

# 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.)<br>(※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

| <b>Subject</b>                                 | <b>Content</b>   |
|--|--|
| <b>***Elementary Course***</b>                 |  |
| 総合日本語<br>(basic level)                         | Comprehensive study of basic Japanese sentence structure and vocabulary through reading, writing, speaking, and listening.<br>Mastering 400 Chinese characters and 1400 words<br>Aiming at the Japanese Language Proficiency Test N3 and N4 level.<br>Textbook : 「初級日本語」 (東京外国語大学)           |
| <b>***Intermediate and Advanced Courses***</b> |  |
| 総合日本語<br>(intermediate level)                  | Comprehensive study of intermediate level Japanese expressions, words and vocabulary.<br>Mastering 1000 Chinese characters and 200 expressions.<br>Aiming at the Japanese Language Proficiency Test N2 and N3 level.<br>Textbook : 「中級を学ぼう」 (スリーエーネットワーク)                                    |
| 総合日本語<br>(advanced level)                      | Mastery of advanced level Japanese expressions and vocabulary, and grammar, adopting themes from current events.<br>Mastering 2000 Chinese characters and 150 grammatical expressions.<br>Aiming at the Japanese Language Proficiency Test N1 and N2 level.<br>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 (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 (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.
- 4) Have a Japanese level that corresponds to the JLPT N5. (An interview test will be conducted for those unaware of their Japanese level.)

## 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 | ¥20,000       | ¥35,000  | ¥65,000    | ¥50,000           |
| Insurance Fee         | ¥4,000        | ¥7,500   | ¥15,000    | ¥11,500           |
| Total                 | ¥424,000      | ¥742,500 | ¥1,380,000 | ¥1,061,500        |

### ※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 2021 (1-Year and 2-Year Courses) : November 16, 2020 – March 19, 2021

\* Starting October 2021 (18-month Course) :May 10, 2021 – August 27, 2021

Office hours : Monday through Friday 10:00~17:00

Closed on Saturdays, Sundays, National Holidays

※If you wish to submit the documents on Saturday, inform the office beforehand.

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

### 4. 職歴 Work Experience 無 No / 有 Yes

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

### 5. 兵役 Military Service 無 No / 有 Yes

|                                    |                                   |
|------------------------------------|-----------------------------------|
| 兵役期間<br>Period of Military service | 年 月～ 年 月<br>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<br>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<br>Name of Institution | 所在地/電話<br>Location/Phone | 学習期間<br>Period of Study           | 学習時間数<br>Study Hours |
|---------------------------------|--------------------------|-----------------------------------|----------------------|
|                                 |                          | 年 月～ 年 月<br>Year Month Year Month |                      |
|                                 |                          | 年 月～ 年 月<br>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<br>Full Name | 続柄<br>Relationship | 生年月日<br>Birth Date | 職業<br>Occupation | 現住所<br>Present Address |
|-----------------|--------------------|--------------------|------------------|------------------------|
|                 |                    |                    |                  |                        |
|                 |                    |                    |                  |                        |
|                 |                    |                    |                  |                        |
|                 |                    |                    |                  |                        |
|                 |                    |                    |                  |                        |

9. 在日親族 Family in Japan  無 No /  有 Yes

| 氏名<br>Full Name | 続柄<br>Relation-s<br>hip | 生年月日<br>Birth Date | 国籍<br>Nationality | 同居予定<br>Co-residing | 勤務先・通学先<br>Place of<br>Employment/School | 在留資格/<br>在留カード番号<br>Status of Residence/<br>Alien registration<br>certificate number |
|-----------------|-------------------------|--------------------|-------------------|---------------------|--|--|
|                 |                         |                    |                   | 有 / 無<br>Yes / No   |  |  |
|                 |                         |                    |                   | 有 / 無<br>Yes / No   |  |  |
|                 |                         |                    |                   | 有 / 無<br>Yes / No   |  |  |

10. 経費支弁者 Supporter of Expenses

| 氏名<br>Full Name                               | 続柄<br>Relationship |                                 |  |
|---|--------------------|---------------------------------|--|
| 自宅住所<br>Residence Address                     |                    | [電話 Phone]<br>[携帯電話 Cell Phone] |  |
| 職業(勤務先)<br>Occupation<br>(Name of employment) |                    | 職場電話番号<br>TEL (Work)            |  |
| 職業(勤務先)住所<br>Business Address                 |                    | 年収<br>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<br>Full Name | 続柄<br>Relationship | 現住所<br>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<br><input type="checkbox"/> 受験予定 Planning<br><input type="checkbox"/> 未受験 Untaken | 受験(予定)年月<br>Year of Exam                          | 級<br>Level | 結果<br>Result  | 点数<br>Score |
|   |   |            | <input type="checkbox"/> 合格 Pass<br><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<br><input type="checkbox"/> 受験予定 Planning<br><input type="checkbox"/> 未受験 Untaken | 受験(予定)年月<br>Year of Exam | 級<br>Level | 結果<br>Result  | 点数<br>Score |
|   |                          |            | <input type="checkbox"/> 合格 Pass<br><input type="checkbox"/> 不合格 Fail |             |

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

| 試験名 Exam  | ( )                      |            |   |             |
|---|--------------------------|------------|---|-------------|
| <input type="checkbox"/> 受験済み Taken<br><input type="checkbox"/> 受験予定 Planning<br><input type="checkbox"/> 未受験 Untaken | 受験(予定)年月<br>Year of Exam | 級<br>Level | 結果<br>Result  | 点数<br>Score |
|   |                          |            | <input type="checkbox"/> 合格 Pass<br><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
- 日本での就職 Find work in Japan
- 帰国 Return to home country
- その他 Others ( )

|                    |
|--------------------|
| 志望学科 Desired Major |
|--------------------|

日付:           年       月       日       申請者署名:  
Date           Year   Month   Day       Signature

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 \_\_\_\_\_



## 経 費 支 弁 書

広島YMCA専門学校  
校長 安森 讓 殿

国 籍 (学生) \_\_\_\_\_

氏 名 (学生) \_\_\_\_\_

年 月 日生 (男・女)

私は、このたび上記申請者の経費支弁者になりましたので、下記のとおり経費支弁の引受け経緯を説明するとともに経費支弁について証明します。

### 記

- 1 経費支弁の引受け経緯 (申請者の経費を引受けた経緯及び申請者との関係について具体的に記載してください。)

.....  
.....  
.....  
.....  
.....

- 2 経費支弁内容

私 \_\_\_\_\_ は、上記の者について、下記のとおり経費支弁する事を証明致します。

### 記

- (1) 学 費 : 6ヶ月 1年 1年6ヶ月 2年 \_\_\_\_\_円  
(2) 生活費 : \_\_\_\_\_ 月額 \_\_\_\_\_円  
(3) 支弁方法

- 外国からの送金  
在日経費支弁者からの送金  
その他 \_\_\_\_\_

年 月 日

経費支弁者 住所 〒 \_\_\_\_\_

TEL \_\_\_\_\_

氏 名 (署名) \_\_\_\_\_ 印

学生との関係 \_\_\_\_\_

# 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、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・滞在費を支払えない場合は、私が負担すること。

## 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 : ( \_\_\_\_\_ ) \_\_\_\_\_

20 年 月 日

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・掲示および第三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三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

### 第三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 \_\_\_\_\_