

**Applicant Screening (Written Examination & Interview is required)**

**Target Countries: Nepal, Vietnam, India, Sri Lanka etc.**

# **Brochure for the admission to The Academy and the Dormitory**

## **2018 April 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**

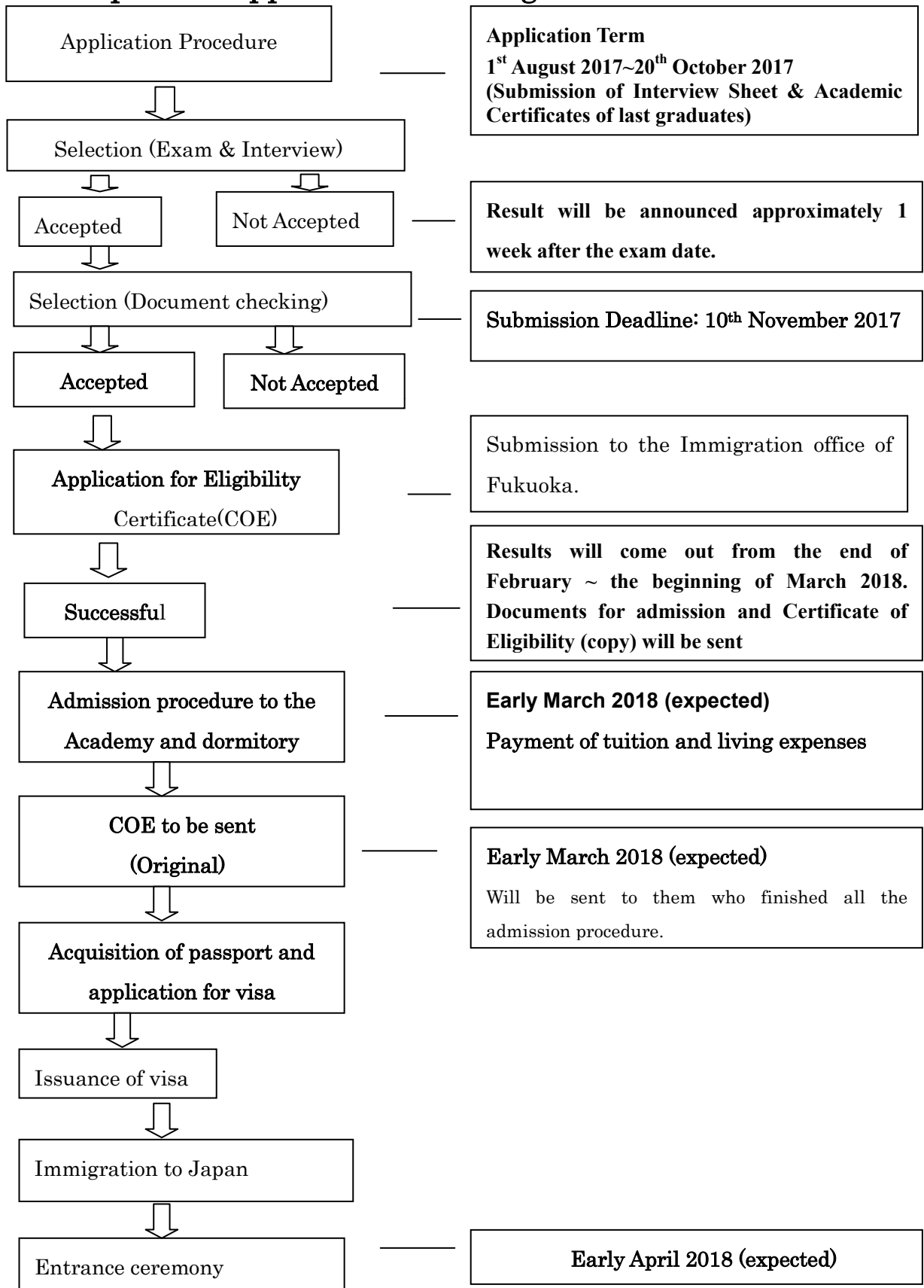
### **Kyushu Eisu Gakkan**

### **Japanese Language School**

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

**Tel: 092-713-5720 Fax: 092-713-5718**

## Steps from application to immigration and admission



※ The schedule after admission to the academy and dormitory will be given in the document “Admission to the Academy and Dormitory for April 2018”. There is a 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)	2 years	200	College student 2 years 3months
	Japanese Language Course	Japanese language and Japanese culture	2 years 1 year	20 5	College student 1year 3months

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

## 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 Applicants 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. Selection procedure

### (1) Application period (in principle for South-Eastern & Eastern Asian Countries)

Application Deadline	Examination Term	Deadline of Document Submission
1 <sup>st</sup> August 2017~ 20 <sup>th</sup> October 2017	Date will be informed	10 <sup>th</sup> November 2017

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

### (2) Application procedure

Please submit your interview sheet (prescribed form, on our website) to the address below. Exam date will be informed. **\*We will set Skype interview for applicants who cannot take an interview & exam in your country. Please submit an Application form and the graduate certificate you last attended.**

[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

[info@kyushu-eisu.ac.jp](mailto:info@kyushu-eisu.ac.jp)

(3) Test selection procedure (subjects & schedule)

Subject	Japanese language	English	Math	Interview
Schedule	30 Minutes	20 Minutes	20 Minutes	

**\*We will inform the date for Skype interview later.**

(4) Screening procedure

- After an overall judgment of the examination & interview, successful applicants will be selected
- Result will be announced around 1 week after the examination.

## 4. Documentation procedure

### (1) Document Submission & Payment of application fee

- ① Please submit documents within 3 weeks after the result announcement date.
- ② If not submitted within the deadline, application will be cancelled. It will be also cancelled in case of a lack of documents or defective information.
- ③ ¥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.

④ [Remittance to be made to]

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

### (2) Documents to be submitted

Please refer to the next page (page 3).

### (3) Screening procedure

- (1) In case of having any defect, doubt or mistake in any documents, we may request for correction.
- (2) Result of screening procedure will be announced in 2 weeks after the document submission.
- (3) Just only Original certificates like Academic Qualification, family relationship etc, will be returned back to unsuccessful applicants.

## 5. Application for 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 2018 April session> and the applicant must complete the admission formalities before the deadline.

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

**Deadline of Document Submission: 10th November 2017**

1	Application form (our prescribed format )	Prescribed form must be clearly filled with necessary information. <b>Japanese translation of <u>purpose of study</u></b> must be attached. A photograph taken within three months (4cm X 3cm) must be pasted.
2	① Original 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, must submit the statement of reasons ※ <b>Japanese translation must be attached.</b>
	② Transcript 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><u>after September 1, 2017.</u></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 enrolment 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 enrolment 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 must be submitted. 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 4cmX3cm. Taken within 3 months. Upper half, full-face, <b><u>colored photograph</u></b> without hat. Name on the back.
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 from 1~7 are necessary for inspection of the immigration authority. Above No.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.

## 6. 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 2018 April 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 2018 April session>.

③ Documents for admission

Promise letter and guarantee letter (Prescribed form) 1 copy

### (2) Tuition fees and Other Expenses

#### Tuition

【University Preparatory course : 2 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 fees	¥640,000	¥600,000	¥1,240,000
Total	¥770,000	¥600,000	¥1,370,000

【Japanese Language course : 2 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 fees	¥580,000	¥580,000	¥1,160,000
Total	¥710,000	¥580,000	¥1,290,000

【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 : 2 years	Japanese Language course : 2 years	Japanese Language course : 1 year
National health insurance	¥37,000	¥37,000	¥19,000
Fee for medical check	¥8,000	¥8,000	¥4,000
Traffic insurance	¥10,000	¥10,000	¥5,000
Alumni fee	¥10,000	¥10,000	¥10,000
Total	¥65,000	¥65,000	¥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 (see Page 5)

**Payment method**

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

(A) University preparatory 2years course

	Tuition fees		Trust money	Total
(I)	for 2yrs	¥1,370,000	¥65,000	¥1,435,000
(II)	for 1 <sup>st</sup> yr	¥770,000	¥65,000	¥835,000

(B) Japanese language 2 years course

	Tuition fees		Trust money	Total
(I)	for 2yrs	¥1,290,000	¥65,000	¥1,355,000
(II)	for 1 <sup>st</sup> yr	¥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 Certificate of Eligibility (original) will be sent to those who complete the admission procedure.**
- (5) Successful applicants 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 some case it might not be possible to pick you up at the airport.**
- (7) Entrance Ceremony - the beginning of April 2018**
- (8) Payment (tuition fee) of next semester will be 31<sup>st</sup> January 2019.**

**<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 Japanese Language School Alumni>**

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

All the students of this school will become member of Kyushu Eisu Gakkan Japanese Language School 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 School 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 until the end of September 2018.

## 2. Facilities

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

- ※ These rooms are basically for two or four persons.
- ※ Monthly dormitory fee 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 stoves 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.

## 3. 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 charges 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 the 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 the 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 the Certificate of Eligibility 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 a visa and cannot enter Japan, in spite of getting Certificate of Eligibility 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 a 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 of enrolment, then just the tuition fee of 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 the 1.5 years course, 1year 3 months course, 1year 6 months course and 1year 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 the 2years 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 the 2years 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 years to 1year 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 fees will not be refunded, but if there is a lack of tuition fees 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.