

上野国際ビジネス専門学校 日本語学科

UENO INTERNATIONAL & BUSINESS COLLEGE(CHIBA), JAPANESE LANGUAGE COURSE

《募集要項 Application Guidelines》

■課程-Course

課程名称 course	2年課程 2years course	1年6ヶ月課程 1year and 6months course
入学時期 enrollment	4月 April	10月 October

■募集条件-Application condition

- ① 正規の学校にて12年以上の教育を受け、優秀な成績で卒業証書を取得した者。
Applicants are required to have completed a standard 12-year course curriculum of secondary education in any country with excellent scores.
※もしくは、上記①と同等以上の学力があると本学が認めた者。
※Or required to be recognized as having an academic ability equivalent to.
- ② 日本語能力試験 N5 相当以上の日本語能力を有する者。
Applicants are required to pass the Level5 (N5) or higher of Japanese Language Proficiency Test (JLPT) given by Japan Educational Exchange and Services (JEES) and the Japan Foundation.
- ③ 留学期間中の全ての経費を支弁する能力がある者。
Applicants must prove they have the financial ability for living during studying in Japan.

■必要書類-The Required Documents for Application

- ◎本人に関する書類-Documents Related to applicant
1. 写真 40 mm×30 mm (1ヶ月以内に撮ったもの3枚。写真の裏に名前、国籍を明記すること)
3 photos for ID (40 mm×30 mm size)
※Must be taken within a month.
※Write one's name and nationality on the back of each photos.
 2. 入学願書(本校指定)
Application Form
 3. 履歴書(本校指定。空白期間が無いように記入すること)
Applicant's CV. (No Blank Period allowed)
 4. 個人調書(本校指定)
Personal Record
 5. 最終学校の卒業証明書(原本)
The certificate of graduation issued by the last educational institution
※ONLY the original certificate is acceptable.
※Copy or downloaded certificate from the website is not acceptable.
 6. 日本語能力 N5 相当であることを証明する資料
The evidence of the N5 or higher of the JLPT, or equivalent to
※ex. Documents that prove that you have learned over 150 hours of Japanese language class
 7. パスポート身分事項ページ(写し)
Copy of the passport, page showing ID(the photo, name and passport number)

◎経費支弁に関する書類- Documents Related to Funding

1. 経費支弁書(本校指定。真実を記入のうえ、署名すること)

Certificate of Payment

※Fill in a form and write your signature.

2. 申請人と経費支弁者の関係を立証する資料

A original copy of family and resident registry (Document that identifies the relationship of the supporter to applicant)

3. 職業証明(支弁者が会社員の場合は在職証明、支弁者が法人代表又は会社役員及び個人経営の場合は、会社の営業許可書又は法人謄本を提出してください)

Certificate of occupation (Certificate of enrollment if the supporter is an employee/Business license/copy of a registration certificate or equivalent if the supporter is a company president, executive or individual proprietor.)

4. 預金残高証明書(原本)

Bank Account Balance Statement

※ONLY the original certificate is acceptable.

5. 過去1年間の資金形成経緯を明らかにする資料

Copy of bankbook (The documents clarifying procedures to make deposits and withdrawals of one's bank account.)

6. 以下、関係する書類 The other documents stated below (if needed)

経費支弁者が 外国にいる場合 If the supporter lives outside of Japan	支弁者と学生の間が分かる証明資料(家族全員の戸口簿コピー) Document that identifies the relationship of the supporter to the applicant. (A photocopy of the household Register (Mainland Chinese applicants only, all the pages)
	収入証明(支弁者が会社員である場合、過去3年分の収入証明書が必要) Income Certificate (for last 3years if the supporter is an employee.)
	3年間の年収明記の納税証明書(支弁者個人経営あるいは法人代表の場合) Last 3years tax payment certification with the amount of yearly income. (If the supporter is an individual proprietor or a company executive.)
経費支弁者が 日本にいる場合 If the supporter live in Japan	住民票(家族全員分) Resident register of the financial supporter (This must include all members of the household)
	納税証明(3年間の年収が分かる個人所得稅納税証明書) Tax payment certification (certificates the amount of income for last 3years)

※以上全ての書類に日本語訳文を添付のこと。

Applicants must attach Japanese translations to all the documents above.

上野国際ビジネス専門学校 日本語学科 学費明細

UENO INTERNATIONAL & BUSINESS COLLEGE(CHIBA), JAPANESE LANGUAGE COURSE Tuition and Fees

■選考料-Application fee

20,000 円 (Non-refundable)

■学費等費用-Tuition and Fees (Unit:Japanese yen/JPY)

《4月入学 2年課程》April Enrollment (2years)

《10月入学 1年6ヶ月課程》October Enrollment (1.5years)

納入時期 Payment period	入学時 Prior to enrollment	第二学年2月 Feb of Next Year	納入時期 Payment period	入学時 Prior to enrollment	第二学年8月 Aug of Next Year
入学金 Admission fee	50,000 円	—	入学金 Admission fee	50,000 円	—
授業料 Tuition	600,000 円	600,000 円	授業料 Tuition	600,000 円	300,000 円
教材費 Educational material fee	20,000 円	20,000 円	教材費 Educational material fee	20,000 円	10,000 円
設備費 Facilities fee	40,000 円	40,000 円	設備費 Facilities fee	40,000 円	20,000 円
維持費 Maintenance fee	30,000 円	30,000 円	維持費 Maintenance fee	30,000 円	15,000 円
課外活動費 Activities fee	20,000 円	20,000 円	課外活動費 Activities fee	20,000 円	10,000 円
健康管理費 Health care fee	10,000 円	10,000 円	健康管理費 Health care fee	10,000 円	5,000 円
計 Total	770,000 円	720,000 円	計 Total	770,000 円	360,000 円
合計 Total Amount	1,490,000 円		合計 Total Amount	1,130,000 円	

- ・授業料には日本語能力試験と日本留学試験の受験料などの費用は含まれません。
The tuition does not include the examination fee for JLPT and EJU, etc.
- ・課外活動は授業の一環として行われますので、個人的な理由で不参加でも返金できません。
As all activities are scheduled as a part of the regular classes, it cannot be refunded even if you could not join for personal reasons.
- ・指定期限内に学費未納の場合は、入学許可を取り消す場合があります。
The failure of the payment before the due date shall result in revocation of admission.

- ・在留資格認定書を取得後、やむを得ない事情で入学できない場合、「入学許可書」及び「在留資格認定証明書の原本(又は、査証取消を証明する書類)」を学校へ返却し、理由書と理由を証明する資料を学校へ提出のうえ、相当の理由と認められる場合、入学選考料、入学金及び送金手数料を差し引いた金額を返金します。

We will refund a part of the paid total amount (from which we deduct application fee, admission fee and the remittance charge for refunding) only if you decline enrollment due to unavoidable circumstances, even though obtain COE. Those who want to decline enrollment MUST give back the “letter of acceptance”, “COE(original, or equivalent)” and submit the optional statement of reasons.

- ・上記以外の場合、入学前であっても、一旦納入した学費等は一切返還しません。

We cannot make refund even before enrollment except in the case stated above.

- ・入学後は、いかなる理由でも一切の学費を返金しません。

We cannot make refund in any cases after enrollment.

■送金先—Payment Instructions

Beneficiary Bank Account Information

SWIFT Code/BIC	: RAKTJPJT
Bank Name	: RAKUTEN BANK, LTD.
Branch Name	: HEAD OFFICE
Bank Address	: 2-16-5 KONAN, MINATO-KU, TOKYO, JAPAN
Account Number	: 2537617120
Beneficiary Name	: UENO LAW BUSINESS COLLEGE
Beneficiary Address	: 2-3-5 kitaueno Taitou-ku Tokyo Japan

Intermediary Bank

SWIFT Code/BIC	: SMBCJPJT
Bank Name	: SUMITOMO MITSUI BANKING CORPORATION, TOKYO, JAPAN]

入金が確認でき次第在留資格認定証明書の原本を郵送します。

We will mail you the original certificate of eligibility as soon as we confirm your money transfer to us.