

A Guide to Admission for KFLA 2019.04 (Kumamoto Foreign Language Academy) Japanese Language Department

I. Contents of the Department

1. Purpose

The course aims to provide knowledge of Japanese for the purpose of entering universities, graduate schools and vocational schools in Japan, as well as to contribute to mutual understanding between Japan and foreign countries.

2. Entry and Period of Study

There is one entry date each year in April. The duration of the course is two years.

3. Class Schedule and Content

Classes will be held every day from Monday through Friday except for summer, fall, winter and spring vacations, Saturday, Sunday and National holidays. The maximum number of students for each class is 20.

The following subjects are planned, but further subjects may be added as deemed necessary.

Basic Japanese, Intermediate Japanese, Conversation, Listening, Composition, Chinese Characters, Vocabulary, Reading Comprehension, Grammar.

All classes are given in Japanese (direct teaching method), using sub teaching materials, CD, and personal computer.

Monday~Friday (except for Saturday, Sunday, National holidays, summer, fall, winter, and spring vacations)

time \ period	1st period	2nd period	3rd period	4th period		5th period
starting time	9:00	10:00	11:00	12:00	lunch	13:40
ending time	9:50	10:50	11:50	12:50		14:30

4. Requirements for Completion of the Program

More than 90% attendance rate and a passing mark of 60% on examinations for each subject to be held at the end of every semester will be required.

※Transfer to or from our school is not admitted.

II. List of Examination Requirements

1. The number of enrollment

April admission: 40 students

※Maximum enrollment: 40 students/year

2. Admission Requirements

In principle, the department is established for students, who upon completion of the program, have the intention of proceeding to a university, graduate school or vocational school in Japan. Each applicant must fulfill the following criteria.

(1) Graduate of high school or higher education (persons who have completed a minimum 12 years of study of primary and secondary education) in their native country or abroad.

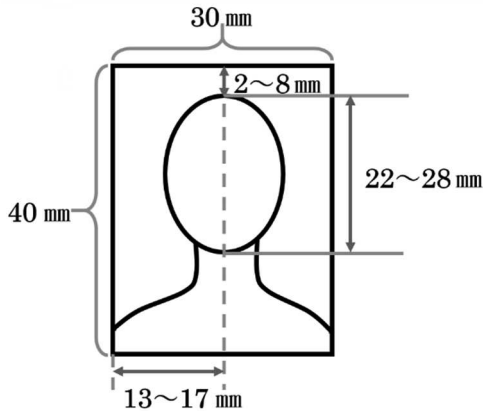
- (2) Those considered eligible for admission by KFLA (Kumamoto Foreign Language Academy).
- (3) Those able to pay the necessary expenses including tuition fees and living expenses in Japan or those who have financial supporters who can pay the necessary expenses.
- (4) Those who have studied Japanese for more than 150 hours at a Japanese institution or have the Japanese language ability of N5 level or above for April Admission.
- (5) Those who have a clear purpose of studying abroad and a specific course to take after completion.
- (6) Those who are 18 years old or older.
- (7) Those who are healthy and obey Japanese laws and school regulations.

3. Application Procedures

The following application forms must be submitted in Japanese or English.

Original transcripts in other languages must be accompanied by a translation in Japanese or English.

	Documents	Form	Translation in Japanese or English	Remarks
①	Application form	Prescribed form	—	It must be written or entered by the applicant in Japanese or English. A photograph must be attached. Signature must be genuine.
②	Personal history	Prescribed form	necessary	It must be written by the applicant. Signature must be genuine.
③	Statement of motivation	Prescribed form	necessary	It must be written or entered by the applicant. Describe clearly the purpose of studying Japanese in Japan.
④	Copy of Passport	Copy	—	If available. Submit all the pages described.
⑤	A copy of Graduation Certificate of school attended	Original transcripts	necessary	If the applicant is still a student, a document issued by the institution where the applicant is currently enrolled at is necessary. (excluding Japanese language school)
⑥	Transcripts of grades issued by the last school attended	Original transcripts	necessary	If still a student, send the most recent grade transcript recording annual grades. (excluding Japanese language school)

⑦	April admission: A Certificate of having learned Japanese Language	Original transcripts	necessary	<p>April admission: Copy of certificate of Japanese Language Proficiency Test (N5 level or above) or certification of 150 hours of Japanese Language study.</p> <p>It should be inscribed by a teacher or a person in charge and approved by the president of the school.</p>
⑧	Three Photographs	Original transcripts	—	<p>These photographs should be current (taken within the last month), clear, from the front without a hat or background.</p> <p>No modified photographs.</p> <p>※Picture size should be as follows.</p>  <p>Write the name of the applicant on the back of the photographs. Attach one of them to the entrance application form.</p> <p>No modified photographs.</p>
⑨	Applicant's family register	Copy	—	A full copy of the applicant's family register.
⑩	Certificate of employment	Original transcripts	necessary	If any occupational career. Submit a certificate which describes the period of employment and the duties.
⑪	A certificate or explanation of previous entry to Japan	Original transcripts	—	<p>If an applicant has worked in Japan before, employment periods and job description should be included in the explanation such as original certificate of employment or copy of monthly statement or pension book.</p> <p>※If an applicant has visited Japan for skill training, they should submit an employment certificate after returning to their country.</p>
⑫	Copy of identification card	Copy	—	—

4. Documents either (A) or (B) or (C) to be submitted by the defrayers of the expenses (tuition fee, living expenses during stay in Japan).

(A) In case the applicant pays him or herself.

The following documents should be submitted either in Japanese or English. Original transcripts in other languages must be accompanied by a translation in Japanese or English.

	Documents	Form	Translation in Japanese or English	Remarks
①	Financial support statement (self-support)	Prescribed form	necessary	It must be written by the defrayer. If it is not written in Japanese or English, a translation in Japanese or English must be attached.
②	Annual income certificate of the previous year and tax payment certificate for the past three years	Original transcripts	necessary	Must be an official tax payment certificate issued by tax office.
③	Bank account certificate in the name of the defrayer	Original transcripts	—	The certificate must include address, telephone and fax number of the bank. The certificate of a bank which can remit abroad must be submitted.
④	Copy of a bankbook which shows the method to have made money for the expenses	Copy	—	The certificate must include address, telephone and fax number of the bank on an official form of the bank or copies of all pages described including the cover of the bankbook. Copies of all pages described including the cover must be submitted.

(B) In case the applicant is supported by remittance from his/her country.

	Documents	Form	Translation in Japanese or English	Remarks
①	Financial support statement (of person(s) supporting the student)	Prescribed form	necessary	It must be written by the defrayer. If it is not written in Japanese or English, a translation in Japanese or English must be attached.
②	Office worker: certificate of employment Company director: register book copy Independent: copy of business license	Original transcripts	necessary	Submit official form exclusively used for the office with the name, address, phone/fax number, e-mail address, employment period, and duties clearly written. It must be certified by the head of the organization.
③	Annual income certificate of the previous year and tax payment certificate for the past three years	Original transcripts	necessary	Submit official tax payment certificate issued by tax office.

④	Bank account certificate	Original transcripts	—	The certificate must include address, telephone and fax number of the bank on an official form of the bank or copies of all pages described including the cover of the bankbook. The certificate of a bank which can remit abroad must be submitted.
⑤	Copy of a bankbook which shows the method to have made money for the expense	Copy	—	The certificate must include address, telephone and fax number of the bank on an official form of the bank.
⑥	Documents to prove the relationship between the applicant and the sender	Original transcripts	necessary	If the sender is a relative of the applicant, it must be proved by official document like a full copy of his or her family register. (1)copy of ID of the defrayer (2)copy of birth certificate (3)copy of family register If the sender is not a relative of the applicant, he or she must submit a document which concretely proves the relationship.

(C) In case the applicant is supported by those who are living in Japan.

The following application forms should be submitted in Japanese or English.

	Documents	Form	Translation in Japanese or English	Remarks
①	Financial support statement (of person(s) supporting student)	Prescribed form	necessary	It must be written by the defrayer. If it is not written in Japanese or English, a translation in Japanese or English must be attached.
②	Office worker: certificate of employment Company director: register book copy Independent: copy of last income tax return	Original transcripts	necessary	Submit official form exclusively used for the office with the name, address, phone/fax number, e-mail address, employment period, and duties clearly written. It must be certified by the head of the organization.
③	Annual income certificate of the previous year and tax payment certificate for the past three years	Original transcripts	necessary	Submit official tax payment certificate issued by tax office.
④	Bank account certificate	Original transcripts	—	The certificate must include address, telephone and fax number of the bank on an official form of the bank or copies of all pages described including the cover of the bankbook. The certificate of a bank which can remit abroad must be submitted.

⑤	Copy of a bankbook which shows the method to have made money for the expense	Copy	—	The certificate must include address, telephone and fax number of the bank on an official form of the bank.
⑥	Documents to prove the relationship between the applicant and the sender	Original transcripts	necessary	If the sender is a relative of the applicant, it must be proved by official document like a full copy of his or her family register. (1)copy of ID of the defrayer (2)copy of birth certificate (3)copy of family register If the sender is not a relative of the applicant, he or she must submit a document which concretely proves the relationship.
⑦	Resident card	Original transcript	—	Resident cards of all the family

(D) Application Periods

October 1 ~ November 15, 2018 (excluding Saturday, Sunday and Holidays) in the current year.

(E) How to apply

Necessary documents should be mailed.

Posted Address

The necessary forms should be sent to the following address:

Kumamoto Foreign Language Academy

Japanese Language Department

8-14 Karashima-cho Chuo-ku

Kumamoto 860-0804

Japan

(F) The application fee is to be paid into the stated bank account.

Bank and Remittance Account

HIGO BANK HEAD OFFICE Normal Account 1438666 KARASHIMA GAKUEN

Phone: 81-96-325-2111

Fax: 81-96-352-0508

Address: 860-0017 Kumamotoshi Chuo-ku Renpeicho 1ban, Japan

Remittance is to be made in Japanese yen.

The applicant must bear the remittance charge.

5. Selection methods

Selection is made based on the documents submitted by the applicant, paper test and through an interview by our staff.

6. Notification of Results

April admission: November of the previous year

Those accepted for enrollment must, within one week of receiving notification of having been

accepted, pay the initial admittance fee into the bank account as indicated. After receiving this payment, KFLA will then issue a Certificate of Admission.

Ⅲ. All processes from Application to Entrance

1. Applicant for the visa for studying abroad

	Contents	Flow	April Admission
①	Submission of application documents Application fee payment	applicant→school	October to mid-November
②	Admission Test	school→applicant	late November
③	Admission decision, Notification	school→applicant	late November
④	Entrance fee payment	applicant→school	early December
⑤	Application for a "resident status recognition certificate"	school→ immigration office	Mid-December
⑥	Information of the result of the examination of "resident status recognition certificate"	immigration office →school	early March
⑦	Delivery of the copy of "resident status recognition certificate"	school→applicant	early March
⑧	Tuition Fee and Facilities Fee payment	applicant→school	Mid-March
⑨	Delivery of the original "resident status recognition certificate"	school→applicant	After confirmation of the payment of the tuition fee and facilities fee
⑩	Visa application ※ "resident status recognition certificate" and Admission certificate must be submitted	applicant→ Japanese Embassy or Consulate	by mid-March ※After getting passport
⑪	Entry to Japan	—	after receiving Visa end of March
⑫	Entrance Ceremony, Orientation, Classes begin	—	April

2. Applicant who does not require a visa

	Contents	Flow	Processing period
①	Submission of application documents Application fee payment	applicant→school	Late February
②	Admission Test	school→applicant	late February ~ March
③	Admission decision, Notification	school→applicant	March
④	Entrance fee payment	applicant→school	March
⑤	Tuition Fee, Facilities Fee text and training trip fee payment	applicant→school	March
⑥	Orientation, entrance ceremony, classes begin	—	April

IV. School payment

	Two year course	
	2019 school year (April, 2019~March, 2020)	2020 school year (April, 2020~March, 2021)
1. Application Fee	15,000yen	—
2. Entrance Fee	50,000yen	—
3. Tuition Fee	490,000yen	490,000yen
4. Facilities Fee	50,000yen	50,000yen
5. Teaching Materials	40,000yen	40,000yen
6. School Trip Fee	40,000yen	—
Total	685,000yen	580,000yen

※ National health insurance—national health insurance costs about 20,000yen/year

Payment to be made after reaching Japan and completing necessary procedures at Kumamoto city office

Insurance—It costs about 20,000yen for the first year and depends on the income in Japan for the second year.

Payment Date

		April, 2019 Admission
Fee before entrance	① Application Fee	At time of application
	② Entrance Fee	Within one week of being notified of having been accepted
2019 school year	③ Tuition Fee and Facilities Fee	Within one week of receiving the “Certificate of Eligibility”
	④ Teaching Materials Fee	On the day of paying Tuition Fee
	⑤ School Trip Fee	On the day of paying Tuition Fee
	⑥ Student Disaster Insurance Fee	March, 2019 (two-year coverage)
2020 school year	⑦ Tuition Fee and Facilities Fee	By the end of March, 2020
	⑧ Teaching Materials Fee	On the day of paying Tuition Fee

※ notes concerning payment

Tuition fees can be paid in installments. For the first year students 245,000yen is to be paid. Within one week of receiving the “certificate of Eligibility” and by the end of September, 2019 and for the second years students. By the end of March and September 2020 respectively. Installments other than tuition fees are not permitted.

※ notes concerning refund

Except for the following reasons, once made payment will not be refunded.

① In case a “Certificate of Eligibility for a Status of Residence” is not granted

Payment except for application fee is refunded.

② In case a visa is not granted by the Japanese embassy or Consulate

If the document to prove that a visa was not issued is submitted, payment except for application fee is refunded.

③ In case an applicant declines entrance due to personal reasons

If the “Certificate of Eligibility for a Status of Residences” is returned, payment except for application fee and entrance fee is refunded. “Certificate of Eligibility for a Status of Residence” must be returned.

V. Main yearly program

	April Admission
Entrance Ceremony & Orientation	April
Placement Test	April
Social Activity	May
Examination for Japanese University Admission for International Students	June, November
Japanese Proficiency Test	July, December
Term Test	February, August
Physical Checkup	October
Karashima Festival	December
Graduation Ceremony	March

※ In addition to the activities above, there are summer, fall, winter and spring vacations and day excursion trips held once or twice a year.

VI. Concerning part-time jobs (“activity outside the qualification”)

Those who want to have part-time jobs must get a “permit of the activity outside the qualification” when entering Japan. If a student works part-time without permission or works part-time over the permitted range, it will violate the law and will be punished.

(1) Working hours are no more than 28 hours per week. (no more than eight hours a day in case of long leave).

(2) Violation of the law is prohibited. It is not permitted to work at a bar, snack, pachinko parlor, or similar establishments.

VII. Dwelling

Students are to live in shared rooms in the apartment appointed by our school. The room charge and utility charges are to be paid by the occupants of each room. Students are to prepare their own bedding and necessities for living.

※If a student lives with his or her family, the above rules do not apply.

Detail		Amount/person
Initial expense	Commission to a real estate agent	About 40,000yen
	fire insurance (annually)	About 2,500yen
Monthly expenses	Room rent	About 20,000yen
	Utilities	About 7,000yen
	Internet	About 2,000yen