

# ECC JAPANESE INSTITUTE NAGOYA SCHOOL

## ENROLLMENT INFORMATION

\*This information in English is for applicants from OECD countries.  
Applicants from other countries should contact our office for details.

### ■ Courses (2years)

Start of semester	Application Periods	Filed Number	Number of lessons
Apr.	1 <sup>st</sup> Aug. – 15 <sup>th</sup> Nov.	190	<ul style="list-style-type: none"> <li>●Five days a week (Mon – Fri) Four lessons a day (Morning Class 9:15-12:30 or Afternoon Class 13:30-16:45)</li> <li>●The student's score on the placement test will decide his/her class.</li> </ul>
Jul.	10 <sup>th</sup> Jan. – 20 <sup>th</sup> Mar.		
Oct.	21 <sup>st</sup> Mar. – 31 <sup>st</sup> May		
Jan.	1 <sup>st</sup> Jul. – 30 <sup>th</sup> Sep.		

※ We will close the list when the number of applicants reaches 160 so please apply early.

### ■ Qualifications for a college student visa

- ①Those who have completed (or will complete)12 years of education in schools in his /her own country or others.
- ②Those who have completed secondary education curriculum in his /her own country or others.
- ③Those who are acknowledged by this institute as having the equivalent of ① and ②above.

### ■ FEE

※A student who enters ECC with a college student visa has to pay tuition fee for at least half a year. He/she can't pay tuition fee for less than half a year.

		Half a year	A year	1.5 years	2 years
Screening Fee		21,000 yen			
Enrollment Fee		52,000 yen			
Tuition		345,000 yen	670,000 yen	980,000 yen	1,290,000yen
Miscellaneous expenses	Original school material	5,000 yen	10,000 yen	15,000 yen	20,000 yen
	Accident insurance fee	6,000 yen / a year (If you stay more than 1year, you have to pay again.)			
Total		429,000 yen	759,000 yen	1,074,000 yen	1,389,000 yen

#### ◆Miscellaneous expenses◆

①Accident insurance fee···All ECC students are required to enroll in the Disaster Compensation Plan for Students of Japanese Language Schools. This insurance plan covers accidents at school or while commuting to school. Insurance fee will not be refunded under any circumstances.

②Original school material···During the term of tuition payment, students have to pay the cost of original school material. Students also have to pay a general fee, after their classes have been decided by ECC.

## Application Documents

STUDENT			
1	Application for Admission (FORM-1)	◎ The applicant him/herself must fill out.	
2	A diploma certificate original	◎ The last degree earned	
3	A certificate of enrollment	◎ If the applicant has not graduated from the last school, please submit a certificate of enrollment.	
4	Resume (FORM-2)	◎ The applicant him/herself must fill out. Please write the official school name and don't omit the school address, (up to the house number). If the applicant has an irregular academic career, the explanation letter issued by school should be submitted.	
5	Reasons for studying In Japan	◎ Please write in concrete detail.	
6	5 ID photographs (One should be attached to FORM-1)	◎ A face-to-shoulder (without background) colored photo (in size 3x4cm). An informal or casual photo is not acceptable. Please write your name, Nationality, and Date of birth on the back.	
7	A photocopy of passport	◎ The page of picture, visa and stamp.	
8	A written pledge (FORM-3)	◎ The applicant and the sponsor must fill out separately.	
SPONSOR			
A Sponsor in home country	1	Document of financial sponsorship (FORM-4)	◎ Sponsor him/herself must fill out. ✕2.(1) Concerning how to pay tuition, you should circle the one you will take. 2.(3) How to pay for the living expenses (ex. Once a month) which the sponsor will pay should be indicated.
	2	Balance certificate	◎ Balance certificate must be in the name of sponsor.
	3	Documents to certify the relationship with applicant.	◎ Ex. A Birth certificate. A transcript of the family register.
	4	Certificate of occupation	* If the sponsor is an employee, a certificate of employment should be submitted. If the sponsor is a business owner, a copy of company registration or license of business should be submitted.
B Sponsor in Japan	1	Document of financial sponsorship (FORM-4)	◎ Sponsor him/herself must fill out. <b>Please see the above✕.</b>
	2	Letter of guarantee (FORM-5)	◎ Sponsor him/herself must fill out.
	3	Certificate of residence tax	◎ Annual income should be stated.
	4	Balance certificate	◎ Balance certificate must be in the name of sponsor.
	5	Certificate of occupation	◎ <b>Please see the above *</b> .
	6	The residence certificate	◎ The information of all family members must be stated. If the sponsor is a foreigner, please submit the certificate of alien registration.
	7	Documents to certify the relationship with applicant.	◎ Ex. A Birth certificate. A transcript of the family register.
C Applicant pay by him /herself	1	Document of financial sponsorship (FORM-4)	◎ Sponsor him/herself must fill out. <b>Please see the above✕.</b>
	2	Balance certificate	◎ Balance certificate must be in the name of sponsor.
	3	Certificate of occupation	◎ <b>Please see the above *</b> .

### ◆ Notice of preparation of documents ◆

- ① If you submit non-Japanese documents, a Japanese translation must be attached. The name and address of the translator should be included with the translation.
- ② All documents must be issued within 3 months by an official organization. (The name, the telephone number and the address of the organization should be printed on the document.)
- ③ Documents above are basic. We may request you to submit other documents.
- ④ Before submitting any document, you should make a photo copy of it, and keep it for yourself.

## ■ Attention for students with a college student visa.

- ① After receiving the permission to work for a part-time job at the immigration bureau, the student can do a part-time job up to 28 hours/week. Students are not allowed to work at sex-related pubs, bars or any related businesses.  
School rule : 3months after enrollment. Attendance rate should be 85% or more. Good test score.
- ② Students must join the National Health Insurance System. The insurance fee should be paid by the students.
- ③ Students should not be absent, arrive late or leave early to the class without suitable reasons.

## ■ Refund of admission fee and tuition fee.

- ① Once paid, enrollment Fee, screening Fee and the Accident insurance fee are absolutely non-refundable.
- ② Tuition and the cost of original school material can be refundable, if the student is unable to enroll at school after he/she has already paid his/her expenses, and submits a letter of cancellation of enrollment before the enrollment ceremony.  
※ The student must return the Certificate of Eligibility to our school.
- ③ Tuition and the cost of original school material can be refundable, if the student is refused a visa in their countries.  
※ The student must submit a photocopy of their passport so that our school can confirm the fact.
- ④ From half a year after enrollment, tuition is absolutely non-refundable in any case. If the student changes another visa (ex. Temporary Visitor Visa) into a college student visa, half a year after he/she gets the college student visa, tuition is absolutely non-refundable.
- ⑤ After enrollment, tuition and the cost of original school material can be refunded with the following requirements.
1. Half a year after enrollment, the student passes the entrance exam of a University, and completes the enrollment procedure.
  2. Half a year after enrollment, the student submits a letter of withdrawal, and the school accepts it.
- In addition to above 1&2 cases, tuition and the cost of original school material for a semester during which the student will not study can be refunded.
- ⑥ When the student pays the next term's tuition, he/she must follow the school's instruction. The student has to pay at least half a year of tuition. Other installment plans are not acceptable.

## ■ Short-term course *※Please find an attached sheet for the course schedule.*

*(We will accept applications two months before each semester starts.)*

We have a course for students with a temporary visitor visa. The procedures of getting temporary visitor visas are different from each country. Please apply for it by yourself.

※ If a student applies for the long-term course with a college student visa and applies for the three-month course simultaneously, he/she can attend the three-month course for the first three months and then switch to the long term course once a college student visa is obtained in Japan.

### (1) Documents for Application

1	Application for Admission (FORM-1) Please attach ID photo.
2	Resume (FORM-2)
3	A photocopy of your passport (The page of picture)

### (2) Courses and fees

	5 weeks	3 months
Enrollment Fee	12,500yen	25,000 yen
Tuition	97,500 yen	175,000 yen
Miscellaneous expenses	4,000yen	
Total	114,000yen	204,000 yen

~APPLICATION PROCEDURE~  
Students applying for college student visa

Applicant prepares documents after receiving Enrollment Information

Applicant submits all required documents to ECC

**ECC screens applications**  
◆ If there are missing documents or any mistakes, we will contact applicants

**PASSING**

Applicant pays screening fees

ECC submits required documents to the Ministry of Justice

**PERMISSION**

Applicant pays enrollment fees, tuition and miscellaneous expenses

ECC sends certificate of eligibility to applicant

Applicant apply for a visa at Japanese Embassy

**GETTING VISA**

Students arrive in Japan, come to the school on the appointed date

~APPLICATION PROCEDURE~  
Students applying for Short-term course

Applicant prepares documents after receiving

Applicant submit all required documents to ECC

**ECC screens applications**  
◆ If there are missing documents or any mistakes, we will contact applicants

**PASSING**

Applicant pays enrollment fees, tuition and miscellaneous expenses

ECC sends the admission permit to applicant

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HP : <http://ecc-nihongo.com>  
Mon.to Fri. 9:00AM~5:00PM  
(Please call or email before you come to school.)