

Application Guidelines

for the Comprehensive Japanese Language Course

(for students wishing to obtain a student visa)

Course Details

Comprehensive Japanese Language Course	Commencement Date	Capacity	Application Period
2 years course	April	100 students	August 1 st ~ October 31 st
1 year 9 months course	July		January 10 th ~ March 15 th
1 year 6 months course	October		March 21 st ~ May 15 th
1 year 3 months course	January		July 1 st ~ September 15 th
1 year course	April/October		The same as the April and October application period listed above

* If a class is full, applications will be refused even if they are made within the application period.

* Course changes are not permitted after an application is submitted.

Class Hours

- Classes are held 5 days a week, 4 classes per day.

Morning Classes (9:15~12:35) / Afternoon Classes(13:40~17:00)

- Your class is determined based upon your level check.

Application Requirements

- ① Completion (or expected completion by date of commencement) of 12 years or more of school education.
- ② The completion of a secondary education course that qualifies students for admission to a university.
- ③ Recognition by the school of holding the equivalent of ① and ②.

School Fees(Including Tax)

		1 Year	1Year 3Months	1Year 6Months	1Year 9Months	2 Years
Screening Fee		21,000 円				
Entrance Fee		52,000 円				
Tuition Fee		670,000 円	837,500 円	1,005,000 円	1,172,500 円	1,340,000 円
Other Expenses	Course Materials Fee	15,000 円	18,750 円	22,500 円	26,250 円	30,000 円
	Injury Insurance	6,000 円	12,000 円	12,000 円	12,000 円	12,000 円
Total		764,000 円	941,250 円	1,112,500 円	1,283,750 円	1,455,000 円

◆Other Expenses

①The fee for course materials must be paid separately (please make your payment for the course materials fee by the due date for the tuition fee) .

※This does not include the cost of textbooks. Textbooks must be purchased separately after your class is determined.

②Comprehensive compensation insurance 6,000 yen (1 year)

In the case of any accidents or injuries, the student is covered by this insurance. Once paid, the insurance premium is non-refundable. Students taking courses lasting 1 year 3 months, 1 year 6 months, 1 year 9 months, or 2 years, are required to pay for a second year of insurance at the end of the first year.

③In addition to these fees, bank remittance fees, receiving fees, fees for the Japanese Language Proficiency Test, etc. must be paid separately.

Application Documents

*These documents may not be required depending on your Nationality.

<Documents Related to the Applicant>

Applicant		
Documents	Notes	
1	Application Documents	◎Please complete the forms as directed by the school. <ul style="list-style-type: none"> • Please fill in all the required fields. • Please write your name as it appears in your passport. • Please fill in the address field to the last number. • In the 「reason for applying」 please explain in detail your reasons for wanting to study Japanese and your plans for after graduation. The reason for applying must be translated into Japanese. • The form must be signed by the applicant.
2	Pledge	◎Signed by the applicant and the financial supporter.
3	Diploma from the Last School Attended	◎Please submit the original. <ul style="list-style-type: none"> • If you are a Chinese national, please also submit your Educational Background Certification Report. • If you are a prospective graduate, please submit a certificate of enrollment or a certificate of expected graduation.
4	Academic Transcript	◎The academic transcript should be certified by the last educational institute attended.
5	5 Photos (width 3cm×height 4cm)	◎Taken within the last 3 months, without a hat and with no background.
6	Copy of Your Passport	◎A copy of your identity page and any pages showing entry/exit stamps from Japan.
7	Certificate of Japanese Language Study	◎Certificates from any Japanese proficiency tests taken (JLPT, J-TEST, NAT-TEST) or proof of study at a Japanese language school (exceeding 150 hours of study).
※	Tuberculosis Screening Certificate	Must be issued by a medical institution designated by the Japanese government (for citizens of the Philippines, Indonesia, Vietnam, China, Nepal and Myanmar).

◆ Regarding the Preparation of Application Documents ◆

- ① All documents written in a foreign language must be accompanied by a Japanese translation.
 - ※ Graduation certificates, academic transcripts, and the reason for applying, must all be translated.
 - ※ The name and address of the translator must be written on all translated documents.
- ② Addresses must be filled out completely, please do not omit or abbreviate anything.
- ③ Submitted documents must date from within 3 months before the documents are to be submitted to the immigration department.
- ④ When possible, documents should show the name and address of the issuing organization.
- ⑤ The documents listed above are the minimum required, and other documents may be required to be submitted in order to prove you meet the requirements to be granted a visa.
 - Certificate of Employment (for applicants with work experience)
 - Certificate of Enrollment Age (for applicants who enrolled in school at an early age)
 - The dates of enrollment and graduation in the application form must match the dates on the official documents.
 - There should be no periods where the applicant was neither working nor enrolled at a school. If there is such a period, please provide a detailed explanation of the reason.
- ⑥ There may be some difference in the required documents depending on your country. Please be sure to check what documents are required.
- ⑦ Please keep a copy of the documents submitted in your application

< Documents Relating to Financial Supporter >

Financial Supporter	
Documents	Notes
1 Letter of Financial Support	◎ Written by the financial supporter as directed by school, and signed and sealed by the financial supporter • Must contain the amount of money allocated for living expenses and the payment method.
2 Bank Balance Certificate	◎ Original certificate from the financial supporter's bank (must include account number, accounts showing local currency is acceptable) .
3 Documents Showing Origins of Funds	◎ Documents clearly showing the origins of the funds in the financial supporter's account. • A copy of the bankbook or bank statements showing incoming and outgoing funds for the past year. ※ Nepalese nationals should submit a bank statement. ◎ Documents proving income, income certificates, tax certificates etc. ◎ Documents proving employment, certificate of employment, business license, certified copy of registration, etc. ※ Documents must contain a phone number to allow for verification.
4 Copy of Proof of Identity	◎ Should contain the financial supporters address, age, etc.
5 Documents Showing Relationship Between Applicant and Financial Supporter	◎ Official documents such as family register, birth certificate, etc.
6 Documents Showing the Applicant's Family Makeup	◎ Family register or other documents showing family structure (Chinese nationals should submit a family register)

◆ Regarding the Documents Related to Financial Support ◆

As a general rule, ECC requests that financial supporters be a family member of the third-degree. Please consult with us if this is not the case.

- ① All documents written in a foreign language must be accompanied by a Japanese translation.
- ※ Bank balance certificate and copy of the bank book must be completely translated (including the name of bank and depositors).
 - ※ The name and address of the translator must be written on all translated documents.
- ② Submitted documents must date from within 3 months before the documents are submitted to the immigration department.
- ③ When possible, documents should show the name and address of the issuing organization.
- ④ The documents listed above are the minimum required, and other documents may be required to be submitted in order to prove you meet the requirements to be granted a visa.
- ⑤ There may be some difference in the required documents depending on your country. Please be sure to check what documents are required.
- ⑥ If the financial sponsor is a resident of Japan, the sponsor's "certificate of residence," "tax payment certificate," and "taxation certificate," are required.
- ⑦ Please keep a copy of the documents submitted in your application.

Notes on Studying With a Student Visa

- ① Class placement is based upon a comprehensive assessment of a student's Japanese level and ability. As such, it is not possible to assign students to classes according to their wishes.
- ② Classes are conducted completely in Japanese.
- ③ 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. Part-time work is limited to 28 hours a week, and students are not permitted to engage in work related to the adult entertainment industry. ECC regulations prohibit engaging in part-time work for the first three months after commencing study.
- ④ International students are required to join the National Health Insurance system. Students are required to pay for their insurance premiums themselves.
- ⑤ Students are required to devote themselves to their studies and not be absent, arrive late, or leave early (this could affect visa renewals).
- ⑥ Smoking is not permitted in or around the school building. This rule is strictly enforced.

Tuition Refund Policy

-Non-refundable

- 1. Screening fees, admission fees, and insurance premiums will not be refunded for any reason.
- 2. Tuition fees will not be refunded for the first six months after the course has commenced.

-Refundable

Tuition fees and course materials fees may be refundable under the following circumstances:

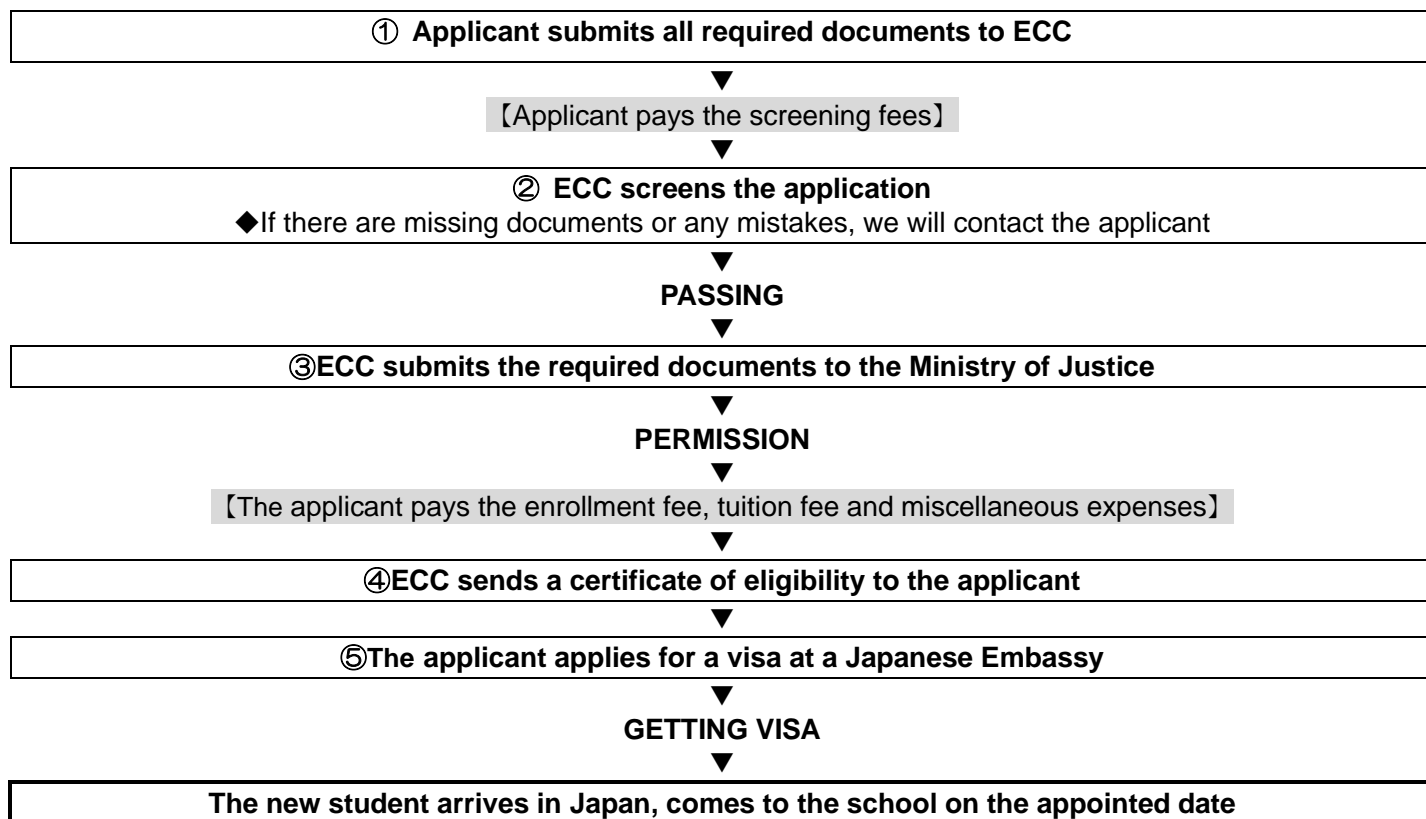
● Before Course Commencement

- 1. If an applicant was denied a college student visa and was unable to enroll. In this case, the applicant must submit a copy of his/her passport showing that the issuance of a college student visa was denied.
- 2. If for some reason an applicant is unable to attend the school before the entrance ceremony, and submits a written explanation of said inability by the day before the ceremony (or the prior business day if the day before the ceremony falls on a Saturday, Sunday, or public holiday), their tuition may be refunded. ※ Applicants who request a refund must return their certificate of eligibility.

●After Enrollment

1. If, 6 months after the course has commenced, a student has entered a university or other institution, or has found employment, and has completed the procedures for entering a university or finding employment.
2. If the student has left the school voluntarily after 6 months of enrollment, and ECC is able to confirm that the student has returned to his/her country ※Tuition fees accrued while studying must be paid by the date designated by the Japanese Language Institute.

■ APPLICATION PROCEDURE Students applying for college student visa



ECC Japanese Language Institute Kobe School

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

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

(Please call or email before you come to school.)