

APPLICATION INFORMATION



OHARA College of Business, Yokohama

Japanese Language Course

ADMISSION POLICY

With the ultimate goal that students can gain professional knowledge from Japanese higher education institutions and become widely active talents in a global society, we seek students with basic knowledge, thinking ability, awareness, and strong motivation for those goals.

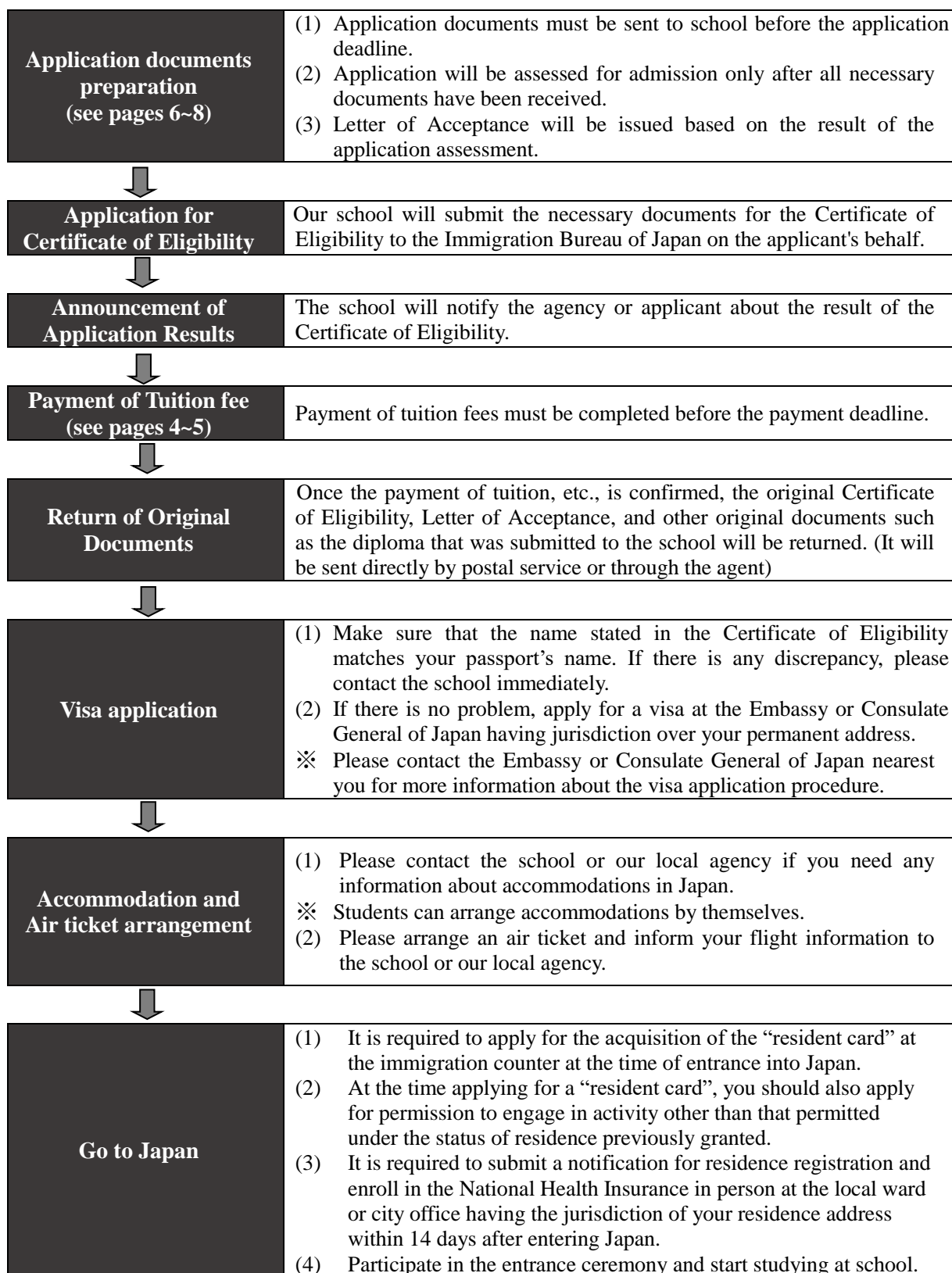
【Required students】

- Those who can comply with school rules and Japanese laws.
- Those who want to acquire advanced Japanese language skills and knowledge to go to vocational school, university, or graduate school.
- Those who are aware of cultural differences and can adapt, to live together with other cultures.
- Those who want to be active in Japan and other regions of the world as members of a global society.
- Those who strongly desire to learn the Japanese language and customs of Japanese society and be a bridge between Japan and other countries.

CONTENTS

1.	Flow from Application to Entrance into Japan	2
2.	Application qualification	3
3.	Offered courses	3
4.	Course hours	3
5.	Application screening fee	3
6.	Tuition fee	4
7.	Tuition fee and application screening fee transfer method	4
8.	Cancellation and Refund policy	5
9.	Application deadline	5
10.	Application method	6
11.	Application documents	6
12.	Handling of personal information	8

1. Flow from Application to Entrance into Japan



2. Application qualification

① Applicants residing outside Japan

- Applicants who have a high school (upper secondary education) graduation qualification from a standard educational curriculum in their home country, have completed at least 12 years of schooling, and have the qualifications to enter a higher education institution in Japan or those who have equivalent qualifications. For details, refer to the following Japan Student Services Organization (JASSO)

Website: = http://www.jasso.go.jp/study_j/sgtj_e.html#contents =

- Applicants must have passed level N5 of the Japanese Language Proficiency Test or those who are recognized as having the equivalent qualification.
- Applicants who can provide proof of their ability to cover expenses (such as tuition and living expenses).

② Applicants residing in Japan

- Applicants who already have a residence status that allows them to stay in Japan continuously for 1 year or more from the time of entrance and meet the above requirement (requirement ①).

3. Offered courses

■ Advancement 2-year course (for beginner level)

Enrollment in April

Admission level: Applicants must have passed level N5 of the Japanese Language Proficiency Test or those who are recognized as having the equivalent qualification.

■ Advancement 1-year course (for intermediate/advanced level)

Enrollment in April

Admission level: Applicants must have passed level N2 of the Japanese Language Proficiency Test or those who are recognized as having the equivalent qualification.

4. Course hours

■ Morning class 9 : 00 ~ 12 : 10

■ Afternoon class 13 : 20 ~ 16 : 30

5. Application screening fee

You will be required to pay an application screening fee when you submit the complete application documents.

Application screening fee: 30,000 Yen

※When the Certificate of Eligibility applied to the Immigration Bureau of Japan was not issued, or when the visa was not issued at the diplomatic establishments abroad (Japanese embassies, consulates, etc.), the application screening fee won't be refunded.

6. Tuition fee

Unit: Japanese Yen

	Payment deadline	Enrollment fee	Tuition	Materials fee	Others	Total
First year	At the time Certificate of Eligibility is issued	80,000	580,000	30,000	80,000	770,000
Following year	Payment deadline	Enrollment fee	Tuition	Materials fee	Others	Total
	February of next year	—	580,000	30,000	80,000	690,000
Total	Course name	Enrollment fee	Tuition	Materials fee	Others	Total
	Advancement 2-year course	80,000	1,160,000	60,000	160,000	1,460,000
	Advancement 1-year course	80,000	580,000	30,000	80,000	770,000

* All courses will require a separate screening fee (30,000 Japanese Yen) at the time of application.

“Others” is a total of facility fee, equipment fee and extracurricular activity fee.

To Pay Tuition in Installments

Payment of tuition and other fees will be as follows. A notification will be sent from the administration office of OHARA College of Business, Yokohama at the time of the second and subsequent payments.

Unit: Japanese Yen

Course	Payment period		Enrollment fee	Tuition	Materials fee	Others	Total
Advancement 1-year course (Enrollment in April)	First	At the time the Certificate of Eligibility is received	80,000	290,000	15,000	40,000	425,000
	Second	August of the same year	-	290,000	15,000	40,000	345,000
Advancement 2-year course (Enrollment in April)	First	At the time the Certificate of Eligibility is received	80,000	290,000	15,000	40,000	425,000
	Second	August of the same year	-	290,000	15,000	40,000	345,000
	Third	February of next year	-	290,000	15,000	40,000	345,000
	Fourth	August of next year	-	290,000	15,000	40,000	345,000

* All courses will require a separate screening fee (30,000 Japanese Yen) at the time of application.

“Others” is a total of facility fee, equipment fee, and extracurricular activity fee.

7. Tuition fee and application screening fee transfer method

Submit the application screening fee together with application documents to the local agency specified by Ohara College of Business Yokohama, or transfer it to the following bank account. After receiving the Certificate of Eligibility, for the person who continues to enroll in school, please also make a payment of the tuition fee into this bank account.

Notice

- Cash cannot be accepted.
- Remitter will be responsible for the bank transaction fee.

■ Transfer money within Japan

銀行口座：横浜銀行 横浜駅前支店 普通口座 No. 1951322

口座名義： 学校法人大原学園 大原簿記情報ビジネス専門学校横浜校

(ガッコウホウジンオオハラガクエン オオハラボキジョウホウビジネスセンモンガッコウ
ヨコハマコウ)

■ International transfer money to Japan

Bank name: The Bank of Yokohama, Ltd. Yokohamaekimae branch

Bank address: 3-2, Minamisaikai 1-chome, Nishi-ku, Yokohama, Kanagawa, JAPAN

Bank's phone: +81-45-311-1571

SWIFT: HAMAJPT

A/C Number: 1951322

A/C Name: OOHARAGAKUEN OOHARABOKIJOUHOUBIJINESU YOKOHAMA

Beneficiary's Add: 1-8-14, Tammachi, Kanagawa-ku Yokohama, Kanagawa, Japan

8. Cancellation and Refund policy

The screening fee, enrollment fee, tuition, etc., that is paid will not be refunded as a general rule.

However, a refund will be made by the method specified by OHARA College of Business, Yokohama in the 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 the visa application was not made and has not visited Japan.

→ All the paid fees excluding the screening fee and 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 enrollment fee will be refunded. However, confirmation that the visa was not issued at the diplomatic establishment abroad and returning 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 school for more details.

9. Application deadline

From Sep 1st to Oct 31th

Application is accepted until above mentioned date, but please submit the required documents as soon as possible. The acceptance of the application may be terminated when the application reaches capacity, even during the above-mentioned period.

10. Application method

- ① Please consult your local agency specified by OHARA College of Business, Yokohama.
- ② It is possible for the financial supporter to directly apply if the financial supporter is residing in Japan.
- ③ When you submit the application documents, you have to pay a screening fee of 30,000 Yen.
- ④ Where to apply OHARA College of Business, Yokohama Administration Office

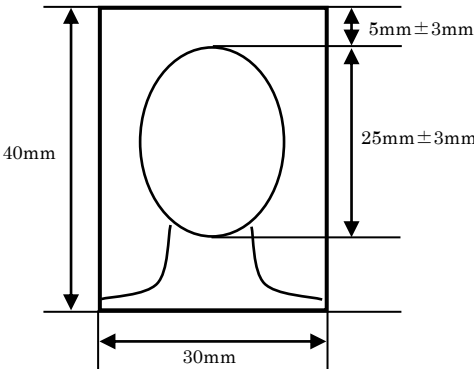
No.1-8-14, Tammachi, Kanagawa-ku, Yokohama, Kanagawa, JAPAN

Zip code: 221-0825

Fax: +81-45-312-1085

11. Application documents

■ Documents Prepared by Applicant

No	Required documents	Details
1	Enrollment application (School form)	<ul style="list-style-type: none"> • Enter all the fields so there is no blank field. • Enter the name stated in the passport. • Confirm that the names of the school and dates of enrollment and graduation in the academic record field match the ones stated in the official documents such as diplomas. (Enter the employment record and academic record so there is no blank period. Enter the advancement preparation period and military records too.) • Must fill in the information of financial supporter such as occupation, workplace, etc. • Must be signed by the applicant.
2	Photograph (5 copies) (Size: Height 4 cm x width 3 cm)	 <p>※Photograph should be taken from the front, with no hats, with a solid background in bright color, and it should be taken within 3 months before the application.</p>
3	Copy of Passport or Identification card	<ul style="list-style-type: none"> • If you have a history of entering/leaving Japan, you must submit a copy of all pages with entry/exit records.
4	Diploma/Certificate of Graduation from the last school attended	<ul style="list-style-type: none"> • An original of the diploma or the graduation certificate from the last school attended. • Person attending university, college, etc...should submit the certificate of enrollment from the current school and the graduation certificate of the previous school.
5	Academic Transcript	<ul style="list-style-type: none"> • Submit the original transcript of grades from the last school attended.
6	Certificates regarding Japanese language proficiency	<ul style="list-style-type: none"> • An original of the pass certificate regarding the Japanese language proficiency test (or grade report for who has failed to pass the test). • If you are waiting for the test result, please submit an exam admission ticket.

		<ul style="list-style-type: none"> For those who submit a Certificate of Japanese language learning, please make sure it contains the following information: ① Study period ② Class attendance rate ③ Course content ④ Course name ⑤ Target level when completing the course ⑥ Textbook name
7	Certificate of employment (if the applicant has any work experience)	<ul style="list-style-type: none"> The certificate should indicate applicant's work history such as work period, job type, position, etc.
8	Japan's Pre-entry Tuberculosis Screening ※Any person who are nationals of Philippines, Vietnam, China, Indonesia, Nepal, and Myanmar must submit TB Clearance Certificate.	<ul style="list-style-type: none"> TB Clearance Certificate is a document issued by a medical facility located in the designated countries, which the Japanese government has designated as a Panel Clinic. For more information please check out the below link: https://www.mhlw.go.jp/stf/seisakunitsuite/bunya/kenkou_iryuu/kenkou/kekkaku-kansenshou03/index_00006.html
9	Japanese translation	<ul style="list-style-type: none"> Japanese translation for the above mentioned documents

■ Documents Prepared by Applicant's Financial Supporter

No	Required documents	Details
10	Letter of financial support (school form)	<ul style="list-style-type: none"> Fill in the amount to be paid and means to provide fund to applicant and sign it by handwriting.
11	Financial supporter's family list member (school form)	<ul style="list-style-type: none"> Fill in all family members whether living or not living with financial supporter (spouse and child) and those who are now living with supporter (if any).
12	Documents proving the family structure of financial supporter	【For financial supporter who is living outside Japan】 Certified copy of the financial supporter's family registration (All family members should be indicated). 【For financial supporter who is living in Japan】 Certificate of residence (All family members should be indicated and not include My Number information).
13	Documents proving a relationship between the applicant and financial supporter	<ul style="list-style-type: none"> Certified copy of birth record, or any notarized certificate of kinship.
14	Certificate of bank balance	<ul style="list-style-type: none"> Must submit original document. The certificate must be issued within 3 months
15	Certificate of employment of financial supporter	<ul style="list-style-type: none"> Certificate of employment, Business license (if the financial supporter is self-employed) ※Certificate of employment should contain the following information: ① Company's name and contact information ② Work period ③ Job title and description ④ Position ⑤ Company registration number and tax number (for applicants who are nationals of Vietnam)
16	Documents proving the history of the asset-building process for the past 1 year or 3 years.	<ul style="list-style-type: none"> Copy of the saving history or bank deposit book or any related documents that can prove the history of the asset-building process.
17	Income certificate (for the past 1 year or 3 years)	<ul style="list-style-type: none"> Tax payment certificate or Proof of income for the past 1 year or 3 years.
18	Japanese translation	<ul style="list-style-type: none"> Japanese translation for the above-mentioned documents.

Notices

- You will not be considered for selection until all the documents are prepared.
- All the application documents except for the original copy of diploma, etc., cannot be returned.
- For a person applying for a passport:
 - Confirm the alphabetical spelling of your name entered in the enrollment application form.

- This alphabetical spelling will be listed on the “visa” and the “resident card” to be carried in Japan.
 - The name stated on the enrollment application form is required to be exactly same as the name on the passport.
 - Please note that the visa will not be issued if the spelling is different.
- (4) Necessary documents may be changed according to the instruction of Immigration Bureau of Japan. Please check with our school or our agency in your country before applying.

12. Handling of personal information

Please note that personal information will be handled by OHARA College of Business, Yokohama in accordance with the laws and regulations, and the privacy policy defined by OHARA College of Business, Yokohama

1. Personal information such as name, address, etc., acquired by the documents submitted at the time of application will be used for the selection of applicant (application process, selection, acceptance process, etc.) and creation of documents to be submitted to the Immigration Bureau. It is also used for ① instructional matters (curricular instruction, 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 the above-mentioned services, the agent that is consigned to part of the services by OHARA College of Business, Yokohama 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 OHARA College of Business, Yokohama School Administration Office, or browse the Web page of O-HARA for details.

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

学校法人 大原学園

大原簿記情報ビジネス専門学校横浜校

日本語学科

OHARA College of Business, Yokohama
Japanese Language Course

(Address) 1-8-14, Tammachi, Kanagawa-ku, Yokohama, Kanagawa, Japan Zip code: 221-0825

Fax: +81-45-312-1085

Mail: cmn_yokjlc@mail.o-hara.ac.jp

URL: <https://www.o-hara.ac.jp/japanese/jp/yokohama/>

Facebook: <https://www.facebook.com/oharayokohama/>

(Location) 3-minute walk from Tokyu Toyoko Line Tammachi station.

5-minute walk from JR Higashi-Kanagawa station/ Keikyu Railways Kanagawa station.

