

Toyama College of Business and Information Technology (Bit)

Enrollment Outline for International Students 2018

Toyama College of Business and Information Technology

Toyama Joho Business Senmon Gakko

676 Sanga, Imizu City, Toyama Prefecture 939-0341 JAPAN

TEL: 0766-55-1420

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1. Requirements for Admission

The applicant must complete 12 years of formal education outside of Japan and should be qualified as per at least one of below criteria.

- A) Those who have studied Japanese for more than six months at schools certified by the Association for the Promotion of Japanese Language Education.
- B) Those who have passed the Japanese Language Proficiency Test Level N3 or equivalent level.
- C) Those who have studied more than 1 year at the schools (except kindergartens) designated by the Japanese School Education Act, Article 1.

2. Application Documents

Documents to be prepared by applicant

- 1. Application Form (must be handwritten by the applicant using a designated form)
Fill out the form and attach the same photo on the admission ticket.
- 2. Curriculum Vitae (must be handwritten by the applicant using a designated form)
The applicant should write the purpose to study in Japan and how the study at our school will be utilized and the future plans.
- 3. Submit at least one of these documents.
 - A) Certificate or a proof of student registration of more than six months study of Japanese language at the schools certified by the Association for the Promotion of Japanese Language Education.
 - B) Proof of the N3 of the Japanese Language Proficiency Test or equivalent level at another test such as JTEST and NATTEST.
 - C) Proof of more than 1-year study at the school (except kindergartens) designated by the Japanese School Education Act, Article 1.
- 4. Certificate of attendance and transcripts from the Japanese language school.
- 5. Copy of the Japanese University Admission for International Student Score report.
- 6. Written Oath (must be handwritten by the applicant using a designated form)
- 7. Letter of Guarantee (must be handwritten by the sponsor using a designated form)
- 8. Admission ticket and Admission guide (must be handwritten by the applicant using a designated form)
Fill out the applicant address and name and attach the same picture on the application form.
- 9. 2 copies of portrait (Size: 4(H)×3(W) cm), the same picture on the application form, without hat, taken within three months prior to the application. Applicant's name, nationality and date of birth must be written on the back of all photos
- 10. Original certificate of graduation from the last school attended or diploma. (Original certificate will be returned later)
- 11. Transcript of the last school attended.
- 12. Copy of the passport with pages showing the identification and the duration of stay
- 13. Copy of the applicant's resident card.
The resident card must be issued by the town, city or village where the applicant lives, proving the status of residence.

Documents to be prepared by sponsor

A When a parent, relative, etc. of an applicant outside Japan remit all expenses for the applicant in Japan.

The sponsor must be employed and must also be financially able to make payments.

- Expense Payment Pledge (must be handwritten by the sponsor in the native language using designated form).

B When a person residing in Japan other than applicant pays all the expenses for the applicant in Japan.

- Expense Payment Pledge (must be handwritten by the sponsor using designated form).

★Important Notice

- **Summit the original documents except the ones with the description “Copy”.**
- **All documents must be no more than three months old.**
- **All required information must be written clearly and precisely.**
- **Do not make any corrections by using correction fluid or any other means.**
- **Be aware that if there are incorrect matters and statements in the application form, the admission will be cancelled.**
- **The documents that an applicant must write should be filled out by himself/herself. The documents that a sponsor must write should be filled out by himself/herself.**
- **The school may request further additional documents.**
- **Documents submitted will not be returned to the applicant (except original diploma) and the application fee is not refundable with no exception.**
- **if there are incorrect matters and statements in the application form, the admission will be cancelled after enrollment procedure.**
- **A Japanese translation must be attached to all documents written in a language other than Japanese.**

3. Application

All documents must be completed and submitted and the application fee paid by the applicant or guarantor in person to Toyama College of Business and Information Technology (Toyama Joho Business Senmon Gakko).

Or send the application fee to the school's designated bank account and mail a copy of the certificate of money transfer with the application documents.

Application Fee: JPY 20,000 (We also accept Postal Money Order for mail application)

*The address and name of the receiver must be blank on the postal money order.

This is no refundable even if admission is refused.

Mailing Address and Inquiry:

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676 Sanga, Imizu City, Toyama Prefecture 939-0341 JAPAN
TEL: 0766-55-1420 FAX:0766-550757 E-mail: bit@te.urayama.ac.jp

4. Filing of Admission and Schedule

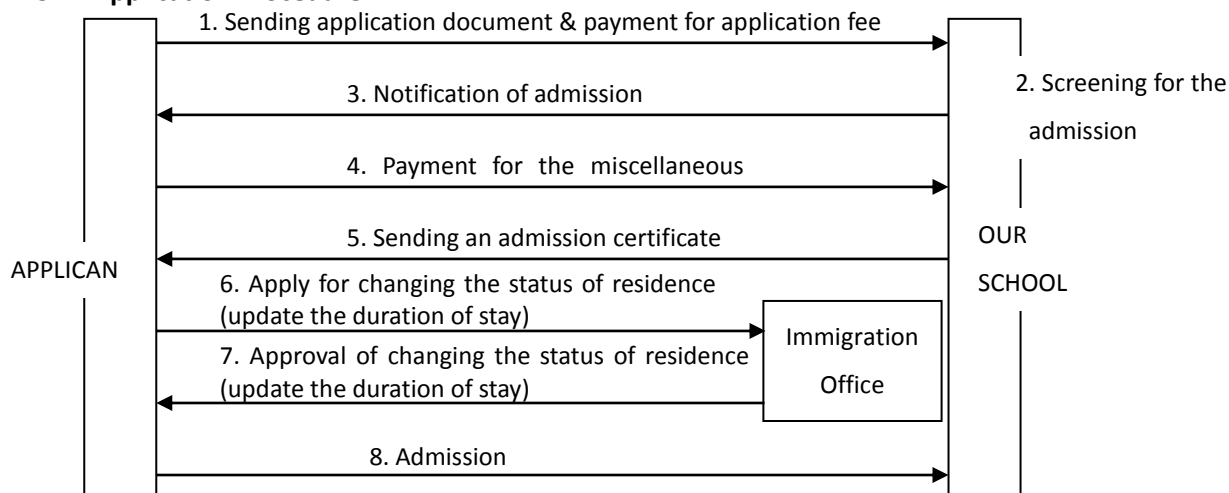
1. Schedule of entrance examination

	Deadline for Application	Date of Exam	Announcement of Result	Deadline for Enrollment
5 th	Wed., Dec. 6, 2017	Sat., Dec. 9, 2017	Fri., Dec. 15, 2017	Fri., Dec. 22, 2017
6 th	Wed., Jan. 10, 2018	Sat., Jan. 13, 2018	Fri., Jan. 19, 2018	Fri., Jan. 26, 2018
7 th	Wed., Feb. 7, 2018	Sat., Feb. 10, 2018	Fri., Feb. 16, 2018	Fri., Feb. 23, 2018
8 th	Wed., Feb. 28, 2018	Sat., Mar. 3, 2018	Fri., Mar. 9, 2018	Fri., Mar. 16, 2018

*Upon passing the entrance examination, the applicant must process the application by the due date. The admission fee, a semester tuition, facility and training fee must be paid in full on the procedure.

2. Screening of the submitted documents, interviews and entrance examination will be conducted.

5. Application Procedure



6. Miscellaneous Fees

A) Tuition and Fees (for each grade of courses)

Currency: Japanese yen

Grade	Deadline	Application Fee	Admission Fee	Tuition	Facility Fee	Training Fee	Subtotal	Total
1 st year	1 st semester	20,000	100,000	180,000	60,000	60,000	420,000	730,000
	2 nd semester		—	190,000	60,000	60,000	310,000	
2 nd year	1 st semester		—	130,000	60,000	110,000	300,000	610,000
	2 nd semester		—	140,000	60,000	110,000	310,000	

B) Deposit

◆ Deposit in the 2018 academic year [Example]

Since the deposit will be used for productive purposes for students, its payment in installments or delayed payment will not be accepted.

*Deadline for payment is scheduled at the end of March for the 1st semester and the end of August for the 2nd semester.

*The deposit can be broken down into other expenses, examination fee, educational materials, text books, and others.

*The breakdown of the other expenses is supporting union fee, student union fee, student accident insurance, student insurance for internships, and others.

1 st year		2 nd year	
1 st Semester	2 nd Semester	1 st Semester	2 nd Semester
91,000	13,000	70,000	-

C) Living Expenses

Living expenses are necessary; about JPY60,000~90,000 per month on top of school expenses. Part-time work may be difficult to find immediately after arriving in Japan. And it is difficult to study when applicants have to pay all living expenses from part-time job income. Please prepare enough living expenses before arrival in Japan.

D) Housing

We will provide information of a reasonable apartment to international student to support their comfortable school life. Please consult with us.

7. Others

■Part-time job

Students are allowed to engage in a part-time job on condition that it does not interfere with studies; it is for less than 28 hours a week and 8 hours a day during the long vacations. (Permission by the immigration bureau is required).

■Commuting to school and travel

Students can buy JR (Japan Railways) tickets with discount price for commuting to school or travel for more than 100km one way.

■Scholarships (result of our school in the 2013 academic year)

Scholarships for the foreign students studying by their own expenses from the Japan Student Services Organization.

Recipient: 1 person

Application: April

Qualification period: 1 year for April application

Amount: ¥48,000 per month