

JAPANESE LANGUAGE COURSE

Hiroshima YMCA College General Information (Here after HYC)

1. Course

- * 1-Year Course : 60 students
- * 2-Year Course : 60 students
- * 18-month Course : 60 students

2. Class Schedule

Classes are held Monday through Friday. (Students are not required to attend on Saturdays, Sundays, National Holidays and school designated holidays, unless otherwise notified.)

	(1st period.)	(2nd period.)	(Lunch)	(3rd period.)	(4th period.) (※Home Room, Electives)
Starts	9:20	11:10	12:40	13:30	15:10
Ends	10:50	12:40	13:30	15:00	16:40

※ Electives are offered in English, Math, and Social Studies.

3. Curriculum

Subject	Content
Elementary Course	
総合日本語 (basic level)	Comprehensive study of basic Japanese sentence structure and vocabulary through reading, writing, speaking, and listening. Mastering 400 Chinese characters and 1400 words Aiming at the Japanese Language Proficiency Test N3 and N4 level. Textbook : 「初級日本語」(東京外国語大学)
Intermediate and Advanced Courses	
総合日本語 (intermediate level)	Comprehensive study of intermediate level Japanese expressions, words and vocabulary. Mastering 1000 Chinese characters and 200 expressions. Aiming at the Japanese Language Proficiency Test N2 and N3 level. Textbook : 「中級から学ぶ日本語」(研究社)
総合日本語 (advanced level)	Mastery of advanced level Japanese expressions and vocabulary, and grammar, adopting themes from current events. Mastering 2000 Chinese characters and 150 grammatical expressions. Aiming at the Japanese Language Proficiency Test N1 and N2 level. Textbook : 「上級で学ぶ日本語」(研究社) 他
Writing	Writing practice utilizing elementary and intermediate level expressions and vocabulary. Practice of various styles of writing from simple composition to thesis.
Conversation	Improvement of speaking skills and study of expressions useful in actual conversational situations
Listening	Improvement of listening comprehension skills and familiarity with the rhythm and sound of the Japanese Language, leading up to listening comprehension practice using news broadcasts.

※Materials and contents are subject to change.

4. Teaching Method

Classes will be conducted in the Japanese language using the Direct Method. Textbooks, pictures, tapes, language laboratory equipment (L.L.) and videos are examples of materials to be utilized in class.

5. Annual School Events

Annual events include Entrance Ceremony, Placement Test and Orientation (Apr & Sep), Physical Examination (May & Oct), Sports Festival (Jun), the Examination for Japanese University Admission for International Students (Jun & Nov), the Japanese Proficiency Test (Jul & Dec), Regular class examinations (Jul & Jan), School Festival (Oct), Christmas Party (Dec), Project Presentation (Jan) and Graduation Ceremony (Mar). There are three annual holiday periods: Summer Holiday (Aug), Winter Holiday (middle of Dec~beginning of Jan), and Spring Holiday (End of Jan~Mar).

6. Admission Requirements

Applicants must:

- 1) Have completed 12 years of formal school education.
- 2) Have a resident of Hiroshima as a guarantor.
- 3) Be able to show proof of financial resources for tuition, other fees, and living expenses throughout the duration of the applicant's enrollment in this college.

7. Eligibility and Role of a Guarantor

HYC requires the Guarantor to be someone who can assist a student in carrying out procedures for admission, in finding housing, and in providing guidance related to matters concerning daily life, etc.

* A guarantor must meet all of the conditions listed below

The guarantor must:

- 1) Be available for daily contact with the student and be able to come to school when necessary.
*(Hiroshima City residents, and those living nearby, are preferred)
- 2) In the case of a foreign national residing in Japan, be employed and have the status of permanent resident or have resided in Japan for more than 2 years. (International students are not eligible to become guarantors.)
- 3) In the case of a foreign national residing in Japan, should be able to demonstrate a sufficient command of the Japanese language.
- 4) In the case a company or a public corporation, appoint a representative as guarantor.

Role of the Guarantor

- 1) To take on full responsibility for the student, including finding housing and dealing with matters concerning life in general while enrolled in the HYC.
- 2) In case the applicant does not remit school fees, the guarantor shall be responsible for their payment.

8. School Expenses

	6 months	1 year	2 year	1 year & 6 months
Starting	April/October	April	April	October
Admission Fee	¥100,000	¥100,000	¥100,000	¥100,000
Tuition	¥300,000	¥600,000	¥1,200,000	¥900,000
Teaching Material Fee	¥17,500	¥30,000	¥55,000	¥42,500
Insurance Fee	¥4,000	¥7,000	¥14,000	¥11,000
Total	¥421,500	¥737,000	¥1,369,000	¥1,053,500

※Method and Dates of Payment

* Payment is requested to be made either in person to the school office or remitted to the school's bank account using the appropriate bank transfer form. Dates for payment include the following:

※Dates of Payment

(1) Admission Fee : Payment is due by the date designated by the HYC. (Usually within 2 weeks after the "Admission Certificate" is posted).

(2) Tuition, Teaching material Fee and Insurance Fee :The payments must be made in full by the day of the entrance ceremony.

* No refunds will be made.

9. Application Procedures

《Application Period》

* Starting April 2012 (1-Year and 2-Year Courses) : November 14, 2011 – March 31, 2012

* Starting October 2012(18-month Course) :May 14, 2012 - August 31, 2012

Office hours : Monday through Friday 10:00~18:00

Saturday 10:00~17:00 (except holidays)

Please apply soon as we will stop accepting applications once we have filled the program.

《Application Document List》

1. Admission Application (Designated Form, completed by applicant)
2. Four photographs of the Applicant (4.0 cm × 3.0 cm) (Certified within 3 months of application. Please attach one photograph to the Admission Application.)
3. A copy of the Applicant's Passport (Front page and visa pages)
4. A copy of "Alien Registration Card" (both sides)
5. A copy of Health Insurance
6. Certificate of Graduation from High School or University, College
7. Certificate of Grade Report from High School or University, College
8. Certificate of Ability to Bear Expenses (Designated Form)
9. Certificate of Guarantee addressed to the Hiroshima YMCA (Designated Form)
10. Confirmation Regarding the Protection of Personal Information (Designated Form)

* Applicants may be required to submit other documentation depending on their Status of Residence.

《Others》

* Upon receipt of applications, applicants will be sent an Admission Certificate and the procedures for admission. Applicants will be notified of the delivery period when they submit their applications.

* After being admitted to the HYC, new students are expected to follow the set schedule and take part in classes and school events.

* Short term admissions (up to 3 months) are possible. Please request information regarding the appropriate fees and course structure.

3. 学歴 Educational Background

	学校名 Name of School	所在地 Location	入学・卒業年月 Date of Entrance & Graduation	年数 Years
小学校 Elementary School			年 月～ 年 月 Year Month Year Month	
中学校 Junior High School			年 月～ 年 月 Year Month Year Month	
高等学校 High School			年 月～ 年 月 Year Month Year Month	
大学・短大 University or College			年 月～ 年 月 Year Month Year Month	
その他 Other			年 月～ 年 月 Year Month Year Month	

4. 職歴 Work Experience 無 No / 有 Yes

勤務先 Name of Company	所在地/電話 Location/Phone	在職期間 Period of Employment	職種 Type of Work
		年 月～ 年 月 Year Month Year Month	
		年 月～ 年 月 Year Month Year Month	

5. 兵役 Military Service 無 No / 有 Yes

兵役期間 Period of Military service	年 月～ 年 月 Year Month Year Month
------------------------------------	-----------------------------------

6. 上記3～5に記入されていない期間の説明

If there is a break that is not filled out in 3～5 above, explain below what you were doing in this period of time.

何をしていたか What were you doing in this period of time?	期間 Period
	年 月～ 年 月 Year Month Year Month

7. 日本語学習歴 Experience of Studying Japanese 無 No / 有 Yes

日本語教育機関名 Name of Institution	所在地/電話 Location/Phone	学習期間 Period of Study	学習時間数 Study Hours
		年 月～ 年 月 Year Month Year Month	
		年 月～ 年 月 Year Month Year Month	

8. 家族について ※父、母、兄弟姉妹、同居の家族、配偶者、子供等を記入

Family Members

氏名 Full Name	続柄 Relationship	生年月日 Birth Date	職業 Occupation	現住所 Present Address

9. 在日親族 Family in Japan 無 No / 有 Yes

氏名 Full Name	続柄 Relationship	生年月日 Birth Date	国籍 Nationality	同居予定 Co-residing	勤務先・通学先 Place of Employment/School	在留資格/ 外国人登録番号 Status of Residence/ Alien registration certificate number
				有 / 無 Yes / No		
				有 / 無 Yes / No		
				有 / 無 Yes / No		

10. 経費支弁者 Supporter of Expenses

氏名 Full Name	続柄 Relationship
自宅住所 Residence Address	[電話 Phone] [携帯電話 Cell Phone]
職業(勤務先) Occupation (Name of employment)	職場電話番号 TEL (Work)
職業(勤務先)住所 Business Address	年収 Annual Income

11. 日本国内の緊急連絡先 (日本に親戚、友人、知人等がいる場合)

Emergency Contacts (family, relative, friends who live in Japan)

氏名 Full Name	続柄 Relationship	現住所 Present Address
		[電話 Phone]

12. 日本語能力について Japanese Language Ability

試験名 Exam	日本語能力試験 Japanese Language Proficiency Test (JLPT)			
<input type="checkbox"/> 受験済み Taken <input type="checkbox"/> 受験予定 Planning <input type="checkbox"/> 未受験 Untaken	受験(予定)年月 Year of Exam	級 Level	結果 Result	点数 Score
			<input type="checkbox"/> 合格 Pass <input type="checkbox"/> 不合格 Fail	

試験名 Exam	実用日本語検定 J.TEST			
<input type="checkbox"/> 受験済み Taken <input type="checkbox"/> 受験予定 Planning <input type="checkbox"/> 未受験 Untaken	受験(予定)年月 Year of Exam	級 Level	結果 Result	点数 Score
			<input type="checkbox"/> 合格 Pass <input type="checkbox"/> 不合格 Fail	

試験名 Exam	()			
<input type="checkbox"/> 受験済み Taken <input type="checkbox"/> 受験予定 Planning <input type="checkbox"/> 未受験 Untaken	受験(予定)年月 Year of Exam	級 Level	結果 Result	点数 Score
			<input type="checkbox"/> 合格 Pass <input type="checkbox"/> 不合格 Fail	

試験名 Exam	()			
<input type="checkbox"/> 受験済み Taken <input type="checkbox"/> 受験予定 Planning <input type="checkbox"/> 未受験 Untaken	受験(予定)年月 Year of Exam	級 Level	結果 Result	点数 Score
			<input type="checkbox"/> 合格 Pass <input type="checkbox"/> 不合格 Fail	

13. 卒業後の予定 Plans after Graduation

日本での進学 Enter a school of higher education in Japan

- 大学院 Graduated School
- 大学 University
- 専門学校 Technical / Vocational School

志望学科 Desired Major

日本での就職 Find work in Japan

帰国 Return to home country

その他 Others ()

日付: 年 月 日
Date Year Month Day

申請者署名:
Signature

身元保証書

Certificate of Guarantee

20 年 月 日

広島YMCA専門学校
校長 安森 讓 殿

保証人様の
写真
3cm×4cm

氏 名 (学生) _____

国 籍 (学生) _____

生年月日 (学生) 19 _____ 年 _____ 月 _____ 日生 (男・女)

私は、上記の者の在留資格が認められ、日本国へ入国／滞在した場合、下記に掲げる事項について保証いたします。

記

1. 本人の本邦における勉学活動が円滑に進むよう、必要に応じて日常生活上の指導・助言を行うこと。
2. 本人が入国目的以外の活動をせず、日本国法令を遵守するよう指導・監督し、諸問題が発生した場合には、本校と直ちに連絡を取り合うこと。
3. 本人が学費・滞在費及び帰国旅費が支払えない場合は、私が負担すること。
4. 本人が勉学活動を将来にわたって中断するなど、その目的に応じた本邦滞在が困難となった場合には、適宜の方法により帰国のための指導を行うなど、適切な対応措置を講ずるよう努めること。

保証人又は保証機関

(機関保証の場合は機関名及び代表者名を記入してください。)

フリガナ
氏 名 : _____ 印

国 籍 : _____ 生年月日 : 19 _____ 年 _____ 月 _____ 日生

自宅住所 : 〒 _____

電話番号 : (_____) _____ - _____

携帯電話 : (_____) _____ - _____

勤務先名 : _____ 所属 : _____

勤務先住所 : 〒 _____

電話番号 : (_____) _____ - _____

Yuzuru Yasumori, Principal
Hiroshima YMCA College

Confirmation Regarding the Protection of Personal Information

Of the information I have supplied in writing to the school, I will approve of releasing, exhibiting, or making known to a third party, information contained in the items mentioned below, only under the condition that the school make the following considerations:

1. That extra caution be taken to make sure that the information released, exhibited or known to a third party is only used for purposes agreed upon, when releasing such information.
2. That extra caution be taken to prevent the leakage of my personal information under the school's management and storage, through careful security measures.
3. That when I make a request and following a mutual discussion, the school make it possible to stop or suspend the release of my personal information.

On Supplying Personal Information

- 1) Use for database compilation within my place of registration (Hiroshima YMCA College).
- 2) Use for compiling resources for my admission acceptance.
- 3) Use for correspondence regarding my admission procedures.

Items Approved for Release to a Third Party and Methods of Release

- 1) Supplying information through correspondence regarding document preparation.
- 2) Providing information to Japanese Immigration authorities.
- 3) Providing information to my personal guarantor.
- 4) Providing information to and in response to requests by Japanese Government institutions, when deemed necessary by the school president.

Name _____ Date of Birth _____

(Signature) _____

Address _____

学校法人広島YMCA学園
専修学校広島YMCA専門学校
校長 安 森 讓

個人情報保護に関する確認書

私は、学校に提出した書類に含まれる情報について、以下の項目の情報を公開・掲示および第3者への提供することを承諾いたします。ただし、以下の点において学校が配慮されることを条件とします。

1. 学校がその情報を公開および第3者への提供する際には、その目的以外に運用されないよう十分注意をはかって公開・提供すること。
2. 学校にて個人情報を管理・保管する際に、保管場所のセキュリティに十分注意し、他に漏洩することのないように注意すること。
3. 当方より、個人情報の公開を停止したい旨の申し出があった場合は、双方協議の上、停止することが可能であること。

個人情報の提供について

- ①出願先（広島YMCA専門学校）内でのデータベースの作成
- ②入学審査に関わる資料作成に使用
- ③入学手続きに関わる連絡に使用

第3者への提供を認める項目および手段

- ①各書類作成先への問い合わせに関わる情報の提示
- ②日本国法務省入国管理局への情報の提示
- ③身元保証人に対して情報の提示
- ④日本国行政機関から提出の申し入れがあり、学校長が必要であると認めた場合の情報の提示

名前 _____ 印 _____ 生年月日 _____

住所 _____