

ECC JAPANESE LANGUAGE INSTITUTE SHINJUKU SCHOOL

ENROLLMENT INFORMATION

(The Japanese Integrated Course)

■ Courses

Start of semester	Application Periods	Maximum number of Applicants	授業時間数
Apr.	1st Jul. – 15th Oct.	100	<ul style="list-style-type: none"> ●Five days a week (Mon – Fri) Four lessons a day (Morning Class 9:20-12:40 or Afternoon Class 13:40-17:00) ●The student's score on the placement test will determine the level of their class.
Oct.	21st Mar.–10th May		

※ We will no longer accept applications when the number of applicants reaches 100, so please apply early.

■ Requirements for a college student visa

<ul style="list-style-type: none"> ① The completion (or expected completion) of 12 years of education ② The completion of a secondary education curriculum ③ The acknowledgement by this institute that the applicant has the equivalent of both ① and ② above.
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■ Fee

		1 year (Apr. / Oct.)	1 year and a half (Oct.)	2 years (Apr.)
Screening fee		21,000 yen		
Enrollment fee		52,000 yen		
Tuition fee		670,000 yen	1,005,000 yen	1,340,000 yen
Miscellaneous expenses	Original school materials	15,000 yen	22,500 yen	30,000 yen
	Accident insurance fee	6,000 yen	12,000 yen	12,000 yen
Total		764,000 yen	1,112,500 yen	1,455,000 yen

◆Miscellaneous expenses

- ① Accident insurance fee … All ECC students are required to enroll in the Disaster Compensation Plan for Students of Japanese Language Schools. This insurance plan covers accidents that occur at school and while commuting to school. This fee will not be refunded under any circumstances. Students who stay in Japan for more than one year must pay this fee again.
- ② Original school materials … This fee covers the original material produced by ECC used throughout the class. Additional textbooks must also be purchased by the student, based upon their class level. This price may change based on consumption tax revisions.

■ Application Documents

Application of documents		Original required	Note
STUDENT			
1	Application for Admission	✓	<p>Please complete the forms as guided by the school.</p> <p>—Please fill in all the required fields.</p> <p>—Please write your name in capital letters as it appears in your passport. Regarding to the address field, complete it to the last number.</p> <p>—As to reasons for studying in Japan, please explain why you would like to study in Japan and what your plan is after graduation.</p> <p>—When the documents are completed, the form must be signed by the applicant.</p>
2	5 Photos (width 3cm×height 4cm)	✓	<p>—Taken within the past 3 months from the date of submission by the Immigration Bureau.</p> <p>—No hat, no background.</p>
3	Copy of Your Passport		<p>Photo page and any pages showing entry/exit records from Japan.</p> <p>Copy size needs to be exactly the same size as its original.</p>
4	Certificate of Graduation from the Last School Attended	✓	<p>Certificate or Diploma from the last school.</p> <p>—Please submit the original. If you are a prospective graduate, please submit a certificate of enrollment or a certificate of expected graduation.</p>
5	Certificate of Japanese Language Study	✓	<p>Certificates from any Japanese proficiency tests such as JLPT, J-TEST, NAT-TEST, etc. or any proof of study at Japanese language schools with more than 150 hours of study. No needed if your last education history is a technical college or higher.</p>
※	Tuberculosis Screening Certificate		<p>Must be issued by a medical institution designated by the Japanese government. (For citizens of the Philippines, Indonesia, Vietnam, China, Nepal and Myanmar.)</p>
SPONSOR			
6	Document of financial sponsorship	✓	<p>Written by the financial sponsor him/herself.</p> <p>—Sign or seal by the financial sponsor is needed.</p> <p>—Need to submit the amount of money enough to cover all the expenses.</p>
7	Document certifying the relationship between Applicant and Financial Supporter	✓	<p>Official documents such as family relationship certificate, birth certificate, etc.</p>
8	Bank balance certificate	✓	<p>Original certificate from the financial sponsor's bank</p> <p>—Needs to be able to confirm the account number</p> <p>—The account holder needs to be a sponsor him/herself.</p> <p>—The currency shown in the certificate needs to be the one from sponsor's living area.</p>
9	Certificate of employment	✓*	<p>If the sponsor is <u>an employee</u>, <u>an original certificate</u> of employment should be submitted. If the sponsor is a business owner, a copy of business registration should be submitted.</p>
10	Materials to clarify the history of asset formation		<p>Bank statement for the recent 3 years, or a transcript of bankbook for the recent 3 years from the date of issue Bank certificate mentioned 8.</p>
11	Certificate of tax payment for the past 3 years	✓	<p>Income certificate for the past 3 years are also acceptable.</p>

■ Regarding the Preparation of Application Documents

- 1) Submissions must be issued within three months prior to application date to the Immigration Bureau.
- 2) Non-Japanese documents must be accompanied by a Japanese translation and signed by the translator.
- 3) When submitting copies, please make all copies in one side. Also, please write ①-③ in the margin.
① Date you made copies ② Name of the person who made copies ③ the relationship with the applicant
Example: Copy date January 1, 2022 Taro Shinjuku (Agency)
- 4) When submitting "5" Japanese language proficiency documents as transcripts, please write ①-⑥.
① Study period ② Attendance rate (actual study time) ③ Course details
④ Course name ⑤ A target level of the course ⑥ Teaching material used
- 5) As a general rule, ECC only accepts family members up to the third degree of kindships as sponsors. Applicants wishing to use a sponsor who is not a third-degree relative, should consult with ECC.
- 6) Please keep a copy of your submission before mailing to Japan.

■ Advice for students with college student visas

- 1) Student visa holders must obtain a Permit to Engage in Activity Other Than That Permitted by the Status of Residence Previously Granted in order to work part-time. Students who have received permission to work from the immigration bureau may work up to 28 hours/week. Students may not engage in employment at establishment of an adult-orientated nature e.g., bars, clubs or pachinko parlors. ECC regulations prohibit engaging in part-time work for the first three months after commencing study. After 3 months if there's no problems about attendance and grades, students can work part time with a permission from ECC. These information must be reported to the Immigration Bureau.
- 2) Students must join the National Health Insurance System. The fee for this shall be paid by the students.
- 3) Students should not be absent, arrive late, or leave class early without suitable reasons.
- 4) Smoking is not permitted in or around the school building. This rule is strictly enforced.

■ Refund of admission fee and tuition fee

- 1) Once paid, the enrollment fee, the screening fee and the accident insurance fee are absolutely non-refundable.
- 2) The tuition fee and the cost of the original school material may be refunded, if the student's visa application is refused.
※The student must submit a photocopy of their passport so that our school can confirm this fact.
- 3) The tuition and the cost of the original school materials may be refunded, if the student is unable to enroll at the school after they have already paid their expenses, and submits a letter of cancellation of enrollment before the enrollment ceremony (or the prior business day if the day before the ceremony falls on a Saturday, Sunday, or public holiday). ※The student must return the Certificate of Eligibility to our school.
- 4) As the minimum study period is six months, even if a student wishes to leave school within the first six months after commencing studies, the tuition fee will not be refunded. This applies even in the case where a student changes to a different visa within this six months.
- 5) After enrollment, tuition and the cost of original school material can be refunded under the following conditions.
 1. The student has studied for at least half a year and has passed the entrance exam and completed the enrollment procedures for a university.
 2. The student has studied for at least six months and submitted a letter of withdrawal which the school has accepted.In addition to the above cases, the tuition fee and the cost of the original school materials may be refunded for a semester in which a student will not study.
- 6) Current students should follow the school's instruction regarding payments for future semesters. The minimum tuition

fee payable is half a year's tuition. Installment plans are not available.

■ **APPLICATION PROCEDURE** Students applying for college student visa

① Applicant submits your entry sheet & scan data of your passport to ECC.



② [Applicant pays the screening fees]



③ **ECC screens the application**

- ECC staff will interview you online and check your current Japanese learning status.
- ECC examines your entry sheet.



PASSING



④ **Prepare application documents**

- Check the content of application forms and various certificates with data.



⑤ **Completion of application documents** ● Print, sign and mail to ECC



⑥ **Final confirmation of application documents received at ECC**



⑦ **ECC submits the required documents to the Ministry of Justice.**

※⑧ **Submit additional documents if necessary.**



⑨ **PERMISSION** (Issuance of Certificate of Eligibility)



⑩ [The applicant pays the enrollment fee, tuition fee and miscellaneous expenses]



⑪ **ECC sends the Certificate of Eligibility (CoE) to the applicant.**



⑫ **The applicant applies for a visa at a Japanese Embassy**



⑬ **GETTING VISA**



⑭ **Immigration & Admission**

Please come to Shinjuku school according to the schedule given by ECC, take the level test, and be admitted.

ECC Japanese Language Institute Shinjuku School

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HP : <https://ecc-nihongo.com> Skype : ECC jpshinjuku (one space after ECC)

Mon.to Fri. 9:30AM~5:30PM