

# Entrance Guide

<Application Guide>

—Japanese Language Course—

April Session

October Session



**Utsunomiya**

**Nikken Institute of Technology**

# 1 Requirements for the Application

- ① The applicant must have a strong desire to learn Japanese and have completed 12 years of education or the equivalent in his/her country.
- ② The applicant must have attained the N5 certificate in the JLPT or have taken at least 150 hours of Japanese language classes.

## 2 Academic Courses

Application Session	Application Period	Seats	Class Period
April Session	October 1 <sup>st</sup> to November 15 <sup>th</sup>	20(1 year course) 40(2 years course)	Monday to Friday (5 days per week) Morning class 9:30 to 12:40 Day class 13:30 to 16:40
October Session	April 15 <sup>th</sup> to May 31 <sup>st</sup>	40(1.5 years course)	

## 3 Tuition Fee

Course	Before Entrance	After Entrance	Total
1 year course (April session)	¥ 600,000	¥ 150,000 June to October (Admitted year) payment ¥ 30,000 per month for 5 months	¥ 750,000
1.5 years course (October session)	¥ 800,000	¥ 300,000 December (admitted year) to September (following year) payment ¥ 30,000 per month for 10 months	¥ 1,100,000
2 years course (April session)	¥ 950,000	¥ 550,000 June (admitted year) to December (following year) payment ¥ 30,000 per month for 18 months + ¥ 10,000	¥ 1,500,000

※The tuition fee mentioned as "Before Entrance" is the minimum fee to receive a Letter of Eligibility.

※We give preference for the free dorms to students paying higher "Before Entrance" fees.

【In principle, students are supposed to pay the tuition fee in one installment, but multiple installments are possible.】

See page 5.

Course	Entrance Fee	Tuition Fee	Miscellaneous	Total
1 year course	¥ 100,000	¥ 550,000	¥ 100,000	¥ 750,000
1.5 years course	¥ 100,000	¥ 850,000	¥ 150,000	¥ 1,100,000
2 years course	¥ 100,000	¥ 1,200,000	¥ 200,000	¥ 1,500,000

※Apart from the above Tuition Fee, it is required to pay Selection Fee, Books fee, Bedding, Rental fee of Refrigerator・Washing machine (around 110,000-170,000 JPY) when your Certificate of Eligibility(COE) is issued.

※The dormitory is free, but the school will collect 50,000JPY deposit before. If the dormitory is restored to its original condition and no repairs are required, the deposit will be refunded when you graduate.

## 4 Submission of Documents and the Method of Payment

- ① Please submit the required documents within the deadline of the application.
- ② After the confirmation of the tuition fee payment, we will mail you the original copy of the Letter of Eligibility.
- ③ The tuition fee will not be refunded under any circumstances once the visa is issued (whether one receives vi
- ④ Please transfer the total amount in **JAPANESE YEN** to the bank account below.

### <Tuition Fee Transfer>

金融機関名：みずほ銀行 本郷支店

口座番号：普通 4047879

口座名義：学校法人 日建学園

#### IN ENGLISH

BANK NAME : MIZUHO BANK,LTD.

BRANCH : HONGO BRANCH

BANK ADDRESS : 3-34-3 HONGO BUNKYO-KU TOKYO JAPAN

BANK CODE : MHCBJPJT

A/C NO. : 075-4047879

A/C HOLDER'S NAME : Nikken-Gakuen

ADDRESS : 4-3-13, Yanaze, Utsunomiya-shi, Tochigi, 321-0934, Japan

※Please transfer the tuition fee under the **NAME OF THE APPLICANT**. Transfer charges must be paid by the sender.

## 《Essential papers for Apply》

Required Documents		Description	Remarks	
			Applicant	Sponsor
1. 2	Application Form, Photo	Signed by the applicant, 5 photos (3cm×4cm)	●	
3	Curriculum Vitae (2-1、2-2)	Purpose of studying Japanese, Educational background, etc.	●	
4	Proof of Graduation from most recent school	Original copy with a Japanese translation	●	
5	Transcript(s)	Original copy with a Japanese translation	●	
6	Relationship certificate・citizenship certificate	Relationship certificate with all family members, citizenship certificate of the student and the sponsor	●	
7	Proof of Japanese Language Ability or Study	Copy of Japanese Language Proficiency Test (JLPT) above N5 or Japanese language certificate (having attained more than 150 hours of instruction)	●	
8	Passport	If the applicant already has one (submit all stamped pages)	●	
9	Statement of Commitment	Signature of applicant and sponsor	●	●
10	Sponsor (Living in Japan or living in home country)	Sponsorship Form		●
11		Relationship certificate		●
12		Bank Certificate		●
13		Certificate of Employment		●
14		Annual income certificate		●
15	Sponsor living in abroad	certificate of relation with the student		○
16	Sponsor living in Japan	Certificate of residence card		◎

- ※1 Each certificate is valid 3 months (within Japan) or 6 months (outside Japan) from date of application.
- ※2 Please submit a Japanese translation of all documents (except no.1).
- ※3 If there is a gap of 5 or more years from most recent course of study, the applicant must submit a detailed explanation regarding purpose of studying Japanese and plans for after graduating from the Japanese language school.
- ※4 The applicant may be requested to submit documents apart from those already listed in the table for the authorization requirements.
- ※5 Sponsors living in abroad must submit ●10 to 14 and copies of ○15.
- ※6 Sponsors living in Japan must submit ●10 to 14 and copies of ◎16.

# Documents prepare by the applicant

1. Application Form (Format 1-1, 1-2)
  - ☐ Please fill out the form in English .
  - ☐ Please make sure the place of birth and current address are accurate.
  - ☐ Make sure the current address is the same in the application form (format 1-1, 1-2), CV (format 2-1, 2-2), notarizations, and family registry.
2. Photos (5 copies)
  - ☐ 4cm×3cm clear photos (no hats, facing the front) taken within the last 6 months  
(write your name on the back)
3. Curriculum Vitae (format 2-1, 2-2)
  - ☐ Fill in the form provided by our school in your native language. Please fill it in the same way as the application form leaving no blank spaces.
  - ☐ Write the purpose of study in detail and submit a translation.
  - ☐ Thoroughly write your academic and work history (in the case of gap years, write as such) without abbreviations.
  - ☐ Place of birth should have the country and city.
4. Proof of Graduation
  - ☐ Original with translation
5. Transcript
  - ☐ Original with translation
6. Citizenship certificate
  - ☐ should match with application form and the CV.
7. Japanese Language Proficiency Certificate and/or Proof of Japanese Language Study
  - ☐ Japanese Language Proficiency Certificate
    - Copy of the Japanese Language Proficiency Test (JLPT) certificate (N5 or above)
  - ☐ Proof of Japanese Language Study
    - Language certificate showing study of at least 150 hours  
(submit on the language school's official form)
8. Copy of Passport
  - ☐ If you already have a passport, submit copies of all stamped pages.
  - ☐ The history of entry in Japan should be clear.
9. Agreement paper (format-3)
  - ☐ Write the name of the applicant and the sponsor with signatures.

# Documents to be Submitted by the Sponsor

【If the sponsor is living in Japan】

## 10. Sponsor Form (Format 4)

- Should be filled in by hand on the designated form by the sponsor.  
with the sponsor's full name and signature.
- If necessary the sponsor may submit extra expense payment accounts as well.

※Amount : ① Because of the free dorms, living expenses are about 50,000 yen per month.  
② If the applicant rents an apartment, the cost will be around  
80,000-90,000 per month.

※Payment method : Example: bank transfer

## 11. Papers Related to the Sponsor

- In case of relatives: Official copy of a family register (compulsory if the sponsor is Japanese)
- In the case of no relatives: certification clearly defining the relationship with the applicant

## 12. Bank Certificate

- Must have been issued within the past 3 months (Note the deadline of the application).

## 13. Certificate of Employment

- Submit any of the documents below according to position:
  - ① Manager or Executive: Certified copy of the LW1  
form stamped by the tax office
  - ③ Company Employee: Proof of employment (※from the employer)

## 14. Certificate of Residence

- Document showing all members of the sponsor's household.  
(issued by the ward or city government office )  
(※ If the sponsor is a foreigner living in Japan, Certificate of residence card)

## 16. Certificate of residence

- Certificate of residence and the cards.  
(※in the case of foreigner, issued by the ward or city government office)

【If the sponsor is living in his/her home country】

## 10. Sponsor Form (Format 4)

- Should be filled in by hand on the designated form by the sponsor with the sponsor's full name  
and signature.
- If necessary the sponsor may submit extra expense payment accounts as well.

※Amount : ① Because of the free dorms, living expenses are about 50,000 yen per month.  
② If the applicant rents an apartment, the cost will be around  
80,000-90,000 per month.

※Payment method : Example: bank transfer

11. Papers Related to the Sponsor

- ☐ In case of relatives: Copy of the family register (showing all family members)
- ☐ In the case of no relatives: certification clearly defining the relationship with the applicant

12. Bank Certificate

- ☐ Must have been issued within the past 3 months (Note the deadline of the application).

13. Certificate of Employment:

- ☐ Submit any of the documents below according to position:
  - ① Manager or Executive: Certified copy of the LW1
  - ② Self-employed: Copy of the business permit application form and tax return form stamped by the tax office.
  - ③ Company Employee: Proof of employment and LW1 certified copy or business permit application form (original and duplicate).

14. Certificate of Income:

- ☐ Submit the papers of income form the company or offices  
(※with mentioning position, tax clearance and the clear calculation.)

15. Copy of Family Registry and Personal ID, and Notarization of relationship to the applicant

- ☐ Sponsor, applicant's name, birthday current address, and relation to sponsor  
(※This paper is not needed if the student will support his/herself)

★Reminders:

- ☐ The original documents you provided, except the graduate certification, will not be re
- ☐ One person cannot sponsor more than one applicant.
- ☐ More than one person can sponsor one applicant.
- ☐ The applicant can sponsor him/herself.
- ☐ All the papers written in any language besides Japanese  
**must have a Japanese translation attached.** (Any format is OK)
- ☐ Make sure the place of birth and current address are correct.
- ☐ Make sure the current address is the same in the application form, CV, notarizations, and family registry.
- ☐ If previously rejected from the program, please inform us.
- ☐ Applications not submitted within the deadline, not filled in correctly, and/or with essential fees unpaid will be rejected
- ☐ If it has been 5 or more years from graduation of the last educational institution, the applicant must specify what he/she was doing after graduation and his/her purpose of Japanese language

※ In general we accept one-time payments.

**Installment payments are also possible, but if there are still tuition payments remaining 2 weeks before the student's study abroad visa expires, the school will not permit visa renewal.**

## **【About Admissions】**

### **Q1 : When can I be admitted?**

**A :** Admission will be twice a year (April & October).

The application period for the 1-year course (April Session) and the 2-years course (April Session) is from October to mid-November.

The application period for the 1.5-years course (October Session) is mid-April to the end of May.

### **Q2 : What do I need to do to apply?**

**A :** All of the necessary documents are described in this guidebook.

However, requirements differ from country to country, so please let us know if you have any questions or concerns.

### **Q3 : Is there any age limit?**

**A :** In general our students are under 30 and graduated from their last educational institution within the past 5 years.

However, other students are accepted in exceptional cases. Please contact us.

And the students currently expecting to graduate may also consult with us .

### **Q4 : What is the minimum educational qualification to apply?**

**A :** The applicant must have completed 12 years of education in his/her home country.

### **Q5 : How do I apply for admission?**

**A :** Please prepare the necessary documents and submit them by our deadline upon preliminary verification that application is possible.

We will inspect the documents and submit them to the immigration bureau.

The application deadline differs by region and application period.

See page no. 1 for details on the admission & application period.

### **Q6 : What the level of Japanese language is required?**

**A :** In general, If you would like to apply 1 year course, JLPT N4 or above level is required.

If you would like to apply 1.5 years or 2 years course, JLPT N5 or above level is required.

Also, you need to provide the certification that showing attending more than 150 hours of instruction.

### **Q7 : What does the selection fee refer to?**

**A :** The selection fee is paid when submitting the application form and is an office expense for document inspection and the visa status application.

The selection fee is 20,000 yen.

※No matter the results of inspection, the selection fee will not be refunded.

### **Q8 : How long it takes to get the result of the Certificate of Eligibility for Resident Status?**

**A :** It takes about 2 months from the time of submission of the documents to the immigration bureau (or about 1 month prior to the entering the college) to get the Certificate of Eligibility for Resident Status.

### **Q9 : What should I do after receiving the Certificate of Eligibility for Resident Status?**

**A :** After receiving the Certificate of Eligibility, the college will send you a request of the payment.

Upon receiving payment, the school will send the official copy of the Certificate of Eligibility, so please pay immediately.

Then apply for a visa at the Japanese embassy.

## **【About Admissions】**

**Q9 : How much do the entrance fee and tuition cost?**

**A :** Including the 100,000 yen entrance fee, tuition costs 750,000 yen for the 1 year course, 1,100,000 yen for the 1.5 years course and 1,500,000 yen for the 2 years course.

**Q10 : Does the college have a fee reduction system?**

**A :** There is no fee reduction system.

**Q11 : Can I pay tuition in installment payments?**

**A :** While we prefer a full one-time payment, installment payment is also possible.

Installment payments for the 1-year course will be 150,000 yen.

(30,000 yen x 5 payments)

Installment payments for the 1.5-year course will be 300,000 yen.

(30,000 yen x 10 payments)

Installment payments for the 2-years course will be 550,000 yen.

(30,000 yen x 18 payments+10,000 yen x 1 payment)

**Q12 : Are textbook fees included in tuition fee?**

**A :** No, textbook fees are not included .

**Q13 : Are there any other fees to pay?**

**A :** Extracurricular costs: 16,000 yen ~ 24,000 yen

national health insurance costs 10,700 a year

Specialty school student insurance costs 530 yen (1-year course), 720 yen

(1.5-years course) and 910 yen(2-years course)

Living expenses (furniture, utilities, food, cell phones, etc.) must be paid by the student.

So please bring around 200,000 yen in cash with you to Japan.

Visa extensions fee costs 6,000yen by law, but document creation and application will do by the school.

If the student wishes to take the Japanese Language Proficiency Test or any other extra test while at our school, the student must pay for the test fees him/herself.

**Q14 : If I leave the college early, will I get my fees returned?**

**A :** Upon entering, no fees will be refunded in general. In the case of special circumstances, we may refund the total amount or a part of the school fees. If the student pays in installments, he/she will still need to pay the remaining tuition when leaving.

**Q15 : Does the college provide any scholarships?**

**A :** The free dorm can be thought to be our scholarship.

All students can live in dormitory during studying in Nikken, which makes us different from other colleges.

**Q16 : How should I get to Japan?**

**A :** Please come to Narita Airport on the date provided by us.

Please be assured that we will pick up you at the airport.

(It is free you come in the given date, otherwise it cost about 20,000JPY)



## 【College and Studying①】

### Q1 : Where is the college located?

**A :** It takes 40 minutes by bullet train (*shinkansen*) from Tokyo to our city of Utsunomiya, Utsunomiya is a historically and culturally city.  
Our area is peaceful and secure to offer you the best educational environment.

### Q2 : What countries are students from?

**A :** Our students are mainly from Taiwan, Hong Kong, Vietnam, Nepal, Mongol and Sri Lanka.

### Q3 : How old are most of the students?

**A :** Most of the students are in their twenties.

### Q4 : How many students are there in one class?

**A :** It differs from class to class, but there are on average 15 to 20 students in each.

### Q5 : How are you different from other Japanese language schools?

**A :** Our Japanese language department is under the engineering school, so students have the opportunities to interact with Japanese students and receive advice from senior students. Utsunomiya Nikken Institute graduates also receive a special recommendation. If the students wish to enter (Nikken group's College) after graduating, they will be able to receive a special recommendation for entry.  
※University transfers : Tokyo Polytechnic University and Ashikaga Institute of Technology (Interview only)

### Q6 : What time do classes start?

**A :** According to the Japanese level of the students,  
it is divided into morning class and afternoon class.  
Classes in the morning start from 9:30 to 12:40.  
Classes in the afternoon are from 13:30 to 16:40.

### Q7 : How many days a week are classes held?

**A :** Classes are from Monday to Friday, with Saturday and Sunday off.  
There are also long vacations in summer, winter and spring.

### Q8 : How do students buy food and eat?

**A :** The supermarket near the college is open 24 hours. Students can cook in their rooms.  
The community room has a microwave, and a refrigerator.  
The community room has a microwave, and a refrigerator.  
In the college compound, students can buy lunches for cheap prices.

### Q9 : Are there any classrooms available for self-study?

**A :** Yes, our community room is open 24 hours. Students can use the community room for studying and spending time with friends.

## 【College and Studying②】

**Q10 : What are the teachers like?**

**A :** All of our Japanese teachers are very nice, highly-trained and experienced.

**Q11 : What language are classes conducted in?**

**A :** All are taught in Japanese by trained teachers to increase student's Japanese abilities.

**Q12 : What textbooks are used?**

**A :** We mainly use *Minna no Nihongo I & II*, (3anetwork) along with other supplementary materials to teach vocabulary, grammar, kanji, listening comprehension, writing, etc. Newspaper articles may also be used. The supplementary materials have been prepared by the teachers for students to understand easily.

**Q13 : Is class attendance important?**

**A :** Attendance plays a vital role, especially for when changing/renewing a visa or entering a college. If the attendance is low, the visa application may be rejected.

**Q14 : I am worried since I can't speak Japanese very well.**

**A :** Don't worry! We have staff that can speak Chinese, Vietnamese and English, so we help you with any problems.

**Q15 : Can we work part-time?**

**A :** If you receive permission, you are allowed to work part-time for 28 hours per week. We will teach the students how to write a resume and practice the interview.

**Q16 : Do you have any extracurricular activities?**

**A :** Yes. We have the trip to Tokyo Disneyland, visit of Nikko, Tokyo college observation, etc (that may differ in a year) . Sports events twice in a year with Japanese students, therefore, students have the chance to interact with Japanese people. Moreover, students can participate scultural activities such as hanami (cherry-blossom viewing), tea ceremony and koto performances.

**Q17 : Do students have insurance while studying abroad?**

**A :** Specialty school student insurance costs 530 yen (1-year course), 720 yen (1.5-years course), and 910 yen (2-years course).

a) If one dies in an accident (within 180 days from the accident) 20,000,000 yen is received in compensation.

b) If one becomes handicapped (within 180 days from the accident) 1200,000-30,000,000 yen is received in compensation.

Please ask us if you would like more details.

## **【About Daily Life】**

**Q1 : Are there any dormitory?**

**A :** There are dorms on the Upper Level of the classrooms.  
It is the one room apartment for 3-4 students.  
The dorms are free while studying at the college as part of our financial assistance.

**Q2 : How are roommates determined?**

**A :** Generally, roommates are determined with nationality.

**Q3 : Are there any opportunities to interact with Japanese students in the dorms?**

**A :** Japanese students and non-students also use the same dorms,  
so there are plenty of opportunities.

**Q4 : Are there any appliances or furniture in the dorms?**

**A :** There is refrigerator and washing machine in each room, but the rental fee will be collected beforehand.  
but the rental fee will be collected beforehand.  
Rental fee: 1 year course - 8,000 JPY, 1.5 years course - 12,000 JPY,  
2 years course - 16,000JPY  
For other appliances or furniture, students can share the costs with their roommates.

**Q5 : Do the rooms have computers?**

**A :** No, but we offer free Wi-Fi for those bringing laptops and smartphones.

**Q6 : About how much do students pay in living expenses in the dorms?**

**A :** The dorms are free, but per month students usually pay about 40,000 JPY for food,  
5,000 JPY for electricity and 2,000 JPY for water bills.  
Miscellaneous expenses usually cost about 5,000 JPY(4 person sharing room).

**Q7 : How much does it cost to buy daily necessities at the beginning?**

**A :** It costs nearly 10,000 JPY for stationery and other items.  
Bicycles are useful for shopping and getting to work and cost about 11,000-30,000 JPY.  
Bicycle theft prevention registration cost 900 JPY  
and the bicycle insurance cost 3960 JPY for 1 year.

**Q8 : Can I buy a cell phone?**

**A :** To buy the cell phone it needs above 2-year contract so you must buy the physical phone in one installment.  
Depending on the type of contract and phone, prices range on average from 19,000-40,000 yen.  
Other basic charges and calling charges deposit must be paid by the individual.  
In some cases guarantee fee(differ from the mobile company may ask for 50,000yen-100,000yen)

**Yanaze4-3-13,Utsunomiya City,Tochigi 321-0934**

**TEL +81-(0)28-639-0510**

**URL <http://www.utsunomiyanikken.com/>**

**E-mail [utsunomiya.nk@nikken.ac.jp](mailto:utsunomiya.nk@nikken.ac.jp)**



HomePage



**Utsunomiya**

**Nikken Institute of Technology**