

# ECC JAPANESE INSTITUTE NAGOYA SCHOOL

## ENROLLMENT INFORMATION

(\* This information in English is for applicants from the OECD countries. Applicants from other countries should ask our office in detail)

### 1 . Courses

Scheduled Start of classes	Course	Filed Number	Number of lessons
Apr.	1 year Course 2 years Course	160	4 lessons / day 20 lessons / week
Jul.	1 year and 9 months Course		
Oct.	1.5 years Courses		
Jan.	1 year and 3 months Course		

### 2 . Qualifications for Student Visa

- (1)Those who have completed (or will complete) 12 years of education in schools outside Japan.
- (2)Those who have completed a secondary education curriculum, outside Japan, which qualifies them for college entrance.
- (3)Those who are acknowledged by this institute as having the equivalent of (1) and (2) above.

### 3 . Application Periods

Scheduled Start of classes	Applicant for Pre-student Visa
Apr.	Aug. 1 ~ Nov. 15
Jul.	Jan. 10 ~ Mar. 20
Oct.	Mar. 2 ~ May. 31
Jan.	Jul. 1 ~ Sep. 30

### 4 . How To Apply

Applications and documents must be submitted to this office by the applicant or the applicant's sponsor (guarantor) . At the time of application, the guarantor is also requested to have an interview with the director of the Japanese Language Dept. Applications by mail are accepted only when applicants don't have a personal guarantor.

### 5 . Fee Schedule (In Japanese Yen) (\*tax included)

- (1)Screening Fee 20,000 yen
- (2)Enrollment Fee 50,000 yen
- (3)Tuition

Courses	Tuition	Installment
2 years Course	1,240,000 yen	It's possible to pay by 0.5 year tuition (330,000 yen) or 1 year tuition each.
1.5 years Course	940,000 yen	
1 year Course	640,000 yen	

- If you want to know how pay the tuition for 1 year and 3 months or 1 year and 9 months at once, please ask ECC.

#### (4)Miscellaneous expenses

1. The injury insurance Fee — 2,000 yen per year

Due to the fact that accidents occur, ECC require that every student must enter a insurance program. Insurance fees will not be returned under any circumstance. If you stay more than 1 year, you have to pay again.

2. The cost of original school material — 5,000 yen per half year

During the term of tuition payment, students have to pay the cost of the original school material. Students also have to pay general textbook fee, after your class has been decided by ECC.

\*Refund of Admission Fee and Tuition Fee. (For only students with student visa)

- ①Once paid, the entrance fee is absolutely non-refundable.
- ②In the case that a student is unable to come to Japan because his/her visa has not been issued, tuition will be refunded when the student informs ECC of the fact and sends a copy of his/her passport to the school. Tuition will be refunded, but will not include the Screening Fee and Enrollment Fee.
- ③Even if a student quits ECC within six months, the first six months tuition will not be refunded. After six months of enrollment, next term tuition will be refunded with the following requirements:
  - (1)Students who have been accepted by a University.
  - (2)Students who have submitted a Notice of Termination to ECC and received acceptance by ECC, and have returned to their own country.

## 6 . Reguled Documents for Application

### 1 . Students applying for Pre-Student Visa

Applicants must submit or attach the following documents: (with Japanese translation for every documents in other languages than Japanese on a separate piece of paper, and the name and adress of translator should be filled in the translation)

- (1)Enrollment Application (Form-1)
- (2)Proof of graduation (or prospective graduation) from last school (original)
- (3)School certification
- (4)Resume (Form-2)
  - ※If Applicants have an irregular academic career including period of entrance at each school and length of enrollment at each school, the explanation paper issued by school should be submitted at the time of application.
- (5)The reason for studying written in concrete detail.
- (6)5 pieces of identification photographs ( 4 cm× 3 cm, taken within the last 6 months, from waist up, hatless)
- (7)A photocopy of passport (only applicants who already have)
- (8)Written pledge (Form-3)
  - ※Each of the student and sponsor must fill out by him / herself and also put the seal.
  - ※each copy (3)7) should be submitted by the applicants concerned.
  - ※(1)4)8) must be filled out by the applicant him / herself.

Sponsors must submit following documents (with Japanese translation for every documents in other languages than Japanese on a separate piece of paper, and the name and adress of translator should be filled in the translation.)

[ In case when remittance from home country is made, remitters must submit or attach the following documents. ]

- (1)A paper at financial sponsorship (Form-4) Sponsor must fill out by him / herself.
  - ※2.(1)Concerning how to pay tuition, you should put the circle to the one you will take.
  - ※2.(3)Concerning how to pay for the living expenses, the amount of the money you bring to Japan at entering, the amount and the number of times (ex. Once a month) which the sponsor will pay should be indicated.
- (2)Certificate of deposit and dealings with a bank (to certify remitter's assets)
  - ※the currency in the certificate would be local currency.
- (3)Documents to certify the relationship with the applicant
- (4)Certificate of occupation
  - (If a remitter is an employee, a certificate of employment and a certificate of income should be submitted. If a remitter is a business owner or executive, a copy of company registration should be submitted)

[ If a resident in Japan is to pay for the expenses, he/she must submit or attach the following documents. ]

- (1)A paper of financial sponsorship (Form-4) sponsor must fill out by him / herself.
- (2)Letter of guarantee (form-5)

(3)Certificate of residence tax (income amount to be stated)

(4)Certificate of deposit and dealings with a bank

(5)Certificate of occupation

(If the sponsor is an employee, a certificate of employment should be submitted, If the sponsor is a business owner or executive, a copy of company registration should be submitted. If the sponsor is a private business owner, a copy of business licence should be submitted)

(6)Certificate of a registered stamp

(7)Certificate of residence for every family member or certificate of registered matters

(8)Documents to certify the relationship with the applicant

① if the resident is one of relatives of the applicant, certificate of residence and family registration should be attached .

② if the sponsor is company-related person, the documents explain the relationship between applicant and this company

[ If the applicant is to pay for expenses, following paper must be submitted. ]

(1)Certificate of deposit and dealings with a bank

(2)Certificate of occupation of the applicant in his / her home country.

#### <Notice >

1, All documents must be issued within 6 months of your submitting documents.

2, All documents should be written on official forms, printed the name and the address of the issuing organization.

3, If you have a guarantor who is a resident in Japan, a letter of guarantee (Form-5) must be attached.

4, The above-mentioned documents are must for application.

The submission of other documents might be necessary, case by case, for better documentation of application.

5, Please make photocopies of the blank visa application forms and the subsequent completed forms. If a reapplication (in whole or in part) is requested, fill out the copy of the blank form and use the copy the completed form as a reference.

6, If you have any documents which you cannot hand in, let us know please.

## 7 . As for Pre-student Visa

①When a pre-student visa student from foreign countries do a part-time job, it is necessary to obtain a permit for activity outside a student's field of competence.

A part time job should be limited to 28 hours per week for a pre-student visa student and a student cannot work at businesses affecting public morals. According to our school regulations, only the students who meet all the following two qualifications can obtain permission from the school to do a part-time job. After obtaining permission from the school, the school will apply to the immigration bureau instead of the students.

(1)The student has to have had classes for 3 months or more.

(2) The student's attendance rate and results should be good.

②A student should not be absent, arrive late or leave early to the class with no right reasons, and study as hard as possible.

\*The applicant who lives in Japan would be provided another information.

#### Where to Apply

#### ECC Japanese Language Institute Nagoya School

1-16-16 kanayama, Naka-ku, Nagoya 460-0022

TEL 81-(0)52-339-2977

FAX 81-(0)52-339-2979

E-mail [nihongo@ecc.co.jp](mailto:nihongo@ecc.co.jp)

URL <http://ecc-nihongo.com>

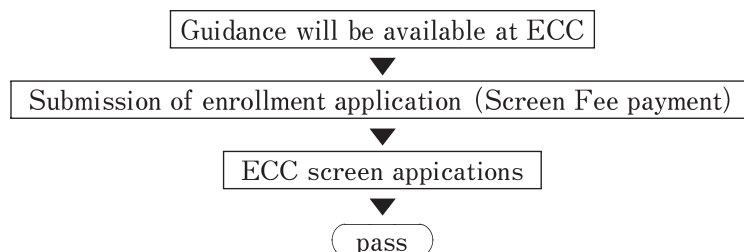
MON. thru FRI. 9 : 00 AM to 5 : 00 PM

※Except Japanese national holidays and school holidays.

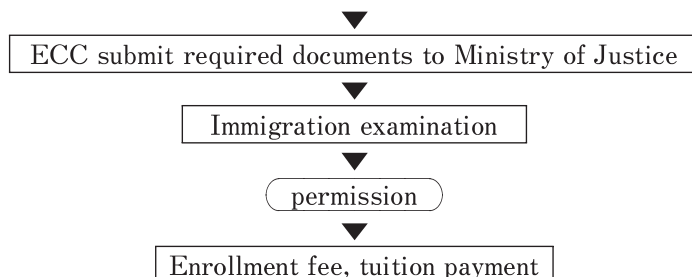
Please come to school after calling on us.

# APPLICATION PROCEDURE

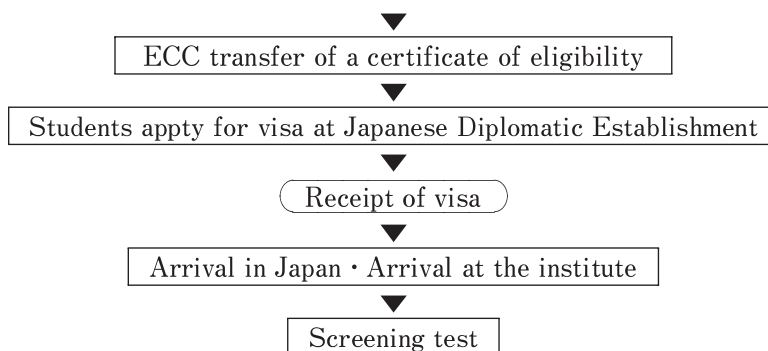
## 1. Students applying for Pre-Student Visa



- If the applicant passes the screening test, and the application documents are accepted ECC will issue an “Enrollment Permission Certificate” and submit the required documents to Ministry of Justice.

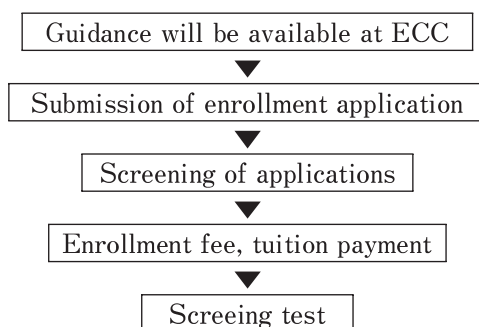


- For applications which have been approved by the Ministry of Justice, the enrollment fee and other fees are then paid by the sponsor. Upon acknowledgement of payment, the certificate of eligibility shall be transferred over.



- With the certificate of eligibility issued by the Ministry of Justice (Immigration Dept.), apply for a visa at the Japanese Embassy, Consulate, or diplomatic establishment. When the visa has been obtained, preparation for departure can begin.
- Students are requested to arrive in Japan no later than 7 days before the first day of classes.
- Enrollment may be cancelled if students do not arrive in time for classes.
- Students will be placed in classes according to their Japanese ability. Class placement is based on the test results, purpose of study, need for Japanese language ability, and prior education, etc.

## 2. Applicants not applying for Pre-Student Visa.



- Students will be placed in classes according to their Japanese ability. Class placement is based on the test results, purpose of study, need for Japanese language ability, and prior education, etc.