

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.

Explanation of Terms Used

★What is a Status of Residence (VISA)?

- To study at a Japanese Language School, a student must possess a residence status of “**COLLEGE STUDENT**” (ryuu-gaku-sei) or “**PRE-COLLEGE STUDENT**” (shuu-gaku-sei). To obtain the status of “**COLLEGE STUDENT**”, an applicant must submit an application form and all required supporting documents to the Japanese language school. After the school examines the documents and admits them as “qualified”, we pass them onto the immigration authorities.
- While holding “**COLLEGE STUDENT**” or “**PRE-COLLEGE STUDENT**” status of residence, students must concentrate on their studies during their stay in Japan. During this period, he or she may not be employed or receive income. These 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 received for in order to work part-time.
- The “**COLLEGE STUDENT**” status is typically granted for a period of 1 or 2 years, beginning upon entry into Japan; it may be extended when necessary. However, an extension of or change in status may not be permitted in cases where the applicant has a poor attendance record, or where the remittance of money for tuition and living expenses from the supporter has been delayed or overdue.

★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 and home country is not in question, but it is required to prove objectively that a relationship exists between the supporter and the applicant that is strong enough to bear a large amount of expense (other than the case in which 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 how those funds were generated).

Application Documents and Notes on Filling Them Out

General Guidelines:

- ▼ Please read carefully and thoroughly and follow instructions.
- ▼ Please make sure the correct person fills out the correct form. All forms must be written by hand. It is very important that each individual completes and sign their respective sections. Otherwise, the forms may not be accepted.
- ▼ Correction tapes and liquid may be used. However, in such a case the person who is writing the form must to rewrite the corrected sections in his or her own handwriting.
- ▼ All official documents and photographs must have been issued within the 6 months previous to the application date.
- ▼ 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 to which he or she belongs.
- ▼ Please ensure all application questions are answered completely and accurately before submitting the application. Fabricated or incomplete documents will not be processed, but will be left on the record. In such a case, the application may find that he or she is barred from future entry to Japan.

Other

- ① Please let us know in advance if the applicant has applied for a 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.
- ③ Applicants for the short-term course may have difficulty in acquiring a visa depending on the nationality of the applicant. Please inquire at the front desk for more detailed information.

I . Documents to Be Prepared by The Applicant

1. Application Form (Prescribed form)

- The applicant **must fill out** the prescribed form.
- Please complete the form accurately.
- If there is a more than break lasting longer than 6 months during or after the school/occupational career, please present a detailed explanation of what the applicant had been doing during such periods.
- Please fill in the dates for entering and graduating from other schools, while checking them against dates shown on official certificates and diplomas.
- Write out all locations or addresses in full, including street, house and apartment numbers.

2. The Purpose of Studying Japanese (Prescribed form)

- The applicant **must write out** the prescribed form.
- This form must be written in the applicant's native language, and a Japanese translation must be attached to the original.
- On this form, please state and completely fill out the items including the motive or inducement for study; the goal, aim or object in coming to Japan; its reason or necessity; the student’s “master plan” following completion of the Japanese language course; and so forth. There is no problem with writing the reasons on another sheet and attaching it to the form if the entries are too long for the given space.

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

5 identical recent photos are required. Please write an applicant’s name and nationality on the back of each photo. (One must be attached to the Application Form.)

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

- An original diploma must be submitted, will be returned to the applicant after examination/inquiry.

5. A Certificate of Japanese Language Study History / Experience

- The applicant is required to have completed more than 150 hours of Japanese language study or to have passed the 4th class Japanese Language Proficiency Test by the time of application.
- Please hand in a certificate of completion of studying Japanese, or An original copy of the certificate or the score sheet If the applicant has taken the Japanese Language Proficiency Test.

6. 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.
- **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**.

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/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 or A clear copy of a bankbook of domestic currency**, deposited in the applicant's name.
- 3. A certificate or document certifying the applicant's career or engagement in an occupation, business, or employment**
- 4. A certificate or document certifying of an applicant's annual income**
- 5. A certificate of a registered seal-impression or copies of the resident's card**

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)

The supporter must complete this form.

- 2. A certificate of the balance in an account at a bank**, deposited in the supporter's name, or **A clear copy of a bankbook of domestic currency**, deposited in the supporter's name.
- 3. A certificate or document certifying the supporter'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.
- 4. A certificate or document certifying of an supporter's annual income**
- 5. A certificate of a registered seal-impression or copies of the resident's card**

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)

The supporter must complete this form.

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

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

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

3. A certificate or document certifying the supporter's annual income (One of the below)

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

* All certificate or document must proof the annual income of the preceding year.

* A bank balance under the supporter's name will be an good aid to prove the supporter's financial ability

4. A certificate or document certifying the supporter's career or occupation (One of the below)

● 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.

* If you hand in a tax withholding certificate /slip or a copy of a tax return as a proof of ③, you do not have hand in them here.

5. 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.