

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

A R C大阪日本語学校
ARC Academy Osaka

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1. School Features

1. Improving Communication Skills

This course is targeted at people who want to achieve natural fluency in Japanese by improving their communication skills and understanding of Japanese language. The course answers our students' different needs thanks to the rich class activities and lessons divided per language level and capacities. The course promotes the attainment of several goals: entering a Japanese university, working in Japan, integrating into Japanese society, understanding Japanese culture and Communication with Japanese people.

2. Multinational Students

The schools receives students from about 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) 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. Furthermore, the individual counseling is also available for a complete support. In addition, students with excellent marks and attendance rates can enjoy a recommendation system.

◆ Universities that use recommendation entrance system

Osaka International University, Taisei Gakuin University, Ōsaka Seikei University, Ōsaka University of Tourism, Higashiōsaka College, etc.

◆ Main higher education options

Graduate school of: Kyoto University, Osaka Prefecture University, Osaka City University, Ritsumeikan University, Kindai University, Kobe University, Momoyama Gakuin University, Osaka Gakuin University, Kyoto Seika University, etc.

Universities:

Osaka University, Kansai University, Kwansei Gakuin University, Doshisha University, Ritsumeikan University, Kindai University, Ryukoku University, Kyoto Seika University, Shiga University, Wakayama University, Seian University of Arts and Design, Tokyo Polytechnic University, Musashino Art University, Tama Art University, Ottemae University, Chukyo University, Momoyama Gakuin Univrsity, Meiji University, Kyoto Sangyo University, Osaka International University etc.

Vocational schools:

Nippon Photography Institute, Tsuji Culinary Institute, Osaka School of Music, Tokyo School of Music, Osaka College of Tourism & Business, Visual Arts Osaka Professional Total Creative School, Kyoto Career College of Foreign Languages, Hospitality Tourism Technical School Osaka, Osaka Bridal College, Ehle Institute, HAL Osaka, etc.

(2) Exam Preparation Classes (Additional Fee)

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.

If the minimum number of participants is not reached, the preparation classes will be cancelled.

(3) Employment Support

The school staff obtained the qualification of employment placement helps students in the search of part-time and full time jobs in Japan.

4. Scholarships

The scholarship offered by Japan Student Services Organization (JASSO) is available for students with excellent academic performances and high attendance. (must pass the selection at school)

5. School Events

Field trips, Sports Day, Speech competitions, Free talking, etc. are available at school.

6. Dormitories and Homestay

We can introduce secure and reliable dormitories and share houses. Homestays can also be arranged upon request.

7. Supported Languages

English speaking staff as well as Chinese and Korean staff are at school. Please feel free to consult them any time.

2. Course Outlines

Class	Beginner to Advanced
Starting Month	Apr., Jul., Oct., Jan.
Duration	6 months – 2 years
Visa Status	Student Visa (ARC Academy will make the application for Certificate of Eligibility to Immigration)

- (1) **Objectives:** Standard Abroad Course 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) **Conditions:** Healthy in mind and body. Applicants must have at least graduated from high school. No experience of visa denial or residence record in Japan with the status of entertainment visa or training visa in the past. (Requirements change depends on the nationality of the applicants.)
- (3) **Course Duration:** Standard Abroad Course lasts from a minimum of 6 months to a maximum of 2 years. Those who wish to go on to higher educational institutes must complete Study Abroad Course in March. With the Admission Certificate issued by ARC Academy Osaka, 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: April, July and October, January.
- (5) **2018 Course Schedule:** 1 term=3 months (48 days) ※Schedule might be subject to change.

	Entrance Ceremony	Classes
April Term	April 4 th	April 9 th to June 21 st
July Term	July 3 rd	July 8 th to September 20 th
October Term	October 7 th	October 10 th to December 18 th
January Term	January 8 th	January 14 th to March 24 th

- (6) **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. 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 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

- (7) **Holidays:** No class on Saturdays, Sundays, Public holidays, Summer holidays, school holidays and holidays established by the school principal.
- (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. Entrance Procedure

(1) From application to admission

- ① Submission of Application form, requested documents
Payment of application fee (Applicant → School)
 ↓ ※Application deadlines: at least 6 months before entrance
- ② Document screening (School → Applicant) (School → Applicant)
 ↓
- ③ Application for “Certificate of Eligibility” (COE) to Immigration Bureau (School→ Immigration Bureau)
 ↓ ※4 to 5 months before entrance
- ④ Results of the application for COE from the Immigration Bureau (Immigration Bureau → School)
 ↓ ※1 to 2 months before entrance
- ⑤ Payment of registration fee and tuition (Accommodation Reservation) (Applicant → School)
 ↓
- ⑥ Admission Certificate and Certificate of Eligibility are sent to the Applicant (School→ Applicant)
 ↓
- ⑦ Applicant applies for Student visa to the nearest Japanese Consulate or Embassy (Applicant → Consulate/Embassy)
 ↓
- ⑧ Applicant arrives in Japan and receives a residence card (Immigration Bureau at the airport → Applicant)
 ↓
- ⑨ Applicant enters the school

(2) Important notes on bank transfers and payments

Applicant or applicant’s representative must pay application fee, registration fee and tuition directly to the school or bank-transfer those into the account provided. International credit card payments are accepted via Flywire.

①Applicant’s name must be mentioned in the payment description when making a bank transfer. The applicant should send proof of payment by FAX or email as soon as the payments are settled. 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.

Bank account information

振込先 Bank/Branch	三井住友銀行 難波支店 (111) SUMITOMO MITSUI BANKING CORP. NAMBA BRANCH(111)
銀行住所 Address of Bank	5-1-60 Namba, Chuo-ku, Osaka 542-0076
SWIFT	SMBCJPJT
口座番号 Account No.	普通 FUTSU 8099162
口座名 Account Name	学校法人国際学友会 ARC ACADEMY OSAKA
受取人住所 Beneficiary Address	349 Gokuishi-cho Manjuji-dori Karasuma-nishiiru349 Shimogyo-ku Kyoto 600-8429

②Making International payments with Flywire.

Please visit <https://www.flywire.com/pay/arc-academy-osaka>
to take you direct to Flywire ARC Academy Osaka Payment Portal

4. 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 for, Sheet A** (applicants must fill in this part)

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 **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, NATTEST...
- 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 family register** Family register, Birth certificates, Certificate of residence, Household registration certificate, any official proof of the applicant's family composition and residence.

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 (4x3cm) 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.

⑧ **Health Certificate** Include a chest X-ray examination. Medical check-up must be done at a hospital or clinic in your country before arrival. Make sure to submit the Health Certificate upon entrance. (Free format)

◆ 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** (all applicants must fill in this part)

② **Bank Account Balance Certificate** 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).

5. Course Fees

(Textbook fees not included)

Course	Study Abroad Course						
	6 months	9 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	¥30,000
Registration Fee	¥70,000	¥70,000	¥70,000	¥70,000	¥70,000	¥70,000	¥70,000
1 st Year Tuition	¥360,000	¥540,000	¥720,000	¥720,000	¥720,000	¥720,000	¥720,000
2 nd Year Tuition	-	-	-	¥180,000	¥360,000	¥540,000	¥720,000
Total	¥460,000	¥640,000	¥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) 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, the first 6 months of tuition fee are not refunded.
- (3) For withdrawal before the end of the original application period, the first 6 months of tuition fee are not refunded. Concerning tuition already paid, if the student has obtained principal's authorization, 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, tuition corresponding to the school terms not attended yet will be refunded 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) Tuition fee for Japanese class extension is as follows: ¥180,000 (3 months), ¥360,000 (6 months), ¥540,000 (9 months), ¥720,000 (1 year). Course extension may be rejected, depending on your attendance record. Please be reminded that you are not allowed to take the Study Abroad Course for more than 2 years.
- (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. In addition, textbooks in use are subject to changes due to curriculum update or improvement.

e.g.) Textbook for beginner and elementary level	Price (incl. tax)	e.g.) Textbook for intermediate and advanced level	Price (incl. tax)
Dekiru Nihongo Beginner Level	¥3,672	Comprehensive Japanese Practice through Specific Topics Intermediate (New Edition)	¥2,484
Dekiru Nihongo Upper Beginner to Lower Intermediate Level	¥3,672	Comprehensive Japanese Practice through Specific Topics Upper Intermediate (New Edition)	¥1,620
Kana Master	¥1,620	Manabou nihongo-chū jōkyū	¥1,944
Kanji Master N5	¥1,944	Comprehensive Japanese Practice through Specific Topics - Advanced (New Edition)	¥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 100,000JPY to 150,000JPY per month. When signing a housing contract, the tenant might have to pay, besides rent, a deposit and a nonrefundable deposit. In addition, a commuter pass is necessary for the daily commute to school. (Students are not able to get any student commuter pass.) 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.

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).

3. Part-time job

Students 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. The minimum wage in Osaka is 909 yen. (as of October 2017)

4. 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

[Furnished Apartment e.g.]

Chateau Hanazono (managed by Kamikawa Co., Ltd.) The nearest station: 5-minute walk to Haginochaya station on NankaiLine. Description: 6 stories reinforced concrete house, with Western-style rooms. Facilities: Internet, bed, desk, chairs, fridge, air conditioner, microwave, rice cooker, washing machine, in-room kitchen, toilet in the bathroom. Water charges included. The student must bear his/her own remaining energy costs.

	Furniture	Rent	Fire insurance	Cleaning fee	Futon	Total
Single room	¥20,000	¥38,000	¥500	¥20,000	¥7,000	¥85,500

R-JAPAN <http://ocd.r-japan.co.jp/>

Leopalace21 <http://www.leopalace21.com/>

[Share House]

Entrance Japan <http://entrance-japan.com>

Share Hapi <http://sharehapi.com>

[Student Dormitory]

Kyoritsu Maintenance Co., Ltd. <http://www.gakuseikaikan.com>

[Home Stay]

NEXTAGE Co., Ltd.

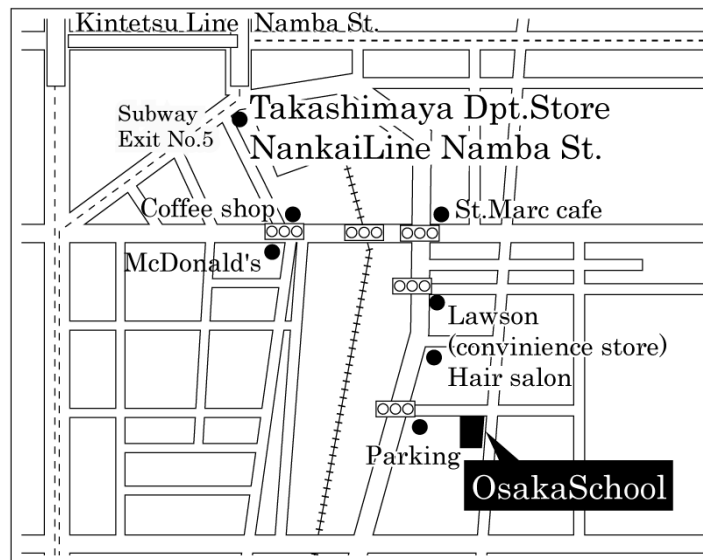
Homestay Placement Fee	Homestay Fee	Length of Stay	Notes
¥19,440	¥5,076/day (incl. breakfast and dinner)	for 7 nights or more	Please contact the company directly at the following email address. Please also let them know that you will enter Arc Academy Osaka so that you can get some discount. osaka@homestay-in-japan.com

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 the Employee Training and / or promotional purposes (website, brochures, etc.).

7. School Map / Overseas Office

1. School Map



[ROUTE]

Take the Exit 5 at Namba Station on subway Midosuji Line and go straight until you see a McDonald's. Turn to the left at the intersection (Namba Naka) with the McDonald's and go under the overhead railway. Turn to the right at the intersection of San Maruku Cafe and walk along the street passing Lawson. Turn to the left when you come to a traffic light at a T-junction and you will see a beige building on your right hand. That is ARC Academy Osaka. (The reception is on the 1st floor).

[OSAKA SCHOOL]

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Facebook: <http://www.facebook.com/arcosaka>
HP: <http://japanese.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
HP: <http://www.hed.co.kr>
- (3) **Spain** **Academia Japonia**
Deu i Mata 152, Entlo. 5ª, 08029 Barcelona, Spain
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