



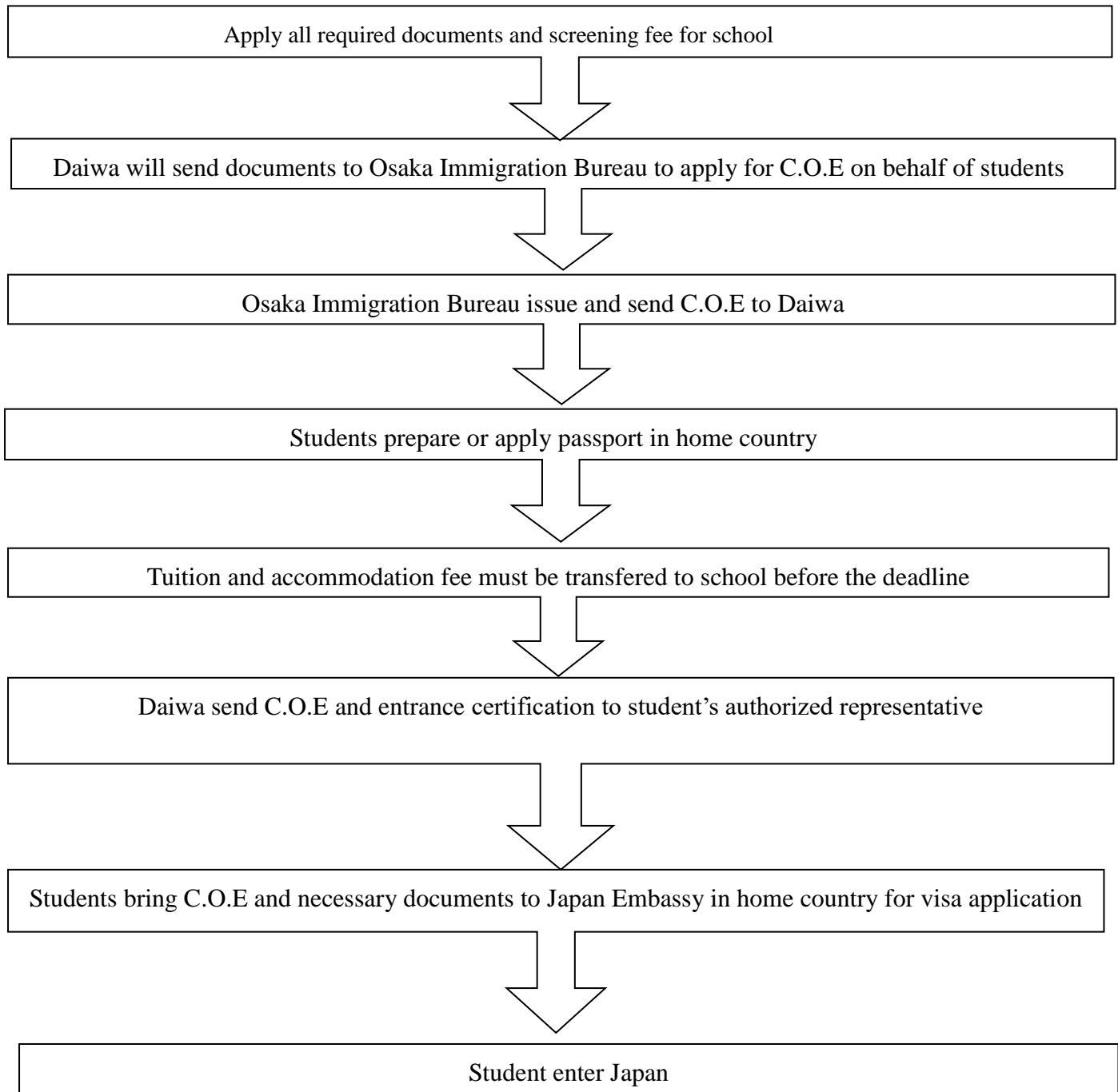
ACADEMY JAPANESE LANGUAGE  
ダイワアカデミー 大和語言教育学院

# Application Requirements

\* \* English version \* \*

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## Proceduce from apply until entrance



## APPLICATION SCHEDULE AND FEES

### 1 . Application Schedule

Entrance time	Course	Application time
April Entrance	2 years course	September 01 <sup>st</sup> ~ November 01 <sup>st</sup>
July Entrance	1 year and 9 months course	December 01 <sup>st</sup> ~ February 28 <sup>th</sup>
October Entrance	1 year and 6 months course	March 01 <sup>st</sup> ~May 31 <sup>st</sup>

May the application schedule closed before deadline due to school capacity is full. Your understanding is high appreciated.

For more detail, please contact to school directly.

### 2 . Class Schedule

Weekly	Morning class	Afternoon class
Monday ~ Friday	9:00 ~ 12:50	13:30 ~ 17:20

**Note:**

**The class you will attend is decided base on your placement test result**

### 3 . School Expenses

**◆Screening fee 20,000 yen**

April Entrance 2 years course	Breakdown	1 <sup>st</sup> year	2 <sup>nd</sup> year	Total  1,390,000 JPY
	Entrance fee	50,000 JPY	-	
	Tuition	610,000 JPY	610,000 JPY	
	Documents fee	15,000 JPY	15,000 JPY	
	Facility fee	30,000 JPY	-	
	Events costs	20,000 JPY	20,000 JPY	
	Insurance	10,000 JPY	10,000 JPY	
	Total	735,000 JPY	655,000 JPY	

July Entrance  1 year and 9 months course	Breakdown	1 <sup>st</sup> year	2 <sup>nd</sup> year	Total  1,223,000 JPY
	Entrance fee	50,000 JPY	-	
	Tuition	610,000 JPY	457,500 JPY	
	Documents fee	15,000 JPY	12,500 JPY	
	Facility fee	30,000 JPY	-	
	Events costs	20,000 JPY	10,000 JPY	
	Insurance	10,000 JPY	8,000 JPY	
	Total	735,000 JPY	488,000 JPY	

October Entrance  1 year and 6 months course	Breakdown	1 <sup>st</sup> year	2 <sup>nd</sup> year	Total
	Entrance fee	50,000 JPY	-	1,066,000 JPY
	Tuition	610,000 JPY	305,000 JPY	
	Documents fee	15,000 JPY	10,000 JPY	
	Facility fee	30,000 JPY	-	
	Events costs	20,000 JPY	10,000 JPY	
	Insurance	10,000 JPY	6,000 JPY	
	Total	735,000 JPY	331,000 JPY	

※All tuition in 1 year and accommodation fee in 6 months must be transferred to school's bank account in time..

### 【 Notice 】

- ① The deadline of bank transfer will be announced along with C.O.E and entrance certification. Please refer to that announcement to transfer on time.
- ② In case relative in Japan comes to Daiwa Academy and applies documents on behalf of student, Please show resident card, passport or ID.  
If the relative is student, please show student card.
- ③ The one who submits documents may be asked to help school to complete or adjust documents, please ask him/her to be aware in advance.
- ④ Additional documents may be required

### 【 Tuition and fees refund】

- ① **Screening fee is non-refundable**
- ② **Tuition is non-refundable if the reason is on student's side.**
- ③ **Because of unpredictable reasons or due to Japan embassy in home country that makes student can not get the visa, Daiwa Academy will refund tuition after subtract screening fee and transfer fee.**
- ④ **Tuition, accommodation fee and facility fee, etc...will not be refunded for student who gets visa to Japan but drops out of school in the middle.**
- ⑤ **After the C.O.E was granted by Ministry of Foreign Affairs but the student cancel, not enter Japan and enroll the academic year, Daiwa Academy will collect cancellation fee of 50,000 JPY and the EMS fee of return documents (Actual EMS fee at that time)**
- ⑥ **With students who passed the exams to higher education in universities, graduated schools or colleges while studying at Daiwa Academy, will be refunded tuition fee of the next semester from the paid tuition.**

## APPLY DOCUMENTS

### STUDENT'S DOCUMENTS

#### 1. MUST HAVE DOCUMENTS

1	Application form (stick 3x4cm portrait picture)	Use Daiwa Academy form
2	6 (3x4 cm) portrait picture	Pictures taken within 3 months at the time apply the document
3	Graduate certification of the last educated level.(Or equivalent verification) (original and notarization)	Original papers will be returned after Immigration Bureau confirmed
4	Japanese Language Proficiency Test result or other Japanese tests results. Certification of Japanese learning history (issued by Japanese facilities where student studies Japanese)	Certification of Japanese level N5 at least is required. Japanese learning history need to have: Name of Japanese course How many hours student studies per week How many hours student studied in total Japanese level
6	Notarized family register book Notarized student's ID card	Family register book with student's basic information (date of birth, home town, present address) and student's other family members' information.
7	Notarized copy of passport (If student has passport)	Notarization of first page with student's picture and other visa pages of history entrance to Japan ( if any)

#### 2. NECESSARY DOCUMENTS MAYBE REQUIRED

1	Certification or qualification relates to other study history beside the last education	Short time course(s), home school,online course(s),cram school
2	Working certification Letter of Recommendation	-Working certification: <ul style="list-style-type: none"> <li>● Name of company,contact information of company,tax payment number</li> <li>● Content of job,hired date,leaving date</li> </ul> -In case students worked at more than one companies, working certification of each company is required.

## 【 Notice 】

- ① All documents must be translated into Japanese and attached to original/notarized documents.
- ② At least a 12-year-education graduate certification is required.  
Please take a note that: Home school or online school may be not calculated.
- ③ Immigration Bureau will check all the information, if there is any mismatched information, C.O.E application will be refused.
- ④ Primary school entrance age is 6 generally. If there is any different, explanation is necessary.
- ⑤ When submit document, student needs Japanese level N5 at least and 150 hours of studying Japanese at a Japanese center or Japanese school in home country.

When documents are submitted but student haven't had official Japanese Level N5 certification, student may be asked to submit examination voucher for Immigration Bureau to qualify.

- ⑥ All documents must be written by student himself/ herself. Erase pen is not allowed.  
If there is any mistake, please write a double line on the fault place(s) then rewrite.
- ⑦ Interview by school may be organized to exam student's ability (interview face-to-face or interview via skype)
- ⑧ All submitted documents will not be returned except original papers/ original graduate certification or paper with specific requirements from student.
- ⑨ Base on each situation, additional documents may be required to submit.
- ⑩ All copy documents must on A4 paper.

## FINANCIAL SPONSOR

### 1 MUST SUBMIT DOCUMENTS

1	Finalcial sponsor statement	Use school's form Sponsor needs to declare the reasons why that person become student's sponsor and pay tuition and other fees for student.
2	Relationship certification between sponsor and applicant	Born certification,relative certification
3	Bank saving balance certification (Original certification from bank)	To show sponsor's ability to be able to pay student's tuition and living expenses while study abroad.
4	Bank saving book (notarized copy is accepted)	Bank saving book is the basis to judge sponsor's financial ability.
5	Sponsor's working certification	Working certification: Job content,position,working history
6	Sponsor's annual income certification	Recent 3 years income certification and source of income (salary, bonus,...)
7	Income proof	Bank saving balance certification House / Real estate ownership certification / stock ownership certification
8	House register book or Identity card	With sponsor's name and address, born place, ...

### 2 . MAY BE REQUIRED DOCUMENTS

1	Business permission (If any)	In case sponsor operates his/her own company / business
2	Company profit and loss report	Report of company which sponsor operates business
3	Document shows that company has business relationship with Japanese companies.	In case sponsor has business relationship with Japanese companies or has Japanese share holders, please show document to prove.
4	Company introducing documents.	Business content,panflet,brochure for examples

※Please write the address clearly

## 【 NOTICE 】

- ① 「Relative」 is the person who has close relationship with student such as:parents,uncle,aunt
- ② All document relates to sponsor need to be issued within 3 months when submit to Immigration Bureau of Japan.
- ③ Financial Statement Form must be hand written by sponsor.  
Erase pen is not allowed.  
Mis-written places must be marked by double line and rewritten clearly.
- ④ An interview to judge sponsor's ability and willing to sponse for student may be arranged if necessary.
- ⑤ Submitted documents will not be returned except original or specific ones.
- ⑥ In some situations, additional documents may be required.
- ⑦ Copy documents must be on A4 paper

## JAPAN ENTRANCE PROCEDURE

- ① After C.O.E is issued, student will complete tuition and fees transfer.  
After school confirmed the transaction will send the original of C.O.E and study admission to student.  
Student will bring the document to Japan embassy in home country to apply for visa to Japan.
- ② When apply for visa, for some special cases, interview may be required.Please Khi đăng kí xin visa, please confirm with Japan embassy in home country for detail.
- ③ Within 3 months after C.O.E is issued, if student does not enter Japan, C.O.E will be invalid.
- ④ After entered Japan, all students must attend the orientation to know the procedure of address registration and insurance registration procedure.
- ⑤ Student wants to register part time job to cover part of expenses while living in Japan should contact person in charge in school for support.  
Base on Japan law, oversea students can work 28 hours per week (in ordinary days)  
And 40 hours per week (in long vacations)



## CONTACT

ダイワアカデミー

### DAIWA ACADEMY JAPANESE LANGUAGE

Address : 〒590-0947

Osaka fu, Sakai shi, Sakai ku,

Osaka fu, Sakai shi, Kumano chou, Nishi 3 cho 2-6

Tel : 072-224-3554

Fax : 072-222-3135

URL : <http://www.daiwa-ac.jp/>

E-mail : info@daiwa-ac.jp

### TRANSFER BANK ACCOUNT

銀行名称: 三菱東京 UFJ 銀行 堺支店

BANK OF TOKYO-MITSUBISHI UFJ SAKAI BRANCH JAPAN

口座名義 : 大和物産株式会社

ACCOUNT: DAIWA BUSSAN CO., LTD

口座番号/No. (普通預金) 1200241