

がくせいほしゅうようこう  
**学 生 募 集 要 項**

Application to Bunka Institute of Language

*(English Translation)*

# 1. Japanese Language Course beginning in April

Class.....Monday through Friday (5 days a week)

From 9:10AM to 2:50PM

Enrollment.....180 students

Length of Program.....1-year program, from April to next year March

Qualifications.....Applicant must have completed 12 or more years of formal school education on a normal course outside Japan and must hold qualifications to enroll in a college or university at that country.

Application Period.....October 1 to December 25, if currently without a student visa to Japan.

October 1 to the end of February next year if holding a student visa valid till you start school at B.I.L. and maybe other long-term resident status with which you are authorized to engage in studying full-time at school. Please consult the immigration bureau for your case.

※ Please note that submission and screening of application materials must be completed by the end of the application period.

※ Also note that application period will close as soon as the program is full.

➤ Office hour is basically Monday thru Friday from 9AM to 5PM. Please call before visiting B.I.L. Note that we have seasonal breaks and school office will be closed during that time.

Application Fee.....20,000 yen

Application.....Admission to the course is based on screening of documents and an interview. If a guarantor residing in Japan is required, he/she needs to come for an interview.

Tuition, etc.....See below

Details	1 <sup>st</sup> term (6mo's)	2 <sup>nd</sup> term (6mo's)	Grand Total
Admission Fee	¥120,000		
Tuition Fee	¥360,000	¥360,000	
Facilities Fee	¥70,000		
Practical Training Fee	¥90,000		
Miscellaneous Student Fee	¥22,000		
Student Association Fee	¥5,400		
Emergency Kit Fee	¥5,000		
Total	¥672,400	¥360,000	

※ Accepted applicant must buy his/her own study materials, cost of which is about 20,000yen per year.

※ Emergency Kit Fee is collected at the time of entrance.

※ Bank remittance from abroad incur handling charges both in your country and in Japan. Please ensure to remit tuition and the handling charge in full each term.

## 2. Japanese Language Course beginning in October

Class.....Monday through Friday (5 days a week)

From 9:10AM to 2:50PM

Enrollment.....60 students

Length of Program.....1.5-year program, from October to March of the year after next.

Qualifications.....Applicant must have completed 12 or more years of formal school education on a normal course outside Japan and must hold qualifications to enroll in a college or university at that country.

Application Period.....April 1 to July 31, if currently without student visa to Japan.

April 1 to August 31, if holding a student visa valid till you start school at B.I.L. and maybe other long-term resident status with which you are authorized to engage in studying full-time at school. Please consult the immigration bureau for your case.

※ Please note that submission and screening of application materials must be completed by the end of the application period.

※ Also note that application period will close as soon as the program is full.

➤ Office hour is basically Monday thru Friday from 9AM to 5PM. Please call before visiting B.I.L. Note that we have seasonal breaks and school office will be closed during that time.

Application Fee.....20,000 yen

Application.....Admission to the course is based on screening of documents and an interview. If a guarantor residing in Japan is required, he/she needs to come for an interview as well.

Tuition, etc.....See below

Details	1 <sup>st</sup> term(6mo's)	2 <sup>nd</sup> term(6mo's)	3 <sup>rd</sup> term(6mo's)	Grand Total
Admission Fee	¥120,000			
Tuition Fee	¥360,000	¥360,000	¥360,000	
Facilities Fee	¥35,000	¥35,000	¥35,000	
Practical Training Fee	¥45,000	¥45,000	¥45,000	
Miscellaneous Student Fee	¥11,000	¥11,000	¥11,000	
Student Association Fee	¥2,700	¥5,400		
Emergency Kit Fee	¥5,000			
Total	¥578,700	¥456,400	¥451,000	¥1,486,100

※ Accepted applicant must buy his/her own study materials, cost of which is about 20,000yen per year.

※ Emergency Kit Fee is collected at the time of entrance.

※ Bank remittance from abroad incur handling charges both in your country and in Japan. Please ensure to remit tuition and the handling charge in full each term.

### 3. Japanese Language Teacher Training Course beginning only in April

- Class..... Monday through Friday (5 days a week)  
From 9:10AM to 2:50PM  
\*For the people whose native language is Japanese, sometimes class ends at 3:50PM.
- Enrollment..... 60 students
- Length of Program..... 1-year program, from April to March next year
- Qualifications.....
1. Applicant must have completed at least 12 years of formal school education on a normal course in Japan or abroad; must hold qualifications for enrollment into a college or university.
  2. Applicant whose native language is not Japanese, and/or whose nationality is other than Japan must satisfy one of the 1) ~ 4) below as well.
    - 1) Applicant has received Japanese language education for a minimum of 6 months at a Japanese language institute accredited by the Minister of Justice. Attendance at which should be 80% or above.
    - 2) Applicant has passed 'N2' or above in the Japanese Language Proficiency Test administered by Japan Educational Exchange and Services and Japan Foundation.
    - 3) Applicant has received a score of 200 or above in the Examination for Japanese University Admission for International Students administered by Japan Student Services Organization.
    - 4) Applicant deemed to possess the equivalent Japanese language ability as 2) or 3) by the president of B.I.L.
- ※ To work as a teacher at a Japanese language school listed in the Notification of Ministry of Justice in Japan: must meet the Japanese language teacher criteria for the educational institute for Japanese studies set out by the Ministry.
- Application Period..... October 1 to December 25, if currently without a student visa to Japan.  
October 1 to the end of February next year if holding a student visa valid till you start school at B.I.L. and maybe other long-term resident status with which you are authorized to engage in studying full-time at school. Please consult the immigration bureau for your case.
- ※ Please note that submission and screening of application materials must be completed by the end of the application period.
- ※ Also note that application period will close as soon as the program is full.
- Office hour is basically Monday thru Friday from 9AM to 5PM. Please call before visiting B.I.L. Note that we have seasonal breaks and school office will be closed during that time.
- Application Fee..... 20,000 yen

Application.....Applying at B.I.L.:

After the submission of the necessary application materials, an entrance exam including an interview will be conducted.

Admission is determined by the result of the exam and final screening of application materials.

Applying at our overseas offices:

After the submission of the necessary application materials, an entrance exam including an interview by skype or international phone call to Japan will be conducted at the overseas office.

Admission is determined by the result of the exam and final screening of application materials.

- If Applicant has passed 'N1' in the Japanese Language Proficiency Test within the last three years, part of the entrance exam will be exempted.

Tuition, etc

Details	1 <sup>st</sup> term (6 mo's)	2 <sup>nd</sup> term (6 mo's)	Grand Total
Admission Fee	¥120,000		
Tuition Fee	¥380,000	¥380,000	
Facilities Fee	¥70,000		
Practical Training Fee	¥100,000		
Miscellaneous Student Fee	¥22,000		
Student Association Fee	¥5,400		
Emergency Kit Fee	¥5,000		
Total	¥702,400	¥380,000	

- ※ Accepted applicant must buy his/her own study materials as instructed by his/her teachers.
- ※ Emergency Kit Fee is collected at the time of entrance.
- ※ Bank remittance from abroad incur handling charges both in your country and in Japan. Please ensure to remit tuition and the handling charge in full each term.
- ※ Application and admission fees are waived for the students or graduates of B.I.L. Japanese Language Course, B.I.L. Business Japanese Interpreting Course, Bunka Gakuen University, Bunka Fashion Graduate University and Bunka Fashion College.

#### 4. Business Japanese Interpreting Course beginning only in April

Class.....Monday through Friday (5 days a week)

From 9:10AM to 2:50PM. (Class ends at 3:50PM if you take electives.)

Enrollment.....120 students

Length of Program.....2-year program from April to March of the year after next.

Qualifications.....Applicant must have completed at least 12 years of formal school education on a normal course in Japan or abroad; must hold qualifications for enrollment into a college or university.

1) Applicant has received Japanese language education for a minimum of 6 months at a Japanese language institute accredited by the Minister of Justice. Attendance at which should be 80% or above.

2) Applicant has passed 'N2' or above in the Japanese Language Proficiency Test administered by Japan Educational Exchange and Services and Japan Foundation.

3) Applicant has received a score of 200 or above in the Examination for Japanese University Admission for International Students administered by Japan Student Services Organization.

4) Applicant deemed to possess the equivalent Japanese language ability as 2) or 3) by the president of B.I.L.

Application Period.....October 1 to December 25, if currently without a student visa to Japan.

October 1 to the end of February next year if holding a student visa valid till you start school at B.I.L. and maybe other long-term resident status with which you are authorized to engage in studying full-time at school. Please consult the immigration bureau for your case.

※ Please note that submission and screening of application materials must be completed by the end of the application period.

※ Also note that application period will close as soon as the program is full.

➤ Office hour is basically Monday thru Friday from 9AM to 5PM. Please call before visiting B.I.L. Note that we have seasonal breaks and school office will be closed during that time.

Application Fee.....20,000 yen

Application.....Applying at B.I.L.:

After the submission of the necessary application materials, an entrance exam including an interview will be conducted. Admission is determined by the result of the exam and final screening of application materials.

Applying at our overseas offices:

After the submission of the necessary application materials, an entrance exam including an interview by skype or international

phone call to Japan will be conducted at the overseas office.  
Admission is determined by the result of the exam and final screening of application materials.

- If Applicant has passed 'N1' in the Japanese Language Proficiency Test within the last three years, part of the entrance exam will be exempted.

Tuition, etc.....See below

Details	1 <sup>st</sup> Year		2 <sup>nd</sup> Year	
	1 <sup>st</sup> term	2 <sup>nd</sup> term	1 <sup>st</sup> term	2 <sup>nd</sup> term
Admission Fee	¥120,000			
Tuition Fee	¥380,000	¥380,000	¥380,000	¥380,000
Facilities Fee	¥70,000		¥70,000	
Practical Training Fee	¥100,000		¥100,000	
Miscellaneous Student Fee	¥22,000		¥22,000	
Student Association Fee	¥5,400		¥5,400	
Emergency Kit Fee	¥5,000			
Total	¥702,400	¥380,000	¥577,400	¥380,000

Total:      First Year    1,082,400 yen  
                  Second Year    957,400 yen  
                  Grand Total    2,039,800 yen

- ※ Accepted applicant must buy his/her own study materials as instructed by his/her teachers.
- ※ Emergency Kit Fee is collected at the time of entrance.
- ※ Bank remittance from abroad incur handling charges both in your country and in Japan. Please ensure to remit tuition and the handling charge in full each term.
- ※ Application and admission fees are waived for the students or graduates of B.I.L. Japanese Language Course, B.I.L. Japanese Language Teacher Training Course, Bunka Gakuen University, Bunka Fashion Graduate University and Bunka Fashion College.

## 5. Application Procedure

### ◇ How to Apply

To apply, a guarantor, Japanese or non-Japanese living and working in Tokyo or nearby, is necessary except for Japanese nationals applying to Japanese Language Teacher Training Course. For more details about guarantor, please see "7. Guarantor."

The **responsibility** of the guarantor is to bring all the necessary application documents the applicant prepared to Tokyo Office, B.I.L. Submission by mail is not accepted.

For **applicants living in Taiwan, Korea, Thailand or France**, please apply from Bunka Taipei, Seoul, Bangkok or Paris office.

**Applicants in China** without a Tokyo guarantor, you may contact agencies in Beijing or Tianjin. Please see the admission guide in Chinese. \*Agencies have their own requirements and handling fees: thus, please inquire about details directly to them.

**Applicants in Indonesia** without a Tokyo guarantor, you can apply to the agency listed below. \*Agencies have their own requirements and handling fees: thus, please inquire about details directly to them.

For those applicants who applied through our offices or the agencies and were accepted as students, B.I.L. will act as a guarantor to study at B.I.L. Please note it applies only to studying at B.I.L. and it does not apply for things outside B.I.L. such as when renting an apartment, buying cell phones, obtaining a job and others.

Please consult us about the guarantor system **if living in a country other than Taiwan, Korea, Thailand, France, China and Indonesia.**

### ◇ Where to File the Application

**【Tokyo】** Bunka Institute of Language

Admissions Office (Kyoumu)

3-22-1 Yoyogi, Shibuya-ku, Tokyo JAPAN

TEL 03-3299-2011

Office Hour: 9:10AM - 5:00PM Monday thru Friday

Closed on National holidays and school holidays

Need to call before visiting B.I.L.

Come in by 4:30PM because our office hour is till 5:00PM

**【Taipei】** Bunka Gakuen International Communication Center, Taipei Office

4F, #57, Sec 1, CHONG-CHING S ROAD, TAIPEI TAIWAN

TEL 02-2375-1951

Office Hour: 9:00AM - 5:00PM Monday thru Friday

Closed on Taiwanese holidays

**【Seoul】** Bunka Gakuen International Communication Center, Seoul Office

102dong 204-1,2ho SKHUB BLDG. GYEONGUN-DONG89-4, JONGNO-GU, SEOUL 110-776 KOREA

TEL 02-561-6705

Office Hour: 9:00AM - 5:00PM Monday thru Friday

Closed on Korean holidays

**【Bangkok】** Bunka Gakuen International Communication Center, Bangkok Office

90 Soi Ekamai 12, Sukhumvit 63 Road, Klongton Nua, Wattana, Bangkok 10110 THAILAND

TEL 083-163-8555

Office Hour: 9:00AM - 5:00PM Monday thru Friday

Closed on Thai holidays



【Paris】 Bunk Gakuen International Communication Center, Paris Office

8. Rue de Marignan, 75008 Paris FRANCE

TEL 01-43-59-77-73

Email: bunka@sft.fr

【Indonesia】\* PT. JELLYFISH EDUCATION INDONESIA

Head Office / Tangerang Serpong Branch – Komplek Ruko Fluorite No. 77, Gading Serpong,  
Tangerang, Banten 15810

Jakarta Branch – Fuji Biru 3F, Jl. Ciputat Raya 335A, Kebayoran Lama, Jakarta Selatan 12230

TEL (021)2222-5343 (Please call and make an appointment to visit the office)

info@jellyfish.co.id

\*For agency fees, please talk directly to the agency.

## 6. Application Instructions & Materials

### Important:

※ **First consult B.I.L. or overseas office staffs** for B.I.L. admission. Please do not send application materials without the consultation.

※ **You are responsible** for verifying that all required forms and documents have been sent by the appropriate deadlines set by the consultation with school staffs.

※ **If we find any documents, information, signatures, etc missing or incorrect**, we cannot accept nor process your application.

※ Please make sure **information given in one form should be the same in all other forms**. Also information in one place must be relevant to information given in other documents.

※ There is an application period but **B.I.L. may designate earlier deadline** for immigration reasons. Please follow our instruction.

※ Please note that **B.I.L. screening of application materials must be completed by the end of the application period**. That means you need to start contacting us in the beginning of the application period and submit all the materials with enough time for us to do the screening.

When your application is incomplete by the designated deadline, it will not be accepted because delay to file application at the immigration services bureau will cause delay in the notification of Certificate of Eligibility application result by the bureau, causing delay in your visa issuance, arrival in Japan and study at B.I.L.

※ **B.I.L. and the immigration services bureau will not return or lend you anything once submitted**. There is no exception. You should make your own copies.

## Application Instructions and Materials

- ※ **If we find any documents, information, signatures, etc missing or incorrect**, we cannot accept nor process your application.
- ※ **B.I.L. and the immigration services bureau will not return or lend you anything once submitted.** There is no exception. You should make your own copies.

#	What to submit	Check Items	Application Materials Check List			
			Japanese Course	Japanese Language Teacher Training Course		Business Japanese Interpreting Course
				Non-Japanese	Non-Japanese	Japanese
1	B.I.L. Application Form (Use the form designated)	<ul style="list-style-type: none"> <li>Must be completed by applicant.</li> <li>Your name should be in block. Enter name exactly as it appears on your passport.</li> </ul>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2	Letter of Guarantee (Use the form designated)	<ul style="list-style-type: none"> <li>Must be written and signed/sealed by each guarantor.</li> <li>Must provide accurate and detailed information.</li> <li>Relationship b/w the applicant and the guarantor must be as specific as possible.</li> </ul>	<input type="radio"/>	<input type="radio"/>		<input type="radio"/>
3	Self-Assessment of Japanese Ability (NIHONGONOURYOKU JIKO SHINKOKUSHO) (Use the form designated)	<ul style="list-style-type: none"> <li>This self-assessment will be used as one of the references for the class placement. Please provide accurate information.</li> </ul>	<input type="radio"/>			
4	Documents verifying Japanese language ability	<ul style="list-style-type: none"> <li>Please submit all the documents concerned.</li> </ul> <p><u>For Japanese Language Course</u></p> <ol style="list-style-type: none"> <li>Official record or letter certifying study of Japanese language and period of study in your country if you have any.</li> <li>If you have ever attended schools in Japan with a student visa, please submit official transcript and attendance record from the schools as the immigration bureau requires.</li> <li>Copy of certificate of JLPT 'N4' or above if you passed any.</li> <li>Other standardized Japanese language test results if any.</li> </ol>	<input type="radio"/>	<input type="radio"/>		<input type="radio"/>

		<p>For Japanese Language Teacher Training Course</p> <p>For Business Japanese Interpreting Course</p> <p>A) From <u>all</u> the Japanese language schools attended or currently attending in Japan, please submit the following:</p> <ol style="list-style-type: none"> <li>1. <b>certificate of graduation, completion, expected to graduate, or enrollment.</b></li> <li>2. <b>academic record/transcript.</b></li> <li>3. <b>certificate of attendance.</b></li> </ol> <p>B) Standardized Japanese language test results if any. For example:</p> <ul style="list-style-type: none"> <li>• copy of certificate of JLPT 'N2' or above.</li> <li>• copy of record of the Examination for Japanese University Admission for International Students, EJU, score of which should be above 200.</li> </ul>				
5	Graduation verification from the last school you graduated from	<ul style="list-style-type: none"> <li>• If the applicant entered primary school before the age of 6, or at 8 or older, must submit documents showing the dates of both entry into and graduation from the primary school as well.</li> </ul>	○	○	○	○
6	Official transcript or academic record from the last school you graduated from		○	○	○	○
7	Graduation verification from the highest education you graduated from	<p>※1 If same as the last school graduated from (#5), #7 is not necessary.</p> <ul style="list-style-type: none"> <li>• This is for example if you went to vocational school after graduating from university, you will submit the graduation verification from the university.</li> </ul>	○ ※1	○ ※1	○ ※1	○ ※1
8	4 photos (40mm long x 30mm wide) One on Personal Data, another on Application for Certificate of Eligibility, and third one on Application for Student House. One loose photo for student ID.	<ul style="list-style-type: none"> <li>• Do not wear a hat or headgear.</li> </ul> <p>Dark glasses are not acceptable unless you have them for medical reasons.</p> <p>Full face, front view with a plain white or off-white background.</p> <p>Taken within 3 months.</p> <p>Your name on the back.</p> <p>Color copies from copy machine not allowed.</p> <p>To avoid processing delays, we recommend you to use a professional ID photo service.</p>	○	○	○	○
9	Application fee	<ul style="list-style-type: none"> <li>• 20,000JPY</li> <li>• It is non-refundable in any case.</li> </ul>	○	○	○	○

10	Personal Data (designated by the Immigration Services Bureau) (Photo attached in the indicated space)	<ul style="list-style-type: none"> <li>• Must be completed by the applicant.</li> <li>• Must fill out clearly and provide accurate information.</li> <li>• If it has been more than 5 years since the graduation of the last school attended, for “#14 Reason(s) for Studying at B.I.L.,” you should write the reasons in detail and be specific about your plan after the completion of B.I.L. If another sheet is necessary, please attach it.</li> </ul>	○	○	○	○
11	Reasons for studying	About a page.			○	
12	Letter of Financial Support (designated by the Immigration Services Bureau)	<ul style="list-style-type: none"> <li>• Must be written by the financial supporter.</li> </ul>	○	○		○
13	Certificate of deposit or Certificate of account balance issued by bank where your financial supporter has an account	<ul style="list-style-type: none"> <li>• Certifications issued by a bank and any other supporting documents indicating that the supporter will have sufficient funds to cover tuition, room and board, and living expenses while at B.I.L. Account holder must be of your financial supporter's.</li> </ul>	○	○		○
14	Official document of supporter's annual income	<ul style="list-style-type: none"> <li>• Issued by government or from the employer.</li> </ul> ※2 If already living in Japan, not necessary.	○	○		○
15	Application for Certificate of Eligibility (3-page application form designated by Immigration Services Bureau) with a photo attached	※3 If you do not hold a residential status, you must submit. <ul style="list-style-type: none"> <li>• Do not write in the #29.</li> </ul>	○	○		○
16	Copy of Residence Card	※4 If you have one, must submit. <ul style="list-style-type: none"> <li>• Need copies for both sides.</li> </ul>	○	○		○
17	Copy of passport	If you have a passport, submit a copy of the page where your photo and personal record are.	○	○		○
18	Application for Student House (Use the form designated) with a photo attached	※5 If you like to apply, submit the application form. <ul style="list-style-type: none"> <li>• B.I.L. has housing service but for a limited number. Thus, you may not be provided with the choice of your preference or may not be able to register if full. Please note that there are a curfew and other rules in our student houses. They must to be strictly observed.</li> </ul>	○	○	○	○

Additional Materials necessary

- Have you ever resided in Japan for a month or longer?

If yes, submit an explanation for the purpose/ reason and the actual activities while in Japan.

- Who is your financial supporter?

If he/she is a resident of Japan or is not your parent, additional documents are required. Please inquire.

- We may ask you to submit other supporting documents for admission screening purpose and/or upon the request by the Immigration Services Bureau. Please cooperate and provide them promptly.

※Please submit the original documents unless noted. Copies not accepted.

※Certificates should be issued within three months; Certificates issued outside Japan, within six months.

※Any documents not in English or Japanese, please submit an English or Japanese translation. However, even if English documents and/or translations are submitted, **the Immigration Services Bureau or we may request a Japanese translation.** So it will be better to submit Japanese translations from the beginning. To verify the translation is correct, must include the following: date of translation; name and signature of the translator; name of translation company; seal of translation company.

- All the documents submitted will be used for screening, Certificate of Eligibility application and management of various student/school records. We will not disclose to a third party without an approval.

## 7. Guarantor

### ◇ Responsibilities

- (1) Guarantor will act as a coordinator between B.I.L. and the applicant. Responsibilities include submission of application, payment of application and admission fees, corresponding for us to the applicant and vice versa.
- (2) Guarantor shall take full responsibility in the following cases: when student's financial supporter became incapable of making necessary payments such as tuition, living expenses and rent; when the student needs a guarantor for example to apply for higher education or to rent an apartment; when the student applies for change of visa status; when the student causes any sort of academic or health problems and troubles at or outside school; and at all other times when the student needs guidance while in Japan.

### ◇ Qualifications

- (1) He/she is a Japanese citizen, or non-Japanese with permanent or long-term residency of Japan.
- (2) He/she lives in Tokyo or nearby in order to be able to act as a coordinator between B.I.L. and applicant.
- (3) He/she is financially independent.

## 8. Application Process for Certificate of Eligibility and Visa

### ◇ Applicants without Residency Permit

Once a student is given a certificate of admission from B.I.L., he/she is eligible to apply for a Certificate of Eligibility for Residence Status as Student issued by the Ministry of Justice to reside and study in Japan.

Please check the following procedure for the acquisition.

- (1) Applicant and/or guarantor submit all necessary application forms and documents with application fee to B.I.L. or overseas office as instructed.
- (2) B.I.L. files the Application for Certificate of Eligibility to the Immigration Services Bureau on behalf of applicant.
- (3) Once the Certificate of Eligibility is granted by the Immigration Services Bureau, B.I.L. will send it to the overseas office or guarantor. Then the overseas office or guarantor will notify and pass it to the applicant.
- (4) Applicant will then take the passport, Certificate of Eligibility, Certificate of Admission and other necessary materials to a Japanese embassy or consulate in own country to apply for a visa. Applicants are responsible of inquiring and preparing the necessary materials.

### ◇ Applicant with Short-term Stay

Currently holding "Short-Term Stay" visa for sight-seeing or visit: please consult the Immigration Services Bureau in your district for how to obtain a Student visa.

## 9. From Applying to the Day Coming to Japan

\*Below, Guarantor means A: the guarantor, parent/s, etc, B: the overseas office, or C: the guarantor in Japan.

Applicant	Send all the application materials to his/her guarantor, B or C.
Guarantor B or C	Check all the applications are properly written and all the necessary documents are prepared. Submit the above at B.I.L. with the application fee of ¥20,000.
B.I.L.	Screen all the documents within 3 weeks. If any information or the document is missing, or if any question arises from the provided documents, inform the guarantor B or C. Notify guarantor whether the applicant is accepted or not. If accepted, send guarantor the letter of acceptance and a notice of admission fee deposit.
Guarantor A or C	Make the deposit of admission fee, ¥120,000, as instructed within the designated period. Send a copy of the receipt to B.I.L. by FAX or Email.
B.I.L.	After confirming the remittance of the admission fee, B.I.L. will mail the Certificate of Admission to the guarantor B or C. <ul style="list-style-type: none"><li>◆ The certificate is issued only once and is necessary when applying for visa. Please do not misplace it.</li></ul> Submit the application for certificate of eligibility to the Immigration Services Bureau.
Immigration Services Bureau	Examine the application and report the result to B.I.L. <ul style="list-style-type: none"><li>◆ Immigration Services Bureau may ask for additional documents. In the case, B.I.L. will inform the guarantor. Guarantor should contact the applicant immediately and the requested should be prepared as soon as possible.</li><li>◆ Please note that even if the applicant is accepted by B.I.L. for admission, the Immigration Services Bureau may reject your application and may not issue the certificate of eligibility.</li></ul>
B.I.L.	Notify the result from the Immigration Services Bureau to the guarantor B or C. Mail or hand the certificate of eligibility to the guarantor if it is issued. Will send a notice for tuition payment. This notice may or may not be sent at the same time the certificate of eligibility is given.
Guarantor B or C	Forward the Certificate of Admission issued by B.I.L. and the Certificate of Eligibility issued by the Immigration Services Bureau to the applicant.
Applicant	With the certificates of admission and eligibility received from B or C, and other necessary documents, apply for a visa at a Japanese Embassy or Consulate. <ul style="list-style-type: none"><li>◆ Applicant is responsible to inquire the Japanese Embassy or Consulate of how to apply and what to prepare regarding visa.</li><li>◆ Please note that even if the applicant is accepted by B.I.L. for admission and the Immigration Services Bureau issued the certificate of eligibility, the embassy or consulate may reject your application for visa.</li></ul>
Guarantor B or C	Notify B.I.L. for visa issuance situation and arrival information. Assist the applicant's arrival in Japan, necessary official registrations, and admission to B.I.L. Please prepare to arrive before the first day of school. If any delay beyond the first day of school, notify B.I.L. In such case, we may instruct to postpone or cancel the entrance into B.I.L. due to the class management. You and the applicant are to follow B.I.L. instruction.

※If applying from overseas office, please consult the office or visit our HP "Overseas Office" for the procedure.



## 10. Reimbursement of Fees

- ◇ If the certificate of eligibility not issued by the Immigration Services Bureau-----All the payment, except for the application fee, made to B.I.L. will be reimbursed after the return of the certificate of admission to B.I.L.
- ◇ The certificate of eligibility issued; visa application not submitted; applicant did not enter Japan-----All the payment, excluding the application and admission fees, made to B.I.L. will be reimbursed. Certificate of admission and certificate of eligibility must be returned to B.I.L. before the reimbursement.
- ◇ The certificate of eligibility issued; application of visa rejected-----All the payment, except for the application fee, made to B.I.L. will be reimbursed provided that the certificate of admission is returned and a proof of rejection of visa application is submitted to B.I.L.
- ◇ Visa obtained but declined the admission prior to the departure of home country----- All the payment, excluding the application and admission fees, made to B.I.L. will be reimbursed provided that the certificate of admission and the certificate of eligibility are returned, and a proof of visa void is submitted to B.I.L.
- ◇ Visa issued; student entered Japan; student not attending classes or withdrew from school----- Reimbursement will not be made at all.
- ◇ Application for visa status change or extension was rejected by the Immigration Services Bureau-----Admission to B.I.L. will be cancelled. All the payment, except for the application fee, will be reimbursed after the certificate of admission is returned. The certificate of admission must be returned a month before the admission month.
- ◇ Japanese national or non-Japanese with visa that allows studying at schools in Japan (short-term visa excluded); Admission to B.I.L. already confirmed; decided to decline the admission before officially enrolled at B.I.L.----- All the payment, excluding the application and admission fees, made to B.I.L. will be reimbursed. However, you need to complete the process of canceling the admission and return the certificate of admission by the end of the month before the enrollment month. (For April admission, by March 31; for October admission, by September 30. Note office is closed on weekends and holidays, and canceling the admission can be done only when office is open.)

## **Reminders and Other Important Information**

Correspondence from our office will be sent to the guarantor's address written on the letter of guarantee or to your address entered on the application form. It is your responsibility to provide us any changes to address.

If we are communicating by email, please check your email regularly.

Use your passport name and name order on all application documents and ensure that you use the same name and name order on all materials sent.

B.I.L. and the immigration bureau will not return or lend you any application materials once submitted.

Save copies of all forms.

Immediately notify us of any changes occurred regarding the things you wrote on the application forms.

**If any part of this translation is different from the original Japanese "GAKUSEI BOSHU YOUKOU/ 学生募集要項," what is written in the original Japanese "GAKUSEI BOSHU YOUKOU" should be followed.**