

Application Information for

University Preparatory Course



Incorporated Educational Institution O-HARA Gakuen

OHARA Japanese Language School

1: University Preparatory Course

- According to the School Education Act of Japan, the schooling period of elementary, junior high and high school (upper secondary school) education is defined as six, three and three years, respectively. And the same Act requires that all applicants to Japanese higher educational institutions such as universities, junior colleges and professional training colleges to be those who have completed 12 years of education until high school graduation.
- However, school education system varies from country to country, where in many countries it requires 11 (or 10) years for students to complete education equivalent to that of the Japanese high school education.
- Those who are from the countries where the schooling years until high school graduation is less than 12 years do not meet the eligibility requirement for Japanese universities or other higher educational institutions in principle and thereby unable to enter higher educational institutions as above in Japan.
- As a measure to solve this problem, the Ministry of Education, Culture, Sports, Science and Technology of Japan has established regulations for university preparatory courses (Public Notice of the Ministry of Education No. 165) designating those who complete these courses are deemed equivalent to those who have completed 12 years of education in Japan.
- Therefore, enrolling and completing this university preparatory course means that students will be considered as having completed at least 12 years of schooling prescribed by the School Education Act of Japan by taking the basic subjects as described below while learning Japanese, which will then qualify them to take entrance examinations of the higher educational institutions mentioned above.

2: Admission Qualifications

To be qualified for application for admission, you must meet all of the following requirements.

- You have completed coursework designated by education law in your home country which is corresponding to Japanese high school education;
- You can objectively prove the above fact;
- You have passed at least the level N5 of the Japanese Language Proficiency Test (JLPT) or have equivalent proficiency; and
- You can objectively prove the payment ability of the financial guarantor (who will be responsible for the payment of tuitions and living expenses)

3: Admission Schedule and Enrollment Capacity (course capacity: 60 students)

- ① 1 Year University Preparatory Course (April admission) 20 students
- ② 1.5 Year University Preparatory Course (October admission) 20 students

4: Class Hours

As a general rule, classes are held Monday through Friday for both 1 year and 1.5 year courses.

10:40 – 16:30 (12:10 – 13:20 Lunch Break)

5: Visa and Status of Residence

The type of visa that you can obtain is a student visa. For the first year, you will be granted a period of stay of either 1 year and 3 months or 1 year (depending on the time of the entry). Therefore, if you wish to continue studying in Japan beyond the period of stay initially granted, you must apply for an extension of visa status. Please be noted that you must satisfy the requirements for academic advancement outlined under our school regulations when applying for the extension. For further details, please contact our administrative office.

6. Standard Class Hours (1 year)

Course Period	Subjects	Class Contents	Number of Class Hours
April – following March	Japanese language	General texts	400
April – following March	Japanese language	Listening comprehension	160
April – following March	Japanese language	Reading comprehension	80
April – following March	Japanese language	Conversation	80
April – following March	Japanese language	Writing	40
October – following March	Japanese language	Japanese culture	40
Subtotal			800
April - September	Basic subjects (foreign language)	Communication English II	40
April - September	Basic subjects (geography/history)	World history A	40
April - September	Basic subjects (geography/history)	Geography A	40
April - September	Basic subjects (mathematics)	Mathematics I	40
Subtotal			160
Total			960

Curriculum Example (1 year course)

	Monday	Tuesday	Wednesday	Thursday	Friday
10:40 11:25 1 st period	Basic subjects	Basic subjects	/	Basic subjects English	Basic subjects
11:25 12:10 2 nd period	Geography/history (Geography A)	Mathematics (Mathematics I)		(Communication English II)	Geography/history (World history A)
12:10 ~ 13:20	Lunch Break				
13:20 14:05 3 rd period	Japanese General texts	Japanese General texts	Japanese General texts	Japanese General texts	Japanese General texts
14:05 14:50 4 th period	Japanese General texts	Japanese General texts	Japanese General texts	Japanese General texts	Japanese General texts
14:50 ~ 15:00	Lunch Break				
15:00 15:45 5 th period	Japanese Listening comprehension	Japanese Conversation/Sp eaking	Japanese Reading comprehension	Japanese Listening comprehension	Japanese Writing (short essay)
15:45 16:30 6 th period	Japanese Listening comprehension	Japanese Conversation/Sp eaking	Japanese Reading comprehension	Japanese Listening comprehension	Japanese Japanese culture

The above is only an example and the actual class contents and hours can be different depending on the progress in class.

All our basic subjects are offered from April through September.

7: Tuition and Fees

Unit: Japanese Yen

1 st year	Payment Deadline	Admission Fee	Tuition	Learning Material Fee	Others	Total
	After the acceptance notification	50,000	—	—	—	50,000
When the Certificate of Eligibility for a Status of Residence is issued	—	660,000	20,000	40,000	720,000	
Total	50,000	660,000	20,000	40,000	770,000	
2 nd half year	Payment Deadline	Admission Fee	Tuition	Learning Material Fee	Others	Total
	At the time of visa extension (6 months)	—	270,000	10,000	20,000	300,000
Total	Course Name	Admission Fee	Tuition	Learning Material Fee	Others	Total
	1.5 Year University Preparatory Course	50,000	930,000	30,000	60,000	1,070,000
	1 Year University Preparatory Course	50,000	660,000	20,000	40,000	770,000

* For all courses, the screening fee (JPY 20,000) is required in addition to the above fees when applying.

“Others”: Total of the facilities fee, equipment fee, extracurricular activity fee and health management fee

Installment Payment of Tuition and Fees

If you wish to make installment payments of tuition and fees, please submit the “installment payment application” form designated by our school with your application. The payment schedule of installment payments of tuition and fees is as follows. The payment schedule after the second payment will be announced by our administrative office accordingly.

Course	Payment Schedule		Admission Fee	Tuition	Learning Material Fee	Others	Total
1 Year Course (April admission)	1 st payment	Upon receipt of the Certificate of Eligibility	50,000	390,000	10,000	20,000	470,000
	2 nd payment	September of the same year	-	270,000	10,000	20,000	300,000
1.5 Year Course (October admission)	1 st payment	Upon receipt of the Certificate of Eligibility	50,000	390,000	10,000	20,000	470,000
	2 nd payment	March of the same year	-	270,000	10,000	20,000	300,000
	3 rd payment	September of the following year	-	270,000	10,000	20,000	300,000

* For all courses, the screening fee (JPY 20,000) is required in addition to the above fees when applying.

8: Application Deadline

For those applying for April admission (1 Year Course): Beginning December of the year before enrollment.

- The screening fee, admission fee, tuition and other fees once paid are not refundable in principle; provided, however, that a refund may be made in the following cases in accordance with the procedures specified by our school:
 - *1. In the case your Certificate of Eligibility applied to the Immigration Bureau of Japan is not issued
 - The amount paid less the screening fee will be refunded.
 - *2. In the case your Certificate of Eligibility is issued but you have something troubles do not apply for the visa and thus unable to come to Japan
 - The amount paid less the screening fee and admission fee will be refunded, subject to the return of the original copy of the Certificate of Eligibility and the certificate of admission.
 - *3. In the case your Certificate of Eligibility is issued and you apply for the visa which is not approved by the Japanese diplomatic establishments abroad (Japanese embassy, consulate, etc.)
 - The amount paid less the screening fee and admission fee will be returned, subject to the submission of evidence showing that you failed to obtain the visa from the Japanese diplomatic establishments abroad and the return of the certificate of admission.
 - *4. In the case your Certificate of Eligibility is issued and you successfully obtain the visa but withdraw your admission before arriving in Japan
 - If we can confirm that the visa is unused and invalid, the amount paid less the screening fee and admission fee will be refunded, subject to the return of the certificate of admission.
 - *5. For those who voluntarily withdraw from our school after the admission due to pursuing other education or other unavoidable reason, we have school regulations concerning tuition refund. For further details, please contact our administrative office.

13: Handling of Personal Information

Please note that any personal information we collect from you is handled in accordance with applicable laws and regulations and the privacy policy defined by OHARA Japanese Language School as follows:

1. Personal information that we acquire through the application documents submitted such as the name and address of the applicant will be used in our applicant screening process (application processing, screening, admission procedures, etc.) and preparation of the application documents for the Certificate of Eligibility to be submitted to the Immigration Bureau of Japan. Moreover, personal information of those admitted will be used for our ① educational affairs (scholastic guidance, reporting the attendance/grade status to guardians, etc.) and ② student support services (health management, preparation of various documents pertaining to the Immigration Control and Refugee Recognition Act, scholarship application, etc.).
2. In the course of carrying out the above work, we may, after taking measures necessary for

the proper management of personal information, share your personal information, in whole or in part, with an external service provider which has been commissioned by us to take on part of our work.

3. We may use your test scores and application documents used for the screening, test scores/results obtained after the admission and other information for the future reference for the screening process, various reports and the like. For further details, please contact our administrative office or visit our homepage.

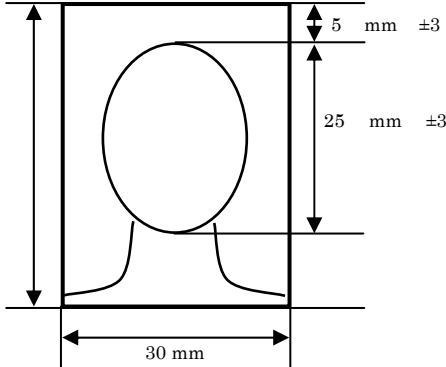
<http://www.o-hara.ac.jp/about/privacy/index.html> (Japanese)

14: Procedures from Application to Entry into Japan

- ① Only after we receive all the documents necessary, we will conduct a final review pertaining your admission.
- ② After we approve your admission, we will submit the application for the Certificate of Eligibility to the Tokyo Regional Immigration Bureau.
- ③ After your Certificate of Eligibility is issued by the Immigration Bureau, please make your payment for tuition fees and other necessary fees as soon as possible.
- ④ As soon as we confirm your payment of tuition fees and other necessary fees, we will send you the original copy of the Certificate of Eligibility and the original copy of your diploma, etc. that you sent us when applying (either by mail directly from us or via our agency).
- ⑤ Please make sure the name printed on the Certificate of Eligibility match the name on your passport.
- ⑥ If there is no problem, please apply for the visa at the Japanese Embassy/Consulate General in your home country.
- ⑦ When entering into Japan, you will need to apply for the “resident card” at the immigration counter.
- ⑧ All foreign nationals residing in Japan with the mid-to long-term resident status are required to carry their resident card with them at all times.
- ⑨ Use the picture described on the next page which is for the admission application for your “resident card.”
- ⑩ If it is necessary, you can also apply for a permit to engage in activity other than that permitted under the status of residence when you apply for your “resident card.”

After entering into Japan, you must visit the City Office of your residence within 14 days to register your address in Japan and join the National Health Insurance.

Documents Prepared by Himself/Herself

<p>① Enrollment application</p>	<p>Enter into the predefined form, in your own handwriting, in your native language or English.</p> <ul style="list-style-type: none"> * Enter all the fields so there is no blank field. * Enter the name stated in the passport. * Confirm that the names of the school and dates of enrollment and graduation in the academic record field match the ones stated in the official documents such as diploma. (Enter the employment record and academic record so there is no blank period. Enter the advancement preparation period and military records too.) * Enter the academic record from the elementary school. * Enter the address of the school accurately in full.
<p>② Photograph (5 copies) (Height 4 cm x width 3 cm, 5 copies)</p>	 <p>The diagram shows a rectangular photograph with a width of 30 mm and a height of 25 mm. There is a 5 mm margin at the top. The photograph is centered within a larger frame.</p> <ul style="list-style-type: none"> * Submitted photographs will be used for the “resident card” that will be carried at all time when residing in Japan. The photograph should be taken from front, no hats, with solid background in bright color, and it should be taken within 3 months before the application.
<p>③ Diploma and transcript</p>	<p>Original copy of the diploma or the graduation certificate for the school last attended.</p> <p>Copy of transcript from the school last attended.</p> <ul style="list-style-type: none"> * Person attending a graduate school, university, etc., should submit the certificate of enrollment and the graduation certificate for the high school. * (Only for China) Person who has graduated from college should apply for issuing of the “Verification Report of China Higher Education Qualification Certificate” from China Higher-education Student Information (http://www.chsi.cn). * (Only for Vietnam) Person who has graduated from college should apply for issuing of the “Credentials Report for the Degree of Bachelor” from Vietnam International Education Development (https://tuyensinh.vied.vn/japan/). Person that has graduated the high school should apply for issuing of the “Credentials Report for High School Graduation Examination.” Name of submitting school is OHARA Japanese Language School. * If your academic record is different from the standard record, submit the diploma and/or transcript for the parts after the different part (elementary school / middle school).

<p>④ National Higher Education Entrance Examination transcript (China) National Entrance Examination transcript (Vietnam)</p>	<p>A student enrolled in university regular course (or specialized study course) (including people that have dropped out) or person that have participated in these examination should:</p> <ul style="list-style-type: none"> • For applicant from China, apply for issuing of the “Credentials Report for National College Examination” issued by China Academic Degrees & Graduate Education Information (http://www.cdgdc.edu.cn). • For applicant from Vietnam, apply for issuing of the “Credentials Report for University Entrance Examination” issued by Vietnam International Education Development (https://tuyensinh.vied.vn/japan/). <p>Name of submitting school is OHARA Japanese Language School.</p>
<p>⑤ Something to prove the family registry</p>	<p>Family registry or extract of family registry. For Chinese person, copy of most current household registration describing the final academic record.</p>
<p>⑥ Identification paper or passport</p>	<p>Copy of all pages.</p>
<p>⑦ Certificates regarding Japanese language proficiency</p>	<p>Original copy of Japanese Language Proficiency Test pass certificate (grade report for who has failed to pass the test) or original copy of the pass certificate regarding the proficiency test performed by the third party, such as J-TEST (grade report for who has failed to pass the test).</p>
<p>⑧ Certificate of employment or certificate of re-employment</p>	<p>Only when you have employment record.</p>
<p>⑨ Japanese translation (excluding documents in English)</p>	<p>Japanese translation for all the submitted documents.</p>

Caution

A certificate for alphabetical spelling of the name is required.

- A certificate for alphabetical spelling of the name issued by the third party (preferably by a government organization) such as passport is required. Submit a copy of name field of the passport if you already have a passport. If you do not yet have a passport, create and submit the family notary, etc., including an English translation.

For a person applying for passport.

- Confirm the alphabetical spelling of your name entered in the enrollment application form.
- This alphabetical spelling will be listed on the “visa” and the “resident card” to be carried in Japan.
- The name stated on the enrollment application form is required to be exactly same as the name on the passport.
- Please note that the visa will not be issued if the spelling is different.

Documents Prepared by the Person Paying the Tuition and Cost of Living (Financial Supporter)

1. When the student is to pay by himself/herself * Attach Japanese translation to all documents.

<p>① Certificate of employment</p>	<p>Original copy of company registry, operating license, etc., is required for a company owner.</p>
<p>② Certificate of deposit balance</p>	<p>Original copy of certificate of deposit balance issued by bank (finance institution) (account number should be stated). The balance is required to be higher than the monthly obligated amount entered in the financial support document multiplied by</p>

	the planned enrollment month.
③ Financial support document	Predefined form (should be entered by the financial supporter).
④ Installment application	Only for person requesting payment in installments.
⑤ Proof of income	A document describing monthly or annual income, such as tax statement, that can explain the source of income.
⑥ Copy of original and copy of the operating license	Operating license of place of employment.
⑦ Copy of bank book, etc.	Something that can explain the source of funds in the certificate of deposit balance.
⑧ Notary document	Notary documents concerning ① and ⑤.

2. When person not residing in Japan is to pay ***Attach Japanese translation to all documents.**

① Certificate of employment	See above.
② Certificate of deposit balance	See above.
③ Document proving the relationship with the applicant	Official document such as family registry or birth certificate that can prove the relationship between the applicant and the financial supporter.
④ Financial support document	Predefined form (should be entered by the financial supporter). When multiple people are to financially support the applicant, make the pledge on a single financial support document in joint names. However, documents specified in this section are required from each person.
⑤ Installment application	Only for person requesting payment in installments.
⑥ Proof of income	A document describing monthly or annual income, such as tax statement, that can explain the source of income.
⑦ Copy of original and copy of the operating license	Operating license of place of employment.
⑧ Copy of bank book, etc.	Something that can explain the source of funds in the certificate of deposit balance.
⑨ Copy of family registry	All members of family should be described (multiple pages are allowed).
⑩ Notary document	Notary documents concerning ① and ⑥.

3. When person residing in Japan is to pay

*** Financial supporter residing in Japan is limited to person that can prove being a family member, have relationship concerning business, or have long-lasting friendship.**

① Financial support document	Enter in predefined form (should be entered by the financial supporter with registered seal).
② Installment application	Only for person requesting payment in installments.
③ Certificate of deposit balance	Issued by the financial institution within 1 month of application.
④ Certificate of employment	Submit following document depending on the occupation of the financial supporter. Company employee: Certificate of employment. Self-employed: Final tax return copy (original copy) with tax office seal. * It will be returned later. Company owner and executive officer: Certified copy of register of the company.
⑤ Tax statement stating the amount of income	Local residential tax statement (original copy) or tax statement issued by the tax office (original copy) stating the total amount of income. * Certificate of tax deducted is not recognized.
⑥ Residence registry	With all members in the same household is listed.
⑦ Document proving the relationship between the financial supporter and the applicant	Family notary, explanation of background of financial support, business contract, voucher, photograph, copy of a passport, etc.

OHARA Japanese Language School

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<https://www.facebook.com/OHARAjlsfan/>

(交通) JR線 : 水道橋駅東口下車徒歩5分
 地下鉄 : 神保町駅下車 A5 出口から徒歩5分

(Location) 5 minutes walk from JR Suidobashi Station, East exit.
 5 minutes walk from Subway Jinbocho Station.

