

STEP WORLD JAPANESE SCHOOL

Authorized by the Association for the Promotion of Japanese Language Education (B-792)

Application Guide

I. Courses

Courses	Enrollment	Periods of Courses	capacity
18-Month Course	October	October 2012 - March 2014	40 students
Two Year Course	April	April 2013 – March 2015	60 students

II. Application Deadline

Course	Enrollment	Period
18-Month Course	October	March 1, 2012 to June 15 (Fri), 2012
Two Year Course	April	September 1 2012 to November 15(Thu), 2012

III. Application Requirements – All items below must be satisfied at the time of application-

- ① Applicant has completed 12 or more years of formal education.
(Students studying at upper secondary school who can provide the provisional certificate of graduation may apply.)
- ② Applicants have taken more than 150 hours of training at a Japanese language institute, or have obtained N5 (former grade 4) or higher level in the Japanese Language Proficiency Test, or equivalent tests.
- ③ It is preferable to apply within 5 years of final schooling.
- ④ Applicants must have adequate financial support for education and living expenses during the entire enrollment period.
- ⑤ The applicant must be physically and mentally fit to perform the duties of a student and capable of abiding by the rules of the school. The applicant must exhibit behavior and engage in activities that do not break Japanese laws and regulations at all time.

IV. Application for Admission

The applicant must submit all the required documents either by registered airmail or express mail service (EMS Post) to the address below:

STEP WORLD JAPANESE SCHOOL	
297-1 Matsugawa Naha-city, Okinawa, 902-0066, Japan 〒902-0062 日本国沖縄県那覇市字松川 297-1 ステップワールド日本語学院	TEL: 81+(0)98-886-6554 FAX: 81+(0)98-943-0874 E-mail: k_support@k-stworld.com Skype: stepworld21

V. Class Hours

classes	hours	
Morning class	8 : 50 ~ 12 : 20	4 hours per day
Afternoon class	13 : 10 ~ 16 : 40	4 hours per day

* There are two types of classes; Morning class and Afternoon class.

* Classes are conducted from Monday through Friday. (School is closed on Saturdays, Sundays, National holidays, and school designated holidays.)

* Classes are placed according to the result of the placement test.

VI. School fees and other expenses

Application Fee	JPY30,000
-----------------	-----------

Please pay at apply, or **at latest before** applying to the Immigration Bureau for a Certificate of Eligibility.

		Two Year Course		18-Month Course	
School fees		First year	Second year	First Year	Second Year
1.	Admission fee	JPY70,000	—	JPY 70,000	—
2.	Tuition fee	JPY 600,000	JPY 600,000	JPY 600,000	JPY 300,000
3.	Facilities fee	JPY 20,000	JPY 20,000	JPY 20,000	JPY 10,000
Other charges		First year	Second year	First Year	Second Year
4.	Medical examination (Annually) *1	JPY 2,835	JPY 2,835	JPY 2,835	JPY 2,835
5.	Student insurance (general type) *2	JPY 13,570	JPY 13,570	JPY 13,570	JPY 6,430
6.	Instructional Material fee	JPY 25,000	JPY 25,000	JPY 25,000	JPY 12,500
7.	extra-curricular activities fee	JPY 15,595	JPY 14,595	JPY 15,595	JPY 6,235
Total		JPY 747,000	JPY 676,000	JPY 747,000	JPY 338,000
Total		JPY 1,423,000		JPY 1,085,000	

*1&*2: On behalf of the student, the school collects as trust money for the organizations. Please refer to IX. Health care policy and insurance regime for student.

VII. Payment

Please pay via electronic bank transfer to SWJS's account. As a proof, you should attach a copy of the "APPLICATION FOR REMITTANCE" to your documents. The entire amount of the first year tuition must be paid in one single payment. Installment payment plan is available from the second year.

銀行名 Name of the bank branch	琉球銀行大道支店 Bank of The Ryukyus, Daido branch
口座種類 Account Type	普通預金 Regular saving
口座番号 Account number	631050
銀行住所 Bank Address	〒902-0066 沖縄県那覇市大道 128-3 128-3 Daido Naha-city, Okinawa, 902-0066, Japan
口座名義 Account Name	ステップワールド日本語学院 STEP WORLD JAPANESE SCHOOL
SWIFT CODE	RYUBJPJZ

VIII. Living environment / apartment houses

SWJS provides apartments equipped with refrigerators, washing machines (joint use), and bedding. Two to three students per apartment, JPY20,000 to JPY25,000 per person per month.

IX. Health care policy and insurance regime for student

Students will take a medical examination at a medical institution once a year based on the school insurance law in Japan. In addition, for studying without worrying about health, students are recommended to join the National Health Insurance in Japan so that you only needed to pay 30% of your medical expenses. **The Disaster Compensating Insurance for Students in Japanese Language Schools** covers the last 30% of the medical expenses which is not covered by National Health Insurance. It means students can receive medical treatments for no expenses of their own.

The Disaster Compensating Insurance for Students in Japanese Language Schools

This is an insurance system that covers illnesses, injuries, deaths, rescuer's expenses, and compensations. All students must enroll in this insurance program (Registers via the Association for the Promotion of Japanese Language Education.). The insurance also covers the last 30% of the medical expenses which is not covered by National Health Insurance.

X. Scholarships

Honors Scholarship for Privately Financed International Students

(Independent Administrative Institution Japan Student Services Organization)

Students can apply for grants or scholarships through the recommendation of the school. To receive this scholarship, students must be enrolled in the school for at least 6 months, be planning to go on to a university or vocational school, and must excel in grades, attendance and contribution to the class.

XI. Fellowship Program – school fee reduction in the first year

At applying, successful candidates who hold the Japanese Proficiency Test N2, N3 and N4 (approved level of J-Test will also apply) pay reduced enrollment fees with reduction as follows.

	First year tuition fee	After deduction	Deduction
Hold N2	JPY600,000 →	JPY400,000	Reduction of JPY200,000
Hold N3	JPY600,000 →	JPY450,000	Reduction of JPY150,000
Hold N4	JPY600,000 →	JPY500,000	Reduction of JPY100,000
Hold J.TEST C or D	JPY600,000 →	JPY500,000	Reduction of JPY100,000

XII. Refund policy

- 1) When the applicant cancels the enrollment due to his/her personal reasons

Once you return the letter of acceptance and the Certificate of Eligibility to us, school will refund the entire amount of the fees which has already paid except for the application fee and admission fee.

- 2) When your entry visa application is rejected

Once you return the letter of acceptance and the Certificate of Eligibility to us and submit the documentations which prove your rejection of the visa application, school will refund the entire amount of the fees which has already paid except for the application fee.

Enrollment Procedures

STEP 1		
	Submitting the documents	Please submit all the required documents either by registered airmail or express mail service (EMS Post)
STEP 2		
	Screening for admission	The application documents are screened.
STEP 3		
	Notification of the screening result	Screening results will be notified from the school.
STEP 4		
	Application Fee payment	Please pay application fee via electronic bank transfer to SWJS's account.
STEP 5		
	Application for issuance of a "Certificate of Eligibility"	For applicant whose payment is confirmed the school applies for a "Certificate of Eligibility" of the applicant at Naha District Immigration Office of Fukuoka Regional Immigration Bureau.
STEP 6		
	Issuance of a "Certificate of Eligibility"	It takes about two months to be issued.
STEP 7		
	School fees payment	Please make a full payment of enrollment fee, tuition and other fees for the first year.
STEP 8		
	Receiving the "Certificate of Admission" and the "Certificate of Eligibility"	The school will send the "Certificate of Admission" and the "Certificate of Eligibility" to applicant whose payment is confirmed.
STEP 9		
	Applying for a visa	When you received a "Certificate of Eligibility", proceed to apply for a visa immediately at the Embassy of Japan in your country. Applicants are required to obtain the passport in advance.
STEP 10		
	Coming to Japan	Study in Japan finally begins.

List of application documents 1 (For the applicant)

	check	Documents concerning the applicant		remarks
1		Application Form 【Form A-1・2】	original	*There are 2 pages in total. It must be filled by the applicant himself/herself.
2		Personal Records 【Form B】	original	It must be filled by the applicant himself/herself.
3		Certificate of Japanese language study 【Form C】	original	*Should be filled and sealed by the Japanese language educational institution *It must certify that the applicant has more than 150 class hours of Japanese training, or certification level of N5 or higher(former grade 4 or higher) in Japanese Proficiency Test.
4		Photographs (8 photos, one of them should be affixed on the application form A)	original	Length 4cm×width 3cm Photo should be uncovered, half-length, and taken within 3 months.
5		A) The original letter of notification for the result of Japanese Proficiency Test B) The original certificate for the result of J.TEST	original	Either A) or B) It needs to be submitted regardless of its result
6		A Certificate of Graduation or Provisional Certificate of Graduation of last school.	original	The diploma of the high school or the last school
7		Transcript of last school. (Each record of the academic year must be indicated.)	original	If you have completed education above the upper secondary school, transcripts from these schools are also required.
8		A Copy of passport	copy	All of the pages must be photocopied. Only for those who have passports.
9		A Certificate of employment	original	Only for those who have been employed.

List of application documents 2 (For the sponsor)

	check	Documents concerning the sponsor		remarks
1		Affidavit of Financial Support 【Form D】	original	*Sponsor must fill the form by himself/herself in his/her mother tongue.
2		Documents that prove the relationships of applicant and sponsor	original	* Family Register(if sponsor is a relative of the applicant) * If the sponsor is not a relative of the applicant, you must give a clear explanation of their tangible relationship.
3		Certificate of Employment (issued within last 3 months)	original	*Name of employer, address, telephone and fax number, name of issuer and his position, job title and period of employment should be clearly stated. *Should be written with the official company letterheads. * It can be substituted by the company registry or business permit forth person who runs a company or keeps a shop.
4		Certificate of annual income for the last 3 years	original	* Name of the place of employment, address, telephone number, fax number, and name of the issuer must be stated if this is issued by the employer.
5		Tax certificate for the last 3 years	original	Issued by the local authorities or company.
6		The original certificate of bank account balance, or any other documents which certify financial credibility	original	It needs to certify that the amount of balance is adequate for school fees and living expenses. *Please submit certificate of a bank which can make international remittance. *The address, telephone and fax number of the bank should be stated.

*Documents written in the language other than Japanese, English, and Chinese, should be translated into Japanese, except otherwise noted. Name and contact address of the translator must be provided.

For inquiries, please contact:

STEP WORLD JAPANESE SCHOOL

TEL: 81+(0)98 - 886 - 6554

FAX: 81+(0)98 - 943 - 0874

URL: www.k-stworld.com

E-mail: k_support@k-stworld.com

Skype: stepworld21

297-1 Matsugawa Naha-city, Okinawa, 902-0066, Japan