

**Brochure for the admission to
the Academy and the Dormitory
for the 2014 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

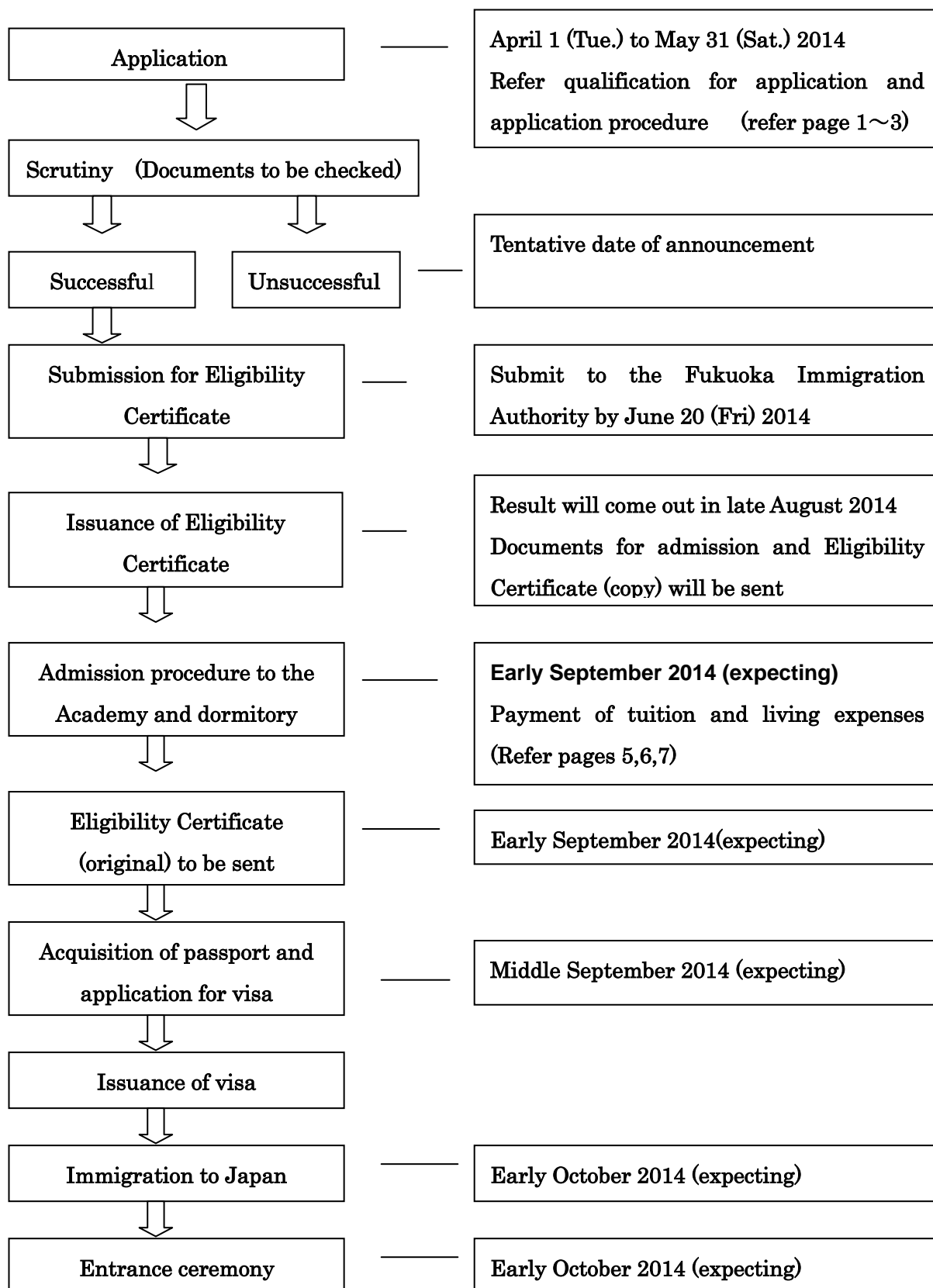
Educational Foundation Nakamura Eisugakuen
Kyushu Eisu Gakkan
International Language Academy

1-5-30, Maizuru, Chuo-ku, Fukuoka, Japan 810-0073
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Steps from application to immigration and admission



※Schedule after admission to academy and dormitory will be informed with “Admission to the Academy and Dormitory for April 2014”. There is possibility of change of schedule.

Application guideline

1. Course and capacity

Dept	Course	Contents	Period	Capacity	Status
Japanese Language	University Preparatory Course	Japanese, English, Math etc (basic subjects) to be taught	1.5 yrs	100	2yrs.College student
	Japanese Language Course	Japanese language and Japanese culture	1.5yrs 1 yr	30 10	1yr. College student

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. (Those whose high school graduation falls short of 12 years of schooling or have already completed 12 years of schooling)

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

② Japanese language course

Those who are qualified as mentioned above.

(2) Basic academic knowledge and Japanese language ability

① University Preparatory Course students must have basic academic fitness to enter a Japanese university.

② Students must be motivated enough to learn Japanese, and possess ability in Japanese language equal to **N4th grade Japanese language ability test (learning period more than 300 hours)** and have a challenging spirit.

(3) Age limit

As of October 1, 2014, high school graduates must be under 23 years old, junior college graduates must be under 25 and university graduates must be under 30.

(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. Scholarship Program

(1) Selection of scholarship students

Academic results of the last school attended, attendance and academic result of the first year tests 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 2nd year tuition fees.

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

4. Selection procedure and Application period

(1) Application period

Application period
From April 1 (Tue.) 2014 to May 31 (Sat.) 2014

(2) Application procedure

The documents mentioned in page 3 must be sent through EMS so that they should reach the following address before the deadline.

[Our address]

Kyushu Eisu Gakkan International Language Academy

1-5-30, Maizuru, Chuo-ku, Fukuoka, Japan 810-0073

Tel: +81-92-713-5720 Fax: +81-92-713-5718

(3) Documents to be submitted: Refer to the following page

5. Screening Procedure

(1) Submitted documents must be checked. In some countries or regions there will be exams on Japanese language, English and Mathematics and interview will follow.

(2) Application fee : ¥30,000

- **Application fee must not be refunded on any ground.**
- ¥30,000 of application fee must be paid to the following prescribed bank account and a copy of the “Application for Remittance” with applicant’s name must be sent to our office with the application documents.

[Remittance to be made in favor of]

The Nishi-nippon City Bank, LTD Akasakamon Branch, Fukuoka, Japan

Savings Account No. 1382917

SWIFT CODE : NISIJPJT

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) Screening result will be mailed to the applicants soon.

Documents to be submitted >> Japanese translation must be attached when mentioned.<<

1	Application form (our prescribed format)	Prescribed form must be clearly filled with necessary information. Japanese translation of <u>purpose of study</u> must be attached with. A photograph taken within three months (4cm X 3cm) must be pasted.
2	① Original graduation certificate from the school last attended	Those who have <u>got admitted into elementary school before 6 or after 8 years old</u> , must submit all graduation certificates from elementary to senior high schools. ※Japanese translation must be attached.
	② Transcript from the school last attended	The applicants who are now attending colleges must submit transcripts of each semester. ※Japanese translation must be attached.
3	Guarantee letter for payment	Prescribed form. The financial supporter's signature must be on it. ※Japanese translation must be attached.
4	Balance certificate	Bank certificate of the financial supporter showing balance must be submitted. It must be issued <u>after May 1, 2014.</u>
5	Relationship certificate between the applicant and the financial supporter	a. The applicant's and the financial supporter's family registration certificate must be submitted. If the 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 family, their relationship and a certificate stating that he/she must support the applicant must be stated. ※Japanese translation must be attached
6	Employment or student certificate	Those who are working now must submit employment certificate and students must submit student certificate in both case with Japanese translation.
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 N4th grade Japanese language proficiency test (learning period more than 300 hours) . 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	In-service certificate issued by the responsible person showing company's name, address and tel. number with seal and sign must be submitted. Income certificate for 3 years is needed. ※Japanese translation must be attached.
9	Medical certificate	Medical check done within a month in the prescribed form must be filled.
10	Photographs (11 copies)	Size 4cmX3cm. Taken within 3 months. Upper half, full-face, <u>colored photograph</u> 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 4). When you remit to the bank, a copy of the "Application for Remittance" with applicant's name must be sent to us.

6. Admission procedure

(1) Collection of tuition and trust money

Tuition

【University Preparatory course : 1.5 years】

	1 st yr annual payment	2 nd yr annual payment	Total
Admission fee	¥70,000		¥70,000
Establishment	¥60,000		¥60,000
Tuition fees	¥640,000	¥300,000	¥940,000
Total	¥770,000	¥300,000	¥1,070,000

【Japanese Language course : 1.5 years】

	1 st yr annual payment	2 nd yr annual payment	Total
Admission fee	¥70,000		¥70,000
Establishment	¥60,000		¥60,000
Tuition fees	¥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
Establishment	¥60,000
Tuition fees	¥580,000
Total	¥710,000

Trust money

	University Preparatory course : 1.5years	Japanese Language course : 1.5 years	b) Japanese Language course : 1 year
National health insurance	¥28,500	¥28,500	¥19,000
Fee for medical check	¥5,000	¥5,000	¥2,500
Traffic insurance	¥5,500	¥5,500	¥4,000
Alumni fee	¥10,000	¥10,000	¥10,000
Total	¥49,000	¥49,000	¥35,500

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 can get a 70% deduction 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 7)

(2) Admission

① Admission procedure

As soon as the Eligibility Certificate is issued by the Fukuoka Immigration Authority, the Academy will send you its copy along with <Admission procedure to the Academy and Dormitory for 2014 October session> and the applicant must complete the admission formalities before the deadline. **If anybody fails to do so, the applicant will be regarded as a defaulter.**

③ Admission period

It will be informed through <Admission procedure to the Academy and Dormitory for 2014 Oct. session>.

③ Documents for admission

Promise letter and guarantee letter (Prescribed form) 1 copy

④ Choose (I) or (II) from the following method of payment for each course

(A) University preparatory 1.5 years course

	Tuition fees		Trust money	Total
(I)	for 1.5yrs	¥1,070,000	¥49,000	¥1,119,000
(II)	for 1 st yr	¥770,000	¥49,000	¥819,000

(B) Japanese language 1.5 years course

	Tuition fees		Trust money	Total
(I)	for 1.5yrs	¥1,000,000	¥49,000	¥1,049,000
(II)	for 1 st yr	¥710,000	¥49,000	¥759,000

(C) Japanese language 1 year course

Tuition fees	Trust money	Total
¥710,000	¥35,500	¥745,500

⑤ Payment procedure at the time of admission

The payment (above amount) should be made to the designated bank account (page 5). In order to inform us of your payment, a copy of <Application for Remittance> with applicant's name on must be sent with the application format etc.

⑥ The admission approval certificate and Eligibility Certificate (original) will be sent to those who complete admission procedure and above payment.

Guideline for entry into Dormitory

1. Capacity

Nishijin International dormitory (new bldg. for girls & old bldg. for boys) 140 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 August, 2015.

2. Facilities

	Boarder/room	Furnishings /room	Common facilities
Nishijin International dormitory	2 people or Single	table, chair, locker, bed, air conditioner, washbasin, toilet, refrigerator, bath with shower, internet line	vending machine, clothespress, gas tables, coin laundry, big size TV, computer, etc.

※ The room is basically for two people.

3. Dormitory related charge

	Admission fee	Dormitory charge		Deposit	Total
Twin	¥50,000	for 6 months	¥108,000 (¥18,000/month)	¥30,000	¥188,000
Single	¥100,000	for 6 months	¥216,000 (¥36,000/month)	¥60,000	¥376,000

- ※ Monthly dormitory charge 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, bedding, 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), charge for picking up from the airport(¥1,000), key, bedding, equipments, furnishings repair, etc.

4. Admission procedure to the dormitory

- ① Application format and Promise letter on entrance to the dormitory (prescribed form) must be submitted.
 - ② **The following payment of total dormitory related charge and internet line 6 months costs (¥10,800) must be paid with their tuition fee. (page 5).**
- ◎ 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.

Kyushu Eisu Gakkan International Language Academy Alumni

Kyushu Eisu Ggakkan International Language Academy Alumni was formed on Nov 3, 2007. It has been 21 years since our Academy was opened in 1991 and more than 5,000 students have graduated. Among the graduates, there are people who have found themselves established 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 member of Kyushu Eisu Gakkan International Language Academy Alumni and pay the subscription. Subscription is ¥ 10,000 (admission fee¥ 5,000 and life long 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.

Paying back

(A) Paying back the fees before admission

- 1) If an applicant does not come to Japan, in spite of getting Eligibility Certificate and completing all the procedures for admission, all other fees except application and admission fees will be refunded, only when the applicant returns the admission approval letter and Eligibility Certificate to us. The international transaction fees must be carried by the applicant.
- 2) When an applicant is refused to get his/her visa and cannot enter Japan after getting Eligibility Certificate, all other fees except application and admission fees will be refunded, only when the applicant returns the admission approval letter and a copy of the pages of the passport showing that the visa is not issued. The international transaction fees must be carried by the applicant.
- 3) If an applicant, after getting visa, declines admission before coming to Japan, all other fees except application and admission fees will be refunded, only when the applicant returns the admission approval letter and a copy of the pages of the passport showing that the visa is not used and cancelled. The international transaction fees must be carried by the applicant.

(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 during its first year of enrolment, tuition fees paid for the first year must 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 years course 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 and at the end of the first semester of the second year, tuition fees for the second semester of the second year will be refunded.
 - 4) If a student of two years course enrolled in the second year leaves or is expelled from school after starting second semester of the second year or before graduation, fees for the second year will not be refunded.
2. 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.