

Standard Study Abroad Course

Entrance Procedure

School Year

April 2019 – January 2020

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 Excellent 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 operates a “Japanese Language Teacher Training Course”. From the school opening to present, we have produced many skilled Japanese language teachers, active both within Japan and abroad.

ARC Academy Shinjuku School offers 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. We also offer Intensive Course for people who want to enroll for a short term.

2. Multinational Environment

ARC Academy welcomes students from approximately 30 countries. Through interaction with people from different countries, students experience 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 “Seminar 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

Hosei University, Daito Bunka University, Musashino University, Toyo University, Sanno Institute of Management, Tokyo University of Social Welfare, Ryutsu Keizai University, Bunka Gakuen University, Showa Women’s University, etc..

◆Main higher education options

Graduate school of: University of Tokyo, Tokyo University of the Arts, Yokohama National University, Osaka University, Waseda University, Keio University, Rikkyo University, Meiji University, Toyo University, Nihon University, etc.

Universities: Hitotsubashi University, Tokyo University of Foreign Studies, Yokohama National University, Tohoku University, Waseda University, Keio University, Rikkyo University, Meiji University, Hosei University, Sophia University, Aoyama Gakuin University, Chuo University, Kokushikan University, Musashino Art University, Tama Art University, Nihon University, Senshu University, Tokai University, Kanagawa University, etc...

Vocational schools: York Global Business Academy, Bunka Fashion College, Tokyo Designer Gakuin College, Toho Gakuen, Tokyo Multimedia College, Japan Electronics College, HAL Tokyo, Yomiuri College of Car Mechanics, Hiko Mizuno College of Jewelry, Tokyo Animation College, Tokyo Culinary and Confectionary Arts Academy, JTB Travel and Hotel College, etc...

(2) Employment Support

ARC Academy assists students in the search of part-time and full time jobs in Japan (License No. 13-ア-301084).

(3) Exam Preparation Classes (Additional Fee)

We offer exam preparation extra classes 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,” “LSH Asia Shougakukai Scholarships” and “Kyoritsu Maintenance Scholarships” are available for students of high scholastic standing with high attendance rate after their entrance. There is also ARC Academy’s own reward for students with perfect attendance.

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 cannot be gained 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 a Certificate of Eligibility 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) 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) **2019 Courses Schedule:** 1 term=3 months ※Schedule might be subject to changes.

	Entrance Ceremony	Classes
April Term	April 3	April 8 to June 21
July Term	July 3	July 8 to September 20
October Term	October 7	October 10 to December 18
January Term (2020)	January 6	January 9 to March 19

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

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. 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 (8 hours per day at maximum of 40 hours per week during designated school 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 practice for job interviews.
- (10) **Illegal Acts and Behaviors:** Students who disobey 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 and requested documents
Transfer application fee (Applicant → ARC Academy)
 ↓ ※Deadline: 5-6 months before entrance
- ② ARC Academy notifies applicants with documents 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 “Admission 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 (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 “Admission 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 ARC Academy

(2) Required Documents for a short-term visa

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

(3) Payments

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) Account No. : 2287149 Holder: ARC ACADEMY (SWIFT CODE: SMBCJPJT)
	MIZUHO BANK SHIBUYA CHUO BRANCH (162) Account No. : 4749770 Holder: ARC ACADEMY (SWIFT CODE: MHCBJPJT)
	MUFG BANK SHIBUYA-MEIJIDORI BRANCH (470) Account No. : 3146336 Holder: 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) Please submit documents issued within 3 months before application date.
- (4) Provide translation for any document not written in Japanese.
- (5) 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.
- (6) The school may ask you for additional documents other than the ones listed below.
- (7) 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 down your full-time working experiences, if any (chronological 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, dated and signed)

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, write down the dates (chronological order).

f. Reasons for Studying Japanese: Explain 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 **Applicant's personal background** Certificate of Employment, 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 3 months, frontal with head uncovered. Glue 1 photo to the upper right hand photo column on the application form 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 **Form C and C-2 (school's application form) (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, dated and signed).

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 is 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 first 6 months 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 that 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. 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 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 at 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 enrolled and your attendance records. 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	No refund

- (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 the school after your class is decided by 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. Please be informed 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. 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) Tokyo LIFE STYLE Higashi Jujo (managed by Tokyo Life Style Co., Ltd.)

Nearest station: 3-minute walk to Higashi Jujo station on JR Keihin Tohoku 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	243,000JPY

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 Kosan Co., Ltd.)

Nearest Station: 8-minute walk to Shinkoiwa station on JR Sobu 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.

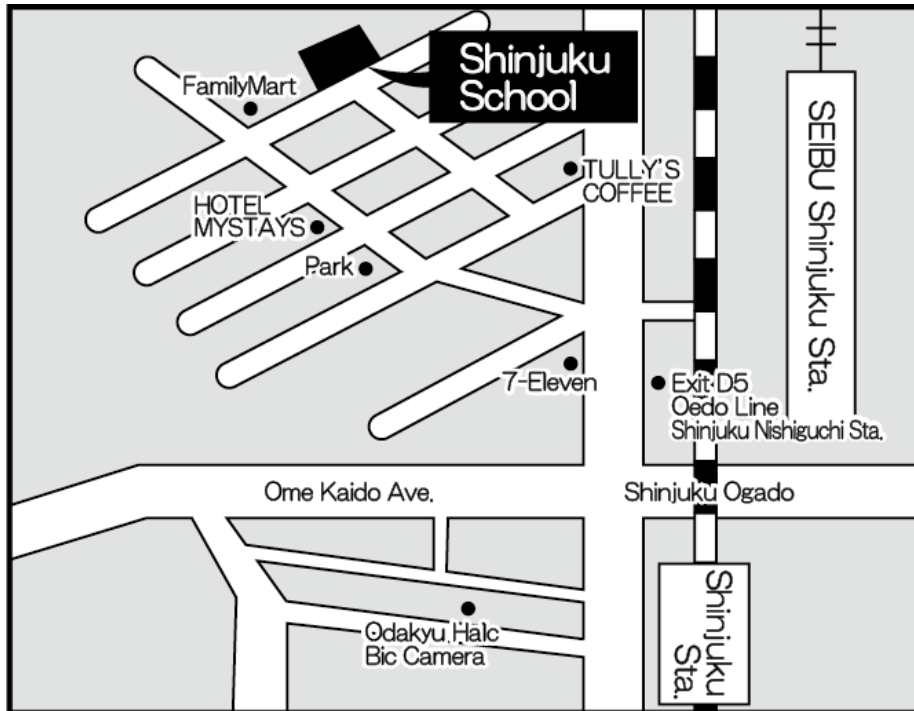
	Deposit	Rent	Management fee	Bedding	Bed pad	GT (3 months)
Single room	50,000JPY	55,000JPY	12,000JPY	10,260JPY	2,160JPY	261,260JPY

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: 3F, 7-18-16 Nishi Shinjuku, Shinjuku-ku, Tokyo 160-0023, JAPAN

TEL : +81-(0)3-5337-0166 FAX : +81-(0)3-5337-0168

E-mail : shinjuku@arc-academy.net

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

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