

## § 出願書類の注意事項

- ・ **書類の提出期限**  
出願書類は、出願時より 3ヶ月以内 のものでなければなりません。
- ・ **禁止事項 と コピーの使用について**  
書類にキズをつける、修正液・インク消しの使用、その他の修正は一切禁止です。  
入学案内に含まれている書類は、記入前に限り コピーをして使うことが可能です。  
予めコピーをとり、記入ミスがあった場合には、書き直してください。
- ・ **記入もれの注意**  
書類を提出する前に、記入もれがないか必ず確認をして下さい。  
特に書類には、サイン をする個所があります。必ずサインをしてください。  
また、翻訳文を付けた場合には、翻訳者の署名と押印 を忘れずに付けてください。
- ・ **入学案内の変更**  
入学案内は変更されることがあります。  
出願書類は、最新のもの を学校に確認してください。
- ・ **写真のサイズ**  
写真は 指定されたサイズ (4cm x 3cm) に切って提出してください。

## § INSTRUCTIONS

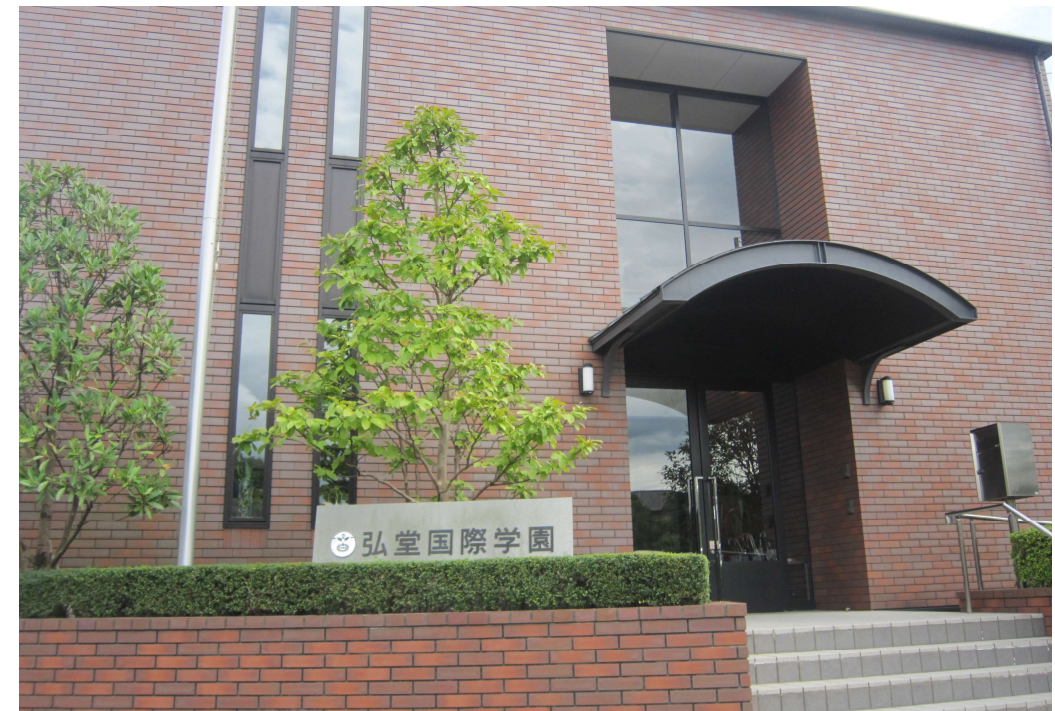
- ・ **Deadline for application form**  
Application documents must be no more than three months old when applying.
- ・ **No corrections! Make a copy before you fill in!**  
Do not make any corrections to the application.  
Do not erase and use corrective fluid or any other means.  
Before you fill in the documents, you can make a copy and use them when you make a mistake.
- ・ **Fill in all items**  
Make sure you fill in all items before you submit.  
Your signature is requested for some documents. Write your signature.  
All Japanese translation must be given under their hand and seal when you attach a translation.
- ・ **Use newest edition for your documents**  
New editions of admission guide could have been issued by school.  
Make sure you use the newest edition.
- ・ **Photo size**  
Please submit the photos with the regulation size (4cm x 3cm).

## ENTRANCE GUIDE



### Japanese Language School CODO INTERNATIONAL COLLEGE

Public noticed school by the Ministry of Justice, Japan



Address : 577 Tashirohoka-machi, Tosu-shi, Saga, Japan 841-0016  
Tel : +81-942-81-5075 Fax : +81-942-84-6470  
Homepage : <http://www.codoi.com>  
E-mail : [info@codoi.com](mailto:info@codoi.com)

# APPLICATION GUIDELINES

## 1. Schedule

| Course of Study          | Course Name                                   | Term of Study       | Enrollment Period | Immigration Period                         |
|--------------------------|---|---------------------|-------------------|--|
| Japanese Language Course | 1 year Preparatory Course                     | 1 year              | April             | From September through the end of November |
|                          | 1 year and 3 months of the Preparatory Course | 1 year and 3 months | January           | From June through the end of August        |
|                          | 1 year and 6 months of the Preparatory Course | 1 year and 6 months | October           | From March through the end of May          |
|                          | 1 year and 9 months of the Preparatory Course | 1 year and 9 months | July              | From December through the end of February  |
|                          | 2 year Preparatory Course                     | 2 year              | April             | From September through the end of November |

## 2. Applicants' Basic Qualifications

### (1) Academic Background

Applicants who have completed 12-years of public education in their home country.

### (2) Age

Generally, applicants who are 18 years old and over at the time of enrollment.

A high school graduate must be under 22 years old / A university graduate must be under 25 years old.

### (3) Japanese-Language Proficiency

- 1) 1 year Preparatory Course Japanese-Language Proficiency Test Level 3 or higher (applicants who go to a graduate school)
- 2) 1 year and 6 months of the Preparatory Course Japanese-Language Proficiency Test Level 4 or higher (applicants who go to a graduate school)
- 3) 2 year Preparatory Course Applicants who have studied Japanese language for 150 hours or more.

### (4) Financial Affluency

Ability to cover expenses while studying in Japan, including school and living expenses.

### (5) Health

Applicants who are in a sound mind and good health

## 3. Admission Procedures

### (1) SUBMIT PRE-APPLICATION FORMS

Applicants must submit pre-application forms.

### (2) INTERVIEW AND JAPANESE PROFICIENCY TEST

Pre-application forms are reviewed and our staff will conduct an interview and hold Japanese proficiency test to the applicants with the appropriate qualifications. Please bring the medical examination report, when the applicants have an interview.

### (3) SUBMIT DOCUMENTS AND DEPOSIT EXAMINATION FEE

Applicants who pass the interview and the Japanese proficiency test are to prepare the necessary documents, submit it to our school, and deposit **30,000-yen examination fee** to the designated bank account.

△SCHOOL : Once all documents are completely filled out and submitted, Once we confirm your payment, we issue "Enrollment Permission Certificate" and mail it.

Then, we apply to the Ministry of Justice for an Authorization of Resident Eligibility.

(4) △SCHOOL : Once the Authorization of Resident Eligibility is issued by the Ministry of Justice, we notify the applicant.

### DEPOSIT YOUR TUITION AND LIVING EXPENSES/SECOND INTERVIEW AND JAPANESE PROFICIENCY TEST

Applicants who wish to enroll in our school are asked to deposit money equivalent to one year of school expenses ( 774,000yen ) and dormitory fees ( 159,000 yen ) ,for a **total of 933,000 yen**. (Please see the next attachment)

### Transaction to be made to the following bank account :

THE CHIKUHO BANK, LTD.

SWIFT CODE: CHIHJPJT

A/C No. : 3025010

Branch Address : 1335-5 Moto-machi, Tosu-shi, Saga, JAPAN

Branch Tel : +81-942-832801

TOSU BRANCH

BANK No. : 0178

BRANCH No. : 006

A/C Holder's Name: CODO International College

△SCHOOL : Once we confirm your payment, our staff will conduct second interview and Japanese proficiency test.

We will hand over the Authorization of Resident Eligibility to Applicants who pass the second interview and the Japanese proficiency test.

### (5) APPLY FOR A VISA AND PROVIDE PHOTOGRAPHS

Please make sure that the actual applicant goes to the Japanese embassy or consulate general's office to apply for a visa. After your visa is issued, prepare quite **new another 10 Photographs** (no frame, size 40 mm x 30 mm).

After you enter the school, photographs are needed in such occasions as taking a Japanese Language Proficiency Test.

When applicants enter Japan, take Enrollment Permission Certificate and Certificate of Eligibility with you.

**Not in trunks or suitcases .**

## 【About Student Life】

### 1. Scholarship

- Reservation Program for Honors Scholarship for Privately Financed International Students ( 360,000 yen / a year )
- other Scholarship scheme and study grant ( from 240,000 yen upto 600,000 yen)

### 2. About Part-time Jobs

- When you acquire some knowledge of Japanese language you may be able to have a part-time job with permission from the Ministry of Justice.
- You can work 28 hours per week ( can work 8 hrs per day at long holiday) and stickly Prohibited to work or engage in the adult entertainment indust

### 3. Other

#### (1) Visa Renewal

**Over 90%** of school days must be attended at the school and your **grades** will be reviewed for the visa renewal.

If your visa is not renewed, **you must pay for your own way back to your country.**

#### (2) Residence Status

Your residence status is approved based on your Japanese language education at our school.

**You are not allowed to take a transfer to another Japanese Language School during your contract period.**

#### 4. About payment

- (1) Once you submit application form you are liable to pay the examination fee. Please be confirm that the examination fee is not refundable even if Certificate of Eligibility is not issued or you are denied entry visa.
- (2) If you cancel your enrollment after you get the Certificate of Eligibility, **you owe 100,000 yen** (examination fee and entrance fee) **to our school**.
- (3) Please note that **the deposit school expense are non-refundable** even if you voluntarily drop out or get expelled from school in the midterm.

### 【School Expenses】

| Term of Study     | Category of School Expenses | Tuition for the 1st Year | Tuition for the 2nd Year | Total               |
|-------------------|-----------------------------|--------------------------|--------------------------|---------------------|
| 1 year            | Entrance Fee                | 70,000yen                | —                        | 70,000yen           |
|                   | Tuition                     | 650,000yen               | —                        | 650,000yen          |
|                   | Teaching Materials etc.     | 40,000yen                | —                        | 40,000yen           |
|                   | Accident Insurance Premium  | 6,000yen                 | —                        | 6,000yen            |
|                   | Medical Examination Fee     | 8,000yen                 | —                        | 8,000yen            |
|                   | <b>Total</b>                | <b>774,000yen</b>        | <b>—</b>                 | <b>774,000yen</b>   |
| 1 year and 3 mont | Entrance Fee                | 70,000yen                | —                        | 70,000yen           |
|                   | Tuition                     | 650,000yen               | 162,500yen               | 812,500yen          |
|                   | Teaching Materials etc.     | 40,000yen                | 10,000yen                | 50,000yen           |
|                   | Accident Insurance Premium  | 6,000yen                 | —                        | 6,000yen            |
|                   | Medical Examination Fee     | 8,000yen                 | —                        | 8,000yen            |
|                   | <b>Total</b>                | <b>774,000yen</b>        | <b>172,500yen</b>        | <b>946,500yen</b>   |
| 1 year and 6 mont | Entrance Fee                | 70,000yen                | —                        | 70,000yen           |
|                   | Tuition                     | 650,000yen               | 325,000yen               | 975,000yen          |
|                   | Teaching Materials etc.     | 40,000yen                | 20,000yen                | 60,000yen           |
|                   | Accident Insurance Premium  | 6,000yen                 | —                        | 6,000yen            |
|                   | Medical Examination Fee     | 8,000yen                 | —                        | 8,000yen            |
|                   | <b>Total</b>                | <b>774,000yen</b>        | <b>345,000yen</b>        | <b>1,119,000yen</b> |
| 1 year and 9 mont | Entrance Fee                | 70,000yen                | —                        | 70,000yen           |
|                   | Tuition                     | 650,000yen               | 487,500yen               | 1,137,500yen        |
|                   | Teaching Materials etc.     | 40,000yen                | 30,000yen                | 70,000yen           |
|                   | Accident Insurance Premium  | 6,000yen                 | —                        | 6,000yen            |
|                   | Medical Examination Fee     | 8,000yen                 | —                        | 8,000yen            |
|                   | <b>Total</b>                | <b>774,000yen</b>        | <b>517,500yen</b>        | <b>1,291,500yen</b> |
| 2 year            | Entrance Fee                | 70,000yen                | —                        | 70,000yen           |
|                   | Tuition                     | 650,000yen               | 650,000yen               | 1,300,000yen        |
|                   | Teaching Materials etc.     | 40,000yen                | 40,000yen                | 80,000yen           |
|                   | Accident Insurance Premium  | 6,000yen                 | —                        | 6,000yen            |
|                   | Medical Examination Fee     | 8,000yen                 | —                        | 8,000yen            |
|                   | <b>Total</b>                | <b>774,000yen</b>        | <b>690,000yen</b>        | <b>1,464,000yen</b> |

### 【Dormitory Fees】

| Item                       | Amount            |
|----------------------------|-------------------|
| Dormitory Entrance Fee     | 30,000yen         |
| Room Charge for 6 months   | 102,000yen        |
| Facility Maintenance Fee   | 20,000yen         |
| Disaster Insurance Premium | 7,000yen          |
| <b>Total</b>               | <b>159,000yen</b> |

※The room charge depends the dormitory house. Please understand this in advance. The dormitory fee will be settled at a later date, and any excess or deficiency will be notified separately. The dormitory fee will be settled at a later date, and any excess or deficiency will be notified separately.

(Revised in October 2023)