

Applicant screening (Document Examination & Skype Interview is required)

Target countries: Taiwan, Korea, EU&US, AUS, NZL etc.

# Brochure for the admission to The Academy and the Dormitory 2017 October Session

University Preparatory Course designated by the Ministry of Education and Science

Training School authorized by Fukuoka Prefecture Government

Authorized School by Association for the Promotion of Japanese Language Education

**Educational Foundation Nakamura Eisugakuen**

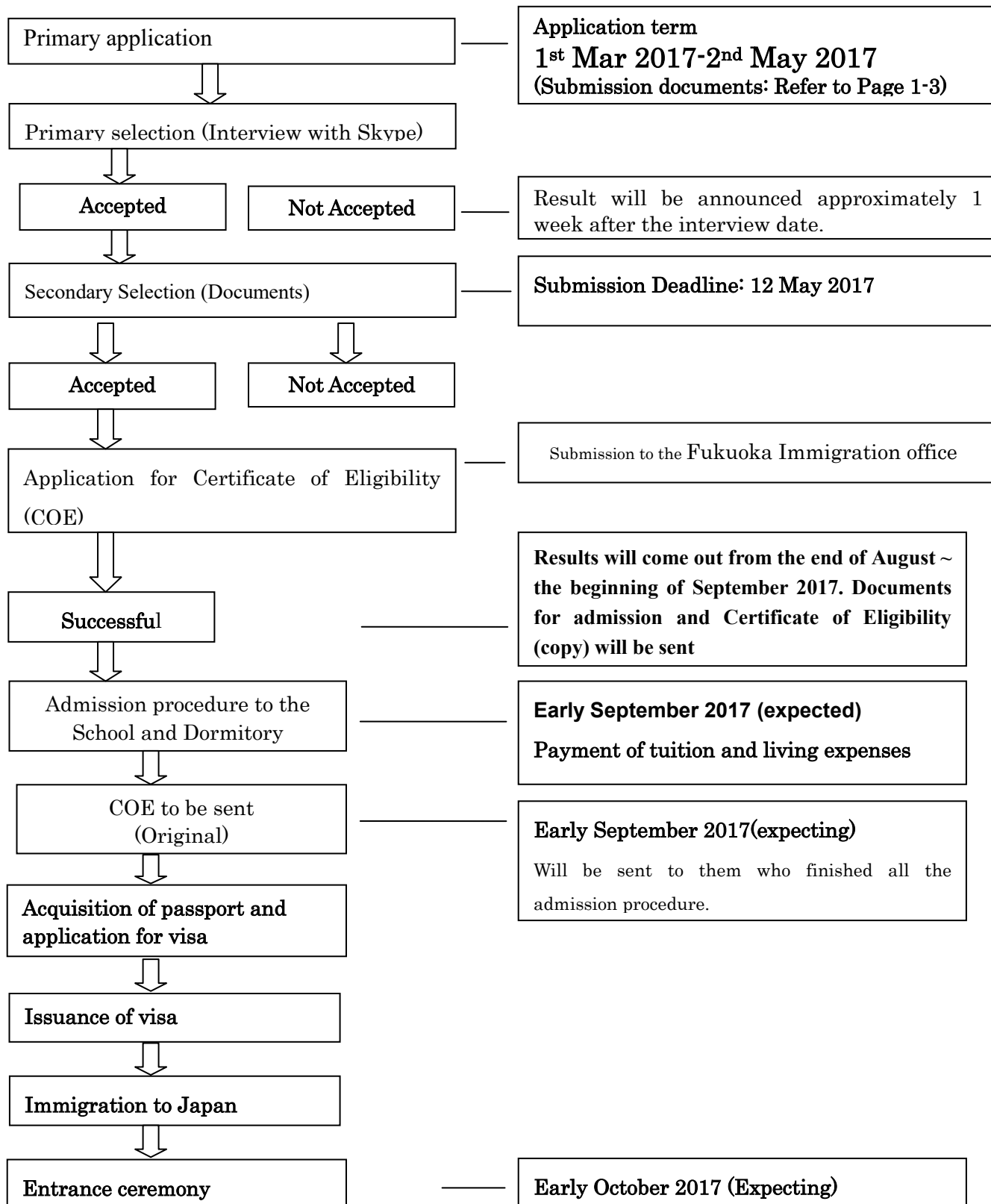
**Kyushu Eisu Gakkan**

**Japanese Language School**

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## Steps from application to immigration and admission



※The schedule after admission to school and dormitory will be given in the document “Admission to the School and Dormitory for October 2017”. There is possibility of changes to the schedule.

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# Application guideline

## 1. Course and capacity

Dept.	Course	Contents	Period	Capacity	Status
Japanese Language	University Preparatory Course	Japanese, English, Math etc., (basic subjects)	1.5 years	150	College student 2 years
	Japanese Language Course	Japanese language and Japanese culture	1.5 years	20	College student 1 year
			1 year	5	

※ Course which is mentioned in the Acceptance letter, issued by this school cannot change after admission.

※ This Brochure is especially for Nepal, Vietnam, Myanmar, India & Sri Lanka.

## 2. Qualification for application

### (1) Academic background

#### ① University Preparatory course

This course is designed for those who have completed high school education in a foreign country, and want to enter a Japanese university after graduation from this academy. (This course permits who have not studied for 12 years in their home countries to take Japanese university entrance exam)

Those who want to enter a Japanese graduate school (Master's Degree) after graduation from this Academy must have completed 16 years of schooling and graduated from a four-year university.

#### ② Japanese language course

Qualified applicants are as mentioned above.

### (2) Basic academic knowledge and Japanese language ability

#### ① Applicant's who have basic academic fitness to enter a Japanese university.

#### ② Applicant must be motivated to learn Japanese, and possess ability in Japanese language equal to **N5 in JLPT (learning period more than 150 hours)** and enjoy challenges.

### (3) Age limitation

Applicants who fulfill the above condition should apply within 5 years of graduation from the last school they attended.

### (4) Living cost in Japan

Applicants must be able to pay tuition fees and living costs during their stay in Japan.

### (5) Others

Applicants must be physically and mentally sound, and ready to comply with Japanese laws.

## 3. Schedule of Primary selection procedure

(Application deadline, Skype interview Date & Time, Document submission deadline)

(In Principle: for Taiwan, Korea, Western Countries and etc.)

Application Period	Skype Interview Date	Document submission Deadline
1 <sup>st</sup> March 2017~2 May 2017	March, April (Date will be informed)	~12 May 2017

Note: Please submit all the documents earlier than above mentioned deadline in case of applying from Educational Consultancies or Agencies.

## 4. Primary documentation procedure

### Documents to be submitted (Refer to page.3) for primary selection

1. Application form (Prescribed format: The purpose of study ; About 350 words in English , Japanese translation must be attached)
2. Graduation certificate & Transcript from the last school attended
3. Guarantee letter for payment
5. Relationship certificate between the applicant and the financial supporter
7. Certificate of Japanese language study ,JLPT or J-test report card

※ Please send the above mentioned documents via e-mail

**[Address]** Kyushu Eisu Gakkan Japanese Language School  
1-5-30, Maizuru, Chuo-ku, Fukuoka, Japan 810-0073  
Tel: +81-92-713-5720 Fax: +81-92-713-5718

**[E-mail]** info@kyushu-eisu.ac.jp

## 5. Skype interview (detail & time)

In this Skype interview questions will be asked about Name, age, educational background, purpose of study, Japanese language proficiency & financial supporter, which are written in the application form. Time for an interview is from 5min to 20min. It varies from person to person.

## 6. Screening procedure & result announcement

- ① According to the synthetic judgment of examination, successful applicants will be selected.
- ② Result will be announced in a week after the interview.

## 7. Secondary Documentation Procedure

### (1) Documents submission

1. Please refer to the next page in details (page 3). In principle all the necessary documents will be submitted within 2 weeks from the result announcement. **Deadline: 12 May 2017**
2. If not submitted within the deadline, application will be cancelled. It will be also cancelled in case of a lack of documents of defective information.

### (2) Payment of application fee

1. An application fee of ¥ 30,000 will be transferred to the prescribed bank account as below or will have to pay to the related consultant agencies .please take a receipt in both cases. However it wouldn't be return by any reason.
2. Detail of the Bank Account  
The Nishi-nippon City Bank, LTD Akasakamon Branch, Fukuoka, Japan  
**Saving Account No.** 1382917 **SWIFT CODE:** NISJPJT  
Account holder: Educational Foundation Nakamura Eisu Gakuen  
Our address: 1-5-30, Maizuru, Chuo-ku, Fukuoka, japan 810-0073  
Our Tel: +81(092) 713-5720 Our Fax: +81(092) 713-5718

### (3) Documents to be submitted (Refer to the page No. 3)

2. Graduation certificate and Transcript from the last school attended (Original)
3. Guarantee letter for payment (Original)
4. Bank Balance certificate of the financial supporter showing balance (at least 2 million yen) must be submitted. It must be issued after April 1, 2017.
5. Relationship certificate between the applicant and the financial supporter (Original)
6. Employment or Enrolment certificate (Original)
7. Certificate of Japanese language study JLPT or J-test report card (Original)
8. Employment and income certificates of the financial supporter of past 3 years (Original)
9. Medical certificate (Original)
10. Photographs (11 copies)
11. Dormitory application letter (who wants to stay in our dormitory)

### (4) Screening procedure & Result announcement

- ① Submitted documents will be checked and In case of having any defect, doubt or mistake in any documents, we may request for correction.
- ② Please submit documents within 2 weeks after the primary selection result announcement
- ③ Only Original certificates like Academic Qualification, family relationship etc. will be returned back to unsuccessful applicants.

## 8. Application of COE (Certificate of Eligibility)

- (1) Applicants who have cleared all the documentation procedure will be applied for the Eligibility Certificate to the Fukuoka Immigration Authority. Recipient number will be notified.
- (2) After the COE is issued, we will notify the applicants and send its copy along with <Admission procedure to the Academy and Dormitory for 2017 October session> and the applicant must complete the admission formalities before the deadline.

**Documents list >> Japanese translation must be attached when mentioned.**

1	Application form (prescribed format)	Prescribed form must be clearly filled with necessary information. * <b>Japanese translation of <u>purpose of study</u> must be attached.</b> A photograph taken within three months (4cm×3cm) must be pasted.
2	①Original graduation certificate from the last school attended	If the applicant entered an elementary school at an age older or younger than the average entering age of compulsory education, statement of reasons must be submitted. * <b>Japanese translation must be attached</b>
	②Transcript from the last school attended	School or college transcripts for all semesters at the last school graduated. * <b>Japanese translation must be attached</b>
3	Letter of Sponsorship	Prescribed form. The financial supporter's signature must be on it. * <b>Japanese translation must be attached</b>
4	Balance certificate	Bank Balance certificate of the financial supporter showing balance (at least 2 million yen) must be submitted. It must be issued <b>after April 1, 2017.</b>
5	Relationship certificate between the applicant and the financial supporter	a. Documents issued by a notary public proving the financial supporter's relationship with applicant. If the financial supporter is not a member of the same family, their relationship must be stated.
		b. If the financial supporter is not a member of the Relatives, their relationship and a certificate stating that he/she can support the applicant must be stated. * <b>Japanese translation must be attached</b>
6	Employment or student certificate	Those who are working now or had work experience in the past must submit an employment certificate issued by the responsible person showing company's name, address and tel. number with seal and sign. Those who are students must submit enrollment certificate * <b>Japanese translation must be attached</b>
7	Certificate of Japanese language study Or J-test report card	Prescribed form. Must be issued by the head of the institute. Must have the ability equal to <b>N5 of the Japanese language proficiency test (learning period more than 150 hours)</b> . Those who are studying now must show that they have already learned for more than 150 hours at the issuing date of this certificate.
8	Employment and income certificates of the financial supporter	Employment certificate issued by the responsible person showing company's name, address and tel. number with seal and sign. Income certificate for 3 years is needed. * <b>Japanese translation must be attached</b>
9	Medical certificate	Medical check done using the prescribed form must be completed within 1 month prior to application.
10	Photographs (8 copies)	Size 4cm×3cm. Taken within 3 months. Upper half, full-face, <b>colored photograph</b> without hat. Put name and date of birth on each reverse side.
11	Dormitory application or Address Report	Those who want to apply for dormitory must fill the prescribed form, and those who do not want to enter the dormitory must inform us their address in Japan.
12	Application fee	¥30,000 must be paid to our office directly or remitted to the prescribed bank account (page 2). When you remit to the bank, a copy of the "Application for Remittance" with applicant's name must be sent to us.

※ Documents above form 1~7 are necessary for inspection of the immigration authority. Above 8 may request to submit on a process of inspection by the immigration authority.

※ Submit a copy of your passport if you already have one.

※ Applicants who had applied for a certificate of eligibility in the past must inform the school.

## 9. Admission procedure

### (1) Admission Method

- ① As soon as the COE is issued by the Fukuoka Immigration Authority, we will send you its copy along with <Admission procedure to the Academy and Dormitory for 2017 October session> and the applicant must complete the admission formalities before the deadline. **If failed to do so, the applicant will be regarded as a defaulter.**
- ② Admission procedure deadline  
It will be informed through <Admission procedure to the Academy and Dormitory for 2017 October session>.
- ③ Documents for admission  
Promise letter and guarantee letter (Prescribed form) 1 copy

### (2) Tuition fees and Other Expenses

#### Tuition

##### 【University Preparatory course : 1.5 years】

	1 <sup>st</sup> year annual payment	2 <sup>nd</sup> year annual payment	Total
Admission fee	¥70,000		¥70,000
Facilities fee	¥60,000		¥60,000
Tuition fee	¥640,000	¥300,000	¥940,000
Total	¥770,000	¥300,000	¥1,070,000

##### 【Japanese Language course : 1.5 years】

	1 <sup>st</sup> year annual payment	2 <sup>nd</sup> year annual payment	Total
Admission fee	¥70,000		¥70,000
Facilities fee	¥60,000		¥60,000
Tuition fee	¥580,000	¥290,000	¥870,000
Total	¥710,000	¥290,000	¥1,000,000

##### 【Japanese Language course : 1 year】

	annual payment
Admission fee	¥70,000
Facilities fee	¥60,000
Tuition fees	¥580,000
Total	¥710,000

#### Other Expenses

	University Preparatory course : 1.5 years	Japanese Language course : 1.5 years	Japanese Language course : 1 year
National health insurance	¥28,500	¥28,500	¥19,000
Fee for medical check	¥8,000	¥8,000	¥4,000
Traffic insurance	¥75,000	¥7,500	¥5,000
Alumni fee	¥10,000	¥10,000	¥10,000
Total	¥54,000	¥54,000	¥38,000

#### 1. National health insurance

- ① We have a national health insurance system in Japan and this system is equally applied to foreigners as well. An insured student need to pay 30% of the medical costs.
- ② All students must subscribe for national health insurance. School keeps the money for annual payment and pays it to the Health Insurance and Pension Section of Fukuoka City (each ward office).

#### 2. Fee for medical check up

According to the School Health Law, students must take medical check once a year (X-ray and blood test).

#### 3. Traffic insurance

Medical costs for injury or any penalty caused by accident will be paid by the insurance company.

#### 4. Alumni fee (refer to page 5)

## **Payment method**

Choose (I) or (II) from the following method of payment for each course

### (A) University preparatory 1.5 year course

	Tuition fees	Trust money		Total
(I)	for 1.5years	¥1,070,000	¥54,000	¥1,435,000
(II)	for 1 <sup>st</sup> year	¥770,000	¥65,000	¥835,000

### (B) Japanese language 2 year course

	Tuition fees	Trust money	Total	
(I)	for 2years	¥1,290,000	¥65,000	¥1,355,000
(II)	for 1 <sup>st</sup> year	¥710,000	¥65,000	¥775,000

### (C) Japanese language 1 year course

Tuition fees	Trust money	Total
¥710,000	¥38,000	¥748,000

## **(3) Payment procedure at the time of admission**

The payment (above amount) should be made to the designated bank account (page 2). In order to inform us of your payment, a copy of <Application for Remittance> with applicant's name on must be sent with the promise letter and guarantee letter.

- (4) The admission approval certificate and Eligibility Certificate (original) will be sent to those who complete the admission procedure.
- (5) Successful applicant with COE, should go to the local Japanese Embassy or consulate to apply for a student VISA.
- (6) Notify your schedule of arrival by sending a copy of Air ticket booking slip to this school. In case it might not be possible to pick you up at the airport.
- (7) Entrance Ceremony; the beginning October 2017
- (8) Payment of 2<sup>nd</sup> grade (tuition fee) 2nd semester will be **31<sup>st</sup> July 2018(Tue)**.

## **<Scholarship Program>**

### (1) Selection of scholarship students

Academic results of the last school attended, attendance and result of the Entrance exam test will be considered as criteria for selection of scholarship students.

### (2) Type of scholarships and the amount of tuition fees to be exempted

Scholarship student A type: ¥300,000 will be exempted from the 2<sup>nd</sup> year tuition fees.

Scholarship student B type: ¥100,000 will be exempted from the 2<sup>nd</sup> year tuition fees.

## **<Kyushu Eisu Gakkan Alumni>**

Kyushu Eisu Gakkan Alumni was formed on Nov 3, 2007. It has been 25 years since our Academy was opened in 1991 and more than 5,000 students have graduated. Among the graduates, there are people who have established themselves in the society and many of them are still enrolling in the graduate or undergraduate level. The aim of formation of the Alumni is to promote mutual relations among the members, with the Academy, and contribute to the social development.

All the students of this Academy will become members of Kyushu Eisu Gakkan Alumni and pay the subscription. Subscription is **¥ 10,000 (entry fee ¥ 5,000 and membership charge ¥ 5,000)**. Subscription will be paid at the time of admission to the Academy and the Dormitory and this amount will be transferred to the bank account of the Alumni later.

At present there are branch alumni offices in Shenyang and Shanghai. In the future branch offices will be opened in other cities and in the universities where our graduates enroll.



# Guideline for entry into Dormitory

## 1. Capacity

Nishijin International dormitory (new building for girls and old building for men) 210 people

- Notes**
- ① The Academy will assign the room for those who complete all the procedures to enter into dormitory. When all the rooms are filled up, we can introduce some agencies for private apartment rooms.
  - ② In principle the boarder is allowed to stay in the dormitory till the end of Sep 2017.

## 2. Facilities

	Boarder/room	Furnishings /room	Common facilities
Nishijin International dormitory	1 person 2 person 4 person	desk, chair, locker, bed, air conditioner, toilet, refrigerator, bathroom, internet line	vending machine, gas tables, coin laundry, big size TV, computer, etc.

※ These rooms are basically for two or four persons.

## 3. Fees

- ※ Monthly dormitory fees does not include blanket rent, electricity and water bills. The boarder must pay them by himself / herself.
- ※ Food will not be provided in the dormitory. There are gas tables for common use.
- ※ The deposit money is for key, equipments and furnishings. When the boarder leaves the dormitory, the deposit money will be paid back excluding the costs of refrigerator use (¥2,000 for each room for six months), garbage disposal (¥150 per month ), Internet charge (¥1,800 per month ), charge for picking up from the airport(¥1,000), key, bedding, equipments & furnishings repair, etc.

## 4. Admission procedure to the dormitory

- ① Application form and Promise letter for entrance to the dormitory (prescribed form) must be submitted.
- ② The following payment of total dormitory related charge must be paid with their tuition fee.

### Dormitory related charge

	Admission fee	Dormitory fees		Deposit	Total
2 persons	¥50,000	for 6 months	¥108,000	¥30,000	¥188,000
4 persons	¥25,000	for 6 months	¥72,000	¥20,000	¥117,000
1 person	¥100,000	for 6 months	¥216,000	¥60,000	¥376,000

\*Approval for entering into dormitory will be mailed to those who have completed the admission procedure to the dormitory. This approval letter should be submitted to the dormitory when the student enters into dormitory

# Return of Payment

## (A) Paying back the fees before admission

- 1) If the applicant does not apply for a student visa, in spite of getting Eligibility Certificate and completing all the procedures for admission, all other fees except application fee and refund fee (¥30,000), will be refunded, On condition that the **acceptance letter** and Eligibility Certificate are returned to us.
  - 2) If the applicant is refused to get visa and cannot enter in Japan, in spite of getting Eligibility Certificate and completing all the procedures for admission, all other fees except application fee and refund fee (¥30,000), will be refunded, on condition that the applicant returns the **acceptance letter** and the copy of the pages of the passport showing that the visa is not issued.
  - 3) If the applicant declines admission before coming to Japan, after getting visa, in spite of completing all the procedures of admission, all other fees except application fee and refund fee (¥30,000), will be refunded, on condition that the applicant returns the acceptance letter and a copy of the pages of the passport showing that the visa is not used and cancelled.
- ※ The international bank transfer fees must be carried by the applicant in all of three conditions.

## (B) Paying back the fees after entrance

1. Paying back in case of drop out after entrance
  - 1) If a student leaves or is expelled from school within 6 months from enrolment, then just the tuition fee of the next 6 months (2<sup>nd</sup> semester) will be refunded. But in case of leaving or expulsion after six months from enrolment, tuition fees paid for the first year will not be refunded on any grounds. If the fees for the second year are paid in advance, it will be refunded.
  - 2) If a student of 1.5 yrs course, 1 year 3 months course, 1 year 6 months course and 1 year 9 months course, who is enrolled in the second year leaves or is expelled from school, tuition fees paid for the second year will not be refunded.
  - 3) If a student of two years course enrolled in the second year leaves or is expelled from school before or at the end of the 1<sup>st</sup> semester of the second year, tuition fees for the 2<sup>nd</sup> semester of the second year will be refunded.
  - 4) If a student of 2 years course enrolled in the second year leaves or is expelled from school after starting 2<sup>nd</sup> semester of the second year or before graduation, tuition fees for the second year will not be refunded.
2. About balance of tuition fees in case of changing a study course after enrolment

In principle, changing a study course after enrolment would not be accepted. For example, changing a course from university preparatory course to Japanese language course or from Japanese language course to university preparatory course or changing the duration of course (eg.1.5 year to 1 year 3 months etc.) would not be permitted. It can only be accepted if there are especial reasons. In case of acceptance the remainder of tuition fee will not be refunded, but if there is a lack of tuition fee then students must pay it.
3. Paying back dormitory charge after entrance
  - 1) If the boarder is allowed to leave the dormitory, the balance of the dormitory charge after calculation will be transferred to the bank account designated by the boarder.
  - 2) In case of drop out or expulsion, the balance of the dormitory charge after calculation will be transferred to the bank account designated by the boarder.
  - 3) The necessary bank charge for paying back the balance of dormitory charge must be carried by the boarder.