

Study Abroad Course
Entrance Procedure
<April 2019-January 2020 Term>

アーク京都日本語学校
ARC Academy Kyoto School

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1. Characteristics of ARC Academy

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 smooth practical Japanese. Our school also features a “Japanese Language Teachers’ Training Section.” From the school opening to present, we have produced many skilled Japanese language teachers operating within and outside Japan. ARC Academy Kyoto provides the Study Abroad Course, aimed at students who wish to learn Japanese systematically for a long term to pursue higher education or to find a job in Japan, and the Intensive Course, where students can learn useful Japanese in a communicative way in a short term.

2. Multinational Students

ARC Academy Kyoto receives students from over 25 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

We will give detailed guidance to students interested in entering graduate schools, universities, vocational schools, etc. We offer “Seminars” on entering higher education” periodically, and introduce to you the latest information on how to access higher education. Moreover, we hold individual counseling to help you find the school that best matches your needs.

◆ Main higher education options

Graduate school of : Kyoto Seika University, Ritsumeikan University, Kindai University, St. Andrew’s University, Osaka Gakuin University, Kyoto University, Kanagawa University, etc.

Universities : Kyoto Seika University, Seian University of Arts and Design, Tokyo Polytechnic University, Musashino Art University, Tama Art University, Ottemae University, Cyukyo University, Kindai University, Ritsumeikan University, St. Andrew’s University, Osaka University, Meiji University, Kyoto Sangyo University, Osaka International University, Bukkyo University, Kyoto University of Foreign Studies, Takushoku University, Aichi University, etc.

Vocational schools: Nippon Photography Institute, Osaka School of Music, Tokyo School of Music, Visual Arts Osaka, Kyoto Career College of Foreign Languages, Hiko Mizuno College of Jewelry, Hospitality & Tourism College, Osaka Bridal College, Carriere College of Hotel and Travel, Ehle Institute, HAL Osaka, Kyoto Architectural College, ESP Entertainment, Kyoto Welfare College, Sundai Travel & Hotel College, Nihon Medical & Health College, etc.

(2) Employment Support

We support students in the search of part-time and full time jobs in Japan.

4. Scholarships

Scholarships such as “Ministry of Education, Culture, Sports, Science and Technology Scholarships”, “LSH Asia Shougakukai Scholarships” and “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

Field trips and extra activities including outdoor classes, sports day, speech competitions, etc. are available every semester. 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. Homestay can also be arranged upon request. Staying with a Japanese family gives the students a cross-cultural experience that can not be gained in classroom.

7. Kind Staff

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

2. Course Outline

【Study Abroad Course】

Class	Beginner - Advanced (Maximum Capacity 178 students)
Starting Month	April., July., October., January.
Duration	6 months - 2 years
Requirements	High School Diploma or more (with more than 12 years of education)
Visa Status	Student Visa (ARC Academy will make the application for Certificate of Eligibility to Immigration)

【Intensive Course】 Please see the course information on a separate sheet for details.

Class	Beginner - Advanced
Starting Month	April., July., October., January.
Duration	3 months
Requirements	The student must be minimum 16 years old and shall obtain the visa to stay in Japan on his/her own.
Visa Status	Temporary Visitor Visa, Working Holiday Visa, Resident, etc.

- (1) **Goal:** These courses will allow students to acquire Japanese systematically and accurately, and fulfill each personal studying purpose. 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) **Study Abroad Course:** The minimum duration of our Study Abroad Course is 6 months, while the maximum is 2 years. Those who wish to go on to higher educational institutes must complete Study Abroad Course in March. The visa (Eligibility status) students are issued with ARC Academy's acceptance certificate is Student visa. Students can extend the duration of their visa, if needed, during their enrollment period.
- (4) **Intensive Course:** Students must apply for their short-term visa to the nearest Japanese Consulate. Specific countries are under visa waiver.
- (5) **Courses opening:** 4 times per year. (January, April, July, October)
- (6) **2019 Courses Schedule:** 1 term=3 months *Schedule might be subject to change.

	Placement Test	Classes
April Term	April 4th	April 9th to June 21st
July Term	July 3rd	July 8th to September 20th
October Term	October 7th	October 10th to December 18th
January Term	January 7th	January 9th to March 19th

- (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 the following homeroom. Class hours differ according to the Japanese level. Class hours are as follows:

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

- (8) **Holidays:** Saturdays, Sundays, public/summer/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. We will support students to find a part-time job and will help practice for a job interview.
- (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 enrollment in school

3. Admission Procedure

(1) Application Procedure

◆ 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 → Japanese 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 → Japanese Consulate)
↓ ※Specific countries are under visa waiver. ⇒Please check the Foreign Ministry Website.
- ⑤ Applicants arrive in Japan and enter the ARC Academy

(2) Required Documents for a short-term visa

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

(3) Payment

The applicant or their proxy are asked to pay the Application, Registration and Tuition fees either directly to the Kyoto school or to the bank accounts specified below. Also credit card and local currency are available through Flywire. Students who arranged accommodation through ARC Academy, are expected to pay the accommodation fee together with the tuition.

① Bank accounts for remittance

The sender’s name on the bank transfer must be the same as the applicant’s. When tuition fee has been transferred, please send the proof of payment to the school by email. Please note that applicants must pay the bank transfer charges. If there appears a difference between requested and received amount due to bank transfer charge, students will be asked to pay the difference upon entrance into ARC Academy.

Japanese Yen ¥	THE BANK OF KYOTO LTD.HEAD OFFICE 101-5140724 ARC ACADEMY KYOTO (SWIFT CODE : BOKFJPJZ)
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② Flywire

Please access the URL below and follow the steps for payment.
<https://www.flywire.com/pay/arc-academy-kyoto>

4. Study Abroad Course Application Documents

◆Remarks on submission of necessary documents:

- (1) All documents must be original.
- (2) Fill out ARC Academy original application form from sheet A to C.
- (3) Submitted documents will not be returned. If there are any documents that must be returned, please let us know when making the application.
- (4) All certifications should be issued within 3 months before submission.
- (5) All non-Japanese documents must be submitted with Japanese translation.
- (6) 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.
- (7) The school may ask you for additional documents other than the ones documents listed below.
- (8) Providing false information will result in cancellation of admission and the student will be ordered to leave Japan.

◆Documents concerning applicants:

※①、②、③、⑥、⑦ must be submitted in any case. 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 finish the course in March.

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 more than 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. Reason for Studying Japanese: Write down the specific reasons why you would like to study Japanese in Japan including your detailed plan after completing the course.
- g. Future Plans after Graduating from ARC Academy: 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 registration, Birth certificate, Residence certificate, etc.

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

⑥ **Photocopy of your passport** If you have a passport, provide a photocopy of the page with the passport number and your name. Students with emigration and immigration history to Japan must submit photocopies of pages with emigration and immigration stamps and visa pages.

⑦ **Photos (3cmx4cm) 4pieces** Photos must have been taken within 3 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 sponsors who are bearing applicant's study and living expenses:

※①、② must be submitted. 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** Bank account of the person bearing study and living expenses, within 3 months before the application.

③ **Certificate expressing how the funds were gathered** Description, 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 registration, Birth certificate, Residence certificate, etc.

⑦ **Certificate explaining the relationship between the applicant and the sponsor** Family registration, Birth certificate, Residence certificate, etc., issued officially. 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)

Course	Intensive Course	Study Abroad Course					
		3 months	6 months	1 year	1 year and 3 months	1 year and 6 months	1 year and 9 months
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
1st Year Tuition	¥180,000	¥360,000	¥720,000	¥720,000	¥720,000	¥720,000	¥720,000
2nd Year Tuition	/	/	/	¥180,000	¥360,000	¥540,000	¥720,000
合計	¥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 that have already been paid 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 Acceptance Certificate and the Certificate of Eligibility have been returned. (once you have entered Japan, the refund will be made after you have provided to ARC Academy proof of your return to your country.) In case your visa application was denied at the Japanese consulate, you would be asked to submit to ARC Academy Acceptance Certificate and the copy of your passport page with the visa denial stamp. Tuition fee for 6-month school term cannot be refunded in any reason of cancellation after entrance ceremony/placement test/orientation.
- ③ Regarding withdrawal after entrance (where “entrance” is considered as the first day the student attends classes or takes part to a school event, such as the entrance ceremony/placement test/orientation.), the tuition fee for 6-month school term can not be refunded. Regarding withdrawal before completing the period you enrolled for, you must submit an official withdrawal notification with the reason within the end of the school term (4 times in a school year, in June, September, December, and March) under your sponsors’ agreement. With the permission of headmaster, ARC Academy will refund the remaining tuition fee corresponding to the school terms you have not attended yet in instalments of 3 months. Moreover a 20% cancellation charge will be deducted from the refundable amount.
- ④ Refund will be back transferred to you after deducting money transfer charge, after you have provided to ARC Academy either proof of your return to your home country, the entrance into higher education in Japan or your visa status change in Japan.
- 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 declare in a “Student Information Sheet” we give you on the first month of each term, by the deadline. Tuition fee for Japanese class extension is as follows: ¥180,000 (3 months), ¥360,000 (6 months), ¥540,000 (9 months), ¥720,000 (1year). Course extension may 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 of 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 Kyoto school after your class is decided with the placement 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	Manabou Nihongo Series	¥1,944
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 (key money). 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 Kyoto area is around ¥900.

2. National Health Insurance / JLIC Foreign Student Plan Insurance

Students holding a Student Visa will be issued a Residence 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 and homestay with easy access to Kyoto school. Please contact us for details. 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)

【One room apartment】

Asahi Plaza Takasegawa (managed by Sakura Co., Ltd.) Nearest station: 10-minute walk to JR Kyoto station / Keihan Nanajo station.

Description: 11 stories reinforced concrete building. Facilities: Internet, AC, bed, bedding, desk, chairs, lighting equipment, kitchen, fridge, modular bath, coin washing machine. The student must bear his/her own utility costs.

	Contract fee	Rent	Management fee	Water charge	Fire insurance	Total (3months)
Single room	¥50,000	¥49,000	¥5,000	¥2,000	¥7,000	¥225,000

【One room apartment】

Bellevue Hanayacho (managed by KOWA CO.,LTD)

Description: 5 stories reinforced concrete building. Facilities: AC, bed, desk, chairs, lighting equipment, kitchen, fridge, microwave, TV, washing machine, full length mirror, kettle, blow dryer, modular bath.

The student must bear his/her own electricity.

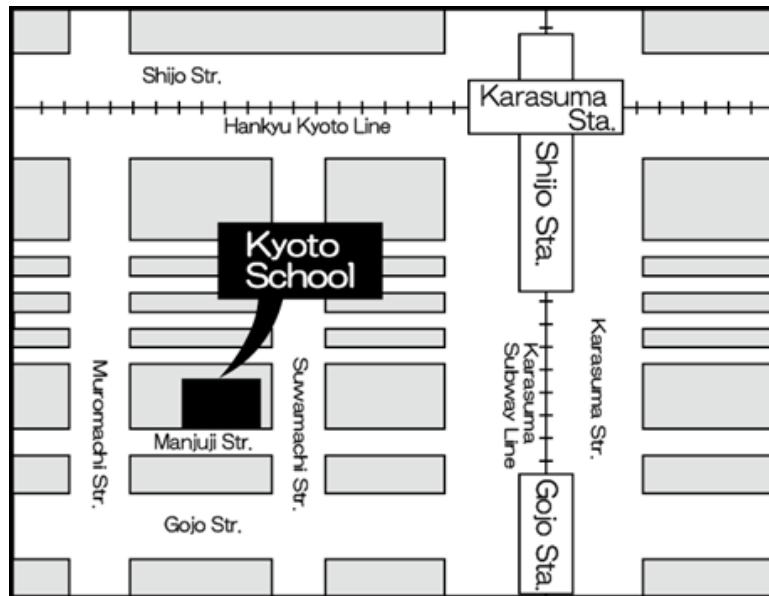
	Contract fee	Rent+Futon	Management fee	Water&Gas	WiFi	Total (3months)
Single room	¥50,000	¥45,500	¥4,500	¥4,500	¥4,500	¥227,000

Regarding photo and video shooting during school

For recording purpose 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 Kyoto School

〒600-8429

349 Gokuishi-cho, Karasuma-Nishiiru,

Manjuji-dori, Shimogyo-ku, Kyoto,

TEL: +81-(0)75-353-7566

FAX: +81-(0)75-353-7567

E-mail: kyoto@arc-academy.co.jp

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

Tel : +82-(0)2-552-1010 Fax : +86-(0)2-552-1062 E-mail : arc@hed.co.kr

(3) Spain

Academia Japonia

Deu i Mata 152, Entlo. 5ª, 08029 Barcelona, Spain

Tel : +34-(0)93-444-4198 Fax : +34-(0)93-444-4198 E-mail : mtsubota@japonia.es