

2017-18
APPLICATION GUIDELINES
COLLEGE PREPARATORY COURSES
NEW JAPAN ACADEMY



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New Japan Academy

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Application Information for College Preparatory Courses

Purpose:

The courses are designed for those who want to learn Japanese intensively, and to go to the university or college in Japan, after graduation. Classes are divided into Basic, Lower Intermediate, Higher Intermediate and Advanced levels. A comprehensive approach to speaking, listening, reading, and writing allows these 4 skills to improve simultaneously.

Class hours:

There are four lessons in one day in the morning session or afternoon session, and each lesson is 45-minutes in length. Level check tests will be conducted to determine class placement. The school is closed on Saturdays/Sundays, public/summer/term-end holidays, and holidays set by the headmaster.

About Enrollment Season :

Enrollment Season	Quota	Study Period	Application Acceptance Period	Result Issued Time
January 2017	100	15 months	1st. Jun. 2016~31th.Aug. 2016	The end of Nov. 2016
April 2017	120	24 months	1st Jul. 2016~22th Nov. 2016	The end of Feb. 2017
July 2017	40	21 months	1st Nov.2016~28th Feb. 2017	The end of May. 2017
October 2017	40	18 months	1st. Feb 2017~22th May. 2017	The end of Aug. 2017

Admissions: (In Japanese Yen)

Study Period	Application Fee	Tuition of the First Year	Tuition of the second time	Total
15 months	35,000	740,000	180,000	955,000
24 months	35,000	740,000	630,000	1,405,000
21 months	35,000	740,000	480,000	1,255,000
18 months	35,000	740,000	330,000	1,105,000

The Details of the First Year Tuition Fee	Tuition Fee (12 months)	Admission Fee	Others (For the first time)	Total
	630,000	50,000	60,000	740,000

NOTE:

- Teaching material fee of ¥30,000 is included in the tuition of each year. The facility operating costs, school events cost and medical and accident insurance is included in the Others.
- Application fee is payable before the documents are sent to the Immigration Bureau. Please note that it is not refundable regardless of the application outcome.
- The first-year tuition, payment of three months boarding fees, key money and deposit, are to be paid when the certificate of status of eligibility is issued.
- A split-fee commission of ¥60,000 is payable if the first-year tuition is paid on an installment plan.

The later year tuition can be paid in up to two installments if your first-year attendance rate is more than 90%.

The fees such as tuitions which are paid before the entrance will be handled according to the Guideline of the acceptance of the foreign students of Japanese language institution 8-3(June 11st, 2003). The fees paid after the entrance will not be refunded. However, a full amount will be returned if the student withdraws from school within one month from the entrance.

Dormitory Fee: (In Japanese Yen)

Dormitory Fee	Handling Fee		Key Money	Rent (Monthly)		Lighting & Heating
	Twin room	Single room		Twin room	Single room	
	50,000	90,000	10,000	25,000 or 20,000	40,000	Pay by oneself

General Requirements:

1. Holds high school diplomas (12 years) or equivalent (if you want to go for further education after graduation)
2. Possesses physical, mental and economical fitness
3. Less than three years is past since the graduation of the last educational institution attended.

Acceptance:

Selection based on your academic records

Secondary selection carried out if necessary (incl. Interview and exams)

Necessary Documents

<Applicant>

1	Registration Form	*Original form. *Hand written by applicant. *[Name in Full] The name [In English] should be the same as in your passport.
2	Personal Records	*Original form *Hand written by applicant. a. [Educational Background]: Include elementary school to highest educational level achieved. b. [Japanese Language Experience] * A proof is required that shows you have completed at least 150 hours of Japanese study. c. [Occupational Experience] * Write if you have worked full time before. d. [Previous Stay in Japan]: If you have been in Japan before, list the dates in order. *If you have applied for a Pre-College Visa or have had a “CESR” denied in the past, please explain the reason. e. [Reasons for Studying Japanese] * Write down the specific reasons why you are going to study Japanese in Japan. f. [Future Plans after Graduating from NJA] * State your plans such as continuing your study, working in Japan, or returning to your country, etc.
3	Official photographs	* <u>Four</u> 4cm × 3cm photos taken within the last three months, each one with your name written on the back. *Pictures printed from computers are not acceptable.
4	Original diploma	Original diploma from the most recent school attended *No photocopies permitted. * If you are still studying at any level, certificate of enrollment, a transcript of your graduation and recommendation letter can be accepted as an alternative to the original diploma.

5	Certificate Of studying Japanese	A proof that you have studied more than 150 hours at any Japanese school.
6	Copy of passport	If you have one or previously been in Japan.
7	The certificate of relationship between the applicant and the sponsor	The original family registers or birth certificates to show the relationship between the applicant and the sponsor.

<Documents concerning the person bearing study and living expenses (sponsor)>

1	Guarantee for Bearing Study and Living Expenses	*Original form *filled out manually by hand by sponsor. *Write the correct address and telephone No. of your family. *The amount provided by the sponsors should not be less than 1,500,000 Japanese Yen.
2	Bank balance certificate	The amount should show more than the equivalent of 1,500,000 Japanese Yen
3	Certificate of Employment	The tenure-of-office certificate on which the income is indicated.
4	Income/Tax Certificate	Documentation specifying the sponsor's income of the last three years.
5	Others We will contact you according to your details.	Other documents maybe requested depending on the type of the sponsor's income. i.e. a business license certificate is required for an individual proprietor. A copy of the bank note and sponsor's family register are requested if possible.

Special Notes :

- (1) If you apply through an agent in Japan, s/he will be asked to come to NJA directly.
- (2) Apart from the original diploma, NO paperwork will be returned to the applicant. If there are any documents that must be returned, please tell us when you apply.
- (3) If you are going to submit photocopied documents, please print them in A4 sizes. And on all copies, state the date, the name of the person who made the copies, and the relationship to the applicant.
- (4) All paperwork must be officially translated into Japanese.
- (5) Please submit the certificate with the addresses and phone numbers of the issuers.
- (6) When you submit English translated certificates, please submit the original documents as well.

If you have any questions, please feel free to contact us:

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