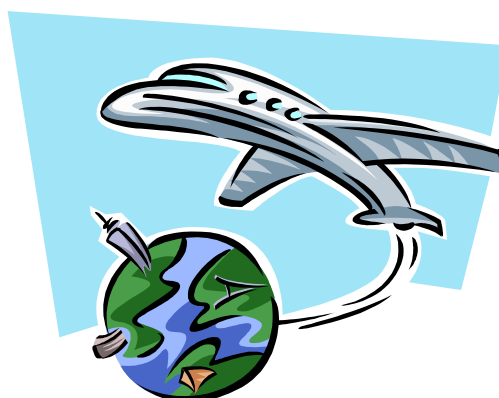




Application Guide  
for  
Sendai Language School Japanese Course



Authorized by the announcement by the Ministry of Justice

**Sendai Language School Japanese Course**

1-14-32-8F, Ichibancho, Aoba-ku, Sendai 980-0811 JAPAN

Tel: 022-266-8181

Fax: 022-266-8182

<http://www.sendai-lang.com>

Email: [sendai.ls@pep.ne.jp](mailto:sendai.ls@pep.ne.jp)

**1. Eligibility requirements:**

Completion of 12 years of formal school education in your country (equivalent to high school graduate based on Japanese educational system). In addition, the applicants should be able to certify that there is a person who bears the school and living expenses during his/her stay in Japan. The applicant shall be under 30 years of age.

**2. Application schedule and admission capacity**

\*The calendar may vary due to circumstances.

Admission	April College preparatory 24 months	July College preparatory 21 months	October College preparatory 18 months	January College preparatory 15 months (General 24 months)
Capacity	240	80	80	40
Application deadline	Early November of the previous year	Mid-March	Mid-May	Mid-September
Immigration deadline	Early December of the previous year	Mid-April	Mid-June	Mid-October
COE result	End of February	End of May	End of August	End of November

**3. Tuition fee**First payment  A (10% sales tax included)

Currency: YEN

Schedule	Application fee	Admission fee	Tuition fee	Facility fee	Textbook fee	Accident insurance	Total
First year fee (before admission)	22,000	66,000	660,000	22,000	33,000	12,000	815,000

\*Additionally, health check (2,000yen) and activity fee (5,000 yen) are required.

\*Six months dormitory fee is also required in advance.

(Please see the other page for information about the dormitory fee)

\*For re-applicants, the application fee is 33,000 yen. Please note that applications submitted without a report of previous application history will not be accepted.

**Second payment**

\*The failure to pay tuition and fees will result pending visa extension

Second year (first half) <input type="checkbox"/> B (approximately 10 <sup>th</sup> month)	April course (6 months)	330,000	11,000	16,500	6,000	363,500
	July course (6 months)					
	October course (6 months)					
	January course (6 months)	165,000	5,500	8,250	3,000	181,750
Second year (latter half) <input type="checkbox"/> C (approximately 16 <sup>th</sup> month)	April course (6 months)	330,000	11,000	16,500	6,000	363,500
	July course (3 months)	165,000	5,500	8,250	3,000	181,750

\*Additionally, activity fee (3,000 yen/six months, 1,500 yen/three months) are required.

\*Please contact us for information about January 24 months general course.

**\*The total fees for each courses (  A +  B +  C + additional fees)**

April	1,555,000	July	1,371,750	October	1,188,500	January	1,005,250
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\*Additionally, please prepare dormitory fees.

\*Please contact us for information about January 24 months general course.

[Note]

- Please be sure to make all tuition payments by the deadline. Installment payment is not acceptable.
- The fees (including entrance fee, tuition fee, facility fee, textbook fee) and application fee cannot be basically refund for any reason once you pay. In case you have to give up your enrollment due to visa rejection by the Japanese Embassy, we will refund the fees other than application fee and entrance fee.

#### 4. Application procedure

(1) In case that you are not in Japan

Your guarantor or representative can submit your application documents on behalf of you.

(2) In case that you are in Japan

Please come to school with your guarantor. When you present, please bring your passport and application fee.

(3) Submitting by post

Please be sure to include your contact information, including telephone number. Meanwhile please be sure to pay application fee (22,000 yen, or 33,000 yen in case of re-application) by any means, such as registered mail, bank transfer, bank check, etc.

#### 5. List of necessary documents

You need to obtain student visa in case you would like to study at Sendai Language School for long term.

To get student visa, you will need to submit necessary documents to Sendai Immigration Bureau, but all these processes will be undertaken via Sendai Language School for whom are accepted by SLS after admission interview. The necessary documents are as follows:

	No.	Documents	Note
Application form	1.	Application form (SLS 1-1, 1-2)	Identical photo required (4x3cm)
	2.	Purpose of study (SLS 2-1)	Please write as much details as possible, by applicant.
	3.	Resume (SLS 3-1)	Please write all the educational information, starting from Elementary school.
		*If more than 5 years have passed since graduating from the last school, please submit document explaining your future career path.	
	4.	Pledge (SLS4-1)	Signature or official registered stamp by applicant and financial guarantor.
5.	Letter of Financial Support (SLS 5-1)	Please be sure to be filled by the financial guarantor, not applicant. Signature or official registered stamp is necessary.	
Applicant	6.	6 identical photos, photo size: 4 x 3 cm.	Not older than 3 months.
	7.	Original graduation certificate from the school last graduated	Original certificate will be returned later (after immigration scanning finish)
	8.	Official certificate of Japanese proficiency (ex) JLPT N5 or higher, J-TEST Level F, NAT-TEST Level 5, etc	Applicants from Vietnam, Nepal, Myanmar are required. This application condition may vary depending of applicants' nationality. Please contact us for further information.
	9.	Family registration certificate	Documents which proof relation between applicant and guarantor.
	10.	Copy of passport	You may submit a copy of an alternative form of identification if you do not have a passport yet.
Financial guarantor	11.	Work and income certificate/ tax payment	The certificate should include income information for the last one year.
	12.	Bank balance certificate	
	13.	Copy of bankbook	You may submit a statement of fund formation, if you do not have a bankbook.
Other	<b>Application fee: 22,000yen</b> (33,000 yen in case of re-application)		Payment on application is required.

\*All documents written in any language other than Japanese must be translated into Japanese.

## 6. Selection methods

Documents screening, Japanese test for basic level, interview with applicant and guarantor  
On-site interview is available in some countries. Please contact us for further information.

## 7. How to submit:

Walk in application or by post

## 8. Where to submit:

Sendai Language School Admission Office

1-14-32-8F, Ichibancho, Aoba-ku, Sendai 980-0811

TEL:022-266-8181 FAX:022-266-8182 Email: sendai.ls@pep.ne.jp

You can download application form from here  
<http://www.sendai-lang.com/img/japan/pdf/application.pdf>

## 9. Remarks

- (1) The application documents that are submitted to Sendai Immigration Bureau will not be returned under any circumstance except the original graduation certificate.
- (2) <The Certificate of Eligibility> will be delivered to applicant or his/her guarantor as soon as the payment of tuition fee, admission fee, etc., is confirmed. We ask for your understanding that whatever the reason is, the tuition fee will not be refunded. Yet, in case the Visa is not granted by Japanese Embassy or Consulate, we may refund the tuition fee while deducting the application fee and admission fee.
- (3) The total hours of school lessons are 760 hrs a year. A compensating lesson will be executed if applicant's entry into Japan is delayed for more than one month. However, since the tuition fee is not charged monthly, there will be no discount per month delayed.
- (4) Student visa is supposed to be renewed in 15 months. Concerning the renewal of student visa, the attendance rate and academic performance, in particular, weigh significantly. It would be less promising with respect to the screen of renewal application at Immigration bureau, where one might be granted with a shorted period of stay which could compromise his/her further education plan if one fails to achieve a 90% attendance rate and grade C in average.
- (5) Please keep in mind that whatever the reason is, tuition fee would not be refunded even if one manages to transfer into another educational agency before the subscribed school term ends.

## 10. About the financial guarantor.

- (1) Generally, a financial guarantor should be one's parents or next of kin. Furthermore, a financial guarantor is required to be in regular employment and capable of affording applicant's oversea expense.
- (2) One may assign a foreigner as his/her financial guarantor who must have permanent residency in Japan and be estimated as appropriate by us.
  - \* Financial guarantor is supposed to play the role of guardian during the entire stay of the applicant in Japan, and be obligatory to offer round-the-clock instruction and assistance.
  - In addition, we do not introduce financial guarantor as well as any guarantor to the applicant.

## 11 . About the dwelling

We have installed dormitory regimes which means applicant will have to live in the dormitory for at least 6 months. Please ease your mind when you set your feet in this country for the first time since the dormitories are under the umbrella of us, we can deal all sorts of problems that you might face.

Please read the next page for further information.

## 12. About part-time job

Foreign students are allowed to embark a part-time job for 28 hours a week maximum. We would also not bar students from doing legitimate part-time job as long as he/she acquires the <Permission to Engage in an Activity Other Than That Permitted by the Status of Residence Previously Granted> at Immigration Bureau. One might be penalized (say fine, imprisonment, and deportation) if he/she engages in the part-time job without the aforesaid permission or exceeds the fixed ration of hours. In principle, students are advised not to do part-time job in the initial 90 days after arrival. We expect you to devote most of your attention to the study, you should not pursue a part-time job until getting along with Japanese lifestyles and being perfectly sure it won't hinder your academic progression. In addition, please be sure to notify the school if you start a part-time job.

### ◆From the application of Certificate of Eligibility to the entry into Japan

- (1) Go through the inspection of eligibility by Sendai Immigration Bureau, when granted, the <Certificate of Eligibility / Student> would be delivered to us. And we will contact the applicant or related party.
- (2) We will then issue an invoice to you on which the necessary expense is manifested. The applicant or the related party are required to remit the sum of expense as soon as possible. \*Whatever reason it is, we cannot send you a written finding until the remittance has been confirmed.
- (3) The applicant should pay a visit to the nearest Japanese Embassy or Consulate to apply for the visa with his/her passport and Certificate of Eligibility after the latter is received. As to the procedures of Visa application, please check it out on the HP of each Japanese Embassy.
- (4) Plan your trip to Japan as soon as you are granted a Visa, and make sure to catch up with the commence day of school. Please inform our staff with your trip plan to Japan.
- (5) We would like to clarify the dormitory issues in advance. Please inform us about your preference to the capacity of your room (Single or double bed room). Yet, the housing fee may vary due to the capacity.

### <About the Sendai Language School's dormitory fee>

Key money	22,000 Yen
Dormitory fee including utilities / month	32,000 Yen
6 months in total	214,000 Yen

\*The dormitory fee for 6 months is supposed to be paid in lump sum prior to your arrival in Japan.

From the 7<sup>th</sup> month, you should rent an apartment on your own. Consult us in advance if you wish to keep living in the dormitory, and we will present you with the information about the availability, upcoming housing fee and utilities.

- \* There are refrigerator and gas stove installed in the dormitory, but no washing machines.
- \* Please apply for the internet if you wish to use it.
- \* Futon set and tableware would be distributed to the residents.
- \* Being lease dormitory, we cannot assure you that all the rooms have the same status and facilities.
- \* As for the utilities, you might be charged extra for exceeding the quota.
- \* Please move out at the end of the 6<sup>th</sup> month after the commence day of school. The moving-out-schedule will basically not be postponed due to the delay of your entry into Japan and move-in.

### <About the airport pickup>

We provide you with the service of pickup at Sendai Airport (for free) or Narita Airport (with extra fee).

\*Pickup at Narita/Haneda airport: 30,000 Yen (excluding tax, including the traveling expenses to Sendai)