 【☆April Term : During October   ○July Term : During February

★October Term : During April   ●January Term : Middle August】

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

### ④ Application for the Certificate of Eligibility (an approval of qualification for stay)

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

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

↓ The documents are submitted to the Immigration Bureau by the Academy to apply for their certificate of eligibility.

### ⑤ Notice from the immigration bureau about the application result

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

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

↓ The Academy will be notified from the immigration bureau about the application results.

### ⑥ Notice to the successful applicants about the examination result

↓ The successful candidates will be notified promptly by the Academy about the examination result by email, telephone, etc.

\* If the Academy receives the certificate of eligibility from the immigration bureau, the certificate will be sent to the successful candidates by fax or email.

\* If not, the notice of the result and the original documents including diploma will be returned to the applicants.

### 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 certificate by fax are advised to wire transfer the school expenses (the entrance fee and course fee) to the Academy's bank account no later than the prescribed date (see below for bank details).

### ⑧ Forward the certificate of eligibility

↓ Promptly upon the confirmation of receipt of the school expenses, the certificate from the immigration bureau and the documents necessary to receive a visa will be sent to the appropriate applicants.

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

↓ The successful applicants are required to submit their passport, the certificate from the immigration bureau, and the admission letter to Japanese Embassy or Consulate in native country to apply for a visa.

### ⑩ Arriving in Japan

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

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

↓ Be sure to give notification of the landing date and time, flight number to Academy in advance.

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

Entrance Ceremony, Orientation

◆ School expenses should be forwarded by wire transfer to:

Bank name: Kobe Credit Union (The Kobe Shinkin Bank) Nagata Branch A/C No. 0347544

Account holder: Kasuga Nihongo Gakuin

Bank address: 2- 1-6 Nagata-cho Nagata-ku Kobe Japan TEL:+81-78-621-6001

(Through: Sumitomo Mitsui Banking Corporation, international operation dept (osaka) Japan)

(Swift code: SMBC JPJTOSA)

※ If you forward from inside of Japan, Account holder is Fukuyoshi Kabushikigaisha.

(Same A/C No. as above)

- ◆ After receiving the certificate of eligibility from the Japanese immigration authorities to stay in Japan, in the event that the student is unable to obtain a proper visa from the Japanese embassy or consulate in his or her country or the student decides not to join the Academy, Kasuga Japanese Language Academy, in accordance with guidelines by the Association for the Promotion of Japanese Language Education will refund all money received from the student except for the application and entrance fees. However, the student will be required to send the stay authorization permit and school entrance permit to the Academy before the refund can be made.

◆ Ways of selecting applicants

- ① Selection will be held by interviewing applicant, financial supporter and through application documents. The financial supporter should come to an interview as she/he can.
- ② The interview will be held in a designated place in native country by Academy or via SKYPE.

◆ Application Documents

**Important!**

Because of the severe examination of the Immigration Bureau, for the issuance of "Certificate of Eligibility" (required for applying for visa), all submitted documents must be accurate.

- \* Please keep in hand a copy of all submitted documents,
- \* Please fill in all the AC date.
- \* The "current address" column, that it is not limited to household registration, please fill in the current address.
- \* Note points when filling:
  - Please make extra copy sheets of application forms before filling.
  - Any correction, twice written is not permitted.
  - If there is any mistake, please rewrite on a new form from the beginning
  - Date and time filled on the form must be accurate and according to the certificates,
- \* Japanese Translation (The documents marked with ★ mark must be translated into Japanese. Documents in English are unnecessary to be translated)
  - Certificates as well as Resumes, Reason for studying abroad, letter of remittance must be translated into Japanese. Please avoid handwriting of translation.
  - At the end of the translation form, please put name, seal, address, phone number of the translator. If possibility, a "translator description" should be included in Attachment)
- \* About the Certificates
  - Validity period of each certificate is three months from the date of issue.
  - 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 .
- \* Write your age at your last birthday (Please add 1 year old if your birthday is over)

## A . Documents to be prepared by the applicant:

The documents to be filled out must be handwritten by the applicants.

Photos 5 photos (4cmx3cm)	Photo must be taken within the last 3 months Name and nationality must be written on the back side. There is no need to be pasted on the application form.
Application form (Academy prescribed Form)	Please see the sample. The Financial supporter's Statement must be filled in by the applicant.
Resume (Academy prescribed form)	Please see the sample. ① Education (academic background) Until the application time, applicants must finish 12 years of studying. In case of less than 12 years, please give an explanation in a separated sheet. If there is a grade-skipping, a certificate that stated the reason should be submitted as well. In case of less or more 5 years with elementary school, 4 years for secondary school and 3 years for high school, please explain the reason in a separated sheet. ② Doing so without spaces in the education and working history. ③ If the applicant has been in Japan, please state the length of stay, purpose etc, in a proper way. Keep in mind that if there are any differences the Immigration Bureau is surely noticed. ④ Reason for studying abroad★ This is very important . Please specifically fill in the purpose and necessary of study in Japan. The point is that the applicant should show their enthusiasm for studying in Japan. Moreover, please indicate your future plan such as intention of going to university, finding a job, etc.,
The original of diploma or equivalent certificates from the last school attended★	① In case of being studying at university, submit the Graduation Certificate of High School ② In case that Graduation Certificate has not been issued, please submit the Temporary Certificate. After acquiring the original one, please submit to the School.
Transcript from the last school attended★	① Transcript that shows all process and grades of your study ② It is necessary to have student number, date and time on the Transcript.
Certificate of attendance issued by a Japanese language school★	① It is important to be showed information such as: date and time of the course, period of studying, course name,etc,. Besides, the number of periods per day, attendance, course results is necessary too. ② Those who have taken a Japanese Proficiency Test must attach a copy of the Certificate or the test notice.
Employment and Retirement Certificate★	Period of service and duties must be stated.
Certificate of studying★ (For University Student)	① Certificate of student registration. ② Period of studying, student number, date of birth, department.
An Oath (Academy prescribed form)	
Certificates of achievements for university examination, high school graduation	(ways of confirmation please read separate guidance documents)

B . Documents to be prepared by the financial supporter:

**The documents to be filled in must be handwritten by the financial supporter**

- For the financial supporter residing in native country:

Expense payment statement★	Academy Prescribed Form (see the sample)
Supporting documents for the relationship between the applicant and the financial supporter	<p>① A copy of a family register, residence registration certificate★ If the financial supporter is not parents, please show supporting documents for the relationship between applicant and the financial supporter. In addition to this, a picture of those people (applicant and financial supporter) is necessary too.</p> <p>② Copy of residence registration (color copy; black &amp; white copy will not be accepted). Should submit a copy from the first page, contents should be accurate to current status. In case supporter is not the parents, a copy of the supporter's residence registration should also be attached.</p> <p>③ In case current address is different from address in the residence registration, a document to confirm the current address should be submitted.</p>
Supporting documents for property status	Bank Statement Saving Bank Book
A Copy of Saving Bank Book Color Copy in the recent 3 years	<p>① It is necessary to make a copy from the first page Color copy, not a picture</p> <p>② Deposit, income and accommodation Certificates</p>
Employment Certificate★	<p>① Employment Certificate is issued by a appropriate company. (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 own, a business registration and business reports (recent 3 years) should be submitted)</p>
Income source certificate★ ( in the recent 3 years)	Including salary, bonus, etc.,
Income tax return certificate★ (in the recent3 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 the official copy of Identification Certificate of applicant and the parents or of the financial supporter.

- For the financial supporter residing in Japan:

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

Expense payment certificate (the Academy's prescribed form)	Please see the sample.
Residents registration certificate (including all household members)	
Seal impression certificate	
Income source certificate (in the recent 3 years)	<p>① Income source certificate issued by the appropriate city hall or ward office in Japan</p> <p>② A copy of the income source 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	<p>① Employment certificate issued by the appropriate company (the period of service, title, and duties should be stated)</p> <p>② In case of doing business on his 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.)</p>
Supporting documents for property status(bank statement)	
Written Oath (the Academy Prescribed form)	

\* Guarantor

- ① For those whose have financial capacity (self-funded of parents), the Institute will be the guarantor during the time in Japan.
- ② Documents to prove financial capacity must be identified and accurate. Such documents like Property Status Certificate, Income source Certificate, etc, are necessarily notarized.
- ③ Person who is not able to prove their financial capacity will not be accepted by The Immigration Bureau so that the Institution will not accept this person too.
- ④ Because documents required for proof of financial capacity is different from each person, please contact the Institute or International Education Center for consultation.

\* Noting points

- ① It is necessary for the applicant to inform the Institute or the person in charge if he/she would like to receive submitted documents (such as the original diploma ) after submitting to the Immigration Bureau.
- ② All documents should be sent by registered special delivery mail (EMS) to Kasuga Japanese School.

If you have any questions, please contact the Academy.

お問い合わせ先



〒651-0063 兵庫県神戸市中央区宮本通5丁目7-10  
5-7-10 Miyamoto-dori Chuo-ku Kobe-shi Hyogo 651-0063 Japan  
TEL (078) 222-0077  
FAX (078) 222-0877  
email : info@kasuga-kobe.jp