

ECC Japanese Language Institute Application Guidelines for the Comprehensive Japanese Language Course

For students wishing to obtain a student visa

Course Details

Course Name	Commencement Date	Shinjuku (Tokyo)	Nagoya	Kobe	Application Period
2-year course	April	✓	✓	✓	August 1st~ October 31st
1-year-9-month course	July		✓	✓	January 10th ~ March 15th
1-year-6-month course	October	✓	✓	✓	March 21st ~ May 15th
1-year-3-month course	January			✓	July 1st ~ September 15th
1-year course	April/October	✓	✓	✓	The same as the April and October application period listed above

* If a class is full, applications will be refused even if they are made within the application period.
* Course changes are not permitted after an application is submitted.

Capacity

Shinjuku(Tokyo) school : 100 students
Nagoya school : 240 students
Kobe school : 100 students

Class Hours

Classes are held 5 days a week, 4 classes per day.

Morning Classes (9:15~12:30) / Afternoon Classes (13:30~16:45)

* The start time varies slightly depending on each school.

* Your class is determined based upon your level check.

Application Requirements

- ① Completion (or expected completion by date of commencement) of 12 years or more of school education.
- ② The completion of a secondary education course that qualifies students for admission to a university.
- ③ Recognition by the school of holding the equivalent of ① and ②.

School Fees

Fees (Tax included)						
Screening Fee	¥22,000					
School Fees	First year					
		Entrance Fee	Tuition Fee	Material / Activity fee	Accident Insurance	Total
	All courses	¥55,000	¥726,000	¥16,500	¥6,000	¥803,500
	Second year					
	2 years course		¥726,000	¥16,500	¥6,000	¥748,500
	1 year 9 months course		¥544,500	¥12,375	¥6,000	¥562,875
1 year 6 months course		¥363,000	¥8,250	¥6,000	¥377,250	
1 year 6 months course		¥181,500	¥4,125	¥6,000	¥191,625	

※The applicant will be required to pay a screening fee to apply for the "Certificate of Eligibility (COE)".

※This does not include the cost of textbooks. Textbooks must be purchased separately after your class is determined. (about 10,000 yen/term)

※Accident Insurance Fee: 6,000 yen (1 year)

In the case of any accidents or injuries, the student is covered by this insurance.

Once paid, the insurance premium is non-refundable.

Application Documents

Applicant		
Documents		Notes
1	School application (FORM-1)	Applicant must fill out him/herself.
2	Last degree diploma copy (original document may be required)	Please submit the original copy of your graduation certificate.
3	Certificates of school enrollment	If applicant has not graduated from the last attended school, please submit a certificate of enrollment.
4	Resume (FORM-2)	Applicant must fill out him/herself. Please write the official school name and the full school address (up to the house number). Enter your educational background starting from elementary school.
5	Reasons for studying in Japan (FORM-2)	Applicant must fill out him/herself. Fill in the specific reason for your study and your plans after completing the course. The last signature line is handwritten.
6	5 photos (4cm*3cm, taken within the last 6 months)	Photographed within the last 3 months, hat off, specified size
7	Copy of passport	
8	Certificate of employment (career)	If you have work experience.
9	Written Declaration (FORM-3)	Signed by applicant and financial sponsor.
10	Japanese language test certificate or certificate of Japanese learning	Japanese language qualification certificate (original certificate for JLPT, examination ticket for J-TEST, NAT-TEST) or proof of study at a Japanese language school (must have 150 hours or more of study time)
11	Tuberculosis-free certificate issued by designated medical institution	Issued by a designated medical institution (required only for applicants from the Philippines, Indonesia, Nepal, Myanmar, Vietnam, and China)

SPONSOR			
Documents		Notes	
Common items	1	Statement of financial sponsorship (FORM-4)	Sponsor must fill out him/herself. The last signature line is handwritten.
	2	Certificate of employment	If the sponsor is a business owner, a copy of company registration or business license should be submitted. Phone number must be listed.
	3	Proof of income	Documents that can confirm income and tax payment status.
	4	Certificate of bank balance	Original fixed deposit certificate of financial supporter (local currency accepted)
	5	Copy of identification	Address, date of birth, etc. must be included.
	6	Documents which prove relationship with applicant	Family register, birth certificate, etc.
	7	Documents certifying the formation of funds in step 4	A copy of your bankbook or statement of deposits and withdrawals for the past year
Sponsor in Japan	1	Residence certificate	Issued at ward office/city hall (The person living together must be listed.)
	2	Certificate of Income/tax payment	

※In principle, we ask a family member within the third degree of kinship to pay for expenses. If someone else will be supporting your expenses, please contact us.

Notice on preparing application documents

- ① For documents created in a foreign language, please attach a Japanese translation. (Translator's name and address required)
- ② Documents issued within 3 months of application must be submitted
- ③ The name, the telephone number, and the address of the organization should be on the documents.
- ④ We may request other documents in addition to those listed on the previous page.
- ⑤ Please make sure to keep the copies for yourself.

Notes on studying with a student visa

- ① After receiving the permission to work part-time at the immigration bureau, a student is allowed to work up to 28 hours per week. Work at red-light establishments or related business is prohibited. According to ECC rules, students are not allowed to work part-time for three months after enrollment.
- ② A student needs to enroll in the National Health Insurance System. The insurance fee should be paid every month by the student.
- ③ A student should not be absent, arrive late, or leave early without suitable reasons.
- ④ Smoking in and around school is prohibited.

Refund policy

Non-refundable

1. Once paid, the screening fee, enrollment fee, and accident insurance fee are absolutely non-refundable.
2. Tuition is absolutely non-refundable for the first 6 months in all cases.

Refundable

In the following situations, tuition and the cost of materials/activity fee can be refunded.

Before enrollment

1. A student is refused to issue a visa in his/her country. (The student must submit a photocopy of their passport so that our school can confirm this fact.)
2. If circumstances arise that prevent you from enrolling before the entrance ceremony, please submit the reason for your inability to enroll in writing by the day before the entrance ceremony (or the day before if the previous day falls on a Saturday, Sunday, or holiday) and we will refund your tuition and supplementary materials/activity fee. A student submit a letter of cancellation before the day of an enrollment ceremony. In this case, a student also needs to return the Certificate of Eligibility to school.

After enrollment

1. A student has been in our school for more than 6 months, as well as he/she gets a job or passes an entrance exam of a university/vocational school and completes the enrollment procedure there.
2. If the student has left the school voluntarily after 6 months of enrollment, and ECC is able to confirm that the student has returned to his/her country
※Tuition fees accrued while studying must be paid by the date designated by the Japanese Language Institute

Student visa application procedures

Obtaining a student visa takes approximately 6 months. If you wish to apply for a student visa, you will need to submit the necessary documents to the immigration office through our school. It takes time to prepare the application documents and for the immigration authorities to review them.

If you wish to obtain a student visa, please contact our school as soon as possible regarding the necessary documents and procedures.



Process of student visa acquisition/admission

Step 1 Confirm the application requirements

To begin, please check the application guidelines. If you would like to consult with us after checking them, please feel free to contact us.

Step 2 Document screening and online interview

After screening the entry sheet, an online interview will be conducted. If there are no problems, the applicant will be required to pay a screening fee of 22,000 yen to apply for the "Certificate of Eligibility (COE)".

Step 3 Submission of required documents and document review

Please submit the documents required for the application for admission and for acquiring a student visa.

Step 4 Application Approved

We will apply to the Immigration Bureau for a Certificate of Eligibility (COE) on behalf of the applicant.

Step 5 Immigration

The Immigration Bureau will review the application, and if there are no problems, a "Certificate of Eligibility (COE)" will be issued.

Step 6 Issuance of Certificate of Eligibility and payment

The ECC Japanese Language Institute will notify you of the issuance of the Certificate of Eligibility (COE) and send you an invoice for the tuition fee.

Step 7 Payment of course fees

You will be required to pay the tuition fees.

Step 8 Dormitory arrangement

After confirming the payment of tuition fees, we will send the applicant their "Admission Certificate" and "COE". At this point, please contact us if you wish for help in arranging accommodations.

Step 9 Visa issuance

Applicants are required to prepare the documents necessary to obtain a student visa and apply for a visa by themselves at the Japanese embassy or consul general in their area of residence.

Step 10 Notification of arrival date

After obtaining a student visa, please book a flight to Japan and inform the ECC Japanese Language Institute of your arrival flight and arrival time.

Step 11 Admission / course commencement

Please ensure that you have entered the country before classes commence and come to the school on the day designated by the ECC Japanese Language Institute. Classes will start after an entrance ceremony and orientation.

CONTACT US

ECC JAPANESE LANGUAGE INSTITUTE
Opening hours : Monday ~ Friday 9:30 ~ 17:30

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