

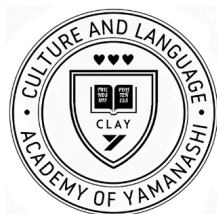
# 山梨外語学院

CULTURE AND LANGUAGE ACADEMY OF YAMANASHI

## APPLICATION GUIDELINES

### 募集要項

Application Period and Required Documents.....	2
Enrollment Period, Capacity, and Other Details.....	4
Class Schedule.....	4
Tuition Fees.....	5
Student Dormitory Information.....	7
Additional Information.....	7
Main Pathways for Further Education.....	8
Contact Information.....	8



## ◎ Application Period and Required Documents

### ※ Application Period

- Spring Applicants: 2-Year Advanced Course (April Enrollment)

From August 1 to October 31 of the previous year

- Fall Applicants: 1.5-Year Advanced Course (October Enrollment)

From February 1 to April 30 of the same year

### ※ Eligibility Requirements

1. Individuals who have completed (or are expected to complete) 12 years of regular school education outside Japan.
2. Individuals who have someone who can reliably cover the tuition fees and living expenses required for studying in Japan, and who can prove the process of asset formation with documents such as bank statements.
3. For the 2-Year Advanced Course: Individuals who have completed at least 150 hours of Japanese language study and possess Japanese language skills equivalent to JLPT N5 or higher.
4. For the 1.5-Year Advanced Course: Individuals who have completed at least 150 hours of Japanese language study and possess Japanese language skills equivalent to JLPT N4 or higher.

### ※ Application Documents

A. Application Form (Signed by the applicant)

B. Resume

C. Statement of Purpose (Signed by the applicant)

D. Photographs

- Please attach 7 passport-sized photos.
- The photos must be a clear image of the upper body, taken within 3 months of the application, with no hat and a plain background.
- The size should be 4 cm (height) x 3 cm (width).

### ※ Submission of Documents

- Unless otherwise instructed, all certificates must be submitted in original form, not as copies.
- Certificates written in languages other than Japanese must be accompanied by a Japanese translation. The translator's name, address, and phone number should be written at the bottom of the Japanese translation, and the translator's name should be stamped or signed.

## ※ Required Certificates

### A. Academic Certificates

1. Graduation Certificate from the most recent educational institution
2. Original Academic Transcript
3. If the applicant is currently enrolled in school, please obtain the following documents from the school:
  - Certificate of Enrollment
  - Academic Transcript

### B. Certificates Related to Japanese Language Learning

1. If you have passed any Japanese language proficiency test, such as the JLPT, J-TEST, or NAT-TEST, please submit the original certificate and academic transcript. If you did not pass, submit the original transcript.
2. If you studied Japanese in high school or university, please submit your grades.
3. If you attended a Japanese language school, please submit the certificate of completion.

### C. Certificate of Employment (If the applicant is currently employed)

## ※ Certificates Related to Financial Support

### A. Bank Balance Certificate

### B. If a relative (father, mother, husband, wife) is the financial sponsor:

1. Financial Support Statement (Designated Form)
2. Financial Sponsor's Bank Balance Certificate, Income Certificate, Certificate of Employment
3. Documents proving the relationship with the applicant (such as a copy of the family register)

## ※ Copy of Passport

Please provide copies of all pages except the blank pages.

## ※ Other Documents

Any other documents deemed necessary by the school

*Note:* The application for the Certificate of Eligibility, necessary for obtaining a student visa, will be handled by the Japanese language school in accordance with the regulations of the Ministry of Justice's Immigration Services Agency. Please submit the above documents along with the entrance examination fee.

## ◎ Enrollment Period, Capacity, and Other Details

Course Name	1.5-Year Advanced Course	2-Year Advanced Course
Capacity	40 Students	40 Students
Eligibility Requirements	<ul style="list-style-type: none"> <li>- Must be of foreign nationality and have completed 12 or more years of formal education.</li> <li>- Must have completed at least 150 hours of Japanese language study at a Japanese language school in their home country.</li> <li>- Must possess Japanese language skills equivalent to JLPT N4.</li> </ul>	<ul style="list-style-type: none"> <li>- Must be of foreign nationality and have completed 12 or more years of formal education.</li> <li>- Must have completed at least 150 hours of Japanese language study at a Japanese language school in their home country.</li> <li>- Must possess Japanese language skills equivalent to JLPT N5.</li> </ul>
Selection Process	Document Screening and Interview	
Application Period	February 1 to April 30	August 1 to October 31
Enrollment Period	October	April
Duration of Study	1.5 Years	2 Years
Visa Status	Student (留学)	

Graduation is scheduled for March.  
The school will conduct class placements.

## ◎ Class Schedule

### Morning Class (Monday to Friday)

- 9:00 AM to 10:30 AM
- 10:40 AM to 12:10 PM

### Afternoon Class (Monday to Friday)

- 1:10 PM to 2:30 PM

- 2:40 PM to 4:10 PM

## ◎ Tuition Fees

After the completion of document screening by the school and visa screening by the Immigration Services Agency, a Certificate of Eligibility (COE) will be issued. You will be notified of this directly or through the overseas office. Upon receipt of this notification, please pay the fees listed below. Upon payment, you will receive your Certificate of Eligibility and Admission Permit in exchange for proof of payment.

### 1.5-Year Advanced Course (October Enrollment)

Year	Screening Fee	Admission Fee	Tuition	Other Fees	Subtotal	Total
1st Year	¥22,000	¥55,000	¥660,000	¥96,800	¥833,800	¥1,213,300-
2nd Year	-	-	¥330,000	¥49,500	¥379,500	

### 2-Year Advanced Course (April Enrollment)

Year	Screening Fee	Admission Fee	Tuition	Other Fees	Subtotal	Total
1st Year	¥22,000	¥55,000	¥660,000	¥96,800	¥833,800	¥1,590,600-
2nd Year	-	-	¥660,000	¥96,800	¥756,800	

*\*All amounts include tax.*

### ※ Important Notes on Tuition Payment

- The second installment of tuition fees should be paid before the start of the new semester. The specific payment period will be notified at that time.
- In principle, no refunds will be made for payments already made, regardless of the reason.
- It is possible to make installment payments for tuition fees from the second year onward.

### ※ Payment Procedures

- Fill in the required information on the application form and other documents, and submit them along with the screening fee by the specified deadline.
- If your admission is approved, submit the admission fee and necessary documents by the specified deadline to complete the enrollment procedures for the semester you are applying for.

**※ Tuition Refund Policy (Based on Guidelines from the Japanese Language Education Promotion Association)**

- 1. If a Certificate of Eligibility (COE) has been issued but the visa application is not submitted and the student does not come to Japan**  
Conditions: The Admission Permit and COE must be returned.  
Refund: All payments except the admission fee will be refunded.
- 2. If the visa application was submitted but rejected by the Japanese consulate and the student cannot come to Japan**  
Conditions: The Admission Permit must be returned, and proof of visa rejection must be submitted.  
Refund: All payments except the admission fee will be refunded.
- 3. If the visa is obtained but the student withdraws before coming to Japan**  
Conditions: The Admission Permit must be returned, and the visa must be unused and confirmed to have expired.  
Refund: All payments except the admission fee will be refunded.
- 4. If the student obtains a visa, arrives in Japan, and enrolls but withdraws without a legitimate reason**  
Refund: In principle, no refund will be given.
- 5. If the student does not enroll after arriving in Japan**  
Refund: No refund will be given.  
The screening fee will not be refunded under any circumstances.  
The remittance fee is the responsibility of the applicant.

## ◎ Student Dormitory Information

### Dormitory Fees & Contract

- **Dormitory Fee:** The fee is ¥25,000 per month. Upon initial move-in, you must pay a dormitory entrance fee of ¥35,000 and six months' rent of ¥150,000 in advance.
- **Contract Period:** The dormitory contract is generally for six-month periods and can be extended in six-month increments.

### Dormitory Facilities

- **Facilities Provided:** Bunk bed, refrigerator, washing machine, air conditioner, IH stove, microwave, toaster oven, Wi-Fi, bathtub, shower booth, etc.

### Move-In Set

- **Move-In Starter Set:** Includes bedding, one week's worth of food, and cooking utensils (e.g., pots, pans).

### Living Environment

- **Men's and Women's Dormitories:** Separate dormitories for men and women. In principle, visits to other dormitories are discouraged.
- **Dormitory Location:** The dormitory is a 5 to 15-minute bicycle ride from the school, with supermarkets and convenience stores nearby.
- **Dormitory Life:** Please strictly adhere to the dormitory rules (see the attached Dormitory Guide for details).

### Other Accommodations

- **Nearby Apartment Introductions:** For those who prefer not to stay in the dormitory, we can introduce nearby apartments.

## ◎ Additional Information

### 1. Part-Time Jobs

- With permission from the Tokyo Regional Immigration Bureau, students can work part-time for up to 28 hours per week, provided it does not interfere with their studies. Be sure to adhere to the 28-hour limit.

### 2. National Health Insurance and International Student Insurance

- All international students enrolled at the school are required to join these insurance programs.



## ◎ Main Pathways for Further Education

- For students who wish to advance to universities or vocational schools, we provide various support services. Our experienced teachers offer thorough and detailed guidance until the final decision on the next educational step is made.
- Since interviews are critical for pursuing further education in Japan, we provide practical training on interview responses and manners. We also offer extensive support outside of regular classes, including guidance on writing emails to professors at the desired schools, crafting essays, writing research plans, and statements of purpose.
- We offer tailored advice to each student, from selecting the best schools to mock interviews and essay guidance. Our school has brochures and application guidelines from universities, graduate schools, and vocational schools across Japan, which we provide to students according to their preferences.

## ◎ Contact Information

**School Name:** 山梨外語学院(Yamanashi Gaigo Gakuin)

**English Name:** Culture and Language Academy of Yamanashi

**Address:** 4-1-29 Takeda, Kofu City, Yamanashi, 400-0016, JAPAN

**TEL:** 055-255-1100

**FAX:** 055-255-1103

**E-mail:** [info@clay-academy.jp](mailto:info@clay-academy.jp)

**Website:** <https://www.clay-academy.jp>

**Facebook:** yamanashigaigogakuin

**Instagram:** academy.clay