

**Intensive Japanese Course for International Students
Kanagawa Institute of Technology (KAIT)**

April-2017 Enrollment

Application Guide

1. Course Length

[Period intended for completion] 1 year (Maximum period for completion: 2 years)

[Semester]

1st Semester: April 1, 2017 to September 30, 2017

2nd Semester: October 1, 2017 to March 31, 2018

2. Number of Students Admitted for Enrollment

20 students

3. Eligibility

Applicants must have completed (or will have completed by March 31, 2017) a 12-year curriculum of primary and secondary school education in their home country.

4. Admission Procedure

Done by documents review

5. Application Period

From September 20 (Tue) to October 31 (Mon), 2016

6. How to Apply

Please send the application form and necessary documents, see 7, to the International Affairs Office by registered mail or by courier service and complete the payment of examination fee during the above Application Period.

7. Examination Fee & Payment

[Examination Fee] ¥ 15,000

[Payment Procedure]

From outside Japan

◆ Sending international postal money order enclosed in the application documents

Purchase an international postal money order for ¥ 15,000 at a post office (The handling fee shall be borne by the applicant). Enclose it with the application documents.

◆ International bank transfer

Transfer the examination fee with the required handling * on a yen basis in the name of applicant to the below bank account.

* Any fees required for sending the examination fee shall be borne by the applicant. This includes fees charged by your local bank for wiring the payment to Japan, along with fees charged by the Japanese bank where KAIT receives the payment; this also includes fees charged by all financial intermediaries involved in this process.

Please note that the handling fees (the inward remittance fee and lifting charges) cost ¥ 4,000.

From within Japan

◆ Cash payment at KAIT

You may pay in cash at the International Affairs Office (on the 2nd floor of the Ikutoku-Kaikan Building) at any time between 9:00 and 16:00 Monday through Friday.

◆ **Bank transfer**

Transfer the examination fee to the below bank account (the fees and necessary charges shall be borne by the applicant).

	International Bank Transfer	Bank Transfer
Bank Name	MIZUHO BANK, LTD.	みずほ銀行
SWIFT Code	MHCBJPJT	
Branch Name	ATSUGI BRANCH (#758)	厚木支店
Branch Address	3-5-10 Naka-Cho, Atsugi, Kanagawa 243-0018 JAPAN	
Account Number	1301975	普通 1310975
Remittee	KANAGAWA KOUKADAIGAKU	神奈川工科大学

If the paid amount is not sufficient, the applicant shall be denied of applying.

The examination fee once paid shall not be refunded for any reason whatsoever.

8. Documents to Be Submitted

Applicants must submit all of the documents listed below. Each document must be written in Japanese or in English; if the document is written in another language, said document must be accompanied by a Japanese or an English translation certified by an official organization (notary public, foreign office in Japan, etc.). The forms designated by KAIT must be filled out in black or blue ink.

Documents which will be deemed invalid

- Documents which are issued or written 3 month or more before the date of application.
- Documents which have been corrected by correction fluid, etc.
- Documents which lack an issuance date, signature of issuer, official seal, etc.

After screening by KAIT, the documents submitted will be forwarded to the Tokyo Regional Immigration Bureau in order to apply for the Certificate of Eligibility (COE). All documents submitted will not be returned to the applicant, except the originals that cannot be reissued. Please let us know if there are any documents that must be returned to you in light of the above.

Documents	Notes
Application Form	<p><u>Use the form designated by KAIT.</u></p> <ul style="list-style-type: none"> - Write the applicant's name as indicated in the applicant's passport. - Academic and professional careers and history of emigration and immigration shall be written in detail without any omission, in chronological order. - Write the names and addresses of schools and places of employment as listed by the organization. - The name of school and date of entry and graduation shall be identical to those shown in the authorized documents such as the graduation certificate, etc. - The signature of applicant and his/her guarantor principal shall be affixed. - Applicants who are currently employed must submit certificate of employment issued by the company concerned. - An explanation (in any format, with date and signature) must be attached in any of the following cases: <ul style="list-style-type: none"> a) There is a blank/gap year in the applicant's academic or professional careers. b) The applicant entered primary school later or earlier than the general school entry age in his/her home country. c) The applicant skipped or repeated grade(s) d) The applicants having applied for the COE and been denied

Photos: 4 pieces	Four identical photos taken within the last three months (head shot without capping; size vertical 4 cm x horizontal 3 cm; without frame; both color and black-and-white will be accepted) One photo must be adhered on the application form, and the name and nationality of the applicant must be written on the rear sides of remaining 3 photos respectively before the submission.
Certificates of Academic Background and Achievement (A, B or C)	A) Applicants who graduated from high school
	1- High school diploma or certificate of (expected) graduation 2- Academic record or transcript issued by the high school Achievement and evaluation standard of each school year must be described in detail.
	B) Applicants who are currently attending—or dropped out of—university/college
	1- High school diploma or certificate of graduation 2- Academic record or transcript issued by the high school Achievements and evaluation standards of each school year must be described in detail. 3- Certificate of enrollment, expected graduation or attendance issued by the university/college 4- Academic record or transcript issued by the university/college Achievements and evaluation standards of each school year must be described in detail.
Certificate of Japanese Proficiency	C) Applicants who graduated from university/college
	1- Certificate of graduation issued by the university/college 2- Diploma issued by the university/college Photocopies will be accepted for the applicants from countries other than China, Mongol, Vietnam, Myanmar, India, Nepal, India, Sri Lanka and Bangladesh 3- Academic records or transcripts issued by the university/college Achievements and evaluation standards of each school year must be described in detail.
	Japanese Language Proficiency Test (JLPT), J.TEST, NAT-TEST, etc. The applicants from countries other than China, Mongolia, Vietnam, Myanmar, India, Nepal, Sri Lanka and Bangladesh shall be waived of submission if the said documents are not available.
Photocopy of Passport	<u>All pages of the passport (including blank pages) must be photocopied.</u> If the applicant has not yet acquired a passport, a photocopy of an ID card issued by the government or other public institutions must be submitted.
Photocopy of Zairyu Card (Resident Card)	Copies of both sides of the card (only for applicants residing in Japan)
Statement of Pledge and Guarantee	<u>Use the form designated by KAIT.</u> The applicant should sign the form after he/she understands what is written in it.
List of Family Members	<u>Use the form designated by KAIT.</u> Name, relationship with the applicant, date of birth, address and occupation of all members of the family must be filled in.
Certificate of Family Relations	A copy of the family register or an official document which corroborates evidence for the information contained in the “List of Family Members”
Financial Affidavit of Support	<u>Use the form designated by KAIT.</u> - The form must be filled out by the financial supporter of the applicant. - When the applicant is supported by scholarship, the form must be filled out by the applicant. - When the applicant is supported by more than one supporter, all of them are requested to fill

	<p>out one form each.</p> <ul style="list-style-type: none"> - The amount of tuition and fees is ¥ 700,000. - The cost of living is normally between ¥ 80,000 and ¥ 100,000 per month.
Documents Providing the Ability to Pay Academic Fees and Living Expenses (A, B, C or D)	A) When the applicant is supported by himself/herself
	<ol style="list-style-type: none"> 1- Employment certificate / occupational certificate <ul style="list-style-type: none"> *1) Employment certificate, official copy of company register or business permit, etc. 2- Income certificate (for past three years) <ul style="list-style-type: none"> *2) Certificate of annual income, taxation certificate in which the amount of annual income is clearly stated, etc. 3- Certificate of bank deposit balance <ul style="list-style-type: none"> *3) Certificate number, date of issue and name of issuer must be stated in the certificate. Certificate of corporate account is invalid. The amount of balance should be equal to or more than ¥ 1,700,000. 4- Photocopy of passbooks (for past three years) <ul style="list-style-type: none"> *4) Those of the account(s) which is/are shown in the certificate.
	B) When the applicant is supported by scholarship
	<p>Certificate of scholarship</p> <p>The name of the institution which will provide the scholarship; the amount and period must be clearly described in the certificate.</p>
	C) When the applicant is supported by his/her relative living outside Japan
<ol style="list-style-type: none"> 1- Certificate of relationship between the applicant and the supporter(s) 2- Employment certificate / occupational certificate of the supporter(s) <ul style="list-style-type: none"> Same as *1 above 3- Income certificate of the supporter(s) (for past three years) <ul style="list-style-type: none"> Same as *2 above 4- Certificate of bank deposit balance of the supporter(s) <ul style="list-style-type: none"> Same as *3 above 5- Photocopy of passbooks of the supporter(s) (for past three years) <ul style="list-style-type: none"> Same as *4 above 	
D) When the applicant is supported by his/her relative living in Japan	
<ol style="list-style-type: none"> 1- Certificate of the relationship between the applicant and the supporter(s) 2- <i>Juminhyo</i> of the supporter(s) in which all items are described 3- Employment certificate / occupational certificate of the supporter(s) <ul style="list-style-type: none"> <i>Zaisyoku syomeisyo</i> (employment certificate) , <i>tokibo tohon</i> (copy of the company register) or photocopy of <i>kakutei shinkokusyo</i> (tax return copy) 4- <i>Kazei syomeisyo</i> of the supporter(s) (for past three years) <ul style="list-style-type: none"> When the <i>kazei syomeisyo</i> has not yet been issued, photocopy of the <i>gensen chosyuhyo</i> or <i>kakutei shinkokusyo</i> will be accepted. 5- Certificate of bank deposit balance of the supporter(s) <ul style="list-style-type: none"> Same as *3 above 6- Photocopy of passbooks of the supporter(s) (for past three years) <ul style="list-style-type: none"> Same as *4 above 	

- Forms designated by KAIT
("Application form", "Statement of Pledge and Guarantee", "List of Family Members" & "Financial Affidavit of Support")
http://www.kait.jp/english/pdf/bekka_forms_15.2.pdf

9. Notification of Acceptance

The result of the document screening by KAIT will be informed before November 15 (Tue), 2016.

10. Enrollment Formalities

1) Acquisition of Passport

Applicants who do not have a passport at the time of the submission of the application will have to start the procedure for passport acquisition as soon as possible after receiving the "Notification of Acceptance".

2) Application for Certificate of Eligibility (COE)

The "Certificate of Eligibility (COE)" issued by the Ministry of Justice of Japan is necessary to acquire an entry visa to Japan. The application for the COE will be submitted by KAIT to Tokyo Regional Immigration Bureau on behalf of the applicants. The documents submitted by applicants to the KAIT will be used as the referential material in the examination of qualification. KAIT will ask applicants for some additional documents or corrections if needed.

Good contact accessibility of the applicant is highly expected.

Submission of the application for COE <KAIT to TRIB> : December 7 (Wed) or 8 (Thu), 2016

Announcement of the examination result <TRIB to KAIT> : February 23 (Thu), 2017

The result of the examination is informed to each applicant promptly after KAIT receives it from Tokyo Regional Immigration Bureau.

3) Payment of Academic Fees

Applicants who have passed the examination are requested to pay the following academic fees, which can be made either by one time full payment or by partial payment, by the specified date.

[Academic Fees]

Total (for a year)	¥ 700,000
Enrollment Fee	¥ 100,000
Tuition	¥ 600,000(¥ 300,000 for each semester)

The costs of textbooks, excursion, etc. are not included in the academic fees above.

[Due Date & Amount]

		Full Payment		Partial Payment	
Due Date		March 3 (Fri), 2017		March 3 (Fri), 2017	October 31 (Tue), 2017
Amount		¥ 700,000		¥ 400,000	¥ 300,000

or

4) Acquisition of Entry Visa

Soon after the payment is confirmed, KAIT will issue the "Certificate of Admission" to the applicant. He/she will receive the Certificate and the COE by courier service within a week. The entry visa will be acquired by submitting these documents to the overseas embassy or legation of Japan.

When the Certificate of Eligibility is not issued

The Certificate of Eligibility may not be issued as a result of the examination made by the Tokyo Immigration Bureau. In this case, the applicant will not be able to come to Japan by the desired time. Upon receiving the "Notice of Refusal of Certificate Issuance," the applicant concerned is requested to notify KAIT regarding whether the application for admission will be submitted again at the time of next enrollment period (examination fee will be waived), or whether the application will be cancelled.

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. If the applicant who applied for the enrollment with the condition of prospective graduation—and was admitted to enter—could not acquire the graduation certificate, he/she shall lose the qualification for enrollment and his/her admission will be cancelled.
3. Any falsification of facts written in the application documents, documents relating to the qualification for residence or the documents necessary for enrollment, the admission will be cancelled and the applicant concerned shall lose the qualification for enrollment even after the enrollment.

《Important Notice》

It is necessary to submit a written pledge when you apply.

1. Obligation to live in Kanagawa Prefecture

To keep an appropriate study environment for the students in the Intensive Japanese Course for International Students, KAIT requires them to live in Kanagawa prefecture. Living outside the prefecture will not be accepted for any reason. If a student breaks this rule, they will not be enrolled in the next term, and must go back to their country at the end of term.

2. Check the students' motivation and purpose for study

The Intensive Japanese Course for International Students of KAIT accepts students to enter the course who have a motivation to study Japanese and other subjects in the Course. When we find that a student has no motivation to study—judging from their attendance at school or test scores—we will issue a word of warning to the student and the agent in charge of the student. If the student does not make any progress, the student will not be enrolled in the following term and must go back to their country at the end of term.

3. Part-time job prohibited for first three months after entering Japan

Following instructions from the Immigration Bureau, KAIT does not permit students to engage in part-time jobs, which are activities other than those permitted by the status of residence previously granted, for the first three months from entering Japan. Even when the first three months have already passed, KAIT may not give permission to engage in part-time jobs for the students whose schoolwork is not going well. Therefore, it would be advisable to come to Japan with sufficient money to live without working as a part-timer for the first three months.

For further information contact:

International Affairs Office

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