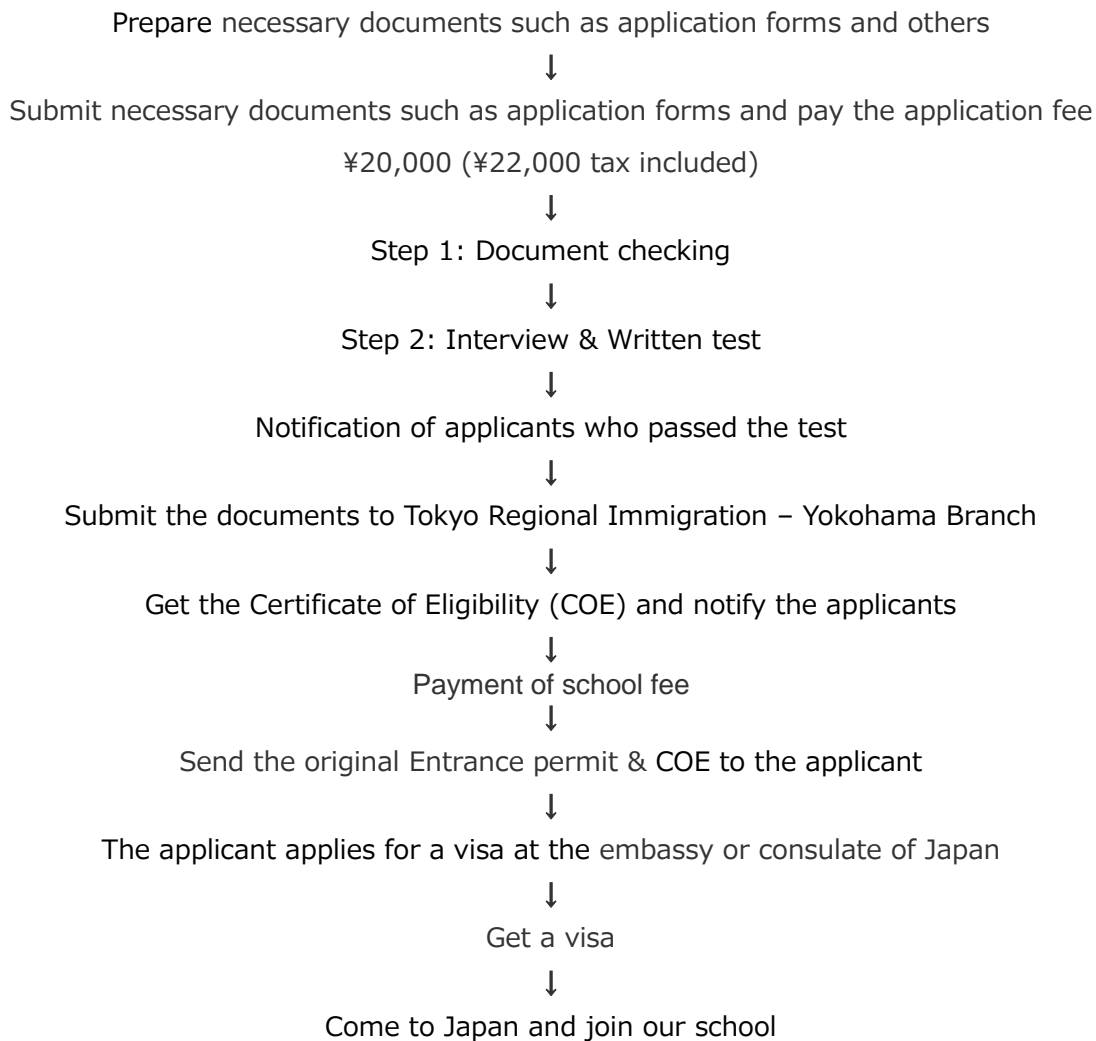


# **LIBERTY ODAWARA Japanese Language School**

**October 2021 Students**

**Application Guidelines**

**Steps for application**



## Entrance Procedure

### 1. Entrance Requirements:

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Applicants must satisfy the following requirements

- 1) Already completed at least 12 years of formal education in their country.
- 2) Already completed at least 150 hours of basic Japanese course, or / and already passed the N5 level of the Japanese Language Proficiency Test.  
\* However, only applicants who graduated within 5 years from their last education and under 30 years of age can apply.

### 2. Courses and Application Period

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Course name	Number of students	Month of entrance	Application Period
Bridging Course: 2 Years	40	April	July 1 – before October 31
Bridging Course: 1.5 Years	40	October	February 1 – before April 30

### 3. Application Documents

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#### Documents need to be prepared by applicant

1. Application Form (in the format specified by the school)
2. C.V. (in the format specified by the school) \*
3. Covenant (in the format specified by the school)
4. Medical examination certificate (in the format specified by the school)
5. Graduation certificate or final education diploma (original) \*
6. Certificate of academic results from total period of attendance at last academic institute \*
7. Certificate of history of Japanese language studies, etc. (Japanese Language Proficiency Test Certificate, etc.)
8. Copy of passport (if applicant has previously entered Japan, the entry registration needs to be included.)
9. 8 photos (4cm.x.3cm) taken within 3 months
10. Certificate of employment (if applicant is working) \*

**\* Japanese translations should be attached for documents (2), (5), (6) & (10) even for English version.**

**Documents need to be submitted by financial supporter.**

**A) Financial supporter is someone not living in Japan**

1. Certificate of defraying expenses written by financial supporter (in the format specified by the school.) \*
2. Letter of Guarantee written by the financial supporter (in the format specified by the school.)
3. Documents issued by a notary public proving the financial supporter's relationship with applicant (ex. Family Register) \*
4. The list of financial supporter's family \*
5. Bank balance certificate \*
6. The detail of bank account to show the deposits and withdrawals \*
7. Original Certificate of Employment (Business Permit or Corporate Register etc. will be needed if the financial supporter is a business owner or executive.) \*
8. Copy of Residency Record of financial supporter (passport, ID card...) \*
9. Income certificates or/and tax certificates for the past 3 years \*

**\* Japanese translations should be attached for documents (1), (3)~(9) even for English version.**

**B) Financial supporter is someone living in Japan**

1. Certificate of defraying expenses written by financial supporter (in the format specified by the school.)
2. Letter of Guarantee written by the financial supporter (in the format specified by the school.)
3. Documents issued by a notary public proving the financial supporter's relationship with applicant (Notarized Deed of kinship, etc.) \*
4. The list of financial supporter's family \*
5. Bank balance certificate
6. The detail of bank account to show the deposits and withdrawals
7. Original Certificate of employment (Business Permit or Corporate Register etc. will be needed if the financial supporter is a business owner or executive.)
8. Residence certificate
9. Income certificates or/and tax certificates for past 3 years
10. Residence card

**\* Japanese translations should be attached for documents (3), (4) even for English version.**

**C) Applicant will be paying own expenses**

1. Copy of Residency Record of applicant (passport, ID card...) \*
2. Original bank balance certificate of the applicant \*
3. Certificate of Employment or annual income certificate of applicant \*

**\* Japanese translations should be attached for all documents even for English version.**

**4. Application fee**

Application fee	¥20,000 (¥22,000 tax included)
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Application fee must be paid when submitting application documents and non-refundable for any reason. The deadline for October admission is until April 30, 2021.

**5. Submission of application documents**

All application documents must be submitted to the below address.

LIBERTY Odawara Japanese Language School

Liberty Tokai Building 2F

3-11-23 Honcho Odawara-city, Kanagawa, 250-0012 Japan.

TEL: +81 (0)465-23-4411

FAX: +81 (0)465-23-4412

E-mail: info@lib-odawara.jp

\* Please ensure to send the application documents via EMS, OCS, DHL or FedEx etc. Please also take note that any incomplete documents may not be accepted.

**6. Selection method**

Written test	<ol style="list-style-type: none"> <li>1. Japanese ability</li> <li>2. Essay (in Japanese or native language of the applicant)</li> </ol>
Interview	Must be accompanied by financial supporter

## 7. School expenses and other fees

Course	Payment schedule	Enrollment fee	Tuition fee	Facility fee	Other fees	Total	Total Tax included
2 Year Bridging Course (April enrollment)	1 <sup>st</sup> year	50,000	600,000	20,000	50,000	720,000	792,000
	2 <sup>nd</sup> year		600,000	20,000	50,000	670,000	737,000
	Total	50,000	1,200,000	40,000	100,000	<b>1,390,000</b>	<b>1,529,000</b>
1.5 Year Bridging Course (October enrollment)	1 <sup>st</sup> year	50,000	600,000	20,000	50,000	720,000	792,000
	2 <sup>nd</sup> year		300,000	10,000	30,000	340,000	374,000
	Total	50,000	900,000	30,000	80,000	<b>1,060,000</b>	<b>1,166,000</b>

(Unit/Japanese Yen)

- ① Certificate of Eligibility will be issued after paying all of the fees for the 1<sup>st</sup> year.
- ② Cost of living and school expenses will need to be periodically remitted after entering the school.
- ③ To amend or renew Permission for Residence the certificate of remittance stated on the passbook must be submitted.

※Please take note that all of the school fee are non-refundable. However, if there is any applicable reason an applicant cannot come to Japan please consult us.

## 8. Receiver's account information

Bank name	MIZUHO BANK,LTD.
SWIFT code	MHCBJPJT
Branch name	ODAWARA BRANCH (376)
Account number	1638415
Recipient name	TOKAI BUILDING MAINTENANCE CORP. LIBERTY ODAWARA JAPANESE LANGUAGE SCHOOL
Bank Address	2-7-32 SAKAECHO, ODAWARA-SHI, KANAGAWA-KEN, 250-0011, JAPAN
Phone	+81 (0)465-23-1143