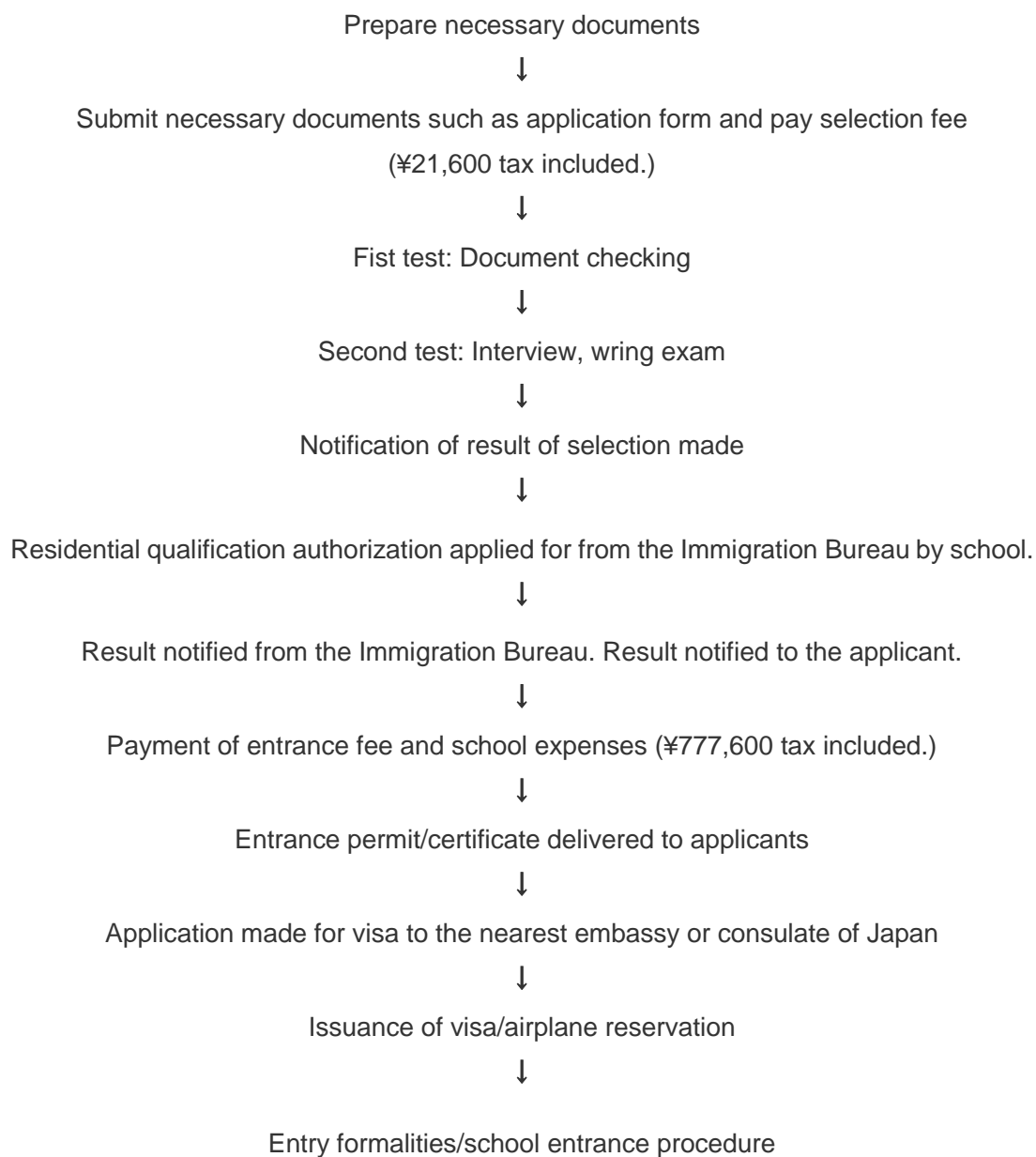


LIBERTY ODAWARA Japanese Language School

April enrollment students 2019

Guideline for Applicants

Admission process



◆ Entrance formalities

1. Entrance Requirements:

Applicants must satisfy the following requirements

- 1) Have completed at least 12 years of formal education in their own country.
- 2) To learn the Japanese more than 150 hours, who was recognized that there is a Japanese Language Proficiency Test N5 about more than academic ability

* However, the above mentioned requirements only apply to applicants that have graduated from an academic institution within the past five years. In addition, generally applicants must be under 30 years of age.

2. Courses and Application Period

Course name	Month of entrance	Application Period
Bridging Course: 2 Years	April	July 1 - October 31
Bridging Course: 1.5 Years	October	February 1 - April 30

3. Application Documents

Documentation needing to be prepared by applicant

1. Application Form (in the format specified by the school)
2. C.V. (in the format specified by the school)
3. Covenant (in the format specified by the school)
4. Medical examination certificate (Original)
5. Graduation certificate of final education diploma (Original)
6. Certificate of academic results from total period of attendance at last academic institute (Original)
7. Certificate of history of Japanese language studies. Level 5 or above Japanese Language Proficiency Test Certificate, etc. (Original)
8. Copy of passport (if applicant has previously entered Japan the entry registration needs to be included.)
9. 8 photos (4cm.x.3cm) taken within 3 months of the application.
10. Certificate of employment (if applicant is working)

※ Japanese translations should be attached for documents (5), (6), (10).

Documents of financial supporter needing to be submitted**A) Financial supporter from someone not living in Japan (financial supporter)**

1. Certificate of defraying expenses written by financial supporter (in the format specified by the school.)
2. Letter of Guarantee written by the financial supporter (in the format specified by the school.)
3. Documents issued by a notary public proving the financial supporter's relationship with applicant (Family Register)
4. Bank balance certificate (Original)
5. Bank Specification
6. Original certificate of employment (Business Permit or Corporate Register etc. will be needed if the financial supporter is a business owner or executive.)
7. Copy of Residency Record (financial supporter): Birth Certificate.
8. Income certificates for past three years (documents providing the financial supporter's income or profit over the past three years, such as tax certificates in the case of the financial supporter being a business owner or executive.)

※ Japanese translations should be attached for documents (3), (4), (6), (7), (8).

B) Financial support from someone living in Japan

1. Certificate of defraying expenses written by financial supporter (in the format specified by the school.)
2. Letter of Guarantee written by the financial supporter (in the format specified by the school.)
3. Documents issued by a notary public proving the financial supporter's relationship with applicant (Notarized Deed of kinship, etc.)
4. Bank balance certificate (Original)
5. Bank Specification
6. Original certificate of employment (Business Permit or Corporate Register etc. will be needed if the financial supporter is a business owner or executive.)
7. Certificate of Residential (Jyumin hyo)
8. Tax Payment Certificate (documents providing the financial supporter's income or profit over the past three years)
9. A copy of the residence card (Zairyu card)

※ Japanese translations should be attached for documents (3)

C) Applicant will be paying own expenses

- Documents issued by a notary public proving (Notarized Deep of kinship, etc.)
- Original bank balance certificate in the name of the applicant.
- Certificate of employment or annual income certificate of applicant.
- ※ Japanese translations should be attached these documents.

4. Selection fee

Selection fee	¥20,000 (¥21,600 tax included)
---------------	--------------------------------

Selection fee must be paid when submitting application documents. Please note the selection fee is non-refundable.

5. Submission of application documents

Application documents need to be submitted to

LIBERTY Odawara Japanese Language School

Liberty Tokai Building 2F 3-11-23 Honcho Odawara-city, Kanagawa, 250-0012 Japan.

TEL: +81 (0)465-23-4411

FAX: +81 (0)465-23-4412

E-mail: info@lib-odawara.jp

* Please ensure to send the application documents via EMS, OCS, DHL or FedEx etc. Please also take note that any incomplete documents may not be accepted.

6. Selection method

Written examination	1) Japanese 2) Essay (in Japanese or native language of the applicant)
Interview	Must be accompanied by financial supporter

7. School expenses and other fees

Course	When to pay by	Enrollment fee	Tuition fee	Facility fee	Other fees	Total	Total Tax included
Two Year Bridging Course	At School Entry	50,000	600,000	20,000	50,000	720,000	777,600
	One Year Later		600,000	20,000	50,000	670,000	723,600
	Total	50,000	1,200,000	40,000	100,000	1,390,000	1,501,200
One Year and a Half Bridging Course	At School Entry	50,000	600,000	20,000	50,000	720,000	777,600
	One Year Later		300,000	10,000	30,000	340,000	367,200
	Total	50,000	900,000	30,000	80,000	1,060,000	1,144,800

(Unit/Japanese Yen)

* Enrollment fee, school expenses, facility expenses and others must be paid before a Certificate of Eligibility will be issued.

* Cost of living and school expenses will need to be periodically remitted after entering the school. To amend or renew Permission for Residence the certificate of remittance stated on the passbook must be submitted.

*Generally any school expenses paid are non-refundable. However, if there is any applicable reason an applicant cannot come to Japan please consult us.

Receiver's account information

Bank name :	MIZUHO BANK, LTD.
Bank Swift Code	MHCBJPJT
Branch name :	ODAWARA BRANCH(376)
account number	1638415
Recipient name:	TOKAI BUILDING MAINTENANCE CORP. LIBERTY ODAWARA JAPANESE LANGUAGE SCHOOL
Bank Address	2-7-32 SAKAECHO ODAWARA KANAGAWA 250-0011 JAPAN
Bank Phone:	+ 81-465-23-1143