

Guidelines for Applicants of **October Enrollment in 2010**

<Applicants from countries excluding China, Myanmar, Bangladesh, Mongol, Vietnam>

<<Eligibility>>

- (1) Students who have completed 12 years school education in foreign country or those admitted to be equivalent to the above by the Ministry of Education, Culture, Sports, Science and Technology of Japan
- (2) Students recognized by the Dean of Course to have the scholastic attainment at least the senior high school graduates in the Intensive Japanese Course for International Students

<<Number of Students Admitted for Enrollment>>

10 students

<<Submission of Application>>

The applicants are requested to submit the documents relating the applicant and evidence that can prove the ability to pay the living expenses and tuition, etc.

<<Period of Application Submission>>

For the enrollment in October, 2010

From April 1, 2010 to April 30, 2010

The acceptance of application may be closed earlier than the above deadline for some reason.

<<Documents to Be Submitted>>

- * The applicants are requested to write the documents in Japanese or English. When the documents are written in a language other than Japanese or English, a Japanese translation certified by an official organization (notary public, notary public's office, foreign office in Japan, etc.) should be attached thereto.

1. Documents relating to the applicant

- (1) Application for enrollment
 1. The applicant shall write necessary items in the form specified by the KAIT.
 2. Write his/her name indicated in the passport.
- (2) Personal history
 1. The form specified by the KAIT shall be filled in by the applicant principal.
 2. Write his/her name indicated in the passport.
 3. Academic career, history of Japanese language study, professional career and history of emigration and immigration shall be written in detail without any omission in chronological order.
 - * The name of school and date of entry and graduation shall be identical to those shown in the authorized documents such as graduation certificate, etc.

- * Person having professional career must submit certificate of employment or certificate of wage or tax payment issued by the company concerned.
 - 4. The paper of explanation must be attached when there is blank year in the past history or the academic career is different from the general education curriculum in the home country.
 - 5. Reason for study shall be explained in detail as much as possible.
 - 6. The signature of applicant principal shall be affixed.
- (3) Certificate of graduation (or certificate of prospective graduation) of senior high school or the school from which the applicant graduated last (university or college)
- 1. Copy is not accepted; certified copy will neither be accepted.
 - 2. A student currently enrolled in a school must submit the certificate of prospective graduation in which the date of scheduled graduation is clearly stated.
- (4) Certificate of school achievement issued by the senior high school or the school from which the applicant graduated last (university or college)
- 1. Copy is not accepted; certified copy will neither be accepted.
 - 2. The who underwent the national uniformed test for college admission shall submit its certificate of achievement.
 - 3. Achievement and evaluation standard of each school year must be described in detail in the certificate.
 - 4. Those who submitted certificate of prospective graduation or prospective completion will be required to submit the final certificate of achievement at the time of enrollment.
- (5) Copy of passport
Those who have acquired passport must attach the copy of passport. All pages of passport must be copies.
- (6) Photos: 4
Identical four photos taken within recent three months (head shot without capping; size in vertical 4 cm x horizontal 3 cm; without frame; both color and black-and-white will be accepted)
One photo must be stuck on the applicant form, and the name and nationality of the applicant must be written on the rear sides of remaining 3 photos respectively before the submission.
- (7) Letter of Guarantee
- 1. It is requested to fill in the form specified by the KAIT and affix signature and seal on it.
 - 2. The guarantor must be a person living in Japan and able to whereabouts of the student while he/she is studying in Japan.
 - 3. The students who have no guarantor living in Japan are requested to write the name of contact person living in Japan.
- * If there is no guarantor and contact person living in Japan, clearly write to that effect in this form.

2. Document evidencing the ability to pay living expenses and tuition

The evidence shall fall in one of the following A, B or C.

- * When the document is written in a language other than Japanese, translation into Japanese certified by an official institution (notary public, notarial office, diplomatic establishment in Japan) must be attached.

A. When the remittance is made by the relative of applicant living abroad such as parent

(1) Financial Affidavit of Support (Valid in Japanese and English)

The person who actually pays the expense must fill in all columns of the form specified by the KAIT. Please fill ¥600,000 in the column of tuition, and the expected amount to be remitted to the applicant as living expense on monthly average in the column of living expense.

(2) Certificate of bank deposit balance of remitter

1. The certificate of deposit by the name of financial supporter issued by a post office or bank in which the amount of balance and date of certificate are clearly stated (certificate of deposit by the name of company is invalid)

2. The amount of balance must be equal to or more than ¥1,600,000 in terms of Japanese Yen.

(3) Copy of saving passbook

Deposits and withdrawals that manifest the present deposit balance (2) should be shown.

(4) Employment certificate or occupation certificate of remitter

Either one of following a or b;

a. In the case of employee, a certificate issued by his/her company

b. In the case of company owner or self employment, a document showing the name of remitter and company such as the official copy of registration or business permit

(5) Certificate to prove kinship between the applicant and remitter

A document which proves the relationship between the applicant and remitter such as official copy of family register or certificate of birth. The certificate must be certified by official institution (notary public, notarial office or diplomatic establishment in Japan).

(6) Certificate of annual income of remitter (wage or tax payment certificate)

Those for past 3 years

In case of tax payment certificate, the certificate issued by municipal government in which the amount of income is clearly stated.

B. When the tuition and living expenses are paid by a relative living in Japan

(1) Certificate of payment

Same as A

(2) Resident certificate

1. The certificate in which all of family members are recorded

2. When the remitter is a foreign citizen, the certificate of international registration

(3) Certificate of bank deposit balance of remitter

Same as A above

- (4) A document that proves the kinship relation between the applicant and remitter
1. A document which can prove the relationship between the applicant and remitter such as official copy of family register or certificate of birth
 2. In case of friend or distant relative where official certificate is not available, a certificate (date of preparation, name, address and telephone number of the person who prepared the certificate must be stated) detailing the relationship with the applicant must be submitted.
- (5) Certificate of occupation
One of a or b or c
- a. If the expense payer is a company owner, official copy of company registration and business certificate
 - b. If the expense payer is self employed, a copy of income tax return on which receipt seal of tax office is stamped (this copy will be returned later), and the business certificate made by the expense payer itself
 - c. If the expense payer is an employee, the employment certificate issued by the employer company
- (6) Certificate of annual income for past 3 years
Tax certificate issued by a municipal office (in which the amount of annual income must be stated)

C. When the payment is made by the applicant

- (1) Certificate of bank deposit balance of the applicant
Same as A
- (2) Employment certificate of the applicant
Same as A
- (3) Certificate of annual income of the applicant
Same as A
- (4) Copy of saving passbook
Deposits and withdrawals that manifest the present deposit balance (1) should be shown.

<<Documents to Be Invalidated>>

Since the submitted documents such as application form will also be submitted to Tokyo Immigration Bureau, the following documents will be regarded as invalid.

1. Document which is issued (or prepared) 3 month or more before the date of application
2. Document in which letter or word is corrected by correction liquid, etc.
3. Document which lacks the issuance date or signature of issuer

<<Examination Fee>>

¥15,000 must be paid at the time of submission of application.

As for the method of payment, please purchase the international postal money order and send it together with the application form. The examination fee once paid shall not be refunded for any reason whatsoever.

<<Matters to Be Noted for the Submission of Application>>

Reception number is issued when the application is received. The reception number and own name must be used any time when making contact with the KAIT.

(The application fee in the form other than international postal money order (such as check or cash) will not be accepted.)

* When the application is submitted through the general agent of each country, ¥15,000 may be paid to the general agent in the local currency.

<<Selection and Announcement of Successful Applicants>>

Method of selection

Selection is made based on the documents submitted.

Announcement of successful applicant

The result of screening will be informed to the applicant on and around June 4.

<<Application for issuance of Certificate of Qualification Approval for Residence in Japan>>

The person admitted for the enrollment to the KAIT has to acquire entry visa to Japan. The “Certificate of Qualification Approval for Residence in Japan” issued by the Ministry of Justice of Japan is necessary in addition to the “Enrollment admission” to acquire the entry visa. The application for issuance of this Certificate is submitted by the KAIT to Tokyo Immigration Bureau. The documents submitted by the applicants to the KAIT will be used as the referential material in the examination of qualification approval.

<<Preparation for Entry to Japan>>

Acquisition of passport

The applicants who did not have a passport at the time of submission of application have to start the procedure for passport acquisition as soon as possible after receiving the “Notice of examination result (admission).”

Acquisition of entry visa

The “Admission for enrollment” and “Certificate of Qualification Approval for Residence in Japan” will be sent in the beginning of March to the applicants of April enrollment and at the middle of August to the applicants of October enrollment. The entry visa will be acquired by submitting these documents to the overseas embassy or legation of Japan. The applicant admitted for the enrollment is requested to pay entrance fee in the amount of ¥100,000 and first term tuition in the amount of ¥250,000, ¥350,000 in total, by the specified date according to Entrance Procedures Guide.

* Applicant who submitted the application through the general agent of each country may pay the total of enrollment fee and first term tuition in the amount of ¥350,000 to the general agent in local currency.

<<Other Matters to Be Noted>>

1. Enrollment will not be permitted if the procedures necessary for enrollment are not completed by the specified date.
2. The applicant who applied for the enrollment with a condition of prospective graduation or prospective completion and was admitted to enter and who could not acquire the Certification of Graduate or Certificate of Completion shall lose the qualification for enrollment and the admission of these applicants will be cancelled.
3. If untrue fact is written in the application documents, documents relating to qualification for residence or documents necessary for enrollment, the admission will be cancelled and the applicant concerned shall lose the qualification for enrollment even after the enrollment.

- * **Please be sure to put all the application documents in an envelope and send it by registered mail.**
- * **It is essential that the application documents must arrive at the university on and before the closing date.**

For more information, contact our General Agent in your country or the International Affairs of KAIT directly.

Mailing address of application documents and contact:

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