



# Year 2022 and 2023 Student Recruitment Guidelines

## Japanese Language Department

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## [Japanese Language Department]

The Japanese language department has a course (1 year or 6 months) that aims to enter the department of Care and Welfare, and a course (1 year and 6 months) that aims to work as a specific skill by learning the Japanese language and skills of caregiving.

In the higher education course, learning the Japanese-Language Proficiency Test (JLPT) N2 and learning the technical terms of caregiving will be useful for classes at the vocational school. By cultivating communication skills, communication with Japanese students and teachers in specialized classes will be much easier. In the employment course, you will learn about Japanese culture, lifestyle, and nursing care skills and knowledge so that you can work effectively. There is employment support such as individual interviews and job fairs, so you can think about the future with confidence.

You can learn the specialized language of caregiving, which is very few in Japan!

It is the perfect vocational school for you who are aiming for a nursing care job!!

## 01 Recruitment course

Course Name	School admission	Class capacity	Graduation goal
6 months course	October	20 people	Enrolling in Care and Welfare College
1 year course	April	20 people	Enrolling in Care and Welfare College
1 year 6 months course	October	20 people	Employment with specified skills (Caregiving)

## 02 Admission qualifications Must meet all of the following conditions

- ① Those who have a clear purpose of learning Japanese and who truly recognize their intention to study
- ② Those who have completed 12 years or more of school education or a similar course in their international education system.
- ③ Persons who have been or are likely to be permitted to enter Japan by legitimate procedures
- ④ Those who can prove the Japanese proficiency required for each course (below) by the results of public examinations \*, etc.
- ⑤ A person who can receive a reliable expense payment during the period of enrollment and able to prove it.

6 months course	Those who have Japanese proficiency equivalent to or higher than the Japanese Language Proficiency Test (JLPT) N3 at the time of admission
1 year course	Those who have Japanese proficiency equivalent to or higher than the Japanese Language Proficiency Test (JLPT) N4 at the time of admission
1 year 6 months course	Those who have Japanese proficiency equivalent to or higher than the Japanese Language Proficiency Test (JLPT) N5 at the time of admission

\* Japanese Language Proficiency Test (JLPT), NAT-test, J-test, etc.

## 03 Application period

Admission in October	January 1st-April 30th of the year of admission
Admission in April	July 1st-October 31st of the year before enrollment

## 04 Admission selection method

A comprehensive pass / fail judgment will be made by "document screening," "Japanese test," and "interview."

Entrance examination contents	■ Document review	■ Japanese test (writing, composition)	■ Interview
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## 05 Application documents

### ① Documents submitted by the applicant

	Document type	Remarks
1	<b>Application for admission (Forms ①A and ①B)</b>	The school's designated form * Please be sure to fill out the application form by yourself. * Fill in with a black ballpoint pen.
2	<b>Resume (Form ②)</b>	Please enter the full school name, address, etc. accurately without omitting them. Please fill in from primary education and make sure there are no blanks for more than 6 months.
3	<b>Reason to Study Abroad Reason (Form ③)</b>	Autographed and signed by the applicant himself. Please fill in Japanese.
4	<b>5pcs photos</b>	Picture taken within a month with 4 cm x 3 cm Please attach 1pc to the application form and enclose the remaining 4pcs in an envelope. Please write your name, nationality, and date of birth on the back of all 5 sheets.
5	<b>Original graduation certificate or diploma of latest academic background, graduation prospect certificate</b>	High school or university (written in Native language or English) * Proof of completion of school education for 12 years or more in a foreign country * The original copy will be returned after the application
6	<b>Latest Education Transcript</b>	A description of grades and attendance * If you have not completed the 12-year school education course, please also submit a certificate that shows that you are enrolled in preparatory education.
7	<b>Documents certifying Japanese proficiency (all of the ones on the right)</b>	1 A description of the duration of the course and the total number of hours of the course (150 hours or more) issued by the Japanese language education facility.
		2 Japanese Language Proficiency Certificate such as Japanese Language Proficiency Test (JLPT) or Pass / Fail Result Form
8	<b>A copy of the family register</b>	A copy of the family register with the entire family (issued within 6 months)
9	<b>Pledge (Form ④)</b>	The school's designated form * Please be sure to fill out the pledge by yourself.
10	<b>A copy of your passport</b>	Copy of all listed pages
11	<b>Health diagnosis certificate (Form ⑤)</b>	Please take Form ⑤ or similar items within 3 months of admission.

## 2 Documents submitted by the expense supporter

	Document type	Remarks
1	<b>Expense payment form (Form ㉔)</b>	Signed by the expense supporter If the person who pays the expenses is other than the person and his / her family (within the third degree), a detailed explanation of the reason for underwriting the expenses is required.
2	<b>Documents certifying the relationship with the applicant</b>	A copy of the family register with the entire family (issued within 6 months)
3	<b>Documents certifying occupation</b>	Company employee ... Certificate of employment (original) * Please specify the company name, location, period of employment, job description, etc. Self-employed person: A copy of the business permit, final tax return (copy) Company managers and officers ... A copy of the company's register (original)
4	<b>Income certificate and tax payment certificate</b>	* Only for those who live overseas Please submit the annual income certificate and tax payment certificate for the past three years. * When issued by the office, specify the office name, address, telephone number, fax number, and issuer's name.
5	<b>Resident tax taxation certificate and tax payment certificate</b>	* Only for Financial Supporters who live in Japan Please submit the annual income certificate and tax payment certificate for the past three years.
6	<b>Bank deposit balance certificate</b>	Original issued by a financial institution Those who have a balance equivalent to the tuition and living expenses required during the period of enrollment. Certificates in Japanese Yen or US Dollars are preferred.
7	<b>Resident's card</b>	* Only for Financial Supporters who live in Japan Items with a description for the whole household
8	<b>Material that clarifies the process of fund formation</b>	Please submit a copy of your passbook so that you can see how you came up with the expenses. Or submit (a copy of all pages with the cover page) materials proving that you have sold the property, and other materials clarifying the process of fund formation.

### Notes on submitted documents

- \* If you make a mistake, do not use correction lines or correction fluid, and rewrite in a new form.
- \* All certificates to be submitted to the Immigration Bureau of Japan must be prepared within 3 months from the date of issue.
- \* Please attach a Japanese translation to all documents written in languages other than Japanese. Please enter the date and translator's name on the Japanese translation and seal it.
- \* Documents to be submitted may differ due to changes in the Immigration Bureau of Japan policy and differences in nationality.
- \* Depending on the examination status of the Immigration Bureau of Japan, it may be necessary to submit additional materials.
- \* Please make a copy in A4 size. Double-sided copying is not allowed.
- \* If the application documents are incomplete (insufficient documents, omission of information, omission of stamp, etc.), we will not be able to accept them.
- \* If false information are found in the application documents, the admission qualification will be immediately revoked.
- \* The expense supporter shall be responsible for tuition, living, etc. during the applicant's enrollment period, as well as any problems such as going on to higher education or personal problems.

## 06 Tuition

Expenses	6 months course	1 year course	1 year 6 months course
Entrance examination fee	20,000 Yen		
Admission fee	50,000 Yen		
Tuition fee	330,000 Yen	600,000 Yen	900,000 Yen
Facility usage fee	60,000 Yen	120,000 Yen	180,000 Yen
Teaching Material Fee	8,000 Yen	16,000 Yen	24,000 Yen
Extracurricular activity costs	8,000 Yen		
Health care costs	3,500 Yen		
Total	479,500 Yen	817,500 Yen	1,185,500 Yen

\* All prices include tax.

\* Transportation expenses for commuting to school and practical training depends on the actual expenses.

\* Expenses for teaching materials and extracurricular activities may vary.

\* Costs of the Japanese Language Proficiency Test (JLPT) and various qualification tests depend on the actual expenses.

\* Expenses for separate accident, injury insurance is required.

\* Expenses other than the entrance examination fee will be paid for one year (6 months for the 6-month course) after the certificate of residence status is issued.

## 07 Tuition refund

Payments cannot be refunded in principle. However, the payment will be refunded only in the following cases based on the school fee refund rules.

**① If the issuance of an immigration visa is rejected after the issuance of the Certificate of Eligibility**

All payments excluding the entrance examination fee and entrance fee will be refunded. However, it is necessary to return proof that the issuance of the visa has been rejected, a certificate of status of residence, and an admission letter.

**② If you decline admission before coming to Japan due to unavoidable reasons**

All payments excluding the entrance examination fee and entrance fee will be refunded. However, it is necessary to return the proof that the immigration visa has expired, the certificate of status of residence, and the admission permit.

**③ If you decline admission after coming to Japan due to unavoidable reasons**

All payments excluding the entrance examination fee and entrance fee will be refunded. However, you will need to submit documents proving of you returning to your country.

**④ When voluntarily withdrawing from school after enrollment**

Tuition fees and facility usage fees will not be refunded for the semester including the dropout date. For the tuition and facility usage fees from the next semester onward, the balance will be refunded after deducting the administrative fee (20% of the total amount or 50,000 yen, whichever is less). However, you will need to submit documents proving of you returning to your country.

\* You can see the tuition refund rules on our website.

## 08 Scholarship system

A scholarship is a system that "lends" or "pays" tuition fees to students. The amount and contents will vary depending on the destination of application.

**■ Scholarships for social welfare corporation Fukujuen and other corporations**

**■ Others**

# 09 Part-time job

## 10 Handling of personal information

Please note, in our school, we will comply with laws and regulations regarding personal information and handle it appropriately as follows.

- (1) Personal information such as name and address obtained from the documents submitted at the time of application will be used for applicant selection and preparation of residence status application documents to be submitted to the Immigration Bureau of Japan.
- (2) For enrollees, the following will be used for procedures. ① academic affairs (study guidance, attendance to parents / report of grades, etc.), ② student support (health management, preparation of various documents related to the Immigration Control and Refugee, scholarship application, etc.).

## 11 Flow until admission

<b>Admission in April</b> <small>(1 year course)</small>	<b>Admission in October</b> <small>( 6 months course 1 year 6 months course )</small>	
<b>(Previous year) July – late November</b>	<b>January – late May</b>	<b>Submission of documents such as admission application, payment of admission examination fee</b> <b>Entrance examination (document examination, interview, Japanese language examination)</b> <b>Pass / fail result notification</b>
<b>(Previous year) Early December</b>	<b>Early June</b>	Application to the Immigration Bureau of Japan for the issuance of "Certificate of Residence Status" for those who have passed the exam from our school.
<b>Late February – early March</b>	<b>Late August – early September</b>	The Immigration Bureau of Japan will send you a "Certificate of Residence Status" or "Notice of Non-issuance" to our school.  <b>In the case of issuance of "Certificate of Residence Status" (or "Notification of Issuance Result")</b> We will inform you about the payment of school fees for the first year (admission fee, tuition fee, teaching material fee, etc.), so please pay in a lump sum. As soon as the payment of the tuition fee is confirmed, we will mail you the "Certificate of Eligibility", "Admission Certificate" and detailed information about the schedule of the entrance ceremony.  <b>In case of non-issuance of "Certificate of Status of Residence"</b> We will send you a "Notice of Non-issuance". After that, returnable documents will also be attached.  <b>Study Abroad visa application</b> Applicants are requested to apply for a study abroad visa at the Japanese diplomatic mission abroad as soon as they receive the "Certificate of Eligibility".
<b>Mid-March</b>	<b>Mid-September</b>	<b>Visa acquisition</b> * If the visa is not issued, please contact the school immediately.
<b>Late March – early April</b>	<b>Late September – early October</b>	<b>Visit to Japan and entrance ceremony</b> * If you cannot enter Japan by the time of the school entrance ceremony, please contact us immediately.

## 12 Remittance from overseas

When paying tuition fees from overseas, please use the "Remittance Telegraphic Transfer" at the counter of your local financial institution.

### ■ Japanese payee banks

Our school's payee bank accounts are as follows.

Please make sure that there are no mistakes before proceeding.

Bank name	MUFG Bank, LTD.
Branch name	TAHARA BRANCH
Recipient account number	467-3153348
Bank phone number	(+81) 531-23-3223
Swift code	BOTKJPJT
Receiver	TAHARA GLOBAL COLLEGE OF WELFARE
Recipient address	11-1, NAKAKOJI, TAHARA-CHO, TAHARA-SHI, AICHI, JAPAN
Recipient phone number	(+81) 531-22-3939

\* Please be sure to transfer in the name of the applicant.

\* The sender is responsible for all fees and charges incurred when making wire transfers to foreign countries.

\* Please be sure to remit the amount in yen with the commission fee added.

\* Please check with your local financial institution for the amount of the commission fee.

## 13 Contact information

### TAHARA GLOBAL COLLEGE OF WELFARE

11-1 Nakakoji, Tahara-cho, Tahara-shi, Aichi Prefecture TEL.0531-22-3939

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