

# Application Guide

## (Japanese Language Department)



2027 APRIL

EDUCATION CORPORATION KAMEI GAKUEN

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# Japanese Language Department

## I. Course Guide

| Course                                                                             | Object                                                                                                          | Enrollment Period | Capacity                                                                                              | Class Time                                                                                                                         | Total study Time                              |
|------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------|-------------------|-------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------|
| JAPANESE<br>LANGUAGE<br>DEPARTMENT FOR<br>HIGHER STUDIES<br><br>2 year<br>Course   | This course is for students who wants to enroll in a technical college or university in japan after graduation. | April             | NIHON RIKO-JYOHO<br>INSTITUTE<br>60 Students<br><br>NIHON MEDICAL<br>WELFARE INSTITUTE<br>40 Students | 5days/week<br>(Monday-Friday)<br>Morning Class<br>9:05~13:10<br>Day Class<br>13:35~17:40                                           | Total<br>1800 hours<br><br>(Yearly 900 hours) |
| JAPANESE<br>LANGUAGE<br>DEPARTMENT FOR<br>HIGHER STUDIES<br><br>1.5 year<br>Course |                                                                                                                 | October           | NIHON RIKO-JYOHO<br>INSTITUTE<br>20 Students<br><br>NIHON MEDICAL<br>WELFARE INSTITUTE<br>20 Students | *This course is divided into two session: Morning and Afternoon. We will decide in the Morning or Afternoon by the placement test. | Total<br>1350 hours                           |

## II. Enrollment Requirements

1. Applicants shall have completed at least 12 years of school education or the equivalent.  
Age: Applicants shall be 18 years old or older. (The situation which is under 5 years after graduated is better.
2. Applicants must be recognized by our school as meeting the above condition.
3. Applicants who has the strong willing to study and specifically purpose
4. Applicants must have CEFR A1 (N5 Level) in Japanese language
5. The situation which the family has enough income to pay the school expenses is better.

## III. Entrance acceptance method

We will check submitted application documents and take interview by visiting or via internet.  
We will directly inform interview time schedule to the applicants or through your agent.  
After the review completed, we will inform you the result.

## IV. Application Procedure

### 1. Application Period:

For April season, Aug to Oct last.  
For October season, February to May last.

### Issuance timing of COE

February Last next year.  
August Last.

## 2. Necessary Documents (1. Applicants)

|                         | Necessary Documents                                          | Notes                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|-------------------------|--------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Documents of Applicants | The application                                              | Fill in the prescribed form<br>※Keep the name of school, day of graduation, address of workplace same to the certificates.<br>Certificate of primary school is necessary if entrance age is under 5 or over 8 years old.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|                         | The purpose of study in Japan and the plan after graduation  | Fill in the prescribed form<br>※it is necessary to write detail purpose why do you want to study in Japan and detail plan after you graduate.<br>※Certificate of tenure and income, detail purpose of Japanese study, name you want to entrance to and the plan you go back country are necessary if you graduated over 5 years from final school.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|                         | Written of oath                                              | Fill in the prescribed form ※genuine signature is necessary                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|                         | Certificate of graduation final                              | The original is necessary                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|                         | Certificate of attestation<br>( Chinese applicants only)     | ① For those who graduated from a regular high school, a certificate of results from the unified university entrance examination.<br>② If you have graduated from a university or junior college, please provide a certificate of academic qualification (diploma).<br>Obtain and submit a copy from the "National Center for the Development of Degrees and Graduate Education" (www.cdgc.edu.cn) or the "China Higher Education Student Information Network" (www.chsi.com.cn).                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|                         | Academic Transcript from last school                         | Original transcript of the final school attended (grades from enrollment to graduation) [Original]"                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|                         | Certificate of enrollment or expected graduation certificate | The original is necessary (some one is suitable for the requirement only)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|                         | Certificate of employment or retirement                      | The original is necessary (some one is suitable for the requirement only)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|                         | Certificate of Japanese language ability                     | Certificate of passing the Japanese Language Proficiency Test (JLPT) N5 or higher, and score report [Original]<br>① BJT Business Japanese Proficiency Test / JLRT Listening and Reading Comprehension Test (Written Test): 300 points or higher<br>② J-TEST Japanese Language Proficiency Test: Grade F or higher, or FG level with a score of 250 or higher.<br>NAT-TEST level 5 or above<br>④ Standard Business Japanese Test score of 350 or higher<br>⑤ TOPJ Practical Japanese Proficiency Test (Beginner Level or higher) ⑥ J-cert Proficiency Test for Daily Life and Professional Japanese (Beginner Level or higher)<br>⑦ JLCT (Japanese Language Proficiency Test for Foreigners) JCT 5 or higher<br>⑧ Practical Japanese Communication Proficiency Test – Bridge: C- or higher<br>⑨ JPT Japanese Language Proficiency Test: 315 points or higher; JPT Elementary: 68 points or higher<br>If you have not passed, please submit your Japanese language learning certificate [original].<br>(Address of the educational institution, contact information, specific study period, weekly study hours, current<br>(Those that clearly state the amount of time previously studied |
|                         | Photographs (4 c m×3 c m)                                    | 6 pieces (taken with 3 month bare head, white background and hat off)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|                         | Passport                                                     | Copy of the page with face picture and the pages with certification of immigration of Japan.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|                         | Certificate of Non-Symptom of Tuberculosis                   | (Applicable only) Copy                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |

## (2) Documents of the sponsor

| Necessary Documents                                          | Notes                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|--------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Sponsorship Certificate                                      | <p>School designated form</p> <p>Expenses support letter</p> <p>Notes on submission</p> <p>*Please provide specific details regarding the circumstances and methods of expense disbursement.</p> <p>*If the person paying the expenses resides in Japan, please refer to (8) on page 4.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Certificate of occupation (e.g., certificate of employment)" | <p>If you are employed by a company: The document must include the official company name, address, telephone number, and the issuer's title [original document]."</p> <p>For sole proprietors: A copy of the "Business License" bearing the official seal [Original] For company officers (president/corporate representative): A copy of the "Certified Copy of the Corporate Registration" [Original] (For Vietnam)</p> <p>Please submit documents containing your business registration number and tax code. For self-employed individuals, please submit documents prepared by the financial sponsor with certification from the People's Committee, along with your business registration permit.</p>                                                                                                                                                                                                |
| Income/tax certificate                                       | <p>Income statements and tax payment certificates for the past one or three years [Original documents]</p> <p>(This document includes the name, address, and phone number of the company where the employee works, as well as the issuer's title and name.)</p> <p>For sole proprietorships, a tax payment certificate issued by the tax authority for one or three years [original document] is required.</p> <p>(For Vietnam)</p> <p>"Tax payment certificate (document showing tax payment code and tax payment facts) [Original] If you are receiving tax exemptions, etc.: Please submit an explanation document clarifying the laws and regulations that form the basis of the tax exemption, etc."</p> <p>*If the person paying the expenses resides in Japan, a "Tax Payment Certificate" issued by the local government office [original] is required.</p> <p>Please refer to (8) on page 4.</p> |
| Certificate of Deposit Balance                               | ① Bank balance certificate (showing an amount equivalent                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |

|                                                                                                |                                                                                                                                                                                                                                                                                                                                 |
|------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                                | <p>to 3 million yen) [Original]</p> <p>② Bank passbook [copy]</p> <p>(In the case of China) A deposit certificate must be submitted along with the deposit certificate.</p> <p>(For countries other than China and Vietnam) Submit deposit and withdrawal statements.</p> <p>(In the case of Nepal) Submit bank statements.</p> |
| Documents clarifying the process of fund formation.                                            | If you are unable to submit a statement of deposits and withdrawals, please submit a document explaining the history of how the funds were formed.                                                                                                                                                                              |
| Documents proving the relationship between the person who paid the expenses and the applicant" | <p>(For Vietnam, Nepal, Indonesia, Sri Lanka, and Uzbekistan)</p> <p>① Birth certificate ② Identity card</p> <p>(In the case of China) Certificate of Family Relationship [Original]</p> <p>(For other countries) Please contact us.</p>                                                                                        |

### (3) Other documents

| Necessary Documents                | Notes                                                                                                                                                                                                                                                                                                                                                                                                                           |
|------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Documents proving family structure | <p>(If the payer is a parent) Only for the applicant's family</p> <p>(If the payer is not a parent) For the applicant's family and the payer's family</p> <p>(In the case of Vietnam, Nepal, Indonesia, Sri Lanka, Uzbekistan, and Myanmar) Family register</p> <p>(In the case of China) Household registration</p> <p>(In the case of Taiwan) Family register certificate</p> <p>(For other countries) Please contact us.</p> |

## 3. Application Procedure

Applicants or Agent must submit the necessary documents during application period directly or by mail.

## 4. Notes about application documents

- ① There must be the signature after entered the purpose of study and document of financial sponsorship.
- ② The documents made in the other language must be translated in Japanese. The name and the job of translator must be entered in.
- ③ All the application documents must be made 3 months before submit to the Immigration Bureau of Japan, and can not be corrected.
- ④ The documents need to submit by copy must be copied in size of A4, and not on both sides.
- ⑤ If applied the certificate of eligibility before, must tell us.
- ⑥ No falsified documents. We will cancel the application qualification if we found.
- ⑦ If the application documents are not enough, application can not be accepted.
- ⑧ If the sponsor is in Japan, the necessary documents are:
  - (1) Document of financial sponsorship (Fill in the prescribed form )

(2) Certificate of tenure of sponsor (If the sponsor is the president or the legal person of company, or is self-employed business owner, the copy of the business license must be submitted)

(3) Certificate of the tax payment made by the government office

(4) Documents of how is the financial condition

(5) Copy of bankbook

(6) Certificate of resident (the all of family must be entered in)

※ If the sponsor is foreigner in Japan, 'foreign resident card' is necessary.

(7) Documents of relationship between applicant and sponsor (certificate of resident registration; copy of family register)

⑨ Others documents will be asked if necessary.

⑩ Application documents submitted will not be back except the originals like certificate of graduation.

⑪ The sponsor is in Japan, he/she is better in the neighborhood of Osaka, and must has the stability of earnings.

## V Admission procedure

1. After the entrance selection process, our school will issue an "Admission Letter" and apply to the Osaka Regional Immigration Bureau for a "Certificate of Eligibility for Residence Status." Once the "Certificate of Eligibility for Residence Status" is issued, payment procedures will begin. After payment confirmation, the "Admission Letter" and "Certificate of Eligibility for Residence Status" will be mailed to you. Upon arrival, please apply for a visa at the Japanese Embassy in your country of residence.

### 2 Other notes

(1) If tuition fees are not paid by the specified date, your acceptance may be revoked.

(2) On April 1st (or October 1st), when the academic year begins, if a student requests to withdraw their enrollment by the day before, March 31st (or September 30th), the fees paid will be refunded, excluding the application fee and enrollment fee. We will refund all fees except for the application fee and enrollment fee. Furthermore, if you withdraw your enrollment after receiving your visa, we will refund all fees except for the application fee and enrollment fee.

(3) If, after being issued a Certificate of Eligibility for Status of Residence, the Japanese Embassy in your home country refuses to issue a visa, the application fee will be reimbursed.

\*For refunds under (2) and (3), administrative fees and bank fees will be deducted from the refund amount.

(4) If you withdraw your enrollment on or after April 1st (or October 1st), the fees you have paid will not be refunded according to the regulations. (The tuition fees you have paid will be applied to the cancellation fee.)

## V. SCHOOL EXPENSES

| Items                                   | Expenses           | Period of Payment                                                                                                                       |
|-----------------------------------------|--------------------|-----------------------------------------------------------------------------------------------------------------------------------------|
| Selection fee                           | 20,000 Yen         | Please send school expenses to the bank account of our college during the appointed period after getting the Certificate of eligibility |
| Entrance fee                            | 60,000 Yen         |                                                                                                                                         |
| Tuition fee                             | 660,000Yen         |                                                                                                                                         |
| School text books (1year)               | 20,000 Yen         |                                                                                                                                         |
| Extracurricular Activity (1year)        | 20,000 Yen         |                                                                                                                                         |
| Disaster and accident insurance (1year) | 16,000 Yen         |                                                                                                                                         |
| <b>*Note 1</b>                          |                    |                                                                                                                                         |
| <b>Total expenses for the 1st year</b>  | <b>796,000 Yen</b> |                                                                                                                                         |

**\*Please burden transaction commission of bank by yourself**

**\* applicant has to pay the fee 6,000 yen for airport pickup.**

### **\*Note 1 :**

Students welfare expenses (insurance 12,300 yen and health management fee 3,700 yen) includes Disaster and accident insurance. This insurance is insurance for a foreign student to lead a studying-abroad life in comfort.

It is the insurance compensated when an accident should be encountered or it is injured, or when others are accidentally made injured or a thing is broken. The following compensation is paid.

①When treating with an accident, illness, etc. (Except dental medical treatment), the cost of medical treatment which started is paid. If this insurance and student unite with the **"national health insurance"** which joins separately individually, the medical expenses which a student pays will become zero.

②When others' thing is broken by a bicycle (except for a car and a motorbike) or others are accidentally made injured, the compensation / medical treatment expense is paid.

③Expenses, such as traveling costs in case a relative runs from his native country by hospitalization are paid. Moreover, transfer expense when transported to its native country are paid in a grievous injury, serious illness, etc.

**However, there is a qualification to each insurance money.**

### **"National Health Insurance"**

It is a medical insurance the foreigner who will stay in Japan for one year or more is obligated to join. 70% of a member's medical expenses are paid by insurance, and 30% becomes an individual burden. In the case of a foreign student, the price of the premium for one year is about 22,000 yen. Subscription procedure is carried out after a student's entering a school in a ward office.

## VI. The flow from application to entrance into a school

In an application and application documents, presentation and a local interview are performed to our school,  
and it passes our school selection in it.



After examining application documents in our school, a "authorization-of-resident-eligibility grant application" is submitted to the Osaka Immigration Bureau.



Our school is notified of a grant and un-delivering of "authorization of resident eligibility" from the Osaka Immigration Bureau.



In the April entrance, it is at the end of next year February.

In the October entrance, it is at the end of August of the same year.

Our school — an applicant — it notifies a grant and un-delivering of "authorization of resident eligibility" to the person himself/herself or a studying-abroad agency center.



Applicant — tuition etc. are remitted to this school through the person himself/herself or a studying-abroad agency center.



Our school — the original of after a payment check, "authorization of resident eligibility", and a "admission-into-a-school document", and "preparation guidance of entrance into a country" — an applicant — the person himself/herself or a studying-abroad agency center is mailed.

(When hurried by the application of a passport, please contact me a little early.)



An applicant — the person himself/herself applies for visa to his own country in this embassy or a consulate one day with "authorization of resident eligibility", a "admission-into-a-school document", etc.



If issuance of visa is received, please contact our school promptly.

Please visit Japan on the immigration day specified by our school.



A placement test (class division test) is taken after Japanese entrance into a country and coming school.



An entrance ceremony, orientation, and a lesson start

## VIII. Others

### 1. Living expenses in Japan

- ① About 100,000 yen(Boarding fees' being included) per month are required as average living expenses other than tuition.
- ② Since coexistence with studies is difficult for covering all living expenses with part-time job's income, sufficient fund preparation is desired.

- ① The living expenses of half a year, boarding fees, the reward at the time of an ON dormitory (only ON dormitory person), should bring about 600,000 yen at the time of a visit to Japan.

## 2. Part Time Job

The status of residence "studying abroad" is the qualification for working at a part-time job in principle being forbidden.

Therefore, when a foreign student works at a part-time job using the leisure of study, "activity-other-than-that-permitted permission" of the Immigration Bureau is required.

After a permission is granted, the part-time job of less than 28 hours of weeks is possible.

(Reference: In the case of Osaka charge of part-time job 750 yen ~1000 yen/hour)

(However, the part-time job of a summer vacation, the winter vacation, and a spring vacation will be possible until 8 hours per day)

## 3. Dwelling

- ①In order to feel easy and to strive for study, our school offers a hall of residence.

It is made to a rule to live for a half year at least when carrying out an ON dormitory to a hall of residence.

- ②Expense of a hall of residence (the reward of 40,000~50,000 yen is required separately at the time of ON dormitory procedure)

- ③When there is a schedule which lives with a family in Japan and a relative, please offer in advance.

A home visit may be carried out to a living-together schedule person's interview.

A house mate will submit a guarantor's documents simultaneously.

### Osaka School

| Dormitory name                                                                  | Monthly rent per person                                                                    | Room type              | shower room         | toilet  | kitchen refrigerator | washing machine | remarks                                                     |
|---------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------|------------------------|---------------------|---------|----------------------|-----------------|-------------------------------------------------------------|
| Gakuen building<br>Apartment (2DK, 3DK)<br>Room size: 8 tatami                  | 28,000 yen (2DK)<br>26,000~27,000 (3DK)                                                    | ○                      | Shared (with bath)  | Shared  | Shared               | Shared          | Includes Desk, bed, air conditioner                         |
| Gakuen Building 2,<br>2nd Floor"<br>Apartment (one room)<br>Room size: 8 tatami | 30,000 Yen                                                                                 | ◎<br>(all electronics) | Private             | Private | Private              | Private         | Includes internet and water charges.                        |
| Gakuen Building 2,<br>3rd Floor<br>Apartment (2DK)<br>Room size: 8 tatami       | 28,000 Yen                                                                                 | ○                      | Shared (with bath)  | Shared  | Shared               | Shared          | Electricity and gas charges will be charged at actual cost. |
| Nichizemi Mansion<br>Apartment (2K)<br>Room size: 10.5 tatami mats              | 15,000 yen (per person / 3 people per room)<br>22,000 yen (per person / 2 people per room) | ●                      | Shared              | Shared  | Shared               | Shared          |                                                             |
| Boneru TAKIGAWA<br>Apartment (1K)<br>room size<br>6 tatami                      | 32,000 yen                                                                                 | ◎<br>(all electronics) | Private (with bath) | Private | Private              | Private         |                                                             |

Room type: ◎Private room, ○Private room (share house)