



THE NAGOYA YWCA  
SCHOOL OF JAPANESE LANGUAGE

ONE YEAR COURSE  
INFORMATION / ADMISSION

2018 AUTUMN COURSE



This 1-year Course is designed to equip the student with overall skills in Japanese. If you plan to go to a college or a vocational school in Japan or to use Japanese Language in business, this course is recommended.

## **SCHEDULE**

### 1. Period of Study

2018 Autumn course: October 9, 2018 – September 26, 2019

### 2. Courses

Monday – Friday

{	Morning Course: 9:00 a.m. – 12:35 p.m.
	Afternoon Course: 1:30 p.m. – 5:05 p.m.

### 3. Holidays

Saturday, Sunday, National Holiday

Winter Vacation: December 21, 2018 – January 4, 2019

Summer Vacation: August 1 – August 30, 2019

## **ADMISSION INFORMATION**

### 1. Requirements

Completion of 12 or more years of education.

\* Those who are approved by the NAGOYA YWCA as having the ability equivalent to above may apply.

### 2. Period of Application

Course	Applicants from Abroad	Applicants in Japan
2018 Autumn	Apr. 4 – May 31, 2018	Apr. 4 – Sep. 28, 2018

\* Visitors in Japan whose visa status is that of “Temporary visitor” or those who have no visa status ( Visa Exemption Agreement ) can only apply during the same period as applicants from abroad.

\* The number of applicants is limited, and if the applications reach the limit, the application period will be closed.

### 3. Screening

For the applicants from abroad the screening will be conducted on the basis of the documents submitted. For the applicants in Japan the documents submitted and a personal interview will be required.

#### 4. Announcement of Admission

The YWCA will send the guarantor an announcement of acceptance if the applicant passes the screening.

#### 5. Tuition and Fees

	Fees	Time of payment
1. Screening Fee	¥ 10,000	at the time of application
2. Admission Fee	¥ 50,000	*Applicants from Abroad on completion of Immigration Bureau's Preliminary Screening
3. Tuition Fee	¥ 540,000	
4. Facilities	¥ 12,000	
5. Textbooks, activities & the consumption tax (8%)	¥ 86,000	* Applicants in Japan on admission to the school
Total	¥ 698,000	

\* Fees #3, #4, #5 together can be paid in two parts.

First Payment: ¥ 319,000 on completion of Preliminary Screening

Second Payment: ¥ 319,000 by February, 2019

\* Fees once paid, will not be refunded irrespective of reason.

#### 6. Application Documents … (※) Forms to be obtained from the YWCA

##### ◇ Documents should be prepared by applicant

- (1) Application Form (※)
- (2) Graduation Certificate (or Certificate of prospective graduation from the school last attended) … an original or a notarized copy
- (3) Official transcript of academic record from the school last attended … an original or a notarized copy
- (4) Resume (※)
- (5) Certificate of Health
- (6) Japanese Language Background Questionnaire (※)
- (7) Certificate of Proficiency in Japanese (※)
- (8) Recent photograph (within 3 months, 4.5cm × 3.5cm) … 6 copies
- (9) A photo copy of passport
- (10) Proof of sufficient funds to live in Japan
  - In case an applicant supports himself/herself
    - ① Applicant's bank statement
    - ② Applicant's employment certificate
    - ③ Applicant's income certificate

•In case an applicant's parent supports an applicant

- ① Parent's bank statement
- ② Parent's employment certificate
- ③ Parent's income certificate
- ④ Letter of Paying Expenses (※)
- ⑤ Certificate of Birth or an official document to certify the relationship

◇ **Documents should be prepared by guarantor**

(1) Employment Certificate

Company Employee: Employment Certificate issued by the employer  
Self-employed: Registration Certificate of Business License or a copy of Final Income Tax Return

(2) Income Certificate

Annual Income Certificate by the employer  
Income Tax Certificate issued by Ward Office or Tax Office

(3) Letter of Guarantee (addressed to the Principal of the YWCA) (※)

(4) Resident Registration Certificate (listing all members of the family and containing all registered items)

In case a guarantor will cover all of an applicant's expenses during his or her stay in Japan, the guarantor should prepare the documents listed below.

(5) Letter of Paying Expenses (※)

(6) Certificate of Birth or an official document to certify the relationship.

## **APPLICATION PROCEDURE**

1. The applicant's guarantor must come to the NAGOYA YWCA in person and receive application forms.
2. The guarantor submits the documents to the YWCA with the Screening Fee.
3. A letter of acceptance will be issued for those applicants whose documents have passed the screening.
4. The YWCA will apply to the Immigration bureau for the Preliminary Screening of students who has been accepted. A "CERTIFICATE OF ELIGIBILITY" will be issued on completion of the Preliminary Screening. (The student must have this certificate in order to acquire a College Student visa.)
5. After receiving the announcement of the completion of the Preliminary Screening the applicant or his/her guarantor must pay the admission, tuition and other fees to the YWCA (¥369,000).

6. Upon the receipt of the fees, the “Letter of Acceptance” and the “Certificate of Eligibility” will be handed to the guarantor.
7. The applicants from abroad must take the certificate and letter of acceptance with his/her passport to a Japanese embassy and apply for a College Student visa.

## **GUARANTORS**

### ◇ **Qualification**

1. The guarantor must be Japanese who lives in or near Nagoya and who has a regular occupation. (In certain special cases, a foreigner who has been in Japan over a long period of time and has a good command of Japanese may be a guarantor).
2. The guarantor must be a person who can keep in touch with the student and appear in person at the school if necessary.

### ◇ **The Guarantor’s Role and Responsibility**

1. The guarantor has to carry out the application procedure on behalf of the student.
2. The guarantor is responsible for the student in all legal, financial and social matters.

## **OTHER INFORMATION**

### ◇ **SCHOLARSHIP**

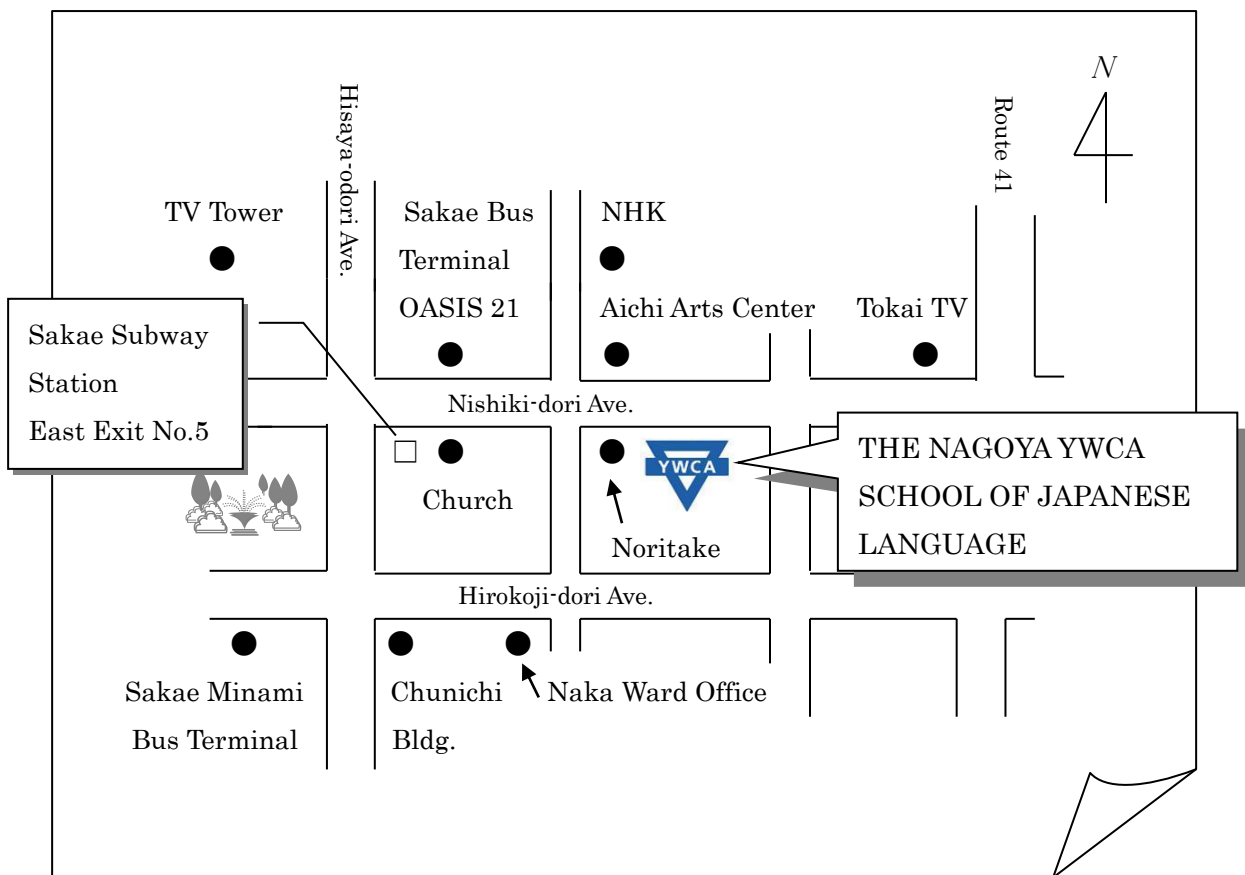
The student who passes the screening will be able to obtain a partial NAGOYA YWCA scholarship for the second semester. The award decision is based on their financial situation, the total academic record and recommendations from their teachers.

### ◇ **STUDENT COMMUTATION PASS**

Commutation passes offer unlimited travel on a fixed route between home and school. Student discount is applicable for Nagoya City bus & subway, Meitetsu-line, Kintetsu-line and JR.

### ◇ **LIVING ACCOMMODATION**

Since the NAGOYA YWCA does not have a student’s dormitory, students should ask the guarantor or a friend to assist them to find suitable housing.



## THE NAGOYA YWCA SCHOOL OF JAPANESE LANGUAGE

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### OFFICE HOURS

Mon. - Fri. 9:00 a.m. - 6:00 p.m.

\* Closed on Sat. Sun. and holidays