

APPLICATION GUIDELINES 2024

● SEMESTER GUIDE

Courses	Admission Period	Number of Students	Application Deadline	Visa Results Announcement
Pre-college Program 2-year course	April	20	End of October of the previous year	End of February of the current year
Pre-college Program 1 year and 6 months course	October	20	End of April of the current year	End of August of the current year

● CLASS SCHEDULE

Morning class: 8:45~9:30, 9:40~10:25, 10:35~11:20, 11:30~12:15

Afternoon class: 13:15~14:00, 14:10~14:55, 15:05~15:50, 16:00~16:45

● APPLICATION ELIGIBILITY

1. Those who are at least 18 years old at the time of application
2. Those who have completed the equivalent of 12 years of schooling in Japan in a foreign country
(*Those who are deemed to have the same or higher academic ability as above)
3. Those who have passed or are expected to pass the Japanese Language Proficiency Test N5 or higher or equivalent at the time of application, or those who have completed more than 150 hours of study at a school or language institution, etc.

● TUITION AND FEES

Application Fee	15,000 yen
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Courses	2-year course (April Intake)		1 year and 6 months course (October Intake)	
	First year	Second year	First year	Second-year
Admission Fee	50,000 yen		50,000 yen	
Tuition	600,000 yen	600,000 yen	600,000 yen	300,000 yen
Commission fees	100,000 yen	100,000 yen	100,000 yen	50,000 yen
Total	750,000 yen	700,000 yen	750,000 yen	350,000 yen
Total	1,450,000 yen		1,100,000 yen	

※The Commission fees includes the cost of educational materials, traffic accident injury insurance, comprehensive insurance for foreign students, and regular medical checkups.

● **DORMITORY FEE (Double room)**

Dormitory fee (6 months)	195,000 yen
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※Dormitory-related supplies: refrigerator, washing machine, gas stove, ceiling light, curtains, bedding sets, tableware, etc.

※Includes pick-up fee

● **FEE REQUIRED BEFORE VISA APPLICATION**

960,000 yen [Details: Application fee + admission fee + 1 year tuition + dormitory fee (6 months) + pick-up fee]

● **ATTENTION**

- ✓ The optional exam fee is not refundable for any reason.
- ✓ If you receive a Certificate of Eligibility but refuse a visa, you will be refunded the tuition and textbook fees. (The remittance fee will be borne by the applicant)
- ✓ You are obligated to join the National Health Insurance. Please apply at the window in the urban area where you live and pay the insurance premiums individually.
- ✓ The applicant will be notified immediately upon receipt of the Certificate of Eligibility issued by the Immigration Bureau.
- ✓ After receiving the notification, please pay all the fees for the first year. After confirming the payment, a certificate of eligibility and admission permit will be sent.

● **PAYMENT METHOD**

Please pay directly to the school's office or the bank account designated by the school.

Postal Code 701-4212

2968 Okucho Shirimi, Setouchi, Okayama

TEL: (0869) 24-8590, Fax: (0869) 24-8590

E-mail: info@setouchicollege.com

Acceptance time: Monday ~ Friday, 9:00 ~ 17:30 (except holidays)

● **PAYMENT BY BANK TRANSFER**

Bank Information/銀行情報	
BANK NAME/銀行名	CHUGOKU BANK 中国銀行
BRANCH /支店名	OKU BRANCH , 邑久支店
SWIFT CODE	CHGKJPJZ
BANK`S ADDRESS	351-1 Okucho Owari, Setouchi, Okayama , Japan
School Bank account Information/口座情報	
ACCOUNT HOLDER NAME	Gakkouhoujin Setouchi Nippon IT Business College Rijichou Tanaka Junichi
ACCOUNT NUMBER	136-01-2504829
Account Type :	Saving Account

ACCOUNT HOLDER`S ADDRESS	2968 Okucho Shirimi, Setouchi, Okayama
ACCOUNT HOLDER`S PHONE NO.	+81 869 24 8588

● **REFUND POLICY**

If applicant decline acceptance offer after submitting documents to the Immigration Bureau but before the documents screening results are released	Application fee will not be refunded
If applicant decline acceptance offer after the Certificate of Eligibility has been issued	Application fee 15,000 yen and admission fee 50,000 yen will be charged as a cancellation fee. Please return your Certificate of Eligibility and Letter of Admission, then other fees will be refunded.
If the application for visa is denied by the Embassy of Japan	Application fee 15,000 yen and admission fee 50,000 yen will be charged as a cancellation fee. Once you have returned the Letter of Admission and we have confirmed that your visa has not been issued using a copy of your passport, we will refund any other fees you have paid.

● **APPLICATION PROCESS**

Acceptance of applications	Please refer to the <Required Documents> list below for the preparation of your application.	
↓	April Entrance (9/20~11/20)	Entrance in October (3/20~5/20)
Announcement of results after data review	Interviews are conducted locally or online if necessary.	
↓	April entrance (9/20~11/20)	Entrance in October (3/20~5/20)
Application for Delivery of Certificate of Eligibility	Our school prepares documents and applies them to the Hiroshima Immigration and Residence Bureau.	
↓	April entrance (9/20~11/20)	Entrance in October (3/20~5/20)
Publication of review results	The Hiroshima Immigration and Residence Bureau announced the results of the examination.	
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Paying tuition	Overseas remittances, domestic remittances, and cash payments are available.	
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Certificate of Eligibility by mail Delivery request	Mail by international EMS.	
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Local Visa	Apply for a visa at a Japanese embassy or consulate in your home country.	
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Admissions	Please follow the admission guidelines for entry.
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● **REQUIRED DOCUMENTS**

All documents are valid for 3 months from the date of issue.

Name of information		Cautions	Japanese Translation
1	Application for admission (in the style specified by the University)	Do not omit to fill in each item	
2	Reasons for Studying Abroad	A brief introduction of yourself, the opportunity to study abroad, the purpose, and where you want to go after graduating from the Japanese language program. *Reason for studying abroad letter will affect the result of the review and is very important.	
3	8 photos (3cm×4cm)	Photos within the last 3 months	
4	Original graduation certificate (final education)	Senior students should submit their scheduled graduation certificate and a junior high school diploma.	Necessary
5	Original proof of school attendance (suspension)	Eligible persons must submit original documents.	Necessary
6	Original transcripts (final education)	Include all grades from the final degree while in school.	Necessary
7	Original certificate of Japanese language study	①Certificate of completion of at least 150 hours of study at a local Japanese language school. In addition, the certificate must contain details of the period of study, the duration of the study, and the number of hours of instruction per day. ②Students should also indicate the total number of hours scheduled for completion and the number of hours of study up to the date of issue. ③ Students who have a Japanese language proficiency certificate (N5 or higher) such as JLPT do not need to provide "proof of Japanese language study".	Necessary
8	Proof of family relationship	An official document that proves the relationship between the applicant and the financial supporter. (Household register, resident ticket, etc.)	Necessary
9	Passport copy	①Persons with passports must submit a copy of them. ②For those who have experience in entering Japan, you must also submit a copy of the page with the entry and exit stamps.	

10	Original certificate of incumbency (experience)	Eligible persons must submit original documents.	Necessary
11	Letter of Promise to Pay (in the style specified by the school)	*Please be careful not to omit to fill in. ①To be completed by the funding sponsor himself/herself. ②Fill in with a black ballpoint pen.	Necessary
12	Original certificate of incumbency of the financial sponsor or a copy of the self-employment registration form	①The certificate of incumbency shall state the name of the issuing authority, contact information, address, title, name or signature of the person in charge, seal, and date of issuance.	Necessary
13	Original proof of annual income of the financial sponsor	②When annual income is included in the certificate of employment, one sheet is sufficient.	Necessary
14	Original bank balance certificate	①No currency designation, but you must have a balance equivalent to 2 million yen or more. ② China must apply for a certificate of time deposit of at least 3 months.	Necessary

Note: All certificates are valid with the name of the issuing authority, contact information, address, the signature of the person in charge, date of issuance, and seal; those lacking are invalid documents

● **IMPORTANT**

- 1 . After entering school, you may work part-time according to the criteria for activities outside of your status of residence, as long as it does not interfere with the school curriculum.
- 2 . National Health Insurance is compulsory to join and the school is not responsible for any problems such as illnesses that occur without participation.