

ECC JAPANESE LANGUAGE INSTITUTE NAGOYA SCHOOL ENROLLMENT INFORMATION

■ Courses

Course name	Start of semester	Capacity	Application Periods
Integrated Japanese 2 years	April	240	1 st Aug. — 31 th Oct.
Integrated Japanese 1 year and 9 months	July		10 th Jan. — 15 th Mar
Integrated Japanese 1 year and 6 months	October		21 th Mar. — 15 th May
Integrated Japanese 1 year	April / October		Same as April and October

※ We will close the application when the each course's capacity gets full.
Once the course has decided, it cannot be changed.

■ Classes

- A student will take a test to place in a class appropriate for his/her level.
- Five days a week (Mon. – Fri.)
Four lessons a day (Morning Class 9:15-12:30 or Afternoon Class 13:30-16:45)

■ Qualifications for a Student visa

① A person who has completed (or will complete) 12 years of education in schools in his /her own country or others.
② A person who has completed secondary education curriculum in his /her own country or others.
③ A person who is acknowledged by this institute as having the equivalent of ① and ② above.

■ FEE

※ In regard to the tuition fee payment, a student has to pay for at least a year at one time.

		1 year	1.5 years	1.9 years	2 years
Screening Fee		21,000 yen			
Enrollment Fee		52,000 yen			
Tuition		670,000 yen	980,000 yen	1,190,000 yen	1,290,000yen
Miscellaneous Expenses	Original school material	15,000 yen	22,500 yen	26,250yen	30,000 yen
	Accident insurance fee	6,000yen	12,000yen	12,000yen	12,000yen
Total		764,000 yen	1,087,500 yen	1,301,250 yen	1,405,000 yen

◆ Miscellaneous expenses ◆

- ① Original school materials・・・ These are mostly used for papers used in lessons.
- ② Accident insurance fee・・・ A ECC student is required to enroll in the Disaster Compensation Plan for international student. This insurance plan covers accidents at both school and the time commuting to school. Insurance fee will not be refunded under any circumstances.

※ Textbooks fee is not included in the fees above. A student has to buy them after their class has fixed.

Required Documents

※ ㉠㉡㉢… These documents are needed only for designated countries.

STUDENT		
1	School application (FORM-1)	◎Applicant must fill out him/herself.
2	Last degree diploma copy (original document maybe required)	◎A provisional diploma, in case it's hard to submit a diploma.
3	Certificates of school enrollment	◎If applicant has not graduated from the last attended school, please submit a certificate of enrollment.
4	Last academic transcript copy	◎Last degree earned.
5	Resume (FORM-2)	◎Please write the official school name and the full school address (up to the house number). If the applicant has and an irregular academic career, the explanation letter issued by school should be submitted.
6	Reasons for studying in Japan (FORM-2)	◎Please write in detail.
7	5 photos (h4cm*w3cm, taken within the last 6 months)	◎A face-to-shoulder(without background) colored photo (in h4cm*w3cm). An informal or casual photo is not acceptable. Please write your name, nationality, and date of birth on the back.
8	Copy of passport	◎Please make sure copy is clear.
9	Written Declaration (FORM-3)	◎The applicant and sponsor must fill out separately.
㉠	Japanese language test certificate or certificate of Japanese learning	◎Certificate of language proficiency (e.g. JLPT, NAT-test, J-test) or the certificates which the Japanese school issued.
㉡	Tuberculosis-free certificate issued by designated medical institution	◎TB high burden countries (Philippines, Indonesia, Nepal, Myanmar, Vietnam, China)

SPONSOR			
Common items	1	Statement of financial sponsorship (FORM-4)	◎Sponsor must fill out him/herself. (1) Concerning tuition, you should circle chosen method of payment. (2) How to pay for the living expenses (e.g. once a month) which the sponsor will pay should be indicated.
	2	Certificate of employment (A business license is needed, if you are self-employed)	If the sponsor is an employee, a certificate of employment should be submitted. If the sponsor is a business owner, a copy of company registration or business license should be submitted.
	3	Proof of income	◎E.g. Certificate of tax payment ※In case of the sponsor who lives in Japan, refer to "(2)".
	4	Certificate of bank balance	◎Balance certificates must be in the name of sponsor. And the certificates must be an original document.
	5	Copy of identification	◎E.g. Passport (If the sponsor is a foreigner who lives in Japan, please submit a copy of residence card.)
	6	Documents which prove relationship with applicant	◎E.g. A birth certificate a transcript of the family register. (No need for an applicant paying by him/herself)
	㉢	Copy of bankbook or deposit and withdrawal details	◎Deposit details for three years to explain how the funds have been deposited.
Sponsor in Japan	(1)	Residence certificate	These must be issued by ward/city office. ◎(1)…The information of family members must be stated.
	(2)	Certificate of tax payment	

◆ Notice of preparation of documents ◆

- ① If you submit non-English documents, English translation must be attached. The name and the address of the translator should be included with the translation.
- ② Documents which issued within 6 months prior to application must be submitted. (3 months for documents issued in Japan.)
The name, the telephone number and the address of the organization should be on the documents.
- ③ We may request you other documents in addition to those listed on the previous page.
- ④ Please make sure to keep the copies for yourself.

■ School rules

- ① After receiving the permission to work part-time at the immigration bureau, a student is allowed to work up to 28 hours per week. To work at sex-related pubs, bars or any related businesses are prohibited.
※ A student can start to work part-time after 3 months from the enrollment.
- ② A student needs to enroll the National Health Insurance System.
The insurance fee should be paid every month by the student.
- ③ A student should not be absent, arrive late nor leave early to the class without suitable reasons.
- ④ Smoking in school and Kanayama district is prohibited.

■ Refund of admission fee and tuition fee.

-Non-refundable

1. Once paid Screening Fee, Enrollment Fee, and Accident insurance fee are absolutely non-refundable.
2. Tuition is absolutely non-refundable for the first 6 months in any case.

-Refundable

Only following situations, Tuition and the cost of original school material can be refunded.

Before enrollment

1. A student is refused to issue a visa in his/her country.
(The student must submit a photocopy of their passport so that our school can confirm its fact.)
2. A student submit a letter of cancellation before the day of an enrollment ceremony.
(In this case, a student also needs to return the Certificate of Eligibility to school.)

After enrollment

1. A student has been in our school for more than 6 months, as well as he/she gets a job or passes an entrance exam of a university / vocational school and completes the enrollment procedure there.
2. A student has been in our school for more than 6 months, as well as the student submits a letter of withdrawal and it's accepted.
⇒ The amount for the terms you will not study is refunded.

- ※ When a student pays the tuition for the next period, they must follow the school instruction.
- The balance is lump sum payment.
 - We do not accept the payment in installment.

■ Short-term course

**For those who currently live in Japan with various types of visa.*

**For those who come to Japan with 90 day stay permits.*

We also have 5 weeks / 3 months short-term Japanese course.

- Visa must be arranged by the applicant.
- A period of stay permit must be longer than the course.

Contact us!



~APPLICATION PROCEDURE~
Students applying for college student visa

Contacting ECC about admission

Handing in a questionnaire

An applicant pays a screening fee

ECC screens applications

◆ Skype interview (school explanation, Hiragana & Katakana test)

PASSING

An applicant submits all required documents to ECC
If there are any missing documents or any mistakes, we will contact applicants.

ECC submits all required documents

PERMISSION

An applicant pays enrollment fee, tuition and miscellaneous expense

ECC sends certificate of eligibility to applicants

An applicant applies for a visa at Japanese Embassy in his/her country

GETTING VISA

Students arrive at Japan and come to the school on the designated date

~APPLICATION PROCEDURE~
Students applying for Short-term course

An applicant prepares documents after receiving an enrollment information

An applicant submits all required documents to ECC

ECC screens application

◆ If there are missing documents or any mistakes, we will contact applicants

PASSING

An applicant pays enrollment fees, tuition and miscellaneous expenses

ECC sends the admission permit to applicants

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E-mail: nihongo@ecc.co.jp

HP : http://ecc-nihongo.com

Mon. to Fri. 9:00AM ~ 5:00PM

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