

**JAPANESE LANGUAGE DEPARTMENT**

**ENROLLMENT OUTLINE**

**FOR**

**INTERNATIONAL STUDENTS**

**2018**

Toyama College of Business and Information Technology (Bit)

**Toyama Joho Business Senmon Gakko**

576 Sanga, Imizu City

Toyama Prefecture 939-0341 JAPAN

TEL: +81-766-55-1420 FAX: +81-766-55-0757

E-mail: bit@te.urayama.ac.jp URL: <http://www.bit.urayama.ac.jp/>

### 1. Requirements for Admission

- (1) The applicant has completed 12 years of formal education outside of Japan.
- (2) The applicant has passed the Japanese Language Proficiency Test N5 (Level 4) or higher, or has studied Japanese for more than 150 hours.
- (3) The applicant has passed the Japanese Language Proficiency Test N3 or higher, or can prove the equivalent Japanese language proficiency for the 1-year course.

### 2. Semester Commerce and Maximum

	Semester Commences	Maximum Enrolment	Period of Study	Weeks of Study
1 year course	April	30	1 year	36
1.5-year course	October	10	1.5 years	54
2-year course	April	30	2 years	72

\*The number of the maximum enrolment is subject to change.

### 3. Filing of Admission and Schedule

	Filing of Admission	Date of Exam	Announcement of Results	Issue of Resident Eligibility Certificate	Issue of Foreign-Study Visa	Arrival in Japan - Admission
1 year course	Sept. 1 <sup>st</sup> ~ Oct. 31 <sup>st</sup>	Early November	Middle of Nov.	Early March	Late Mar.	Early April
1.5 year-course	March 1 <sup>st</sup> ~ April 30 <sup>th</sup>	Late May	Early June	Early Sept.	Late Sept.	Early October
2 year-course	Sept. 1 <sup>st</sup> ~ Oct. 31 <sup>st</sup>	Early November	Middle of Nov.	Early March	Late Mar.	Early April

### 4. Application Procedures

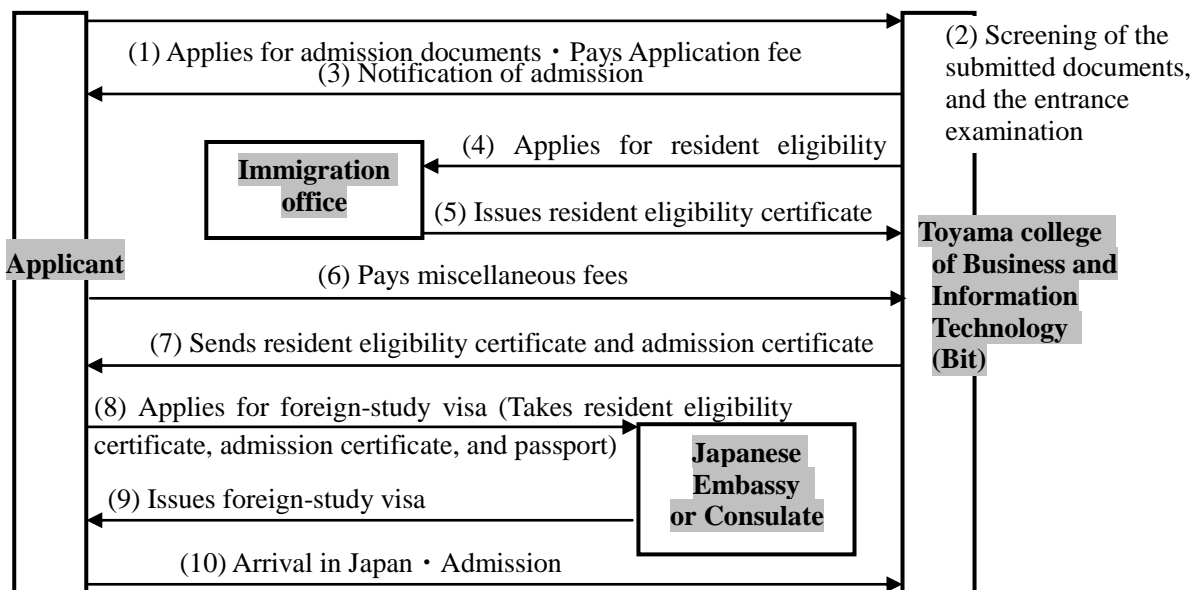
All documents must be completed and submitted and the application fee paid by the applicant or guarantor in person to Toyama College of Business and Information Technology (Toyama Joho Business Senmon Gakko). Or send the application fee to the school's designated bank account and mail a copy of the certificate of money transfer with the application documents.

# Application fee ¥20,000 (pay in Japanese yen). This is non-refundable even if admission is refused.

### 5. Screening

1. Screening of the submitted documents
2. Interview with the applicant
3. Entrance examination

### 6. Application Procedure



※There will be about two months between the application of resident eligibility certificate (Three months prior to admission) and the issue of the resident eligibility certificate <(4)~(5)>

## 7. Application Documents

### Documents to Be Prepared by Applicant

No.	Required Documents	Note
1	Application Form (Designated form)	(1) Must be filled out by the applicant with clear handwriting (2) Fill the birth place as **city ++province (prefecture) (3) Present address must be same as the address on an applicant's ID and birth certification (4) Attach a photo of the applicant taken within three months prior to the application (size: 4(H)×3(W)cm)
2	Curriculum Vitae (Designated form)	(1) Must be filled out by the applicant with clear handwriting (2) Fill the education background and career profile up to the present date (There should be no blanks) (3) Month/Year of Enrollment and Graduation must be same as the one written on the certificate of graduation and transcript (4) Fill the official name of the school and present address (Using abbreviation is NOT allowed) (5) In 'the reason to study abroad part', the applicant should write: 1. A short self-introduction (record of schooling and major, job history and current circumstances) 2. Purpose to study in Japan, including subject, reasons to choose Japan and the relation to past career, if any. (If there is no relation to past career, the applicant should write the purpose for changing fields.) and 3. Reasons to study at our school, and 4. How the study at our school will be utilized upon return to the applicant's home country and future plans
3	Written Oath (Designated form)	Must be filled out by the applicant with clear handwriting
4	Letter of Guarantee (Designated form)	Must be filled out by the sponsor with clear handwriting
5	Documents Certifying Japanese Language Ability	The documents below are applicable 1. Proof of Certificate in Japanese Language Proficiency Test (JLPT) 2. Proof of Certificate in BJT Business Japanese Proficiency Test 3. Reference for Proficiency in Japanese Language issued by Japanese educational organizations (Total hours of study under the curriculum, period of study and actual hours of study of applicants in the classes must be written)
6	Photograph	8 copies including the attached one on the application form [portrait, without hat, taken within three months prior to the application. 4(H)× 3 (W) cm. Applicant's name, nationality and date of birth must be written on the back of all photos.]
7	Certificate of Graduation	Original Certificate of graduation from the last school attended • Students of the 3 <sup>rd</sup> grade of Senior High School should submit the enrolment certificate and the document certifying imminent graduation. And, original certificate of graduation must be submitted right after the graduation • University students should submit the certificate of High School Graduation, and an enrolment certificate of the university • The applicants who enrolled elementary school under six years or over 8 years of age should submit the letter which mentioned how he/she was admitted to the school from that school
8	Transcript	Transcript of each grade from the last school attended
9	Graduation photograph	Graduation photograph of the last school attended (group photograph)
10	Record of current Employment	Record of current Employment (such as Certificate of Employment)
11	Copy of the passport (Passport holder only)	The page showing your identification and put immigration stamps if there are any
12	Copy of the ID	Copy of the applicant's ID as well as relevant family ID (The front and back)
13	Copy of the applicant's and the family register	Copy of the applicant's and the family register. The contents should be the most up dated and include education background and occupation. The page showing the address of household should be submitted.

**Documents to be Prepared by Sponsor****A : When a parent, relative, etc. of an applicant outside Japan remits all expenses for the applicant in Japan.**

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

No.	Required Documents	Note
1	Expense Payment Pledge (Designated form)	Must be filled out by the sponsor with clear handwriting
2	Deposit Certificate of the sponsor's bank account with the total deposit amount in a currency remittable to Japan	The account name should be the same as the sponsor's name, and the amount must be able to cover the fees for the period of study and living expenses
3	Reference of financial resources	Reference showing where the deposit above come from
4	Employment certification	<ul style="list-style-type: none"> <li>• Should be issued by the employer (must include company name, address, telephone number, term of employment and the job, the person in charge of issue of the certification and his/her position)</li> <li>• Copy of Certificate of Company Register (in case of company management)</li> </ul>
5	Income documentation	<ul style="list-style-type: none"> <li>• Certificate of yearly income of the last three years issued by employer (in case of employee)</li> <li>• Certificate of taxes payment [should be the total amount of the previous year's annual income] (in case of company management)</li> <li>• If a person has assets other than deposit money, please attach the certificate of documents.</li> <li>• Company name, address, telephone number, Person in charge of the certification and his/her position should be written</li> </ul>
6	Documents certifying the relation between the applicant and the family/relatives	South Korea and Taiwan -> Family/resident registry Other countries -> Birth certificate, etc.

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

No.	Required Documents	Note
1	Expense Payment Pledge (Designated form)	Must be filled out by the sponsor with clear handwriting
2	Certificate of the sponsor's Resident Register	<ul style="list-style-type: none"> <li>• Must include the household membership and their relationship with you</li> <li>• In case the sponsor has foreign nationality or there is a family member who has foreign nationality living together, the alien registration certificate must be submitted</li> </ul>
3	Certificate of the sponsor's occupation	<ul style="list-style-type: none"> <li>• Certificate of Employment (in case of employee)</li> <li>• Copy of the duplicate of final tax return (in case of private business)</li> <li>• Copy of Certificate of company Register (in case of company management)</li> </ul>
4	Income documentation	Documents to certify the yearly income (for more than three years) ...either of the following documents is applicable. <ul style="list-style-type: none"> <li>• Certificate of yearly income issued by city hall/ward office</li> <li>• Issued by the taxation office (No.1, No.2)</li> </ul>
5	Documents certifying the relation between the applicant and the family/relatives	Documents certifying the relation with the applicant

**C : When an applicant pays all expenses during his/her stay in Japan, either of the following documents is required**

No.	Required Documents	Note
1	Expense Payment Pledge (Designated form)	Must be filled out by the applicant with clear handwriting
2	Deposit Certificate of the sponsor's bank account with the total deposit amount in a currency remittable to Japan	The account name should be the same as the sponsor's name, and the amount must be able to cover the fees for the period of study and living expenses
3	Reference of financial resources	Reference showing where the deposit above come from
4	Employment certification	<ul style="list-style-type: none"> <li>• Should be issued by the employer (must include company name, address, telephone number, term of employment and the job, the person in charge of issue of the certification and his/her position)</li> <li>• Copy of Certificate of Company Register (in case of company management)</li> </ul>
5	Income documentation	Certificate of yearly income of the last three years issued by employer(in case of employee)

**★ How to draw up documents to be submitted**

- All required documents should be filled out without mistakes. DON'T make any corrections to the application form, including crossing out, using liquid paper, ink erasers or any other means.
- All application documents must be no more than three months old when applying to the immigration office.
- The documents that an applicant/sponsor must write should be filled out by himself/herself.
- The school may request further documents in addition to the ones listed above.
- Application fee is non-refundable even if admission is refused. Documents submitted will not be returned to the applicant (except original diploma).
- If there are incorrect matters and statements in the application forms, admission can be canceled after enrollment procedure.
- Japanese translation must be attached to all documents written in a language other than Japanese.
- Make copies on A4 size paper from original documents such as account book, deposit certificate, family/resident registry, birth certificate, ID, passport, certificate of company register, etc. Write the date of copy, name of the person who copied, his/her relationship to the applicant in the margin. (e.g. 2010.9.13, Name ○○○, \*\*\* intermediate)
- Regarding each certificate/official documents, name of the person of issue, his/her position, address of the authorities, telephone number should be written

**8. Miscellaneous Fees**

**Tuition and Fees**

Currency : Japanese Yen (¥)

	Admission Fee		Tuition	Facility Fee	Subtotal	Total
1 year course	1 <sup>st</sup> semester	100,000	320,000	110,000	530,000	890,000
	2 <sup>nd</sup> semester	—	320,000	40,000	360,000	
1.5-year course	1 <sup>st</sup> semester	170,000	240,000	110,000	520,000	1,080,000
	2 <sup>nd</sup> semester	—	240,000	40,000	280,000	
	3 <sup>rd</sup> semester	—	240,000	40,000	280,000	
2-year course	1 <sup>st</sup> semester	170,000	240,000	110,000	520,000	1,360,000
	2 <sup>nd</sup> semester	—	240,000	40,000	280,000	
	3 <sup>rd</sup> semester	—	240,000	40,000	280,000	
	4 <sup>th</sup> semester	—	240,000	40,000	280,000	

- Remittance charge must be paid by the applicant.
- Tuition for basic courses (General Education, English, Mathematics, Science) and miscellaneous examinations is additional.
- Miscellaneous Fees must be paid in Japanese yen, every six month in advance.
- There will be no refund of any amount, excepting that if the student fails to obtain a visa, the money will be refunded (except for the application fee).
- Deposit ¥150,000 for lodging expense must be paid in advance. The deposit will be adjusted later on.

#### The school's designated bank account

SWIFT CODE	RIKBJPJT
Bank	The Hokuriku Bank
Branch	Kosugi-Branch (Branch No.214)
Account Number	1013720 (Ordinary Deposit)
Account Name	Gakko Hojin Urayama Gakuen Toyama College of Business and Information Technology School Expenses
Address of Bank	3313-18, Sanga, Imizu City, Toyama 939-0341 Japan

## 9. Others

### ■Living Expenses

Living expenses are necessary; about ¥40,000~80,000 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.

### ■Housing

<Apartments arranged through the school>

We will introduce a reasonable apartment. Please consult with us.

An apartment (sharing a twin room) for a student costs ¥25,000 for one month.

<Students can arrange their own accommodation>

When the contract to rent a room is signed, the tenant must pay a lump sum of money as deposit (about 3 to 4 times the monthly rent). Part of it will be refunded upon vacating the room.

Additional to the above fees, a further one-month's rent and real estate fees (Equivalent to one month's rent) are required upon entering an apartment.

## # Reference on Living Expenses

Living expenses and housing cost (per year) Currency : Japanese Yen (¥)

Housing cost	300,000 (25,000 per month)*
Living Expenses	480,000 (40,000 per month)
Total	780,000

Estimated cost while in school (Japanese Language Department)\*\* Currency : Japanese Yen (¥)

	1 <sup>st</sup> semester	2 <sup>nd</sup> semester	3 <sup>rd</sup> semester	4 <sup>th</sup> semester	Total
1 year course	920,000	750,000	0	0	1,670,000
1.5-year course	-	910,000	670,000	670,000	2,250,000
2-year course	910,000	670,000	670,000	670,000	2,920,000

\* An apartment (sharing a twin room) for a student costs per month. (Additional initial cost required)

\*\* It may change due to the rough estimation

### ■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).

■Health management

If students who have joined the National Health Insurance Scheme have to receive treatment for disease or injury, or if they have to be hospitalized, they can take advantage of the support system for medical expenses set up for foreign students. Toyama prefecture covers a part of the National Health Insurance premium for the students residing in Toyama prefecture.

■Commuting to school and travel

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

■Scholarships (result of our school in academic year 2017)

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

- Terms: ¥48,000 per month to one student paid for one year/a half year

- Application: April (one year), October (a half year)

- Scholarship recipients: 1

- Eligibility: Students those who hold a “Student Visa”.

2) Toyama Research Fund to Enhance International Understanding

- Terms: ¥3,000 per month until graduation to ALL the students in the Japanese Language Department.

-Application: On the day of your arrival