

GUIDELINES FOR APPLICANTS

Qualifications for an applicant:

1. Applicant who have completed a course equivalent to or school education more than 12 years.
2. Applicant who a study purpose is clear and has a trustworthy guarantor for school expenses payment not difficulty.
3. Applicant who is promising person that it is admitted entry to Japan by a fair procedure.
4. Applicant who have equal ability and N5 Japanese Language Proficiency test, or those Japanese learning experience of 150 hours or more.

Level of studies:

1. **Basic:** Study pronunciation, Hiragana, Katakana, Basic Kanji, Basic structure and grow conversation skill for daily life in Japan.
2. **Intermediate:** Study various structure, grammar and vocabulary to grow applicable express ability with practical conversation.
3. **Upper Intermediate:** Study highly grammar level and vocabulary to grow for various express ability and fluently conversation
4. **Advance:** Through various situation and scene, grow synthetic Japanese conversation skill.

School Hours: Mondays ~ Fridays 5 days a week

Morning class: 9:00 ~ 12:30

Afternoon class: 13:00 ~ 16:30

Application period

Enrollment in April	Enrollment in July	Enrollment in October	Enrollment in January
July 1 of the previous year – November 30 of the previous year	November 1 of the previous year – March 31	January 1 – May 31	June 1 of the previous year - September 30 of the previous year

* Application forms will no longer be accepted once the maximum student quota is reached.

* Application period may be changed due to the application process for the "Certificate of Resident Eligibility".

Application Procedures:

Step

1	Submission of application documents (Applicant)
2	Result of school screening (Nagoya Education of Academy)
3	Application for Certificate of Eligibility (School to Immigration Office)
4	Inspection Issue or rejection of Certificate of Eligibility
5	Issue of Certificate of Eligibility
6	Payments of registration fee and tuition (Applicant)
7	Issue The Certificate of Eligibility and the Certificate of Admission (Nagoya Education of Academy)
8	Application for Visa with Certificate of Eligibility and Certificate of Admission (Applicant)
9	Inspection Issue or rejection of Visa
10	Issue of Visa
11	Arrangements of an air ticket, etc
12	For lodgings, please contact the school's secretariat.
13	Please contact us after you decide date of entry.
14	Visiting Japan and School Admission

Required documents to apply for admission

When you would like to enter regular course, you have to follow the application process for the "Certificate of Resident Eligibility". About application forms like following, but it may be change due to the situation of applicants. For details, feel free to contact our school's secretariat.

Our school's prescribing forms (application for school admission, written oath and sponsor's statement for financial support,) can be downloaded here

<http://www.fftt.biz/nihongo/06.html>. To open PDF files, you need Adobe's Acrobat Reader.

After downloading, please print it and fill out the required information.

Forms for applicant

	Necessary forms	Notes
1.	Application form for admission	Must use form designated by school
2.	Photos of applicant Photo (4 cm×3 cm) (5 copies)	Full face without hat and taken within 6 months
3.	Copy of applicant's family register	Birth certificate, Residential certificate, etc
4.	Diploma or certificate from the highest school	Original (We will return the original of the Diploma after check in immigration. don't return the certificate)
5.	Transcript of the highest school.	Original (Don't return the certificate)
6.	Copy of Certificate of Japanese language Ability	If you have
7.	Copy of identification	Copy of ID card, etc
8.	Occupational certificate	When you have job, you should prepare occupational certificate and explanation of your job.
9.	Copy of passport	When an applicant has passport.

Forms for financial guarantor

	Necessary forms	Notes
A)	Letter of guarantor	Must use form designated by school and write about reason why guarantor support applicant's finance.
B)	Certificate of kinship	Birth certificate, Residential certificate, etc
C)	Bank balance certificate(Original)	Proof of remittance to Japan through bank each term.
D)	Copy of bank savings	Proof of capital
E)	Pledge for principal of school	Must use form designated by school with signature of financial guarantor.
F)	Occupational certificate	When grantor is office worker(Salary man) Occupational certificate
		When grantor is manager of company Company register
		When grantor is owner of own company Copy of business license
		*It has name of occupation, position, the length of working, and etc.
G)	Income certificate	It has monthly income and yearly income which is enough to explain for capital of financial support.
H)	Tax certificate	It has total yearly income which is issued by tax office.
I)	Copy of identification	Copy of ID card, etc

Japanese Yen currency

2 Years College Preparatory Course		Enrollment in April		
Registration fee: 21,000yen *Registration fee is "non-returnable".				
*Please pay when you apply application form at school.				
Payment	Entrance Fee	Tuition	Facility expenses	Total
1st Year	84,000 yen	600,000 yen	30,000 yen	714,000 yen
2nd Year		600,000 yen	30,000 yen	630,000 yen
Total	84,000 yen	1,200,000 yen	60,000 yen	1,344,000 yen

Japanese Yen currency

1 Year and 6 Months College Preparatory Course		Enrollment in October		
Registration fee: 21,000yen *Registration fee is "non-returnable".				
*Please pay when you apply application form at school.				
Payment	Entrance Fee	Tuition	Facility expenses	Total
1st Year	84,000 yen	600,000 yen	30,000 yen	714,000 yen
2nd Year		300,000 yen	15,000 yen	315,000 yen
Total	84,000 yen	900,000 yen	45,000 yen	1,029,000 yen

Japanese Yen currency

1 Year and 9 Months College Preparatory Course		Enrollment in July		
Registration fee: 21,000yen *Registration fee is "non-returnable".				
*Please pay when you apply application form at school.				
Payment	Entrance Fee	Tuition	Facility expenses	Total
1st Year	84,000 yen	600,000 yen	30,000 yen	714,000 yen
2nd Year		450,000 yen	22,500 yen	472,500 yen
Total	84,000 yen	1050,000 yen	52,500 yen	1,186,500 yen

Japanese Yen currency

1 Year and 3 Months College Preparatory Course		Enrollment in January		
Registration fee: 21,000yen *Registration fee is "non-returnable".				
*Please pay when you apply application form at school.				
Payment	Entrance Fee	Tuition	Facility expenses	Total
1st Year	84,000 yen	600,000 yen	30,000 yen	714,000 yen
2nd Year		150,000 yen	7,500 yen	157,500 yen
Total	84,000 yen	750,000 yen	37,500 yen	871,500 yen

please pay the 714,000 yen first year tuition amount, When you issue a Certificate of Eligibility

Payment	Entrance Fee	Tuition	Facility expenses	Total
1st Year	84,000 yen	600,000 yen	30,000 yen	714,000 yen

Bank account number of school

Bank's name : The Bank of Tokyo-Mitsubishi UFJ, Ltd. (SWIFT code: BOTKJPJT)

Branch's name: Inuyama Branch

Beneficiary's name :Nagoya Academy of Education

Beneficiary's A/C No. Ordinary (Futsu) No. 0063775

Address of the Bank : Inuyama-City Aichi Japan

Beneficiary's Address: Nishikoken 77-12 Inuyama-Aza Inuyama-City Aichi JAPAN

Other: Please pay teaching materials costs, an attending school premium, extracurricular study costs, sundry expenses in cash after coming to Japan. It is total amount of money approximately around 40,000 yen for one year.

If there is a question or an ignorance point, it is occasional, and please can refer by an email willingly.