

**Kobe YMCA College Japanese Department  
Application Handbook (B) <After Year 2020>**

**1. COURSES**

Length of Study	Term of Study	Maximum Limit	Visa Type
Spring: One-year course	April to the following March	60 students	College Student
Spring: Two-year course	April to March of the second year		
Autumn: 1.5-year course	October to March of the second year		

Class times: Monday to Friday, 9:30 to 12:20 OR 9:30 to 15:10 (depending on class level and day of the week)

**2. GENERAL REQUIREMENTS**

**a. Completed 12 years of standard, compulsory education**

*Academic eligibility is dependent on the completion of 12 years of standard, compulsory education or its equivalent. (If the completed term of study is shorter than 12 years due to differences in the educational system of the applicant's home country, please send an inquiry to the YMCA school office before applying.)*

**b. Completed one or more of the following:**

- i. 150 hours or more of Japanese language study
- ii. JLPT level N5 (or above)
- iii. J.TEST grade G (or above)
- iv. NAT grade 5 (or above)

**3. APPLICATION PROCEDURE**

• **When applying through a local contact \* in Japan:**

*The office will review all application materials after submission, so please contact us before submission.*

- Office hours: 9:00 to 18:00, Monday to Saturday

• **When applying abroad through a foreign agency:**

*Please supply our school name (Kobe YMCA College Japanese Department) and contact information to the foreign agency through which you are applying.*

- Tel: (+81) 78-241-7204 Email: <japanese@kobeymca.org>

• **When applying from abroad directly:**

*Please contact the Kobe YMCA school office via email.*

**4. APPLICATION PERIOD**

Spring courses: **August 1<sup>st</sup> to November 20<sup>th</sup>** of the year before enrollment

Autumn course: **February 1<sup>st</sup> to May 20<sup>th</sup>** of the year of enrollment

*If the number of applicants exceeds the maximum limit, the school reserves the right to cease accepting applications.*

**5. APPLICATION FEE: ¥20,000**

**6. FEES <Tuition Fee will be changed as following; >**

Enrollment Fee	Payment Method	Tuition Fee
¥100,000	Payment for one full year	¥730,000 (12 months)
	Payment by installments	¥365,000 (6 months)

Additional fees: • Textbook fees (approx. ¥5,000 per six-month study term)  
• Mandatory school insurance (approx. ¥1,000 per year)

**YMCA has a special treatment system for those who passed the JLPT N1 / N2 / N3. Please inquire.**

## ◆ REQUIRED DOCUMENTS

- ★ The following are the minimum requirements for all applicants. Kobe YMCA may ask individual applicants to provide additional documentation.
- ★ Kobe YMCA will screen applications based on the documents submitted.  
(If there is insufficient writing space, please continue on a separate sheet of paper.)
- ★ Please complete necessary forms in English.
- ★ All documents must be translated into Japanese.  
(Please have the translator sign and date in all documents.)
- ★ All documents are for the purpose of application screening by Kobe YMCA as well as for Japanese Immigration.

### 1. Documents required for all applicants:

- ① YMCA Japanese Language School admission application form
  - The application must be completed by the applicant.
  - In case this form may be completed electronically, please be sure to sign and date by hand.
  - Do not use abbreviations for the names of schools, companies, addresses, etc.
  - If the applicant has a passport, please submit a copy of the page that includes the passport number.
    - If the applicant has been to Japan on a previous occasion(s), please note the dates of arrival and departure for each visit. In addition, please submit copies of the passport pages that show landing and/or re-entry permission stamps.
- ② 8 photos (4 cm x 3 cm)
  - The photos must be taken **within three months prior to application.**
  - Please write your name and date of birth on the back of each photo.
- ③ Statement of purpose for application (Form 1)
  - Please complete the provided form.
  - In case this form may be completed electronically, please be sure to sign and date by hand.
  - Please include details.
- ④ Official graduation certificate OR copy of original diploma from the last educational institution.
  - Please provide a copy of the applicant's bachelor's degree (if applicable).
- ⑤ Official transcript from the last educational institution.
- ⑥ Proof of Japanese language study
  - Please submit one of the followings:
    - Official results of the Japanese Language Proficiency Test (JLPT), level N5 or above
    - Official results of the J.TEST, level G or above
    - Official results of the NAT, level 5 or above
    - Official results of another Japanese language proficiency test of a level equivalent to those mentioned above
  - Please submit proof that the applicant has studied Japanese for 150 hours or more.
- ⑦ Copy of official ID (e.g. national ID card, student card, etc.)
- ⑧ Proof of employment (if applicant had worked before.)

## 2. Required financial documents:

Please submit the following documents accordingly.

Financial responsibilities include tuition fee, school fees, and living expenses.

### A. Applicants supporting themselves financially:

- ① Applicant's official bank statement
- ② Applicant's proof of employment (including employment period)
- ③ Applicant's proof of employment (including employment period)

### B. Applicants with a financial sponsor residing in abroad.

- ① Document explaining the reason for accepting the responsibility of financial sponsorship (Form 2)
  - This form should be filled out by the sponsor.
  - In case this form may be completed electronically, please be sure to sign and date by hand.
  - If the financial sponsor is not the applicant's parent, please explain the relationship between the sponsor and the applicant in addition, and the reason for becoming financial sponsor.
- ② Financial sponsor's official bank statement  
<<The funds required for one year studying, is approximately 2,000,000JPY.>>
- ③ Proof of financial sponsor's work experience  
**Employed by a company:** Certification of work experience, including period of employment  
**Executive officer of a company:** Copy of the corporate registration, etc.  
**Self-employed:** Copy of the business license, etc.
- ④ Explanation of the relationship between the sponsor and the applicant  
<<Copy of "Resident card", "Family Registers", or "Birth Certificates", etc.>>

### C. Applicants with a financial sponsor residing in Japan:

- ① Document explaining the reason for accepting the responsibility of financial sponsorship (Form 2)
  - This form should be filled out by the sponsor.
  - In case this form may be completed electronically, please be sure to sign and date by hand.
  - If the financial sponsor is not the applicant's parent(s), please explain the relationship between the sponsor and the applicant in addition to the reason for becoming the applicant's financial sponsor.
- ② Financial sponsor's official bank statement  
<<the funds for one year of study, is approximately ¥1,000,000.>> (in case applicant lives with sponsor)
- ③ Financial sponsor's certificate of income  
Please submit one of the following:
  - Certification of income issued by a municipal office (所得証明書 *shotoku shoumei-sho*)
  - Copy of tax return (確定申告書 *kakutei shinkoku-sho*)
  - Copy of tax withholding slip (源泉徴収票 *gensen choushuu-hyou*)
- ④ Financial sponsor's certification of employment
- ⑤ Explanation of the relationship between the sponsor and the applicant  
<<Copy of "Resident card", "Family Registers", or "Birth Certificates", etc.>>
- ⑥ **If the financial sponsor is a Japanese citizen:** Please submit "住民票 *juumin-hyou*".  
**If the financial sponsor is not a Japanese citizen:** Please submit "住民票 *juumin-hyou*" or copy of "在留カード (*zairyuu kado*)".

\* **LOCAL CONTACT** : A "local contact" is defined as a person living in or around Kobe who will provide support for the applicant and can act as the applicant's apartment guarantor, etc.

The local contact is not the applicant's financial guarantor.

## 3. Required document for "local contact" in Japan

Local contact agreement (must be filled out by individual)

