

INFRORMATION & ADMISSION GUIDELINE JAPANESE DIVISION

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 **新宿御苑学院**
GYOEN Shinjuku Gyoen Japanese Language School

An Institution Authorized by
The Japanese Language Education Promotion Association
SHINJUKU GYOEN GAKUIN
2-3-13, Shinjuku Tel 03-3356-1161
Shinjuku-ku, Tokyo 160-0022 Fax 03-3356-5165
Homepage <http://www.gyoen.co.jp> E-Mail shinjuku@gyoen.co.jp

I APPLICATION & ADMISSION GUIDELINE

1. Course, Admission Month, Application Period and Announcement

| COURSE | 2 year College Prep | 21 month College Prep | 18 month College Prep | 15 month College Prep | Short-Term Study |
|--------------|------------------------|--------------------------|--------------------------|--------------------------|---------------------|
| ADMISSION | April | July | October | January | Not |
| APPLICATION | Mid November | Mid February | Mid May | Mid August | As appropriate |
| ANNOUNCEMENT | February | May | August | November | As appropriate |

2. Time Schedule (Short-Term Study Course Schedule Is Set Up Separately)

Classes are held Monday through Friday as follows:

| | | | |
|------------|---------------|------------|-------------|
| 1st Period | 9:20 ~ 10:05 | 1st Period | 1:10 ~ 2:05 |
| 2nd Period | 10:15 ~ 11:00 | 2nd Period | 2:05 ~ 3:00 |
| 3rd Period | 11:10 ~ 11:55 | 3rd Period | 3:00 ~ 3:45 |
| 4th period | 12:05 ~ 12:50 | 4th period | 3:55 ~ 4:40 |

3. Qualifications for Applicants

- (1) Must have completed 12 years of schooling or equivalent.
- (2) Must be assessed to be as satisfactory by the Principal of SGG.
- (3) Students who have some knowledge of HIRAGANA and KATAKANA.

4. Instructions for Application

- (1) Application Documents must be submitted by the applicant in person or by registered mail.
- (2) Application may submitted by a Guarantor residing in Japan at the School office.
- (3) Application fee (¥20,000) must be sent to the designated bank account or paid at the school office at first.

5. Visa Application and Admission Procedures

- (1) For those applicants who are qualified for admission by SGG, SGG will submit documents for Resident Alien Status Approval Certificates to the Tokyo Immigration Bureau.
- (2) When the documents are found satisfactory, the Tokyo Immigration Bureau will issue Resident Alien Status Approval Certificates.
- (3) Upon confirmation of the issuance of the said certificates, SGG will send notice thereof to the applicants or their guarantors.
- (4) The applicants or their guarantors, upon receipt of the SGG, will complete payments of admission fee, tuition, etc. Before the date specified in the certificate of admission.
- (5) When the payments above are confirmed, SGG will deliver to the applicants or guarantors the Resident Alien Status Approval certificates.
- (6) The applicants will apply for visas at local Japanese Embassies, etc. Presenting the Resident Alien Status Approval Certificates.



III DOCUMENTS FOR APPLICATION

1. Documents for Application

The following documents are valid for 3 months.

All documents should be submitted with Japanese translation. If need translation from school, ¥10,800 is required as a charge.

(School designated form can print from homepage and use type, but the sign place have to sign in person)

(1) Applicants

- 1) Application Form (SGG designated Form No.101)
- 2) Personal Record(Including intention reason for study abroad) (SGG designated Form No.102)
- 3) 4 Photos(3 cm×4 cm, showing full front face and upper half of the body, with no hat;taken with in the least 3 months and written full name on the back of each
- 4) Passport copy or certificate of emigration(only the passport holder)
- 5) The original diploma or equivalent certificate from the last academic institution. The enrolled student, certificate of student status is need. (The original will be returned after the immigration screening)
- 6) The original official transcript from the institution above from last school.
- 7) Certificate or record of Japanese study.
- 8) Certificate of any Japanese language tests. (like JLPT, J-TEST, NAT-TEST, TOPJ and GNK TEST... of Level N5)
- 9) Original copy of birth certificate and family register which is issued by the government.
- 10) If you have work experience, submit proof of employment. (proof of all companies and places worked at until present time)

(2) Financial Supporters

A. In case applicant is supported by a supporter lives in abroad or self-pay burden:

- 1) Financial supporter form. (SGG designated Form No.202)
- 2) Relationship certificate(proof of the relationship between the applicant and the supporter, like a kinship notarized document, family register, birth certificate and others)
- 3) Bank certificate of deposit balance.
(The currency of the country concerned is possible, about ¥2,000,000 equivalence.)
- 4) Financial supporter's deposit passbook copy. (copy of the past 3 years records)
- 5) The documents that can show process of fund formation clearly. (detailed description of funds)
- 6) Work certificate(a. proof of employment b. business permit or corporation register certificate for the self-employment)
- 7) Income certificate(show past 3 years that issued by government)
- 8) Tax payment certificate(show past 3 years that issued by government)

B. In case applicant is supported by a supporter lives in Japan:

- 1) Financial supporter form. (SGG designated Form No.202)
- 2) Relationship certificate(proof of the relationship between the applicant and the supporter, like a kinship notarized document, family register, birth certificate and others)
- 3) Sponsor's Certificate of residence(住民票) , it must have whole family members included.
- 4) Bank certificate of deposit balance. (about ¥2,000,000 equivalence.)
- 5) Financial supporter's deposit passbook copy. (copy of the past 3 years records)
- 6) The documents that can show process of fund formation clearly. (detailed description of funds)
- 7) Work certificate(a. proof of employment b. business permit or corporation register certificate for the self-employment c. final return form(確定申告書)for a owner of personal business)
- 8) Income certificate(tax declaration certificate(課税証明書)issued by ward or city office (showing sponsor's annual income).

2. Special Notices on Application Documents

Please note that the application documents you submit are critical to your obtaining student visa. Make certain that none of the items in these documents are incomplete or incorrect. Corrections made using white-out will not be accepted. The documents submitted to the Tokyo Immigration Bureau will not be returned. Some additional specific suggestions are listed below:

- (1) Application Form (SGG designated Form No. 101)
 - a. Please fill every items.
- (2) Personal Record (SGG designated Form No. 102)
 - a. Make certain that all the items are written
 - b. Begin the academic record from entrance to elementary school.
 - c. Write work history, if you were ever employed.
 - d. Record of immigration/emigration must not be omitted.
 - e. As for the record of Japanese study, please state the place and the term you have learned and also your grade.
 - f. As to the reason for application, please be as specific as possible. State about the past, present and future specifically, such as what kind of life you have led so far, why you need to come to Japan for studying Japanese, and what kind of a plan you have for the future.
 - g. The plan after completing the course has an important bearing on your future progress of the study, so please state clearly whether you plan to go on to college, etc.
- (3) Financial supporter form (SGG Form No. 202)
 - 1) Statement of the background of supporting the applicant
 - a. Reasons for financially supporting the applicant.
 - b. Being good friends will not be sufficient.
 - c. Much more specific description along with other related documents is required.
 - 2) Written oath
 - a. Tuition eg. ¥700,000 for 1 year
 - b. Living expense eg. ¥ 90,000 per months
 - c. Manner of payment (means of proving payments) certificate of remittance, applicant's account book, etc. Which proves that the payments are really made.

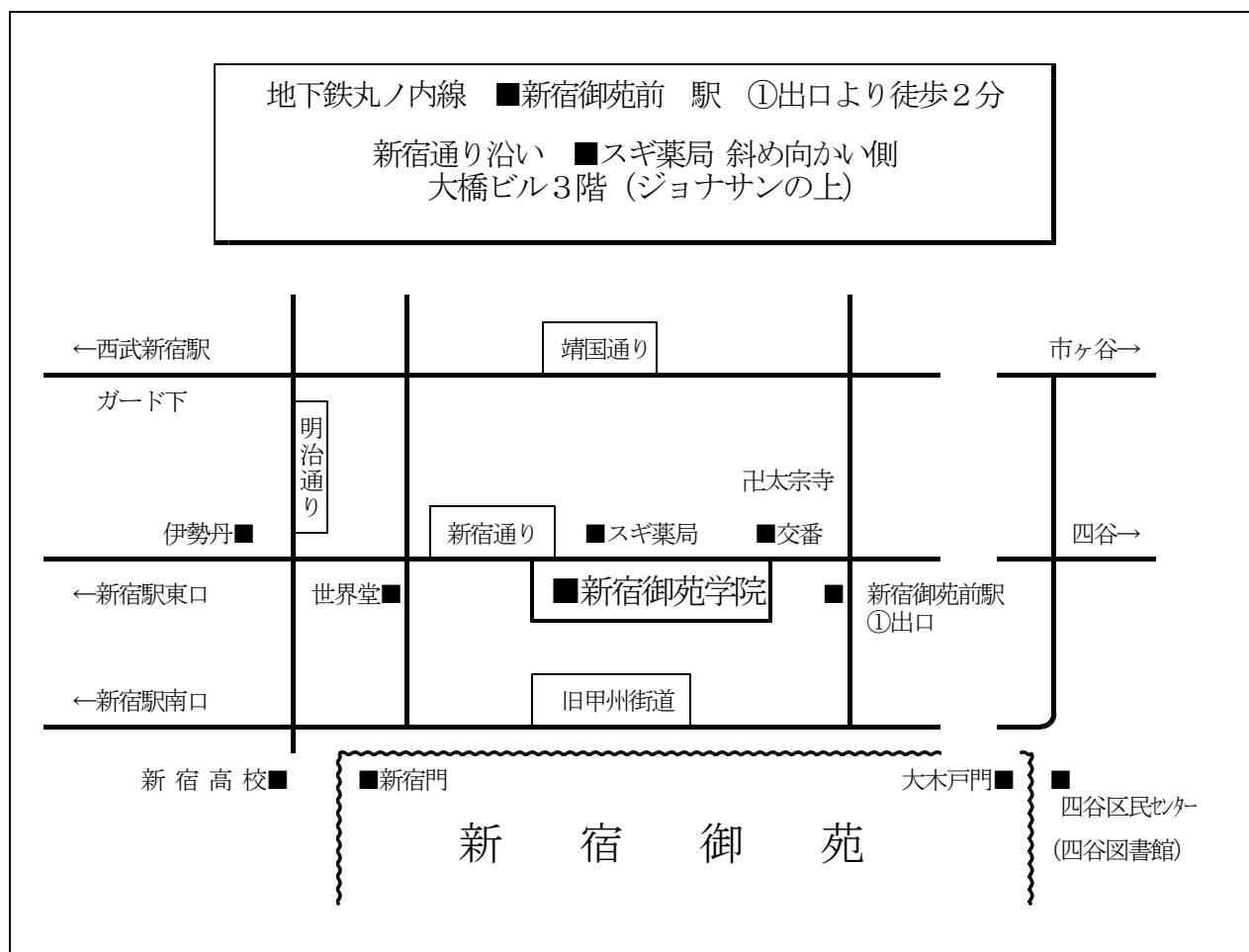
IV DORMITORY

SGG provides dormitory apartments to facilitate the students' life. Those who wish to live in here are recommended to applying advance. Monthly charge for the dormitory apartments is about ¥45,000 varying slightly depending on the location and size. SGG will also assist students who wish to find their own apartments.



V Guide MAP TO SGG

SGG is conveniently located at only a 2-minute walking distance from No. 1 Exit of ShinjukuGyoen-mae Station, Subway Marunouchi Line



2020/05/18

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