

# *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 <sup>st</sup> - Nov. 30 <sup>th</sup>	Full-time (Mon.-Fri.) 8:30~16:45 (Depending on your course, the class schedule is different)	600
	2 years	90			
Regular course, October	1 year and half	165	Mar. 1 <sup>st</sup> - May 31 <sup>st</sup>		

	Course	Course Starts	Length
Japanese Language School	The University of Tokyo, Kyoto University, Osaka University Preparatory Course (for Science/Art Majors)	April	1 year / 2 years
		October	1 year and half
	National and Public Univ. Preparatory Course (for Science/Art Majors)	April	1 year / 2 years
		October	1 year and half
	Graduate School Preparatory Course	April	1 year / 2 years
		October	1 year and half
	General School Preparatory Course	April	1 year / 2 years
		October	1 year and half
	Japanese Companies' Employment Course	April	1 year
		October	1 year and half

## II. Admission Requirement for all courses

- ① Those whose ages are in the range between 18~30 at the enrollment, also have completed 12 years school education in their home country.
- ② Those who have passed the Japanese Language Proficiency Test N5 (or higher level), or earned 250 points on JtestF level (or higher level), or passed the level 5 on NAT test (or higher level).

Applicants who would like to enroll in these courses written below(\*), in addition to the basic Admission Requirement for all courses (II ①, ②) must fulfill these requirements written below.

### \*The University of Tokyo, Kyoto University, Osaka University Preparatory Course (for Science/Art Majors)

- ① If you are an April applicant for a 1 year course, you need to have equivalent to JLPT N2 or higher ability, and TOEFL iBT 70 points or above.

If you are an April applicant for 2 years course, you need to have equivalent to JLPT N4 or higher ability, and TOEFL iBT 70 points or above.

- ② If you are an October applicant for a 1.5 year course, you need to have equivalent to JLPT N3 or higher ability, and TOEFL iBT 70 points or above.

(Your Japanese ability will be examined by EHLE's Placement Test, and your class will be determined finally.)

### \*National and Public Univ. Preparatory Course (for Science/Art Majors)

- ① If you are an April applicant for a 1 year course, you need to have equivalent to JLPT N2 or higher ability.

If you are an April applicant for 2 years course, you need to have equivalent to JLPT N4 or higher ability.

- ② If you are an October applicant for a 1.5 year course, you need to have equivalent to JLPT N3 or higher ability.

(Your Japanese ability will be examined by EHLE's Placement Test, and your class will be determined finally.)

### \*Graduate School Preparatory Course

- ① If you are an April applicant for a 1 year course, you need to have equivalent to JLPT N2 or higher ability.

If you are an April applicant for 2 years course, you need to have equivalent to JLPT N4 or higher ability.

- ② If you are an October applicant for a 1.5 year course, you need to have equivalent to JLPT N3 or higher ability.

(Your Japanese ability will be examined by EHLE's Placement Test, and your class will be determined finally.)

- ③ If you are an applicant for Graduate School Preparatory Course, you must have completed the educational background of the four-year college (or higher academic institution) at the application.

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

### \*Japanese Companies' Employment Course

- ① Those who have 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 will be an applicant who has different background written above.

- ② If you are an April applicant for a 1 year course, you need to have equivalent to JLPT N3 or higher ability.

If you are an October applicant for a 1.5 year course, you need to have equivalent to JLPT N4 or higher ability.

(Your Japanese ability will be examined by EHLE's Placement Test, and your class will be determined finally.)

- ③ Those who have the strong motivation towards finding a job in Japan.

## III. Application Procedure

**Those who live outside of Japan and need to acquire the 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 information 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 smoothly acquire the 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 his or her stay. Thus, the sponsor's "proof of earnings" and "certificate of deposit balance" should 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 schoolwork 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 to turn in other extra documents, such as the previous application documents.

☆ Application term and Tuition Fees ☆

Details of school expense, payment deadline and the method of Payment

(1) Details of School Expense

★ Enrollment in April

① Installment Payment 6 Month Plan

	《Description》	《Amount (yen) 》 ●Graduate School Preparatory Course ●The Univ. of Tokyo, Kyoto Univ., Osaka Univ. Preparatory Course (for Science/Art Majors) ●National and Public University Preparatory Course (for Science/Art Majors)	《Amount (yen) 》 ●General School Preparatory Course	《Amount (yen) 》 ●Japanese Companies' Employment Course	《Payment deadline》
①	Screening Fee	20,000 yen	20,000 yen	20,000 yen	At the submission
②	Registration Fee	70,000 yen	70,000 yen	70,000 yen	The fixed deadline after the school finished the first screening.
③	Tuition (for 6 months)	360,000 yen	360,000 yen	360,000 yen	The fixed deadline after the Certificate of Eligibility is issued.
④	Miscellaneous (for 1 year)	100,000 yen	35,000 yen	70,000 yen	
⑤	Tuition (for 6 months)	360,000 yen	360,000 yen	360,000 yen	(after enrollment) August 20th
	Total	910,000 yen	845,000 yen	880,000 yen	

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

	《Description》	《Amount (yen) 》 ●Graduate School Preparatory Course ●The Univ. of Tokyo, Kyoto Univ., Osaka Univ. Preparatory Course (for Science/Art Majors) ●National and Public University Preparatory Course (for Science/Art Majors)	《Amount (yen) 》 ●General School Preparatory Course	《Amount (yen) 》 ●Japanese Companies' Employment Course	《Payment deadline》
①	Screening Fee	20,000 yen	20,000 yen	20,000 yen	At the submission
②	Registration Fee	70,000 yen	70,000 yen	70,000 yen	The fixed deadline after the school

					finished the first screening.
③	Tuition (for 1 year)	700,000 yen	700,000 yen	700,000 yen	The fixed deadline after the Certificate of Eligibility is issued.
④	Miscellaneous (for 1 year)	100,000 yen	35,000 yen	70,000 yen	
	Total	890,000 yen	825,000 yen	860,000 yen	

★Enrollment in October

①Installment Payment 6 Month Plan

	《Description》	《Amount (yen) 》 ●Graduate School Preparatory Course ●The Univ. of Tokyo, Kyoto Univ., Osaka Univ. Preparatory Course (for Science/Art Majors) ●National and Public University Preparatory Course (for Science/Art Majors)	《Amount (yen) 》 ●General School Preparatory Course	《Amount (yen) 》 ●Japanese Companies' Employment Course	《Payment deadline》
①	Screening Fee	20,000 yen	20,000 yen	20,000 yen	At the submission
②	Registration Fee	70,000 yen	70,000 yen	70,000 yen	The fixed deadline after the school finished the first screening.
③	Tuition (for 6 months)	360,000 yen	360,000 yen	360,000 yen	The fixed deadline after the Certificate of Eligibility is issued.
④	Miscellaneous (for 1.5 years)	150,000 yen	52,500 yen	105,000 yen	
⑤	Tuition (for 6 months)	360,000 yen	360,000 yen	360,000 yen	(after enrollment) February 20th
⑥	Tuition (for 6 months)	360,000 yen	360,000 yen	360,000 yen	(after enrollment) August 20th
	Total	1,320,000 yen	1,222,500 yen	1,275,000 yen	

★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 Univ. of Tokyo, Kyoto Univ., Osaka Univ. Preparatory Course (for Science/Art Majors) ●National and Public University Preparatory Course (for Science/Art Majors)	《Amount (yen) 》 ●General School Preparatory Course	《Amount (yen) 》 ●Japanese Companies' Employment Course	《Payment deadline》
①	Screening Fee	20,000 yen	20,000 yen	20,000 yen	At the submission
②	Registration Fee	70,000 yen	70,000 yen	70,000 yen	The fixed deadline after the school finished the first screening.
③	Tuition (for 1.5 years)	1,050,000 yen	1,050,000 yen	1,050,000 yen	The fixed deadline after the Certificate of Eligibility is issued.
④	Miscellaneous (for 1.5 years)	150,000 yen	52,500 yen	105,000 yen	
	Total	1,290,000 yen	1,192,500 yen	1,245,000 yen	

(2) The payment should make a transfer to the Ehle Institute's designated bank account.

(3) Cautions of payment

①If 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.

②In case that the applicant has acquired the Certificate of Eligibility, however his/her visa request was rejected at Embassy/Consulate, EHLE Institute will charge you total 50,000 yen (the screening fee(20,000yen) and the part of

registration fee(30,000yen)).

③In case that the applicant has decided not to enroll, he/she must turn in the letter of “cancelation” (written on the 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.

④If 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.

Application Documents (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 photographs (3cm×4cm)	<u>Taken within the last 3 months, with the applicant's name, nationality, birthday, written on the back.</u>
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 normal time)	In addition to this, the record of registration 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” and “the certificate of period of registration”
III Certificate of employment(only those who are working at the application) 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. This should be an original document issued by Bank.
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.