

Guidelines for Applicants of **October Enrollment in 2013**

<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>>

20 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, 2013

From April 1, 2013 to May 10, 2013

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.
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.
- (2) 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.
- (3) 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.
- (4) Copy of passport
- Those who have acquired passport must attach the copy of passport. All pages of passport must be copies.
- (5) 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.
- (6) Statement of Pledge and Guarantee
1. It is requested to fill in the form specified by the KAIT and affix signature and seal on it.

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 **(Only the specified countries. Ask for details.)**
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.(Screening by documents only)

Announcement of successful applicant

The result of screening will be informed to the applicant on and around July 20.

<<Application for issuance of the Certificate of Eligibility>>

The person admitted for the enrollment to the KAIT has to acquire entry visa to Japan. The “Certificate of Eligibility” issued by the Ministry of Justice of Japan is necessary in addition to the “Certification of 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 “Notification of Acceptance.”

Acquisition of entry visa

The “Certification of Admission” and the “Certificate of Eligibility” 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 the “Formalities for paying Academic Fees.”

* 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.

<<When the Certificate of Eligibility is not issued>>

The Certificate of Eligibility may not be issued as a result of examination made by Tokyo Immigration Bureau. In this case, the applicant cannot come to Japan by the desired time. Upon receiving the “Notice of refusal of Certificate issuance,” the applicant concerned is requested to notify the KAIT whether application for admission will be submitted again at the time of next enrollment period (examination fee is unnecessary) or the application is cancelled. In case of cancellation, the amount already paid will be refunded according to the regulation, therefore, a specified for in which the bank account to receive such refund is shown must be sent to the KAIT.

<<Academic Fees>>

Description	Amount	Remarks
Enrollment fee	¥100,000	One-time payment on admission
Tuition	¥500,000	¥250,000 for first term, ¥250,000 for last term
Total	¥600,000	

* The tuition may be paid in an installment. The amount to be paid at the time of procedure for enrollment is the enrollment fee and tuition of first term.

<<Refund of Academic Fees>>

Applicant may receive the refund of school expenses already paid according to the following condition.

- | | | |
|------------------------------------------------|----------------------------------------------------------------------------------------------|-----------------------------|
| <input type="checkbox"/> Examination fee | Regardless of the reason | => Not refunded |
| <input type="checkbox"/> Enrollment fee | When the Certificate of Qualification Approval for Residence in Japan is not issued | => Whole amount is refunded |
| | When the admission is cancelled by the reason attributable to inconvenience of the applicant | => Not refunded |
| <input type="checkbox"/> Tuition of first term | When the Certificate of Qualification Approval for Residence in Japan is not issued | => Whole amount is refunded |
| | When the admission is cancelled by the reason attributable to inconvenience of the applicant | => Not refunded |
- ☐ After the student may have entered in Japan, no enrollment fee or tuition will be refunded at all.

<<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.**

Important notice

(It is necessary to submit a written pledge when you apply)

《Please read this carefully》

1. Obligation to live in Kanagawa prefecture during you are a student of Intensive Japanese Course, after enter into Japan

For some reasons (living with relatives, friends, etc.), some students want to live in out of Kanagawa prefecture after they arrive in Japan. However, Kanagawa Institute of Technology does not accept the Intensive Japanese Course students live in out of Kanagawa prefecture under any conditions. Considering the students' study circumstance, it is not a good idea to live in inconveniently location. If the students break this rule, they can not be enroll on the next term and must go back to their country on the end of term.

2. Check the students' motivation and purpose for study

Intensive Japanese Course of Kanagawa Institute of Technology selects the students who have a motivation to study Japanese and to carry on their study at under graduate school or graduate school after their Japanese study completed, and those who students are accepted to enter this course. If we find the students who have no motivation to study, we will give a word of warning to the students themselves or the agent in charge of the students. Nevertheless the students do not make any progress, (they will be given proper reason; poor grades, 80% or less of the percentage of attendance, etc.) the students can not be enrolled on the next term.

3. The part-time job is prohibited for first three months after enter into Japan

According to the instruction from The Immigration Bureau, the institute does not issue the permit to apply the 'Application for Permission to Engage in Activity other than that Permitted under the Status of Residence Previously Granted' for first three months since the students entered into Japan. However, if the students whose schoolwork is not going well (the percentage of attendance, results, etc.), the institute may not issue the permit even it has already passed three months. In this case, the institute will keep watching how their schoolwork is going and the permit will not be issued unless the situation improved. Therefore, it would be better to come to Japan with sufficient money to live for first three months even though you do not work as a part-time.

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

Mailing address of application documents and contact:

1030 Shimo-ogino, Atsugi, Kanawaga 243-0292 JAPAN

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