

# Application Guidelines

## ～ Preparatory Education Course ～

Enrollment on April / October



学校法人 大原学園

**大原日本語学院**

***OHARA Japanese Language School***

### **Admissions Policy (Policy for accepting new students)**

We welcome students who want to acquire specialized knowledge at a Japanese higher education institution in order to play an active role in the global society, and who possess the necessary basic academic ability, basic knowledge, thinking ability, awareness, and motivation.

### **Ideal student profile**

- Those who can comply with Japanese laws and the school regulations set by our school
- Those who wish to acquire advanced Japanese language skills and knowledge about Japan necessary for entering a vocational school, university, or graduate school
- Those who have an open-minded attitude toward multicultural coexistence as members of the local community
- Those who are motivated to play an active role in Japan and around the world as members of the global society
- Those who strongly wish to learn Japanese language and Japanese customs and become a bridge between Japan and various parts of the world

## **<<Table of Contents>>**

1. Enrollment Process.....	2
2. What is Preparatory Education Course.....	3
3. Application Qualification .....	3
4. Offered Courses / Enrollment Period /Application Deadline .....	3
5. Application Submitting Method .....	3
6. Class Hours and Syllabus .....	4
7. Application screening fee .....	5
8. Tuition .....	5
9. Bank details for application fee, admission fee, tuition fee etc. ....	6
10. Rules for Refund when Enrollment is Cancelled .....	6
11. Application Documents .....	7
12. Handling of Personal Information .....	9

## 1. Enrollment Process

1.	Preparation of the application documents (Refer to pages 7 to 8)	(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.
↓		
2.	Application for Certificate of Eligibility	The school will apply to issue the Certificate of Eligibility to Immigration Services Agency of Japan in lieu of the applicant.
↓		
3.	Announcement of application result	The result is notified to the agent/applicant from the school. Please confirm that the personal information on the Certificate of Eligibility matches with your passport. If there is a problem, please contact our school immediately.
↓		
4.	Tuition Payment (Refer to pages 5 to 6)	Please complete the remittance procedure for the tuition, etc., by the tuition remittance deadline.
↓		
5.	Taking the Placement Test	Please take the test by the deadline as instructed in the admissions guide. Class placement will be determined based on the results.
↓		
6.	Return of documents	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).
↓		
7.	Procedures at the Japanese Embassy	(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.
↓		
8.	Accommodation and flight arrangements	(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.
↓		
9.	Arrival in Japan	(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.

## 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 years 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. 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).

※ As a general rule, foreign nationality who want to study in Japan for more than six months will need a student visa. The Japanese language school will apply for a Certificate of Eligibility on behalf of the applicant. In order to apply, you must meet the above application requirements.

### Person residing in Japan

Person holding a residence status to continuously reside in Japan for 1 year or more from the time of entrance, or person having a potential to do so.

## 4. Offered Courses / Enrollment Period / Application Deadline

No.	Enrollment period	Course name	Required Japanese Level during Admission	Application Deadline
(1)	April	Preparatory education 1years course	N5 or above	End of October before admission
(2)	October	Preparatory education 1.5years course	N4 or above	Mid of May

※ The acceptance of application may be terminated when the application reaches capacity, even during the submission period. Please submit the required documents as soon as possible.

## 5. Application Submitting Method

① Please consult your local representative organization specified by the School.

② It is possible for the financial supporter residing in Japan to directly submit the application

Documents to be 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)

## 6. Class Hours and Syllabus

### (1) Class Hours

9:00 to 16:10 (12:10 to 13:00 is lunch time)

### (2) Syllabus for 1 year

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			800 hours
April to September	Basic subjects (Foreign language)	Communication English II	40 hours
April to September	Basic subjects (Geography, history)	Politics, economy, society geography, history	40 hours
April to September	Basic subjects (Geography, history)	Geography A	40 hours
April to September	Basic subjects (Math)	Math	40 hours
Sub-total ②			160 hours
Total (sub-total ①+ sub-total ②)			960 hours

### Curriculum (Example)

	Monday	Tuesday	Wednesday	Thursday	Friday
10:40 to 12:10 First period to Second period	Basic subjects Geography/ History (Geography A)	Basic subjects Math (Math I)	—	Basic subjects English (Communication English II)	Basic subjects Geography/ History (World History A)
12:10 to 13:00	Break				
13:00 to 13:45 Third period	Japanese Comprehensive text	Japanese Comprehensive text	Japanese Comprehensive text	Japanese Comprehensive text	Japanese Comprehensive text
13:45 to 14:30 Fourth period	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 Fifth period	Japanese Listening	Japanese Conversation/ Speech	Japanese Reading	Japanese Reading	Japanese Composition (short essay)
15:25 to 16:10 Sixth period	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 to September.

## 7. Application screening fee

It is required to pay the screening fee while submitting application documents.

**Screening fee: 30,000 JPY**

※Please note that the paid fee cannot be refunded, if the Immigration of Japan denied visa.

Also, the paid fee cannot be refunded, if Certificate of Eligibility have been issued but the Japanese embassy or consulate of your country refused to issue the entry visa.

## 8. Tuition

(1) Preparatory education 1 year course [start on April]

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	920, 000	30, 000	80, 000	700, 000	30, 000	80, 000
Total		920, 000	30, 000	80, 000	700, 000	30, 000	80, 000

(2) Preparatory education 1.5 years course [start on October]

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	920, 000	30, 000	80, 000	700, 000	30, 000	80, 000
Second year	At the time Certificate of Eligibility is renewed	345, 000	—	—	290, 000	15, 000	40, 000
Total		1, 265, 000	30, 000	80, 000	990, 000	45, 000	120, 000

### Payment of tuition fees in installment

For 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 [start on April]

Unit: JPY

Payment period		Total	Selection fee	Enrollment fee	Tuition	Materials fee	Facility fee, etc.
First	At the time Certificate of Eligibility is issued	575, 000	30, 000	80, 000	410, 000	15, 000	40, 000
Second	End of August of same year	345, 000	—	—	290, 000	15, 000	40, 000
Total		920, 000	30, 000	80, 000	700, 000	30, 000	80, 000

(2) Preparatory education 1.5 years course [start on October]

Unit: JPY

Payment period		Total	Selection fee	Enrollment fee	Tuition	Materials fee	Facility fee, etc.
First	At the time Certificate of Eligibility is issued	575, 000	30, 000	80, 000	410, 000	15, 000	40, 000
Second	End of February of next year	345, 000	—	—	290, 000	15, 000	40, 000
Third	End of August of next year	345, 000	—	—	290, 000	15, 000	40, 000
Total		1, 265, 000	30, 000	80, 000	990, 000	45, 000	120, 000

## 9. Bank details for application fee, admission fee, tuition fee etc.

Please submit the screening fee & application form to the agent, or transfer it to bank account below.

In addition, the same account will be used for transferring tuition fees etc. for those who wish to enroll after their residence status has been approved. (※Please note that cash is not accepted)

### 1. Transfer from overseas

Bank Name	MUFG Bank, Ltd. Jinbocho Branch
Bank Address	No.2-2, Kandajinbocho, Chiyoda-ku, Tokyo, JAPAN
Bank's Phone	+81-3-3263-1223
SWIFT	BOTKJPJT
A/C Number	2161685
A/C Name	OHARA Japanese Language School
Beneficiary's Address	No.4-14, 1-Chome, Funabori, Edogawa-ku, Tokyo, JAPAN
Beneficiary's Phone	+81-3-3237-7120

### 2. Transfer within Japan

Bank Name	三菱 UFJ 銀行	Branch Name	神保町支店
Type	普通	Account No.	2161685
Account Name	オオハラニホンゴガクイン		
Bank Address	東京都千代田区神田神保町 2-2		

※ **Remitter will be responsible** for the bank transaction fee.


## 10. Rules for Refund when Enrollment is Cancelled

As a general rule, the screening fee, enrollment fee, tuition, etc., paid will not be refunded. 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. 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. Application Documents

### Documents to be prepared by Applicants

No.	Documents to be prepared by the applicant	Details
1	Enrollment application (document specified by the school)	<ul style="list-style-type: none"> <li>• Please fill in your name same as on your passport.</li> <li>• Please make sure that the school's name and dates of enrollment matches to official documents such as graduation certificate.</li> <li>• Please fill in all fields without leaving any blanks. Please make sure that the financial supporter's occupation, workplace information, and other information match with other submitted certificates. (Please make sure there are no continuous gaps in job history and academic history, and also fill in any periods of preparation for further education and periods of military service.)</li> <li>• Please sign in the applicant's own handwriting.</li> </ul> <p><b>[If more than five years have passed since graduating from the last school]</b></p> <ul style="list-style-type: none"> <li>• Please fill in the fourth page of the application form in detail with your reasons for enrollment and your career plans after graduating from our school. This will be submitted to the Immigration Bureau.</li> </ul>
2	Identification 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>
3	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>
4	Certificate of the last school attended	<ul style="list-style-type: none"> <li>• Submit a graduation certificate of your last school.</li> </ul> <p>Depending on your country or region of origin, Immigration may ask for your original certificate at the time of apply.</p> <p>If you are currently enrolled in last school, please submit a certificate of expected graduation.</p> <p>※Applicants from China Please submit certification issued by CHSI and CDGDC (educational qualifications, gaokao, etc.).</p> <p>※Applicants from Vietnam Please apply for "High School Diploma Certification" from VN-NARIC.</p>
5	Transcript of the last school 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>
6	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. (Score report for person who have not passed)</li> <li>• If you are waiting for the results, please submit your examination ticket.</li> <li>• If you are submitting a Japanese language study certificate, please submit a document stating the following items. ① Study period (150 hours or more) ② Attendance rate ③ Course contents ④ Course name ⑤ Target level for completion of the course ⑥ Name of teaching materials used</li> </ul>
7	Employment certificate (Only If 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>
8	Tuberculosis Free Certificate (Only for specified countries)	<ul style="list-style-type: none"> <li>• Applicants with nationality from the Philippines, Vietnam, China, Indonesia, Nepal, or Myanmar must submit this document.</li> <li>• Please submit a document issued by a medical institution specified by the Japanese government. For details and a list of specified medical institutions, please visit the following URL: <a href="https://www.mhlw.go.jp/stf/seisakunitsuite/bunya/kenkou-kenkou/kekaku-kansenshou03/index_00006.html">https://www.mhlw.go.jp/stf/seisakunitsuite/bunya/kenkou-kenkou/kekaku-kansenshou03/index_00006.html</a></li> </ul> 
9	Japanese translation	<ul style="list-style-type: none"> <li>• Japanese translations of all documents submitted (1-8)</li> </ul>



## Documents to be prepared by financial sponsor

No.	Documents prepared by the financial supporter	Details
10	Financial support document (Document specified by the school)	<ul style="list-style-type: none"> <li>Please fill in the specific amount of assistance, method, etc. in detail and sign in your own handwriting.</li> </ul>
11	List of family members of the financial supporter (Document specified by the school)	<ul style="list-style-type: none"> <li>Please fill in the name of the sponsor's family members (whether living together or separately) and those who live with the sponsor.</li> <li>Please sign in the sponsor's own handwriting.</li> </ul>
12	Document certifying the family structure of the financial supporter	[For the financial supporter living outside Japan] <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> [For the financial supporter living in Japan] <ul style="list-style-type: none"> <li>Certificate of residence for the whole household.</li> </ul>
13	Document certifying the relationship between the financial supporter and the applicant	<ul style="list-style-type: none"> <li>Birth certificate, family relationship certificate, etc.</li> </ul>
14	Certificate of deposit balance (original)	<ul style="list-style-type: none"> <li>A document showing your account number and currency unit.</li> <li>A document issued within the last 3 months.</li> <li>Please make sure that you have a sufficient deposit balance to cover the period of your studies.</li> </ul>
15	Document certifying the asset formation process (past 1 year)	<ul style="list-style-type: none"> <li>Please submit original deposit and withdrawal statements and copies of your bankbook as documents explaining the process of fund formation listed on the deposit balance certificate.</li> <li>Depending on the content, you may be asked to submit documents for the past three years.</li> </ul>
16	Document certifying the employment of the financial supporter	<ul style="list-style-type: none"> <li>Copy of employment certificate, business license, business registration certificate, etc.</li> </ul> ※Contents to be included in the employment certificate ① Name and contact details of place of employment ② Period of employment ③ Job content ④ Job status ⑤ Business registration number and tax number of the employer (for Vietnamese nationality)
17	Document certifying the income of the financial supporter for past 1 year	<ul style="list-style-type: none"> <li>Tax payment (taxation) certificate or income (earnings) certificate etc.</li> <li>Depending on the content, you may be asked to submit three years' worth of documents.</li> </ul>
18	Japanese translation	<ul style="list-style-type: none"> <li>Japanese translations of all documents submitted (10 to 17)</li> </ul>

## Notes while preparing documents:

1. Except for certificates (※1), original documents of certificates (※2) issued within 3 months of application date are valid.

※Certificates (※1): refers to documents that are issued only once, such as birth registration.

※Certificate (※2): refers to documents that can be issued any number of times if requested. (Examples) Graduation certificate, balance certificate, etc.

2. If there are any deficiencies in your application documents, you will not be considered for selection until all documents are received.

3. Submitted application documents will not be returned, except for original copies of diplomas etc.

4. For those who are about to apply for a passport.

※ Please check the alphabetical spelling of your name as written on the application form.

※ This alphabetical spelling will appear on your visa and the residence card in Japan.

※ The spelling on your application form and the spelling on your passport must be the same. Please note that if the

spelling differs, your visa will not be issued.

5. The documents to be submitted may be changed as per instruction by the Immigration of Japan. Please confirm with the school or agent before applying.

## **12. 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.

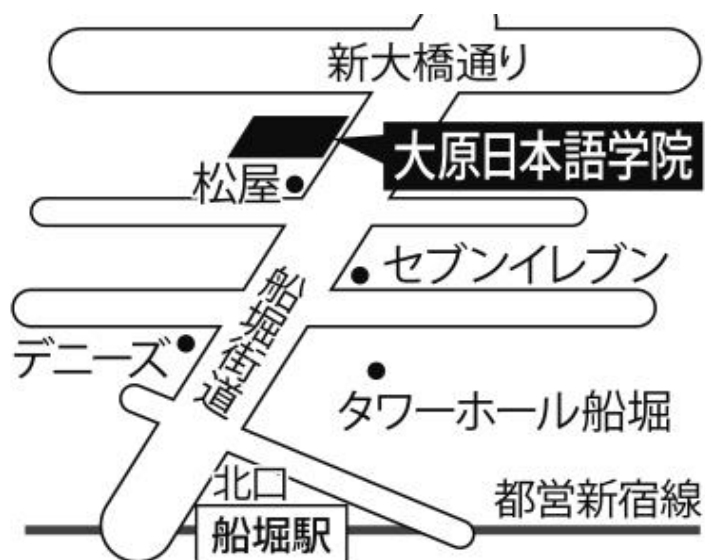
[1] Personal information such as names and addresses obtained from documents submitted at the time of application will be used to select applicants (processing applications, conducting selections, procedures for admission, etc.) and to prepare application documents for status of residence to be submitted to the Immigration. For enrolled students, the information will be used to carry out ① educational affairs (academic guidance) and ② student support (health management, preparation of various documents related to immigration laws, scholarship applications, etc.).

[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 Web page of O-HARA for details.  
<http://www.o-hara.ac.jp/about/privacy/index.html> (Japanese)





住所	〒134-0091 東京都江戸川区船堀1-4-14
Address	Zip:134-0091 No.4-14, 1-Chome, Funabori, Edogawa-ku, Tokyo
Phone	+81-3-3237-7120
Facsimile	+81-3-5605-613
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>