

JAPANESE LANGUAGE COURSE

2012 School Year (starting April, October)

Hiroshima YMCA College General Information (Here after HYC)

1. Course Application and Number of Students to be admitted

* 1-Year Course : 60 students

* 2-Year Course : 60 students (*Will be awarded the title of *Specialist* upon graduation)

* 1-Year & 6 month Course : 60 students

2. Application Period

* Starting April (1-Year and 2-Year Courses) : August 1, 2011 – October 31, 2011

* Starting October (1-Year & 6 month Course) : February 6, 2012 – April 21, 2012

3. Admission Requirements

* Applicants must at the time of application, meet all of the conditions listed below.

Applicants must:

- 1) Have completed 12 years of formal school education.
- 2) Have previously studied Japanese for a minimum of 150 hours and have also acquired a Japanese language skill level equivalent to or greater than the 4th grade or N5 level on the Japanese Language Proficiency Test or E level or above on the J.Test of Practical Japanese. (※If these tests are not offered in your home country, an equivalent level of acquired study needs to be provided.)
- 3) Possess a clear purpose for Japanese language study and/or future goals after graduation from the HYC.
- 4) Apply no later than 5 years after graduating from their previous school.
- 5) Have a resident of Hiroshima as a guarantor.
- 6) Be able to show proof of financial resources for tuition, other fees, and living expenses throughout the duration of the applicant's enrollment in the HYC.
- 7) Have no previous record of applying to another educational institution and having their application for a "Residence Certificate" rejected.

4. Guarantors

Although the Immigration Bureau of the Ministry of Justice abolished the "Guarantor System" in April 1997, the HYC still requires someone who can provide guidance to students about daily life in Japan and assist students with admission and housing procedures.

5. Eligibility and Role of a Guarantor

* 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 or have the status of permanent resident, and provide a personal reference that the student will continue their studies until graduation from the school.
※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 carry out admission procedures on behalf of the student.

*The guarantor should be prepared to answer all questions regarding the applicant. Please review all

papers to be submitted and if there are any questions, please clarify them with the applicant prior to the interview.

* Payments for the Application Fee (¥20,000) and Admission Fee (¥100,000) should be made prior to the applicant's arrival. In the case the applicant does not remit the sum, the guarantor shall be responsible for the payment.

- 2) To take on full responsibility for the student including finding housing and dealing with matters concerning life in general while enrolled in the HYC.

6. An Affiliated School or an Agent as a Guarantor

When the applicant has no guarantor, his/her school or agent must be his/her guarantor while he/she is studying Japan. In such a case, a letter of recommendation by the school or agent must be submitted to the HYC.

7. School Expenses

	Starting April 2012 school year (1-year/2-year course)	Starting October 2012 school year (1-year&6-month course)	2013 school year (Second school year)
(1) Application Fee (non-refundable)	¥20,000	¥20,000	—
(2) Admission Fee	¥100,000	¥100,000	—
(3) Tuition	¥600,000	¥300,000	¥600,000
(4) Teaching Material Fee	¥30,000	¥17,500	¥25,000
(5) Insurance Fee	¥7,000	¥4,000	¥7,000
Total	①¥757,000	②¥441,500	③¥632,000

※ Insurance premiums are determined by the Educational Promotion Group of Vocational Schools

※ The fees listed above are subject to change.

Total Expenses

Starting April 1-Year Course (see ① above) ¥757,000

Starting April 2-Year Course (see ①&③ above) ¥1,389,000

Starting October 1-Year & 6 month Course (see ②&③ above) ¥1,073,500

* Method and Dates of Payment

Payment is requested to be made either in person to the school office or by remittance into the school's bank account using the appropriate bank transfer form.

* Dates of Payment

- 1) Application Fee : Payment is due immediately upon notification from the school of our receipt of application documents.
- 2) Admission Fee : Payment is due by the date designated by the HYC. (Usually within three weeks after the "Admission Certificate" is posted)
- 3) Tuition : For 1-year Course students, the payments for 2012 must be made in full by the day of the entrance ceremony. Payments for the 2-year Course must be made on a yearly basis by the date of the entrance ceremony each year.
- 4) Teaching material Fee : Payments must be made as mentioned above (3).
- 5) Non-life Insurance Fee : Payments must be made as mentioned above (3).

* Note Regarding Payment

Payment must be made in full on a yearly basis.

* Payment in installments will be allowed from the second year depending on circumstances.

*** No refunds will be made except for the following reasons:**

- 1) When the "Status of Residence Certificate" is not approved, any payments made by the applicant will be refunded (excluding application fee) after the returned Admission Certificate is received by the HYC.
- 2) When the applicant's visa application is rejected, any payments made by the applicant (excluding the application fee) will be refunded after the returned Admission Certificate is received by the HYC. In order to receive a refund, proof of rejection, issued by the Japanese embassy, must accompany the returned Admission Certificate.
- 3) When the applicant withdraws his/her application to the HYC, any payments made by the applicant (excluding the Application fee and Admission fee) will be refunded after the returned Status of Residence Certificate and the Admission Certificate are received by the HYC.

*** Tuition Fee Discount (first year of enrollment only)**

If an applicant has passed one of the levels of the Japanese Language Proficiency Test (administered by Japan Educational Exchanges and Services /Japan Foundation) in his/her country before submitting the application for enrollment to the HYC, and is enrolling for a year or more, the tuition fee for the first year of enrollment will be reduced as follows;

【Japanese Language Proficiency Test】

(For those who took the test in December 2009 or earlier)

- Those who passed 3rd grade: ¥100,000 will be deducted
- Those who passed 2nd grade: ¥200,000 will be deducted
- Those who passed 1st grade: ¥300,000 will be deducted

(For those who took the test in 2010 or later)

- Those who passed N3 grade: ¥100,000 will be deducted
- Those who passed N2 grade: ¥200,000 will be deducted
- Those who passed N1 grade: ¥300,000 will be deducted

Applicants must submit their original Certificate of Japanese Language Proficiency and Japanese Language Proficiency Score Report to receive the discount.

8. 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.)

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

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

9. 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.

10. Teaching Method

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

11. Annual School Events

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

12. Part-time Employment / Activities Beyond Visa Restrictions

In principle, since the student's purpose for being in Japan is to acquire Japanese language skills, student visa restrictions do not allow any employment in Japan. Therefore, in order to work part-time, a student must obtain permission from the Immigration Bureau to engage in activities beyond visa restrictions. If a student works part-time without obtaining permission and/or works beyond the scope of visa restrictions, it is regarded as illegal and is subject to punishment. For those whose attitude toward school and academic performance falls short of the school's expectations, their part-time employment will be limited.

13. Scholarship System for Foreign Students

The HYC will recommend select individuals who have perfect attendance and who are outstanding both in their school performance records and in their general attitude for the Ministry of Education's Honors Scholarships for Privately Financed International Students.

*Eligibility is limited to 2-year and 1-Year & 6 month Course students and recruitment and selection will be carried out upon promotion to the second year (in April / October).

* Monthly Amount : about ¥48,000 (provided while the student is enrolled)

* Applicable only to those with valid student visa.

14. Advancement to the Vocational Degree Course at the HYC

* Upon graduating from the Japanese Course, students can advance to other courses offered by the Business College for which full admission fee and a part of the tuition will be exempted.

* Applicable only to those with valid student visa.

* Details and admission procedures can be obtained directly from the school reception counter.

* * * Procedure For Admission Starting April * * *

For October enrollment refer to Page 7.

◆ **Application Period**

April Enrollment	<p>August 1, 2011 ~ October 31, 2011</p> <p>Office hours: Monday through Friday 10:00-18:00 Saturday 10:00-17:00</p> <p>Closed on Sundays, National Holidays, August 13~August 16 (as currently planned, but subject to change)</p> <p>Documents necessary for application (refer to the list of application documents) along with the application fee (¥20,000) should be submitted to the HYC. ※Incomplete documents will not be accepted. Please check the materials list on pages 9-13</p>
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◆ **Procedures**

	Time Frame	Details
First evaluation	Application Period	Documents reviewed.
First evaluation results	At the beginning of Nov.	Results sent to guarantors. ※ If documentation doesn't meet initial evaluation requirements, all documents will be returned to guarantors.
Second evaluation	Mid-Nov. to Late Nov.	Guarantor interviews held at HYC
Second evaluation results	In Mid-Dec.	Results mailed to guarantors. <Passed> Admission certificates sent to guarantors. Admission fees must be paid upon receipt of certificate. <Not passed> All documents returned to guarantors.
Application for SRC	In Mid-Dec.	HYC applies to the Ministry of Justice's Hiroshima Immigration Bureau for <i>Status of Residence Certificate</i> .
Results of immigration inspection	Late Feb. (delays are possible.)	The Immigration Bureau notifies HYC of result. <If permission has been granted> <i>Residence Certificate</i> sent to guarantors. Entrance ceremony schedules sent, and graduation certificates returned to guarantors. ※ <i>Residence Certificate</i> will not be sent if admission fees are outstanding. <If permission has not been granted> Results sent to guarantors. Application documents returned.

◆ **Procedures for Entrance**

	Time Frame	Details
Passport	After receiving the Admission Certificate.	The applicant must immediately apply for a passport upon receiving the <i>Admission Certificate</i> .
Entrance Fee	By the appointed day	Payment deadline must be met within three weeks after the applicant receives the <i>Admission Certificate</i> .
Obtaining a visa	After receiving Residence Certificate	Guarantors send the <i>Residence Certificate</i> to the applicant by registered mail without delay. Upon receiving the Residence Certificate, applicants must complete procedures necessary for obtaining a visa. ※ If applicants are not able to obtain a visa, please inform the HYC.
Coming to Japan	At the end of Mar.	After obtaining a visa, new students must arrive in Japan no later than one week prior to the placement test. ※ Please notify the HYC of your date of arrival
Tuition	Before the Entrance Ceremony	Tuition, teaching material fees and insurance fees must be paid by the date of the entrance ceremony.
The Entrance Ceremony	In early Apr.	※Please let us know if the applicant will arrive in Japan after the Entrance Ceremony.

Please contact the HYC if you already live in Japan or plan to enter Japan on a visa other than a tourist visa.

*** Procedure For Admission Starting October ***
For April enrollment refer to Page 5.

◆ **Application Period**

October. Enrollment	<p>February 6, 2012 ~ April 21, 2012 Office hours: Monday through Friday 10:00-18:00 Saturday 10:00-17:00 Closed on Sundays, National Holidays</p> <p>Documents necessary for application (refer to the list of application documents) along with the application fee (¥20,000) will be submitted to the HYC. ※Incomplete documents will not be accepted. Please check the materials list on pages 9-13.</p>
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◆ **Enrollment Procedures**

	日 程	内 容
First evaluation	Application Period	Documents reviewed.
First evaluation results	At the beginning of May	Results sent to guarantors. ※If documentation doesn't meet initial evaluation requirements, all documents will be returned to guarantors.
Second evaluation	Mid-May to Early June	Guarantor interviews held at HYC
Second evaluation results	Early June	Results mailed to guarantors. <Passed> Admission certificates sent to guarantors. Admission fees must be paid upon receipt of certificate. <Not passed> All documents returned to guarantors.
Application for SRC	Early June	HYC applies to the Ministry of Justice's Hiroshima Immigration Bureau for <i>Status of Residence Certificate</i> .
Results of Immigration Inspection	Early August (delays are possible)	Immigration Bureau notifies HYC of results. <If permission has been granted> <i>Residence Certificate</i> sent to guarantors. Entrance ceremony schedules sent, and graduation certificates returned to guarantors. ※ <i>Residence Certificate</i> will not be sent if admission fees are outstanding. <If permission has not been granted> Results sent to guarantors. Application documents returned.

◆ **Enrollment Procedures**

	日 程	内 容
Passport	After receiving the Admission Certificate	Applicants must immediately apply for a passport upon receiving the <i>Admission Certificate</i> .
Entrance Fee	By the appointed day	Payment deadline must be met within two weeks after the applicant receives the <i>Admission Certificate</i> .
Obtaining a visa	After receiving Residence Certificate	Guarantors send the <i>Residence Certificate</i> to the applicant by registered mail without delay. Upon receiving the Residence Certificate, applicants must complete procedures necessary for obtaining a visa. ※ If applicants are not able to obtain a visa, please inform the HYC.
Coming to Japan	At the end of Aug.	After obtaining a visa, new students must arrive in Japan no later than one week prior to the placement test. ※ Please notify the HYC of your date of arrival.
Tuition	Before the Entrance Ceremony	Tuition, teaching material fees and insurance fees must be paid by the date of the entrance ceremony.
The Entrance Ceremony	In early Sept.	※ Please let us know if the applicant will arrive in Japan after the Entrance Ceremony.

Please contact the HYC if you already live in Japan or plan to enter Japan on a visa other than tourist visa.

APPLICATION DOCUMENT LIST

* Please check the important notes on page 14 before preparing these documents.

● Documents to be submitted by the applicant

No	Documents	Confirm
A 1	<p>Admission Application (Designated Form)</p> <ul style="list-style-type: none"> * Must be completed by the applicant. * Full name and address should be given. * Be certain that the name of the school, your entrance date, and your graduation date match what is written on your diploma. 	
A 2	<p>Copy of the Applicant's Passport</p> <ul style="list-style-type: none"> * Please submit a copy of the entire passport if you already possess a passport. 	
A 3	<p>Statement of Purpose and Statement of Goals (Designated Form)</p> <ul style="list-style-type: none"> * Must be filled in by the applicant in <u>his/her mother tongue</u>. * The applicant's purpose for studying Japanese and plan for the future must be clearly outlined. 	
A 4	<p>Certificate of Japanese Language Study ※Please submit one of the following documents.</p> <ul style="list-style-type: none"> • Original Certificate of Japanese Language Proficiency and Japanese Language Proficiency Score Report • Original Certificate of J-Test • Certificate of Japanese Language Study (An official document from the school of study or the designated HYC form) <p>* The applicant is required to verify that he/she has studied Japanese for more than 150 hours before applying to the HYC and has acquired a Japanese language skill level equivalent to the N5 grade on the Japanese Language Proficiency Test (or 4th grade of the old JLPT) or better.</p>	
A 5	<p>Eight photographs of the Applicant (4.0 cm × 3.0 cm)</p> <ul style="list-style-type: none"> * The photographs must have been taken no less than three months prior to application and they must be clear with a plain background. The applicant should be facing front and should not be wearing a cap or hat. * Applicant's name and nationality must be written on the back of each photo. * Affix one photograph to the <i>Admission Application Form</i>. 	
A 6	<p>The original certificate of graduation or diploma from the last educational institution</p> <ul style="list-style-type: none"> * For those still in school, submit a Certificate of Student Registration. * If you come to Japan on a temporary absence from school, please submit proof of permission for re-enrollment. 	
A 7	<p>Grade Report or Graduation Certification Report (For applicants from the People's Republic of China only)</p>	

A 8	<p><i>Certificate of Employment if previously employed. (Certified within 3 months of application)</i></p> <p>* Certificate must be written on <u>letter head</u>, and must include <u>the address, phone number, fax number, the name of the person who wrote the certificate (along with their position), clear description of job held and the period of the applicant's employment.</u></p> <hr/> <p><i>Certificate of Dispatch/Reinstatement if being sent to study by the present employer or returning to the present employment after completion of the course.</i></p> <p>* Please submit a certificate with the applicant's duration of leave of absence and the date of the reinstatement clearly stated.</p>	
A 9	<p><i>Copy of official identity (birth certificate, drivers license) (For those not from the People's Republic of China)</i></p> <p>* Please submit a copy for all immediate family members.</p>	
A10	<p><i>Identity Card (for those from the People's Republic of China)</i></p>	
A11	<p><i>Confirmation Regarding the Protection of Personal Information (Designated Form)</i></p>	
A12	<p><i>Certificate of Training / Working if applicant has visited Japan for training/working purposes</i></p> <p>* Submit a document that clarifies the content, period of duration, financial compensation, and name of institution where the applicant received training or is working.</p>	
A13	<p><i>A Letter of Recommendation if seeking admission by recommendation.</i></p> <p>* Submit a Letter of Recommendation issued by the YMCA of the applicant's country or a representative of an institution affiliated with the HYC.</p>	

※The documents that the applicant needs to bring with them to Japan are listed on page 14.

Please review the information on that page.

Japanese translation must be attached to any document written in any language other than Japanese.

The translator's signature and contact address must be written on the Japanese translation.

● **Documents to be submitted by the bearer of expenses (regarding school and living expenses)**

1. The bearer of expenses lives in Japan

No	Documents	Confirm
B 1	<p>Certificate of Bearing Expenses (Designated Form)</p> <p>* Must be completed by the bearer of expenses.</p>	
B 2	<p>Certificate of Employment (issued within three months)</p> <p>* Certificate must be written on <u>letter head</u>, and must include <u>the address, phone number, fax number, the name of the person who wrote the certificate (along with their position), clear description of job held and the period of the applicant's employment.</u></p> <p>* Copy of Company/Business Register if the expense bearer is a company representative/executive.</p> <p>* Copy of a Business Permit if the expense bearer is self-employed.</p>	
B 3	<p>Resident Tax Certificates for the previous 3 years</p> <p>* Must include amount of income</p>	
	<p>Resident Tax Payment Certificates for the previous 3 years</p>	
B 4	<p>Certificate of Bank Balance (issued within 3 months of application)</p> <p>* Please submit a certificate of Bank Balance with the balance amount being at least equivalent to the tuition and the cost of living expenses.</p>	
	<p>Documents verifying the method of acquiring funds</p> <p>* Please submit a certificate showing bank balance and method of acquiring funds; for example, a copy of bank books etc, .</p>	
B 5	<p>Copy of a Family Register if the expense bearer is related to the applicant by blood.</p> <p>* If the document in A15 substantiates the relationship between expense bearer and applicant, then submission of B5 is unnecessary.</p> <p>* If the expense bearer is not related to the applicant by blood, please clarify the relationship with the applicant.</p>	
B 6	<p>Resident Registration on which the names of all the expense bearer's family members are listed. (Certified within 3 months of application)</p> <p>* If the expense bearer's family members are foreign nationals residing in Japan, please submit certification that alien registration procedures have been completed.</p>	
B7	<p>Confirmation Regarding the Protection of Personal Information (Designated Form)</p>	

Japanese translation must be attached to any document written in any language other than Japanese.

The translator's signature and contact address must be written on the Japanese translation.

● **Documents to be submitted by the bearer of expenses (regarding school and living expenses)**

2. The bearer of expenses lives abroad

No	Documents	Confirm
B 1	<p>Certificate of Bearing Expenses (Designated Form)</p> <p>* If the expense bearer lives abroad, he/she must fill in the form in <u>his/her mother tongue</u>.</p>	
B 2	<p>Certificate of Employment (issued within three months)</p> <p>* Certificate must be written on <u>letter head</u>, and must include <u>the address, phone number, fax number, the name of the person who wrote the certificate (along with their position), clear description of job held and the period of the applicant's employment</u>.</p> <p>* Copy of Company/Business Register if the expense bearer is a company representative/executive.</p> <p>* Copy of a Business Permit if the expense bearer is self-employed.</p>	
B 3	<p>Certificate of Annual Income for the previous 3 years</p> <p>* Please submit a Certificate of Annual Income.</p> <p>* In the case of a company issued certificate, the certificate must include the company name, address, phone number, fax number, and the name of a company representative,</p>	
B 4	<p>Certificate of Bank Balance (issued within 3 months of application)</p> <p>* Please submit a certificate of Bank Balance with the balance amount being at least equivalent to the tuition and the cost of living expenses.</p> <p>* Please submit a certificate issued by a bank capable of transmitting money abroad.</p> <p>* The certificate must include the bank's branch location, phone number and fax number.</p>	
	<p>Documents verifying the method of acquiring funds</p> <p>* Please submit a certificate showing bank balance and method of acquiring funds; for example, a copy of bank books etc, .</p>	
B 5	<p>Copy of a Family Register if the expense bearer is related to the applicant by blood.</p> <p>* If the document in A15 substantiates the relationship between expense bearer and applicant, then submission of B5 is unnecessary.</p> <p>* If the expense bearer is not related to the applicant by blood, please clarify the relationship with the applicant.</p>	
B 6	<p>Confirmation Regarding the Protection of Personal Information (Designated Form)</p>	

Japanese translation must be attached to any document written in any language other than Japanese.

The translator's signature and contact address must be written on the Japanese translation.

● **If the expense bearer is a company or public corporation**

No	Documents	Confirm
C 1	Certificate of Bearing Expenses (Designated Form)	
C 2	Certificate of Company/Business Registration (Certified within 3 months of application)	
C 3	Copy of Financial Results	
C 4	Certificate of Bank Balance (3ヶ月以内に発行のもの)	
C 5	Documents clarifying the relationship/partnership with the applicant if dispatched from an affiliated company or a business partner.	

● **Documents to be submitted by the guarantor** 身元保証人の提出書類

No	Documents	Confirm
D 1	Certificate of Guarantee addressed to the HYC (Designated Form) * Must be filled in by the guarantor. Documents written by someone other than the guarantor will not be accepted.	
D 2	Written explanation of Guarantee History (addressed to the Hiroshima YMCA) (Designated Form) * Must be filled in by the guarantor. Documents written by someone other than the guarantor will not be accepted.	
D 3	One photograph of the guarantor (4.0 cm × 3.0 cm) * Snap shots in which the guarantor can clearly be identified are permissible.	
D 4	Confirmation Regarding the Protection of Personal Information (Designated Form)	

● **Documents to be brought to Japan by the applicant**

It is NOT necessary for the following documents to be submitted with the application.

However, after application these documents should be prepared in the applicant's mother tongue and then submitted to the school after arriving in Japan. These are required when advancing to higher educational institutions and may be difficult to obtain once in Japan.

No	Documents	Confirm
E1	An original transcript from the last education institution * Must show grades for each year (or term) * Please submit with a Japanese translation attached.	
E2	The official graduation certificate or diploma from the last educational institution (for applicants from the People's Republic of China only)	

Japanese translation must be attached to any document written in any language other than Japanese.

The translator's signature and contact address must be written on the Japanese translation.

Important Notes

- ※Do not leave any items blank on the documents. Incomplete applications will not be accepted.
Please check all the documents referred to in the list of the application documents.
- ※In all cases if a designated form is available, please use that form. Designated forms from previous years will not be accepted.
- ※Please include full school names and addresses. (no abbreviations)
- ※For certificates from schools and companies, please be certain to write the issuing institution's name, address, phone number, fax number, the name of the person who wrote the certificate, and that person's position.
- ※A Japanese translation must be attached to any document written in any language other than Japanese. The translator's signature and contact address must be written on the Japanese translation.
- ※If documents other than those listed above are requested at the time the *Status of Residence* is being reviewed, please submit them as quickly as possible.
- ※Please contact the HYC administration office if you have already entered or intend to enter Japan on a visa status other than a short-term stay.

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
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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 Relation-ship	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 申請者署名:
Date Year Month Day Signature

日本語学習状況証明書(封筒に入れ厳封)

学習状況について以下の通り証明いたします。

学校印

※貴校の証明書の様式がある場合には、そちらも併せてお渡してください。

学生氏名				性別	男・女
国籍		生年月日	年	月	日生
教育機関名					
所在地					
電話番号 (FAX番号)	()	e-mail		
学校長名					印
記入責任者名				役職	
記入日	年		月	日現在	

学習状況(全てに記入してください。)							
学習期間	年		月	日～	年	月	日
1週間の学習時間	時間		現在までの総時間数	時間			
使用教科書名(使用したもの全て)			学習終了課				
文字の習得 (口にレを記入)	<input type="checkbox"/> ひらがな <input type="checkbox"/> カタカナ <input type="checkbox"/> 漢字 ()字程度						
出席状況	%		学習態度	優・良・普通・不良			
教師所見：(学習の定着の程度、学習意欲等 母語で記入可)							

Date : _____, 20

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 _____

Yuzuru Yasumori, Principal
Hiroshima YMCA College

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Name _____ Date of Birth _____

(Signature) _____

Address _____

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

氏 名 (学生) _____

国 籍 (学生) _____

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

保証人様の
写真
3cm×4cm

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 : (_____) _____ - _____

身元保証経緯説明書

Written Explanation of How the Guarantor Pledges Surety

20 年 月 日

広島YMCA専門学校
校長 安森 譲 殿

氏 名 (学生) _____

国 籍 (学生) _____

生年月日 (学生) 19 年 月 日生 (男・女)

私は、このたび上記の者が日本国へ入国した場合の身元保証人となりましたが、その経緯等については下記のとおりです。

記

1. 身元引受の経緯 (経緯及び申請者との関係について具体的に書いてください。)

2. 生活指導の方法

3. 住居について

- 在日家族と同居
 賃貸アパート/マンション
 その他 ()

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。)

氏 名 : _____ 印

連絡先 : _____

電話番号 : () _____

学校法人広島YMCA学園
専修学校広島YMCA専門学校
校長 安森 譲

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 _____