



Application Guide

日立さくら日本語学校

HITACHI SAKURA JAPANESE LANGUAGE SCHOOL

1. Enrollment Period and Learning Period

Enrollment is accepted four times a year.

Enrollment period	April admission	July admission	October admission	January admission
Learning period	2 years/1 year	1 year and 9 months	1 year and 6 months	1 year and 3 months
Recruitment	100 people			

2. Eligibility for application

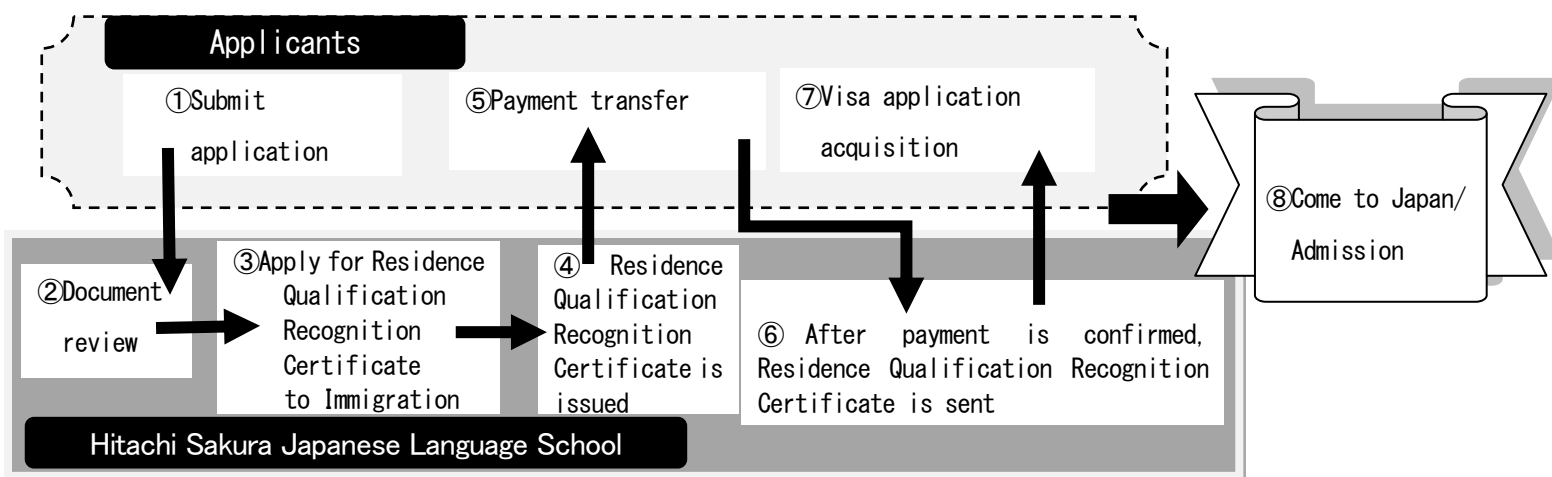
People aiming to acquire Japanese or who wish to go to school, e.g. University, Graduate, Vocational Schools...

(Admission for 2 years/1 year and 9 months/1 year and 6 months/1 year and 3 months/1 year)

Those who satisfy all the requirements below:

- 1) completed 12 years of school education outside of Japan
- 2) studied Japanese for over 150 hours(JLPT N5 or higher)
- 3) can submit documents of immigration application(and have ability to pay)

3. From Application to Admission



- ① Applicants submit our application documents to our school (Apr-Jun/Jul-Sep/Oct-Dec/Feb-Apr)
- ② Documents review and interview, etc. in our school (Jan-Mar/Mar-May/Jul-Sep/Oct-Dec)
- ③ Our school submits documents of successful applicants to Immigration Bureau (Mar/Jun/Sep/Nov)
- ④ After Residence Qualification Recognition Certificate is issued, applicant (guarantor) is contacted (Feb/May/Aug/Nov)
- ⑤ Applicants remit the first-year payment to our bank account

- ⑥ After payment is confirmed, all documents are mailed
- ⑦ Bring documents to Japanese Diplomatic Mission, obtain Student Visa
- ⑧ Applicants enter Japan with a Student Visa and enter our school (Apr/Oct)

4. Application Submission Documents

1. Documents submitted by Applicant

1	Application Form	School provided form Japanese translation	Fill in all, no blanks ※if none, enter none
2	Resume Reason for attending school	<u>School provided form/</u> Japanese translation	Educational background, from Elementary to now All School, workplace locations should be entered Detailed reason for attending, according to academic background and work
3	Final Education Diploma	<u>Original/</u> Japanese translation	Diploma or graduate certificate
4	Transcription of Final Education	<u>Original/</u> Japanese translation	Grades from entrance to graduate
5	Certificate of Enrollment	<u>Original/</u> Japanese translation	If you are currently enrolled in high school or university
6	Transcript of academic record	<u>Original/</u> Japanese translation	If you are currently enrolled in high school or university
7	JLPT Japanese Language certificate	The originals	Prove you have JLPT N5 or higher Certificate of over 150 hours at local Japanese School
8	Passport	Copy	If you have a Japanese entry history, submit a copy showing your entry and exit
9	10 photos		4 cm×3cm, taken within 3 months Name, nationality, date of birth on back

※7 countries (Sri Lanka, Mainland China, Nepal, Bangladesh, Vietnam, Myanmar, Mongolia) require extra documents

2. Documents submitted by Financial Guarantor

1	Letter of paying Expenses	School provided form / Japanese translation	Written by guarantor with signature
2	Documents showing the relationship between the applicant and the Guarantor	Copy	Birth certificate, formal letter of family relations, etc. ※Residential Status Record or Certificate of Alien Registration (for whole family)
3	Identification	Copy	Resident card or passport, etc. ※if the guarantor is Japanese, driver's license, etc.
4	Certificate of Bank account deposit	Original Japanese translation	
5	Copy of bankbook/original withdrawal records	Japanese translation	

6	Certificate of Employment	Original Japanese translation	For common employees=> Certificate of Employment For self-employed=>copy of business permit For Company representative/officer=>company registry
7	Certificate of income	Original Japanese translation	For past 1 year, record of income
8	Certificate of Tax Payment	Original Japanese translation	For past 1 year
9	Asset formation certificate	Original Japanese translation	※only applicants from 7 noted countries
10	Family list of financial Guarantor	Original Japanese translation	Created by Guarantor and signed

5. Regarding Student Dormitory

At Sakura Japanese Language School, for students coming to Japan for the first time, we are fully equipped with student dormitories for you comfort and safely. (All dormitories are walking distance to the school).

1. About moving in

You will be required to move into a school dormitory for the first 6 months after enrollment.

- Amenities (Washing machine, air conditioner, refrigerator, gas stove, microwave)
- Free internet

2. About the dormitory fee

- 1) One month rent is 20,000yen
- 2) Please pay an occupancy fee of 20,000yen and the first year of rent when you pay the tuition.

6. About payment

Regarding payment, you will be guided by Sakura JL School to transfer by the deadline.

Since October 2019, there has been an 10% consumption tax.

2 years/1 year and 9 months/1 year and 6 months/1 year 3 months courses

1. Tuition Fee

Tuition Fee	1 year	¥600,000
Consumption tax		¥60,000
Total		¥660,000

2. Additional Fees

Enrollment Fee	One time	¥50,000
Admission Fee	One time	¥30,000
Facility Fee	1 year	¥20,000
Materials Fee	1 year	¥30,000
Extracurricular Activities Fee	1 year	¥15,000
Administration Fee	1 year	¥10,000

First Year
Total ¥1,116,500

※Second year

- 2 year course ¥747,500 (including tax),
- 1 year and 9 month course ¥555,000 (including tax)
- 1.5 years course ¥379,000 (including tax)
- 1 year and 3 month course ¥203,000 (including tax)

Transportation Fee	One time ¥10,000
Consumption Fee	¥16,500
Insurance Fee	1 year ¥5,000
Total	¥ 186,500

3. Dormitory Fee

Occupancy Fee(One time)	¥20,000
Rent(12 months)	¥240,000
Household Insurance(12 months)	¥10,000

*Electricity, gas and water are not included.

*A repair fee will be charged when you move out.

7. Contact Information

1. Payee

Bank Account

Bank: **Tsukuba Bank(Bank Code 0131)**

Hitachi Branch(Number 003) Savings account 1131414

Account Holder: Hitachi Sakura Japanese Language School Niro Kato

SWIFT Code: **KGBKJPJT**

※ Important Point

As a general rule, once delivered, no refund will be made. If you are unable to come to Japan because you did not have an entry visa, the deposit will be refunded, except the Entrance Fee, Admission Fee and Dormitory Fee. Banking charges will not be reimbursed.

a.)Before entering Japan... After the Admission Permit and Residence Qualification Recognition Certificate are issued, if you decline your admission after a visa is issued at a Japanese Diplomatic Mission, please mail a copy of your passport with the revocation stamp and cancel your visa. After confirmation, the refund process will start. (Except entrance fee, admission fee and dormitory fee.)

b.)After entering Japan... If you decline admission before the Entrance Ceremony, after confirming the cancelation of the residence card, the refund process will start. (Except entrance fee, admission fee and dormitory fee)

※If you decline your admission after the Entrance Ceremony, you are treated as expelled. As a general rule, the entrance fee, admission fee and other payments will not be refunded.

2. Contact Information

Sakura Japanese Language School

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