

JAPANESE LANGUAGE COURSE

2023 School Year

(Starting April, October)

Hiroshima YMCA College

General Information



Hiroshima YMCA College

Japanese Language Course

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JAPANESE LANGUAGE COURSE

2023 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, 2022 – October 31, 2022
- * Starting October (1-Year & 6 month Course) : February 1, 2023 – April 28, 2023

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 or are attempting to acquire a Japanese language skill level equivalent to or greater than the 4th grade or N5 level on the Japanese Language Proficiency Test or F level or above on the J Test of Practical Japanese.
 - ※ Starting April 2023 : Be sure to take one of the exams listed above by November 2022.
 - Starting October 2023 : Be sure to take one of the exams listed above by May 2023.
 - ※ 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 2023 school year (1-year/2-year course) | Starting October 2023 school year (1-year&6-month course) | 2024 school year (Second school year) |
|---|--|--|--|
| (1) Application Fee (non-refundable) | ¥20,000 | ¥20,000 | — |
| (2) Admission Fee | ¥100,000 | ¥100,000 | — |
| (3) Tuition | ¥620,000 | ¥310,000 | ¥620,000 |
| (4) Teaching Material Fee | ¥35,000 | ¥20,000 | ¥30,000 |
| (5) Insurance Fee | ¥7,500 | ¥4,000 | ¥7,500 |
| Total | ① ¥782,500 | ② ¥454,000 | ③ ¥657,500 |

※ Insurance premiums are determined by the Association for Technical and Career Education.

※ The fees listed above are subject to change.

Total Expenses

| | | |
|------------------|---|------------|
| Starting April | 1-Year Course (see ① above) | ¥782,500 |
| Starting April | 2-Year Course (see ①&③ above) | ¥1,440,000 |
| Starting October | 1-Year & 6 month Course (see ②&③ above) | ¥1,111,500 |

*** 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 2023 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】

| | | |
|----------------------------|----------|------------------|
| 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 N4 level. Textbook : 「大地」 (スリーエーネットワーク) |
| ***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 : 「中級を学ぼう」 (スリーエーネットワーク) |
| 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 Placement test(Apr & Sep), Entrance ceremony and Orientation (Apr & Oct), 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 (Sep & Jan), YMCA School Festival (Oct), Christmas Party (Dec), Project Work Presentations (Feb) and Graduation Ceremony (Mar). 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, 2022 ~ October 31, 2022 Office hours: Monday through Friday 10:00-17:00 Closed on Saturdays, Sundays, National Holidays, August 11~August 15</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. ※If you wish to submit the documents on Saturday, inform the office beforehand. ※Incomplete documents will not be accepted. Please check the materials list on pages 9-13</p> |
|---------------------|---|

◆ **Procedures**

| | Time Frame | Details |
|---|--|---|
| First evaluation | Application Period | Documents reviewed. ※ If documentation doesn't meet initial evaluation requirements, all documents will be returned to guarantors. |
| Second evaluation | Mid-Nov. to Late Nov. | An online interview will be conducted with the applicant. The guarantor may be asked to come to the school for an interview. |
| 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 |
|-----------------------|---------------------------------------|---|
| 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 1, 2023 ~ April 28, 2023 Office hours: Monday through Friday 10:00-17:00 Closed on Saturdays, 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. ※If you wish to submit the documents on Saturday, inform the office beforehand. ※Incomplete documents will not be accepted. Please check the materials list on pages 9-13.</p> |
|------------------------|---|

◆ **Enrollment Procedures**

| | Time Frame | Details |
|-----------------------------------|-----------------------------------|--|
| First evaluation | Application Period | Documents reviewed. ※ If documentation doesn't meet initial evaluation requirements, all documents will be returned to guarantors. |
| Second evaluation | Mid-May to Late-May | An online interview will be conducted with the applicant. The guarantor may be asked to come to the school for an interview. |
| Second evaluation results | Mid-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 | Mid-June | HYC applies to the Ministry of Justice's Hiroshima Immigration Bureau for <i>Status of Residence Certificate</i> . |
| Results of Immigration Inspection | Late-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**

| | Time Frame | Details |
|-----------------------|---------------------------------------|---|
| 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 | Late-September | 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 | At the beginning of October | ※ 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 13 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. * Please write your current home address. * 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>Questionnaire (Designated Form) * Must be completed by the applicant.</p> <ul style="list-style-type: none"> * Please state in No.4 if you have any relatives residing in Japan. If you state 'yes' make sure to fill out the information. * Please state in No.7 if you have any relatives, friends or acquaintances residing in Japan. If you state 'yes' make sure to fill out the information. | |
| A 3 | <p>Copy of the Applicant's Passport</p> <ul style="list-style-type: none"> * Please submit a copy of the entire passport. | |
| A 4 | <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 5 | <p>Certificate of Japanese Language Study ※Please submit the following.</p> <ol style="list-style-type: none"> ① Original Certificate of Japanese Language Proficiency Test (JLPT) or original Certificate of J-Test etc. ② Certificate of Japanese Language Study (An official document from the school of study or the designated HYC form) <ul style="list-style-type: none"> * 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 or greater than the N5 grade on the Japanese Language Proficiency Test. | |
| A 6 | <p>Four 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 7 | <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 and a high school diploma. * If you come to Japan on a temporary absence from school, please submit proof of permission for re-enrollment and a high school diploma | |
| A 8 | <p>Grade Report Certificate or School Record issued by the applicant's last educational institution</p> | |
| A 9 | <p>Grade Report or Graduation Certification Report (<u>For applicants from the People's Republic of China and Vietnam</u>)</p> | |

| No | Documents | Confirm |
|-----|--|---------|
| A10 | <p><i>Certificate of Employment if previously employed. (Certified within 3 months of application)</i></p> <p>* Certificate must be written <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> | |
| A11 | <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> | |
| A12 | <p><i>Identity Card (for those from the People's Republic of China)</i></p> | |
| A13 | <p><i>Confirmation Regarding the Protection of Personal Information (Designated Form)</i></p> | |
| A14 | <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> | |
| A15 | <p><i>Copy of the relative's residence card. (Only concerns applicants with relatives residing in Japan)</i></p> <p>* Please make sure to copy both sides of the residence card.</p> | |
| A16 | <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> | |

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 <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> <hr/> <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> <hr/> <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 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) | |

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)
- ※Please write your current home address.
- ※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.