

Sakuragaoka International Japanese Language School

Application Guide



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1. COURSE GUIDE

Course	Applicants	Enrollment Period	Subject	Class Time	Total Study Hours
2-year course	This course is for the applicant who will be learning Japanese Language from basics, and who wish to go on to vocational school, university or graduate school after 2 years studying.	April	<ul style="list-style-type: none"> •Japanese language (Kanji · Grammar · Reading · Writing · Listening · Speaking) •Preparation for EJU •Preparation for JLPT •Preparation for Graduate School Entrance Examination 	<ul style="list-style-type: none"> •Full Time System • 5 days / week (Monday-Friday) • 5 hours / day (9 : 10~15 : 00) < Total > 25hours / week 900hours / year 	1800 hours

2. APPLICATION REQUIREMENTS

1. Applicants who have completed at least 12 years of school education in their home countries, except Japan. And they should be at the age of 18 or older at the time of enrollment.
2. Applicants who are admitted by our school following Requirement 1.
3. Applicants who have a strong willingness to study and have clear goals.
4. Applicants who have learned Japanese more than 150 hours in their home countries and have achieved at least one of the following certificates.
5. Applicants who are healthy both mentally and physically, and can take care of their lives by themselves. The applicants need to submit Certificate of Health after passing the interview.
6. Applicants whose families have steady income and good financial conditions to support the expenses of studying abroad.

No.	Test	Requirement
1	Japanese-Language Proficiency Test (JLPT)	N5 or higher
2	TEST OF PRACTICAL JAPANESE (J.TEST)	F-G Level 250 or higher
3	Certificate of Japanese as a Foreign Language (J-cert)	A2.1(初級) or higher
4	Japanese Language NAT-TEST	5 level or higher
5	BJT Business Japanese Proficiency Test	300 or higher
6	STBJ (Standard Test for Business Japanese)	350 or higher
7	TOPJ 実用日本語運用能力試験	初級 A-5 or higher
8	JLCT (Japanese Language Capability Test)	JCT5 or higher
9	Practical Japanese Communication Exam Bridge (PJC Bridge)	C or higher
10	JPT (Japanese Proficiency Test)	315 or higher

3. JUDGING SYSTEM

1. Document evaluation
2. Interview

The interview will be held in one of the two forms, a face-to-face one or an online one.

※ We will inform the applicants directly or through the agents the form and arrangement of the interview.

4. APPLICATION PROCEDURE

1. Application Period

Enrollment on April session: August 1~ October 31 of previous year

2. Required Documents

< Documents of Applicants >

「※」 ...Please submit the certificate issued after September 1st of the previous year.

No.	Documents	Original or Copy	Notes
1	Application for Admission (prescribed form)		<ul style="list-style-type: none"> • The school name, your graduation date, address and etc. must be consistent with the original certificates. • Please put the applicant's own hand-written signature in the signature section. • In case your elementally school entrance age was under 5 years old or over 8 years old, you must also submit the Certificate of Graduation from the elementally school.
2	Purpose for Studying Japanese in Japan & Plans After Studying Japanese (prescribed form)		<ul style="list-style-type: none"> • Please write specifically your reason for studying Japanese in Japan, and your plan after completing the course. • If you have any work experiences, please write concretely your reason for learning Japanese, the university you want to fight for, and your plans after returning back to your home country after graduation. <p>Besides, you must submit the certificates of employment and income, and the recommendation letter from your company.</p>
3	Pledge (prescribed form)		<ul style="list-style-type: none"> • Please put the applicant's and his/her guardian's own hand-written signatures in the correct signature sections.
4	Certificate of Graduation or Diploma of Final School ※	Original	
5	Certificate of the Transcript of the Final Education ※	Original	<ul style="list-style-type: none"> • All the records from admission to graduation must be
6	(Only if applicable) Certificate of Student Status / Pre-Graduation Certificate	Original	
7	(Only if applicable) Certificate of Employment / Resignation Certificate ※	Original	
8	Certificate of Japanese Language Proficiency ※	Original	<ul style="list-style-type: none"> • Please submit both ① and ② below. ① Certificate of Japanese language (only those certificates listed on the previous page). ② Certificate of Japanese language learning for 150 hours.
9	Your Photographs (4cm × 3cm , 6 sheets)		<ul style="list-style-type: none"> • The photos must be taken within 3 months, facing forward with a blank background, and no hats.
10	Copy of Passport	Copy	<ul style="list-style-type: none"> • Please copy the pages of face photo and the Japan immigration procedure.
11	Certificate of Common University Entrance Examination Score & The Authentication of Education※	Original	<ul style="list-style-type: none"> • Applicants who graduated from regular high school must submit the Certificate of Common University Entrance Examination Score. • Applicants who graduated university or junior college must also submit the Authentication of Education.

< Documents of Sponsors >

「※」 ...Please submit the certificate issued after September 1st of the previous year.

No.	Documents	Original or Copy	Notes
1	Document of Financial Sponsorship (prescribed form)		<ul style="list-style-type: none"> • Please explain the reasons for financial sponsorship and how to make the payment in detail. • Please put the sponsor's own hand-written signature in the signature section. • If the sponsor lives in Japan, please refer to ③ of "4. Notes on application documents" on Page 4.
2	Certificate of Bank Balances	Original	<ul style="list-style-type: none"> • The deposit must be about 3,000,000 Japanese yen. • Please submit the latest certificate.
3	Documents proving the process of asset building ※	Copy	<ul style="list-style-type: none"> • Please submit a copy of the bank book or the original bank statements, which shows the records of income and withdrawal in the last 3 years.
4	Certificate of Employment ※	Original	<ul style="list-style-type: none"> • The official company name, address, telephone number, must be written on the original paper which is issued by the company. • If the sponsor is a president of company or is a self-employed business owner, a copy of corporate registration must also be submitted. • If the sponsor is a self-employed business owner, a copy of business license must also be submitted.
5	Certificate of Income and Tax Payment ※	Original	<ul style="list-style-type: none"> • The official company name, address, telephone number, the last 3 years income data and personal income tax amount must be written on the original paper which is issued by the company. • If the sponsor is a self-employed business owner, the certificate of the last 3 years tax payment issued by the tax office must be submitted. • If the sponsor lives in Japan, the certificate tax payment issued by the government office must be submitted.
6	Document proving the relationship between applicant and the sponsor ※	Original	<ul style="list-style-type: none"> • Please submit the family registries of all members of sponsor's family

※Please ask us about the application in advance.

3. Application Method

During the application period, applicants or their agents need to submit the necessary documents to the school directly or by postal mail.

4. Notes on Application Documents

- ① Fill in the application documents such as application for admission, purpose for studying Japanese in Japan, and document of financial sponsorship with your own handwriting, or typing, and then put your own signature.
- ② If the documents are written in non-Japanese language, attach their Japanese translation with the name and telephone number of the translator.
If the documents are translated by an organization, the organization name, address, and telephone number must be entered.
- ③ The Certificates in application documents must be issued after September 1st of the previous year.
- ④ Any corrections, including the using of correction fluid, are unacceptable. All rewritten documents are invalid.
- ⑤ All of the copy documents must be prepared on A4 size paper. Reduce them if the original is bigger.
- ⑥ If any instances of misrepresentation of facts are found, this will lead to the termination of admission.
- ⑦ Please pay attention that if there is any kind of deficiency of the application documents (lacking of documents, contents missing, omission of seals / signature), your application will not be accepted.
- ⑧ If your sponsor is living in Japan, or your caretaker is in Japan who prepares the paperwork for you, please bring the following documents and apply directly to the school with an appointment.
 - (1) Document of Financial Sponsorship (prescribed form)
 - (2) Certificate of Employment
(If the sponsor is a president of company or is a self-employed business owner, a copy of corporate registration must also be submitted.)
 - (3) Certificate of Income and Tax Payment (issued by the government office)
 - (4) Certificate of Bank Balances
 - (5) Copy of Bank Book
 - (6) Certificate of Resident Status (All family must be entered in)
※If the sponsor is a foreigner in Japan, a double-sided copy of Residence card is necessary.
 - (7) Document proving the relationship between the applicant and the sponsor
(Ex. copy of family register, certificate of resident registration, relative notarization, etc.)
- ⑨ Other documents may be asked for if necessary.
- ⑩ After being reviewed by the Immigration office, we will not return the documents except the original certificate of graduation and transcript, so if you would like to take back any other documents, please clearly notify us on the time of submission.
- ⑪ The sponsor will bear not only all the responsibilities of the applicant's tuition and living expenses, but also the responsibilities of the applicant's school life and personal problems, etc. during the time the applicant is a student of our school.
If the sponsor is living in Japan, he/she should be an independent employed individual and have a stable income.

5. School Expenses

Items	Expenses	Period of Payment
Admissions Fee	10,000 yen	After obtaining the Certificate of Eligibility, please remit the school expenses to the bank account of our school within the designated period.
Entrance Fee	20,000 yen	
Tuition for One Year	710,000 yen	
Teaching Material Fee	40,000 yen	
Extracurricular Activities Fee	40,000 yen	
Facility Fee	60,000 yen	
Total Expenses for the 1st year	880,000 yen	

* Fees for graduation party and graduation photo album are not included.

* If you need an airport pickup service, you need to pay the extra fee after application.

* You also need to pay the cost for a health examination (about 6,000 yen a year) and the insurance fee (about 10,000 yen a year).

<The other expenses — “National Health Insurance”>

It is a medical insurance program that foreigners living in Japan for one year or more have to buy. 70% of the treatment expenses will be paid by this insurance, and the participants pay the remaining 30%. For foreign students, the insurance costs about 22,000 yen for one year. After entrance, the procedure at ward office is necessary.

6. Scholarships

【ORIGINAL】 Learning Encouragement Awards

Contents e.g.

• Encouragement Award for Japanese Learning

(①the score of EJU Japanese language subject $\geq 350 \Rightarrow 10,000$ yen ②passing N1 examination $\Rightarrow 5,500$ yen)

• School Examination Excellence Award

(rank first in the class each time in the final exam of each semester \Rightarrow two free lunch tickets)

• Perfect Attendance Award

(perfect attendance for one year $\Rightarrow 10,000$ yen, and 20,000 yen for two years)

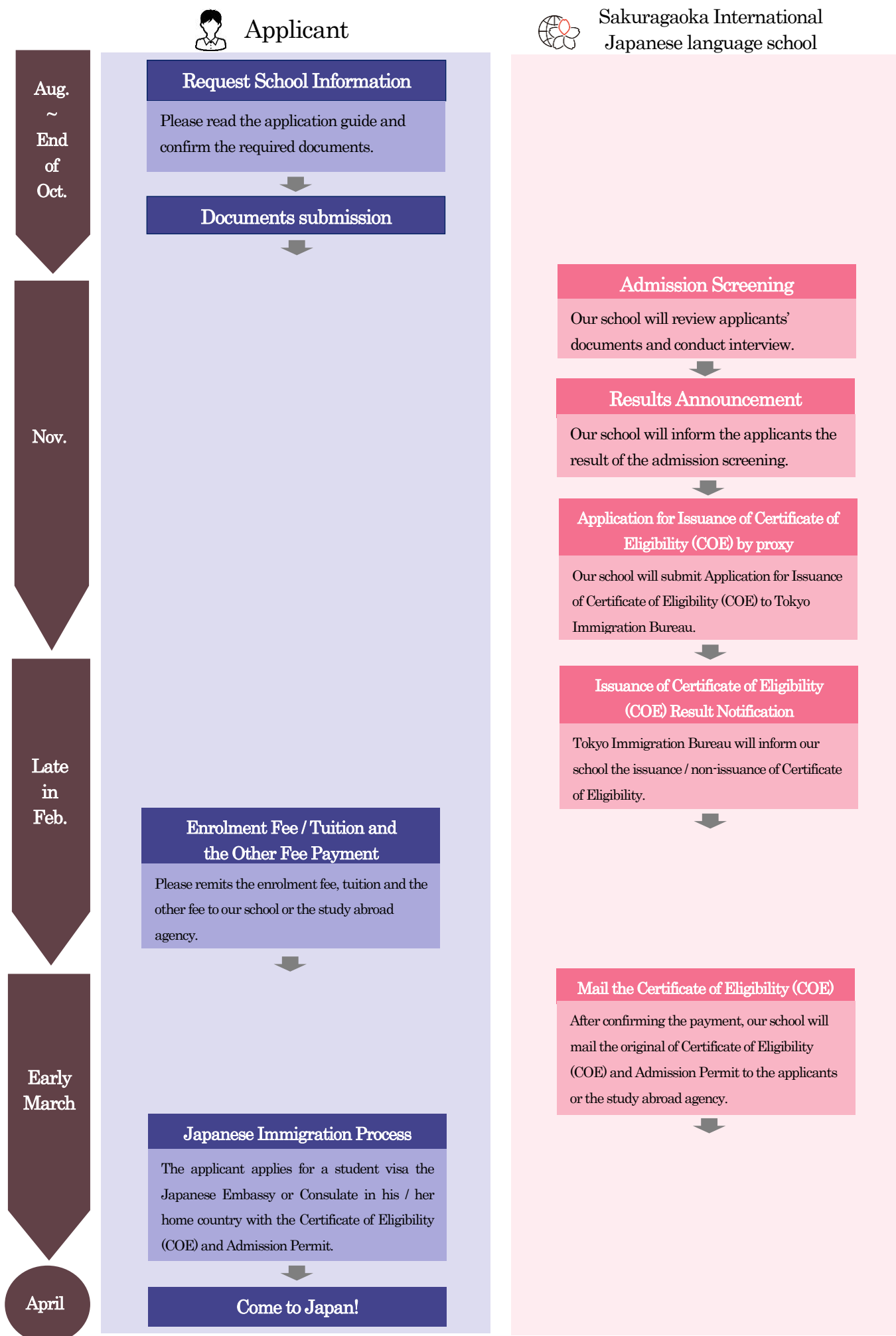
• Advancement Award

(the University of Tokyo or Kyoto University $\Rightarrow 100,000$ yen)

【Other scholarships】

Scholarship for Privately Financed International Students by Japan Student Service Organization (JASSO)

7. Process from Application to Enrollment



8. Others

1. Living Expenses in Japan

- ① About 120,000 yen (included housing rent) per month is required to as average living expenses besides the school tuition.
- ② You had better prepare sufficient fund because it is difficult to earn all living expenses with part time jobs.
- ③ It is best to bring cash about 600,000 yen as living expenses for six months when you come to Japan.

2. Part Time Jobs

Part time job is basically prohibited by the law under the status of “studying abroad”.

Therefore, when a foreign student works part time using leisure time, “Permission of Other Activities” from the Immigration Bureau is required.

3. Dormitory

- ① In order to provide a stable learning environment, the school prepares a dormitory for students who applied.
- ② You need to pay about 300,000 yen at least as an initial cost.
- ③ If you plan to live with a family or relative in Japan, please inform us of this in advance.
We might conduct an interview with the person you plan to live with. At the same time, the person will need to submit a document of guarantee.