

Incorporated Educational Institution



**ARC Gakuen**

**ARC TOKYO JAPANESE  
LANGUAGE SCHOOL**

**2019 Entrance Procedure**

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# 1. School features

## 1. About Incorporated Educational Institution ARC Gakuen

Incorporated Educational Institution ARC Gakuen was constituted to welcome young individuals interested in Japanese culture and society intending to learn the language, and to contribute to their education as citizens of the world. The values behind the name 「ARC」 are “Articulation, “Realization” and “Contribution, and our distinctive trait is the multinational spirit of the school.

We opened the school, conveniently accessible from Iidabashi station, in October 2017, with the aim of contributing to the growth of the local community and the diffusion of Japanese language and culture, by providing high-quality Japanese language education all while promoting a deep mutual understanding between people of different backgrounds.

## 2. Communication skills training and various classroom activities

ARC Tokyo Japanese Language School’s learning objective is the acquisition of Japanese communication ability: being able to appropriately express one’s feelings and thoughts; being able to grasp correctly others’ intentions; discovering each other’s culture and traditions. All starts from communication based on mutual understanding and respect.

At the core of classroom life lie active tasks: the school provides students multiple opportunities to put into practice what they have learned and express themselves. In addition, students can improve reading, writing, listening, speaking and even thinking skills thanks to a wide range of optional classes, lessons on Japanese Affairs, project works, and multiple chances to exchange information and ideas.

## 3. Academic and Career support

### (1) Higher education counseling

For students who plan to enter higher education in Japan, the schools periodically holds seminars to provide and share the latest news on Japanese education; individual counseling and interview simulation are also available for a complete support. In addition, students with excellent marks and attendance rates can enjoy a recommendation system.

### (2) Employment support

In recent years, foreign students finding employment in Japanese firms are increasing. To get employment offers, it is important to have a good understanding of Japanese corporate culture. For students requesting it, teachers actively help collecting information and simulating job interviews.

### (3) Special classes for different post-graduation goals

Students of the advanced levels have access to three special classes with highly specialized curricula divided per post-graduation goals: Business Japanese Class, Preparatory Class for University and Preparatory Class for Graduate School.

### (4) Exam preparation courses

In preparation for EJU (Examination for Japanese University Admission for International Students; twice a year: June and November) and JLPT (Japanese Language Proficiency Test; twice a year: July and December), the school organizes extra classes to train students to solve the exams problems. (EJU: Comprehensive Japanese; JLPT: level N1, N2 and N3)

## 4. School events

Throughout the school year, student life sparkles with events such as field trips, sports day and speech contest. The school also organizes seasonal events every term.

## 5. Scholarships

Students have access to multiple scholarships: the “Program for the promotion of the admission of international students” (former “Scholarship of the Ministry of Education, Culture, Sports, Science and Technology for international students”), the “LSH Scholarship”, the “Kyoritsu Maintenance Scholarship”, as well as ARC Tokyo Japanese Language School’s own scholarship.

## 6. School facilities

The 8-story building is furnished with a school library, prayer room, infirmary, lounge and courtyard, where students can spend their free time relaxing and studying. Students can also borrow books and textbooks from the school library. Wi-Fi network is available in the whole building.

## 7. Counseling Service

A Counseling Service is there to follow up and support students in their studies, and give advice on every day life, part-time and full-time work, as well as any personal struggle. Support provided in Chinese, English, Vietnamese, Korean, French, German and Italian.

## 2. Course outlines

### 【Standard Study Abroad Course】

	Course name	Duration	Start	Capacity	Total capacity
Morning classes	Standard Study Abroad Course	2 years	April	40 students	80 students
		1 year 9 months	July	40 students	80 students
		1 year 6 months	October	40 students	80 students
		1 year 3 months	January	20 students	40 students
		1 year	April	40 students	40 students
Sub total				180 students	320 students
Afternoon classes	Standard Study Abroad Course	2 years	April	40 students	80 students
		1 year 9 months	July	40 students	80 students
		1 year 6 months	October	40 students	80 students
		1 year 3 months	January	20 students	40 students
		1 year	April	40 students	40 students
Sub total				180 students	320 students
Total				360 students	640 students

- (1) **Objectives:** To acquire proper Japanese fluency and communication skills and to fulfill each personal studying purpose. Students are distributed into Beginner, Elementary, Intermediate and Advanced levels to harmoniously develop the 5 basic language skills: reading, writing, listening, speaking and thinking.
- (2) **Conditions:** A healthy mind in a healthy body. Applicants must have at least graduated from high school.
- (3) **Visa:** Standard Abroad Course lasts from a minimum of 1 year to a maximum of 2 years. With the Admission Certificate issued by ARC Tokyo Japanese Language School, students are released the “Student” status of residence (Student visa). During the enrollment, the school takes care of visa renewal when needed.
- (4) **Admissions:** There are 4 intakes per year: January, April, July and October. Each school term lasts 3 months.
- (5) **Timetable:** One class period is 45 minutes, with 4 periods per day. Students take a level check test to be placed in the right class.

	Morning classes	Afternoon classes
1 <sup>st</sup> period	9:15 – 10:00	13:30 – 14:15
break	10:00 – 10:05	14:15 – 14:20
2 <sup>nd</sup> period	10:05 – 10:50	14:20 – 15:05
break	10:50 – 10:55	15:05 – 15:10
3 <sup>rd</sup> period	10:55 – 11:40	15:10 – 15:55
break	11:40 – 11:45	15:55 – 16:00
4 <sup>th</sup> period	11:45 – 12:30	16:00 – 16:45

- (6) **Holidays:** No classes on Saturdays, Sundays, Public holidays, Summer holidays, Winter holidays Spring holidays and holidays established by the school principal.
- (7) **Part-time jobs:** Foreigners in Japan under a student visa, after obtaining a specific permission called “Shikakugai Kyoka” from the Immigration Bureau, can work up to 28 hours per week (8 hours a day during long holidays). Students are not allowed to work in the entertainment and amusement trades.
- (8) **Illegal behavior:** A student who infringes the law or school regulations, or fails to pay the tuition within the deadlines, would be expelled or asked to withdraw from school and leave the country. The same applies for unmotivated long absence from school or misconduct. Student must keep an attendance rate of 90%.

## 3. Course Schedule

School Term	Entrance Ceremony	Classes	Holidays and breaks
April 2019 term	Apr. 3 <sup>rd</sup>	Apr. 8 <sup>th</sup> ~ Jun. 21 <sup>st</sup>	GW : from Apr. 27 <sup>th</sup> to May 6 <sup>th</sup>
School Break		Jun. 22 <sup>nd</sup> ~ Jul. 7 <sup>th</sup>	
July term	Jul. 3 <sup>rd</sup>	Jul. 8 <sup>th</sup> ~ Sep. 20 <sup>th</sup>	Jul. 15 <sup>th</sup> , Sep. 16 <sup>th</sup> Summer holidays: Aug. 10 <sup>th</sup> ~ Aug. 18 <sup>th</sup>
School Break		Sep. 21 <sup>st</sup> ~ Oct. 9 <sup>th</sup>	
October term	Oct. 7 <sup>th</sup>	Oct. 10 <sup>th</sup> ~ Dec. 18 <sup>th</sup>	Nov. 4 <sup>th</sup>
Winter holiday		Dec. 19 <sup>th</sup> ~ Jan. 8 <sup>th</sup>	
January 2020 term	Jan. 6 <sup>th</sup>	Jan. 9 <sup>th</sup> ~ Mar. 19 <sup>th</sup>	Jan. 13 <sup>th</sup> , Feb. 11 <sup>th</sup> , Feb. 24 <sup>th</sup>

## 4. Entrance procedure

### (1) From application to admission

- ① Submission of Application form, requested documents and payment of Application fee  
(Applicant → School)  
↓ ※Application deadlines: at least 6 months before entrance
- ② Document screening (School → Applicant)  
↓
- ③ Application for Certificate of Eligibility to Immigration Bureau (School → Immigration Bureau)  
↓ ※4 to 5 months before entrance
- ④ Issue of the Certificate of Eligibility (Immigration Bureau → School)  
↓ ※1 to 2 months before entrance
- ⑤ Payment of registration fee and tuition (accommodation arrangement) (Applicant → School)  
↓
- ⑥ Admission Certificate and Certificate of Eligibility are sent to the Applicant (School → Applicant)  
↓
- ⑦ Applicant applies for Student visa at the nearest Japanese embassy or consulate  
(Applicant → Embassy/Consulate)  
↓
- ⑧ Applicant arrives in Japan and enters the school

### (2) Tuition payment

Use either one of the following bank accounts to settle tuition fee:

Bank name: **Bank of Tokyo Mitsubishi UFJ**  
 Branch: Shibuya-Meijidori Branch (470)  
 Branch address: 1-15-21 Shibuya, Shibuya-ku,  
 Tokyo, Japan  
 Account number: 4124703  
 Account holder: ARC GAKUEN  
 Swift Code: BOTKJPJT

Bank name: **Mizuho Bank**  
 Branch: Shibuya Chuo Branch (162)  
 Branch address: 23-3 Udagawa-cho, Shibuya-ku,  
 Tokyo, Japan  
 Account number: 1849922  
 Account holder: ARC GAKUEN  
 Swift Code: MHCBJPJT

### (3) Important notes on bank transfers and payments

Applicant or applicant's representative must pay application fee, registration fee and tuition directly to the school using the bank details above. When making a bank transfer, applicant's name must be mentioned in the payment description. Applicants requesting accommodation arrangement through the school must pay relevant fee together with registration and tuition. Bank handling fees are at applicant's charge. In case they are deducted from the amount invoiced, the school will ask to settle the difference after the applicant has entered school.

※The applicant should send proof of payment by FAX or email as soon as the payment is settled.

※Tuition fees can be paid using Flywire. Please inquire with the school.

## 5. Application documents

### ◆ When submitting documents

- (1) Applicant must provide original version of the application documents.
- (2) Applicant must correctly fill in the form provided by the school.
- (3) Once submitted, application documents cannot be returned. If necessary, applicant should mention it when applying.
- (4) All certificates provided should be submitted within 3 months from issue date.
- (5) For documents written in any foreign language a Japanese translation is required.
- (6) The school might reach the applicant by email, phone or FAX concerning the content of application documents. Applicant should provide correct contact information that can be used whenever necessary.
- (7) The school reserves the right to request additional documents.
- (8) In case the documents provided contain false information, admission is revoked and the applicant is ordered to leave the country.

### ◆ Documents concerning the applicant \*Items 1, 2, 3, 6, 7 concern all applicants regardless of nationality. Remaining items apply to some areas only.

#### ① Application form, Sheet A (applicants must fill in this part)

Name: name must be the same as on passport.

Enrollment time: desired enrollment time must correspond to available courses.

#### ② Application form, Sheet B (applicants must fill in this part)

a. Education : Report it in chronological order, from elementary school to the highest degree attained; schools addresses must also be mentioned with as much precision as possible. In relevant field, applicant should indicate the level of each school attended, using the following letters: S, Elementary school; J, Junior High school; H, High school; V, Vocational school; U, University; M, Graduate school; D, Doctorate.

b. Working experience: Fill in with past full-time working experience.

\*Those who have a blank period of more than 6 months in their education or working experience (military service, hospitalization...) must provide relevant explanation on a separate sheet (A4, free format), signed and dated.

c. Japanese study experience: Specify if you have studied Japanese before, in chronological order and for how many hours.

d. Japanese proficiency: Report if you have taken Japanese proficiency test such as JLPT, J-TEST, NAT-TEST...

e. Past stays in Japan: Specify if you have records of past visits to Japan, in chronological order and as per passport stamps.

f. Letter of motivation: Write down the reasons for wanting to study in Japan, and what you plan to do after you graduate from a Japanese language school.

g. Post-graduation goal: check the right post-graduation goal.

h. Past Visa application records: Mention if you applied for any type of visa in Japan, and whether the application was successful.

#### ③ Diploma and transcript of the highest educational institution If you are still enrolled, please submit Certificate of Enrollment. Diploma and other certificates are returned to the applicant once the visa application is over. Applicants from Mainland China must provide authentication certificate or high school grades certification report, while Vietnamese applicants must provide VJEEC authentication certificate.

#### ④ Applicant's personal background Certificate of Employment, etc.

#### ⑤ Japanese proficiency certificate Provide certificate like JLPT, J-TEST, NAT-TEST, and a certification of the hours of study issued by the Japanese language institution you attended before application. If Japanese language proficiency test results are not available yet, provide copy of your exam admission slip.

#### ⑥ Passport copy If you own a valid passport, provide copy of your personal data page, and copies showing past Immigration stamps if you have visited Japan in the past.

#### ⑦ Picture (4×3cm) 4 pieces Provide pictures taken within 3 months from application date (front, head uncovered); write your full name on the back of all picture and past one on the top right corner of Sheet A of the application form.

### ◆ Documents concerning the financial sponsor \*Items 1 and 2 concern all applicants, regardless of nationality. Remaining items apply to some areas only.

#### ① Application form, Sheet C and Sheet C-2 (Family overview) (the sponsor must fill in this part)

#### ② Bank statement Sponsor must provide his/her bank statement issued within 3 months before showing available balance application (for Mainland China, Certificate of Deposit must be submitted as well).

#### ③ Funds collection explanation Copy of passbook, explanation on family income and average expenses.

#### ④ Employment Certificate Sponsor must provide his/her employment certificate. For executives, Corporate

Registry is required.

- ⑤ **Income/Tax Certificate** Sponsor must provide documentation proving sponsor's income in the last 3 years prior to application.
- ⑥ **Sponsor's family register** Family register, Birth certificates, Certificate of residence, Household registration certificate, any official proof of the sponsor's family composition and residence.
- ⑦ **Explanation of relationship between the applicant and the sponsor** Family register, Birth certificates, Certificate of residence, Household registration certificate, any official proof. If applicant and sponsor are fairly removed relatives, they must provide an explanation on why the sponsor took this role (A4, free format).

## 6. Fees and payments

(Textbooks is excluded)

Duration	Standard Study Abroad Course				
	1 year	1 year 3 months	1 year 6 months	1 year 9 months	2 years
Application fee	30,000JPY	30,000JPY	30,000JPY	30,000JPY	30,000JPY
Registration fee	70,000JPY	70,000JPY	70,000JPY	70,000JPY	70,000JPY
Tuition 1 <sup>st</sup> year	720,000JPY	720,000JPY	720,000JPY	720,000JPY	720,000JPY
Tuition 2 <sup>nd</sup> year	—	180,000JPY	360,000JPY	540,000JPY	720,000JPY
<b>Total</b>	<b>820,000JPY</b>	<b>1,000,000JPY</b>	<b>1,180,000JPY</b>	<b>1,360,000JPY</b>	<b>1,540,000JPY</b>

### ■ Fees and payments

- ① Application fee and Registration fee are not refundable.
- ② For enrollment cancellation, please notify your intention in written form one day prior to entrance ceremony, the latest. After Admission Certificate and Certificate of Eligibility have been duly returned to the school (or in case the applicant already entered Japan, proof of his/her return to home country has been provided), tuition fee is refunded. If the visa was denied by the diplomatic mission abroad, applicant must return the Admission Certificate and provide passport copy showing the visa denial stamp. In case of enrollment cancellation after the entrance ceremony, regardless of the reason, tuition fee for the first school term (3 months) cannot be refunded.
- ③ For withdrawal before the end of the original application period, upon sponsor's approval and after submitting the Notification of withdrawal together with an explanation letter within the end of the term the student wishes to withdraw from, with the principal's authorization, the student will be refunded tuition corresponding to the school terms not attended yet; refunds are bank transferred in installments of 3 months, after deducting a cancellation fee of 20% from refundable amount.
- ④ Refunds will be bank transferred to the student once the school has duly confirmed student's return to home country, or entrance to higher educational institution in Japan, or correct change of residence status. Bank fees are at receiver's charge.
- ⑤ If students are expelled for violation the law or school regulations, no refund is possible.
- ⑥ The school does not allow enrollments exceeding 2 years (maximum duration of the Standard Study Abroad Course).
- ⑦ Tuition must be paid within the deadlines set by the school, otherwise the student will not be allowed into classes.
- ⑧ The school is not liable in the event classes are cancelled due to circumstances beyond the school's control, such as natural disasters, accidents or epidemics. Refunds will not be made in such cases.
- ⑨ Costs of textbooks and learning materials differ from one class to the other. The students purchase them in school after classes have been decided with a level check test. However, textbooks in use are subject to changes due to curriculum update or improvement.

Elementary - Beginners	Price	Intermediate - Advanced	Price
Minna no Nihongo Shokyu 1, II Ed.	2,700JPY	For Intermediate learners of Japanese, Japan through my eyes	2,808JPY
Minna no Nihongo Shokyu 2, II Ed.	2,700JPY	Comprehensive Japanese Practice through Specific Topics – Upper intermediate (New Ed.)	1,620JPY
Kana Master	1,620JPY	Comprehensive Japanese Practice through Specific Topics – Advanced (New Ed.)	1,620JPY
Kanji Master N5	1,944JPY	Images of Japan	2,592JPY
Kanji Master N4	1,944JPY	Kanji Master N2	1,944JPY
Kanji Master N3	1,944JPY	Kanji Master N1	2,160JPY

## 7. Life in Japan

### 1. Cost of life

Living expenses (food, housing, utilities etc.) range from approximately 100,000JPY to 150,000JPY per month. When signing a housing contract, the tenant might have to pay, besides rent, a deposit and a non-refundable deposit. In addition, a commuter pass is necessary for the daily commute to school. The school recommends students bring at least 400,000~500,000JPY for living expenses for the first few months. Many students take part-time jobs; minimum hourly wage in Tokyo area is around 1,000JPY.

### 2. National Health Insurance, Foreign Students Plan Insurance

Students holding a Student Visa are issued a Resident Card upon arrival in Japan. Within 14 days since establishing the address, foreigners 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 illness or injury the student suffers during the enrollment (medical expense per case must be over 3,000JPY). Students with short-term visa cannot apply for National Health Insurance, but can apply for JLIC Insurance after admission.

### 3. Accommodation

The school can provide information on accommodations within a convenient reach. Students must contact the school they applied to for details. In case the housing facilities quota are reached, it might not be possible to meet students' requests

#### Affiliated student dormitories (3-month cost simulation, all charges included)

1) 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.

Pick up service at the airport available for groups of 3 people or more, 5,000 JPY

	Admission fee	Facility fee	Rent	Utilities	Futon	GT (3 months)
Single room	30,000JPY	60,000JPY	59,000JPY	9,000JPY	9,000JPY	303,000JPY
Double room	30,000JPY	60,000JPY	39,000JPY	9,000JPY	9,000JPY	238,000JPY

2) Nezu House (managed by Inbound Japan Co., Ltd.)

Nearest station: 4-minute walk to Nezu station on Tokyo Metro Chiyoda line

Description: a detached house used as a sharehouse for female only (max 12 people).

Facilities: internet connection, AC, bed, table, storage, kitchen, fridge, washing machine, bathroom, toilet, microwave, rice cooker.

Pick-up service at the airport: 5,000JPY.

	Admission fee	Rent	Utilities	Cleaning	Facility fee	GT (3 months)
Dorm for 2 to 6	35,000JPY	24,000JPY	6,000JPY	6,500JPY	6,500JPY	138,000JPY

3) 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.

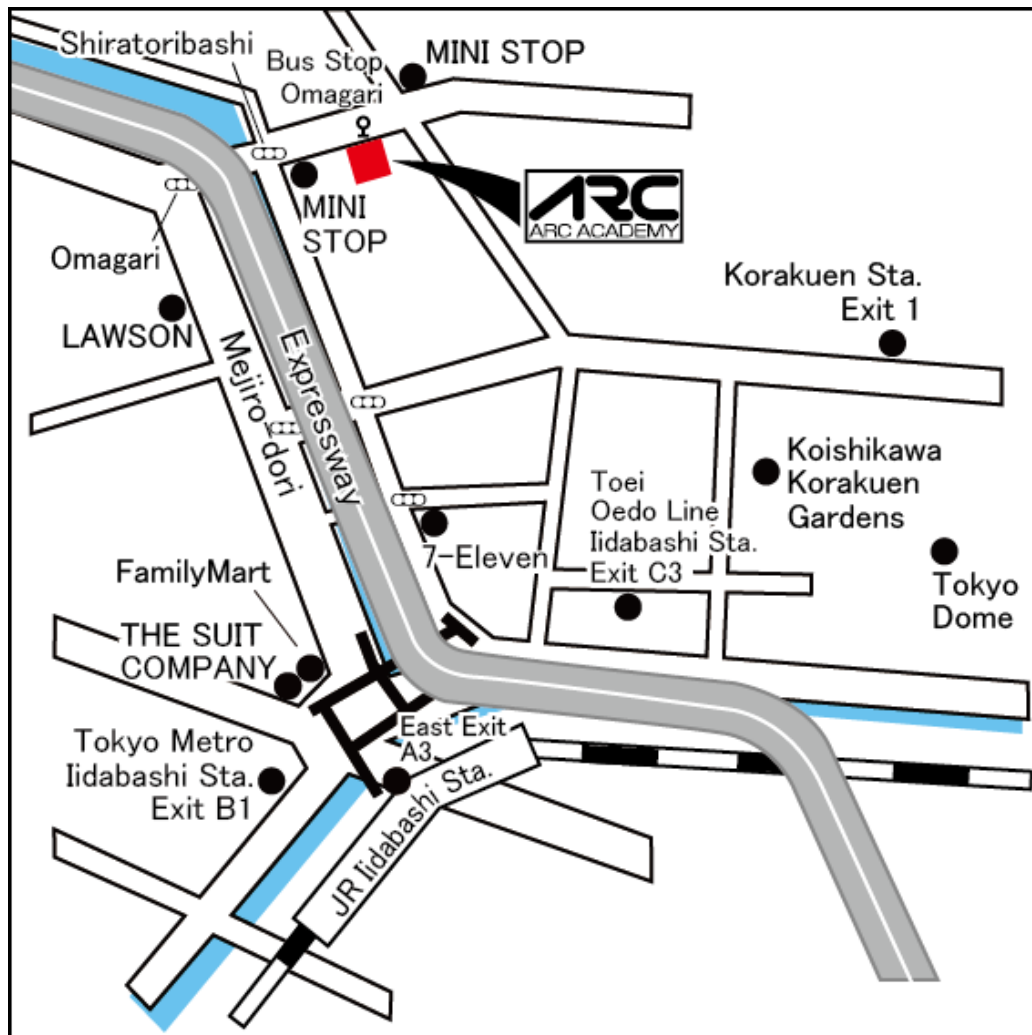
At departure, 35,000JPY of deposit are redeemed.

	Deposit	Rent	Management fee	Bedding rental	Bed pad	GT (3 months)
Single room	50,000JPY	55,000JPY	12,000JPY	10,260JPY	2,160JPY	261,260JPY

#### On photo and video shooting in school

For recording purposes and use in classroom activities, photos and video shooting is organized within the school. Kindly be informed that this material might also be used for promotional purposes (website, brochures, etc.).

## 8. School Map



### ARC Tokyo Japanese Language School

Address: 2-23-10 Koraku, Bunkyo-ku, Tokyo 〒112-0004

Phone : +81-(0)3-5804-5811

FAX : +81-(0)3-5804-5814

URL : <https://www.arc.ac.jp/Tokyo>

E-mail : [tokyo@arc.ac.jp](mailto:tokyo@arc.ac.jp)