

2023-2024

Admission Guideline



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Eligibility
for
Application

- ✓ Completion of education equivalent to 12 years or more or similar level of education in their home country is required
- ✓ Age requirement for the applicant is 18 years or older
- ✓ A Japanese entry permit through legal procedures is required or is expected to obtain a permit
- ✓ The reliable financial sponsor and sponsor are required
- ✓ Completion of at least 150 hours of Japanese language courses or obtaining Japanese Language Proficiency Certificate of N5 or above is required

Application Period

Course	Admission Period	Document Submission Deadline	Application Result
2-year	April	End of October	Late February
1 year 6 months	October	End of May	Late August

Tuition/Fees and Payment Method

◆ Payment required at the time of applying

Screening Fee 20,000 JPY

※ If the application documents need to be translated by the school, an additional 7,500 JPY will be charged.

◆ Payment required after the issuance of Certificate of Eligibility (COE)

Entrance Fee 30,000 JPY

※ Once arriving in Japan, you need to join the National Health Insurance at your own expense (about 20,000JPY per year)

Tuition and other Fees

(unit : JPY tax included)

Course		Tuition Fee	Facilities Fee	Equipment Fee	Material Fee	Extra-Curricular Activities Fee	Total
2 years	1 st Year	600,000	20,000	20,000	30,000	30,000	700,000
	2 nd Year	600,000	20,000	20,000	30,000	30,000	700,000
1 year 6 months	1 st Year	600,000	20,000	20,000	30,000	30,000	700,000
	2 nd Year	300,000	10,000	10,000	15,000	15,000	350,000

Beneficiary

Bank Name	THE HACHIJUNI BANK LTD.
Branch	TOKOROZAWA BRANCH (637)
Bank Address	18-26 6F, HIYOSHI-CHO,TOKOROZAWA-SHI, SAITAMA,JAPAN
Bank Code	HABKJPJT
Bank Account	26622
Account Name	MEITOKU ACADEMY JAPANESE INSTITUTE

※ The handling fee incurred by bank transfer should be borne by the applicant

Classes

Class Days	Monday~Friday
Class Time	9:00-12:20 / 13:00-16:20
Class Size	20

- With the goal of entering a university or college, develop the ability to pass the Examination for Japanese University Admission for International Students (EJU) and the Japanese Language Proficiency Test (JLPT) N1, N2, etc.
- There are two regular exams and class placements in both the first and second semesters.
- If the passing score is not achieved, re-examination and make-up lessons will be conducted.

Higher Education Preparatory Course

Class Day	Saturday (※ please refer to the times bellow)
Class Time	9:00–12:20
Class Size	20

- To prepare for the EJU, our school offers general subjects, mathematics, science and English lessons (85 hours per subject).
- Term 1: From the 3rd week of January to the 3rd week of June (17 weeks in total),
Term 2: From the 3rd week of June to the 1st week of November (17 weeks in total)

Dormitory

The actual cost is shared according to the number of people staying (please check the contract in advance and confirm the amount)

Various types of rooms are available, please confirm the rent and etc. with the school

Room for one is 40,000 yen, and for two is 30,000 yen per person

Generally, 2 people share a room (please inquire if you need a single room)

Dormitory supplies Fee: 10,000 yen

In principle, a 6-month contract is required (extendable)

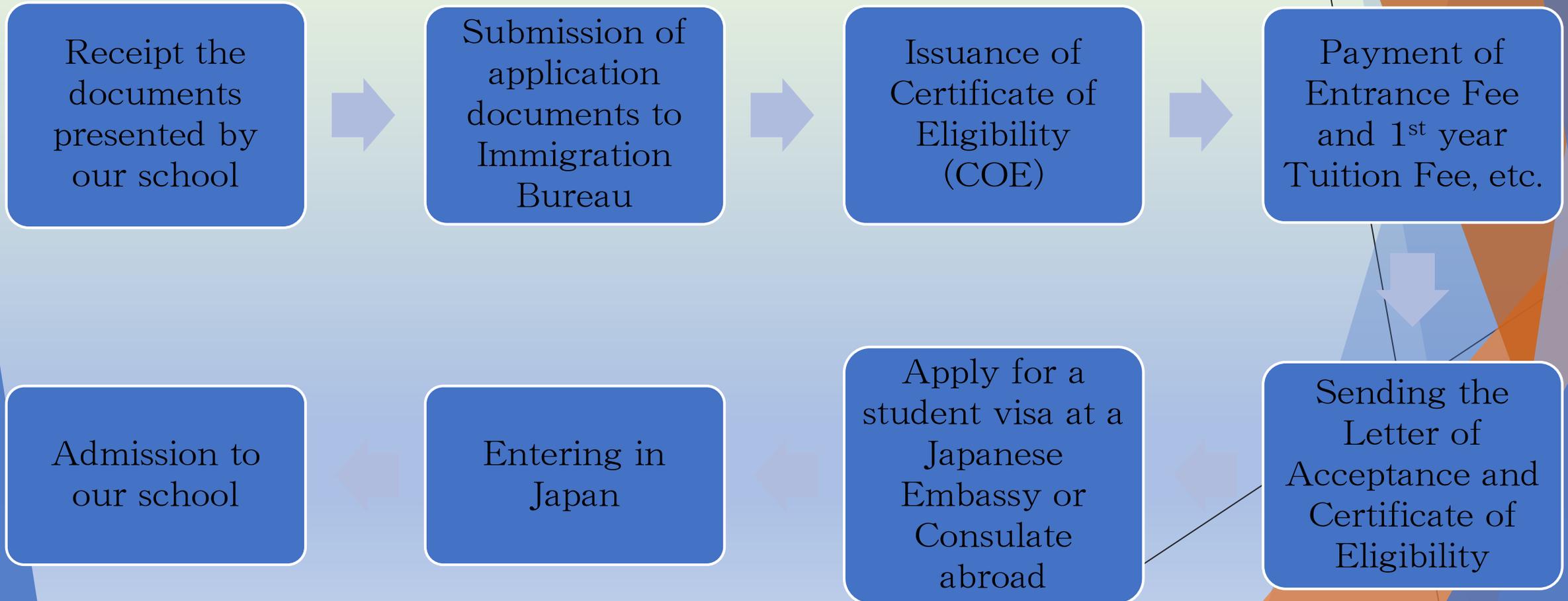
Payment for staying in the dormitory

Room Type	Check-in Fee	Rent (6 months)	Room Supplies	Total
Room for one	30,000	240,000 (40,000/month)	10,000	280,000
Room for Two	30,000	180,000万 (30,000/month)	10,000	220,000

- Check-in fee includes: security deposit, key money, fire insurance, guarantee fee, agency fee, etc.
- Facilities: Refrigerator, washing machine, toilet, bathroom, table and chair, etc.
- Water, electricity, gas, Internet and bank transfer fees are to be borne by the applicant

Admission Flow

(The interview and document review are required, please confirm)



Required Documents for Application

1.Applicant related documents

	Documents	Remarks
1	Application Form	Type in a Word document and sign (or sign and fingerprint the printed form)
2	Personal Resume	Type in a Word document and sign (or sign and fingerprint the printed form)
3	Reasons for studying in Japan	Type in a Word document and sign (or sign and fingerprint the printed form)
4	6 Passport Photos (height 4cm x width 3cm)	Taken within last 3 months (include full name and D.O.B on the back of the photos)
5	Photocopy of Passport	Passport holder (photocopy of photo page and previous entry & exit records)
6	Highest Academic Certificate	In principle, the original Graduation Certificate is required
7	Academic Transcript	The transcript of all subjects for each term is required
8	Proof of Japanese Language study	At least 150 hours' Japanese Language course is completed
9	Proof of Schooling Status	For current student applicant
10	Proof of Employment Status	For currently employed applicant
11	Household Booklet or Birth Certificate	The version of updated occupation and education is required
12	Identification Card	Photocopy of ID Card only

2. Financial Sponsor related documents

a) Financial Sponsor living in countries other than Japan

1	Financial Sponsorship Form	Type in a Word document and sign (or sign and fingerprint the printed form)
2	Proof of Bank Savings	A deposit equivalent to about 3 million JPY is recommended
3	Photocopy of the Bank Passbook	Proof of the source of funds for the past 3 years
4	Proof of Relationship with Applicant	Family relationship notarization or birth certificate notarization, etc.
5	Proof of Employment	Business operator needs to submit a business license
6	Proof of Income	Proof of Income for the last 3 years
7	Proof of Tax Payment	Proof of Tax Payment for the last 3 years
8	Household Booklet	The version of updated occupation and education is required
9	List of Family Members	A list of all family members living with the sponsor is required

b) Financial Sponsor living in Japan

1	Financial Sponsorship Form	Type in a Word document and sign (or sign and fingerprint the printed form)
2	Proof of Bank Savings	A deposit equivalent to about 3 million JPY is recommended
3	Photocopy of the Bank Passbook	Proof of the source of funds for the past 3 years
4	Proof of Relationship with Applicant	Family relationship notarization or birth certificate notarization, etc.
5	Proof of Employment	Business operator needs to submit a copy of the business license
6	Proof of Income	Proof of Income for the last 3 years
7	Proof of Tax Payment	Proof of Tax Payment for the last 3 years
8	Certificate of Residence	

- Please attach Japanese translations of all documents
- All certificates must be updated within 3 months before the application
- It may be necessary to submit documents other than the above