

大阪観光大学

別科 October 2024~

—募集要項—

Application Guide for International Students Admission to
Institute of Japanese Language, Osaka University of Tourism



〒590-0493 大阪府泉南郡熊取町大久保南 5-3-1
TEL : +81(0)72-453-8222 E-Mail : bekka@tourism.ac.jp
5-3-1 Okubominami, Kumatori-cho, Sennan-gun, Osaka 590-0493, Japan
<http://www.tourism.ac.jp>

Institute of Japanese Language ,Osaka University of Tourism

Application for admission

➤ Courses

The Institute of Japanese Language	Admission schedule
1 year course	April
1 year & 6 months course	October
1 year & 9 months course	July
2 years course	April

➤ Requirements for applicants

At the time of application, applicants must satisfy all the following requirements:

1. Applicants must be person who either have completed 12 years of school education or have completed such education.
2. Applicants' age at the time of admission must be 18 years or older and not over 30 years in principal. At the same time, applicants must be person within 5 years after graduation from the final academic background.
3. Applicants must have studied Japanese language for at least 150 hours in universities, special schools, high schools, or language schools, and have achieved either level N5 or higher of the Japanese language proficiency test (JLPT) or level F or higher of the test of practical Japanese (J-TEST). Otherwise, a person recognized as having equal or higher ability than those above by our university's Japanese language examination.

(Note 1: Please take Japanese language proficiency tests early, so that you can submit certificate of passing that at the time of application)

(Note 2: If it's difficult for you to take Japanese language proficiency test, please consult with our university)

4. Applicants must have financial supporter to pay all expenses including school expenses and living expenses during his/her study in our school.

If any of the following case is applicable, please consult with the person in charge of our school.

- ① Applicants who have previously apply for certificate of eligibility for resident status in any other Japanese language institution in Japan.

(In any case of granted admission, not granted, canceled)

- ② As for applicants who had ever entry into Japan with the status of Technical Intern Training, 1 year or over must have passed from the date of his/her departure from Japan. And must have a past record of utilizing the result of training after returning to his/her home country.

➤ **Insurance**

National Health Insurance (Duty of residents in Japan) * Students required to buy insurance designated by our university as well.

➤ **Dormitory**

We will build a dormitory at the place within walking distance from the nearest station from our school. At present, students are using private rental apartments as dormitories by introduction from our school. Dormitory rooms are in bright, clean and quiet environment. In principal 2 persons for 1 room.

Items	Amount
Deposit	30,000 yen
Beddings	10,000 yen
3 months' rent	120,000-240,000 yen
total	160,000-280,000 yen

Contract renewal : Lease contract will be renewed on 6 months or yearly base (almost 6 months)

Light and fuel expenses : Other than those above, monthly payment of electricity/water/gas will be residents' own expenses.

➤ **Payments (including tax) School Expenses**

	1 year course (Admission in Apr. Only)	1year and 6 months course (Admission in Sep. Only)	1year and 9 months course (Admission in Jul. Only)	2 years course (Admission in Apr. Only)
Selection Fee	20,000 yen	20,000 yen	20,000 yen	20,000 yen
Admission Fee (Reduction may be applicable)	100,000 yen	100,000 yen	100,000 yen	100,000 yen
Tuition Fee	700,000 yen	1,005,000yen * 1 year 700,000 yen + Half year 350,000 yen	1,225,000yen * 1 year 700,000 yen + 9month 525,000 yen	1,400,000yen
Students' Accident Compensation Insurance Fee	14,000 yen	14,000 yen	14,000 yen	14,000 yen
Total	834,000 yen	1,187,000 yen	1,359,000 yen	1,534,000 yen

Besides School expenses, 7,000yen will be required for student's association (*Gakuyukai*) membership fee.

* In addition to the expenses above, 22,000 yen will be required for graduation album and graduation party fee.

Reduction or exemption of Admission Fee

Requirements	Reduction rate of admission fee	Admission fee after reduction
JLPT N2 or higher (JTEST Level B or higher)	100%	0 yen
JLPT N3 (JTEST Level C)	50%	50,000 yen
JLPT N4 (JTEST Level D)	30%	70,000 yen

* Applicants who passed the above tests before his/her admission, will be subject to the reduction or exemption of admission fee.

➤ **Bank Account for School expenses and Dormitory Fee Transfer**

(Yen-denominated overseas remittance)

Paying Bank	Sumitomo Mitsui Banking Corporation, Bisyoen Branch (SWIFT BIC: SMBCJPJT) (Address:1-2-7,Kitatanabe,Higashisumiyoshi-ku,Osaka-shi,Osaka)
Beneficiary	Account No. : 1657501 Name: Gakkouhoujin Meijogakuin Osaka Kanko Daigaku

➤ **Selection Methods**

1st Selection : Interview, Screening of the application documents and Written exam in applicants' country.

: Selection fee 【20,000 yen / Date and time designated by our university】

2nd Selection : Screening of the application documents, Telephone interview

: Date 【Date and time designated by our university】

Address to send Application documents

the Institute of Japanese Language, Osaka University of Tourism

➤ **From Application to Admission**

① **1st Selection**

Interview, Screening of the application documents and Written exam in applicants' country.

Successful applicants



As for Successful applicants of 1st selection, please get required documents (certificates, etc.)

Note) Regarding required documents, please refer to the page 7.

and apply for a passport as well.

② **Submission of Application documents (PDF) and 2nd Selection**

Successful applicants



As for successful applicants of 2nd selection, our university will apply for his/her "Certificate of Eligibility (COE) for resident Status" to the Osaka Immigration Bureau, Ministry of Justice, on behalf of the applicants.

Note) Documents for 2nd Selection : Attachment of Japanese translation will be required for all the documents for 2nd selection except passport

③ **Issuance of "Certificate of Eligibility (COE) for resident Status"**

COE for resident Status will be delivered from Osaka Immigration Bureau, Ministry of Justice to our university

When "COE" were issued, our university will inform that to recommender/school in applicant's home country by e-mail or fax, etc. with sending the scanned data of "COE".

After the acceptance of "COE", applicants should transfer the school expenses for the 1st year immediately into the bank account designated from our university. After the payment confirmation, "COE" (original document) and "admission permit" will be sent to the recommender/school in applicant's home country from our university.

* Please note that your visa application might be refused by the immigration bureau in Japan, even in the case of your result or our university's selection is passed.

④ **Application and issuance of visa**

Applicants shall submit required documents (Passport, COE, Admission permit) to Embassy of Japan overseas to do the visa application procedure.

*In case your visa application was refused, please inform that immediately to our university.

⑤ **Coming to Japan and Admission**

Make sure to come to Japan in time for the entrance programs.

* Please let us know when you fix your schedule for coming to Japan. (no later than 7 days prior to the date of entrance ceremony)

Important notices about application documents

- ① Please check the documents again to make sure you have filed in all the required fields. (In case submitted documents are incomplete, we don't accept them)
- ② For the purpose of examination of entrance permission, other than the documents listed here, immigration bureau or our university might request submitting additional documents if necessary. In that case, please submit those documents immediately.
- ③ Applicants should ensure that all certificates to be submitted have been issued within 3 months before the date of acceptance of immigration bureau in Japan.
- ④ For the documents written in languages except Japanese and English, translation must be attached.

➤ School Fees Refund Policy in case of withdrawal from school

Before coming to Japan	◆In case of withdrawal during the process of examination by the immigration bureau	◆ Entrance examination fee is not refundable
	◆In case of withdraw after issuance of certificate of eligibility ◆In case certificate of eligibility was not issued	◆ Entrance examination fee and admission fee are not refundable
We can't return your semester-fee whatever reasons you may have after entering.		

➤• Osaka University of Tourism school rules

1. Awards

Awards are given to international students who have excellent grades and attendance.

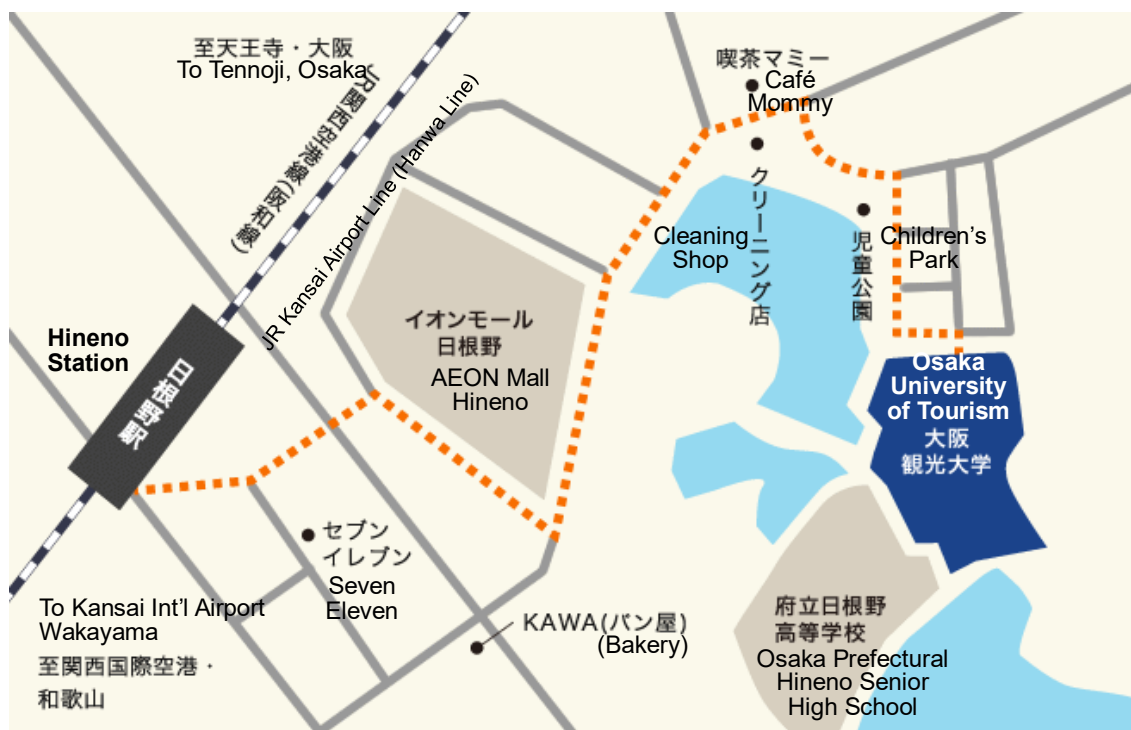
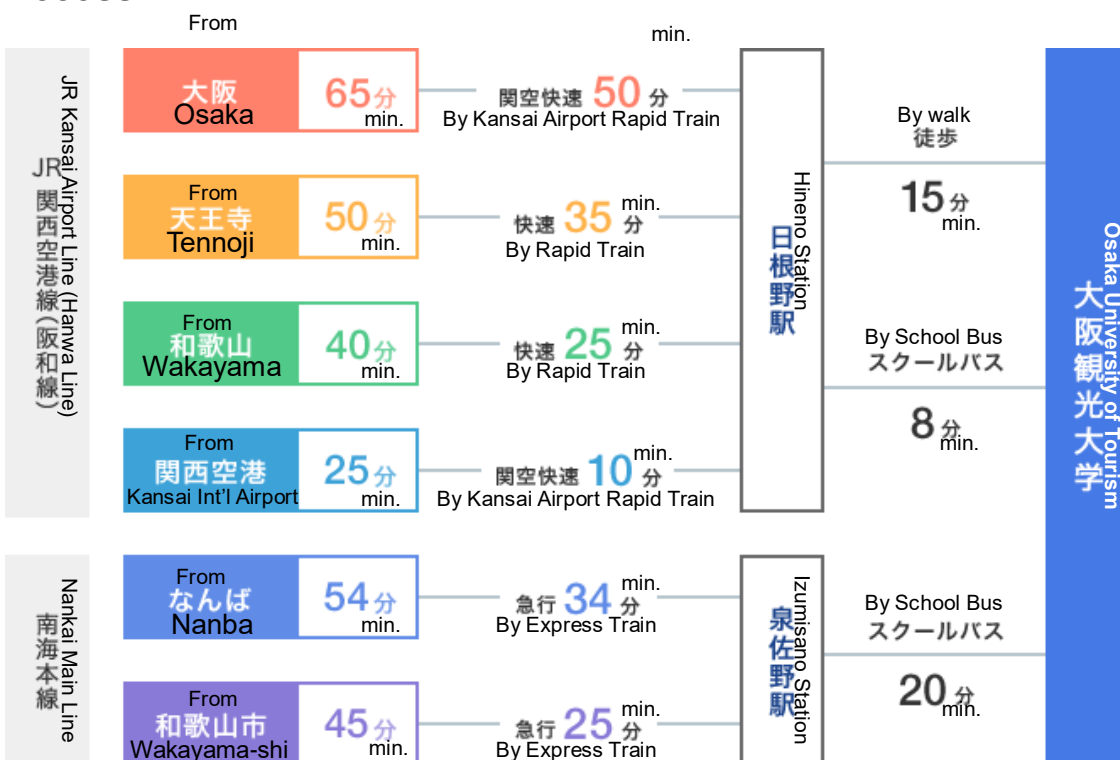
2. Disciplinary Actions

- ① If a student does not follow the school regulations, disrupts discipline, or behaves in an extremely inappropriate manner, the school may take disciplinary action against that student.
- ② Disciplinary actions are of three types: warning, expulsion, warning, and expulsion.
- ③ Students who fall under any of the following will be expelled.
 - Students who are judged to have poor behavior and no hope of improvement.
 - Students who are judged to have poor academic ability and no hope of improving their grades.
 - Students who are absent without a valid reason and no hope of improvement.
 - Students who have disrupted school order and violated their duties as students.
 - Students who have obtained a status of residence or changed or renewed their visa by making a false application.
 - Students who have violated Japanese law.
 - Students who have failed to meet the deadline for paying tuition fees.

➤ Part-time work

1. If a student wishes to engage in part-time work, he or she must obtain permission from the Osaka Immigration Bureau (application can be made upon entering Japan).
2. Part-time work is limited to 28 hours per week.
(However, during long holidays designated by the university, part-time work of 8 hours per day and 40 hours per week is permitted).
3. When working part-time, the school must be provided with information about the part-time job.
4. Students must not work in industries prohibited by the Immigration Control Act (gambling, snack bars, adult entertainment, etc.). Note: Students who fail to adhere to the above four points may be subject to severe penalties, including expulsion.

Access



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List of required documents

【Applicants】

Documents to be submitted		Living outside Japan	Living inside Japan	Checking space for Applicants
① Application for admission	Applicant's own hand-written signature is required	○	○	
② Statement of purpose		○	○	
③ Copy of passport	The pages which your photo and passport number included, and all the pages which the stamps of your past entry in Japan are listed. * If the passport has not been obtained at the time of application, submit it as soon as get it.	○	○	
④ Diploma of the last school you attended in your home country (Certificate of graduation)	Original document issued within 3 months (Copy is not acceptable) * In case currently attend, original certificate of prospective graduation	○	○	
⑤ Transcript of the last school you attended in your home country	Original document issued within 3 months (Copy is not acceptable) * Academic result for each grade must be listed on the transcript.	○	○	
⑥ Result of the national examination	Officially notarized document issued by public organization	△	△	
⑦ Educational background certification	Certificates to prove educational background (Send direct to university)	○	×	
⑧ Certificate of employment	Only when applicable (Copy is not acceptable)	△	△	
⑨ Documents to prove Japanese language ability	Certificates and transcripts to prove Japanese Language ability (Original documents) * Japanese language proficiency test (JLPT N5 or higher), JTEST Level F or higher, NATTEST Level 5 or higher, etc. * Original documents will be returned to applicants at a later date. * Applicants going to apply for above exam, have to send copy of exam admission ticket.	○	○	
⑩ Certificate of completion of Japanese language study	For applicants who don't have ⑨, certificate to prove completion of Japanese language study 150 hours or more will be required (Japanese language school, Special school, University, etc.)	△	△	
⑪ Certificate of (prospective) graduation from the institution currently you attend	Original document issued within 3 months (For applicants currently studying in Japan only)	×	○	
⑫ Official transcript from the institution currently you attend	Original document issued within 3 months (For applicants currently studying in Japan only)	×	○	
⑬ ID photo W3cm×H4cm 10photos		○	○	

【Financial supporter】

Documents to be submitted		Living outside Japan	Living inside Japan	Checking space for Applicants
① Statement of expenses payment	Financial supporter's own hand-written signature is required.	○	○	
② Certificate of employment	Original document issued within 3 months	○	×	
③ Certificate of income	Original document issued within 3 months Certificate of income tax payment for the past 3 years	○	×	
④ In case financial supporter is self-employed or business owner	Official document to prove business operating permission	△	×	
⑤ Certificate of bank balance	Certificate of bank balance (Original) , Bankbook (Copy)	○	×	
⑥ Document to prove payment	Proof of money transfer, Bankbook (Copy)	×	○	
⑦ Documents to prove family relation	Original document issued within 3 months e.g.) Certificate of family relation, Certificate of birth	○	×	
⑧ Family register	The latest updated information (copy) e.g.) Official copy of the family register, etc.	○	×	

: All documents must be written with a black ink ballpoint pen. (corrected documents are not acceptable)

: Only the certificates issued within 3 months before the application date shall be submitted.

: For the documents written in a language other than Japanese or English, translation must be attached.

: In case any contents of the submitted documents proved to be false, the applicant's enrollment shall be cancelled even if the enrollment procedures have been completed.