

***KOBE WORLD ACADEMY***  
***Admission Guidance***

Spring Students in April for 2years

Summer Students in July for 1year and 9months

Autumn Students in October for 1year and 6months

Winter Students in January for 1year and 3months

***KOBE WORLD ACADEMY***  
*Japanese Language School*

# *Procedure of Application to Entry to Japan*

1. Fill up of the necessary details in the application form for admission by the students themselves who wish to apply in our school.



2. Screening of the application Form submitted in our school.



3. Interview and Written Test of Japanese language assessment Test for those who are selected on Pre Selection Screening.



4. We will send a set of application Form and other related documents necessary for application to those who are possible to get permission of admission.



5. After confirming the application Form for Admission filled up by the applicant, send it to our school along with related necessary documents.

6. We strictly investigate the submitted document. We do not accept the application from the student who has made an Application previously from other language schools in Japan.



7. Upon the issuing of Permission of Admission from our school, we will make an Apply for Certificate of Eligibility to the Japanese Immigration Bureau on your behalf. However in case of any false information or fake documents are found in your documents, we will not issue the Permission of Admission.



8. KOBE Immigration Bureau investigates and examines the submitted documents.



9. After approx. 2 months, KOBE Immigration Bureau will issue the Certificate of Eligibility to the successful applicants and we receive the Certificate of Eligibility on your behalf.



10. We send the copy of Permission of Admission and Certificate of Eligibility directly to the succeeded applicants. ↓

11. Please send the Tuition Fee as soon as you receive the copy of Permission of Admission and Certificate of Eligibility. ↓

12. Upon the confirmation of the receipt of Tuition fee from the Applicant, we will send the original copy of Permission of Admission and Certificate of Eligibility.

13. Submit an Application for Visa along with Permission of Admission, Certificate of Eligibility, Passport and other necessary documents to the Embassy. Remember that, the Certificate of Eligibility is valid for 3months from the issue date, if you could not enter to Japan within the valid Period, Certificate of Eligibility can be cancelled.



14. Please inform us immediately after confirming your schedule of entering Japan.

## *Documents sent from our school*

- When you received the set of Application document sent from us, please Confirm whether all the pages are enclosed or not.

A set of Application document is enclosed with:

- |   |         |
|---|---------|
| 1. Application form for Admission             | 3sheets |
| 2. Financial supporter Pledge for school fees | 1 sheet |
| 3. Agreement paper                            | 1 sheet |
| 4. Guarantor in Japan                         | 1 sheet |

Please, pay your attention in the time of application.

1. Please submit the application documents before the deadline.
2. Fill up all the documents by the applicant himself.  
\* Concerning the Financial Supporter form, mention the reason of financial support and relationship with applicant. Mention the relationship from the standpoint of Supporter. (Relation=Son). If space is not sufficient to write on the form you can use A4 size black paper to mention in detail about the financial support.
3. Please attach a Japanese Translation copy if the original copy is not in Japanese Language. Use A4 size paper and write the name and position of the translator and sign or seal.
4. If you make mistake or make an error when you fill up the form, make a correction and seal or sign on it.
5. Use their own Letter head for Certification and Verification document from Office, school and other institution (where Address, phone No. are mentioned)and mention the Name and Sign of the authorize personal.
6. Be careful if there are any mistakes or contradiction among the documents (like Personal history, Certificates, other documents, issue dates of graduation etc.)
7. The entire documents provided by the different institutions must be issued within last 3 months.
8. In case of contradiction or not registered documents, attach the clarification paper.
9. If there is other necessary documents. please submit as soon as possible.

「 Certificate of Eligibility 」 is temporarily permission issued by Japan Immigration Bureau as Pre-college Visa to enter in our school. As soon as you received the original copy of Certificate of Eligibility you are requested to apply for Visa to designated Embassy or consulate with other necessary documents.

# *ADMISSION OPPORTUNITY*

1. **Admission Session** : Spring Session (April)  
Summer Session (July)  
Autumn Session (October)  
Winter Session (January)
  
2. **Applicant's Basic Qualification** (All of 4 condition A, B, C, D, full filling person)
  - A. Generally, applicants who are 18 years of age or above and completed 12 years of education or equivalent.
  - B. Person who fulfill the criteria mention below.
    - a. Person with 12 years of education should not have cross 5 years from the Graduation
    - b. 2 or 3 years college graduates must be below 25 years of age.
    - c. 4 years college graduates must be below 27 years of age. It may be accepted if the Applicant shows the keen interest to continue his further study in Japanese University and can submit the recommendation letter from his professor.
  - C. The person who can prove (a) or (b) mentioned below.
    - a. Certificate to prove completion of study Japanese in home country.
    - b. Certificate of 「Japanese Language Proficiency Test」 (Level N5 or above) or 「J-Test」 (Level F or above)
  - D. The person whose financial supporter is living in Japan or who have strong financial capacity of sending money for his study in Japan.
  
3. **Period of Study** : 2 years Preparation course.  
1 year and 9 months Preparation course.  
1 year and 6 months Preparation course.  
1 year and 3 months Preparation course.  
●Classes : Beginner Level(C)      Intermediate Level(B)      Advance Level(A)  
●Vacation : Summer Vacation : August (Approx. 1 Month)  
Winter Vacation : Mid December—Early January.(Approx. 3 Weeks)  
Spring Vacation : March (Approx. 1 Month)
  
4. **Class Schedule**
  - Class Days : Monday—Friday (5 days per week)
  - Class Time : 2 classes a day and 90 minutes a class.
    - a. Morning Shift : 9 : 00AM to 12:20PM
    - b. Day Shift : 1:00PM to 16 : 20PM
  - Holidays : Saturday, Sunday and National Holiday.

## 5. Tuition Fees.

	2 years Entrance in April	1 year 9 month Entrance in July	1 year 6 month Entrance in October	1 year 3 month Entrance in January
	1st year	1st year	1st year	1st year
Entrance examination fee	¥30,000	¥30,000	¥30,000	¥30,000
Entrance	¥50,000	¥50,000	¥50,000	¥50,000
Tuition	¥600,000	¥600,000	¥600,000	¥600,000
Facilities teaching materials	¥64,000	¥64,000	¥64,000	¥64,000
<b>Total</b>	<b>¥744,000</b>	<b>¥744,000</b>	<b>¥744,000</b>	<b>¥744,000</b>
	2nd year	2nd year	2nd year	2nd year
Tuition	¥600,000	¥450,000	¥300,000	¥150,000
Facilities teaching materials	¥64,000	¥48,000	¥32,000	¥16,000
<b>Total</b>	<b>¥664,000</b>	<b>¥498,000</b>	<b>¥332,000</b>	<b>¥166,000</b>

- Application Fee is not be refunded whatever the Selection result from our school or from Immigration Bureau.
- After you receive the copy of Certificate of Eligibility, remit the amount of Tuition Fee to the Bank Account mentioned below. If you fail to make remittance by the deadline, your admission permit will be cancelled.
- In case of quieting the study or returning to the country by your personal reason, we do not refund the Tuition Fee

## 6. Payment Method

- Bank Remittance
- Remittance Bank/ Branch Name and Address

THE TAJIMA BANK HYOGO OFFICE

1-15 3 CHOME MIZUKI-DORI HYOGO-KU KOBE HYOGO PREF. JAPAN

BANK Code: TJMAJPJZ BRANCH: 366 ACCOUNT NO. : 7143720

Account Name: KOBE WORLD GAKUIN HATANAKA RIKA

Address : 7-5-4YAMAMOTODORI CHUOKU KOBE CITY HYOUGO PREF JAPAN

## *Necessary documents for Application*

### 1. Documents related to the Applicant.

Documents	Details	Translation
1. Admission Form	<ul style="list-style-type: none"> <li>● Clearly Fill up by applicant himself (Please refer the Sample form fill up)</li> <li>● Attach the photograph taken within the period of 3 months before</li> <li>● Mention the Place of Birth in detail (Town, City, Village Name)</li> <li>● In Occupation column mention the present position.</li> <li>● In Academic history column, mention from the Primary school to last Academic Level.(be sure there is no leisure period )</li> </ul>	Not Needed
2. Personal History (Designated Form)	<ul style="list-style-type: none"> <li>● Written by applicant himself.</li> <li>● Reason for study: please write in Native language or Japanese Language.</li> <li>● Mention the plan after completing language study in this School.</li> </ul>	Needed
3. Graduation Certificate	<ul style="list-style-type: none"> <li>● Certification of completing 12 years of education</li> <li>● Original Certificate of Graduation.</li> <li>● 4 years College study completing students need to submit the Certificate of Bachelor Degree Graduation Certificate.</li> </ul>	Needed
4. Transcripts Certificates	<ul style="list-style-type: none"> <li>● Original Transcript of High School Level.</li> <li>● Presently College students must submit the additional academic record from present college.</li> </ul>	Needed
5. Recommendation Letter	<ul style="list-style-type: none"> <li>● Recommendation letter from the present academic institution or working institution.</li> </ul>	Needed
6. Japanese Language Study	<ul style="list-style-type: none"> <li>● Submit the certificate issued from the Japanese Language Institution in your native country..</li> <li>● Must be mentioned the study period, study hour per week, score, attendance record and official stamp of the institution.</li> <li>● Japanese Language Proficiency Test (JLPT) more than 4 Level or equivalent level. (If any)</li> </ul>	Needed
7. Pledge Letter (1 Copy) (Designated Form)	<ul style="list-style-type: none"> <li>● Pledge Letter sign by applicant and the financial supporter.</li> </ul>	Not Needed
8. Color Photograph (8 copies)	<ul style="list-style-type: none"> <li>● Eight photos taken within the last three months (4cm x 3cm)</li> <li>● Write the name of applicant on the back of photographs and enter it in the envelope.</li> </ul>	
9. Copy of Passport	<ul style="list-style-type: none"> <li>● Submit the copy if you have passport.</li> </ul>	Not Needed
10. Other Certificates	<ul style="list-style-type: none"> <li>● In case of irregularity in schooling, mention the reason in detail.</li> <li>● It can be needed some additional necessary certificates.</li> </ul>	Needed

## 2.Document related to financial supporter

### A. Financial guarantor living in China.

Documents	Details	Translation
1.Pledge of Financial Support (Designated form)	<ul style="list-style-type: none"> <li>● Hand written Guarantee Letter by Financial supporter himself.</li> <li>● Daily Expenses (1) Support per month (2) time of remit (3) Method of remit in Detail.</li> </ul>	Needed
2.Certificate of Bank Deposit	<ul style="list-style-type: none"> <li>● Bank statement of the person who will cover the expenses</li> <li>● Color copy of Bank Pass book</li> <li>● Bank balance must be in Japanese Yen, US Dollar or Chinese RMB equivalent to the amount as mentioned below. (1) 2 Years course = More than 3,000,000/JPY (2) 1.5 Year Course = More than 2,500,000/JPY</li> </ul>	Needed
3. Certificate of Employment	<ul style="list-style-type: none"> <li>● Certificate of Employment issued by the present employer</li> </ul>	Needed
4.Proof of Income	<ul style="list-style-type: none"> <li>● Income records from past 3 years.</li> <li>● Annual income must be more than ¥1,400, 000</li> </ul>	Needed
5. Proof of Tax Clearance	<ul style="list-style-type: none"> <li>● Tax clearance certificate issued by Tax Office.</li> <li>● Each year tax clearance records from past 3 years.</li> <li>● If tax is not paid, submit the reason and proof issued in your working place.</li> </ul>	Needed
6.Family Register Paper	<ul style="list-style-type: none"> <li>● Relationship Certificate between Financial Supporter and Applicant</li> <li>● Family Registration Paper</li> </ul>	Needed
7.Citizenship Certificate	<ul style="list-style-type: none"> <li>● Color Copy of Citizenship Certificate (Photo Attached) of Financial Supporter and applicant.</li> </ul>	Needed
8. Business Certificate	<ul style="list-style-type: none"> <li>● Color copy of Business Permit certificate.</li> <li>● Business certificate issued in the Authority.</li> </ul>	Needed
9. Other Documents	<ul style="list-style-type: none"> <li>● Requirements may vary by country of origin, so please be sure to confirm with us when preparing your application.</li> </ul>	Needed

B. If the Financial supporter is out of your Native country.

Documents	Details	Translation
1.Pledge of Financial Support (Designated form)	<ul style="list-style-type: none"> <li>● Hand written Guarantee Letter by Financial supporter himself.</li> <li>● Daily Expenses (1) Support per month (2) time of remit (3)Method of remit in Detail.</li> </ul>	Needed
2.Certificate of Bank Deposit	<ul style="list-style-type: none"> <li>● Bank statement of the person who will cover the expenses</li> <li>● Color copy of Bank Pass book</li> <li>● Bank balance must be in Japanese Yen, US Dollar or Chinese RMB equivalent to the amount as mentioned below (1) 2 Years course = More than 3,000,000/JPY (2) 1.5 Year Course = More than 2,500,000/JPY</li> </ul>	Needed
3.Certificate of Employment	<ul style="list-style-type: none"> <li>● Certificate of Employment issued by the present employer</li> </ul>	Needed
4.Proof of Income and Tax	<ul style="list-style-type: none"> <li>● Previous one year records of total amount of Income and Tax.</li> <li>● Proof of income source issued by the public authority on letterhead.</li> <li>● If tax is not paid, submit the reason and proof issued in your working place.</li> </ul>	Needed
5.Relationship Certificate	<ul style="list-style-type: none"> <li>● Relationship Certificate between Financial Supporter and Applicant issued by the public Authority.</li> <li>● Alliance Registration Certificate of all family members(for the person living in Japan)</li> <li>● Photograph taken with the applicant.</li> </ul>	Needed
6. Other Documents	<ul style="list-style-type: none"> <li>● It may be required some additional documents.</li> <li>● All the documents other than Japanese language must be attached a Japanese Translation.</li> </ul>	Needed

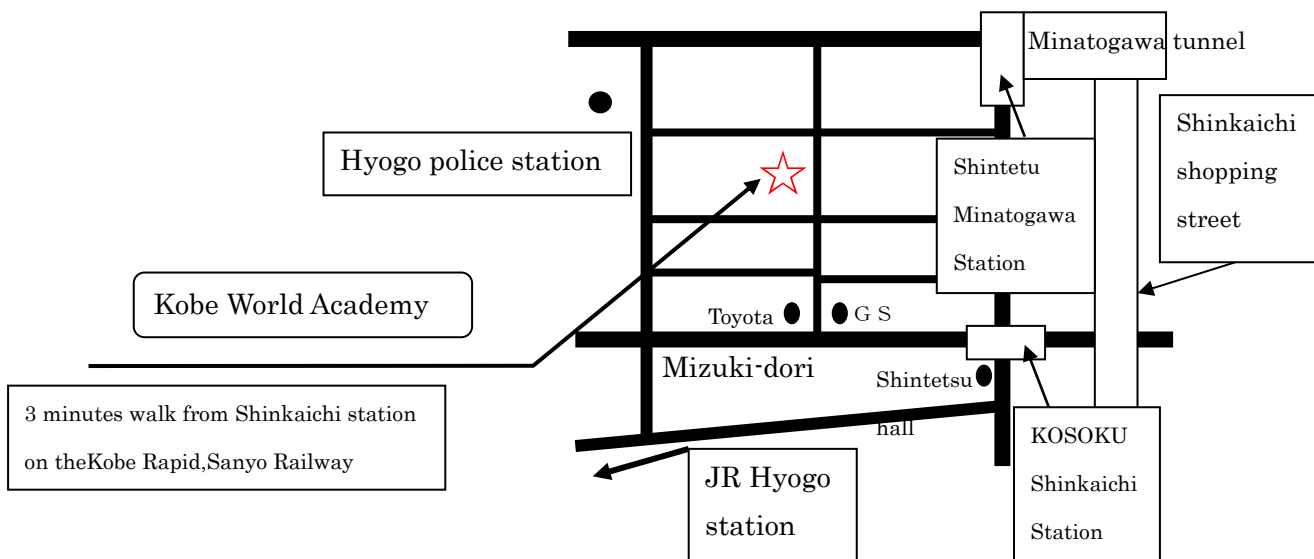


## *Recheck of application documents*

Before you send out the set of documents please make it double sure of each one of documents and all included.

- ① application for admission (specified form of this academy)
- ② pledge 1 sheet (pledge letter sign by applicant and the financial supporter )
- ③ photos (4cm×3cm,with 3 months, write name on the reverse)
- ④ personal history (specified form of this academy)
- ⑤ diploma of final school (original)
- ⑥ study record of final school
- ⑦ certificate of Japanese Language school
- ⑧ pledge of school fee payer (specified form of this academy)
- ⑨ relative documents covering the payer
- ⑩ relative documents for applicant
- ⑪ other: supplement and certificate

### Contact & Map



#### **KOBE WORLD ACADEMY**

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