

Long-term Course Recruitment Guidelines

Steps leading to enrollment (For advancement courses)

Step 1: Submission of enrollment application- Students will select the course he or she wants to enroll in, and submit his or her application during the application period. The Academy will screen the incoming applications.

Step 2: Immigration procedures for students who passed screening- After final screenings have been made by the Ministry of Justice's Immigration Bureau, a "Certificate of Eligibility for Resident Status" will be sent to the Academy for students who have passed the screening.

Step 3: Payment of cost of attendance- Students pay the necessary cost of attendance for enrollment.

Step 4: Sending the student their permit- The Academy will send the incoming student their "Certificate of Eligibility for Resident Status."

Step 5: Visa acquisition- Students will apply for visa acquisition at their overseas Japanese embassy or consulate.

Step 6: Enrollment- After the student acquires his or her visa, they will come to Japan to enroll in the Academy.

(1) Application Period

Students enrolling in April: September 1st to November 15th

Students enrolling in October: March 1st to May 15th

(2) Qualification Requirements

- Individuals who have completed 12 years or more of standard education in their home country
- Individuals who have completed courses necessary for educational advancement to universities or other institutions of higher learning

Note: As a general rule, the individual must be 29 years or younger

Note: As a general rule, the individual must have graduated from their latest institution of learning within 5 years of application to the Academy

For the 2 year course and 1.5 year course:

- Must be able to prove Japanese proficiency
 1. N5 or higher in the Japanese-Language Proficiency Test
 2. Certificate from the Japanese language education institution in the students' home country regarding learning time and learning details

For the 1 year course:

- Must be able to prove Japanese proficiency
 1. N3 or higher in the Japanese-Language Proficiency Test
 2. Certificate from the Japanese language education institution in the students' home country regarding learning time and learning details

- Applicants for 1-year courses must be interviewed by an Academy teacher and deemed to have sufficient Japanese proficiency for the 1-year course.

(3) Main documents necessary for application (contact us for more details)

1) Items that the applicant must provide

- Enrollment application form (designated form by the Academy)
- Pledge (designated form by the Academy)
- Graduation certificate or an original of a diploma from the applicant's latest institution of learning
- Academic record from the applicant's latest institution of learning
- A form of Japanese language certification (notification of passing grades on an exam or exam admission slip)
- Certification of Japanese language education
- Eight 4 cm x 3 cm photographs
- A copy of the applicant's passport (if the applicant is in possession of one)
- *For applicants with employment histories:
 - Proof of employment
 - Proof of income
 - Certificate of deposit balance

2) Items that the financial supporters must provide

i. For financial supporters in Japan:

- Financial support form (designated form by the Academy; must be stamped with a seal)
- Pledge (designated form by the Academy; must be stamped with a seal)
- Documentation that provides proof of relationship with the applicant
- Certificate of employment
- Documentation that proves ability to provide financial support (residents' tax certificate, certificate of tax payment, or certificate of bank balances)
- Certificate of registered seal
- Resident's card (for every member of the household)

ii. For financial supports overseas

- Financial support form (designated form by the Academy)
- Pledge (designated form by the Academy)
- Certificate of bank balance (Approx. 2 million JPY)
- Certificate of employment or business certificate
- Income certificate
- Certificate of tax payment
- Documentation that provides proof of relationship with the applicant

(4) Screening by the Academy

The Academy will screen students based on the documents submitted and will inform the student of their acceptance/rejection after screening is complete. Applicants who have been accepted will later be issued a permission of enrollment. Reimbursements will not be provided for accepted students who withdraw from enrollment after paying their enrollment fee.

(5) Immigration screening

Documents provided to the Academy by students who were accepted after the aforementioned screening will be consolidated and submitted by the Academy to the Immigration Bureau, where they will undergo screening for the Certificate of Eligibility for Resident Status to be issued. Said Certificate is necessary to obtain a student visa.

Once the student receives notification that the “Certificate of Eligibility for Resident Status” has been issued as a result of the screening, he or she must make a payment for the course fee, insurance fee for the first year, and their curriculum material. After the payment is made, the student will receive their Certificate of Eligibility for Resident Status.

Students will receive their screening results at around the end of February for students enrolling in April, and around the end of August for students enrolling in October.

(6) Procedures leading to enrollment

Students who have received their Certificate of Eligibility for Resident Status will send an application for a student visa to their country’s Japanese embassy (consulate) to prepare for their immigration to Japan.