

GUIDELINES FOR ADMISSION

COURSES

	1 Year Course	1.5 Year Course	2 Year Course
Total Class Hours	800/40 weeks	1,200/60 weeks	1,600/80 weeks
Duration	April to March of the following year	October to March of the second year	April to March of the second year
Student Capacity	270(pending application for capacity increase)		
Class Times	Morning Classes: Afternoon Classes:	9:20 - 13:10 13:30 - 17:20	(Monday - Friday) (Monday - Friday)
No-Class Days & Vacation Periods	Saturdays, Sundays, National Holidays, Summer Vacation, Winter Vacation, Spring Vacation		
For optimum results classes are kept small -- from 15 to 20 students -- and supervised by a homeroom teacher.			

APPLICATION PERIODS

- Courses starting in spring: August to the end of October
- Courses starting in fall: February to the end of April

ENTRANCE REQUIREMENTS

- Applicants must have completed twelve years or more of formal education (including those who will graduate by the time they enter the Course).
- Applicants must have passed Level N5 or higher of the Japanese Language Proficiency Test or equivalent (at least 200 hours of instruction at a Japanese school).
- Applicants must be physically and mentally healthy, and willing to obey the laws of Japan.

GUARANTOR

- The Guarantor will be responsible for the payment of all school fees and living expenses while the student is enrolled in the school.

SELECTION PROCESS

- Applicants are selected through an examination of submitted documents, a personal interview, an interview with their guardian or Guarantor, and a proficiency examination.
- In some cases, and according to nationality, any or all of the above are done before the application process begins, so please contact us as soon as possible.

SCHOOL FEES

- ① Application Fee: ¥20,000 (to be paid at the same time the Application is submitted)
- ② Entrance Fee: ¥70,000
- ③ AIU Insurance: 1 Year Course: ¥5,000 1.5 Year Course: ¥7,500 2 Year Course: ¥10,000
- ④ Course Fees:

Course	Tuition	Equipment	Supplies	Total
1 Year	¥ 540,000	¥ 30,000	¥ 20,000	¥ 590,000
1.5 Year	¥ 810,000	¥ 45,000	¥ 30,000	¥ 885,000
2 Year	¥1,080,000	¥ 60,000	¥ 40,000	¥1,180,000

⑤ Schedule of Payment:

Upon acceptance of application, payment will be made as follows:

- 1 Year Course: ¥665,000 (② + ③ + ④)
- 1.5 Year Course: ¥667,500 (② + ③ + 1 year's of ④)
- 2 Year Course: ¥670,000 (② + ③ + 1 year's of ④)

Depending on nationality, the above may be split into two payments made in 6-month installments.

The remaining balance for the 1.5 or 2 Year Course shall be paid in 6-month installments.

⑥ Method of Payment:

Fees are to be paid in Japanese Yen by bank transfer to the following account. (Any service charge shall be paid by the Applicant.)

Account Name: ANABUKI COLLEGE TADATSUGU ANABUKI
Bank: THE HYAKUJUSHI BANK, Ltd. HEAD OFFICE
Account Number: 1720852
SWIFT Code: HYAKJPJT

⑦ IMPORTANT

- It is our general policy to not return any fee once received. However, if the Applicant is not granted an Authorization of Stay, or after receipt of an Authorization of Stay a visa is not granted by an overseas Japanese Embassy or Consulate, the Entrance Fee, AIU insurance premium, and Course Fees will be refunded, but the Application Fee will not.
- Should the Applicant decline entrance after an Authorization of Stay has been granted, the AIU insurance premium and Course Fees will be refunded, but the Application Fee and Entrance Fee will not. In this case, the original copies of the Authorization of Stay and Admission Permit must be returned to the school.
- A service/transfer charge will be deducted from any refund.

Steps from Application to Enrollment

1. The Applicant sends **application documents and Application Fee** to the school. If presently in Japan, the Guarantor or a representative is requested to bring these directly to the School.
2. The School issues an Admission Permit and a bill for School Fees, then begins the Selection Process.
3. The School applies for an Authorization of Stay at the Takamatsu Bureau of Immigration.
4. The School receives the Applicant's Authorization of Stay from the Takamatsu Bureau of Immigration.
5. The Applicant sends the **first payment for Course Fees, AIU Insurance**, and the **Entrance Fee** by bank transfer.
6. Upon receipt of the above payment, the School will send the Authorization of Stay to the Applicant, or hand it directly to the Guarantor or representative if the application was made from within Japan.
7. The Applicant applies for a visa at a Japanese Embassy or Consulate. If a visa is not granted, the process shall be handled as stated in ⑦ above.
8. The Student comes to Japan and begins studies.

APPLICATION DOCUMENTS

>>> *To be provided by the Applicant:*

1. Entrance Application (school form, filled in by the Applicant)
2. Résumé (school form, filled in by the Applicant) Under **Purpose of Study** and **Plans After Study** state clearly your purpose of studying Japanese and your plans after completing the Course.
3. One of the following:
 - ① Graduates – your Graduation Diploma from the last school attended (original). (If not available, please furnish a Certificate of Graduation.)
 - ② Prospective Graduates – a Certificate of Prospective Graduation
 - ③ Students enrolled where a Certificate of Prospective Graduation cannot be issued – a Certificate of Enrollment.
4. Grade Transcript (from the last school attended; or, if presently enrolled, the most recent copy from your present school)
5. Certification of Japanese studies (showing a total of at least 200 hours of study and the textbook(s) used). Applicants who have passed Level N5 or higher of the Japanese Language Proficiency Test are asked to submit their Authorized Certificate (original).
6. Certificate of Military Service, if applicable, showing period of service
7. Certificate of Employment, if applicable, showing present or past occupation(s), including period, type of employment, and the employer's telephone number.
8. Copy of Family Registry
9. Five I.D. photos taken within the past 3 months (3 cm x 4 cm).
10. (Passport bearers only) A copy of each passport page showing any personal data, issue information, etc.

>>> *To be provided by the Guarantor:*

If fees and expenses are to be paid by Applicant:

1. Guarantee of Payment (school form, filled in by the Applicant) Please write clearly and in detail concerning the payment source, the method and amounts of payments, etc.
2. Personal Income Certificate (showing income for the preceding year) If self-employed or company owner, a notarized certificate showing annual income and taxes paid during the past three years.
3. Applicant's Bank Balance Certificate and a bank passbook copy (showing the deposit history up to the present balance) We advise a minimum balance of ¥2,000,000 for the 1 Year Course, ¥2,500,000 for the 1.5 Year Course, and 3,000,000 for the 2 Year Course, to cover expenses while enrolled in the Japanese Language School and for the first year of university or other continuing studies.
4. Certificate of Employment (showing address and telephone number of employer, hire date and type of employment) If self-employed or a company owner, a copy of your Business Permit or a notarized document proving the same.

If fees and expenses are to be paid by relatives in home country:

1. The four documents described above under **If fees and expenses are to be paid by Applicant**
2. Notarized proof of the relationship between the Applicant and the Guarantor

If fees and expenses are to be paid by a resident of Japan

1. Guarantee of Payment (school form, filled in by the Guarantor) Please write clearly and in detail concerning the payment source, the method and amounts of payments, etc.
2. Personal Identification (school form, filled in by the Guarantor)
3. Resident Tax Certificate or Withholding Form (showing income for the preceding year) If self-employed, an Income Tax Declaration copy, which includes income for the preceding year.
4. Certificate of Employment (showing address and telephone number of employer, hire date and type of employment) If self-employed or a company owner, a copy of your Business Permit or the original copy of a Corporate Registration Certificate.
5. Resident Card (showing entire family) If a Long-Term or Permanent Resident, the original copy of your Certificate of Alien Registration.
6. Proof of Relationship to the Applicant
 - *If a business relationship:*
 - ① A copy of each party's Business Permit
 - ② A contract which clearly shows the contract terms
 - ③ Proof of the transaction (showing the transfer and receipt of funds; a Letter of Credit, etc.)
 - ④ If the Applicant is a child of a client, that parent's Certificate of Employment and documentation proving the parent-child relationship.
 - *If a personal relationship:*

Proof of the relationship (photographs, passport copies, etc.)

Only certifying documents with weekday dates will be accepted. Additional documents may be required depending on the circumstances.

CONCERNING APPLICATION DOCUMENTS

1. Please submit Japanese translations along with requested documents. (Purpose of Study Abroad, Graduation Certificate, Employment Certificate, Guarantee of Payment, etc.) Include the name, company, telephone number and official seal of the translator in the lower right corner of each document.
2. All documents to be provided by the Applicant must be personally filled out by the Applicant, and those to be provided by the Guarantor must be filled out by the Guarantor. Documents filled out by a representative will not be accepted.
3. Do not use correction fluid when making corrections to information already filled in. If a mistake cannot be rewritten clearly, line out the mistake with a double line (====) and write the correction above it.
4. All official certificates and documentation submitted by either the Applicant or Guarantor must be the originals printed on the issuing institution's stationery bearing their address and telephone number in their standard format. Furthermore, these documents must bear an official seal, the title and signature (and seal if applicable) of the institution's representative, and the date of issue.
5. The Guarantor is requested to provide his or her reasons for this undertaking. In addition, please also submit any documentation or other available material (photographs, etc.) which clearly substantiates his or her relationship to the Applicant.
6. Except for the Graduation Diploma, photographs, and the original copies of other certificates, submitted documents will not be returned. Please make any necessary copies before submitting.

IMPORTANT

1. After enrollment, a leave of absence or transfer to a different school will not be permitted without a justifiable reason.
2. Students with poor attendance or exam grades who cannot perform according to the information provided by the Guarantor may have difficulties completing their course and renewing their stay authorization.
3. Students will be required to carry an AIU accident insurance policy and join the Japan National Health Insurance Plan.
 - a. AIU Accident Insurance covers property damage. (see no. 3 under *School Fees*)
 - b. Japan National Health Insurance covers 70% of any medical treatment costs. The student will bear the remaining 30%. (This coverage will be paid for separately after the student's arrival in Japan.)
4. Students may be eligible to take advantage of special discounts when traveling in Japan or using local public transportation. Please ask your homeroom teacher or inquire at the Reception Desk.