

Visa proxy certified by the Ministry of Justice

Japan International Language Academy

Application Guidebook (Long-term Study Abroad)

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QUALIFICATIONS REQUIRED FOR ENROLMENT

You can qualify as an applicant for this program if you meet either of the following conditions:

1. You have already finished a 12-year school curriculum in your native country.
2. You have already finished a curriculum in your native country that qualifies you to enroll in an institution of higher education in your native country.

※ Applicants should be under 29 years of age.

CAPACITY

Course	Capacity			Entrance Month
	Fukuoka	Osaka	Hakodate	
2 years preparatory course	40	40	30	Every April
1 year and 6 months preparatory course	20	20	15	Every October
1 year preparatory course	20	20	15	Every April

APPLICATION FILLING PERIOD AND ENROLLMENT DATE

	Study period	Application filling period	Enrollment date
2 years preparatory course	2 years	1 st September - 30 th November	Middle of April
1 year and 6 months preparatory course	1 year and 6 months	1 st March - 30 th May	Middle of October
1 year preparatory course	1 year	1 st September - 30 th November	Middle of April

Hours : Monday – Friday 9:00 - 18:00 English OK

The applications forms will start being accepted six months before the beginning of the courses. However, please apply as soon as possible. You might be required to re-submit the documents, or to add more information to be accepted.

APPLICATION PROCEDURE

I. Documents of applicant to be submitted

- ① Application form – the designated application for admission form must be written in the applicant's handwriting.
- ② Graduation certificate or original diploma from the most recent academic institution attended.
- ③ An official transcript showing grades and achievements from the most recent academic institute attended (original)
- ④ Curriculum vitae (use the designated CV form. It must be written in the applicant's handwriting)
- ⑤ A Japanese language certificate.
- ⑥ Photos(3cm×4cm). Please provide 6 copies of the photo (one copy of the photo should be affixed to the application form)
- ⑦ Copy of Passport (If you already have a passport. Those who have been to Japan must attach a copy of their visa)
- ※ If the applicant is not a student, the following extra documents are required.
- ⑧ Occupation Certificate (a proof of employment where you work)
- ⑨ A proof of income (income receipt)
- ⑩ Certificate of bank balance in JPY or USD.

II. Documents of financial guarantor to be submitted

(A) If a financial guarantor lives in Japan

- ① Written Oath (use the designated form with the officially registered seal or signature)
- ② Letter of Support (explaining the financial support of the applicant) to the Minister of Justice (use the designated form with the officially registered seal or signature)
- ③ Certificate of Occupation or Certificate of Business
- ④ Documents to certify that the financial supporter has the capacity to defray the expenses (tuition fee and living expenses in Japan)
- ⑤ Certificate of Residence (listing all family members in the same household), or Certificate of Alien Registration (if the financial guarantor is a foreigner living in Japan)
- ⑥ Certificate of Seal Registration
- ⑦ Document which explains the relationship between the applicant and the financial supporter

(B) If the financial guarantor does not live in Japan (and will provide financial support from the applicant's own country)

- ① Written Oath (use the designated form with the officially registered seal or signature)
- ② Letter of Support (explaining the financial support of the applicant) to the Minister of Justice (use the designated form with the officially registered seal or signature)
- ③ Certificate of bank balance in JPY or USD

(C) If the financial supporter is the applicant

- ① Written Oath signed or sealed by the parent (use the designated form with the officially registered seal or signature)
- ② Certificate of bank balance in JPY or USD

III. Application Fee

Application fee is 20,000 Japanese yen in any of the abovementioned cases (A, B, or C).

Application fee must be paid when the applicant submits the documents. Once paid, this fee cannot be refunded.

【Note】

- A Japanese translation should be attached to all documents.
- Documents issued by public institutions must have been issued within 3 months before the day the application is submitted.
- The documents can be sent by email or brought to the school. They must be submitted during the application period.
- We will not accept the application if the documents have not been properly filled out.

SELECTION PROCEDURE AND NOTIFICATION OF ACCEPTANCE

- Selection Procedure : The examination shall include the submitted documents, the writing test, and interviews with the applicant and the financial guarantor.
- Notification of Acceptance: After selection of qualified applicants, we will submit the selected applicant's documents to the Department of Immigration and ask them to issue a Certificate of Eligibility. We will notify the applicant or the agent of the result of the selection process through the Immigration Department. Please allow 2-3 months between submitting an application and receiving the results from the application process.

ENROLLMENT PROCEDURE AND VISA ACQUISITION

- ① After we receive notification that a Certificate of Eligibility is to be issued, we will confirm the receipt of tuition and fees from the applicants. After that, we will send the Certificate of Admission and Certificate of Eligibility to the applicant.
 - ② Each applicant should then go to the nearest Japanese diplomatic office, and apply for a Student Visa.
Applicants should prepare the following documents:
 - Certificate of Eligibility • Certificate of Admission • Visa application form
 - Passport • Two original photographs
 (※The necessary documents are different from country to country. Please confirm the latest information on the website of the Embassy of Japan)
 - ③ Please inform us the date the applicant will arrive at our school.
- ※A Certificate of Eligibility takes 2 or 3 months before it is issued. Therefore, it will take 4 or 5 months from the date the application is submitted to the time an applicant can enter Japan.

TUITION FEES

Course	Entrance Fee	Tuition Fee	Training Aids fee	Facilities Fee	TOTAL
2 years Course	50,000 yen	1,200,000 yen	20,000 yen	30,000 yen	1,300,000 yen
1 year and 6 months Course	50,000 yen	900,000 yen	15,000 yen	20,000 yen	985,000 yen
1 year Course	50,000 yen	600,000 yen	10,000 yen	15,000 yen	675,000 yen

※The application fee 20,000yen is not included.

The following expenses should be paid separately after enrolment.

- Extracurricular activities' fee (The expenses actually cost will be required)
- School fees should be paid when we notify that a Certificate of Eligibility is to be issued. If paying the total amount at the once is difficult, please contact us.

BANK ACCOUNT TO BE TRANSFER

<u>Details of the School</u>	<u>Details of the Bank</u>
Country : Japan	Branch Name : Kyoto Branch
Payee : JSB	Branch Number : 431
Account Number : Saving 3333880	Branch's address : 10 Naginataboko-cho, Higashi-iru,
Phone Number : +81-3-6860-6555	Karasuma, Shijo-dori, Shimogyo-ku, Kyoto Japan
Payee's address :	Branch's phone number : +81-75-211-1110
655 Inabado-cho, Shimogyo-ku, Kyoto, Japan	SWIFT Code : BOTKJPJT
Name of Bank : The Bank of Tokyo-Mitsubishi UFJ,Ltd.	

※**IMPORTANT:** The payee's name has to be "JSB", NOT "Japan International Language Academy". If the payee's name is not written correctly, we cannot accept your payment.

COURSES AND CURRICULUMS

Courses	Contents	2 years course	1 year and 6 month course	1 year course
Basic (Level N4~5)	Learn basic grammar, pronunciation, and basic writing. Cultivate the skills for basic conversations as well as writing and reading short sentences.	- Hiragana - Katakana - Basic grammar - Listening - Conversation		
Beginner-Intermediate (Level N3)	Acquire basic daily conversation skills by reviewing and practicing basic grammar. Also learn reading and writing simple sentences.	- Basic conversation - Composition - N3 level Kanji	- Basic conversation - Composition - N3 level Kanji	- Basic conversation - Composition - N3 level Kanji
Intermediate I (Level N2)	In this level, which requires continuous effort to make progress, you need to be able to communicate on a daily basis by improving vocabulary and developing your ability to understand the speakers' intention. JLPT Level N1, and mastering business Japanese will be your target.	- Listening - Composition - Advanced conversation	- Listening - Composition - Advanced conversation	- Listening - Composition - Advanced conversation
Intermediate II (Level N1~N2)	Develop skills to a more accurate and fluent level as the first step towards reaching the Advanced Level.	- Reading newspapers - Composition - N2,N1 level Kanji	- Reading newspapers - Composition - N2,N1 level Kanji	- Reading newspapers - Composition - N2,N1 level Kanji
Advanced (Level N1)	Acquire a command of the Japanese language reaching the same level as a native speaker, and being able to cope with all situations by studying diverse materials and methods. Many students with Level N1 of JLPT learn in this level.	- Debate - Essay	- Debate - Essay	

TIMETABLE

■ Class Hours (all courses) ※From Monday to Friday

Morning		Afternoon	
Period	Hours	Period	Hours
1	9 : 00 ~ 9 : 50	1	13 : 10 ~ 14 : 00
2	10 : 00 ~ 10 : 50	2	14 : 10 ~ 15 : 00
3	11 : 00 ~ 11 : 50	3	15 : 10 ~ 16 : 00
4	12 : 00 ~ 12 : 50	4	16 : 10 ~ 17 : 00

■ Optional Classes (all courses)

Day	Mon	Tue	Wed	Thu	Fri
Subject	History, Culture	Kanji	English	Math	English

SCHOLARSHIP

■ JILA Scholarship①

The student must satisfy the following conditions to apply:

- ①100% attendance rate ②Outstanding academic results ③Student Visa Holder
- ④Student study at JILA for more than one year

Application filling period : April or October

Selection method : The school principal choose the scholars from those who satisfy the conditions above.

Scholarship : Max.50,000yen (Max. 2 scholars per school),

ANNUAL SCHEDULE (example)

April	<ul style="list-style-type: none"> ●Enrolment ceremony ●Health check-up ●Hanami (cherry blossom viewing) 	December	<ul style="list-style-type: none"> ●Japanese Language Proficiency Test ●Midterm Exam ●Christmas Party
June	<ul style="list-style-type: none"> ●Midterm Exam ●Japanese Culture Experiences ●Summer Holiday 		<ul style="list-style-type: none"> ●Winter Holiday
July	<ul style="list-style-type: none"> ●Tanabata (the Star Festival), ●Summer Festival 	February	<ul style="list-style-type: none"> ●Japanese Culture Experiences ●Skiing (only Hakodate) ●Excursion
August	<ul style="list-style-type: none"> ●Fireworks Display 	March	<ul style="list-style-type: none"> ●End of term Exam ●Graduation Ceremony
September	<ul style="list-style-type: none"> ●End of term Exam ●Excursion ●Autumn Holiday 		<ul style="list-style-type: none"> ●Spring Holiday
October	<ul style="list-style-type: none"> ●Japanese Culture Experiences 		

※The schedule might be changed from year to year.

DORMITORY

Considering the student's economic situation, we offer safe, economic and convenient dormitories for those who wish to move in. The dormitories are located in a safe and convenient place to commute to the school.

Dormitory 【Fukuoka】

Property's Name	No. of Rooms	Commuting Time	Note	Rent
Churisu Fukuoka	63	Located in the same building where the school is.	2~6 people in one room Very close to the school. You don't have to worry about being late.	・ Room share: 30,000~35,000yen/person ・ Room for 1 person only (not sharing): 70,000yen
Room facilities Shower and toilet, Kitchen, Air-conditioner, Fridge, Washing machine, Microwave, IH cooking heater, Closet, Internet connection(free Wi-Fi) ※The rent includes the utility fee(electricity, water and gas) and Internet fee.				

Dormitory 【Hakodate】

Property's Name	No. of Rooms	Commuting time	Note	Rent
JILA Studio Hakodate	10	Located in the same building where the school is.	2~4people in one room. Very close to the school. You don't have to worry about being late.	・ Room share: 25,000yen~35,000yen/person ・ Room for 1 person only (not sharing): 54,000yen
Room facilities Shower and toilet, Kitchen, Air-conditioner, Fridge, Washing machine, Microwave, IH cooking heater, Closet, Internet connection(free Wi-Fi) ※The rent includes the utility fee(electricity, water and gas) and Internet fee.				

■ The expenses costs when you move in: Deposit(cost as one month rent)

※ The first 6 months' rent must be paid together with the entrance fee.

※ The deposit will be returned after deducting the cleaning fee(10,000yen). The arrear and repair cost shall be also deducted from the deposit, if it is the case.

Hakodate

< Address >

1-12-24 Yunokawa-cho, Hakodate-shi,
Hokkaido 042-0932, Japan

< Access >

8 minutes on foot from Yunokawa-onsen Station
(Hakodate tram)

< T E L > +81-138-88-1192

< F A X > +81-138-88-1193



Osaka

< Address >

J.S.B Settsu Eco Center Bldg.3F,
5-25 Minamisenrioka, Settsu-shi,
Osaka 566-0021, Japan

< Access >

1 minute on foot from Settsu-shi Station
(Hankyu Kyoto Line)

< T E L > +81-6-7664-9241

< F A X > +81-6-7664-9244



Fukuoka

< Address >

Churisu Fukuoka 2F, 1-3-17 Minato,
Chuo-ku, Fukuoka 810-0075, Japan

< Access >

9 minutes on foot from Ohorikoen Station
(Fukuoka city subway Kuko Line)

< T E L > +81-92-688-9241

< F A X > +81-92-688-9240

