

2012 Application Information

1. Courses

Courses	Starting months	Studying period
1year Practical Japanese	April, October	April 2012 to March 2013
		October 2012 to September 2013
College 1.5years Preparatory	October	October 2012 to March 2014
2years College Preparatory	April	April 2012 to March 2014

2. Class hours

Weekly	Morning · Afternoon	Class hours
Monday to Friday 10 classes/week (90min. per class)	Morning	09:00—12:10
	Afternoon	13:00—16:10

3. Application

The applicant should be the person who satisfies all the following conditions :

* Educational background

Completed 12 years of educational process or prospective graduate students at the end of fiscal year at foreign countries.

* Age

Within 5years after graduated from the last school he/she completed.

* Japanese language proficiency

Level 4(N5) or above at the Japanese-Language Proficiency Test (JLPT) or the equivalent.

4. Screening

Document examination, Interview examination

5. Application Flow and Deadline

Please submit completed application forms by following dates.

Application deadline

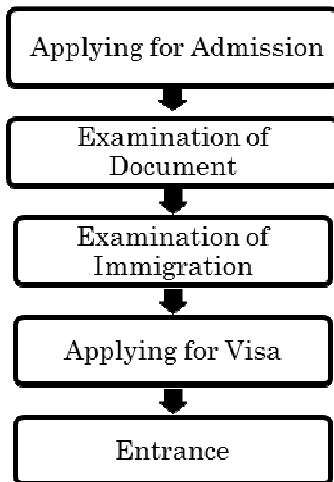
Time of entrance :

April : Beginning of September 2011 to middle of November 2011

October : Beginning of May 2012 to middle of June 2012

-The application deadline may be changed slightly by the Immigration Office.

6. From Application to Entrance



1. Please submit necessary documents to Okinawa JCS Academy
2. Document examination and interview
3. The notice of passing
4. Paying an registration fee (20,000 yen)
5. Applying for Certificate of Eligibility to Naha immigration office
6. Issuing of Certificate of Eligibility from Naha immigration office to Okinawa JCS Academy
7. The notice of issued Certificate of Eligibility to applicant
8. Payment of school expenses for first one year to Okinawa JCS Academy
9. Sending Certificate of Eligibility and Entrance permit to applicant
10. Application for visa at Japanese Embassy in applicant's country
11. Come to Japan to enter Okinawa JCS Academy

① Documents to be prepared by applicant

Documents		Translation	Remarks
Application Form (A-1)	Original	○	<u>Should be filled in by applicant</u> School name, place of employment, address, should be written correctly. <u>No blank spaces. If it is none, please write "None".</u>
Personal Record (A-2)	Original	○	<u>Should be filled in by applicant</u> School name, place of employment, address, should be written correctly. <u>No blank spaces. If it is none, please write "None".</u> * If applicant has Elementary school prior to/or later than normal established age, applicant must also submit entrance and graduated certificate.
Purpose of studying Japan (A-3)	Original	○	Write in detail your reason for learning Japanese, your career plan and what you would like to do in the future.
Certificate of Graduation (Diploma)	Original	○	Submit the certification (diploma) from the last school that you graduated. If the applicant still in school, please submit "Certificate of expected graduation"
Certificate of Academic record	Original	○	Submit the certificate of all academic records from the last school attended.
Certificate of Employment	Original	○	If the applicant is currently working. Or have been working after graduated from last school attended. (not necessary for students)
8 Photos	Original	—	<u>length:4cm × width:3cm</u> Each with your name, date of birth, nationality, and "Okinawa JCS Academy", written on back. Taken within 3months, without a hat or cap. Shows face view.
Certificate of Studying Japanese Language	Original	○	Submit one of following documents. i) A copy of the certificate of Japanese Language Proficiency Test if successful, and a copy of the official score report if not successful. ii) Learning certificate of Japanese Language Institute • period and hours of study(more than 150hours), school record, of the applicant should be specified on that document. • it should include the name of school, signatures of principal and the person who filled in the document and the seal of school
Copy of Passport	Copy	—	If you have passport, Copy must include all the pages showing applicant's photo, passport number, and past visit records to Japan.
Declaration(A-4)	Original	—	Should be filled in by applicant.
Application Form of Dormitory entering(A-5)	Original	—	Should be filled in by applicant. If you would like to stay in Okinawa JCS Academy's Dormitory, please submit this before 1month to enter Okinawa JCS Academy.

② Documents to be prepared by Sponsor

Documents		Translation	Remarks
Letter of paying expenses (B-1)	Original	○	Should be written and signed by the sponsor Should specify the amount and the way of paying expenses. Address, Company name should be written correctly.
Balance statement of bank account or Copy of a Bank Note	Original	○	The amount of deposit balance must be more than the amount the applicant wrote on pledge multiplied by the number of amounts of term
Certificate of Employment	Original	○	Submit the certificate prepared by the employer. If the sponsor is self-employed, submit a copy of the company's register of business permit.
Certificate of annual income or tax payment	Original	○	Submit the certificate of annual income / tax payment for the past 1 year.
Certificate of relationship to the applicant	Original	○	<ul style="list-style-type: none"> • If the sponsor is a relative of the applicant, submit a certificate of the relationship such as family register. • If the sponsor is not a relative of the applicant, submit documents or materials proving a close relationship between them. Ex. If the company the applicant works for will pay his/her fees, <ul style="list-style-type: none"> • a statement of reasons for paying the applicant's expenses. • company's register certified copy / a statement of accounts / a company's outline, etc.
Letter of Guarantee (B-2)	Original	—	Should be written and signed by the sponsor

< Notes >

- * Additional documents will be required, if necessary.
- * Each document has to be filled and signed by the applicant, sponsor/supporter, or the issuing authority.
- * Do not make any corrections to the documents such as using corrective fluid, ink eraser or other mean.
- * For all the documents written in your language (including a diploma), provide Japanese translation. Write the translation on an A4-size paper and write translator's name, his/her address or organization, and date.
- * For documents to be submitted in duplicate, please submit color copies. If you cannot submit color copies, please submit black and white copies and color photos.

7. Tuitions

Registration fee	¥20,000
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	1year Practical Japanese Course	1.5years College Preparatory	2years College Preparatory
Entrance	¥80,000	¥80,000	¥80,000
Tuitions	¥600,000	¥900,000	¥1,200,000
Facilities and equipment	¥15,000	¥20,000	¥30,000
Teaching materials	¥20,000	¥25,000	¥30,000
Activities	¥15,000	¥20,000	¥25,000
Insurance	¥15,000	¥22,500	¥30,000
Miscellaneous	¥15,000	¥20,000	¥25,000
Total	¥760,000	¥1,087,500	¥1,420,000

***Annual expenses should be paid in a lump in principal**

8. Payment and Refund of School expenses

* Payment for Selection fee, School expenses

- Applicant who passes the screening, please pay the Registration fee promptly.
- All other fees for first year, such as entrance, tuitions, facilities and teaching material, insurance fee should be paid in exchange for Certificate of Eligibility.

* Refund

- Screening fee
Non-refundable, even if you do not pass the examination of Okinawa JCS Academy.
- Entrance fee
We do not refund entrance fee in case if you decide not to enter to Okinawa JCS Academy after Certificate of Eligibility is issued.
- Other school fees
We refund tuitions, facilities, teaching materials and insurance fees in case if Japanese Embassy or Consulate does not issue visa after Certificate of Eligibility is issued. If you claim a refund, please bring the receipt of the fees you paid and the notice from Japanese Embassy or Consulate.
We refund tuitions, facilities, teaching materials and insurance fees if you decide not to apply for a visa after Certificate of Eligibility is issued.
We can refund only when you bring the receipt and return Certificate of Eligibility to Okinawa JCS Academy.

Bank Account for remittance of School Expenses

If remittances from abroad, please transfer to the following account by Telegraphic Transfer(T/T).
Transfer fees paid by applicant.

- Account name : JCS GAKUIN ARAKAKI MASATO
- Name of the Bank : BANK OF OKINAWA, NAMINOUE BRANCH
- Bank Address : 1-1-12 WAKASA, NAHA-SHI, OKINAWA 900-0013 JAPAN
- Account Number (A/C#) : 1616649 ORDINARY ACCOUNT
- SWIFT CORD : BOKIJPJZ

Contact and Information

Okinawa JCS Academy

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