



Student Recruitment Guidelines

(English Version)

■ Course Overview ■

Course	Capacity	Entry	Completion	Class Time (2-shift system)
2-Year College Preparatory Course	120	April	March	Morning class 9:00 – 12:10 Afternoon class 12:50 – 16:00
1.5-Year College Preparatory Course	60	October	March	Morning class 9:00 – 12:10 Afternoon class 12:50 – 16:00

■ Study Levels ■

Course	Level Range
2-Year College Preparatory Course	Elementary → Upper-Intermediate
1.5-Year College Preparatory Course	Lower-Intermediate → Upper-Intermediate

■ Eligibility Requirements ■ Applicants must satisfy ALL of the following:

- Motivated to study.
- Able to cover living and tuition expenses throughout the study period.
- In good physical and mental health; willing to observe Japanese law and study diligently.
- High school graduate or holder of equivalent qualification.
- Has completed at least 12 years of formal school education (or currently enrolled).
- Has completed 150 hours or more of Japanese language study.
- 2-Year Course applicants: Japanese proficiency equivalent to JLPT N5.
- 1.5-Year Course applicants: Japanese proficiency equivalent to JLPT N4.

■ Application Procedure ■

Application Period:

Course	Application Period
2-Year College Preparatory Course	June 10 – end of August of the previous year
1.5-Year College Preparatory Course	January 10 – April 10 of the entry year

■ Applications close once capacity is reached. As document review takes time, please apply early (at least 1 month before the final deadline).

■ Application Documents ■ Submit scanned data by April 10

No.	Document	Notes
1	Application form (signed by applicant)	Scanned data with photo + Excel file

2	Proof of income of financial sponsor	Scanned data + Japanese translation (income certificate, tax certificate, etc.)
3	Graduation certificate & academic transcript	For applicants with education beyond high school: scanned data of the highest institution + Japanese translation
4	Work history certificate (if applicable)	Scanned data + Japanese translation
5	Documents showing Japanese language ability	JLPT result notice, certificate of achievement, Japanese study history certificate — scanned data + Japanese translation
6	Copy of passport or ID card	Scanned data (both sides if ID card)

■Flow: From Application to Enrollment■

- ① Submit application documents
 - ② Document screening
 - ③ Online interview for applicants who pass document screening
 - ④ Notification of acceptance / rejection via local agent
 - ⑥ Certificate of Eligibility (COE) issued (application submitted to Osaka Immigration)
 - ⑦ COE delivered
 - ⑧ Payment of selection fee and tuition
 - ⑨ COE forwarded to applicant via local agent; visa application at nearest Japanese embassy/consulate
 - ⑩ Prepare for departure after visa is issued
- Arrive in Japan & enroll

■Online Interview■

April entrants: oral questions, kanji, and written test at JLPT N5 level.

October entrants: oral questions, kanji, and written test at JLPT N4 level.

■Final Submission Documents (for COE Application)■

No.	Document	Notes
1	Original application form	With photo (previously submitted as scanned data)
2	Original pledge form	Check that circles are marked correctly; add date and signature
3	Original financial support statement (signed)	Check that circles are marked correctly; add date and signature
4	Documents showing relationship between financial sponsor and applicant + Japanese translation	Originals of family register, birth certificate, marriage certificate, etc. ■ If someone other than the applicant's parent is the financial sponsor, also submit a written reason why the parent is not the sponsor (+ Japanese translation).
5	Bank balance certificate	Original + Japanese translation
6	Documents showing bank deposit history	Original (1 year)
7	Proof of current address	Required if current address differs from address shown in family documents + Japanese translation
8	Documents showing Japanese language ability	Originals of JLPT result notice, certificate, Japanese study history certificate
9	Copy of tuberculosis-free certificate	Nepal, Vietnam, Philippines applicants only — previously sent as scanned data
10	Original translation certificate	Must bear the translator's signature
11	Photos (4 copies)	3 cm × 4 cm, color, taken within 3 months

■ All certificates must be issued on or after [specified date].

■ All Japanese translations must include the translator's affiliation, name, and signature.

■ Fees ■

① Selection fee: ¥22,000

② School fees [(1) Enrollment fee (2) Tuition (3) Textbook & extracurricular activity fee] — pay after COE is issued

Course	Year	Enrollment Fee	Tuition	Textbook & Activity Fee (incl. JLPT exam)	Equipment Maintenance	Health Management (incl. insurance)	Total
2-Year Course	1st	¥110,000	¥660,000	¥38,000	¥44,500	¥22,000	¥1,639,000
	2nd	—	¥660,000	¥38,000	¥44,500	¥22,000	
1.5-Year Course	1st yr (1 yr)	¥110,000	¥660,000	¥38,000	¥44,500	¥22,000	¥1,256,750
	2nd yr (½ yr)	—	¥330,000	¥19,000	¥22,250	¥11,000	

■ The selection fee is non-refundable even if the application is rejected by immigration or an embassy.

If immigration approves the visa but enrollment becomes impossible due to unavoidable circumstances, all fees except the selection fee will be refunded.

■ All prices include Japanese consumption tax.

■ Student Dormitory (School-affiliated rental housing) ■

To help students learn Japanese customs and culture through daily life and to create an environment conducive to study, all students are in principle required to live in school-affiliated rental housing for the first year after enrollment.

For details about the dormitory, please inquire separately.