

～ Application Guide 2018～

April Term Two year Course

Sazanami International Academy Osaka

I Course Description

◇College Course (Graduation : March)

Month of Admission	Length of Course	Application Period	Capacity
April 2018	Two years	From August 20 to October 31	20 people

◇Class Time

Five days a week (Mon-Fri)

Four lessons a day (Morning Class 8:50-12:30

or Afternoon Class 13:10-16:50)

II Application qualification

1. Applicants have finished studying at school outside of Japan for more than 12 years.
2. Applicants have Japanese ability equal to Level N5 of Japanese Language Proficiency Test, F grade of J-TEST, or 4th grade of NAT-TEST.
3. Applicants have to fulfill above conditions and must be within 5 years of graduation from their last academic institution.

III Selection Process

We will review the submitted documents and in some cases, we may schedule an interview with the applicant or a family member living in Japan. We may administer a written test.

◆Application Procedures

1. Submit application documents
↓
2. Pre-entry Examination
↓
3. Issue Certificate of Eligibility
↓
4. Tuition payment
↓
5. Receive Certificate of Eligibility
↓
6. Apply for visa
↓
7. Come to Japan
↓
8. Admission

◆Required documents list (Student Visa)

Please prepare and submit the following documents to the school.

【Important matters when preparing documents】

- ※ All papers must be dated within 3 months of issuance and only original copies are acceptable.
- ※ The applicant him/herself must fill out.
- ※ No corrections allowed.
- ※ All papers submitted to Immigration Office will not be returned. If you wish papers to be returned, please notify school office at the time of application.
- ※ Please attach Japanese or English translation to any documents written in your home language (with the exception of English). The overseas office should be able to help the applicants.

●Papers to be submitted by the applicant

No	Documents	Notes
1	Application for Admission (School Format)	<ul style="list-style-type: none"> •The applicant him/herself must fill out. •Fill in all sections. •Write your name as it is written in your passport.
2	Pledge (School Format)	<ul style="list-style-type: none"> •Fill out once you have read and fully understood the contents of the oath.
3	Application essay ~your reason and purpose of study in Japan (School Format)	<ul style="list-style-type: none"> •The applicant him/herself must fill out.
4	Graduation certificate	(Final educational background) <ul style="list-style-type: none"> •Submit original or degree verification certificate. •If applicant has not graduated from the last school, please submit a certificate of expected to graduate.
5	Transcript	(Transcript of the last school)
6	Certificate of Japanese language study	Japanese Language Proficiency Test Certificate of N4 or N5 and/or certificate from a Japanese language school (150 hours of study or more)
7	Proof of employment	<ul style="list-style-type: none"> •<u>Please submit this if you are working at the time of application.</u> •Must show position and length of employment.
8	Copy of passport	•Non-passport holders need to submit a copy of their IDs. If you have entered Japan before, please attach the page showing entry/ departure history.

No	Documents	Notes
9	8passport-sized photos (headshots)	<ul style="list-style-type: none"> •Size4cm×3cm,taken within the last 3 months. •Write your name on back of each photo.
10	Medical history (School Format)	<ul style="list-style-type: none"> •<u>Required from your home doctor.Must be within the 3 months of issuance.</u>

●Papers to be submitted by the financial guarantor

No	Documents	Notes
1	Letter of remittance ~Financial Support (School Format)	<ul style="list-style-type: none"> •<u>The guarantor must sign it.</u>
2	Proof of employment	<ul style="list-style-type: none"> •Fill in type,position and length of service.Buisness owners must submit a copy of their registration certificate.
3	Verification of income,Tax certificate	<ul style="list-style-type: none"> •Official documents showing your income over the last 3 years from your company or income tax return is necessary. •Original certific of income and tax from the city office (covering the last 3 years).
4	Bank account balance certificate (official letter from bank)	<ul style="list-style-type: none"> •You will need to have money for tuition and living expenses during your stay.
5	Copy of bankbook	<ul style="list-style-type: none"> • Official documents showing the course in which money for financial support was acquired(copy of your bankbook,register at a real estate agency,property-purchase certificate,etc.)
6	A copy of guarantor's ID card	<ul style="list-style-type: none"> •A passport copy is also accepted.
7	Parent's / Guardian's letter of consent (School Format)	<ul style="list-style-type: none"> •Fill out once you have read and fully understood the contents of letter of agreement.
8	Verification of relationship	<ul style="list-style-type: none"> •Birth certificate of applicant . •If the guarantor is not a family member,attach a document that explains his/her relationship with the applicant.

◆ Fee

Applicants are required to pay school fees directly to the school or bank transfer
The selection fee is non-refundable.

When school notifies the applicant that certificate of eligibility,
the applicant is required to pay tuition and student insurance fee. After confirmation
of payment, school will forward certificate of eligibility.

School expenses at the beginning

Admission fee	100,000yen
Tuition fee	564,000yen
Facility fee	50,000yen
Outside activities	30,000yen
Total	744,000yen

Selection fee 30,000yen

School materials 45,000yen

Payee

【Name of Bank】

THE KINKI OSAKA BANK, LTD.
TANIMACHI BRANCH

【Account Number】 Ordinary 0058080

【Account Name】 SAZANAMI CO.

【SWIFT Code】 OSABJPJS

School expenses for the second year

	two years course	one and a half years course
Tuition fee	534,000yen	267,000yen
Facility fee	40,000yen	20,000yen
Outside activities	20,000yen	10,000yen
Total	594,000yen	297,000yen

School materials 45,000yen

※The above is an amount of money of collective payment.

※Tax is not included in the amounts written above.

※Students, please cover oversea service fee.

◆ Others

Students must join the National Health Insurance Program (paid directly to the Japanese government).

◆ Refund Policy

In the event the Immigration Bureau denies permission:

With the exception of the processing fee, refunds will be given.

In the event the Japanese Embassy denies permission:

If the applicant submits a written proof of refusal and the Certificate of Entrance to the school, refund will be given with the exception of the processing and registration fees.

In the event that the student has entered Japan and completed all the enrollment procedures: There is no refund.