

Application Guidelines for Students

Aoike Academy

Aoike Culinary and Japanese Language School

108 Obamahiromine, Obama City

Fukui Prefecture, Japan

917-0084

TEL 0770-52-3481

FAX 0770-52-3412

I Japanese Language Course

2 year course (April Enrollment)

1 year and 6 month course (October Enrollment)

II Eligibility for Application

1. Persons who have completed at least 12 years of school education or an equivalent course.
2. Persons who are 18 years or older.
3. Persons who are allowed to enter Japan by legitimate procedures or who are expected to be permitted.
4. Persons who have a reliable sponsor.
5. Japanese Language Proficiency Test N5 holders or persons who have equivalent Japanese proficiency.

* Applicants who wish to enroll in the Philippines shall be able to communicate in English or Filipino language.

* In the case where the school principal grants admission, regardless of the requirements mentioned above, admission may be granted.

III Application Documents

◆ Important Notes

1. Application forms must be filled out by the applicant and sponsor. Make sure that there are no omissions.
2. Do not use correction tape, or corrective fluids. If there is a mistake, rewrite the form using a new form.
3. All documents in foreign language must be accompanied by a Japanese translation.
4. All documents must be issued within the last three months.
5. The application forms may differ depending on the nationality of the applicant.
6. We may ask you to submit additional documents, if necessary.

◆ Personnel-Related Documents

	List of the required Documents	Notes
1	Application form (2 pages)	
2	Resume (2 pages)	
3	Diploma with final education background (or pre-graduation certificate)	original
4	Most recent academic transcript	original copy
5	Certificate of enrollment and transcript (enrolled student)	original copy
6	Certificate of studying Japanese issued by Japanese language educational institution (including the number of actual study hours)	original
7	The documents certifying Japanese Language Proficiency Test N5 or equivalent Japanese proficiency 1. Japanese Language Proficiency Test Results 2. NAT-Test Results 3. J Test Result Report <type for Immigration Bureau>	* Note
8	ID card copy Passport copy	if an applicant has a passport
9	8 photos (4 cm X 3 cm)	
* Note ◆ The documents certifying Japanese proficiency Please take 1,2,3 tests, if at all possible. Please submit certificates of the test results whether passing or falling. If you don't get the test results, submit the copy of the admission card.		

◆ Financial Documents of the Sponsor

The required documents differ depending on who wishes to pay expenses.

1. Documents in case the applicant pays the expenses.

	List of the required Documents	Notes
1	Expense report	
2	Certificate of deposit showing the balance in the applicant's name (It needs to be more than the sum of all tuition fees and living expenses for the school term.)	original
3	Proof of employment	original
4	Proof of income (for the past 3 years)	original
5	Proof of assets held	Copy of bank account, etc

2. Documents in case parents or relatives provide for expenses (residing outside Japan)

	List of the required Documents	Notes
1	Expense report	
2	Documents certifying the relationship between the applicant and the sponsor	Notarization letter of relationship, birth certificate, etc * Note
3	Certificate of deposit showing the balance of the sponsor's bank account (It needs to be more than the sum of all tuition fees and living expenses for the school term.)	original
4	Proof of assets held	Copy of bank account, etc
5	For employees... Proof of employment If a company officer... Corporate Registry Certificate, etc If self-employed... Copy of Business License	proof of years of service
6	Proof of income of the sponsor (over the past 3 years)	original
7	Certificate of tax payment (over the past 3 years)	original record of income
8	Document certifying the family composition of the sponsor	copy of Resident's Registry List for all households
* Note If you are a Vietnamese, please submit certificate of birth, a copy of family register, and a copy of ID card.		

3. Documents in case the sponsor lives in Japan.

	List of the required Documents	Notes
1	Expense report	
2	Documents certifying the relationship between the applicant and the sponsor	Family Register Certificates, Notarized Documents of Relatives, etc
3	Certificate of deposit showing the balance of the sponsor's bank account (It needs to be more than the sum of all tuition fees and living expenses for the school term.)	original
4	Proof of assets held	Copy of bank account, etc
5	For employees... Proof of employment If a company officer... Corporate Registry Certificate, etc If self-employed... Copy of Final Return Form	proof of years of service
6	Proof of income of the sponsor (over the past 3 years)	tax certificate
7	Certificate of Residence or certificate to be entered in the registration form	all households

Address for Submission of Application Form and Contact Information

Aoike Culinary and Japanese Language School Admission Office

108 Obamahiroline, Obama City

Fukui Prefecture, Japan 917-0084

TEL: 0770-52-3481

FAX: 0770-52-3412

IV From submission of application to entry to Japan

◆Schedule

	2 Year Course For April Enrollment	1 Year and 6 Month Course For October Enrollment
1. Deadline of Submission of the Application Form	Around year before October	Around April
2. Examination and Interview	Around year before October	Around April
3. Application to Immigration Bureau	Around year before December	Around June
4. Issuance of Certificate of Eligibility	Late February	Late August
5. Deadline of Remittance of Tuition and Dormitory Fees	Early March	Early September
6. Visa Application	Mid March	Mid September
7. Issuance of Visa	Late March	Late September
8. Entry to Japan	April	October

◆Application Steps to Enrollment

STEP 1	Send all required documents for application and the examination fee by the deadline.
STEP 2	After receiving the documents, we will make a decision for admission based on the document and examination. We will issue the admission letter and submit the application documents to the Immigration Bureau with jurisdiction.
STEP 3	Immigration Bureau will issue a Certificate of Eligibility after document review
STEP 4	The applicant or the agency to whom the Certificate of Eligibility has been issued must transfer the enrollment fee, tuition fee, etc to the bank account designated by the school. After payment confirmation, we will send the Certificate of Eligibility, Admission Permit, and Admission Schedule.
STEP 5	Apply for visa at the Japanese Embassy in your country. Purchase your air ticket after obtaining your visa, and contact the school. Please try your best to enter Japan on the day specified by the school. Please inform us by fax, etc as soon as possible if you wish to be picked up from the airport.
STEP 6	Entry to Japan
STEP 7	Admission to Aoike Academy Japanese Language School Orientation and class starts

V Selection Criteria

Final selection will be made based upon an application review, a result of written test (Japanese Language Proficiency Test, Composition in mother language, and Mathematics), and Interview (Applicant and Sponsor).

VI Tuition

Entrance Examination Fee: ¥20,000

		Enrollment Fee	Tuition Fee	Material Fee	Extra Curricular Activity Cost	Insurance Fee	Total
2 Year Course	1st year	¥50,000	¥600,000	¥22,000	¥39,600	¥10,000	¥721,600
	2nd year		¥600,000	¥22,000	¥39,600	¥10,000	¥671,600
1 Year and 6 month Course	1st year	¥50,000	¥600,000	¥22,000	¥39,600	¥10,000	¥721,600
	2nd year		¥300,000	¥11,000	¥19,800	¥5,000	¥335,800

◆ Reminders

- * Please pay the entrance examination fee at the time of application.
- * Please remit the tuition and other fees by yen. Students are responsible for paying the money transfer fee.
- * In addition to the above, the fee for the National Health Insurance must be paid separately after enrollment.

<Address for paying fee>

SWIFT CODE : FKUIJPJT

Account holder : GAKKOU HOUJIN AOIKE GAKUEN

Bank account : The Fukui Bank, Ltd. OBAMA Branch

Bank code : 0 1 4 7 Brunch number : 4 2 0

Account number : 1 2 9 4 1 7 2

Tuition and Fees Refund Policy (In accordance with the Japanese Language Education Promotion Association Guideline)

1. The Certificate of Eligibility was issued, but visa was not applied and applicant.

Condition: Return of admission letter and Certificate of Eligibility to School

Refund: All fees excluding enrollment fee

2. In case you applied for visa at Japanese Embassy in your country but visa was not granted and applicant was unable to come to Japan.

Condition: Return an admission letter and submit a proof that visa was not issued at Japanese Embassy in your country to School.

Refund: All fees excluding entrance fee

3. If you obtained your visa but decided not to attend School before coming to Japan.

Condition: Return admission letter, and submit proof that visa was not used and the cancellation can be confirmed.

Refund: All fees excluding enrollment fee.

4. When a student who acquired a visa and entered our school, but has dropped out without any justifiable reasons.

Refund: No refund of all fees paid

5. In case a student entered Japan, but did not attend school.

Refund: No refund of all fees paid

* The examination fee is not refundable for any reason.

* Students are responsible for paying a wire transfer fee.