

**THE KOBE YMCA COLLEGE**  
**JAPANESE DEPARTMENT**  
**2011 SPRING TERM COURSE APPLICATION HANDBOOK**

**1. COURSES**

Courses	Study term	Enrollment limit	Visa Provided
Beginner's Course	1 year or 2 years	60 people	College Student
Intermediate and Advanced Courses			

**2. CLASS TERM**      **April 2011 ~ March 2012 (for 1 year course)**  
**April 2011 ~ March 2013 (for 2 years course)**

**Class Time:**      Mon. to Fri. 9:30~12:20 / 9:30~15:10 (different by the class level)

**Breaks:**            Summer break: early July 2011 ~ late August 2011

Mid term break: early October 2011 (About 10 days)

Winter break:      mid-December 2011 ~ early January 2012

\* There are no classes on Saturdays, Sundays, National Holidays and other days that school will be fixed.

**3. BASIC REQUIREMENTS FOR APPLICATION**1. Completed **12 years of standard school education**

Academic ability is regarded as the equivalent of 12 years standard education

(If the term of study is shorter than 12 years because of the public education system, please inquire at the office before applying).

2. Completed studying at a Japanese Language School in his/her home country for **more than 150 hours**, completed of **grade 4 or above of the Japanese Proficiency Test**, or completed of **grade E, F, or above of the J-test or will be completed.**3. Applicants **should have a contact person living near Kobe area.** (The contact person should be the person who is able to take care of the applicant to come to Japan, to rent an apartment and so on. The contact person supports the applicant to live and study in Japan comfortably.)**4. APPLICATION PERIOD: Wed. Sept. 1, 2010 ~ Sat. Nov. 27, 2010**

Office hours: 9:00 a.m. ~ 5:00 p.m.

Mon. to Sat. except Sun. & National Holidays

**Application:**

\*When turning in the application forms, we will check them at the office, so please call us before coming to the Kobe YMCA.

\*Any applications directly sent to the YMCA from overseas will not be accepted.

\*Please apply through a contact person in Japan.

**Application Fee: ¥20,000**

\*Submitted applications will not be returned except original diploma certifying graduation.

**5. FEES**

Payment Method	Enrollment fee	Tuition Fees (for one year)	
Payment in full	Early Dec., 2010	Must be paid by Fri. March 11 2011	
		¥700,000	
Payment by installments	¥100,000	Fri. March 11, 2011 ¥350,000	Wed. August 31, 2011 ¥350,000

Extra costs: Textbook fees (approx. ¥10,000 per year) etc.

All of the things listed below are the minimum of what the applicant should prepare. We might ask the applicant to submit some other documents individually.

Submitted documents are the only criterion for selection at our school, so please carefully read “entry explanation document” and clearly fill out the application form. When under the circumstance of being short of writing space, please use and continue writing on a separate sheet of paper.

All items in languages other than Japanese must be translated into Japanese.  
Please have your translator’s dated signature included at the end of the document.

## 1. Things the applicant must prepare to be completed by the applicant only.

### YMCA Japanese Language School application for admission

- \*Must be written by the applicant him/herself
- \*Do not use abbreviation for the names of the schools, companies and addresses.
- \*If the applicant has come to Japan before, please write down in the exact date of his/her entry into, and departure from Japan. (Please bring a copy of pages for the entry and departure appearing on his/her passport.)

### Application for certificate of eligibility (3 sheets)

- \*Put a photo on the first page.
- \*If the applicant has a passport, please bring a copy of the ID section (photograph).

### 6 Photos (4cm x 3cm; The photos must be taken within 3 months.)

- \*Please write name and date of birth on the back of each photo.
- \*The applicant needs 6 photos except for the application for admission and application for certificate of eligibility.

### Statement of reason for admission (Form-1)

- \*Please make sure that the form is written in the applicant’s handwriting.
- \*Please use extra papers in case of shortage of the writing space.
- \*Either Japanese or the applicant’s native language is fine, but the applicant needs a Japanese translation for the native language.
- \*If the applicant wishes to go to a graduate school, please submit a report about his/her future plans to do so.

### Official graduation certificate or the copy of the original diploma from the last educational institution

Please prepare the following documents for applicant from **Republic of China**.

- \*Original diploma
- \*If the applicant graduated from university, please submit the certification of China Academic Degrees & Graduate Education Development Center (CDGDC). (<http://www.cdgdc.edu.cn/rzxx/>)
- \*The certification must be sent by CDGDC to the Kobe YMCA directly.
- \*If you have a certification of bachelor’s degree (学士証 or 学位証), please bring it.

### Official transcript from the last educational institution

Please prepare the following documents for applicant from **Republic of China**.

- \*If you took unified exam of Chinese college enrollment(高考), please bring official transcript. (Please apply for the certification of 高考 to China Academic Degrees & Graduate Education Development Center (CDGDC). <http://www.cdgdc.edu.cn/rzxx/>)
- \*The certification must be sent by CDGDC to the Kobe YMCA directly.

### Certificate of Japanese ability (submit one of the following: a, b, or c)

- Result report of the Japanese Proficiency Test grade 4 or above
  - Result report of the J-TEST grade F or above, or admission ticket for J-TEST.
  - Certificate showing that the applicant has completed or is now studying at a Japanese Language School in his/her home country for more than 150 hours.
- \*Please specify the studying term, studying hours per week, and the length of each class.
  - \*Please use the attached language school letterhead letter.

(For applicant from Republic of China) The colored copy of identification and family register.

### Certificate of employment

- \*If the applicant had worked before, please provide proof of employment.

## 2. Things relating to the payment of the applicant's expenses.

Please indicate the method of payment by choosing the letter (A-C) which is appropriate for you.

### A) If the applicant is paying by himself/herself:

The applicant's official bank statement

The applicant's certificate of income

Employment: Employment letter

\*Any relevant details will take account in your employment period.

*The financial sponsor supports the tuition and living expenses.*

### B) If the financial sponsor is making a remittance from overseas:

Document explaining the reason for accepting responsibility as a sponsor (Form-2)

\*Should be written by the sponsor him/herself.

\*For applicants who accepted financial aid besides from parents, please explain in detail the relation between the sponsor and the applicants and the reason for becoming a guarantor.

The financial sponsor's official bank statement

\*Please prepare both A and B documents for applicant from **Republic of China**.

A. Official certificate of “存款” B. Colored copy or colored photo of “存单”

The financial sponsor's certificates of employment

\*Employment: Employment letter (Any Relevant details will take account in your employment period)

\*CEO chief executive officer: Public corporation registration license.

\*Own business: Business license

The financial sponsor's certificates of income and income tax in the past three years

\*Please provide any official income tax documentation issued by the government office and/or by the company.

Certificate, which will prove the relationship between the applicant and the financial sponsor.

\* A resident card, a copy of the family register, or birth certificate might be useful.

\* For applicant from **Republic of China**, please prepare copy of all pages of “公证书” and “户口簿”  
Please use the company letterhead letter and put sponsor's name. (The letterhead should have the address, fax and phone number of the company.)

### C) If the financial sponsor is residing in Japan:

Document explaining the reason for accepting responsibility as a sponsor (Form-2)

\*Should be written by the sponsor him/herself.

\*For applicants who accepted financial aid besides from parents, please explain in detail the relation between the sponsor and the applicants and the reason for becoming a guarantor.

The financial sponsor's official bank statement

The financial sponsor's certificate of income (past 3 years)

\*Certificate of one of the following:

a) Certificate of income issued by the city office or the ward office. (Total income for a year must be stated.)

b) Certified copy of final income tax return.

c) A tax receipt from work.

The financial sponsor's certificate of employment

Certificate, which will prove the relationship between the applicant and the financial sponsor

\*A resident card, a copy of the family register, birth certificate, photos, or relationship description might be useful.

Certificate of residence if the financial sponsor has Japanese citizenship, and

If he/she has foreign citizenship, certificate of alien registration is needed.

\*All members of the family should be stated.

## 3. The document which needs to be filled out by the contact person in Japan.

Document of acceptance to become a contact person (Enclosed forms)

All items in languages other than Japanese must be translated into Japanese. Please have your translator's dated signature included at the end of the document.

Documents listed above are the minimum of requirement as part of the application process. We shall contact you for another documents individually.

All the documents would not be used for other purpose except to submit to the immigration office.

# Proceedings from the application to the entrance into YMCA

Application forms from overseas will not accepted. Please ask your contact person in Japan to make the procedures.

## Submit application form to YMCA

↓ \*Please call in advance to make an appointment before coming to YMCA. On the appointed day, please bring all necessary application forms and the application fee ¥20,000 to YMCA.

## Screening document in YMCA



## Result of notification (early December)

↓ \*If the applicant fails the selection, the application fee will not be paid back.

## Enrollment fee submission

↓ \*The financial sponsor must pay the enrollment fee ¥100,000 before the deadline date.

## Issue of entrance permit.

↓ \*After the enrollment fee is paid, an entry permit will be sent to the contact person.

## Application to the Japanese Immigration Office

↓ \*YMCA will submit the documents to the Japanese Immigration Office in order to obtain a "Certificate of Eligibility" for the applicant.

\*The period of time for the immigration to examine the application is about three months.

## Delivery of the "Certificate of Eligibility" (early March)

↓ \*After the application documents passed the screening of the immigration, the "Certificate of Eligibility" will be issued and consigned to the YMCA.

\*YMCA will hand "Certificate of Eligibility" to the contact person. Due to the importance of documents, it will be sent by registered to the applicant from the contact person.

\*When the application documents has been rejected by the immigration, the enrollment fee will be returned to the applicant.

## Tuition payment

↓ \*Please have the financial sponsor pay for the tuition fee.

## Acquisition of visa

↓ \*The applicant will go to the Japanese embassy in his/her country with the "Certificate of Eligibility" and his/her passport in order to apply for a visa.

\* If the applicant is not able to acquire a visa, or declines his/her acceptance, the tuition already paid will be returned but the enrollment fee and the application fee will not be paid back.

## Coming to Japan

\*Please attend the entrance ceremony and orientation. (early April)

### THE KOBE YMCA COLLEGE JAPANESE DEPARTMENT

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**Applications for 2011 Autumn term course will be accepted  
from March 2011.**

Course duration: October 2011 ~ March 2013

