**インターナショナル日本学校**



募　集　要　項

Applicant guidelines

１．募集コース Courses

|  |  |  |
| --- | --- | --- |
| コースCourse | 入学Entrance time | 定員Capacity |
| 進学２年2 years | ４月April | ３０名30students |
| 進学１年６か月 　1year 6months | １０月October | ２０名20students |

２．応募資格 Conditions for application

* １２年間以上の学校教育またはそれに準ずる課程を修了（見込み）の者

 Applicants must have either received 12 years or more of education, or possessing equivalent qualification.

* 外国において大学等への入学資格となる中等教育過程を修了している者

Applicants have finished a secondary education course in their native country as required for admission to a university.

* 留学生として日本で生活していける経済的な能力のある人、または経費支弁者のいる者

Applicants must have an enough financial resource to live in Japan as an exchange student or a financial supporter.

３．出願期間および方法 Application procedure

【期間】 Period of application for admission

★進学２年コース（４月入学） / ９月１日～９月２０日（必着）

2years course (enter in April): from September 1st to no later than September 20th.

★進学１年６か月コース（１０月入学） / ３月１日～３月２０日（必着）

1year 6months (enter in October): from March 1st to no later than March 20th

【方法】 How to apply

募集要項をよくお読み頂き当校へ連絡の上、期日までに入学願書をお送り下さい。

Read the applicant guidelines carefully, after contact to us, please send us an application form by the deadline.

４．選考方法　Selection process

書類審査と面接試験を行います。試験当日はパスポート又は身分証明書のコピーをご持参下さい。

We perform a document screening and an interview test. Please bring a copy of passport or identification card on the examination day.

５．学費　Fees

在留資格認定証明書交付時に納付のこと。

Please pay the following fees when Certificate of Eligibility is issued by Immigration Bureau.

下記料金には施設維持費、教材費などが含まれます。

It includes facility management expense and teaching material fees.

２年コース（４月生） 2years course (enter in April)

|  |  |  |
| --- | --- | --- |
|  |  １年目 1st year　 | ２年目 2nd year |
| 選考料Application fee | \２０,０００.- |  |
| 入学金Entrance fee | \８０,０００.- |  |
| 授業料Tuition fee |  　　　　\５５５,０００.-　　　　　　　  | \５５５,０００.- |

1年６か月 （１０月生） 1year 6months course (enter in October)

|  |  |  |
| --- | --- | --- |
|  | 　１年目 1st year | ２年目 2nd year |
| 選考料Application fee | \２０,０００.- |  |
| 入学金Entrance fee |  \８０,０００.- | 　 　 |
| 授業料Tuition fee |  \５５５,０００.- | \２７７，５００.- |

すでに在留ビザをお持ちの方は、選考料は０円、入学金は半額になります。

Those who already have a residence visa, the enrollment fee will be half price and application fee is free.

一旦納入された選考料、入学金、その他諸経費は下記の場合を除き原則、返還いたしません。

We do not refund any entrance fee and the other necessary fee that you paid except for the cases below.

①　当校では在留資格認定証明書交付申請を行政書士に依頼しています。そのため申請の結果が不交付になった場合でも選考料は請求させていただきます。

　　We ask a lawyer to apply for the Certificate of Eligibility. Therefore, we will charge an application fee even if the result of application is not authorized.

② 留学ビザの発行が拒否され、留学できなくなった場合は、納入された入学金と授業料を返還いたします。

ただし、その場合は,留学ビザの発行が拒否されたことを示すパスポートのコピーが必要です。

 In the event of the VISA application not being accepted, the application fee and entrance fee will be refunded. In that case, you need the copy of your passport to proof of the Embassy’s non-acceptance.

③ 留学ビザの発行後、来日前に入学できない事情が生じた場合は、選考料および入学金を除く授業料、その他費用は返還いたします。ただし、入学できない旨の説明書の提出が必要です。

In the event of a cancellation of entry to the school for personal reasons before arriving to Japan after you got an overseas study visa, fee except for application fee and entrance fee will all be refunded. In that case, you need to explain of your cancellation.

**振込先**　**Bank account**

|  |  |  |  |
| --- | --- | --- | --- |
| SWIFT CODE | BANK | BRANCH Name | BRANCH　TEL |
| ＨＹＫＧＪＰＪＴ | Ｈｙａｋｕｇｏ | Ｙｏｋｋａｉｃｈｉ | 059-352-4101 |
| A/C TYPE | BRANCH No, | A/C Ｎｏ, |
| ０１ | ORDINARY | ２０１ | ０９０９５０８ |
| Name | INTERNATIONAL NIPPON SCHOOL A DIVISION OF SAITO CO., LTD. |
| ADDRESS | 3-56，Miyahigashi, Yokkaichi，Mie，Japan | TEL |
| BRANCH ADDRESS | 1-6，Okinoshima，Yokkaichi，Mie，Japan | 059-345-2082 |

＊送金にかかるすべての手数料は振込み人の負担にてお願いします。

NOTE: All fees for remittance shall be borne by applicants.

６．在留資格認定証明書交付申請　Application for Certification of Eligibility

**書類に関する注意事項　Precautions about the documents**

* 日本語･英語以外の書類には、翻訳をつけて下さい。（下記申請書類の３番と１０番に関しては必要箇所に日本語訳を付けて下さい。
Please translate the documents which are written other than Japanese and English. (Please translate the necessary point of the following application documents, No.3 and No.10 into Japanese.)
* 経費支弁者が日本にいる場合は提出書類が違いますのでご連絡下さい。
In a case that financial supporter is in Japan, document that you need to prepare is different. Please contact us about details.
* 提出書類については、申請前３か月以内に作成されたものを提出してください。
Please submit the documents which were written within the last 3 months.
* 証明書類は公的機関で発行されたものを提出してください。
Please submit the certificate issued by the public office.
* 返却を希望する証明書は、出願時にお知らせください。
If you wish the documents to be returned, please let us know.
* 追加書類が必要になる場合もあります。
Additional documents may be necessary.

**【入学申請者本人に関する書類 】Document about the applicant himself/herself**

|  |  |
| --- | --- |
| 書類の種類　Documents | 注意事項　Remarks Column |
| ０１ | パスポートA copy of your passport |  | パスポートをお持ちでない方は身分証明書のコピーPlease submit the copy of Identification card if you don’t have passport. |
| ０２ | 入学願書School application | 本校所定用紙Following school set format | 本人が記入のこと・写真を貼ってください。It requires to be written by the applicant himself/ herself. Put a photo by all means. |
| ０３ | 履歴書（日本語学習理由も含む）Resume (including the purpose of studying Japanese language) | 本校所定用紙Following school set format日本語学習理由の日本語訳Japanese translationFor the purpose of studying Japanese language | 現在までの学歴、職歴を空白のないように記入すること。【日本語学習理由】は勉強したことをふまえて具体的に記入し、日本語訳をしてください。You must complete all your educational background and work experiences.Write 【your purpose of studying Japanese language】 concretely in accordance with your academic history and translate it into Japanese. |
| ０４ | 最終学歴の卒業証明書Graduation certificate of the latest academic background |  | 卒業証書または卒業証明書　現在学生の場合は、在学証明書を提出Original diploma or graduation certificate.If you are student, you need to submit a school certificate. |
| ０５ | 最終学歴の成績証明書Transcript of the latest academic background |  | 入学から卒業までの成績が記載されているものIt requires to be written from entrance to graduation from school. |
| ０６ | 日本語能力の証明書Certificate of the ability for Japanese |  | 試験の合格証、または試験申込書の写し Your test result　or copy of the examination application.例　【EXAMPLE】* 日本語能力試験　N5以上の合格証書

Japanese proficiency test : more than N5* J．TEST　E-F級250点以上を証明できる書類

J-Test E-F : over 250 points* NAT-TEST　5級以上の合格証書

Nat-Test : more than 5 grade  |
| ０７ | 日本語学習機関発行の日本語学習証明書The certificate for study of Japanese that Japanese institution issues  |  | 学習期間・学習総時間数(１５０時間以上)・出席状況・使用テキスト・発行者・発行日明記のことWrite clearly about period, hours (more than 150 hours), attendance condition, textbooks, issuing authority and issue date. |
| ０８ | 職務経歴書Job history with work experience |  | 在職期間・職種・発行者・発行日を明記Write clearly about period, type of work performed, publisher and issue date if you have. |
| ０９ | 写真３枚３ photographs |  | 縦4ｃｍ×横3ｃｍ　（３か月以内に撮影されたもの）4ｃｍ×3ｃｍ　The latest photo taken within 3 months |

**【経費支弁者に関する書類】（支弁者が日本以外の国に居住する場合）**

**Document about financial supporter (In a case that financial supporter is outside of Japan)**

|  |  |
| --- | --- |
| 書類の種類Documents | 注意事項Remarks Column |
| １０ | 経費支弁書Letter of explanation of financial support | 本校所定用紙【経費支弁の引受経緯】の日本語訳Following school set formatJapanese translation　for【the reason you bear the cost】 | ・経費支弁者本人が記入・【経費支弁の引受経緯】は日本語訳をしてください。It requires to be written by financial supporter himself/herself.Please translate 1.【The reason why you bear the cost】into Japanese. |
| １１ | 身元保証書Letter of guarantee | 本校所定用紙Following school set format | 身元保証人が記入It requires to be signed by the guarantor. |
| １２ | 出生証明書Birth certificate |  | 申請者の出生証明書Birth　certificate of applicant |
| １３ | 戸籍謄本、または家族全員証明書Family resister　or Relationship Certificate (with photograph of face of the whole family) |  | 申請者と支弁者の関係を立証する資料Certifying documents for relationships between applicant and financial supporter家族全員証明書は公的機関で発行されたもの、また必ず顔写真と関係性を記載してください。Please list a photograph of the face and the relationship of the whole family in this document by all means, and it must be issued by V.D.C or public office. |
| １４ | 預金残高証明書Certificate of bank balance | 原本Original  |  |
| １５ | 資金形成過程の説明書及び資料Documents or explanation of asset formation |  | 預金通帳の写しなど資産形成の経緯を明らかにする資料等Documents which can clear the asset formation of the financial supporter.For instance, copy of bank book. |
| １６ | 職業証明書☆該当するものを提出してくださいCertificate of employment☆Submit the documents　corresponded |  | ①会社員・・・在職証明書Company employee ... Certificate of employment for an employee②自営業…営業許可証等の写しSelf-employed…copy of business permit③会社経営…法人登記薄謄本Manager of a company…the registration certificate |
| １７ | 収入証明書Certificate of income |  | 過去３年分　Last 3years  |
| １８ | 納税証明書Certificate of tax payment |  | 過去３年分　Last 3years  |