

COLLEGE OF OKINAWA ACADEMY

Department of Japanese Language

The College of Okinawa Academy, Department of Japanese Language is aiming to give students opportunities to acquire Japanese language ability to read, write, listen, and speak Japanese as well as Japanese language ability required for studying at university, etc. through communication with Japanese students and local people.

■ Courses

Name of Course	Level	Semester begins	Learning period	Learning hours
2-year course	Beginners -	in April	2 years	1,520hours (76 weeks)
1.5-year course	Beginners -	in October	1.5 years	1,140hours (57 weeks)

* A diploma will be issued for the students who are enrolled for a certain period, and meet a certain condition for attendance and performance.

■ **Quota : 80 persons** *The quota of a class is 20 persons

■ **School hours : Every Monday to Friday 4 classes a day 1 class: 45 minutes**

HR	First class	Second class	Third class	Fourth class
8:50 ~ 9:00	9:00 ~ 9:45	9:55 ~ 10:40	10:50 ~ 11:35	11:45 ~ 12:30

*20 hours a week, 38 weeks/760 hours a year

*Closed on Saturdays, Sundays, and national holidays.

*There will be around 2-week long vacations (summer vacation, winter vacation, spring vacation).

*There will be extra-curricular activities such as sports events.

■ Admission qualifications

- ① Those who are 18 years old or older and have completed school education at their home country for over 12 years, or those who have the qualifications for entering an institution of higher education such as university in their home country.
- ② Those who have passed Japanese-Language Proficiency Test N5 (The test results need to be proved) or have the same level of Japanese language ability (studied Japanese language for around 150 hours).
- ③ Those who don't have any obstacles in entering Japan by due process.
- ④ Those who can pay the school expenses, living expenses during their stay, etc. by themselves, family, or the company they are working for or its affiliated institution.
- ⑤ Those who have a reliable guarantor.

■ **Type of Visa : Student visa**

■ Application period

Name of Course	Semester begins	Application deadline
2-year course	in April	Every September 30
1.5-year course	in October	Every April 30

■ **School expenses** : Each course' s school expenses are as follows.

Name of Course	Admission screening	Enrollment fee	Tuition	Facility expenses	Learning material costs	Total
2-year course	20,000JPY	100,000JPY	1,240,000JPY	80,000JPY	20,000JPY	1,460,000JPY
1.5-year course	20,000JPY	100,000JPY	930,000JPY	60,000JPY	15,000JPY	1,125,000JPY

*The students are required to be enrolled in the National Health Insurance during their enrollment, and pay the monthly insurance premium by themselves.

The National Health Insurance is the system where patients bear 30% of their medical expenses at hospitals and pharmacies.

*In addition to the above, students shall pay some examination fees.

*In general, the payment at school entry should be done in a lump-sum payment. After that, they can pay their school expenses in installments by half a year.

*The details of the payment in installments are as follows.

Name of Course	Payment timing	Enrollment/ admission screening fees	Tuition	Facility expenses	Learning material costs	Total
2-year course	At school entry	120,000JPY	620,000JPY	40,000JPY	10,000JPY	790,000JPY
	The following February		310,000JPY	20,000JPY	5,000JPY	335,000JPY
	The following August		310,000JPY	20,000JPY	5,000JPY	335,000JPY
1.5-year course	At school entry	120,000JPY	620,000JPY	40,000JPY	10,000JPY	790,000JPY
	The following August		310,000JPY	20,000JPY	5,000JPY	335,000JPY

■ **The person paying the expenses**

The person must pay all the expenses needed when the student is studying in Japan. The qualifications for the person paying the expenses are as follows.

A. In case the applicant pays the expenses

- ① The applicant should have work experience for a certain period.
- ② The applicant has the capability to pay all the expenses when he/she is studying in Japan and he/she can prove that.

B. In case the person paying the expenses lives in the home country

- ① In general, the person should be a relative who is close to the applicant (parents, siblings, grandparents, etc.).
- ② The person should have the capability to pay all the expenses when the student is studying in Japan, and that should be proved.

C. In case the person paying the expenses lives in Japan

- ① If the person is Japanese, the person should have a reasonable relationship with the student or reason to pay the expenses.
- ② If the person is a foreigner, he/she should be a relative who is close to the applicant (parents, siblings, grandparents, etc.).
- ③ The person should have the capability to pay all the expenses when the student is studying in Japan, and that should be proved.

■ Application documents

Please read the following carefully, and prepare the required documents.

- ① The documents prepared overseas need to have the dates within 6 months before submitting to the Immigration Bureau. The documents prepared in Japan need to have the dates within 3 months before submitting to the Immigration Bureau.
- ② Please fill out the forms in a black or blue pen or ballpoint pen.
- ③ If you write incorrectly in your handwriting, please correct it with double lines. Please don't use correcting fluids.
- ④ All the documents marked with ▲ must be submitted with the documents translated into Japanese. The translated documents should include translator's name, company name (or such information as the relationship with the applicant), and contact information, as well as seal or signature.
- ⑤ All submitted copies should be A4-size and clear.
- ⑥ Official certificates need to include the name, address and phone number of the issuing authorities, the name of issuers and issued dates.

《 I Documents to be submitted by the applicant 》

	Requirements	Notices at the time of preparation	Translation needs to be attached
①	Application for admission (designated format)	<ul style="list-style-type: none"> ● Each document should be filled out in Japanese, Chinese or English (Roman characters). ● Please write the applicant's signature and the date in each document. 	
	Individual report (designated format)		
	Statement of reasons for studying in Japan (designated format)	<ul style="list-style-type: none"> ● The reasons for studying in Japan and plans after studying at a Japanese language school should be written specifically. 	
②	8 face photos (4cm × 3cm)	<ul style="list-style-type: none"> ● The face photos should be the ones taken within the last 3 months. ● Please write the applicant's name and date of birth on the back side of the photos. ● Please put a photo on the Application for admission. 	
③	Certificate of graduation of the final academic background	<ul style="list-style-type: none"> ● Please submit the original of the diploma of the final academic background (which will be returned after the examination at the Immigration Bureau) or the certificate of graduation of the final academic background. <small>*Those who live in Vietnam should submit the original of the certified diploma of high school issued by Vietnam National Academic Recognition Information Center (VN-NARIC), General Department of Quality Management – Vietnam Ministry of Education and Training.</small>	▲
④	Academic transcript of the final academic background	<ul style="list-style-type: none"> ● Please submit the academic transcript of the final academic background. 	▲
⑤	A copy of a family register, etc.	<ul style="list-style-type: none"> ● Please submit a copy of a family register that covers all family members (all pages including the cover). ● Please update the family register to the latest content, then copy and submit it. 	▲
⑥	Birth certificate	<ul style="list-style-type: none"> ● Please check the birthplace and parents' ages at the time of the birth register, and submit the birth certificate. 	▲
⑦	A copy of ID card	<ul style="list-style-type: none"> ● The address of the ID card should be the same as the family register's. The both sides of the ID card should be copied and submitted. 	▲
⑧	A copy of their passport <small>*For those who have already acquired a passport</small>	<ul style="list-style-type: none"> ● Please submit the copy of the pages where the passport number, date of birth, face photo, and the history of entry to Japan are described. 	
⑨	Certificate of student status or certificate of employment	<ul style="list-style-type: none"> ● If the applicant is a student, please submit the certificate of student status. If the applicant is a member of society, please submit the certificate of employment. ● Other people don't have to submit the above. 	▲
⑩	Certificate of Japanese language learning	<ul style="list-style-type: none"> ● A copy of the test results of Japanese-Language Proficiency Test or J.TEST (http://www.j-test.com/), or other official Japanese language tests. If you have met the qualifying standard, submit the original copy of your transcripts of the examination. ● The certificate issued by Japanese language schools or other institutions should include learning period, number of learning hours, marks, percentage of attendance, teaching materials used in the class. 	▲

《 II Documents to be submitted by the person paying the expenses 》

A. In case the applicant pays the expenses

	Requirements	Notices at the time of preparation	Translation needs to be attached
①	Certificate of bank balance	<ul style="list-style-type: none"> The bank account name should be the applicant's, and the bank balance should be more than 2 million JPY. Those who live in China should submit a "certificate of deposit" and a copy of a "receipt certificate". The deposit should be a fixed deposit, and the certificate of deposit should have a freezing period until the end of the examination at the Immigration Bureau. The certificate of deposit will be returned after the examination at the Immigration Bureau. 	▲
②	A copy of the applicant's bank book	<ul style="list-style-type: none"> A copy of the applicant's bank book (in the last 3 years) should be submitted to clarify the process of creating the bank balance. The copy of the pages where the bank account name, financial institution name, account number and bankbook number are written should be also submitted. <p><small>*If the applicant doesn't have a bank book, he/she should submit a bank statement.</small></p>	
③	Certificate of employment and certificate of his/her income	<ul style="list-style-type: none"> If the applicant has an occupation, please submit the certificate of employment and the certificate of his/her income (in the last 3 years). If the applicant has a self-owned business, please attach the business permit and tax certificate. If the applicant doesn't have an occupation, please submit the materials that prove the deposit and income (in the last 3 years). 	▲
④	Tax certificates	<ul style="list-style-type: none"> Please submit the tax certificates issued by a tax office or an employer in the last 3 years. If the tax was exempted, please submit an explanatory document. In the explanatory document, the law, etc. which shows the grounds for the tax exemption should be described in detail. 	▲

B. In case the person paying the expenses lives in the home country

C. In case the person paying the expenses lives in Japan

	Requirements	Notices at the time of preparation	Translation needs to be attached
①	Document certifying the payer's ability to pay the expenses	<ul style="list-style-type: none"> The payer should fill out the document in his/her mother tongue or Japanese. Be sure to put the signature of the payer and the date of filling out. 	▲
②	Certificate of bank balance	<ul style="list-style-type: none"> Please submit the materials that prove the income and deposit (in the last 3 years). The bank account name should be the payer's, and the bank balance should be more than 2 million JPY. Those who live in China should submit a "certificate of deposit" and a copy of a "receipt certificate". The deposit should be a fixed deposit, and the certificate of deposit should have a freezing period until the end of the examination at the Immigration Bureau. The certificate of deposit will be returned after the examination at the Immigration Bureau. 	▲
③	A copy of the person's bank book	<ul style="list-style-type: none"> A copy of the payer's bank book (in the last 3 years) should be submitted to clarify the process of creating the bank balance. The copy of the pages where the bank account name, financial institution name, account number and bankbook number are written should be also submitted. <p><small>*If the applicant doesn't have a bank book, he/she should submit a bank statement.</small></p>	
④	Certificate of employment and certificate of his/her income	<ul style="list-style-type: none"> Please submit the certificate of employment and the certificate of his/her income (in the last 3 years). If the payer has a self-owned business, please attach the business permit and tax certificate. 	▲
⑤	Tax certificate	<ul style="list-style-type: none"> Please submit the tax certificates issued by a tax office or an employer in the last 3 years. If the tax was exempted, please submit an explanatory document. In the explanatory document, the law, etc. which shows the grounds for the tax exemption should be described in detail. 	▲
⑥	Documents to prove the relationship between the payer and applicant	<ul style="list-style-type: none"> Please submit a document to prove the relationship such as a copy of family register and birth certificate. Chinese people should submit a "certificate of relatives" and a copy of a "family register" that covers all family members of the payer (all pages including the cover). The "family register" of the payer doesn't need to be translated. If the payer and applicant don't have a relative relationship, please submit a document to explain the relationship in detail. 	▲

⑦	A copy of ID card	<ul style="list-style-type: none"> The address of the ID card should be the same as the family register's. The both sides of the ID card should be copied and submitted. 	▲
⑧	Copies of resident's cards <small>*For those who live in Japan</small>	<ul style="list-style-type: none"> Please submit copies of the resident's card of all family members. If the payer has a foreign nationality, please copy the residence card (both sides) and submit it as well. 	

***In addition to the above, there may be some cases where other documents are requested to be submitted.**

■ Information of the Beneficiary

Name of Bank	BANK OF THE RYUKYUS, LTD.
Address	552-1, UETA, TOMIGUSUKU CITY, OKINAWA, JAPAN
SWIFT Code	RYUBJPJZ
Branch Name	TOMISHIRO BRANCH
Beneficiary's Account Number	322-193717
Beneficiary's Account Name	SHOUOUGAKUEN
Beneficiary's Address	1424-4,KOZONO,AYASE CITY, KANAGAWA, JAPAN

■ Refund policy of school fees

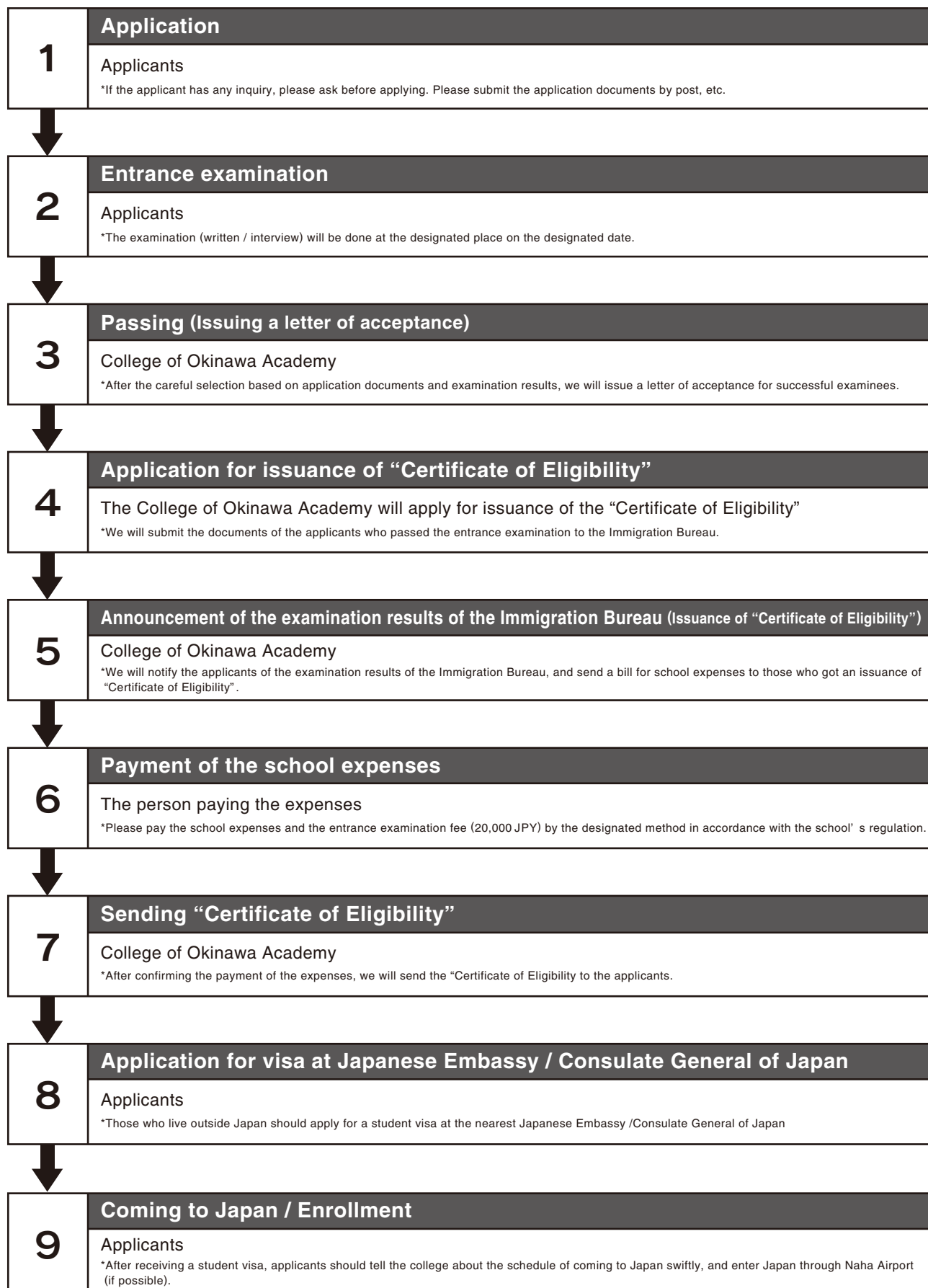
School fees which have already been paid are not refundable in general.

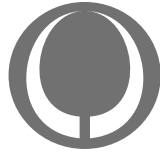
However, if an applicant falls under any of the following cases and explicitly requests for a refund, the fees will be refunded in accordance with our school rules.

- ① A full amount except the admission screening fee will be refunded if the Certificate of Eligibility is not granted.
- ② A full amount except the admission screening and enrollment fees will be refunded even if the Certificate of Eligibility was granted, the applicant did not apply for an entry visa. The applicant must return the letter of acceptance and the Certificate of Eligibility to receive the refund.
- ③ A full amount except the admission screening and enrollment fees will be refunded if the applicant could not come to Japan because his or her application for entry visa was declined by the Japanese diplomatic establishments abroad. The applicant must return the letter of acceptance and the Certificate of Eligibility as well as have the school confirm that no entry visa was issued.
- ④ A full amount except the admission screening and enrollment fees will be refunded if the applicant cancels his or her enrollment before coming to Japan although an entry visa has been issued. The applicant must return the letter of acceptance and the Certificate of Eligibility as well as have the school confirm that the entry visa has not been used and has already been invalid.

*Transfer fee will be borne by the applicant.

Flow of Application - Acquiring visa - Enrollment





SHOUOUGAKUEN

COLLEGE OF OKINAWA ACADEMY

387-1 Madanbashi, Tomigusuku City, Okinawa 901-0201

TEL 098-850-0101

FAX 098-850-0422

E-mail info_nihongo@sho-oh.ac.jp

HP <https://ssl.coa.ac.jp>

