

Japanese Language Courses Admission

# Guidelines for applicants



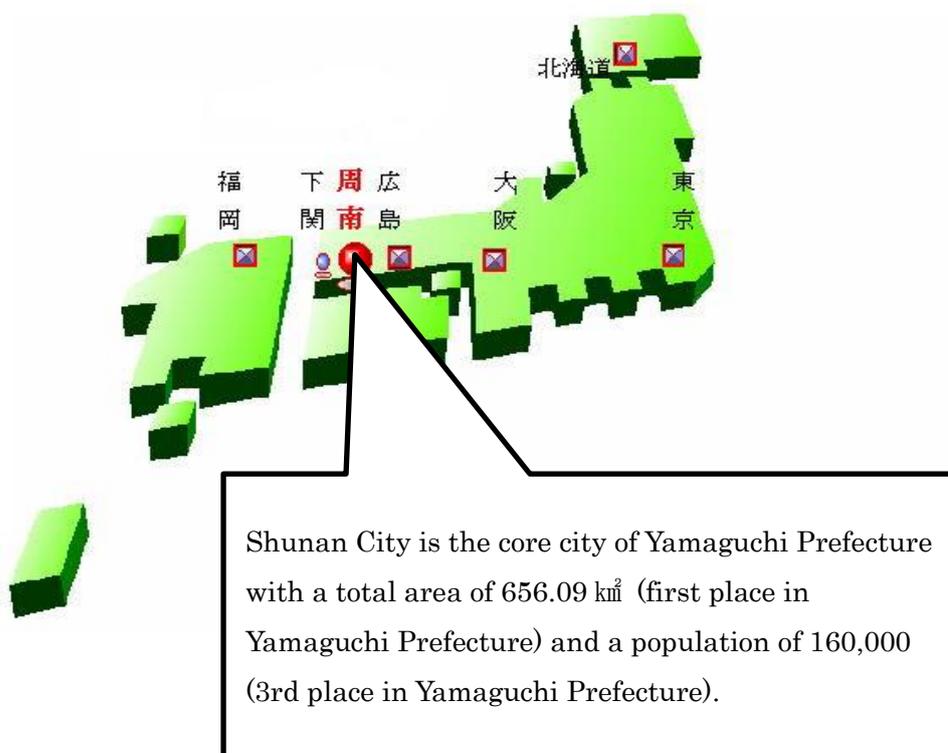
Tokuyama Business College



# Tokuyama Business College

## School introduction

This school is located in center of the Shunan city in Yamaguchi Prefecture in the Mainland westernmost in Japan. **Public transport is good, and the learning environment and living conditions are as well.** Shunan city is surrounded by the sea and mountains, warm and citizens are so kind that they will welcome you clemently. **Prices are relatively cheap and safe,** making it suitable for learning. This school is obtained the authorization of Association for the Promotion of Japanese Language Education and 35 years from established. The graduate of a Japanese department reaches hundreds of people in the year sixteenth of founding. We have well-experienced teachers, plus there are staff who always deals with the problem concerning study and life.



## Traits of school

※The cost that includes tuition, dorm fee and living will be comparatively cheap.

1. At the time of application, we will check whether you have Japanese language proficiency equivalent to the Japanese Language Proficiency Test N5, J-TEST F grade, NAT-TEST grade 4 or higher.
2. After graduating from the Japanese language department, you can enter the upper level department of information accounting 1 or 2 years course. The tuition for Japanese department graduates will be exempted 150,000 yen from the full admission fee, so the tuition fee for Information Accounting is 380,000 yen per year. (Textbook fee is required separately.)

## **Eligibility for entrance**

① Completed the course for 12 years or more in a regular school.

② Be less than 10 years since the final academic background graduated.

(However, the person who has passed 5 years or more since graduated carefully examines whether there is a studied intention.)

③ Studied Japanese for 150 hours or more.

(The ability which is equalized more than Japanese Language Proficiency Test N4 level is necessary.)

④ The purpose of studying abroad and what will you do after it graduates must be clarified.

⑤ It must be guaranteed of school tuition, living cost etc. by sponsor while attending school.

⑥ It must not be that applicants previously applied to other Japanese language school.

## **Registration schedule**

Registration		April intake	October intake
1	Submit a set of application documents → Select by documents	Until the middle of October	Until the first ten days of May
2	Interview in the locale.	The end of October	The first ten days of May
3	The final passing announcement (The notification of acceptance is mailed to the person who passed.)	After the interview and screening of documents	After the interview and screening of documents
4	Application form for certificate of eligibility will be submitted to Hiroshima Immigration Bureau.	Until the middle of December.	Until the end of June.
5	Certificate of Eligibility will be announced.	From February to March next year.	From September 1 to the middle of September.
6	Make a payment the first tuition (entrance fee and school expenses, etc.)	Within two weeks after result of Immigration Bureau examination.	Within two weeks after result of Immigration Bureau examination.
7	Preparation of leaving the country (Acquire passport and visa).	From February to March.	From September to October.
8	Come to Japan and entrance	April 1	October 1

**School expenses****Course for 2years The first year**

<b>[School expenses]</b>			
Selection fee :		¥ 20,000	
Entrance fee :		¥ 80,000	
Tuition :		¥360,000 (1year)	
Facility cost :		¥110,000 (1year)	
Experiment training fee :		¥ 55,000 (1year)	
Miscellaneous expenses :		¥ 34,000	
<b>School expenses :</b>		<b>¥659,000</b>	
<b>[Dormitory fee] Spring semester</b>		<b>[Dormitory fee] Autumn semester</b>	
Dormitory fee : ¥138,000 (6 months) [2 people's room] Includes electricity, gas and utilities fee (Including real estate contract fee and cleaning fee)		Dormitory fee : ¥138,000 (6 months) [2 people's room] Includes electricity, gas and utilities fee (Including real estate contract fee and cleaning fee)	
<b>Spring semester's dormitory fee :</b>	<b>¥138,000</b>	<b>Autumn semester's dormitory fee :</b>	<b>¥138,000</b>
<b>Total amount of first year</b>			
<b>[Total amount when visiting Japan]</b>	<b>¥797,000</b>	<b>[Total amount of autumn semester]</b>	<b>¥138,000</b>

**Course for 2 years The second year**

<b>[School fee]</b>			
Tuition :		¥360,000 (1year)	
Facility cost :		¥110,000 (1year)	
Experiment training fee :		¥ 55,000 (1 年分)	
<b>School expenses :</b>		<b>¥525,000</b>	
<b>[Dormitory fee] Spring semester</b>		<b>[Dormitory fee] Autumn semester</b>	
Dormitory fee : ¥138,000 (6 months) [2 people's room] Includes electricity, gas and utilities fee (Including Contract of real estate · Cleaning fee)		Dormitory fee : ¥138,000 (6 months) [2 people's room] Includes electricity, gas and utilities fee (Including Contract of real estate · Cleaning fee)	
<b>Spring semester's dormitory fee :</b>	<b>¥138,000</b>	<b>Autumn semester's dormitory fee :</b>	<b>¥138,000</b>
<b>Total amount of second year</b>			
<b>[Total amount of spring semester]</b>	<b>¥663,000</b>	<b>[Total amount of autumn semester]</b>	<b>¥138,000</b>

## Course for 1.5 years The first year

<b>[School expenses]</b>	
Selection fee :	¥ 20,000
Entrance fee :	¥ 80,000
Tuition :	¥360,000 (1year)
Facility cost :	¥110,000 (1year)
Experiment training fee :	¥ 55,000 (1year)
Miscellaneous expenses :	¥ 34,000
<b>School expenses :</b>	<b>¥659,000</b>
<b>[Dormitory fee] Spring semester</b>	<b>[Dormitory fee] Autumn semester</b>
Dormitory fee : ¥138,000 (6 months) [2 people's room] Includes electricity, gas and utilities fee (Including Contract of real estate · Cleaning fee)	Dormitory fee : ¥138,000 (6 months) [2 people's room] Includes electricity, gas and utilities fee (Including Contract of real estate · Cleaning fee)
Spring semester's dormitory fee : ¥138,000	Autumn semester's dormitory fee : ¥138,000
<b>Total amount of the first year</b>	
<b>[Total amount when visiting Japan] ¥797,000</b>	<b>[Total amount of autumn semester] ¥138,000</b>

## Course for 1.5 year The second year

<b>[School fee]</b>	
Tuition :	¥180,000 (half a year)
Facility cost :	¥ 55,000 (half a year)
Experiment training fee :	¥ 27,500 (half a year)
<b>School expenses :</b>	<b>¥262,500</b>
<b>[Dormitory fee]</b>	
Dormitory fee :	¥138,000 (half a year) [2~3 people's room] including gas and electricity fee
<b>Amount of dormitory fee :</b>	
<b>[half year]</b>	<b>¥138,000</b>
<b>Total amount of second year</b>	<b>¥400,500</b>

**[Attention]** We will not pay back the school expenses even if you have any reasons.

Certification course	Purpose	Study period	Lesson hours (credit hour)	The class weeks	Entrance
Advancement course 2 years	Enter a school of higher grade	2 years	1,600	80	April
Advancement course 1.5 years		1.5 years	1,200	60	October

Except Saturdays, Sundays and public holidays, there are 4 hours of lessons a day.

Classes are divided into morning and afternoon classes.

Morning class		Afternoon class	
1st period	09:00 - 09:45	5th period	13:20 - 14:05
2nd period	09:50 - 10:35	6th period	14:10 - 14:55
3rd period	10:45 - 11:30	7th period	15:05 - 15:50
4th period	11:35 - 12:20	8th period	15:55 - 16:40

## Campus



## Dormitory

We have dormitories in this school. It is in a quiet place, traffic is convenient around there and 10 minutes on foot from the school. We also have a dorm next to the school building. We are offering dorm that is about ¥10,000 cheaper than the rent of a general apartment. Electrical supplies (rice cooker and IH cooker), furniture (bed, blanket, desk, and chair), and kitchen tools (plates, tea cup, glass, chopsticks, and spoon) are being provided from the school to the students. We will prepare what is necessary for the new life. Almost every international students lives there now.

Room for one person : 168,000Yen/6 months    Room for 2 or 3 incl. gas and electricity : 138,000Yen/ 6 months

MINATO DORM.	1-29 Irifunecho, Shunan City
YURAKU DORM.	5 Yurakucho, Shunan City
JAM POP DORM.	2-23-2 Kizan Dori, Shunan City
UCHIYAMA DORM.	4-6 Hayatamacho, Shunan City

## Part-time job

Shunan city is the best manufacturing and a merchant town in Yamaguchi Prefecture. A famous petrochemical complex ranges (Idemitsu Kosan Co., Ltd, Tokuyama Corp, Tosoh Corp and Zeon Corp, etc.) in Japan, and the town overflows in vigor.

The annual turnover of these companies is the highest in West Japan, and reaches several trillion yen. Therefore, the service-producing industry of the eating of Shunan city etc. develops, and **offers an enough part-time job for the international student.**



Night view of industrial complex in Shunan city

## Scholarship

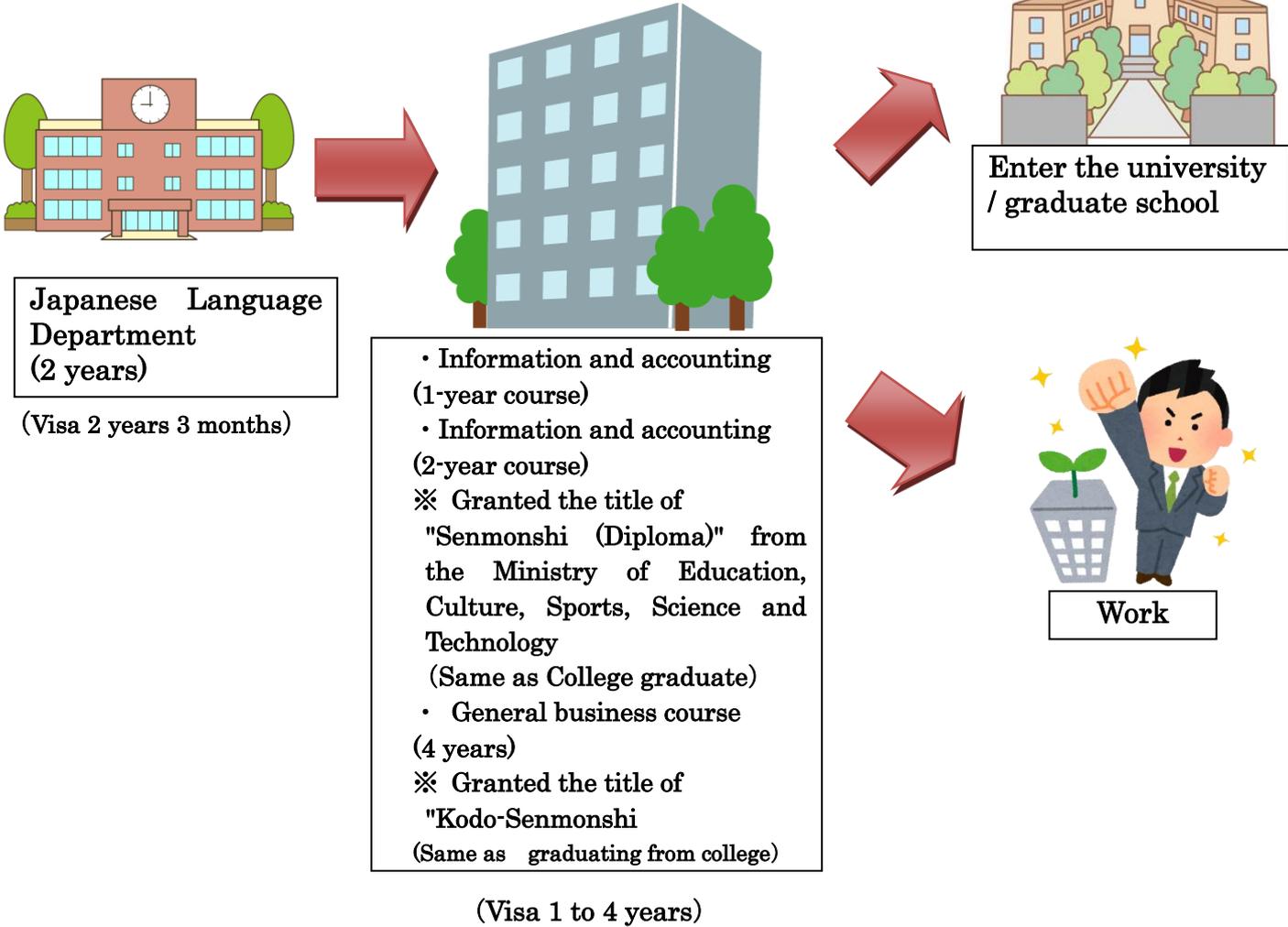
Students in this school can receive the scholarship from Japan Student Services Organization.

The learning achievement, the attitude and the character, etc. are examined, and 2 or 3 students can receive the scholarship at ¥48,000 a month every year (presently) and it is not necessary to refund.

If you enter the College from Japanese Language Department

Regular tuition	720,000 yen
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Information and accounting course  
Tuition 380,000 yen(1 year)



**You can study at our school for 6 years!**

## Required documents

Tokuyama Business College

	Required documents	Points of concern	
<b>Student</b>	1	* Application Form	
	2	* Resume and Purpose of Study	
	3	Diploma (the Last School Education)	Original
	4	Certificate of Prospective Graduation	
	5	Academic Transcript (the Last School Education)	
	6	Japanese Study Certificate	It is 150 Hours or More with Japanese-Language-Education Organization of Its Native Country.
	7	Certificate of a. JLPT b. J-TEST c. NAT-TEST	more than N5 more than Grade F more than Grade 4
	8	Transcript of a Family Register	
	9	Certificate of Enrollment / Occupation	What proves applicant's career
	10	Passport Copy	Possessor
	11	ID copy	
	12	Photograph     10 photos	4cm × 3cm
	13	* Letter of Consent	
	14	* Letter of Dormitory application	
<b>Cost payment person</b>	15	* Letter of Paying Expenses	
	16	Relationship Certificate	
	17	ID copy	
	18	Transcript of a Family Register	All Family member of Sponsor
	19	Certificate of Bank Balance	
	20	Passbook Copy	
	21	Certificate of Occupation	Employee of Company
	22	Business License Document	Individual Manager
	23	Incorporation Book Copy	Officer of Company
	24	Certificate of Tax Payment	Income or Income Amount of Money, and Tax Payment (for Three Years)
	25	Data that Proves Property	Such as House and Stocks
	26	Translation	
<b>Note</b>	<ul style="list-style-type: none"> <li>• * mark is a school specification paper.</li> <li>• Please attach a Japanese translation to all documents.</li> <li>• 7 should submit either of the a.b.c.</li> </ul>		

## Payee's bank account

Bank name	The Yamaguchi Bank, Ltd.
Swift code	YMBKJPJT
Branch name	Tokuyama branch
Account type	Savings account
Branch number	057
Account number	5109498
Receiver	TOKUYAMA SOUGOU BUSINESS SENMON GAKKOU KAGEYAMA HIDEMI
Receiver's address	2-13Honmachi,Shunan-city,Yamaguchi-prefecture 745-0036 TEL +81-834-32-7502 FAX +81-834-32-7588

### ☆About refund when it is not possible to enter a school

In case you have been issued a “Certificate of Eligibility for Residence Status” and are not allowed in the course of departure procedures (visas are not issued), **please return the “Admission Permit” (acceptance notice) issued by the school to the school immediately.**

As soon as the certificate arrives, the balance will be refunded after deducting the communication fee / procedure fee (10,000 yen) and bank transfer fee (about 12,000 yen) from the payment.

☆The selection fee is not repaid.

## School outline

- Period of entering school      Entrance in April . . . . . 2 years  
   Entrance in October . . . . . 1 year and 6 months
  
- Installation course              Advancement course
  
- Recruitment capacity            80 people
  
- Semester and Class time
  - ◎Start of work and ending    Spring semester      From April 1 to September 30  
   Autumn semester      From October 1 to March 31 next year
  
  - ◎Holiday                            · Saturday and Sunday  
   · National holiday of Japan  
   · Summer vacation    ( From August 1 to August 31)  
   · Vacation of winter   ( From December 25 to January 7 )  
   · Vacation of spring    ( From March 16 to March 31 )
  
- Class time
  - Class in morning      9 : 00~12 : 20
  - Class in afternoon    13 : 20~16 : 40

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