

1. REQUIREMENTS FOR ADMISSION

- Completion of 12 years of formal school education or equivalent

2. COURSE AND ADMISSION INFORMATION

Course	Admission period	Application period
2 Years University / College Preparatory Course	April	Beginning of September ~ end of October
1 Year 6 months University / College Preparatory Course	October	Beginning of March ~ end of April

3. CLASS HOURS

- From Monday to Friday (5 days per week, 20 hours, 45 minutes per lesson)

Session 1	9 : 00 ~ 12 : 30
Session 2	13 : 20 ~ 16 : 50

4. DAY OFFS

- Every Saturday, Sunday, Japan's national holiday, end of term holiday, summer holiday, winter holiday.

5. SCHOOL FEE (Japanese Yen)

	2 years course		1 year 6 months course	
	First year	Second year	First year	Second year (6 months)
Application fee	22,000	-	22,000	-
Admission fee	55,000	-	55,000	-
Tuition fee	594,000	594,000	594,000	297,000
Extra Activities fee	22,000	22,000	22,000	11,000
Facilities	33,000	33,000	33,000	16,500
Teaching Materials	22,000	22,000	22,000	11,000
Student Insurance	16,500	16,500	16,500	10,800
TOTAL	764,500	687,500	764,500	346,300
	1,452,000		1,110,800	

※ 10% Tax included

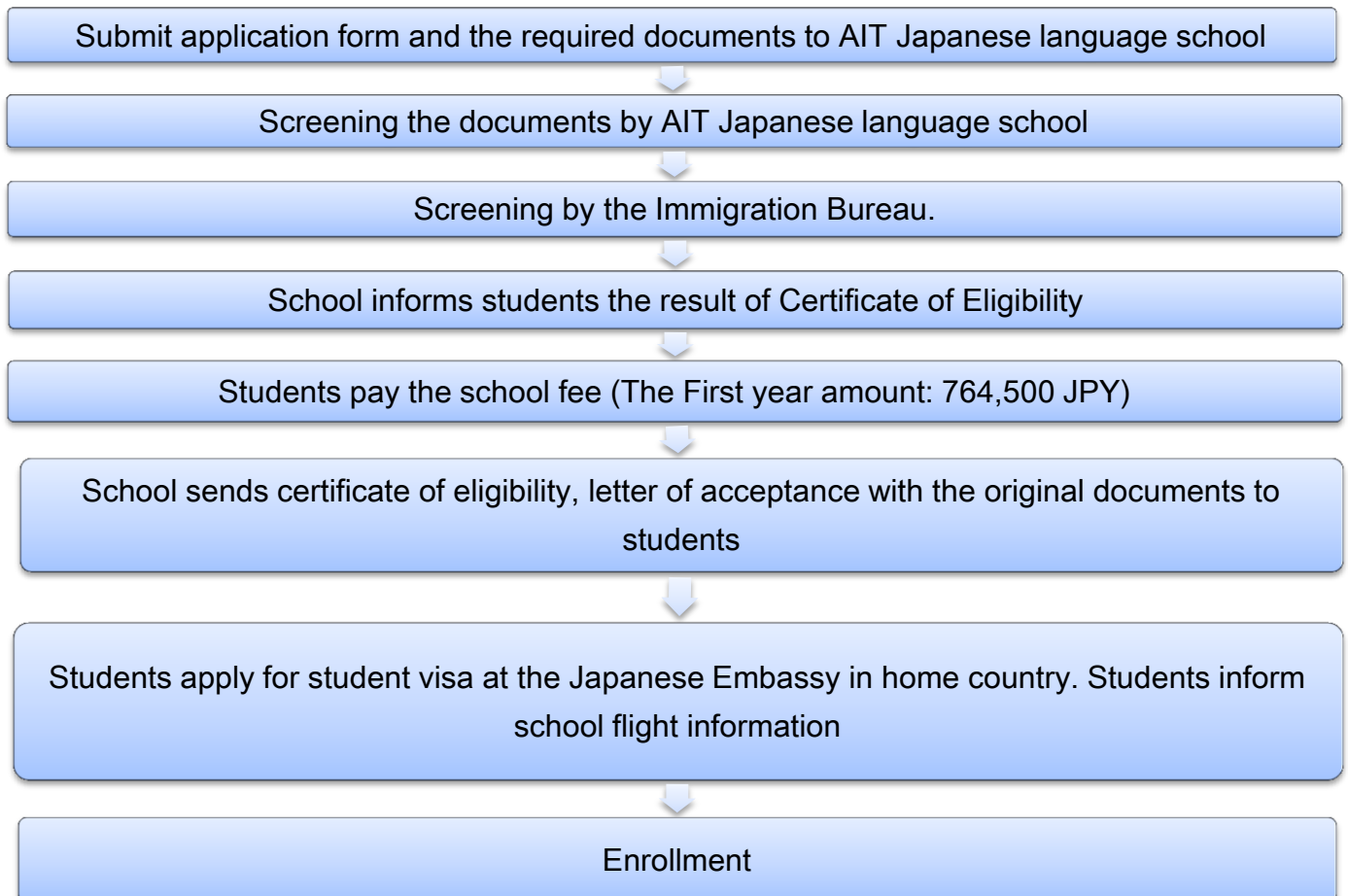
6. BANK ACCOUNT

Bank name:	MIZUHO BANK, LTD	Branch:	NARITA	Branch No:	335
Account number:	2155704				
Account name:	AIT JAPANESE LANGUAGE SCHOOL				
Swift code:	MHCBJPJT				
Bank address:	816-2 Hanazakicho, Narita-shi, Chiba 286-0033, Japan				
Bank Phone No:	0476-23-1311				

7. NOTES FOR APPLICATION

- Documents issued in other countries outside Japan must be accompanied by a Japanese language translation included reasons for learning Japanese.
- All documents should be printed as one-sided on A4 size paper. Double sided documents or documents those are not A4 size should be accompanied by a copy of A4 size paper.
- Submitted documents will not be returned. However, the original certificate of diploma etc. will be returned after applying for certificate of eligibility.
- Regarding the application fee, entrance fee, tuition fee and other expenses, may change due to Circumstances, so please check in advance.
- We do not refund the paid fee as a rule.
- About the part-time job, after coming to Japan, student should apply for permission to engage in activity other than that permitted under the status of residence at Tokyo Regional Immigration Bureau. Only people who possess this permission can work part-time for up to 28 hours a week.

8. PROCEDURE FROM APPLICATION TO ENROLLMENT



9. REQUIRED DOCUMENTS FOR ADMISSION PROCEDURE

APPLICANT'S DOCUMENTS		DETAILS
1	ID photo x 6	<ul style="list-style-type: none"> 3cm x 4cm (taken within last 3 months, write name on back side
2	A copy of passport	<ul style="list-style-type: none"> Copy pages of passport number and photo Copy pages of all entry/departure stamp
3	Application form (AIT form)	<ul style="list-style-type: none"> Fill in all required section Write all education background and work experiences in time order Write fullname in capital letters as same as written on passport
4	Resume/ Personal Record (AIT form)	<ul style="list-style-type: none"> Written by applicant. Write creation date and signature at the end of form Write all education background and work experiences in time order. Applicants who have any blank period in his/her background is required to submit explanation of that period Describe reason for studying Japanese in detail: describe about present situation, motivation for coming to Japan and future plans If applicant has clearly identified the university and discipline to study after graduating from AIT Japanese language school, make sure to check whether there is that subject at the university you wish to go before filling out the desired university and subject.
5	Certificate of graduation and Transcript	<ul style="list-style-type: none"> Submit the last graduated diploma certificate and transcrip (original and copy) If applicant is under-graduate (or under leave or absent from school), please submit a certificate of enrollment. Also, if you left college before graduation, a certificate of leaving or an official high school graduation certificate and transcript are necessary to submit (original and copy)
6	Others required School certificate (based on applicants's home country)	<ul style="list-style-type: none"> High Graduate: Unified Test Certificate (Applicants from China only) University student: Certificate of enrollment University degree or higher Level of education: degree certificate. Academic certificate / educational qualification (Applicant from China only)
7	Certificate of Japanese language proficiency	<ul style="list-style-type: none"> Verification of Japanese language skills JLPT Test Result (1 - 5 level), J – Test (A - D, E - F level), etc. If you have never taken any Japanese Language Test, please provide a certification that you have attended more than 150 hours in any Japanese Language Course.
8	Certificate of employment	<ul style="list-style-type: none"> In case that the applicant is currently working or had worked before

FINANCIAL SUPPORTER'S REQUIRED DOCUMENTS

Choose one of each type of documents suitable for the supporter

A. IN CASE OF APPLICANT IS SELF-SUPPORTING

1	Letter of Guarantee to pay expenses (AIT form)	<ul style="list-style-type: none"> Written by guarantor. Describe the relationship with the applicant, reason and method of guarantee. Sign and write date at the end of form.
2	List of Guarantor's family member (AIT form)	<ul style="list-style-type: none"> Written by guarantor. Sign and write date at the end of form.
3	Certificate of Bank Account Balance	<ul style="list-style-type: none"> Bank account number and currency unit are required. The balance amount should be more than the required for all the expense during the applicant's studying period in Japan.
4	Copy of Bank passbook (Statement of the last 3 years)	<ul style="list-style-type: none"> In order to prove guarantor's income and source of bank account balance
5	Certificate of employment	<ul style="list-style-type: none"> Certificate of occupation issued by the employer. In case of the owner of self-supporting business, copy of business registration and the tax payment record is required.
6	Annual income (for the past 3 years)	<ul style="list-style-type: none"> Basic salary, bonus, allowance of each year are required
7	Tax certificate (For the past 3 years)	<ul style="list-style-type: none"> Issued by government institution Amount of tax payment every year are required
8	Other documents	<ul style="list-style-type: none"> If requested by the Immigration Bureau

B. IN CASE OF GUARANTOR RESIDES IN COUNTRY OTHER THAN JAPAN

1	Letter of Guarantee to pay expenses (AIT form)	<ul style="list-style-type: none"> Written by guarantor. Describe the relationship with the applicant, reason and method of guarantee. Sign and write date at the end of form.
2	List of Guarantor's family member (AIT form)	<ul style="list-style-type: none"> Written by guarantor. Sign and write date at the end of form.
3	Certificate of Bank Account Balance	<ul style="list-style-type: none"> Bank account number and currency unit are required. The balance amount should be more than the required for all the expense during the applicant's studying period in Japan.
4	Copy of Bank passbook (Statement of the last 3 years)	<ul style="list-style-type: none"> In order to prove guarantor's income and source of bank account balance
5	Certificate of employment	<ul style="list-style-type: none"> Certificate of occupation issued by the employer. In case of the owner of self-supporting business, copy of business registration and the tax payment record is required.
6	Annual income (for the past 3 years)	<ul style="list-style-type: none"> Basic salary, bonus, allowance of each year are required
7	Tax certificate (For the past 3 years)	<ul style="list-style-type: none"> Issued by local authorities Amount of tax payment every year are required
8	Certificate of relationship between the guarantor and applicant	<ul style="list-style-type: none"> Identification Card, Family Register Certificate (the information of applicant must be the latest one)
9	Other documents	<ul style="list-style-type: none"> If requested by the Immigration Bureau

C. IN CASE OF GUARANTOR RESIDES IN JAPAN

1	Letter of Guarantee to pay expenses (AIT form)	<ul style="list-style-type: none"> Written by guarantor. Describe the relationship with the applicant, reason and method of guarantee. Sign and write date at the end of form.
2	List of Guarantor's family member (AIT form)	<ul style="list-style-type: none"> Written by guarantor. Sign and write date at the end of form.
3	Certificate of Bank Account Balance	<ul style="list-style-type: none"> Issued by one of the Japanese Bank The balance amount should be more than the required for all the expense during the applicant's studying period in Japan.
4	Copy of Bank passbook (Statement of the last 3 years)	<ul style="list-style-type: none"> In order to prove guarantor's income and source of bank account balance
5	Certificate of employment	<ul style="list-style-type: none"> Certificate of occupation issued by the employer. In case of the owner of self-supporting business, copy of business registration and the tax payment record is required.
6	Annual income and tax certificate (for the past 3 years)	<ul style="list-style-type: none"> Tax certificate or tax payment record for the past 3 years (One that can show the annual income).
7	Certificate of relationship between the guarantor and applicant	<ul style="list-style-type: none"> Identification Card, Family Register Certificate...
8	Residents' card or foreign residents' registered certificate	<ul style="list-style-type: none"> In which all family members are listed.
9	Seal registration certificate/ Private Seal	
10	Other documents	<ul style="list-style-type: none"> Information of Family/ Relatives or co-residents who lives in Japan: Residents' card or foreign residents' registered certificate... Other documents requested by the Immigration Bureau

※NOTES:

If financial sponsor is other relatives than parents:

Please submit documents that can prove the relationship with the applicant and describe in detail the circumstances or reason for becoming financial guarantor.

Explain the specific reason why parents can not afford and also submit the documents relating parents job letter, income & tax paid certificate (with detail amount of income & tax paid), Bank balance certificate & bank statement etc.