

EHLE INSTITUTE Japanese Language School: Application Information

I. Courses / Month of Enrollment / Application Period

Course, Enrollment	Length	Capacity	Application period	Class time details	Total capacity
Regular course, April	1 year	90	Sept.1-Nov.30	Full-time (Mon.-Fri.) 8:30~16:20 (The class schedule is different depends on your course)	640
	2 years	90			
Regular course, October	1year and half	180	Mar.1-May 31		

II. Admission Requirement

* Those whose age is in the range between 18-29 at the enrollment, also have completed 12 years formal education in their home country.

* Those who have passed the Japanese Language Proficiency Test N5 (or higher level), or earn 250 points on JtestF level (or higher level), or passed the level 5 on NAT test.

* Job Preparation Course :

① Those who have graduated from high school, following to that graduated from the third-year college or four-year college (or higher academic institution) in their home countries.

※ Educational situation is different in each country, therefore please contact us in advance if there is an applicant who has different background written above.

② Those who have passed the Japanese Language Proficiency Test N3 (or higher level).

③ Those who have strong motivation towards job-hunting in Japan.

III. Application Procedure

Those who live outside of Japan and need to acquire Certificate of Eligibility.

※ If you already have different visa and resided in Japan, please contact us in advance.

* An applicant who is from Vietnam must take the paper test and the interview at the affiliated agencies in Vietnam.

* How to apply

① Submission at the EHLE's student office: Please bring the required application documents, passport, and screening fee.

② Submission by a representative: Fundamentally, this representative should be the person who lives in Japan and has to be the applicant's financial sponsor. If any person other than that would like to submit, it should be the applicants themselves, or if completely the third person, he/she must turn in a proxy letter in addition to the application documents.

③ Submission at our overseas branch or affiliated agents in your countries: If the applicant's financial sponsor is living outside of Japan, submit the documents at our overseas branch or affiliated agencies. Please contact us if you would like to know the location of the nearest branch or affiliated agencies. .

IV. Screening system: Screening by application documents and Interview (Applicant as well as his/her financial sponsor)

※ Please consult with our overseas branch or affiliated agencies about the interview dates.

V. Financial Sponsorship: In order to receive a Certificate of Eligibility for student visa, applicant's financial situation is very important. The Sponsor should be applicants' parent, and also must be able to cover tuition and living expenses for the applicant throughout their period of study. Thus, the sponsor's "proof of earnings" and "certificate of deposit balance" have to be turned in. The sponsor needs to be responsible for the student's living situation throughout the stay in Japan, including his/her accommodation, other various problems while living in Japan, such as studying and so on.

VI. The applicants who had applied to any Japanese Language school before: Please notify us in advance if he/she had applied to a Japanese Language School before. The Immigration Bureau may possibly request them to turn in other extra documents, such as the previous application documents.

☆ Application term and Tuition Fees ☆

Details of school expense, Term and Manner of Payment

(1)Details of School Expense

★ Enrollment in April

① Installment Payment 6 Month Plan

	《Description》	《Amount (yen)》 ●Graduate School Preparatory Course ●The University of Tokyo, Kyoto University, Osaka University Course ●National and Public University Preparatory Course for Science/Art Majors	《Amount (yen)》 ●General School Preparatory Course ●Job Preparation Course	《Payment limit》
①	Screening Fee	20,000	20,000	At the submission
②	Registration Fee	70,000	70,000	The fixed deadline after the school finished the first screening.
③	Tuition(for 6 months)	360,000	360,000	The fixed deadline after the Certificate of Eligibility was issued.
	Miscellaneous(for 1 year)	85,000	35,000	
④	Tuition(for 6 months)	360,000	360,000	(after enrollment) August 20th
	Total	895,000	845,000	

② Payment in Full (20,000yen will be deducted from the original amount of tuition)

	《Description》	《Amount (yen)》 ●Graduate School Preparatory Course ●The University of Tokyo, Kyoto University, Osaka University Course ●National and Public University Preparatory Course for Science/Art Majors	《Amount (yen)》 ●General School Preparatory Course ●Job Preparation Course	《Payment limit》
①	Screening Fee	20,000	20,000	At the submission
②	Registration Fee	70,000	70,000	The fixed deadline after the school finished the first screening
③	Tuition(for 6 months)	700,000	700,000	The fixed deadline after the Certificate of Eligibility was issued.
	Miscellaneous(for 1 year)	85,000	35,000	
	Total	875,000	825,000	

★ Enrollment in October

① Installment Payment 6 Month Plan

	《Description》	《Amount (yen)》 ●Graduate School Preparatory Course ●The University of Tokyo, Kyoto University, Osaka University Course ●National and Public University Preparatory Course for Science/Art Majors	《Amount (yen)》 ●General School Preparatory Course ●Job Preparation Course	《Payment limit》
①	Screening Fee	20,000	20,000	At the submission
②	Registration Fee	70,000	70,000	The fixed deadline after the school finishes the first screening
③	Tuition(for 6 months)	360,000	360,000	The fixed deadline after the Certificate of Eligibility was issued.
	Miscellaneous(for 1 year)	98,500	43,500	
	Total	548,500	493,500	
④	Tuition(for 6 months)	360,000	360,000	(after enrollment) February 20th
⑤	Tuition(for 6 months)	360,000	360,000	(after enrollment) August 20th
	Total	1,268,500	1,213,500	

★Enrollment in October

②Payment in Full (30,000yen will be deducted from the original amount of tuition)

	《Description》	《Amount (yen)》 ●Graduate School Preparatory Course ●The University of Tokyo, Kyoto University, Osaka University Course ●National and Public University Preparatory Course for Science/Art Majors	《Amount (yen)》 ●General School Preparatory Course ●Job Preparation Course	《Payment limit》
①	Screening Fee	20,000	20,000	At the submission
②	Registration Fee	70,000	70,000	The fixed deadline after the school finished the first screening
③	Tuition(for 1 year and half)	1,050,000	1,050,000	The fixed deadline after the Certificate of Eligibility was issued.
	Miscellaneous(for 1.5 years)	98,500	43,500	
	Total	1,238,500	1,183,500	

(2) The payment should be made directly at the school (cash) or transfer to the designated bank account.

(3) Cautions of payment

- ① If the applicant would like to cancel the procedure, or due to the applicant's individual factor, the Certificate of Eligibility was not successfully issued, the screening fee (¥20,000) will not be refund.
- ② In case that the applicant has acquired the Certificate of Eligibility, however his/her visa request was rejected at Embassy/Consulate, or completely did not request the visa on applicant's own will, EHLE Institute will charge you total 50,000 yen (the screening fee(20,000yen) and the part of registration fee(30,000yen)).
- ④ In case that the applicant has decided not to enroll, he/she must turn in the letter of "cancelation" (written on paper). The deadline for April students is due March 31st, the deadline for October students is due September 30th. If it is possible to meet this deadline, we will return applicants the rest of the tuition except 90,000yen (the screening fee(20,000yen) and the registration fee (70,000yen). However, if this cancellation does not meet the deadline, EHLE Institute will not return the tuition at all.
- ⑤ If there is no payment (the total amount until the fixed deadline designated by EHLE Institute) done, it will be considered as "cancelation." When you make the money transfer, please be careful about the deadline.

Documents Required for Application (Submit these with screening fee 20,000yen)

【Documents an Applicant has to prepare】 As for ★marks document, please download from the EHLE homepage.

Documents	Note
1 Eight passport-size photographs (3cm×4cm)	Taken within the last 3 months, with the applicant's name, nationality, birthday, written on the back.
2 ★Application form ★Resume	Fill in the designated form ※Please write the complete address of school, workplace, etc.
3 ★The purpose of studying in Japan	Fill in the designated form
4 Diploma of the last school the applicant has attended	Original document
5 Transcript of the last school the applicant has attended	Original document
6 Photocopy of passport	If you already have. The biographical page of the passport, the all of the pages of immigration record entering to Japan
7 ★Pledge	Fill in the designated form
8 Reason of re-application (only those who want to re-apply)	Fill in the designated form
Submit the following if you are requested to do so	
I Diploma of elementary school, or the reason why you entered elementary school at irregular time. (If the applicant started attending the elementary school not at the irregular time)	In addition to this, the record of student is required.(If you have)
II Certificate of registration of school(If the applicant is currently registered at any school) and the official transcript	If the applicant has dropped out from the school, submit "the certificate of dropout", "the certificate of period of registration"
III Certificate of employment(only those who are working when applying) If the applicant has a plan to go back to work after EHLE Institute, submit "the letter of reinstatement" as well.	This should be issued by the company, and "period of employment," "position," "the contents of the work" should be written. It is better to be printed on the official paper of your company.
IV Academic certificate, any record of studying Japanese Language, proof of your Japanese Language ability(those who have learned Japanese at Japanese Language school)	If you have studied Japanese Language overseas, please submit these documents.

【Documents Financial Sponsors have to prepare】

Documents	Note
1 ★Letter of Guarantee for student's expense	Fill in the designated form
2 Copy of family register	Document proves the relationship between the sponsor and an applicant.
3 Certificate of employment	This should be issued by the company. If the sponsor runs own business, submit "the business license".
4 Bank statement of the sponsor's bank account balance	The amount should be written in foreign currency. Original document.
5 Certificate of Annual income and tax payment	This should be issued by the tax office

(※Notification : If the applicant from the Mainland China or Vietnam, please confirm with EHLE Institute, the oversea branches, affiliated agencies to make sure what documents should be prepared.)

【Documents Financial Sponsors have to prepare, if they reside in Japan】

Documents	Note
1 ★Letter of Guarantee for student's expense	Fill in the designated form
2 Copy of family register	Document proves the relationship between the sponsor and an applicant.
3 Proof of Income	This should be issued by the tax office, "Income statement" or "the certificate of tax payment"
4 Certificate of employment	This should be issued by the company. If the sponsor runs own business, submit one of these: ① "the business license" ② "the copy of the company's registration" ③ "the certificate of corporate tax payment"
5 Certificate of residence or the certificate of Alien registration (issued by the Ward office)	Every member's name of the household should be written.
6 Bank statement of the sponsor's bank account balance	The amount should be written in YEN.