

Standard Study Abroad Course

Entrance Procedure

School Year

April 2018 – January 2019

アーケアカデミー新宿校

ARC Academy Shinjuku School

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1. School features

1. Communication Skills Trained by Skilled Teachers

Since opening our school in 1986, ARC Academy has provided Japanese language education focusing on communication skills acquisition. We offer a variety of classroom programs designed to teach students a fluent, practical Japanese. Our school also owns a “Japanese Language Teacher Training” division. From the school opening to present, we have produced many skilled Japanese language teachers operating within and outside Japan.

In ARC Academy Shinjuku School we offer a Standard Study Abroad Course, for people wishing to study methodically and for a prolonged period of time and afterwards access higher education or find a job in Japan, and an Intensive Course, for people who want to enroll for the short term.

Come enjoy the big city life in bustling Shinjuku.

2. Multinational Environment

ARC Academy welcome students from over 30 countries. Through interaction with students from different countries, students are able to learn what it is like to live in a multicultural society.

3. Academic and Career Support

(1) Guidance for Entering Higher Education Institutes

The School provides guidance to students interested in entering graduate schools, universities, vocational schools, etc. We organize “Seminars on entering higher education” periodically, and provide students the latest information on how to access higher education. Moreover, we hold individual counseling to help students find the school that best matches their needs and ambitions, etc. For students with excellent performances, an entrance system based on recommendation is available to enter designated higher educational institutions.

◆Universities using recommendation entrance system

Hōsei University, Daitō Bunka University, Musashino University, Kyōrin University, Sanno Institute of Management, Kyōei University, Tōkyō Keizai University, Tōkyō University of Social Welfare, Ryūtsū Keizai Daigaku, Bunka Gakuen University, Nihon Pharmaceutical University, Shōin University, Shōwa Women's University, etc..

◆Main higher education options

Graduate school of: University of Tōkyō, Tōkyō Institute of Technology, Hitotsubashi University, Tōkyō University of the Arts, Yokohama National University, Hokkaidō University, Tōhoku University, University of Tsukuba, Nagoya University, Kyōto University, Ōsaka University, Waseda University, Keiō University, Sophia University, Rikkyō University, Hōsei University, Meiji University, Nihon University, etc.

Universities: Hitotsubashi University, Tōkyō University of Foreign Studies, Yokohama National University, Tōhoku University, Waseda University, Keiō University, Rikkyō University, Meiji University, Hōsei University, Sophia University, Aoyama Gakuin University, Chūō University, Kokushikan University, Musashino Art University, Tama Art University, Nihon University, Senshū University, Tōkai University, Kanagawa University, etc...

Vocational schools: York Global Business Academy, Bunka Fashion College, Tōkyō Designer Gakuin College, Tōhō Gakuen, Tōkyō Multimedia College, Japan Electronics College, HAL Tōkyō, Yomiuri College of Car Mechanics, Hiko Mizuno College of Jewelry, Tōkyō Animation College, Ecole de Patisserie de Tokio Hollywood, JTB Travel and Hotel College, etc...

(2) Employment Support

ARC Academy has a license for job placement (Authorized Number 13-コ-301084.) Our Employment Support Section helps students in the search of part-time and full time jobs in Japan.

(3) Exam Preparation Lessons (Additional Fee)

We propose exam preparation extra courses where students work on exercise practices for “EJU test” (June, November) and “JLPT test” (July, December).

◆EJU: Japanese, Japan and the World

◆JLPT: N1, N2

4. Scholarships

Scholarships such as “Ministry of Education, Culture, Sports, Science and Technology Scholarships” and “LSH Asia Shougakukai Scholarships,” “Kyoritsu Maintenance Scholarships,” as well as ARC Academy's own scholarship program (special scholarship for students who have high attendance rates) are available for students after their entrance.

5. Outdoor Classes, Various Events

Every semester students take part in field trips and extra activities including outdoor classes, sports day, speech contests, etc.. We provide a variety of chances to interact with Japanese people. Courses and activities in class will enrich and enhance the students' study abroad experience.

6. Dormitories and Homestay

We can introduce secure and reliable dormitories and share houses. Homestays can also be arranged upon request. Staying with a Japanese family gives the students a cross-cultural experience that can not be repeated in the classroom.

7. Kind Staff

Cheerful school staff will support and encourage you with a smile during your stay in Japan. Staff speaking Chinese and English are at school. Please feel free to consult them at any time.

2. Course Outline

<Standard Study Abroad Course>

Available classes	From Beginner to Advanced level (maximum capacity: 240 students)
Starting months	April – July – October – January
Duration	From a minimum of 6 months to a maximum of 2 years
Prerequisites	High School diploma (12 years of education)
Type of Visa	Student Visa (the school applies for it at the Immigration Bureau)

<Intensive Course> See relevant sheet for details.

Available classes	From Beginner to Advanced level
Starting months	April – July – October – January
Duration	3 months
Prerequisites	Being 16 or older, applicants must obtain relevant stay permit for Japan on their own
Type of Visa	Temporary Stay, Working Holiday Visa, Residents, etc...

- (1) **Purpose:** These courses will allow students to acquire Japanese systematically and accurately, and fulfill each personal studying goal. Levels are divided into Beginner, Elementary, Intermediate, and Advanced. A comprehensive approach to speaking, listening, reading, and writing allows students to improve these 4 skills together.
- (2) **Requirements for admission:** Healthy in mind and body. Study Abroad Course applicants are required at least to have graduated from high school. Applicants under 16 years old must contact the school before applying to the Intensive Course.
- (3) **Standard Study Abroad Course:** The minimum duration of our Standard Study Abroad Course is 6 months, while the maximum is 2 years. Those who wish to go on to higher educational must complete Study Abroad Course in March. The visa (resident status) students are issued with ARC Academy's admission certificate is Student visa. Students can extend the duration of their visa, if needed, during their enrollment.
- (4) **Intensive Course:** Students must apply for their short-term visa (if necessary) to the nearest Japanese Consulate. Citizens from specific countries are under visa waiver.
- (5) **Courses opening:** 4 times per year. (January, April, July, October)
- (6) **2018 Courses Schedule:** 1 term=3 months ※Schedule might be subject to changes.

	Entrance Ceremony	Classes
April Term	April 6 th	April 11 th to June 22 nd
July Term	July 3 rd	July 6 th to September 28 th
October Term	October 11 th	October 16 th to December 21 st
January Term	January 7 th	January 10 th to March 20 th

- (7) **Class hours:** Classes are made up of 4 periods a day and each period is 45 minutes long. A placement test will be conducted upon entrance, to determine class division. Grades taken during the term will determine class in the following.

Class hours differ according to the Japanese proficiency level. Class hours are as follows:

	Morning Class (Intermediate, Advanced Level)	Afternoon Class (Beginner, Elementary Level)
1 st Period	9:15 – 10:00	13:30 – 14:15
2 nd Period	10:00 – 10:45	14:15 – 15:00
3 rd Period	11:00 – 11:45	15:15 – 16:00
4 th Period	11:45 – 12:30	16:00 – 16:45

- (8) **Holidays:** Saturdays, Sundays, public/summer/winter/spring/end-of-term holidays, and holidays set by the Headmaster.
- (9) **Part-time job:** Any job performed under a short-term visa is prohibited by law in Japan. A student with a Student visa can take a part-time job only with a specific permission from the Immigration Bureau; maximum working hours is 28 hours per week (school regulation sets at 8 hours per day the maximum working hours during end-of-term holidays). However, even with the permission from the Immigration Bureau, it is prohibited to work in indecent businesses or in the sex related industry. Also, a certain level of fluency in Japanese is required for part-time jobs. Employment Support Section will support students to find a part-time job and will help practice for job interviews.
- (10) **Illegal Acts and Behaviors:** A student who disobeys the law or school rules, or fails to pay tuition fee by the deadline will be ordered to leave Japan by the Headmaster. Those who are absent for a long term from school or disobey the Headmaster's instructions will also be ordered to leave Japan. Students must have over 90% attendance rate while enrolled in school.

3. Admission Procedure

(1) Application Procedure

◆ Standard Study Abroad Course Application

- ① Applicants submit relevant Application form for Admission and requested documents
Transfer application fee (Applicant → ARC Academy)
 ↓ ※Deadline: 5-6 months before entrance
- ② ARC Academy notifies applicants of the school screening results (ARC Academy → Applicant)
 ↓
- ③ Application for “Certificate of Eligibility” (COE) to the Immigration Bureau (ARC Academy → Immigration Bureau)
 ↓ ※4-5 months before entrance
- ④ Results of the application for COE from the Immigration Bureau (Immigration Bureau → ARC Academy)
 ↓ ※1-2 months before entrance
- ⑤ Applicants transfer Registration fee and Tuition fee (Accommodation Reservation) (Applicant → ARC Academy)
 ↓
- ⑥ School’s “Acceptance Certificate” and COE are sent to applicants (ARC Academy → Applicant)
 ↓
- ⑦ Applicants apply for Student visa to the nearest Japanese Consulate or Embassy (Applicant → Japan Consulate)
 ↓
- ⑧ Applicants arrive in Japan and enter ARC Academy

◆ Intensive Course Application

- ① Applicants submit relevant Application form for Admission (Applicant → ARC Academy)
 ↓ ※Deadline: 1 week before entrance (Please contact us for details)
- ② Applicants transfer Registration fee and Tuition fee (Applicant → ARC Academy)
 ↓
- ③ School’s “Acceptance Certificate” is sent to applicants (ARC Academy → Applicant)
 ↓
- ④ Applicants apply for visa to the nearest Japanese Consulate or Embassy (if necessary) (Applicant → Japan Consulate)
 ↓ ※Specific countries are under visa waiver. ⇒ Please check the Foreign Ministry Website.
- ⑤ Applicants arrive in Japan and enter the ARC Academy
 ※Credit Card payment is also available through our website
 ⇒ <http://en.arc-academy.net/course/Intensive/application.html>

(2) Required Documents for a short-term visa

Necessary documents differ depending on the applicant’s nationality. Please consult your closest Japanese Consulate or Embassy.

(3) Payment

The applicant or their proxy are asked to pay the Application, Registration and Tuition fees either directly to Shinjuku School or to the bank accounts specified below. To pay with a credit card or in one’s country currency, please use the Flywire system. Students who wish to arrange their accommodation through ARC Academy, are expected to pay the necessary accommodation fee together with the tuition.

① Bank transfer

Kindly remember to mention the name of the applicant in the payment description. Once the payment is completed, kindly inform the school or send a proof for confirmation. Please note that applicant must pay the bank transfer charges. If there appears a difference between requested and received amount due to bank transfer charges, students will be asked to pay the difference upon entrance.

Japanese Yen ¥	SUMITOMO MITSUI BANKING CORP. SHIBUYA EKIMAE BRANCH 234-2287149 ARC ACADEMY (SWIFT CODE : SMBCJPJT)
	MIZUHO BANK SHIBUYA CHUO BRANCH 162-4749770 ARC ACADEMY (SWIFT CODE : MHCBJPJT)
	BANK OF TOKYO MITSUBISHI SHIBUYA-MEIJIDORI BRANCH 470-3146336 ARC ACADEMY (SWIFT CODE: BOTKJPJT)

② For payments with Flywire

Use the following URL to pay in your country currency or with a credit card:
<https://www.flywire.com/pay/arc-academy-shinjuku>

4. Study Abroad Course Application Documents

- (1) Fill out ARC Academy original application form from sheet A to C.
- (2) Submitted documents will not be returned. If there are any documents that must be returned, please let us know when making the application.
- (3) Be sure to write your telephone, fax number and e-mail address on Form A, so that the school can contact you any time concerning your application.
- (4) The school may ask you for additional documents other than the ones documents listed below.
- (5) Providing false information will result in cancellation of admission and the student will be ordered to leave Japan.

◆ **Remarks on submission of necessary documents:**

- 1) All documents must be original.
- 2) All certifications should be issued within 3 months before submission.
- 3) All non-Japanese documents must be submitted with Japanese translation.

◆ **Documents concerning applicants:**

※①, ②, ③, ⑥, ⑦, ⑧ are required. Other documents are necessary depending on your nationality.

① **Application for Admission (form A) (hand written by applicant)**

- Full Name: Make sure to write your name as written on your passport.
Course Dates: Make sure that the Year/Month are correct. Those who wish to enter higher educational institutions in Japan need to graduate in March.
School of choice: Choose the school you would like to attend. School location cannot be changed after application.

② **Personal Records (form B) (hand written by applicant)**

- a. Educational Background: Fill in your educational background from elementary school to the highest educational level achieved. Write the location of each school in detail. For the school classification column, select the letter that corresponds to the same level in the Japanese school system. [Elementary school: S, Junior high school: J, High school: H, Vocational school: V, Junior college: C, University: U, Graduate school (master): M, Graduate school (doctor): D]
- b. Occupational Experience: Write if you have worked full time before, in time order.
*Those who have a blank period of over 6 months in their educational background or occupational experience (military service, hospitalization, etc.) must indicate why and what they were doing during that period on a separate paper. (A4 size, free format, with date and signature)
- c. Japanese Language Experience: Write if you have studied Japanese before, in time order. Fill out the total hours you have already studied.
- d. Japanese Language Skills: Write if you have taken JLPT, EJU, J-TEST, NAT, etc.
- e. Previous Stay in Japan: If you have been in Japan before, precisely write down the dates in time order.
- f. Reasons for Studying Japanese: Write down the specific reasons why you would like to study Japanese in Japan including a detailed plan after graduation.
- g. Post ARC Academy graduation plan: State your plans such as entering higher education, returning to your country, other (working in Japan), etc.
- h. Past Visa (COE) Application Record in Japan: Please declare if you have applied for student visa or any other type of visa (COE) in Japan. (This includes all records of application, withdrawal included.)

③ **Diploma or certificate and transcript from the highest school** If you are currently a student, make sure to submit the certificate of enrollment from the school you are attending. Your diploma will be returned to you after your COE is issued by the Immigration Bureau. Vietnamese applicants need to submit VJEEC authentication certificate.

④ **Certificate of applicant's family** Family register, Birth certificate, Residence certificate, etc.

⑤ **Certificate of Japanese proficiency** Certificate of JLPT, J-TEST, NAT, etc., or certificate issued by a Japanese language institution which states your hours of study. If the results of your Japanese proficiency exam are not available yet, submit the copy of the examination admission slip.

⑥ **Copy of your passport** If you have a passport, provide copies of the pages with the passport number and your name. Students with past entries to Japan must submit copies of the pages with entry/exit stamps and visas.

⑦ **Photos (3cm x 4cm) 4 pieces** Photos must have been taken within 6 months (front, head uncovered) before the application. Glue 1 photo to the upper right hand photo column on application form, sheet A. All photos must be the same and your name must be written on the back.

◆ **Documents concerning the sponsor bearing applicant's study and living expenses:**

※①, ② are required. Other documents are necessary depending on your nationality.

① **Guarantee for Bearing Study and Living Expenses (form C) (hand written by sponsor)**

② **Bank Account Balance Certificate** Sponsor's bank balance, issued within 3 months prior to application.

③ **Certificate expressing how the funds were gathered** Copy of bankbook, etc.

④ **Certificate of Employment** Document specifying the company, group, etc. where the sponsor is currently employed. If the sponsor is the board member of the company, submit the certificate of company registration, etc.

⑤ **Income/Tax Certificate** Provide past 3 years documentation proving the sponsor's income.

⑥ **Certificate of sponsor's family** Official Family Register, Birth certificate, Residence certificate, etc.,

⑦ **Certificate explaining the relationship between the applicant and the sponsor** Official family register, Birth certificate, Residence certificate, etc., When the sponsor is not a close family member, provide a letter explaining the reason why the sponsor will bear all the expenses addressed to Immigration Bureau. (A4 size, free format, with signature)

5. Course Fees

(Tax included / Textbook fees not included)

Duration	Intensive Course	Study Abroad Course					
	3 months	6 months	1 year	1 year 3 months	1 year 6 months	1 year 9 months	2 years
Application Fee	/	¥30,000	¥30,000	¥30,000	¥30,000	¥30,000	¥30,000
Registration Fee	¥10,000	¥70,000	¥70,000	¥70,000	¥70,000	¥70,000	¥70,000
1 st Year Tuition	¥180,000	¥360,000	¥720,000	¥720,000	¥720,000	¥720,000	¥720,000
2 nd Year Tuition	/	/	/	¥180,000	¥360,000	¥540,000	¥720,000
Total	¥190,000	¥460,000	¥820,000	¥1,000,000	¥1,180,000	¥1,360,000	¥1,540,000

■ Course Fees

- (1) Application fee and Registration fee cannot be refunded.
- (2) If you wish to cancel your enrollment, please notify it, the latest, 1 day prior to the entrance ceremony, in written form. ARC Academy will refund the tuition fee after the Certificate of Eligibility and Admission Certificate have been duly returned. In case your visa application was denied at the Japanese consulate, in addition to Admission Certificate you must also provide copy of the visa denial stamp on your passport. If there is no contact by the day before the entrance ceremony, tuition fee for the on-going school term will not be refunded. Please note that all remittance fees upon refund are at recipient's charge.
- (3) If you wish to withdraw from school after your entrance, please note Tuition fee for the first 6 months cannot be refunded. For the remaining tuition already paid, with your sponsor's consent, you must submit an official withdrawal notification and explanation letter within the end of the school term you wish to withdraw from; upon school principal's authorization, ARC Academy will refund the remaining tuition fee corresponding to the school terms you have not attended yet in instalments of 3 months. An additional 20% cancellation charge will be deducted from the refundable amount.
- (4) Refunds are made about one month after the school has duly confirmed your return to your country or has received proof of your admission to a higher educational institution in Japan, or again confirmed the change of your resident status in Japan. All remittance fees upon refund are at recipient's charge.
- (5) No refunds are made in case students are expelled for violating the law or school regulations.
- (6) If you wish to extend the period of your enrollment, you must submit an official extension request one month before the period you enrolled for ends, the latest. Tuition fee for enrollment extension is ¥180,000 for 3 months, ¥360,000 for 6 months, ¥540,000 for 9 months, ¥720,000 for 1 year. Enrollment extension might be rejected, depending on the number of students in a certain class and your attendance record. Please be reminded that you are not allowed to take the Study Abroad Course for more than 2 years.
- (7) Tuition fees must be paid within the deadlines set by the school. Please meet the deadlines for payment, otherwise you will not be allowed to take any class.
- (8) Please see below for the cancellation policy for the Intensive Course. Registration fee cannot be refunded.

Cancellation	Cancellation charges
More than 31 days before the course starts	No charge
30 - 15 days before the course starts	10% of the tuition fee
14 - 6 days before the course starts	20% of the tuition fee
5 - 1 days before the course starts	50% of the tuition fee
On the day the course starts or no show	100% of the tuition fee

- (9) ARC Academy is not liable in the event classes are cancelled due to circumstances or conditions beyond our control. This includes, but is not limited to, earthquake, typhoon, accident or infective disease, etc. Refund will not be made in such circumstances.
- (10) Cost of teaching materials differs from one class to another. Please purchase them at your school after your class is decided with the level check test. Due to curriculum improvement, teaching materials may change without previous notice.

e.g.) Textbook for beginner and elementary level	Price (incl. tax)	e.g.) Textbook for intermediate and advanced level	Price (incl. tax)
Minna no Nihongo Shokyu I Second Edition	¥2,700	For Intermediate Learners of Japanese Japan through My Eyes	¥2,808
Minna no Nihongo Shokyu II Second Edition	¥2,700	Comprehensive Japanese Practice through Specific Topics - Upper Intermediate (New Edition)	¥1,620
Kana Master	¥1,620	Comprehensive Japanese Practice through Specific Topics - Advanced (New Edition)	¥1,620
Kanji Master N5	¥1,944	Images of Japan	¥2,592
Kanji Master N4	¥1,944	Kanji Master N2	¥1,944
Kanji Master N3	¥1,944	Kanji Master N1	¥2,160

6. Life in Japan

1. Living expenses

Living expenses (food, housing, utilities etc.) range from approximately ¥100,000 to ¥150,000 per month. When you sign a housing contract, you might be requested to pay, besides rent, a deposit and a non-refundable deposit. In addition, you would need to purchase a commuter pass to commute to school every day. We suggest that you bring at least ¥400,000~¥500,000 for living expenses for the first few months. Many students take part-time jobs: remember that the hourly wage in Tokyo area is around ¥1,000.

2. National Health Insurance / JLIC Foreign Student Plan Insurance

Students holding a Student Visa will be issued a Resident Card upon arrival in Japan. Within 14 days since your address has been decided, you must submit the "Moving-In Notification" to the nearest city hall or ward office and apply for National Health Insurance. Students who applied for National Health Insurance can use JLIC Foreign Student Plan Insurance system through ARC Academy. JLIC Insurance covers the medical fees not reimbursed by the National Health Insurance (30%) for any sickness or injury the student suffers during his/her enrollment at ARC Academy. (The deductible is ¥3,000 per case) Students with short-term visa cannot apply for National Health Insurance, but can apply for JLIC Insurance after admission.

3. Housing

ARC Academy can provide information on accommodations with easy access to each school. Please contact the school you applied to for details. (Sales Department for Iidabashi and Shinjuku Schools). Please note that in case the housing facilities quota are reached, we might not be able to meet your request.

Affiliated Student Dormitories

(3 months fees, all charges included)

1) Tachibana Tabata Heights (managed by Sumitomo Forestry Residential Co., Ltd.) Nearest station: 9-minute walk to Tabata station on JR Yamanote line. Description: 2 stories wooden house, with Western-style rooms. Facilities: Internet, furniture, bed, desk, chairs, fridge, AC, microwave, in-room kitchen, toilet in the bathroom. Common coin-operated washing machine. The student must bear his/her own energy costs. Deposit: ¥8000. Cleaning fee upon departure: ¥21,600.

	Admission	Facilities	Deposit	Rent	Futon	GT (3 months)
Double room	¥16,000	¥42,000	¥42,000	¥42,000	¥10,800	¥236,800

2) Tōkyō LIFE STYLE Higashi Jūjō (managed by Human Resources Development Co., Ltd.) Nearest station: 3-minute walk to Higashi Jūjō station on JR Keihin Tōhoku Line. Description: 6 stories reinforced concrete house, with Western-style rooms. Facilities: Internet, AC, TV, rice cooker, fridge, toilet in the bathroom, mini-kitchen, desk, chairs, bed and bedding.

	Admission	Facilities	Rent	Utilities	Futon	GT (3 months)
Single room	¥30,000	¥60,000	¥49,000	¥8,000	¥7,000	¥268,000
Double room	¥30,000	¥60,000	¥39,000	¥8,000	¥7,000	¥238,000

3) Nezu House (managed by Inbound Japan Co., Ltd.) Nearest Station: 4-minute walk to Nezu Station on Tokyo Metro Chiyoda line. Description: Detached house for women only (12 people max.). Facilities: Internet, AC, bed, desk, chairs, storage, kitchen, fridge, washing machine, bathroom, toilet, microwave, rice cooker. Pick-up service at airport available: ¥5,000

	Admission	Rent	Utilities	Cleaning	Facilities	GT (3 months)
2 to 6 people	¥35,000	¥24,000	¥6,000	¥5,400	¥6,500	¥136,900

4) DK House Shinkoiwa (managed by Daiichi Kōsan Co., Ltd.) Nearest Station: 8-minute walk to Shinkoiwa Station on JR Sōbu line. Description: 4 stories reinforced concrete house, with Western-style rooms. Facilities: Internet, bed, desk, chairs, fridge, AC. Common toilets, shower, kitchen and coin-operated washing machine. Dining room and recreation facilities available. Cleaning fee upon departure: ¥25,000

	Deposit	Rent	Management	Bedding rental	Bed pad	GT (3 months)
Single room	¥50,000	¥52,000	¥12,000	¥10,260	¥2,160	¥254,420

Photo and video shooting in school

For recording purposes and classroom use, photo or video shooting are organized within the school. Please be informed that they might also be used for promotional purposes. (Website, brochure, poster etc.)

7. School Map / Overseas Office

1. School Map



ARC Academy Shinjuku School

Address: 7-18-16 Nishi Shinjuku, Shinjuku, Tokyo 160-0023, JAPAN

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E-mail : shinjuku@arc-academy.net

URL : <http://japanese.arc-academy.net/>

Facebook : <https://www.facebook.com/arcacademyjapan>

2. Overseas Office

- (1) China **ARC Japanese Language School Tianjin Office**
117 Machang Rd, Hexi, Tianjin, China (Inside Tianjin Foreign Studies University)
Tel: +86-(0)22-2325-2843 Fax: +86-(0)22-2325-2843 QQ: 1779225733
- (2) South Korea **Haewei Educational Development Center Ltd.**
Doosan B/D 701 #1319-11, Seocho-Dong, Seocho-Gu, Seoul, Korea
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