

Application Instructions

Osaka YMCA Gakuin Japanese Language School

Full-Time Course 2010

In order to maintain a proper environment for studying and to provide a high quality education for the students whose true aim is studying a foreign language, a strict examination is made upon application.

Please read this manual carefully for the required procedure in acquiring a College Student visa, and make preparations as soon as possible.

Introduction- The Situation Surrounding The Student Visa

It is now a well-known fact that the number of foreigners entering Japan has been rapidly increasing. Many of those people include pre-college or university students studying Japanese or learning special skills.

It is also a fact that there are many foreigners coming to this country to work, and some of them are working illegally with uncertified visas. Among those who are trying to enter and work in Japan, there are some people who disguise themselves as students who are accepted to Japanese language schools. As a result, the examination and authorization procedure for the College Student Visa required for entering a Japanese Language School has been intensified in order to distinguish between a foreigner whose intention is to work and earn some money in Japan and those whose sole purpose is to study and learn. Consequently, those foreigners who are genuinely willing to acquire Japanese language skills are also affected by the required formalities and strict inspections.

You may be surprised by the complexity of the application procedure and the amount of required documents. However, please understand that these procedures are due to the current social situation.

The Aim and Principle of Learning Japanese at Our School

Even if a student's initial purpose is "to study Japanese", without a clear purpose and plan of "studying", other outside factors will distract him or her from studying. When a situation like this arises, it may not only interfere with the fulfillment of the student's studies but also affect the renewal of their visa. Therefore, it may be unavoidable that a student will have to return to their home country.

It is very important for the student to know beforehand the difficulties and the great efforts needed to learn Japanese as a foreign language. Moreover, it is not an easy task for the students to continue their studies while living in a foreign country. At YMCA, we have prepared a curriculum consisting of homework and class preparation in addition to the regular class hours to meet the purpose "Learning Japanese" for all courses from short term of six months to two years. Because of this rigorous curriculum, students should be strong physically and psychologically. They should also be financially secure.

At YMCA we strive to maintain our educational policy and will accept only applicants whose purpose is to learn and study Japanese. We will give students lifestyle guidance and assure a good environment for students to learn and study Japanese. (A student with poor class attendance may be expelled.)

Explanation of Terms Used

★Who is a 'SUPPORTER'?

- A person who directly bears or shares the applicant's tuition and living expenses during their stay in Japan. (The applicant himself or herself can be a supporter.)
- The supporter's nationality or home country is not in question, but it is required to prove objectively that there should exist a relationship of the supporter with the applicant strong enough to bear a large amount of expenses (other than the case that a supporter is an applicant himself or herself, or an applicant's father or mother) .
- The supporter's financial capability is determined by his or her income, occupation, or bank balance (and its making process)

★What is a Status of Residence (VISA)?

- To study at a Japanese Language School, a status of residence : “**COLLEGE STUDENT**” (Ryuu-gaku-sei) or a “**PRE-COLLEGE STUDENT**” (Shuu-gaku-sei) will be necessary.
To obtain a “**COLLEGE STUDENT**”, all applicants must submit an application form and all required documents to Japanese Language School. After a Japanese Language School examines the documents and admit them as “qualified”, we pass them onto the immigration.
- With “**COLLEGE STUDENT**” or “**PRE-COLLEGE STUDENT**” status of residence, students must concentrate on their studies during their stay in Japan. Meanwhile, he or she cannot be employed, and receive income. The students are prohibited from engaging in any activity involving the management of a business or remuneration other than that permitted under this status of residence. Special permission must be applied for in order to work part-time.
- The “**COLLEGE STUDENT**” status for 1 year to 2 years is granted upon entry into Japan, and it can be extended when it's necessary. However, the extension of status or the change of the status will not be allowed in cases in which the applicant has poor attendance record, or the remittance of money for tuition and living expenses from the supporter has been delayed or overdue.

Application Documents and Notes on Filling Them out

General Guidelines:

- ▼ Please read carefully and thoroughly and follow instructions.
- ▼ Please ensure that your application is complete and accurate before submitting. Fabricated documents or false entries in the contents will not only be admitted deservedly, but also be left on a record. It might be possible that the applicant would never be able to enter Japan again.
- ▼ All official documents and photographs must be issued within 6 months.
- ▼ Correction liquid or tapes may be used, but the correction must be made in the applicant's own handwriting.
- ▼ For each form, when you see the directions to "fill out the entries by the applicant yourself", please fill out in your own handwriting. None of the forms will be accepted if the handwriting is different from the applicant's.
- ▼ For documents concerning the supporter, when they require the seal impression to be used, please affix his or her registered seal to all of them.
- ▼ For those documents written in a foreign language other than Japanese, please attach a Japanese translation to all of them as accompanying documents. For all the attached Japanese translations, please be sure to include the translator's name and the name of the organization/company/institution which he or she belongs.
- Please note that, all documents submitted in support of application for admission become the property of the Osaka YMCA Japanese Language school, regardless of the results of the examination. Single irreplaceable credentials such as a diploma, academic transcript will be made a certified copy and return the original to the applicant.

Note:

The documents and certificates discussed in the Part I ~ III are the minimum number of forms and papers for application.

In some cases, depending on the situation, other documents besides the below may be required.

Others

- ① Please let us know in advance if there is applicant who had applied for Visa other than Short-stay.
- ② Applicants who have individually obtained Status of Residence (visas) other than “College Student” (excluding the short-term stay) such as: Spouse or Child of Japanese National/Permanent Resident; Dependent; Instructor; Religious Activities do not have to go through the Immigration Office’s examination and only need to submit a portion of the required documents. Please inquire for the necessary information at the front desk counter.
- ③ Applicants for the short-term course may have difficulty in acquiring a visa depending on the nationalities. Please inquire at the front desk counter for more detailed information.

I . Documents to Be Prepared by The Applicant Himself/Herself

1. Application Form (Prescribed form)

- The applicant **must** fill out the form prescribed.
- Please fill out all the entries and complete all the blanks for the following items concerning the applicant in full, without any omissions.
- When there was a break more than 6 months during or after the school/occupational career, please present a detailed explanation about what the applicant had been doing during the break.
- Please fill in the dates for entering and graduating from the schools, while checking them with the official certificates and diplomas.
- Write out the locations or addresses up to apartment, house or street numbers of the schools and company offices in full.

2. Purpose for Enrollment Form (Prescribed Form)

- The applicant himself or herself must fill out the form prescribed.
- This form is to be written in the applicant's native language, and a Japanese translation must be attached to the original.
- In this form, please state and concretely fill out all the items including the motive or inducement and the goal, aim, or object in coming to Japan, and its reason or necessity; the master plan following the completion of the Japanese language school; and so forth. There is no problem in writing the reason on another sheet of paper and attaching it to this form if the entries are too long for the provided space.

3. Photographs (The passport-size: 4 cm × 3 cm)

5 photos with your name and nationality written on the back of each.
(One should be attached to the Application Form.)

4. The Certificate of Eligibility for A 'College Student' Status of Residence Application Form (Prescribed Form)

5. Proof or Documentation Certifying Graduation from the Last Attended School or Original Diploma

- The submitted original diploma will be returned to the applicant after the examination/inquiry.
- If the applicant has a school career of undergraduate or more, it is also required that he or she should submit the diploma of the high school he or she graduated from.

6. A Certificate of Japanese Language Study History/Experience

- Every applicant is required to have completed more than 150 hours of Japanese language study by the time of application, or to have passed the 4th class Japanese Language Proficiency Test.
- If the applicant has an academic background in Japanese language and has studied at an overseas language institution, he or she should submit a certificate of his or her study, using the original letterhead paper of the school concerned. (The address and the phone number are to be included.)
- The certificate of document must show the following: 1) the total number of terms completed and the length of each term (in hours, weeks, and months), 2) the total class hours studied, 3) attendance records, 4) a list of the study materials or textbooks used in the classes or the program.
- If the applicant has taken the Japanese Language Proficiency Test, an original copy of the certificate or the score sheet must be submitted.

7. Others (The following documents are also necessary when you fall into either of the cases below.)

- **If the applicant already has a passport**, an entirely photocopied content of every single page of the passport, including the name of the applicant, the passport number, term of validity, and the date and place of issue, should be submitted.
- The applicant **who has a history of receiving an irregular education** in the terms of length or contents according to his or her country's educational system, must submit a certificate and a written document explaining the reasons for the irregularity. This must be issued by the last school the applicant studied in or graduated from.
- **Business or professional** persons must submit a certificate certifying that he or she held a post or served in an office or a company for a certain period of time, if he or she has vocational/working experiences. (**Certificates for all the jobs**)
This certificate, written on the original letterhead paper of the applicant's employer, must show the following:
1)the name, 2)the address, 3)the phone number, of the place of work; 4)the date of issue, 5)the name of the person in charge.
- If **the applicant has visited Japan many times**, he or she must submit **a written explanation about the visits, as well as a certificate of entry and departure**.
- **The Certificate of Alien Registration of the applicant's family should be submitted if he or she is currently staying or residing in Japan**.
- In the cases where the applicant intends to leave for Japan without their spouse or child, please submit a written explanation about the livelihood, living conditions of the remaining family members.

II . Documents to Be Prepared by The Supporter

A. In the case where the applicant bears the expenses

1. A document certifying that the person concerned can defray all the expenses incurred during his or her stay in Japan. (Prescribed Form)

This must be completed by the applicant himself or herself.

2. A certificate of the balance in an account at a bank, deposited in the applicant's name.

3. A clear copy and a color photograph of a bankbook of domestic currency, deposited in the applicant's name.

4. A certificate or document certifying the applicant's career or engagement in an occupation, business, or employment.

- In the case where the applicant is a company official, and executive, a managing director, or chairman of the board, copies of the company registration are required.
- In the case where the applicant is an employee, a certificate or document is required certifying the applicant's career or engagement in an occupation, business, or employment.
- This certificate, written on the original letterhead paper of the applicant's employer, must show the following: 1)the name, 2)the address, 3)the phone number, of the place of work;
4)the date of issue, 5)the name of the person in charge.
- Even if the applicant has already retired from office, he or she still needs to submit the certificate of their business career and income at the time of employment.

5. A certificate, receipt, or document certifying tax payment by the applicant, showing the amount of his or her income for the last 3 years.

(1) In the case of an employee, please submit both (a) and (b) below:

(a) A document issued at the company, including the details of the income and calculation method of tax

(b) A certificate issued at a tax office. If it is impossible to submit one, please present an explanation of the reason.

(2) In the case of self-employed worker, please submit (1)-(b) above.

B. In the case where a resident in the applicant's home country bears the expenses

1. A document certifying that the person concerned can defray all the expenses incurred during the applicant's stay in Japan (Prescribed Form)

- This must be completed by the supporter himself or herself.
- Please describe in detail the background of bearing the expenses of the applicant.

2. A certificate of the balance in an account at a bank, deposited in the supporter's name.

- The bankbook must be copied a page per copy.
- Please hand in the proof of a process of making deposits.

3. A clear copy and a color photograph of a bankbook of domestic currency (for a couple of months) deposited in the supporter's name.

4. Documents certifying the supporter's relationship with the applicant.

(A copy of the family registration and other documents.)

5. A certificate or document certifying the supporter's career or engagement in an occupation, business, or employment.

- In the case where the supporter is a company official, and executive, a managing director, or chairman of the board, copies of the company registration are required.
- In the case where the supporter is an employee, a certificate or document is required certifying the supporter's career or engagement in an occupation, business, or employment.
* This certificate, written on the original letterhead paper of the supporter's employer, must show the following: 1) the name, 2) the address, 3) the phone number, of the place of work;
4) the date of issue, 5) the name of the person in charge.
- Even if the supporter has already retired from office, he or she still needs to submit the certificate of their business career and income at the time of employment.

6. A certificate, receipt, or document certifying tax payment by the supporter, showing the amount of his or her income for the last 3 years.

(1) In the case of an employee, please submit both (a) and (b) below:

- (a) A document issued at the company, including the details of the income and calculation method of tax
- (b) A certificate issued at a tax office. If it is impossible to submit one, please present an explanation of the reason.

(2) In the case of self-employed worker, please submit (1)-(b) above

C. In the case where a Japanese-resident bears the expenses

1. A document certifying that the person concerned can defray all the expenses incurred during the stay in Japan (Prescribed Form)

This form must be completed by the supporter.

Please describe in detail the background of bearing the expenses of the applicant.

2. A certificate of the balance in an account at a bank, deposited in the supporter's name.

A clear copy and a color photograph of a bankbook of domestic currency deposited in the supporter's name.

3. Documents certifying the supporter's relationship with the applicant.

(A copy of the family registration and other documents.)

4. A certificate or document certifying the supporter's career or engagement in an occupation, business, or employment

- In the case where the supporter is a company official, and executive, a managing director, or chairman of the board, copies of the company registration are required.
- In the case where the supporter is an employee, a certificate or document is required certifying the supporter's career or engagement in an occupation, business, or employment.
This certificate, written on the original letterhead paper of the supporter's employer, must show the following: 1) the name, 2) the address, 3) the phone number, of the place of work;
4) the date of issue, 5) the name of the person in charge.

Even if the supporter has already retired from office, he or she still needs to submit the certificate of their business career and income at the time of employment.

5. A certificate, receipt, or document certifying tax payment by the supporter, showing the amount of his or her income for the last 3 years.

- A certificate of tax payment with the amount of annual income stated; or
- A tax statement of income tax.

* If it is impossible to submit a certificate stated above owing to unavoidable circumstances, please submit either of the following:

- A copy of a tax return (sealed by the local tax office with the name of the office/branch clearly stated).
- A tax withholding certificate/slip.

6. Copies of certificate of residence (showing all the members of the same household).

If the supporter has a foreign nationality, **Certificate on Alien Registered Matters** (also showing all the members of the same household) is required.

A certificate of a registered seal-impression

III. Emergency Point of Contact and Domestic Point of Contact

Fill out the “Emergency Point of Contact and Domestic Point of Contact”(Prescribed form) following the directions below.

1. Emergency Point of Contact (Required for all applicants)

Next of Kin: Choose two persons from the immediate family members or relatives.

Living place is not a question.

2. Domestic Point of Contact (if available)

Register a Domestic Point of Contact if available; otherwise please follow the instructions under point 3.

※ A single person may serve as both as both an Emergency Point of Contact and a Domestic Point of Contact only if he/she meets the requirements below.

Domestic Point of Contact must be:

- ① An immediate family members, relatives, or reference.
- ② Hold a long-term visa (more than a year remaining until its expiration) and intend to stay longer the applicant’s stay, or be a Japanese citizen.
- ③ Able to contact the an applicant and the applicant’s family directly and without delay, accordingly to the school’s needs.
- ④ Able to communicate in at least Japanese, English, or Korean.
- ⑤ Over 20 years of age.

3. If there is no Domestic Point of Contact

(1). A “Pledge” agreement (prescribed form) must be completed and submitted to the principal. The pledge has to be signed by not only an applicant but also 2 persons from parents or relatives.

(2). While studying at our school, the student must stay at a school-assigned dormitory:

- ① Toyama-sou
- ② Chateau Imazato
- ③ Campus Yaenosato
- ④ Legare Tanimachi

See the attachment sheet for details below.

(3). While studying at our school students are expected to register their cell phone number with the school in order facilitate contact.

(4). The applicant must be able to communicate in at least Japanese, English, or Korean.