

Student Application Guidelines

I. Available courses

Course	Length of course
General 2-year course (starts in April and October)	2 years
General 1 and a half-year course (starts in October)	1 and a half years

II. Admission requirements

- (1) Possess a high school diploma or equivalent.
- (2) Have competed at least 12 years of school education or possess equivalent academic history.
- (3) Honest and hard-working and willing to learn Japanese.

III. Application documents

◆ Notes

- (1) The applicant and financial sponsor are required to fill out the application form by themselves. All items must be filled out.
- (2) Corrections and correction liquid are prohibited. If a filling-out mistake is made, a new form should be used.
- (3) All documents in other than Japanese language must be translated into Japanese.
- (4) If required, the applicant must submit other documents.

◆ Documents the applicant must submit

Document	Note
(1) Application	Applicants should fill out the school designated form by themselves.
(2) Resume	Applicants should fill out the school designated form by themselves.
(3) Original diploma from last school attended (or certificate of expected graduation)	Original
(4) Academic transcript from last school attended	Original
(5) Certificate of enrollment and academic transcript (for applicants currently attending school)	Original
(6) The following items should be submitted as proof of applicant's studying Japanese history (1) Japanese Language Proficiency Test certificate (JLPT) and results (2) NAT-TEST pass certificate and results (3) J-CERT certificate and results Other certificates not be listed here but accepted by Immigration Bureau (4) Original of certificate issued by Japanese educational institution	Applicants should take exam (1) or (2) or (3) if possible and submit the requested items. See note 1 below.
(7) Copy of passport	If applicant has one.

(8)	8 photos (4 cm x 3 cm)	Photos taken by digital camera are not accepted.
(9)	Other items required by the school	
Note 1	Applicants should submit the pass certificate and results of the Japanese Language Proficiency Test (JLPT), NAT-TEST, etc. A copy of the Japanese Language Proficient Test pass certificate from level N5 up, or test result of other examination equaled to level N5 and over of the Japanese Language Proficient Test is required as a rule. (For example, the pass certificate of NAT-TEST (level 5), or the certificate of J-cert at beginners' course, etc. For other certification exams, please contact with us.)	

◆ Documents the financial sponsor must submit

Different documents required by different financial sponsor.

1. Documents if the applicant will pay the fees		
(1)	Account balance certificate (name of applicant)	Original
(2)	Certificate of employment	Original
(3)	Earnings certificate (for past three years)	Original
(4)	Material shows how funds were accumulated	Copy of bank book, etc.

2. Documents if applicant's parents or relatives will pay the fees (if living outside Japan)		
(1)	Financial support statement	Original
(2)	Account balance certificate of financial sponsor	Original
(3)	If company employee . . . certificate of employment If company director . . . copy of register, etc. If self-employed . . . copy of business license	Item that indicates number of continuous employment years.
(4)	Income certificate of the financial sponsor (for past three years)	Original
(5)	Tax payment certificate (for past three years) (if required by the school)	Original. Item that indicates earnings or income.
(6)	Documents proving the relationship between the applicant and financial sponsor	Official document showing family relationship, birth certificate, etc.
(7)	Material shows how funds were accumulated	Copy of bank book, etc.
(8)	Other items (if required by the school).	

3. Documents if financial sponsor living in Japan will pay the fees		
(1)	Financial support statement	Original
(2)	Account balance certificate of financial sponsor	Original
(3)	If company employee . . . certificate of employment If company director . . . copy of register, etc. If self-employed . . . copy of tax returns	Item that indicates number of continuous employment' years.
(4)	Income certificate (for past three years)	Tax payment certificate of tax certificate
(5)	Certificate of residence or certificate of registered matters on the original certificate	For whole household
(6)	Documents proving the relationship between the applicant and sponsor	Copy of family registry, official document showing family relationship, certificate of registered matters, etc.
(7)	Material that shows how funds were accumulated	Copy of bank book, etc.
(8)	Other items (if required by the school).	

IV. Contact information / Application documents submitted to...

Heart Japanese Language School


2F Mizuho Bldg., 1-2-6 Yoshiki Nakahigashi, Yamaguchi City, Yamaguchi Prefecture, 753-0813, Japan

Tel: +81-83-925-2450

Fax: +81-83-925-2452

E-mail: heart-japanese-kyomu@seirankai.or.jp

◆ Flow from applying to enrolling



STEP 1 Submit application documents	Applicants must submit all documents required for the application to Heart Japanese School by the submission deadline.
STEP 2 Screening by the school	After the documents are received, a judge of the admission permission is made based on screening application documents. An admission certificate is issued, and application material is submitted to the responsible Immigration Bureau.
STEP 3 Document screening by Immigration Bureau Issue certificate of eligibility	After screening the documents, the Immigration Bureau issues a certificate of eligibility.
STEP 4 Pay school fee Send certificate of eligibility and admission certificate	The school gives a notice to applicants whose certificate of eligibility were issued. The applicant (or agent) should pay attachment payment amount into the account designated by the school. After the money is paid, the school sends the certificate of eligibility, admission certificate, and entrance schedule.
STEP 5 Apply for visa Visa issued Decide the day to arrive in Japan and purchase airline ticket	Incoming students should submit the visa application to a Japanese Embassy/Consulate abroad. After obtaining a visa, they should purchase an airline ticket and notify the school of the date they expect to arrive in Japan. Incoming students should arrive in Japan on the day designated by the school if possible.
STEP 6 Come to Japan	Orientation of Dormitory
STEP 7 Enroll in Heart Japanese School	Orientation and start of class