



**Saint Mary Japanese Language Institute**  
**Application Requirements**

**ST. MARY**

**JAPANESE SCHOOL**

**Saint Mary Japanese Language Institute**  
**Tokyo Immigration Bureau Selected School**  
**Ministry of Education, Culture, Sports, Science and Technology**  
**(Association of Japanese language education promotion) accredited school**

4-2-10 Odori Utsunomiya-shi, Tochigi Prefecture 320-0811

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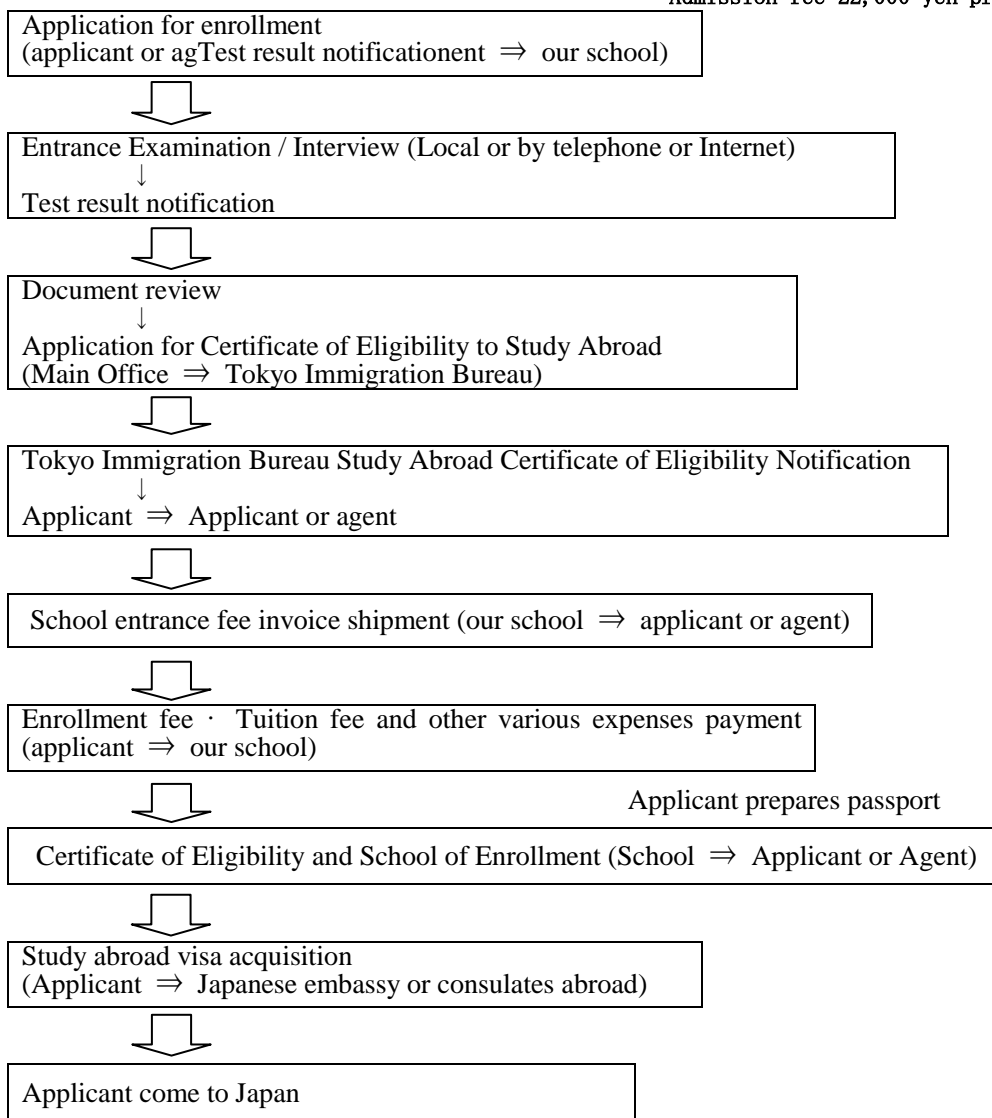
E-mail: [stmary@iac.or.jp](mailto:stmary@iac.or.jp)

## Eligibility for application:

1. You have received education for over 12 years in your home country. (If you have less than 12 years of education based on your home country education system, you can accept at the course of preparatory courses)
2. You have received Japanese language education for over 150 hours.
3. In case of re-applying, please offer at the time of application.
4. Our school has adopted a dormitory system, and we will stay in the first half year.

## Application procedure :

Admission fee 22,000 yen prepayment



In a fixed number, we can meet the airport at the date and time designated by our school (chargeable).

## Advanced course

### 1. Application period

Admission time	Scheduled application reception period (Please contact directly for details)
Jan.	Jul. 1 - Sep. 15
Apr.	Sep. 1 - Nov. 15
Jul.	Jan. 1 - Mar. 15
Oct.	Mar. 1 - May 10

### 2. Duration of enrollment

Admission time	Duration of enrollment	Hours of study
Jan.	Jan. - Mar. of the following year	1 year and 3 months
Apr.	Apr. to the following year, Mar.	2 years
Jul.	Jul. to the following year, Mar.	1 year and 9 months
Oct.	Oct. to the following year, Mar.	1 year 6 months

### 3. Tuition and enrollment fee

#### I Tuition and various expenses

① Admission fee	22,000 yen (first year only)
② enrollment fee	60,000 yen (first year only)
③ Equipment cost	68,000 yen (first year only)
④ tuition fee	600,000 yen (for 1 year)
⑤ Extra tuition fee	10,000 yen
total	760,000 yen

## Preliminary Curriculum Course Tuition and Expenses

### Duration of enrollment

Admission period	Duration of enrollment	Duration of enrollment
Apr.	Apr. – Mar. of the following year	2 years
Oct.	Oct. – Mar. of the following year	1 year 6 months

### Tuition and various expenses

① Admission fee	22,000 yen (first year only)
② Enrollment fee	60,000 yen (first year only)
③ Equipment cost	68,000 yen (first year only)
④ Tuition Fee	702,500 yen (1 year)
⑤ Extracurricular activities expenses	10,000 yen
total	862,500 yen

\* For preparatory curriculum courses only, the second year tuition fee is 600,000 yen.

### Dormitory fee

Individual room (single room)

① Rent	324,000 yen	54,000 yen / month × 6 months worth
② Admission Fee	25,000 yen	First year only
③ Housing insurance	20,000 Yen	2 years worth
total	369,000 yen	

\* Please refer to the above application period for acceptance as a guide. Be sure to contact the school directly in advance when applying.

\* The above amount is all tuition and various expenses of the first year. Dormitory fees are not included.

The tuition fee for the 2nd year is different for the period of enrollment. We will pay you by the end of the first year.

(Example: In the case of enrollment in January, the term of enrollment is 1 year and 3 months. Please pay 760,000 yen at the time of enrollment and pay tuition fee for 3 months by the end of first year. Tuition fee for 3 months:  $600,000 \text{ yen} \div 12 \text{ months} \times 3 \text{ months} = 150,000 \text{ yen}$ )

\* After submitting the application to the Tokyo Immigration Office, if the application for approval of the status of residence is not issued, the selection fee that you have already paid will not be refunded.

\* If you have issued a certificate of eligibility and have stopped studying abroad for your own reasons, or if you refuse to issue an examination at the local embassy, we will refund you except for the selection fee, admission fee, facility fee and dormitory fees.

## II Dormitory fee

① rent	150,000 yen	25,000 yen / month × 6 months worth
② Admission fee	25,000 yen	First year only
③ Home insurance	20,000 Yen	2 years worth
④ futon	20,000 Yen	Actual cost
total	215,000 yen	First half year's worth

\* In principle all of our enrollment students will stay in our school for the first half year.

\* The above price is the dorm fee for six months after entrance. (I) Please pay in bulk along with tuition and fees.

(760,000 yen + 215,000 yen = 975,000 yen)

\* The dormitory is a shared room with two or more people.

\* The above rates do not include utility costs. The utility fee will be charged separately on a monthly basis.

## III Remittance method

Currency	Yen (JPY)
Beneficiary's Name	Misa Kuroiwa, President, St. Mary's Japanese Language Institute (St. Mary Japanese School)
Beneficiary's A / C No.	Ordinary deposit 3456900 (No. 3456900)
Name of Bank	Ashikaga Bank Utsunomiya Central Branch (Bank of Ashikaga, Utsunomiya-chuou branch)
Bank address (Address of Bank)	1-4-16 Odori Utsunomiya-shi, Tochigi Prefecture 320-0811 (1-4-16, Odori Utsunomiya City 320-0811)
Swift code (Intermediary)	SWIFT CODE: ASIKJPJT
Remitter's Name	Applicant number (Application number)
Bank telephone number (Phone No. of Bank)	+ 81 (28) - 622 - 7131

\* A translation fee of 10,000 yen will be applied to applicants who need translation.

\* Please bear the remittance charge by the applicant.

If there is a difference between the amount billed and the amount received, we will charge the difference after enrollment.

# Application documents

Application documents differ depending on the applicant's place of birth, financial supporter, etc. Please consult our school for details.

Expenses payer	Required documents
Expense supporters are overseas relatives	I + IIA
Relatives supporting expenses relatives in Japan	I + II B

## I. Documents to be prepared by the applicant himself / herself

Required documents	Attached	Remarks
① Application for admission * The address lists the address on the certificate of residence or family register . * Place of birth to the city, other items abbreviated to address and issue Describe in detail.		Prescribed form in our school (Form 1 - 1) Applicant's autograph Please fill in specifically that there is no space.
② CV * Place of birth to the city, other items abbreviated to address and issue Describe in detail. * If the applicant is enrolled, fill in the expected date of graduation, Categories added after graduation.		Prescribed form in our school (Form 1 - 2) Applicant's autograph Please fill in specifically that there is no space.
③ reason for learning Japanese language * Describe it in detail as much as possible. * Specify the course plan after graduation, including the name of the school you wish to enroll in concrete	necessary	Form prescribed at our school (Form 1-3) Applicant's autograph Please fill in specifically that there is no space.
⑤ 4 pictures (high 4 cm × width 3 cm)		Frontal facing hatcher color within 3 months Photo
⑤ Original diploma * Diploma of last graduation school	necessary	Candidate certificate if applicant is enrolled in school Certificate of graduation schedule is necessary.
⑥ Original transcript of the last graduate school * Those issued from the last graduate school (for all grades)	necessary	If the applicant is currently enrolled in the program, transcript.
⑦ Certificate of Japanese Language Learning History * List attendance rate and total study time. (Describe in detail as much as possible, total study time is 150 hours Or more. )	necessary	Japanese language school issued within 6 months

⑧ Japanese Language Proficiency Certificate * Japanese Proficiency Test It is desirable to have power.	necessary	J-test, NAT-test, Top-J Japanese proficiency test Copies of any certificate of examination etc.
⑨ Resident's card (Family register certificate), Copy of ID card * There must be description of all family members. * It must be the address stated in the resume. * Duplex copy of identification card		city hall
⑩ Proof of incumbency * When working at the time of application.	necessary	Work place issued within 6 months
⑪ Passport Copy * When owned at the time of application.		A copy of the page such as name, photo, passport number etc.  If you have history of traveling in the past.

## II A. Documents prepared by expenses sponsors (in case of overseas relatives)

Required documents	Attached	Remarks
① Expense report * Applicant is a student who wishes to enroll. In principle the financial supporter Relatives of applicants who wish to enroll. * Living expenses should be about 70,000 yen or more per month. * The address shall include the address of the resident card (family register).	necessary	Form prescribed by our school (Form 2-1) Author of expenses sponsor himself Please fill in specifically that there is no space. Stamp or signature.
② Documents certifying the relationship between the sponsor and the applicant * Address is written in applicant's resume and expenses petition Describe your address.	necessary	
③ Certificate of incumbency * Write company name, address, telephone number, fax number. * Representative (President or corporation) Mark or sign	necessary	Work place issued within 6 months
④ Income certificate * Last 3 years' worth * What is described in detail is necessary.	necessary	Work place issued within 6 months
⑤ Resident's card (Family register copy) * There must be description of the whole family members. * It must be the address stated in the resume.		

⑥ Bank deposit balance certificate and passbook copy * Parts that understand the latest transaction situation		Bank account in the name of principal expensing sponsor
⑦ Business license (copy) * In case of self-employed business expenses	necessary	If you submit a business license, your employer's certificate
⑧ Tax certificate * For the last 3 years	necessary	Issued within 6 months.

#### IIB. Documents prepared by financial sponsor (in the case of relatives in Japan)

Required documents	Remarks
① Expense report * Applicant is a student who wishes to enroll. A financial supporter is a family member or a relative. * Living expenses should be about 70,000 yen or more per month. * Describe the address of the resident card (family register).	Prescribed form in our school (Form 2 - 2) Author of expenses sponsor himself Please fill in specifically that there is no space. Stamp or signature.
② Documents certifying the relationship between the sponsor and the applicant * The address stated the applicant's resume and the address stated in the sponsorship letter	Issued within 6 months
③ Resident's card * There must be description of the whole family members. * It must be the address stated in the resume.	city hall Three months or less issued in Japan
④ Identification card For cases other than Japanese nationality, a copy of residence card or alien registration card	Three months or less issued in Japan
⑤ Certificate of incumbency A company employee ⇒ one created for work B Self-employed person ⇒ A copy of the final return declaration with the receipt of the tax office (copy) C Company manager and officer ⇒ corporate registry certificate (original)	Three months or less issued in Japan
⑥ Certificate of Deposit Balance * Three months or less after issue	Three months or less issued in Japan
⑦ Tax payment certificate * For the last 3 years	Three months or less issued in Japan

\* Since the application documents are directly related to the status of residence and issuance of visa, please fill in exactly so that there is no space.

\* Please submit the documents within 3 months from issue date (within 6 months for those issued abroad).

\* Please fill in the name of applicant and financial supporter in the form prescribed by our school «pledge letter» (Form 3-1) and submit it together.

\* If you have any questions, please contact our school on the front cover.

\* If the Japanese translation is not attached or missing, our school acts for translation and we will charge a translation fee ¥ 10,000.