

KANTO FOREIGN LANGUAGES COLLEGE  
**Guidelines for application**

262-0033  
2-5-13 makuharihongou,  
hanamigawaku,chiba city,chiba  
Tel:043-350-1665

## 1. Qualifications for Admission

Those who graduated from high school or completed 12 years education, or expected graduation.  
Those who passed or appropriated JLPT N5.  
Those who has the capability to pay all the costs in a studying-abroad period.

## 2. Course and Period

Long-term course: Enrollment in April (2 years)  
Long-term preparatory course: Enrollment in July (1 year and 9 months)  
Long-term preparatory course: Enrollment in October (1 year and 6 months)  
Long-term preparatory course: Enrollment in January (1 year and 3 months)

## 3. Class Schedule

Mon.-Fri. (five days/week, 20 class hours) Each class hour is 45 minutes  
Morning: 9:00 - 12:30 (four class hours)  
Afternoon: 13:20 - 16:50 (four class hours)  
\* Please follow the instructions of the school regarding class formation.

## 4. Holidays

Saturdays, Sundays, Japanese national holidays  
End of term vacation, summer vacation, winter vacation

## 5. Fees

	2 years	1year and 9 months	1 year and 6 months	1 year and 3 months	1 year
Application fee	20,000	20,000	20,000	20,000	20,000
Admission fee	60,000	60,000	60,000	60,000	60,000
Tuition	1,240,000	1,085,000	930,000	775,000	620,000
Other costs	180,000	155,000	130,000	125,000	80,000
Total	1,500,000	1,320,000	1,140,000	980,000	780,000

## 6. Bank Account for Deposit

**Bank** : CHIBA BANK      **Branch** : TSUGA      **Account no.** : 3849307  
**Account name** : LIGHT MARK CO., LTD      KANTO FOREIGN LANGUAGES COLLEGE  
**Representative** : JUNKO YOSHIDA  
**Bank Address** : 264-0025 CHIBAKEN CHIBASHI WAKABAKU TSUGA 3-14-3  
**Tel** : 043-232-2551

## 7. Instructions

- (1) We do not accept applications mailed directly from overseas.
- (2) For documents issued by countries other than Japan, as well as your reason for studying Japanese, make sure to attach English or Japanese translations.
- (3) In principle, fees paid shall not be refunded.

## 8. Issue of Certificate of Eligibility

After an examination is made by the Tokyo Regional Immigration Bureau, a Certificate of Eligibility for status as a "college student" will be issued. At that time, students are requested to make payment for one year of tuition.

## 9. List of Required Documents

### Notice:

- please submit all certificate within 3 months from issues.
- please use black pen when you write all apply form. Or please sign if you print by data.
- please keep clean of all paper.

### 1. Documents regarding the Applicant (to be prepared by the applicant)

Required document	Instructions
(1) 8 photographs	4cm (H) by 3 cm (W), taken within six months
(2) Application form	You must fill out all the items on the form prescribed by the school, in your own handwriting. (There should be no blank periods in the education/work experience columns, and make sure to include periods of study for examinations, and military service, etc.)
(3) Resume (CV)	You must fill in all the items on the form prescribed by the Tokyo Regional Immigration Bureau, in your own handwriting. (There should be no blank periods in the education/work experience columns, and make sure to include periods of study for examinations, and military service, etc.)
(4) Proof of Education	Prepare a graduation certificate or original diploma from the last institution from which you graduated. If you are still an enrolled student (including on a leave of absence), or if you withdrew before graduation, make sure to prepare a senior high school graduation certificate or an original diploma, in addition to a certificate from the school at which you are enrolled. * If you entered elementary school before reaching the age of six (6), you must prepare a graduation certificate or original diploma of the elementary school.
(5) Other documents	Prepare the following documents beforehand, as they may be required in some cases by the Tokyo Regional Immigration Bureau. * Certificate of employment (for applicants with working experience) * A copy of your passport (for applicants who always carry one) * A certificate of the Japanese Language Proficiency Test or of the completion of more than 150 hours of Japanese language study * Others (Depending on the contents of documents submitted, new documents may be asked for)

### 2. Documents Relating to the Bearing of Expenses (Either A, B, or C)

#### A. In cases where the applicant will bear the expenses (documents to be prepared by the applicant)

Required document	Instructions
(1) Certificate of bank balance	This must include the account number and indication of currency, and must have a balance sufficient to cover the intended period of study.
(2) Other documents	*Certificate of employment (May have to be presented as proof of the savings, so make sure to prepare this if you will be bearing the expenses yourself). *Others (Depending on the contents of documents submitted, new documents may be asked for).

#### B. In cases where an individual living outside of Japan will support the applicant (to be prepared by the supporter)

Required document	Instructions
(1) Remittance agreement	This should be filled out by the supporter, in his/her own handwriting, using the form prescribed by the Tokyo Regional Immigration Bureau
(2) Certificate of bank balance	This must include the account number and indication of currency, and must have a balance sufficient to cover the intended period of study.
(3) Other documents	Prepare the following documents beforehand, as they may be required in some cases by the Tokyo Regional Immigration Bureau. * Certificate of employment (as a proof of savings).

	<p>* Official documents, such as a copy of the family register, certificate of residence, or notarial deed, which prove the relationship of the supporter to the applicant</p> <p>* Others (Depending on the contents of documents submitted, new documents may be asked for).</p>
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### C. In cases where an individual living in Japan will support the applicant

Required document	Instructions
(1) Remittance agreement	This should be filled out by the supporter, in his/her own handwriting, using the form prescribed by the Tokyo Regional Immigration Bureau (should be affixed with his/her seal)
(2) Certificate of payment of local inhabitant tax	Prepare the form issued by a city, ward, town, or village, that lists your total annual income.
(3) Other documents	<p>Prepare the following documents beforehand, as they may be required in some cases by the Tokyo Regional Immigration Bureau.</p> <ul style="list-style-type: none"> <li>* Certificate of employment (as proof of savings).</li> <li>* A certificate of residence listing all the members of the household, or certificate of completion of alien registration</li> <li>* Copy of ID card (e.g., residence card or car license card)</li> <li>* Official documents, such as a copy of the family register, certificate of residence, or notarial deed, which prove the relationship of the supporter to the applicant</li> <li>* Certificate of bank balance</li> <li>* Others (Depending on the contents of documents submitted, new documents may be asked for).</li> </ul>

### 3. Others

Required document	Instructions
(1) Letter of guarantee	A document filled in by a guarantor pledging to take responsibility for the conduct of the applicant while in Japan

## 10. Access

Distance to  
 Narita Airport 40min  
 Tokyo Station 40min

2-5-13 Makuharhongou, Hanamigawa-ku,  
 Chiba-shi, Chiba-ken 262-0033 Japan  
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