

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
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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	9:00 ~ 9:45	1st Period	1:20 ~ 2:05
2nd Period	9:55 ~ 10:40	2nd Period	2:15 ~ 3:00
3rd Period	10:50 ~ 11:35	3rd Period	3:10 ~ 3:55
4th period	11:45 ~ 12:30	4th period	4:05 ~ 4:50

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.



II ADMISSION FEE, TUITION & OTHER FEES

1. Fee Schedule

- (1) The applicants must pay the following fees. Elimination fee must be paid at the time of application.
- (2) Admission fee, tuition and the other fees must be paid for 12 months.
- (3) Other fees must be paid in full one month in advance of the beginning of each semester.
- (4) Admission fee is available for two years.
Other fees will be changed without any notice.

1) The first semester (including consumer-tax) (unit:Yen)

Course	College Prep
Term	12 months
Elimination	20,000
Admission	50,000
Tuition	630,000
Texts	64,000
Accident Insurance	12,000
Total	776,000

2) The following semester (not including consumer-tax) (unit: Yen)

Course	April-enter Student	July-enter Student	October-enter Student	January-enter Student
Term	12 months	9 months	6 months	3 months
Tuition	630,000	491,000	328,000	168,000
Other fee	64,000	49,000	35,000	18,000
Accident Insurance	12,000	11,000	7,000	4,000
Total	706,000	551,000	370,000	190,000

2. Payment Instruction

Make all the payments into either of the following bank accounts. Applicable bank fees must be paid by the applicants.

Mizuho Bank Shinjuku Branch Ordinary A/C 3191787
Sumitomo Mitsui Bank Shinjuku Dori Branch Ordinary A/C 3201616
Both A/C Holder Name is "Shinjuku Gyoen Gakuin".

3. Medical and other Insurance's

In case SGG becomes the guarantor, SGG will require the students to buy Foreign Student Insurance for a premium of approximately ¥12,000/year. All the students are required to join the Japanese National Medical Insurance Program for an approximate monthly cost of ¥1,200.

4. Refund policy

In principle, all the fees are non-refundable.

- (1) Elimination fees are not to be refunded regardless of the Tokyo Immigration Bureau.
- (2) When the applicants decide, due to unexpected circumstances, not to come to Japan after the Tokyo Immigration Bureau's approval is obtained, tuition will be refunded. In case the notice of such cancellation is received after the first semester's commencement, tuition for the period elapsed on a monthly prorated basis will be deducted from the refundable amount. In order to receive the refund, the applicant must submit a statement of cancellation, receipt and the unused Resident Alien Status Approval Certificate.
- (3) Once the applicants enter Japan, all the fees will render non-refundable without exception.

5. Other Expenses

Other expenses that SGG finds necessary as well as fees associated with handling of money orders for payments/refunds or foreign exchange transaction will be charged to the applicants/students on actual amount basis.

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.

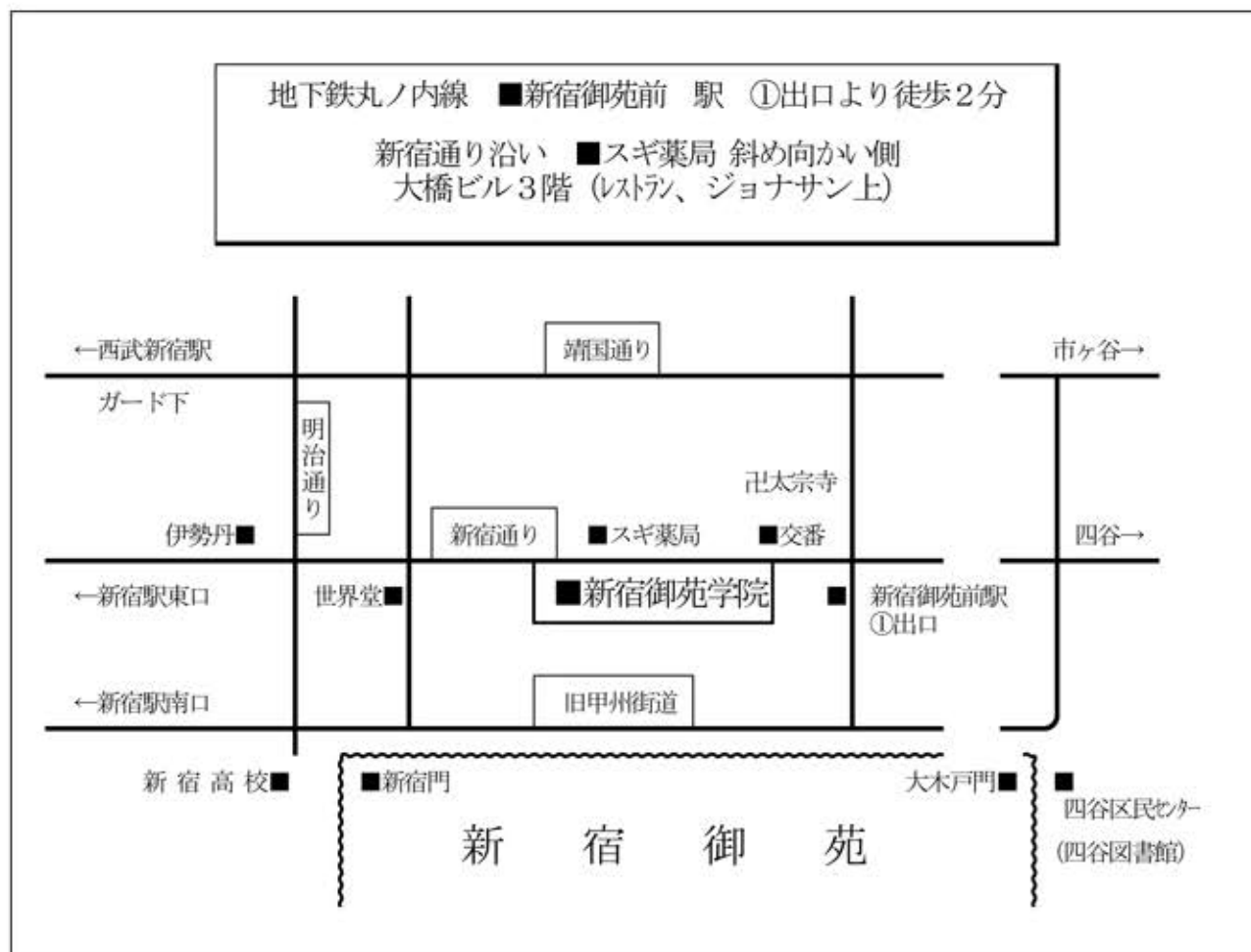
IV DORMITORY

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



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