

# Application Guidelines

## 2023

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**Educational Corporation Richinomori**  
**Richinomori Japanese Language School Sendai**

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## 1. Course outline

Preparatory Course (1.5 years/2 years)

Course	Enrollment period	Application period	Number of applicants
1.5 years	October	March-Mid May	40
2 years	April	September to the end of October	60

※Please note that applications will be closed as soon as maximum capacity is reached.

Admission requirements:

- ① Applicants must have completed at least 12 years of education or the equivalent.
- ② Applicants must be at least 18 years of age and healthy in both mind and body.
- ③ Applicants must have completed at least 150 hours of Japanese language study, or have Japanese language ability equivalent to N5 of the JLPT.
- ④ Applicants must have a valid entry permit to Japan, or have the expectation of receiving a valid entry permit in the near future.
- ⑤ Applicants must have a reliable guarantor.

Class Schedule (Monday to Friday)

	Morning	Afternoon
①	08:30~09:15	①01 : 00~01 : 45
②	09:25~10:10	②01 : 55~02 : 40
③	10:20~11:05	③02 : 50~03 : 35
④	11:15~12:00	④03 : 45~04 : 30

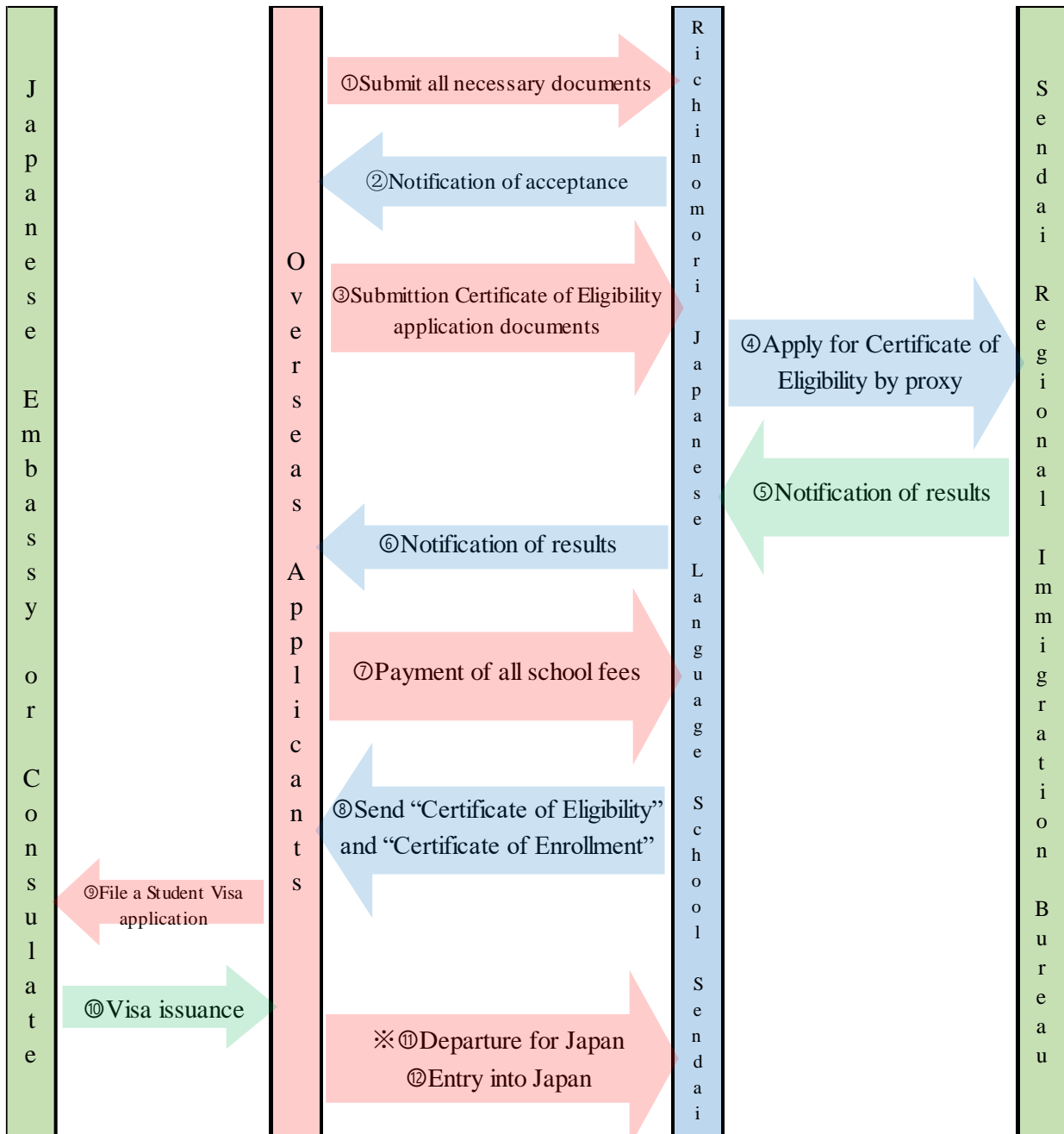
※School is not open on Saturdays, Sundays, public holidays, national holidays, summer and winter breaks, and the end of the semester.

Screening Method: Review of application followed by an entrance examination and an interview.

- ① Document examination → ② Online test, interview test (May be done locally) → ③ Notification of results → ④ Application for Certificate of Eligibility

Other: In case of violation of laws or regulations, violation of school rules, unpaid tuition, long-term absences, poor grades, or disobedience towards the principal, we hold the right to report the student to Immigration Service and order the student to return home.

## 2. Application process (from application to admission)



※ Please contact the school about your arrival date and time. Please send us an e-ticket by e-mail after buying a ticket.

### 3. Application documents

- **No submitted documentation will be returned to the applicant as a general rule.** If there is documentation you would like returned, please inform us when you apply.
- **The date of creation, name of creator, and his/ her relations to the applicant must be stated in a blank area of the copy.**
- Certificates must be sent **within three months** of the date of your application.
- Please fill in mobile-phone number besides land-line phone number and email address.

#### 【Precautions】

※ The copy must be a direct copy of the original, and be a clear copy that is standardized for **A4 size and single-sided print.**

● **In the margin of the copy, the date of the copy, the person making the copy, and the applicant.**

- Please describe the relationship between the person making the copy and the applicant.
- At the time of document review, we may ask you to submit additional documents as required.
- Please provide a Japanese translation of all documents written in other languages.
- Translation should include the name, workplace, address of workplace and family seal (hanko) or signature of the translator.
- Please record if the applicant has applied for a Certificate of Eligibility in the past, or if the applicant withdrew the application.
- Additional information may be required. **Please be sure to contact us.**

## A. Documents regarding the applicant

No.	Original	Japanese translation	material list	Remarks
1			5 ID photos (4 cm long x 3 cm wide)	Please submit a photograph taken <b>within 3 months</b> . Clear, hatless, no background, front facing <b>Please write the applicant name on the back.</b>
2		Reason for study Blank period description	Application Form (School Form-1)	Please fill in the required documents correctly. If there is a gap in your academic or professional background, please specify the reason on a separate sheet.
3			Graduation Certificate (Final Education)	If you are enrolled in school, you will also need a <u>certificate of enrollment</u> .
4			Transcript (Final Education)	The results of each grade are listed. High school graduates must submit their high school three-year transcripts and standardized test scores.
5			Japanese language ability/Japanese learning history	Documents certifying Japanese language proficiency test, J.TEST, NAT-TEST, etc. Japanese language learning certificate created and issued by a local Japanese language education institution. Described the number of study hours and the <b>actual number of attendance hours</b>
6			Certificate of incumbency	Those who are working or have a work history
7	※ Copy		Copy of passport※	Passport number and photo page Please submit a direct copy of the original. If you have a history of departure to Japan, you also need a page with an entry/exit record.
8			Guarantee certificate (School Form-3)	The guarantor must fill out the required documents accurately.
9			Study Abroad Pledge (School Form-4)	Please fill in the required documents correctly.

<b>B. Documents related to financial supporter</b>				
No.	Original	Japanese translation	material list	Remarks
1			Expense statement (School Form-2)	Please fill in the required documents by hand.
2			Documents demonstrating the relationship between the sponsor and the applicant	Birth certificate and family notarization certificate. It is not necessary if the applicant himself pays the expenses.
3			Deposit balance certificate	As a guide, it is necessary to have 2 million yen or more.
4			Statements of deposits and withdrawals for the past 3 years certifying the above 3 Or a copy of the bankbook	Account number and currency unit If <b>you don't have the details for 3 years</b> , please read "Explanation of how the fund was formed in 3 above. Documents are required separately.
5			Certificate of incumbency	Please submit proof of work. If you are an officer of a company, etc., a copy of the corporate registry, if you are a sole proprietor, business license etc.
6			Documents proving the family structure of the sponsor	A copy of the family register for the <b>entire sponsor family</b> , etc.
7			Income certificate	For the past 3 years
8			Resident's card if the sponsor is a resident of Japan	All family members must be listed.

#### 4. Tuition and other payments

<b>【1.5 years Course(October)】</b>		First year payment※	September <b>next year</b> payment
①	Application selection fee	¥ 20,000	—
②	Admission fee	¥ 60,000	—
③	Tuition fee	¥ 540,000	¥ 270,000
④	Teaching material fee	¥ 30,000	¥ 15,000
⑤	Facility fee	¥ 50,000	¥ 25,000
⑥	Other	¥ 20,000	¥ 20,000
⑦	Dormitory fee ( six months)	¥ 150,000	—
⑧	Utilities fees (six months)	¥ 30,000	—
⑨	Bedding fee	¥ 10,000	—
<b>Total</b>		<b>¥ 910,000</b>	<b>¥ 330,000</b>

<b>【2 years Course(April)】</b>		First year payment※	March <b>next year</b> payment
①	Application selection fee	¥ 20,000	—
②	Admission fee	¥ 60,000	—
③	Tuition fee	¥ 540,000	¥ 540,000
④	Teaching material fee	¥ 30,000	¥ 30,000
⑤	Facility fee	¥ 50,000	¥ 50,000
⑥	Other	¥ 20,000	¥ 20,000
⑦	Dormitory fee ( six months)	¥ 150,000	—
⑧	Utilities fees (six months)	¥ 30,000	—
⑨	Bedding fee	¥ 10,000	—
<b>Total</b>		<b>¥ 910,000</b>	<b>¥ 640,000</b>

※Please pay the first year's payment to the designated school account after the Immigration Bureau has approved the Certificate of Eligibility. We will contact you with the account details separately.

- For refund information see 6 below.

## 5. About school-designated dormitories

At the Richinomori Japanese Language School Sendai, we have designated dormitories near the school. In principle, students are required to move into our designated dormitory upon admission. The room is shared with other students. Dormitory fee is 25,000 yen per person per month (including management fee). In addition, monthly water and utility costs. About 5,000 yen will be charged separately. In addition, 10,000 yen will be charged as a bedding fee when entering the dormitory. Bedding fee costs refer to pillows, quilts, duvets, pillowcases, quilt covers, bed mats, and towels. Each item is provided.

## 6. About refund

### ~ Refund before entering Japan ~

- Certificate of Eligibility was issued, however you do not come to Japan and do not apply for an entry visa
- If you applied for an immigration visa but you were unable to receive it
- If you obtained an entry visa but declined admission before coming to Japan

Selection fee	Admission fee	Tuition fee	Other expenses
×	×	○	○
※We will respond after returning the Certificate of Eligibility and Admission Certificate to our school.			

### ~ Refund after entering the country ~

- If you obtained an entry visa and did not enter the school after coming to Japan

Selection fee	Admission fee	Tuition fee	Other expenses
×	×	×	×

- If you leave the school within 6 months of admission for any reason

Selection fee	Admission fee	Tuition fee	Other expenses
×	×	△	×
※The tuition fee will be refunded after subtracting 6 months.			



**■ If you leave the school 6 months or more after admission for any reason**

Selection fee	Admission fee	Tuition fee	Other expenses
×	×	△	×
※The tuition fee will be refunded from the month following the day the principal has determined the student left the school.			

**■ If there is a delay in admission**

Selection fee	Admission fee	Tuition fee	Other expenses
×	×	×	×

- ※1 Refund will be made by the student themselves or the sponsor.
- ※2 All transfer fees for refunds will be borne by the recipient.
- ※3 We will not give refunds to persons if the principal expelled them due acts contrary to the Constitution of Japan (law), the rules established by the school, or the directions of faculty and staff etc.