

## Student Recruitment

### 1. Recruitment Courses

Courses	Enrollment Month	School Hours
Preparatory 18-month course	October	9 : 00~12 : 45
Preparatory 24-month course	April	13 : 15~17 : 00

### 2. Application Acceptance Period

Preparatory 18-month course (Enrollment in October)      March 1 - April 15, biennially  
 Preparatory 24-month course (Enrollment in April)      September 1 - October 15, biennially

### 3. Qualifications for admission \* Applicants must meet all of the following requirements at the time of application.

- (1) Those who have completed 12 years or more of school education or an equivalent course in their home country
- (2) Those who are at least 18 years old at the time of admission. In principle, under 30 years old and less than 5 years after graduation from the final school attended
- (3) Those who have taken Japanese language courses at a university, vocational school, junior/senior high school, or language school, have about 150 hours of study time, and are at the N5 level of the Japanese Language Proficiency Test or the F level of the Test for Practical Japanese (J-TEST). Or, those who have been recognized as having Japanese language skills equivalent to these in the Japanese language test conducted by us
- (4) Those who have a clear purpose of study and a career path after graduation
- (5) Those who have a guarantee of payment of tuition, living expenses, and other accommodation expenses during their time at the school
- (6) Those who do not have a history of non-issuance of a Certificate of Eligibility at a Japanese language education facility other than us
- (7) Those who have not repeatedly entered or left Japan in one year with a short-term stay status
- (8) In the case of those who have entered Japan with a technical training status, at least one year has passed since their departure from Japan, and they have used the results of their training in their home country
- (9) Those who are permitted or expected to be permitted to enter Japan through due process

### 4. Selection Method

- (1) First round: On-site interview (or remote interview using internet), document review, written examination (\* There is no screening fee for the first round.)
- (2) Second round: Examination of application documents  
 \*The results of the document review, interview, and written examination will be comprehensively evaluated to determine the applicant's acceptance.

## 5. Application Procedures

## Documents to be submitted by the applicant

Documents	Details and Notes
Check box <input type="checkbox"/> ①Application for Admission (Prescribed form)	Documents designated by the school (in the applicant's own handwriting) <ul style="list-style-type: none"> <li>◆ Be sure to write the alphabet notation (Chinese: Pinyin) above your name.</li> <li>◆ Make sure that the address and telephone number are consistent with those on the other certificates. If it differs from the other certificates, a statement of reason for the difference and supporting documentation are required.</li> <li>◆ Do not omit your current address (including school and place of work), start with the house number if you live in a house, or the room number if you live in an apartment complex.</li> <li>◆ Fill in your employment and education history, including periods of unemployment and military service, so that there are no blank periods. Also, be sure to check the dates of enrollment, graduation, employment, and resignation by referring to the other documents to make sure they are correct. If there is a difference between the certificate and the actual date, or if the age or period of study is different from the norm, you will need to provide a statement of reasons and supporting documentation.</li> <li>◆ Make sure that your entry and exit history is consistent with the page in your passport that shows your history in Japan.</li> <li>◆ Correction fluid cannot be used, so be sure to make a draft with a pencil to make sure there are no mistakes, and then make a clean copy with a black ballpoint pen.</li> </ul>
Check box <input type="checkbox"/> ②Copy of passport	<ul style="list-style-type: none"> <li>◆</li> <li>◆ Pages with photo</li> <li>◆ Pages with information such as the period of validity</li> <li>◆ Pages with information about your visit to Japan</li> </ul>
Check box <input type="checkbox"/> ③Certificate of graduation from high school or the final school attended	<ul style="list-style-type: none"> <li>◆ Submit the original high school diploma. (If the diploma has a cover, the cover is also required.)</li> <li>◆ If you have gone on to higher education after graduating from high school, also submit the original diploma from the final school attended.</li> <li>◆ If you are coming to Japan after taking a leave of absence from your school, submit a certificate of return to the school.</li> <li>◆ If you have an original bachelor's degree certificate other than your diploma, also submit it.</li> </ul>
Check box <input type="checkbox"/> ④Transcripts from high school and the final school attended	<ul style="list-style-type: none"> <li>◆ High school transcripts and transcripts from the final school attended must be submitted.</li> </ul>

<p>Check box <input type="checkbox"/></p> <p>⑤ Certificate of Learning Japanese Language</p>	<ul style="list-style-type: none"> <li>◆ Original copy of the result of JLPT (Japanese Language Proficiency Test) or original copy of the certificate of J-TEST (the Test for Practical Japanese), etc.</li> <li>◆ Certificate of Japanese Language Learning Status</li> <li>◆ It is necessary to prove that applicants have about 150 hours of Japanese language learning history at the time of application and that applicants have passed N5 level of Japanese Language Proficiency Test or equivalent.</li> </ul>
<p>Check box <input type="checkbox"/></p> <p>⑥ Certificate of Enrollment / Employment</p>	<p>If you are employed at the time of application, please submit a certificate of employment.</p> <ul style="list-style-type: none"> <li>◆ Certificate showing date of commencement of employment, length of tenure, job description, and salary at the time of application (must be written on a printed company form on which the employer's address and phone/fax numbers are printed).</li> </ul>
<p>Check box <input type="checkbox"/></p> <p>⑦ Copy of family register, etc.</p>	<ul style="list-style-type: none"> <li>◆ An original copy of the family register or an alternative certificate showing the applicant's educational background and the occupation of the sponsor. (In the case of China, a copy of all pages of "Resident's Household Registration" issued by the Ministry of Public Security.)</li> <li>◆ The applicant must be listed with the same final education as on the diploma, and the sponsor must be listed with the same company and position as on the certificate of employment.</li> </ul>
<p>Check box <input type="checkbox"/></p> <p>⑧ Reasons for Studying Abroad (Prescribed form)</p>	<ul style="list-style-type: none"> <li>◆ Documents designated by the school (in the applicant's own handwriting)</li> <li>◆ Please write in your native language.</li> <li>◆ For the reasons for studying abroad and your plans after completing your studies, please include your own experiences, as well as your intentions and true reasons for wishing to come to Japan to study.</li> <li>◆ If it has been more than 5 years since you graduated from your last school, please describe in more detail the purpose of your studies and your career (if you are going to enter a Japanese university, please be specific about the field you intend to pursue and the necessity of studying that field in Japan).</li> <li>◆ Attach a Japanese translation.</li> </ul>
<p>Check box <input type="checkbox"/></p> <p>⑨ Photo</p>	<ul style="list-style-type: none"> <li>◆ Submit 8 sheets of clear photos of the applicant, taken within the last 3 months, 4cm (H) x 3cm (W), front view, no cap, no background. One of the eight photos must be attached to the application form. After cutting the photos to the above size, write your name and date of birth on the back.</li> </ul>
<p>Check box <input type="checkbox"/></p> <p>⑩ Health Check-up Certificate (Prescribed form)</p>	<ul style="list-style-type: none"> <li>◆ Submit a medical certificate prepared by a doctor at a public hospital.</li> </ul>
<p>Check box <input type="checkbox"/></p> <p>⑪ Written Oath (Prescribed form)</p>	<ul style="list-style-type: none"> <li>◆ Both the applicant and the sponsor (or guardian) must sign the application form.</li> </ul>
<p>Check box <input type="checkbox"/></p> <p>Written Oath for Dormitory (Prescribed form)</p>	<ul style="list-style-type: none"> <li>◆ Both the applicant and sponsor (or guardian) must sign this form.</li> <li>◆ Do not submit this form if you do not wish to live in the dormitory.</li> </ul>

[Remarks]

- Be careful not to leave any omissions in the submitted documents. Incomplete application documents will not be accepted. Make sure to check the list of application documents before submitting them. (We will check the documents when you submit them.)
- Do not omit the name of the school and the address, fill in the details accurately, starting with the street number.
- Certificates issued by schools or companies must include the name, address, telephone number, fax number, name and title of the issuing institution, and signature.
- Attach a Japanese translation to all documents written in languages other than Japanese. The name and contact information of the person who translated the document should be written on the translation.
- The applicant or the applicant's representative should arrange for the translation of the documents. If you are unable to make such arrangements, please contact the school.
- If the certificate or other document is not written in the Western calendar, convert it to the Western calendar.
- If more than one person is paying for the expenses, the Written Pledge for Payment of Expenses must be signed in their joint names in case of a married couple living together. Otherwise, each of the sponsors must sign the Written Pledge for Payment of Expenses individually.
- All documents must be issued within three months from the date of receipt of the application by the Immigration Bureau. If more than three months have passed, the application will not be accepted.
- In addition to the documents listed here, you may be asked to submit additional documents by the Immigration Bureau or the school. Please submit these documents as soon as possible if requested.  
※ If any falsehoods are found in the documents or the information contained in the documents, the eligibility for admission will be immediately revoked.

## Documents to be submitted by the Sponsor

## (1) Application documents to be used when the Sponsor is living in Japan

Documents	Details and Notes
Check box <input type="checkbox"/> ① Written Pledge for Payment of Expenses (Prescribed form)	Documents designated by the school (in the sponsor's own handwriting) <ul style="list-style-type: none"> <li>◆ Please select the appropriate category (18-month or 24-month course) and put a ✓ in the box.</li> <li>◆ Fill in the address and phone number so that they are consistent with the other certificates. If they are different from the other certificates, you will need to provide a written reason for the difference and the supporting documentation.</li> <li>◆ In the "Method of Payment" column, please indicate that the payment will be made by bank transfer to the applicant's account or by hand delivery. In case of hand delivery at the time of enrollment or when the applicant returns to his/her home country, you will need to submit a record that proves the fact that you paid the expenses, such as a certificate of foreign currency withdrawal. (in order to confirm that expenses are paid when changing or renewing a visa)</li> <li>◆ Attach a Japanese translation.</li> </ul>
Check box <input type="checkbox"/> ② Documents proving the relationship with the applicant	For parents, siblings, relatives, etc. <ul style="list-style-type: none"> <li>◆ Certificate issued by a public institution (family register, notarized document, birth certificate, etc.)</li> <li>◆ Be sure to write name, gender, date of birth, age, current address, and relationship (blood relation) in full. The address must be exactly the same as it appears on the application form and family register.</li> <li>◆ Attach a Japanese translation.</li> </ul> For other Sponsors <ul style="list-style-type: none"> <li>◆ Documents that prove the relationship with the applicant in detail (transactional documents, photos showing the status of the relationship, letters, etc.).</li> <li>◆ Attach a Japanese translation.</li> </ul>
Check box <input type="checkbox"/> ③ Certificate of Bank Balance	Certificate of bank balance in the name of the Sponsor <ul style="list-style-type: none"> <li>◆ Must be prepared in an official form designated by the bank on which the bank's address, phone/fax number, etc. are printed.</li> <li>◆ For the 18-month course, the balance should be at least JPY 1.5 million per person, and for the 24-month course, it should be at least JPY 2 million yen per person.</li> <li>◆ Attach a color copy of the certificate of deposit (for China, the fixed certificate deposit) if issued in your home country.</li> <li>◆ The balance certificate can be in local currency (Renminbi in China, Dong in Vietnam), but it must be an official certificate of deposit issued by a bank that accepts foreign remittances, otherwise it may be considered ineligible.</li> <li>◆ Documents that show how the said deposit balance was formed (copies of bank books for the past 3 years or more, proof of sale of property, etc.).</li> <li>◆ Must be issued within the last 3 months.</li> </ul>

<p>Check box <input type="checkbox"/></p> <p>④ Certificate of Income</p>	<p>For an employee of a company</p> <ul style="list-style-type: none"> <li>◆ An annual income certificate showing the change in income for the past three years. (This must be prepared in a designated form on which the employer's address and telephone/fax number are printed. Handwritten documents are not acceptable.)</li> <li>◆ Attach a Japanese translation.</li> </ul> <p>For business owners or individual business owners</p> <ul style="list-style-type: none"> <li>◆ A certificate of tax payment and a certified copy of registration, etc. issued by a public institution that clearly states the individual's gross income.</li> <li>◆ Attach a Japanese translation.</li> </ul>
<p>Check box <input type="checkbox"/></p> <p>⑤ Certificate of Employment</p>	<p>For an employee of a company</p> <ul style="list-style-type: none"> <li>◆ A certificate of employment showing proof of employment for the past three years</li> <li>◆ A certificate stating the commencement date of employment and job description, the position (Must be prepared in a designated form on which the employer's address and telephone/fax number are printed. Handwritten documents are not acceptable.)</li> <li>◆ Attach a Japanese translation</li> <li>◆ Must be issued within the last three months.</li> </ul> <p>For business owners or individual business owners</p> <ul style="list-style-type: none"> <li>◆ A business license issued by a public institution or other documentation that proves that the Sponsor is engaged in the business.</li> <li>◆ Attach a Japanese translation</li> <li>◆ Must be issued within the last three months.</li> </ul>
<p>Check box <input type="checkbox"/></p> <p>⑥ Certificate of Residence</p>	<p>All the members of the same household must be listed.</p> <ul style="list-style-type: none"> <li>◆ If you are a foreign national with permanent residence or permanent residence status, please submit a Certificate of Registered Matters in the Alien Registration Record (with all family members listed).</li> </ul>
<p>Check box <input type="checkbox"/></p> <p>⑦ Certificate of Gross Income</p>	<p>A certificate of tax payment issued by the prefecture or municipality for the past year (with a statement of gross income)</p> <ul style="list-style-type: none"> <li>◆ Certificate of withholding tax is not acceptable.</li> <li>◆ Certificate of taxation (or non-taxation) and certificate of tax payment (for the past year) of resident tax</li> </ul>

## (2) Application documents to be used when the Sponsor is living outside Japan (for remitting from the home country)

Documents	Details and Notes
Check box <input type="checkbox"/> ① Written Pledge for Payment of Expenses (Prescribed form)	Documents designated by the school (in the sponsor's own handwriting) <ul style="list-style-type: none"> <li>◆ Please select the appropriate category (18-month or 24-month course) and put a ✓ in the box.</li> <li>◆ Fill in the address and phone number so that they are consistent with the other certificates. If they are different from the other certificates, you will need to provide a written reason for the difference and the supporting documentation.</li> <li>◆ In the "Method of Payment" column, please indicate that the payment will be made by bank transfer to the applicant's account or by hand delivery. In case of hand delivery at the time of enrollment or when the applicant returns to his/her home country, you will need to submit a record that proves the fact that you paid the expenses, such as a certificate of foreign currency withdrawal. (in order to confirm that expenses are paid when changing or renewing a visa)</li> <li>◆ Attach a Japanese translation.</li> </ul>
Check box <input type="checkbox"/> ② Documents proving the relationship with the applicant	For parents, siblings, relatives, etc. <ul style="list-style-type: none"> <li>◆ Certificate issued by a public institution (family register, notarized document, birth certificate, etc.)</li> <li>◆ Be sure to write name, gender, date of birth, age, current address, and relationship (blood relation) in full. The address must be exactly the same as it appears on the application form and family register.</li> <li>◆ Attach a Japanese translation.</li> </ul> For other Sponsors <ul style="list-style-type: none"> <li>◆ Documents that prove the relationship with the applicant in detail (transactional documents, photos showing the status of the relationship, letters, etc.).</li> </ul> Attach a Japanese translation.
Check box <input type="checkbox"/> ③ Certificate of Bank Balance	Certificate of bank balance in the name of the Sponsor <ul style="list-style-type: none"> <li>◆ Must be prepared in an official form designated by the bank on which the bank's address, phone/fax number, etc. are printed.</li> <li>◆ For the 18-month course, the balance should be at least JPY 1.5 million per person, and for the 24-month course, it should be at least JPY 2 million yen per person.</li> <li>◆ Attach a color copy of the certificate of deposit (for China, the fixed certificate deposit) if issued in your home country.</li> <li>◆ The balance certificate can be in local currency (Renminbi in China, Dong in Vietnam), but it must be an official certificate of deposit issued by a bank that accepts foreign remittances, otherwise it may be considered ineligible.</li> <li>◆ Documents that show how the said deposit balance was formed (copies of bank books for the past 3 years or more, proof of sale of property, etc.).</li> <li>◆ Must be issued within the last 3 months.</li> </ul>

<p>Check box <input type="checkbox"/></p> <p>④ Certificate of Income</p>	<p>For an employee of a company</p> <ul style="list-style-type: none"> <li>◆ An annual income certificate showing the change in income for the past three years. (This must be prepared in a designated form on which the employer's address and telephone/fax number are printed. Handwritten documents are not acceptable.)</li> <li>◆ Attach a Japanese translation.</li> </ul> <p>For business owners or individual business owners</p> <ul style="list-style-type: none"> <li>◆ A certificate of tax payment and a certified copy of registration, etc. issued by a public institution that clearly states the individual's gross income.</li> <li>◆ Attach a Japanese translation.</li> </ul>
<p>Check box <input type="checkbox"/></p> <p>⑤ Certificate of Employment</p>	<p>For an employee of a company</p> <ul style="list-style-type: none"> <li>◆ A certificate of employment showing proof of employment for the past three years</li> <li>◆ A certificate stating the commencement date of employment and job description, the position (Must be prepared in a designated form on which the employer's address and telephone/fax number are printed. Handwritten documents are not acceptable.)</li> <li>◆ Attach a Japanese translation</li> <li>◆ Must be issued within the last three months.</li> </ul> <p>For business owners or individual business owners</p> <ul style="list-style-type: none"> <li>◆ A business license issued by a public institution or other documentation that proves that the Sponsor is engaged in the business.</li> <li>◆ Attach a Japanese translation</li> <li>◆ Must be issued within the last three months.</li> </ul>



(3) When the Applicant pays by him/herself

<p>Check box <input type="checkbox"/></p> <p>① Certificate of Bank Balance</p>	<p>Certificate of bank balance in the name of the Sponsor</p> <ul style="list-style-type: none"> <li>◆ Must be prepared in an official form designated by the bank on which the bank's address, phone/fax number, etc. are printed.</li> <li>◆ For the 18-month course, the balance should be at least JPY 1.5 million per person, and for the 24-month course, it should be at least JPY 2 million yen per person.</li> <li>◆ Attach a color copy of the certificate of deposit (for China, the fixed certificate deposit) if issued in your home country.</li> <li>◆ The balance certificate can be in local currency (Renminbi in China, Dong in Vietnam), but it must be an official certificate of deposit issued by a bank that accepts foreign remittances, otherwise it may be considered ineligible.</li> <li>◆ Documents that show how the said deposit balance was formed (copies of bank books for the past 3 years or more, proof of sale of property, etc.).</li> </ul> <p>Must be issued within the last 3 months.</p>
<p>Check box <input type="checkbox"/></p> <p>② Certificate of Income</p>	<p>For an employee of a company</p> <ul style="list-style-type: none"> <li>◆ An annual income certificate showing the change in income for the past three years. (This must be prepared in a designated form on which the employer's address and telephone/fax number are printed. Handwritten documents are not acceptable.)</li> <li>◆ Attach a Japanese translation.</li> </ul> <p>For business owners or individual business owners</p> <ul style="list-style-type: none"> <li>◆ A certificate of tax payment and a certified copy of registration, etc. issued by a public institution that clearly states the individual's gross income. Attach a Japanese translation.</li> </ul>

[Remarks]

- Additional documents may be required as the required documents vary from individual to individual.
- Documents must be accompanied by a Japanese translation.
- Documents listed above that are issued by schools or public institutions must be in principle within 3 months of the time of application.

## 6. Payment

Items	Preparatory 18-month course (Enrollment in October)		Preparatory 24-month course (Enrollment in April)	
	1st Year (for 1 year)	2nd Year (for 6 months)	1st Year (for 1 year)	2nd Year (for 1 year)
Entrance Examination Fee	JPY 20,000	---	JPY 20,000	---
Subtotal Fees	JPY 777,000	JPY 361,000	JPY 777,000	JPY 727,000
Entrance Fee	JPY 50,000	---	JPY 50,000	---
Tuition Fee	JPY 660,000	JPY 330,000	JPY 660,000	JPY 660,000
Subtotal Others	JPY 67,000	JPY 31,000	JPY 67,000	JPY 67,000
Facility Expenses	JPY 2,000	JPY 1,000	JPY 2,000	JPY 2,000
Material Fee	JPY 35,000	JPY 15,000	JPY 35,000	JPY 35,000
Extracurricular Activities Fee	JPY 10,000	JPY 5,000	JPY 10,000	JPY 10,000
Insurance	JPY 10,000	JPY 5,000	JPY 10,000	JPY 10,000
Health Management Fee	JPY 10,000	JPY 5,000	JPY 10,000	JPY 10,000
Total	JPY 797,000	JPY 361,000	JPY 797,000	JPY 727,000

## (1) Total Payment (Japanese yen)

① Preparatory 18-month course (Enrollment in October)	JPY 1,158,000
② Preparatory 24-month course (Enrollment in April)	JPY 1,524,000

## (2) Payment Method

Payment must be made in Japanese yen by bank transfer.

## (3) Payment Due Date

- ① Entrance Examination Fee  
To be paid at the time of submission of the application form.
  - ② First-year payment (tuition, etc.)  
To be paid in a lump sum before enrollment.
  - ③ Second-year payment, fees for medical examinations, events, etc.
- ✧ For the 18-month course, pay in a lump sum in September of the following year.  
✧ For the 24-month course, pay in a lump sum in March of the following year.

## [Remarks]

Make sure to pay the prescribed amount by the due date.

Students who fail to pay by the deadline may not be admitted, promoted, or graduated after consultation with the recommending school or recommender. A student who fails to make payment after enrollment may be advised to withdraw from the school.

## (4) Refund of Payment

Except in the following cases, the payment will not be refunded.

① In the event that the application for an entry visa is denied by the Japanese embassy or consulate abroad (refusal to issue a visa)

Letter of Admission will be returned. If a document proving that a visa has not been issued is submitted, all fees except the Entrance Examination Fee (20,000 yen) and Entrance Fee (50,000 yen) will be refunded.

② When the applicant declines enrollment for unavoidable reasons.

If the Certificate of Eligibility and the Letter of Admission are returned, all fees except the Entrance Examination Fee (20,000 yen) and Entrance Fee (50,000 yen) will be refunded.

## 6. Flow from Application to Enrollment

## Application Period

- ✧ A Preparatory 18-month course (Enrollment in October)      March 1 - April 15
- ✧ B Preparatory 24-month course (Enrollment in April)      September 1 - October 15

	Item	Period	Remarks
1	Preliminary Selection	Days designated by the school	On-site interview, document review, and written test
2	Preparation of application documents	A: March 1 - April 15 B: September 1 - October 15	Obtain the necessary documents (certificates, etc.). Applicants who pass the preliminary selection must apply for a passport.
3	Submission of application documents (PDF), 2nd Selection		Submit the scanned data (PDF) of the application documents to the school. At the same time, please transfer the application fee (20,000 yen) to the designated account. Note that the screening fee is non-refundable, even if you fail the second selection.
4	Submission of application documents (Send original)	A: Late April – Early May B: Late October – Early November	Send the original application documents. If the application documents are incomplete, they will not be accepted.

5	Notification of the result of the 2nd selection	A: Middle of May B: Middle of November	The recommending schools and recommenders in the home country will be notified of the result of the acceptance or rejection. For successful applicants, the school will prepare the documents for application to the Hiroshima Regional Immigration Bureau. For unsuccessful applicants, the school will return the original diploma and other documents.
6	Application for "Certificate of Eligibility"	A: Early – Middle June B: Early – Middle December	The school will apply to the Hiroshima Regional Immigration Bureau for a Certificate of Eligibility for those who pass the second selection.
7	Delivery of "Certificate of Eligibility"	A: Late August (tentative) B: Late February (tentative)	A "Certificate of Eligibility" will be sent to the school from the Hiroshima Regional Immigration Bureau of the Ministry of Justice. If the Certificate of Eligibility is granted, the school will notify the recommending school and the recommender in the applicant's home country by e-mail or fax with the scanned data of the Certificate of Eligibility. If the Certificate of Eligibility is not issued, the result will be notified to the recommending school and the recommender in the applicant's home country by e-mail or fax. At that time, only the original documents such as the diploma will be returned along with a statement of reasons for the denial.
	Payment of tuition and dormitory fees	A: Late August – Early September Due date: 15th of September B: Late February – Early March Due date: 15th of March	「The school will send an invoice to the recommending school and the recommender in the applicant's home country immediately after notifying the result of the issuance of the "Certificate of Eligibility."
9	Delivery of the "Certificate of Eligibility" (original) and "Letter of Admission"	After the payment is confirmed	After confirming the payment of tuition and dormitory fees, the Certificate of Eligibility (original) and the Letter of Admission will be sent to the recommending school and the recommender in the applicant's home country.
10	Obtaining visa	After the "Certificate of Eligibility" is received	Applicants should submit the necessary documents (passport, certificate of eligibility, and letter of admission) to the Japanese ambassador (consular office) to apply for a visa. *In the event that the visa is not granted, please contact the school as soon as possible.

11	Coming to Japan and Enrollment	A: Middle to Late September B: Middle to Late March	mmake sure to come to Japan in time for the entrance program. *Please let us know your schedule when the schedule is fixed.
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(6) Decline of Admission

If you are unable to come to Japan or enroll in the school due to special circumstances, please contact the school immediately and follow the prescribed procedures.

(7) Please observe the following when coming to Japan.

- ① From the time of application to the time of admission, please respond promptly to all communications from the school.
- ② After the visa is issued, inform the school of your departure date, airline company and flight number at least 10 days prior to your arrival in Japan.
- ③ The school will consult with you about access from the airport to the school and pick-up.
- ④ Transportation cost from the airport to the destination (dormitory, etc.) is to be borne by the student.
- ⑤ In principle, arrive in Japan in time for the entrance ceremony. If you are going to be late, inform the school immediately and ask for permission.

(8) Submission Destination for Applications, etc.

- ① Sending address for application data, etc.

E-mail: info@gj-rjs.jp

- ② Sending address for the original application data, etc.

11895 Kurahashi-cho, Kure, Hiroshima 737-1377, Japan

Renaissance Japanese Language School

Tel: (0823) 54-2225 Fax: (0823) 54-2226

Open Monday - Friday, 8:30am - 5:30pm.

(The school is closed on Saturdays, Sundays, and national holidays.)

(9) Transfer destination for tuition and dormitory fees (overseas remittance in yen)

BANK NAME	Kure Shinkin Bank
BRANCH	Kurahashi 023
ACCOUNT NO	1004566
ACCOUNT NAME	GJ Camael Corporation
SWIFT BIC	1752
BANK ADDRESS	7517-8 Kurahashi, Kure-shi, Hiroshima-ken 737-1377 Japan

Be sure to write the applicant's name and phone number in the remarks section.

## 7. Dormitory

(1) Following dormitory houses are located within 5 minutes walking distance from the school. We ensure a comfortable daily life and learning environment for the students.

- ① Men's dormitory: Tenjin (capacity 40)
- ② Women's dormitory: Miya (capacity 20)
- ③ Fuji: (capacity 30)
- ④ Kocho: (capacity 14)

(1) In principle, each room will be occupied by one to three people. The school will assign the rooms.

## (2) 費用

Item	Amount
Entrance fee	JPY 30,00
Security deposit (refundable when leaving the dormitory if everything is fine)	JPY 8,000
6 months Dormitory fee (Monthly dormitory fee)	JPY 48,000 (JPY 8,000)
Facilities and equipment fees	Included in dormitory fee
Utility expenses	Included in dormitory fee
Total	JPY 86,000

## (5) Payment Method

Payment should be made in Japanese yen by bank transfer.

## (6) Payment Due Date

- ① Pay the initial Entrance fee, Security deposit, and 6 months' Dormitory fee together with your tuition before coming to Japan.
- ② Pay the remaining 6 months' dormitory fee by the month before the renewal.

## (7) Contract Renewal

The contract will be renewed every 6 months.

## (6) Facilities and Fixtures

Facilities	I Kitchen, toilet, bathroom, bed, air conditioner, washing machine, refrigerator, WIFI
Fixtures	Bedding set (quilt, mattress, blanket, pillow, sheets) Cooking utensils (electric rice cooker, gas stove, pots, pans), tableware set