APPLICATION GUIDELINE FOR INTERNATIONAL STUDENTS

ASAHI INTERNATIONAL SCHOOL

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01 Admission Policy

Asahi International School comprises various Japanese language studies and strives to fully use its intellectual environment to foster Japanese capacity and train human resources, aiming to further study in universities and colleges in Japan. Based on the philosophy "Introduce the Charming Japanese Language and Culture," the school seeks to admit the following kinds of ambitious students.

02 Applicant Requirements

Applicants must fulfill all the requirements 1 – 4

1. Applicants must have or be expected to graduate from high school (no less than a 12-year-long education) outside Japan at the time of enrollment in Asahi International School.
2. Applicants must possess, or be expected to obtain, qualifications for admission to university in the countries where they have completed secondary education.
3. Applicants must have completed a Japanese study no less than 150 hours. It's even better if an applicant possesses or is expected to obtain a certificate of Japanese ability tests by the deadline for addiction documents.

【Attention】

1. Those mentioned above "Japanese ability tests" in Applicant Requirements 4 is defined as
   (1) Japanese Language Proficiency Test
   (2) Business Japanese Proficiency Test ・ Listening and Reading Comprehension Test (JLRT)
   (3) J. Test
   (4) Nat- Test
   (5) Standard Test for Business Japanese
   (6) TOPJ
   (7) Life & Business Style Japanese Language Test (GNK)
2. Don't hesitate to contact the school office for further information.

03 Documents

APPLICANT		
(1)	Check-list for overseas application	
(2)	Application Form *	
(3)	Resume *	Applicants must sign at the prohibited place.
(4)	Purpose of Japanese language study and the plan after graduation (details preferred)*	Please attach a separate sheet if necessary.
(5)	Certificate of high school or university	1. Original documents are required. Prospective graduators must submit the original certificate by the time of application and a graduation certificate as soon as possible after graduation. (The future graduates of high school must submit the original graduation certificate of junior high school.) 2. Applicants with a bachelor's degree must submit the graduation certificate and the diploma.

		3. Applicants from countries with Qualification Verification （1） High school graduators must apply the Credentials Report for the records of the university entrance examination. The Credentials Report must be sent directly to Asahi International School from the related organization (School Code: A027) （2） Applicants who continue higher education after high school must also submit the Credentials Report. The Credentials Report for the records of university entrance examination must be sent directly to Asahi International School from the related organization (School Code: A027) （3） Applicants with a junior college or more educational background must apply the Credentials Report of the educational experience.
（6）	Academic transcripts of high school or university	1. The school's original academic transcripts with a description of all grades are required. 2. The transcripts must be described for each grade. Prospective graduators from high school must describe the results before the present term. 3. Applicants expected to graduate from high school should also submit secondary school academic transcripts.
（7）	Certificate of Japanese language study	1. Applicants should have at least 150 hours of Japanese language study. 2. The applicant who has taken or applied for the Japanese ability test should submit copies of the examination voucher or certificate of results. (Please refer to the above-mentioned 02 Applicant Requirements for the tests.)
（8）	Copies of passport	Applicants should submit a page of the individual information, and applicants with records of landing should submit all the pages with the verification seal for landing and departure. Only the applicants with histories of landing **MUST** submit copies of all pages.
（9）	Copies of family registration Or any documents certify the present address	1. Copies of registrations of all family members should be submitted. 2. Applicants from Vietnam should submit copies of Identity Cards as well.
(10)	Photos	Six pieces of photo, 3cm X 4cm
SPONSOR		
(11)	Pledge *	
(12)	Certificate of occupation	Certificate of incumbency with the date and tenure of employment clearly described and issued by the employer.

（13）	Documents certifying the revenue situation of the sponsor	【Sponsors outside Japan】 Certificate of annual income and tax payment within the last three years issued by the employer 【Sponsors inside Japan】 Taxation And Payment Certificate of the last three years (No acceptance to the Withholding Records.)
(14)	Certificate of Bank balance	
(15)		
(15)	Documents certifying the relationship between the applicant and sponsor	Notarized certificate of kinship, or Certificate of birth, etc.
(16)	Copies of family registration	Only if the sponsor is on different registration from the applicant ※ The sponsor with Vietnam nationality should submit a copy of the ID card.

【Attention】

1. Documents with * are required to use the school-specified papers.
2. Please react quickly after getting instructions from the school on the application documents.
3. The school will withdraw the application if there is any falsification or falsehood in the documents.
4. The application documents will not be returned. Documents issued only once (Diploma, etc.) will be returned after an investigation by the Immigration Bureau is declared.
5. Copies in **A4** size only. There should have the date, the individual's name, and the relationship to the applicant written on the blank.
6. The primary copies (copies from the original documents) are required—no double-sided copies, expansion, or reduction.
7. A **Japanese translation** is necessary if the documents are in any other language except Japanese. No formal notifications are required for the translations.
8. The school will inform the applicants of the deadline for acceptance. Both post and direct submissions to the school office are accepted.
9. Please contact us if you have further questions about the application documents.

04 How to Apply

1. Deadline for Reception (Sometimes different according to the schedule of the Immigration Bureau)

April Session Admission the end of the past October
July Session Admission February 28/29
October Session Admission April 30
January Session Admission the end of the past August

2. Application Procedure

(1) Submit the *Pre-selection Questionnaire* to the school office by fax (+81-471-444065) or E-mail (asahigakuin.info@gmail.com) for the pre-selection before application. The school will inform the applicant

of the result of document selection within a week.

(2) Prepare all the documents if you pass the pre-selection (Do contact the school office before submission)

(3) Submit the documents before the deadline and pay the application fee.

Address: 2-23, 2-Chome, Akehara, Kashiwa-city, Chiba Pref., 2770843, Japan

Recipient: ASAHI INTERNATIONAL SCHOOL

Tel: +81-471-461145

3. Application Fee

JPY ¥22,000 Yen

【Attention】

The application fee **WILL NOT** be refunded for any reason except the following I.

Ⅰ. Situations under which the application fee will be refunded

(a) No submission of application documents after the payment of the application fee

(b) The Immigration Bureau rejects application documents before the investigation after the payment of the application fee

(c) Application fee paid more than twice

Ⅱ. How to Refund

Application for a Refund and the receipt of the application fee are necessary. The bank transfer fee is the applicant's responsibility if a bank transfer is needed.

05 Announcement of Investigation Result

According to the schedule of the Immigration Bureau

06 Admission Procedure

The admission procedure will finish by the following (1) and (2). There will be a sufficient explanation of it after the investigation. Moreover, it is necessary to inform the school office of any change in applicants' information.

(1) Payment of Tuition

Applicants who pass the investigation for eligibility should pay the tuition by bank transfer or cash (Only accepted at the school office). Admission Notice will be issued and sent to a prospected student with the Certificate of Eligibility after payment confirmation.

(2) Immigration and Matriculation

The admission procedure will finish after a prospective student enters Japan.

※Generally, the tuition WILL NOT be refunded. However, the school fees (JPY 567,600Yen) and material fees (JPY 52,800Yen) will be refunded if there is an unavoidable reason not to enter Japan. Please contact the school office for further information. The refund will be issued after withdrawing the Certificate of Eligibility and the Admission Notice. The bank transfer fee is the student's responsibility.

07 School Hours

There are four courses in Asahi International School: 24-month-long April intake, 21-month-long July intake, 18-month-long October intake, and 15-month-long January intake.

There are 1,600 academic hours for April intake. This course aims to pass the N1 level of JLPT.

There are 1,400 academic hours for July intake. This course aims to pass the N1 level of JLPT.

There are 1,200 academic hours for October intake. This course aims to pass the N2 level of JLPT.

There are 1,000 academic hours for January intake. This course aims to pass the N2 level of JLPT.

Asahi International School is on a double-shift school system with morning and afternoon classes. The morning class is from 8:00 ~ 12:30. The afternoon class is from 13:00 ~ 16:30.

08 Campus Life

(1) Scholarship

Scholarship for International Student of Jasso

(2) Orientation

There is an orientation for newcomers on the school discipline and common sense, and essential points on life in Japan.

(3) Residency

There are dormitories for enrolled students (International Students with College-student Visa first).

(4) Health Insurance

International students with College-student Visa must subscribe to the National Health Insurance in the residential city or district. The personal obligation fees will be 30%, showing the insurance card to the hospital's reception. (**NOT ALL** medical treatments are covered by the insurance.)

(5) Others

Please contact the school office for any further information on campus life.

09 About the Payment of Tuition

(1)**Amount (JPY)**

Admission Time	Application Fee	Matriculation Fee	1st Year		2nd Year (Varied according to the admission time)		Total
			School Fee	Material Fee	School Fee	Material fee	
April	22,000	55,000	598,800	90,200	598,800	90,200	1,455,000
July	22,000	55,000	598,800	90,200	449,100	90,200	1,305,300
October	22,000	55,000	598,800	90,200	299,400	90,200	1,155,600
January	22,000	55,000	598,800	90,200	149,700	73,700	989,400

(2)**How to Pay**

1. By cash
2. By bank transfer (Domestic)
3. By bank transfer (International)

Notices:

※The every newly enrolled overseas student must join the *International Student Kyousai System of "Japanese Language Institute co-operation"* since January 2017. The insurance premiums must be paid with the tuition after eligibility status is granted. The details of the amount of the insurance premiums are as the following statement:

Time of Enrollment	April	July	October	January
Insurance Premiums	20,000 yen	17,500 yen	15,000 yen	12,500 yen

※The students must take the medical test in the second academic year. Please transfer the test fee of ¥5,000 yen together with the tuition.