

# OHARA Japanese Language School

(Japanese-Language Education Institutes Approved  
Under Ministry of Justice Standards)

~ Preparation Education Curriculum Recognized by the Ministry of  
Education, Culture, Sports, Science and Technology ~

Enrollment on April / October

## Application Information



(Address)	1-4-14 Funabori, Edogawa-ku, Tokyo 134-0091
(Phone)	+81-3-3237-7120
(Facsimile)	+81-3-5605-6133
(E-mail)	info.ojls@mail.o-hara.ac.jp
(URL)	<a href="https://www.o-hara.ac.jp/abroad/japanese/">https://www.o-hara.ac.jp/abroad/japanese/</a>

## <<Table of Contents>>

1.	Flow Up To the Entrance	P3
2.	What is Preparatory Education Course	P4
3.	Offered Courses / Enrollment Period	P4
4.	Application Qualification	P4
5.	Class Hours and Syllabus / Curriculum (Example)	P4-5
6.	Tuition	P6
7.	Application Documents	P8-9
8.	Application Document Submitting Method and Place of Submission	P9
9.	Where to Transfer Screening Fee, Enrollment Fee, Tuition, etc.	P10
10.	Rules for Refund when Enrollment is Cancelled	P10
11.	Visa and Residence Status	P11
12.	Attending Condition	P11
13.	Handling of Personal Information	P11

## 1. Flow Up To the Entrance

<p>1. Preparation of the application documents (Refer to pages 8 to 9)</p>	<p>(1) Mail the application documents via postal service to OHARA Japanese Language School (referred to as “the School” hereinafter) by the deadline. (2) Final screening regarding the entrance will be performed at the School after all the documents are submitted. (3) Certificate of Acceptance is issued depending on the screening result.</p>
↓	
<p>2. Application for issuing of the Certificate of Eligibility</p>	<p>The School will apply to issue the Certificate of Eligibility to Immigration Services Agency of Japan in lieu of the applicant.</p>
↓	
<p>3. Announcement of the application result</p>	<p>The result is notified to the agent/applicant from the School.</p>
↓	
<p>4. Remittance of the tuition (Refer to page 6)</p>	<p>Please complete the remittance procedure for the tuition, etc., by the tuition remittance deadline.</p>
↓	
<p>5. Returning of the documents</p>	<p>Once the receiving of the tuition, etc., is confirmed, the “Certificate of Eligibility”, “Certificate of Acceptance”, “Enrollment Guide”, and “originals of the diploma, etc., submitted during the application” for the applicant will be immediately returned (these will be returned directly to the applicant by postal service or via agent).</p>
↓	
<p>6. Procedures at the diplomatic establishments abroad</p>	<p>(1) Confirm that the name stated in the Certificate of Eligibility is matching the name on your passport. Immediately contact the School if there is any problem. (2) If there is no problem, apply for visa at the diplomatic establishments abroad (Japanese Embassy or Consulate) having the jurisdiction over your prime residence. * Confirm the documents necessary for the procedure at the diplomatic establishments abroad at your location.</p>
↓	
<p>7. Arrangement of accommodation and air ticket</p>	<p>(1) Contact the School or our agent if you have preferred accommodation (such as dormitory). * Dormitory can be arranged by yourself. (2) Arrange the air ticket, etc., by yourself. Once the flight to Japan is confirmed, contact the School or our agent.</p>
↓	
<p>8. Arriving in Japan</p>	<p>(1) It is required to apply for acquisition of the “resident card” at the immigration counter at the time of entrance into Japan. (2) Apply for a permission to engage in activity other than that permitted under the status of residence previously granted at the same time applying for the “resident card”. * The “resident card” is required to be carried at all time by the foreigners residing in Japan for long period. (3) It is required to submit notification for residence registration and enroll in the National Health Insurance in person at the local ward or city office having the jurisdiction of your residence address within 14 days after entering Japan. (4) Attend the entrance ceremony, and the classes will start.</p>

## 2. What is Preparatory Education Course

For a foreign student to be accepted by a Japanese university, junior college or vocational school, the student is required to have completed 12 years of school education (elementary school, middle school, high school), or to be recognized to have equivalent academic ability.

The Preparatory Education Course at the School is a preparatory education course (full-time course) recognized by the Ministry of Education, Culture, Sports, Science and Technology, so a person who cannot fulfill the 12 year requirement of school education due to an education system different from Japan, can achieve the entrance qualification by studying in this course.

Also, student will study the basic subjects (English, math, social studies, science) required to enter a Japanese university in this course.

## 3. Offered Courses / Enrollment Period

No.	Course name	Enrollment period	Application deadline
(1)	Preparatory education 1 year course	April / Every year	December 15 / The year before enrollment year
(2)	Preparatory education 1.5 year course	October / Every year	July 15 / Every year

You may be assigned to different class than what you wished depending on the result of the class composition exam (written and oral exams) performed after arriving in Japan.

※ A short-term attendance is possible other than above courses. Please contact General Affairs/Sales Department of the School for details.

## 4. Application Qualification

(1) Completed the courses at the country of origin equivalent to the Japanese high school defined by the Education Act.

(2) Above fact can be objectively certify.

(3) Have passed the Japanese Language Proficiency Test (JLPT) Level N5 or higher, or have equivalent Japanese language proficiency.

(4) Objectively certify the capacity of payment of the financial supporter (person who will pay the tuition and living expenses).

## 5. Class Hours and Syllabus

(1) Course Hours

10:40 to 16:30 (12:10 to 13:20 is lunch time)

(2) Syllabus for 1 year (example: Liberal arts)

Course period	Subject	Lesson contents	Lesson hours
April to March of next year	Japanese	Comprehensive text	400 hours
April to March of next year	Japanese	Listening	160 hours
April to March of next year	Japanese	Reading	80 hours
April to March of next year	Japanese	Conversation	80 hours
April to March of next year	Japanese	Composition	40 hours
Oct to March of next year	Japanese	Circumstances in Japan	40 hours
Sub-total ① (Japanese courses)			800 hours
April to September	Basic subjects (foreign language)	TOEIC/TOEFL	40 hours
April to September	Basic subjects (Geography, history, social studies)	Politics, economy, society geography, history	80 hours
April to September	Basic subjects (Math)	Math I	40 hours
Sub-total ② (Basic subjects)			160 hours
Total (sub-total ① + sub-total ②)			960 hours

(3) Syllabus for 1 year (example: Science)

Course period	Subject	Lesson contents	Lesson hours
April to March of next year	Japanese	Comprehensive text	400 hours
April to March of next year	Japanese	Listening	160 hours
April to March of next year	Japanese	Reading	80 hours
April to March of next year	Japanese	Conversation	80 hours
April to March of next year	Japanese	Composition	40 hours
Oct to March of next year	Japanese	Circumstances in Japan	40 hours
Sub-total ① (Japanese courses)			800 hours
April to September	Basic subjects (foreign language)	TOEIC/TOEFL	40 hours
April to September	Basic subjects (science)	Physics	40 hours
April to September	Basic subjects (science)	Chemistry	40 hours
April to September	Basic subjects (Math)	Math II	40 hours
Sub-total ② (Basic subjects)			160 hours
Total (sub-total ① + sub-total ②)			960 hours

Example of curriculum (for 1 year course)

		Monday	Tuesday	Wednesday	Thursday	Friday
9:00 to 10:30	First bell Second bell		Basic subjects (English) TOEIC/TOEFL	Basic subjects Chemistry	Basic subjects (English) TOEIC/TOEFL	Basic subjects Chemistry
10:30 to 10:40		Break				
10:40 to 12:10	Third bell Fourth bell		Basic subjects Social studies /Math II	Basic subjects Math I/Physics	Basic subjects Social studies/Math II	Basic subjects Math I/Physics
12:10 to 13:00		Break				
13:00 to 13:45	Fifth bell	Japanese Comprehensive text	Japanese Comprehensive text	Japanese Comprehensive text	Japanese Comprehensive text	Japanese Comprehensive text
13:45 to 14:30	Sixth bell	Japanese Comprehensive text	Japanese Comprehensive text	Japanese Comprehensive text	Japanese Comprehensive text	Japanese Comprehensive text
14:30 to 14:40		Break				
14:40 to 15:25	Seventh bell	Japanese Listening	Japanese Conversation/Speech	Japanese Reading	Japanese Reading	Japanese Composition (short essay)
15:25 to 16:10	Eighth bell	Japanese Listening	Japanese Conversation/Speech	Japanese Reading	Japanese Listening	Japanese Circumstances in Japan

※ Above is only an example, and the actual lesson contents and time varies depending on the progression of the lesson.

※ The course period for all the basic subjects is between April and September.

## 6. Tuition

### (1) Preparatory education 1 year course

Unit: JPY

Payment period		Total	Selection fee	Enrollment fee	Tuition	Materials fee	Facility fee, etc.
First year	At the time Certificate of Eligibility is issued	870,000	30,000	80,000	700,000	20,000	40,000
Total		870,000	30,000	80,000	700,000	20,000	40,000

### (2) Preparatory education 1.5 year course

Unit: JPY

Payment period		Total	Selection fee	Enrollment fee	Tuition	Materials fee	Facility fee, etc.
First year	At the time Certificate of Eligibility is issued	870,000	30,000	80,000	700,000	20,000	40,000
Next year (half year)	At the time Certificate of Eligibility is renewed	320,000	-	-	290,000	10,000	20,000
Total		1,190,000	30,000	80,000	990,000	30,000	60,000

The examination fees for the Japanese Language Proficiency Test (JLPT) and the measures for examination for Japanese university admission for international students (EJU) are not included in the tuition.

\* Pay the screening fee (JPY 30,000) at the time of application.

### To request an installment payment

To request an installment payment, consult with the General Affairs/Sales Department of the School in advance.

Also, a notification will be sent from the School at the time of second and subsequent payments.

### (1) Preparatory education 1 year course

Unit: JPY

Payment period		Total	Selection fee	Enrollment fee	Tuition	Materials fee	Facility fee, etc.
First	At the time Certificate of Eligibility is received	550,000	30,000	80,000	410,000	10,000	20,000
Second	September of same year	320,000	-	-	290,000	10,000	20,000
Total		870,000	30,000	80,000	700,000	20,000	40,000

### (2) Preparatory education 1.5 year course


Unit: JPY

Payment period		Total	Selection fee	Enrollment fee	Tuition	Materials fee	Facility fee, etc.
First	At the time Certificate of Eligibility is received	550,000	30,000	80,000	410,000	10,000	20,000
Second	March of same year	320,000	-	-	290,000	10,000	20,000
Third	September of next year	320,000	-	-	290,000	10,000	20,000
Total		1,190,000	30,000	80,000	990,000	30,000	60,000

\* Pay the screening fee (JPY 30,000) at the time of application.



## 7. Application Documents

No.	Documents prepared by the applicant	Details
1	Enrollment application (document specified by the School)	<ul style="list-style-type: none"> <li>Applicant is required to enter all the required items without any deficiency.</li> <li>Make sure there is no blank field for such as information regarding the occupation and place of employment of the financial supporter, etc.</li> <li>Enter the name stated in the passport.</li> <li>Applicant is required to sign the document.</li> </ul>
2	Statement of reason for attending school (when 5 or more years have elapsed after graduating the final education school)	Arbitrarily format
3	Statement of advancement after graduating the Japanese language educational organization (when 5 or more years have elapsed after graduating the final education school)	Arbitrarily format
4	Photograph (5 copies) * Size (H x W): 4cm x 3cm	<ul style="list-style-type: none"> <li>Submit photographs that were taken within 3 months.</li> <li>You should be facing forward, no background, and contour of the face should be clearly imaged.</li> </ul>
5	Copy of a passport or identification document	<ul style="list-style-type: none"> <li>Also submit the copy of all the pages with the entry/exit record if you have entered/exited in/from Japan.</li> </ul>
6	Diploma of the school last attended	<ul style="list-style-type: none"> <li>Submit the original of the diploma (graduation certificate) of the school last attended depending on the country.</li> <li>Submit the certificate of enrollment and/or graduation letter if you are still attending a school.</li> <li>* For applicant from China Submit the warrant issued by CHSI and CDGDC (Verification Report of China Higher Education Qualification Certificate, Verification Report of China High School Academic Proficiency Test Result, etc.).</li> <li>* For applicant from Vietnam Apply for “authentication of certificate for high school diploma” to be issued by VN-NARIC.</li> </ul>
7	Transcript from the school last attended	<ul style="list-style-type: none"> <li>Submission of original of the transcript may be required depending on the country or region of origin.</li> </ul>
8	Document certifying the Japanese language proficiency	<ul style="list-style-type: none"> <li>If you have passed the Japanese Language Proficiency test, submit the certificate.</li> <li>(Score report for person who have not passed)</li> <li>If you are waiting for the result, submit the test voucher.</li> <li>If you are submitting a certificate of learning Japanese language, confirm that period of learning, number of hours, attendance, completion goal level, course name, name of used materials, etc., are clearly specified.</li> </ul>
9	Employment certificate (only when you have employment record)	<ul style="list-style-type: none"> <li>Submit the document with period of employment, job type, and job title are clearly specified.</li> </ul>
10	Japan pre-entry tuberculosis screening * Submission of this is required for applicant holding passport from Philippines, Vietnam, China, Indonesia, Nepal and Myanmar.	<ul style="list-style-type: none"> <li>Submit the certificate issued by the medical organization specified by the Japanese Government.</li> <li>Confirm the details and the list of specified medical check organization by accessing following URL.</li> </ul> <p><a href="https://www.mhlw.go.jp/stf/seisakunitsuite/bunya/kenkou_iryou/kenkou/kekkaku-kansenshou03/index_00006.html">https://www.mhlw.go.jp/stf/seisakunitsuite/bunya/kenkou_iryou/kenkou/kekkaku-kansenshou03/index_00006.html</a></p>  <p>Scan this QR code for more information</p>
11	Japanese translation	<ul style="list-style-type: none"> <li>Japanese translations for all the submitted documents described in 1 to 10.</li> </ul>



No.	Documents prepared by the financial supporter	Details
12	Financial support document (document specified by the School)	<ul style="list-style-type: none"> <li>Enter the details of specific amount of support, methods, and sign the document.</li> </ul>
13	List of family members of the financial supporter (document specified by the School)	<ul style="list-style-type: none"> <li>Enter the family members of the financial supporters (regardless of living together or not), and the persons living together with the financial supporter.</li> <li>Financial supporter is required to sign the document.</li> </ul>
14	Document certifying the family structure of the financial supporter	<p>[For the financial supporter living outside Japan]</p> <ul style="list-style-type: none"> <li>Copy of family register, household registration record, etc., for all family members of the financial supporter.</li> </ul> <p>[For the financial supporter living in Japan]</p> <ul style="list-style-type: none"> <li>Certificate of residence for the whole household.</li> </ul>
15	Document certifying the relationship between the financial supporter and the applicant	<ul style="list-style-type: none"> <li>Birth certificate, kinship certificate</li> </ul>
16	Certificate of deposit balance (original)	<ul style="list-style-type: none"> <li>Document with account number and currency unit is specified.</li> <li>Document that was issued within 3 months.</li> <li>Confirm that the account balance is equivalent to the amount required for the learning period.</li> </ul>
17	Document certifying the employment of the financial supporter	<ul style="list-style-type: none"> <li>Copy of employment certificate, operating license, business registration certificate, etc.</li> </ul>
18	Document certifying the asset formation process for past 3 years	<ul style="list-style-type: none"> <li>Copy of deposit and withdrawal statement for past 3 years, account passbook for past 3 years, etc.</li> </ul> <p>(Document describing the asset formation process of the amount regarding the 16. Certificate of deposit balance)</p>
19	Document certifying the income of the financial supporter for past 3 years	<ul style="list-style-type: none"> <li>Tax payment (declaration) certificate for past 3 years, or income (earning) certificate for past 3 years.</li> </ul>
20	Japanese translation	<ul style="list-style-type: none"> <li>Japanese translations for all the submitted documents described in 12 to 19.</li> </ul>

### Caution

- (1) You will not be considered for selection until all the documents are prepared if there is any error in the application documents.
- (2) All the application documents except for the original copy of diploma, etc. cannot be returned to you.
- (3) For a person applying for passport.
  - ① Confirm the alphabetical spelling of your name entered in the enrollment application form.
  - ② This alphabetical spelling will be listed on the “visa” and the “resident card” to be carried in Japan.
  - ③ The name stated on the enrollment application form is required to be exactly same as the name on the passport.
  - ④ Please note that the visa will not be issued if the spelling is different.
- (4) The documents to be submitted may be changed due to the instruction by the Immigration Services Agency of Japan. Confirm with the School or the specified representative organization before applying.

## 8. Application Document Submitting Method and Place of Submission

- ① Please consult your local representative organization specified by the School.
- ② It is possible for the financial supporter to directly submit the application if the financial supporter is residing in Japan.

Documents submitted to  
OHARA Japanese Language School  
General Affairs/Sales Department  
1-4-14 Funabori, Edogawa-ku, Tokyo  
Phone: +81-3-3237-7120 / Fax: +81-3-5605-6133  
E-mail: [info.ojls@mail.o-hara.ac.jp](mailto:info.ojls@mail.o-hara.ac.jp)

**\* Application documents are accepted until submission deadline, but please submit the required documents as soon as possible.  
The acceptance of application may be terminated when the application reaches capacity, even during the submission period.**

## 9. Where to Transfer Screening Fee, Enrollment Fee, Tuition, etc.

Submit the screening fee together with the application form to the representative organization specified by OHARA Japanese Language School, or transfer to following bank account.

Where to transfer the tuition, etc., for the person wishing to enroll, after receiving the Certificate of Eligibility, will be same.

(\* Please note that cash cannot be accepted)

[Where to Transfer the Screening Fee, Enrollment Fee, Tuition, etc.]

### 1. When transferring from outside Japan

Bank name:	MUFG Bank, Ltd. Jinbocho Branch
Bank address:	2-2 Kandajinbocho, Chiyoda-ku, Tokyo, Japan
Bank phone:	+81-3-3263-1223
SWIFT:	BOTKJPJT A/C Number: 2161685
A/C Name:	OHARA Japanese Language School
Beneficiary Address:	1-4-14 Funabori, Edogawa-ku, Tokyo, Japan
Beneficiary phone:	+81-3-3237-7120

### 2. When transferring within Japan

■ Bank account
三菱UFJ銀行 神保町支店 普通 2161685
MUFG Bank, Jinbocho Branch, Savings account, 2161685
■ Account name
大原日本語学院 (オオハラニホンゴガクイン)
Ohara Japanese Language School

## 10. Rules for Refund when Enrollment is Cancelled

The screening fee, enrollment fee, tuition, etc., that were paid will not be refunded as a general rule. However, refund will be made by the method specified by the School in following cases.

\*1. When the Certificate of Eligibility applied to the Immigration Bureau was not issued.

→ All the paid fees excluding the screening fee will be refunded.

\*2. The Certificate of Eligibility was issued, but application of visa was not submitted, and has not visited Japan.

→ All the paid fees excluding the screening fee and the enrollment fee will be refunded.

However, returning of the original Certificate of Eligibility and the Letter of Acceptance is required.

\*3. The Certificate of Eligibility was issued and the application of visa was submitted, but visa was not issued at the diplomatic establishments abroad (Japanese embassies, consulates, etc.).

→ All the paid fees excluding the screening fee and the enrollment fee will be refunded.

However, confirmation that the visa was not issued at the diplomatic establishment abroad and returning of the Letter of Acceptance is required.

\*4. The Certificate of Eligibility and visa were issued, but declined enrollment before arriving in Japan.

→ All the paid fees excluding the screening fee and enrollment fee will be refunded if the confirmation is made that the visa was not used and voided. However, return of the Letter of Acceptance is required.

\*5. There is a separate regulation regarding the refund of tuition for the person voluntarily leaving the school after enrollment due to advancement or other unavoidable reasons. Please contact General Affairs/Sales Department of the School for details.

## **11. Visa and Residence Status**

The visa that can be acquired is “Student” visa. Period of stay that can be acquired in your first year will be 1 year 3 months or 1 year (depending on date of entry). Therefore, renewal of residence status will be necessary to continue learning exceeding the period of stay. It is required to fulfill the advancement standards defined by the School to renew the residence status. Thank you for your understanding. Also, if you are dismissed from the School for any reason, the Immigration Services Agency of Japan will be notified of that.

Note that you may be considered as illegal stay if you do not return to your country promptly after dismissal from the School.

Please contact General Affairs/Sales Department of the School for details.

## **12. Attending Condition**

To comply with the rules set by the School and the Japanese laws and regulations. A disciplinary action will be taken by the School based on the school rules when this is not followed. Note that “expulsion from the School” and “expulsion of the student status” are part of the disciplinary action.

Especially make sure not to forget that working while studying as a student is permitted for 28 hours per week (8 hours per day but not exceeding 40 hour per week during long-term vacation defined by the School rule) as a general rule only when “permit to engaging in activity outside scope” is granted.

You will also be subject to disciplinary action when the attendance rate is extremely low without a legitimate reason. A report by writing is required for the reason when the attendance rate for a single month is 80% or lower. Also, this report will be submitted to the Immigration Services Agency of Japan when the attendance rate is 50% or lower.

## **13. Handling of Personal Information**

Please note that personal information will be handled by the School in accordance with the laws and regulation, and the privacy policy defined by the School.

(1) Personal information (name, address, etc.) acquired by the documents submitted at the time of application will be used for selection of applicant (application process, selection, acceptance process, etc.) and creation of documents to be submitted to the Immigration Services Agency of Japan. It is also used for ① instructional matters (curricular instruction, attendance and academic performance reporting to the guardian, etc.) and ② student support matters (health management, creation of various documents regarding the Immigration Law, application of scholarship, etc.) for the enrolled students.

(2) For above mentioned services, the agent that is consigned to part of the services by OHARA Japanese Language School will use all or part of the personal information after taking measures to appropriately manage the personal information.

(3) The examination scores and application documents used for enrollment selection, scores and results of the examinations performed after enrolling, and other information may be used as information to consider the enrollment selection method in the future or generation of various reports.

Please contact General Affairs/Sales Department of the School or browse the website of O-HARA for details.

<http://www.o-hara.ac.jp/about/privacy/index.html> (Japanese)