

**For Admission in April and October 2020**

# **Application Guidelines**

## **JLC Language Institute**

**1-10-22 Shinsakae, Naka-ku**

**Nagoya, Aichi, 460-0007**

**JAPAN**

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**<http://www.jlc-nihongo.com>**

## COURSES

Course	Entry	Duration
Two Year Academic Advancement Course	April	2 Years
One Year and Six Month Academic Advancement Course	October	1 Year and 6 Months

## Requirement for Admission

Applicants who meet all the following criteria may apply for the course.

1. Those who have completed, or are expected to complete, 12 years or more of formal education
2. Those who are able to pay the school fees and living expenses required for studying in Japan
3. Those who have taken a course in Japanese for 150 hours or more and possess at least JLPT N5 level of Japanese language ability
4. Those who are sincere, diligent, and eager to learn

## Application Documents

### ◆Instructions

- ①Application documents must be filled in by the applicant and financial sponsor.
- ②If any false statement is found, you will not be accepted. If false statement is found after the applicant is accepted, the acceptance may be revoked.
- ③Any certificate or document in a language other than Japanese or English must be accompanied by a translation into either Japanese or English.
- ④Required documents might differ from the followings depending on the nationalities.
- ⑤There may be cases where JLC asks you to submit additional documents.

### ◆Documents for Applicant

Documents	Points of Attention
① Application for Admission	【Prescribed Form】 To be filled in by applicant
② Personal Records	【Prescribed Form】 To be filled in by applicant
③ Diploma of final education (or Certificate of Expected Graduation)	【Original】 Please refer to Note 3.
④ Academic Transcript of final education	【Original】 Please refer to Note 3.

⑤	Student Registration Certificate and Academic Transcript (if the applicant is currently a student)	<b>【Original】</b> Record of all academic years is required. Please refer to Note 3.
⑥	Document to certify Japanese ability (Document to certify learning history of Japanese)	Please submit the following documents. (1) Japanese-Language Proficiency Test Certificate of Result and Scores (2) NAT-TEST Score Report and Certificate of Proficiency (3) J-TEST Certificate of Japanese Ability and Score Report (4) Original certificate issued by Japanese language institution Please refer to Note 1.
⑦	Photocopy of Passport	If available. Please copy all pages, including blank pages.
⑧	8 Photos (4cm × 3cm)	Photos taken by digital camera cannot be accepted. Please refer to Note 2.
⑨	Certificate of Employment	If you are currently employed.
⑩	Letter of Guarantee	<b>【Prescribed Form】</b> To be filled in by guarantor
⑪	Written Pledge	<b>【Prescribed Form】</b> To be filled in by applicant

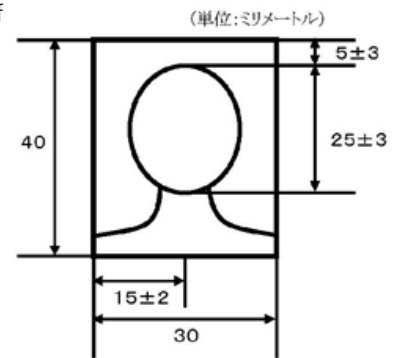
Note 1: You are strongly recommended to submit certificate and reports of JLPT, NAT-TEST or other examination.

Note 2: Please attach ID photos of yourself taken within 3 months prior to application, showing a front view above chest level with a plain background. Caps and hats are not allowed.

(4 cm in height and 3 cm in width)

See the figure on the right.

Note 3: JLC will return the original diploma and academic transcript after the screening by the Immigration Bureau. If you are currently enrolled in university or on a temporary leave from university, please submit the registration certificate of university and the academic transcript of high school.



(mm)

(HP of Immigration Bureau)

#### ◆ Documents for Sponsor

Required documents differ depending on the person who pays.

<b>1. If the applicant pays himself / herself</b>	
① Bank Certificate of Applicant's account	<b>【Original】</b>
② Certificate of Employment	<b>【Original】</b>
③ Certificate of Income and Amount of Tax Paid (for the past 3 years)	<b>【Original】</b>
④ Documents to show the process of asset formation	e.g. Copy of bankbook
⑤ Explanation of Funds Formation Process	<b>【Prescribed Form】</b> To be filled in by applicant.

<b>2. If applicant's parent(s) or relative living in a country other than Japan pay</b>	
① Document of Financial Sponsorship	<b>【Prescribed Form】</b> To be filled in by sponsor.
② Bank Certificate of Sponsor's Account	<b>【Original】</b>
③ <ul style="list-style-type: none"> <li>• Certificate of Employment (if the sponsor is a company employee)</li> <li>• Copy of Corporation Registry etc. (if the sponsor is a company officer)</li> <li>• Copy of Business License Certificate etc. (if the sponsor is a self-employed worker)</li> </ul>	Documents to show the length of work
④ Certificate of Income and Amount of Tax Paid (for the past 3 years)	<b>【Original】</b>
⑤ Documents to certify the relationship between the applicant and sponsor	e.g. Certificate of Relations, Birth Certificate
⑥ Copy of Sponsor's ID Card	A copy of passport is acceptable.
⑦ Documents to show the process of asset formation	e.g. Copy of bankbook
⑧ Explanation of Funds Formation Process	<b>【Prescribed Form】</b> To be filled in by sponsor.

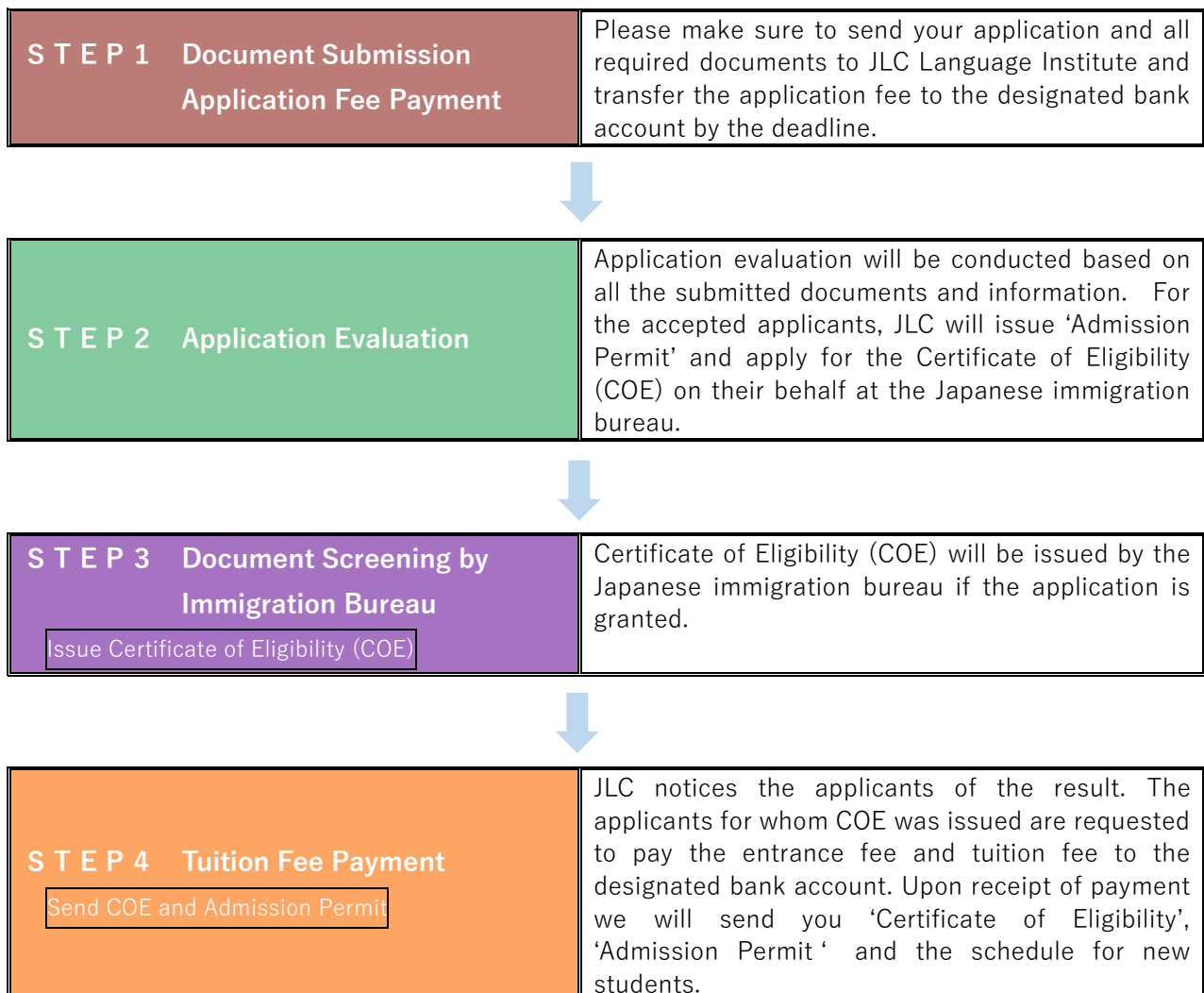
<b>3. If applicant's parent(s) or relative living in Japan pays</b>	
① Document of Financial Sponsorship	<b>【Prescribed Form】</b> To be filled in by sponsor.
② Bank Certificate of Sponsor's Account	<b>【Original】</b>
③ <ul style="list-style-type: none"> <li>• Certificate of Employment (if the sponsor is a company employee)</li> <li>• Copy of Corporation Registry etc. (if the sponsor is a company officer)</li> <li>• Copy of Business License Certificate etc. (if the sponsor is a self-employed worker)</li> </ul>	Documents to show the length of work
④ Documents to show the process of asset formation	<b>【Original】</b>
⑤ Documents to certify the relationship between the applicant and sponsor	e.g. Certificate of Relations, Birth Certificate
⑥ Residence Certificate or Certificate of Registered Matters	For all household members
⑦ Copy of Passport and Residence Card	Only non-Japanese citizen
⑧ Seal Registration Certificate	The registered seal must be stamped on the document.
⑨ Documents to show the process of asset formation	e.g. Copy of bankbook
⑩ Explanation of Funds Formation Process	<b>【Prescribed Form】</b> To be filled in by sponsor.

## Process from Application to Enrolment

### ◆Schedule

	April 2020 Enrolment	October 2020 Enrolment
(1) Application Deadline	10 Nov, 2019	30 April, 2020
(2) Document Submission to the Japanese Immigration Bureau	4-6 Dec, 2019	Around 11 June, 2020
(3) Receive Certificate of Eligibility	Around 22 Feb, 2020	Around 24 Aug, 2020
(4) Tuition Fee Payment Deadline	Around 5 Mar, 2020	Around 5 Sep, 2020
(5) Apply for Student Visa	Around 10 Mar, 2020	Around 10 Sep, 2020
(6) Receive Visa	Around 20 Mar, 2020	Around 20 Sep, 2020
(7) Arrive in Japan	Apr 2020	Oct 2020

### ◆Flow from Application to Enrolment





<b>STEP 5 Apply Student Visa</b> Receive Visa Book Flight	Please apply for the student visa at Japanese embassy/consulate in your country. After you acquire a visa, please book a flight immediately and inform us of your arrival date. You are recommended to arrive in Japan on our designated date. If you want to be met by JLC staff at the airport, please inform us as soon as possible.
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<b>STEP 6 Arrive in Japan</b>	You may be met by JLC staff at the airport if you wish.
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<b>STEP 7 Enrol at JLC Language Institute</b>	The class starts after the entrance ceremony and orientation.
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## Tuition and Fees

Please pay the total fees for first year to our designated bank account within a week after the COE is issued. We will send you the admission permit and COE in exchange for the payment certificate.

Two Year Course (April Entry)

Items	First Year	Second Year	Total
Application Fee	¥30,000	/	¥30,000
Admission Fee	¥50,000	/	¥50,000
Tuition	¥600,000	¥600,000	¥1,200,000
Others	¥70,000	¥70,000	¥140,000
<b>Total</b>	<b>¥750,000</b>	<b>¥670,000</b>	<b>¥1,420,000</b>

### One Year and Six Month Course (October Entry)

Items	First Year	Second Year	Total
Application Fee	¥30,000		¥30,000
Admission Fee	¥50,000		¥50,000
Tuition	¥600,000	¥300,000	¥900,000
Others	¥70,000	¥35,000	¥105,000
Total	¥750,000	¥335,000	¥1,085,000

◆ Notes:

- ※ Application Fee 30,000 yen shall be paid at the time of filling application.
- ※ The application fee is non-refundable under any circumstances.
- ※ You may be required to pay for some school events apart from the amounts stated above.
- ※ These amounts are for admission in April and October 2020. They may be subject to change for admission in April 2021.
- ※ For other expenses, you must pay the National Health Insurance premium (approx. 15,000 yen per year.)

### Bank Information

Please transfer the application and tuition fees to the following account.

Bank: Sumitomo Mitsui Banking Corporation  
Branch: Tenroku Branch  
Address: 6-4-20 Tenjinbashi, Kita-ku, Osaka, 530-0041, JAPAN  
Tel: (+81)6-6358-2135  
Type of Account: Savings Account  
Account No. :7084873  
Branch No. : 130  
Account Name: KFZ Co. Ltd  
Swift Code : SMBC JP JT

### Enquiry and Application

<JLC Language Institute Admissions Office >  
1-10-22 Shinsakae, Naka-ku, Nagoya, Aichi, 460-0007 JAPAN  
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