

Requirements for Admission

BASIC Japanese Language Institute

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●Application submission Dates

- Spring (for entry as of April) : from September 1st of previous year to November 30th.
- Autumn (for entry as of October) : from April 1st to May 31st.

●Courses

	Spring (for entry as of April)	Autumn (for entry as of October)
Courses	Two years College preparatory course	One and a half year College preparatory course
Capacity / class	20 students	20 students
Entry Dates	April	October
Length of course	2 years	1 and a half years
Graduation	March in the year after next	March in the year after next
Visa status	College student visa	College student visa

●Class Hours

Period	Morning Classes	Afternoon Classes
1	08:30 ~ 09:15	13:00 ~ 13:45
2	09:20 ~ 10:05	13:50 ~ 14:35
3	10:15 ~ 11:00	14:45 ~ 15:30
4	11:05 ~ 11:50	15:35 ~ 16:20
5	11:55 ~ 12:40	16:25 ~ 17:10

●Applicant requirements

- (1) Applicants who have completed or expected to complete 12 years or more of full time school education, or its equivalent.
- (2) Applicants who are 18 years of age or over
- (3) Applicants who have permitted to enter or are to be permitted to enter Japan by fair procedures.
- (4) Applicants who have a guarantor meeting all of the necessary requirements for providing school expenses, etc.
- (5) Applicants who have an N5 Japanese Language Proficiency test, or its equivalent, or those with 150 hours or more of Japanese language study experience.

●Selection Process

We will review the documents which you submit, and upon conclusion that all necessary requirements have been met, arrange an interview.

●Necessary Documents

All certificate documents must be original except where copies are allowed.

Each document not written in Japanese or English must be submitted with a Japanese translation attached.

	Application form	Notes
Papers to be submitted by the applicant	Copies of Passport and identification	When an applicant has an existing passport. Please submit a copy of the page showing your photo. If you have entered Japan before, please also attach a copy of the page showing your entry/departure dates.
	Application form	Prescribed Form. Name of school, graduation date and address etc. All information must match all certification which you submit.
	Personal history	
	Family relationship	Prescribed Form. Please fill out about all family members including relatives by affinity within the second degree, applicant's spouse, and co-residents.
	Application essay	Prescribed Form. To be filled in by the applicant only. Please fill out particulars regarding your intentions for wishing to study in Japan, as well as your expectations following completion of the course. (Please add as many details as possible)
	Written Oath	Documents to be completed by the applicant using a school approved form.
	4 passport-sized photos (headshots)	Size 4cm×3cm, taken within the last 3 months with clear features of the applicant, no hat, and in a plain background. Your name and country must be written on the back of each photo.
	Birth certificates	As with all other documents to be submitted, information on birth certificates or their equivalents must match the information given on all application documents.
	Diploma: Last place of study	Diploma (most recent)
	Academic transcript	Academic record of your last school(from 1st to final year)

	Student registration certificate and certificate of expected graduation	※only qualified person
	<ul style="list-style-type: none"> • Certificate(Vietnam) • A copy of an SLC pass certificate(Nepal) 	<p>Performance certificate from either a University standardized test, or the results certificate of high school standardized test.</p> <p>※Original certificate must be mailed to the school directly from the authentication center. (Documents which are sent by the applicant will be deemed unacceptable)</p>
	Academic record of Japanese Language education	Certificate of the N5 JPLT, J TEST F level and above. Documentation attesting to your having studied Japanese for 150 hours or more (Describe class hours, names of textbooks used, class attendance rate and hours.)
	Proof of employment	※only qualified person
Papers to be submitted by the guarantor	Copy of identification	Copy of ID card, etc.
	Letter of remittance	Applicants must use the form designated by the school in order to fill out in detail their sponsor's financial status, and payment method.
	Proof of capital	Bank balance certificate(original) or a copy of a document attesting to current savings
	Documents proving fund formation process of your supporter	Copy of an account book showing the funds formation or Agreement related to home buying and selling and a copy of proof of payment.
	Proof of residency and verification of relationship	<p>Entire information regarding all members of the household.</p> <p>e.g. Copies of the family registry, documents certifying the family relationships and a birth certificate.</p>
	Proof of employment	<p>Listing occupation, position, entrance date, and length of employment, etc.</p> <p>This should be accompanied by the official name of the company, address and telephone number on the letterhead.</p>

	Verification of income and tax certificate	Documents related to personal income tax revenue, or those relating to the last three years income have been described. Those issued bearing a letterhead with an official company name, address, and work telephone numbers have been described. ※ Tax code registration numbers are required to be filled out by all guarantors, including a farmer and a self-employed individual. (Vietnam)
	Business license	※ only qualified person (self - employed person)

※Note

- Application, a statement of the reasons for studying abroad, with respect to financial supporter certificate, personally signed by that person is required.
- Please write that translator's name and his/her signature or the seal, and translation agency at the bottom of each translated document.
- Please fill in the order of year, month, and day in that order in the required area. Also, please fill in the year numerically, e.g. 1996. 10. 28, etc.
- Please fill in your age in years according to the western system. (count your age on your last birthday)
- If you make mistakes when filling out the application form, please rewrite it using a new one, as no corrections are allowed.
- We may ask you to provide additional documents or information.
- Please make A4-size copies of all documents you wish to submit.
- If you have been to the "grant application of Certificate of Eligibility" in the past, please inform us in advance.
- The admission requirements will be canceled if any false information is discovered within the application documents.
- All papers submitted except a diploma to the Immigration Office will not be returned. If you wish the papers to be returned, please notify the school office at the time of application.

●Fees

Two years College preparatory course (April enrollment)

Items	Before coming to Japan (1st payment)	After coming to Japan (2nd payment)	Payment time
Processing	¥30,000	—	When the Certificate of Eligibility is issued.
Registration	¥40,000	—	
Tuition	¥560,000	¥590,000	Fees for the 1 st period should be paid in full after receiving a certificate of eligibility. Fees for the 2nd period should be paid in full before the new period begins. We will inform you of a specific date later.
Institution	¥50,000	¥50,000	
Material	¥28,000	¥38,000	
Other expenses	¥40,000	¥40,000	
International Student Insurance	¥10,000	¥10,000	
Deposit	¥35,000	—	The actual cost will be paid in advance so that the school will purchase / apply for it all at once. The surplus money will be refunded at the time of graduation.
Total	¥793,000	¥728,000	

One and a half year College preparatory course (October enrollment)

Items	Before coming to Japan (1st payment)	After coming to Japan (2nd payment)	Payment time
Processing	¥30,000	—	When the Certificate of Eligibility is issued.
Registration	¥40,000	—	
Tuition	¥560,000	¥300,000	Fees for the 1 st period should be paid in full after receiving a certificate of eligibility. Fees for the 2nd period should be paid in full before the new period begins. We will inform you of a specific date later.
Institution	¥50,000	¥25,000	
Material	¥28,000	¥24,000	
Other expenses	¥40,000	¥20,000	
International Student Insurance	¥10,000	¥5,800	
Deposit	¥35,000	—	The actual cost will be paid in advance so that the school will purchase / apply for it all at once. The surplus money will be refunded at the time of graduation.
Total	¥793,000	¥374,800	

●Payment Information

Please forward expense fees, including the transfer fee, to the following account.

Name of Bank: BANK OF TOKYO-MITSUBISHI UFJ (BIC: BOTKJPJT)
 Branch name: KONOIKE-SHINDEN BRANCH
 Account number: 018-0155121
 Account name: SANKYO MFG CO., LTD.
 Account address: 2-6-37, KOUNOIKE-CHO, HIGASHIOSAKA-SHI,
 OSAKA, JAPAN 578-0972

●Housing

We are able to arrange student accommodation with a rule to live half a year minimum.

Student apartments are equipped with some basic home appliances, although bedding is not supplied.

Please inform us in advance in case you expect to live with a friend, family or relatives living in Japan, as we may wish to have meeting with them, or visit to their place of residence.

●Scholarship system – School Awards “BASIC scholarship”

Students with outstanding academic results will have the opportunity to apply for scholarship systems which exempt them from tuition fees, after having fulfilled the necessary requirements of the school. (As seen in the tables below.)

Name of scholarships	terms	Payment amounts
Best Award	Persons meeting the requirements listed below for all conditions necessary in both award categories ① Those who have passed the Japanese Language Proficiency Test N1 with a score of 90% or more ② Those who have taken 3 subjects on the Examination for Japanese University Admission for International Students (EJU) with a score of 90% or more in each subject. ③ Perfect attendance	¥600,000 ※bulk payment after graduation

2 nd Award	<ul style="list-style-type: none"> ① Those who have passed the Japanese Language Proficiency Test N1 with a score of 80% or more ② Those who took 3 subjects on The Examination for Japanese University Admission for International Students (EJU) with a score of 80% or more in each subject. ③ Attendance rate 95% or more 	<p style="text-align: right;">¥300,000</p> <p style="text-align: center;">※bulk payment after graduation</p>
N1 Award	<p>Persons meeting the requirements listed for the conditions below</p> <ul style="list-style-type: none"> ① N1 who pass the Japanese Proficiency Test ② Attendance rate 95% or more until receiving the result 	¥100,000
N2 Award	<p>Persons meeting the requirements listed for the conditions below</p> <ul style="list-style-type: none"> ① N2 who pass the Japanese Proficiency Test ② Attendance rate 95% or more until receiving the result 	<p>¥5,000</p> <p>Gift Voucher</p>
Perfect Attendance Award	Perfect attendance during the enrollment period	¥10,000
Diligence Award	Attendance rate of 95% or more during the enrollment period	¥5,000
BASIC award	Students who have been recognized as a model activity during the enrollment	¥5,000

●Application Procedures

Step	Enrollment in April	Enrollment in October
<p>Applicants send all necessary documents by post and make payment of application fees.(Directly, or through our local partners)</p> <p style="text-align: center;">↓</p>	<p>By November 30th</p>	<p>By May 31st</p>
<p>The school submits an application for a Certificate of Eligibility to the Immigration Bureau after completion of document screening and interview.</p> <p style="text-align: center;">↓</p>	<p>Middle of December</p>	<p>Middle of June</p>
<p>The school notifies the applicant of the result of the application for the certificate of Eligibility. When the application process is successful, the applicant is required to pay for the related expenses.</p> <p style="text-align: center;">↓</p>	<p>End of February</p>	<p>End of August</p>
<p>Following your payment of the relevant expenses having been processed successfully, your Certificate of Eligibility (original) and admission letter will be sent to you or to our local partners.</p> <p style="text-align: center;">↓</p>	<p>Beginning of March</p>	<p>Beginning of September</p>
<p>Applicants hand in the original Certificate of Eligibility and Admission letter to obtain a visa at a Japanese embassy or consulate in their area.</p> <p style="text-align: center;">↓</p>	<p>Middle of March</p>	<p>Middle of September</p>
<p>Please inform school immediately when your Visa is issued.</p> <p style="text-align: center;">↓</p>	<p>End of March</p>	<p>End of September</p>
<p>Please visit Japan on the day the school specifies.</p> <p style="text-align: center;">↓</p>	<p>End of March</p>	<p>End of September</p>
<p>Entrance ceremony • Orientation • Start of classes.</p>	<p>Beginning of April</p>	<p>Beginning of October</p>