

Admissions Guide

Japan Student Services Organization Osaka Japanese Language Education Center

The leaflet explains information about application to Osaka Japanese Language Education Center.

Please read carefully before you prepare required documents and fill out forms.

Contact information.

Osaka Japanese Language Education Center
8-3-13 Uehonmachi Tennoji-ku Osaka 543-0001 JAPAN
TEL: 06-6774-0033 (from overseas: 81-6-6774-0033)
FAX: 06-6774-0788 (from overseas: 81-6-6774-0788)
Home page: <https://www.jasso.go.jp/en/ryugaku/jlec/ojlec/index.html>
E-mail: info-oskn@jasso.go.jp

Access from Kansai International Airport

〈BUS〉

From Kansai International Airport (1st floor, bus stop #7) to Kintetsu Uehonmachi.
Approx 8' south on foot from Kintetsu Uehonmachi.

〈TRAI〉

From Kansai International Airport (2nd floor) JR 「Kansai kuko station」 to 「Tennoji station」
Change train to Subway Tanimachi Line 「Tennoji station (station # T27)」to 「Shitennoji mae yuhi gaoka (T26)」 Approx 7' northeast on foot from station T26.

OR

From Kansai International Airport (2nd floor) Nankai railway 「Kansai kuko station」 to 「Namba station」
Change train to subway Sennichimae line at「Namba station (station # S16)」to 「Tanimachi 9 chome station (S18)」 Approx 10' southeast on foot from station S18.

〈CAR〉

From Kansai International Airport (Airport bridge) to Hanshin express way (Wangan road) to Hanshin express way (Loop or Kanjyo sen) Exist at 「Doutonbori」 and straight drive 「Sennichi mae street」for 750m toward east. Turn right at 「Uehonmachi 6 chome」 crossing point and drive south for 400m

Flow: Admission to Entrance

	(April Entrance)	(October Entrance)
Application / Settle application fee (School payment (1))→ (Hand in application to the center & settle application fee) ↓	AUG~OCT	FEB~APR
School Screening→ (School screening) ↓	OCT~NOV	APR~MAY
Admission letter certificate→ (School issues admission letter certificate to successful applicants). ↓	OCT~NOV	APR~MAY
Immigration Screening→ (The school process eligibility's application as a proxy) ↓	NOV~DEC	MAY~JUN
Immigration Screening Result→ (Eligibility certificate will be granted to those who pass the screening. It will be handed to applicant through one's contact person.) ↓	End. FEB following the year.	End AUG
VISA→ (Applicant goes to the nearest Japanese embassy in one's hometown with the eligibility certificate and other relative documents to process student visa.) ↓	Mid-MAR	Mid-SEP
Arrival in Japan→ ↓	End MAR ~ Beg APR	End SEP ~ Beg OCT
Settle Schooling expenses (School payment (2)) /→ School registration (School payment (2) needs to be settled sometimes after student visa approval and before school registration. The successful applicant comes to school for registration).	Beg APR	Beg OCT

Application

Eligibility

*An eligible applicant must be foreign national (one that does not have Japanese nationality), who has completed 12 years of schooling education outside Japan and has desires to study at graduate school, university, or technical school in Japan. (*An applicant must have completed upper secondary education in his/her country, which corresponds to high school level education in Japan). *An eligible applicant must have a certain Japanese proficient ability at the time of application required by the course.

***Due to the differences in schooling system in each country, some takes less than 12 years to complete upper secondary education. If that is the case, an applicant can compensate the short year(s) by graduating from 'Preparatory course' of the center. (MEXT' s Notification No. 153 issue 2)**

Application period

Refer to 「Guideline for Applicants」 . Application deadline is about 6 months prior to each entrance month. Application deadline can be extended from time to time. Check it on our webpage for updated information or contact us by e-mail or telephone.

How to apply

If an applicant lives abroad, hand in application through a contact person (a proxy) who resides in Japan. Once application is accepted, application fee needs to be settled by the set date. Consult with us if an applicant has difficulties to meet deadline.

Required documents.

Refer to the attached 「List for required documents」

Forms such as 「Application form」 「Pledge」 「Financial pledge」 「Reason for Japanese study」 and 「Medical certificate」 can be downloaded from the website.

Also, refer to 「Detailed explanations for application documents」 .

All the documents handed to us will be handed in to the Immigration office after our screening. Pay attention so that there will be no discrepancy against the truth or omission in the statements. Due to the screening policy of immigration, numbers and types of required documents can be different from applicant's nationality to nationality.

When there are errors or omissions in the documents, we need to ask for amendments. It surely takes time and will cause delays in application. When application does not meet deadlines, applicants can face denial both by the school (admission) and immigration (eligibility).

- * **Fill out correct information without using abbreviations.**
- * **Certificates issued by school, company and organization should be printed on headlined paper. (If such paper is not available, names of the organization, person in charge and their contact information should appear on the certificate)**
- * **All the documents including photos should not be more than 2-month old.**
- * **When a correction is necessary, make a fresh document or strike out the error with double lines with writer's signature or seal over it and write down the correct information near it.**
- * **Double check to see if all the filled out statements much the contents of documents to be handed in.**

Admission

O.J.L.E.C.'s Admission Screening and result notice

Screening will be conducted on the documents handed in and the result will be notified to applicant through contact person. Admission letter certificate will be issued to successful applicants.

Certificate of Eligibility application to the immigration Bureau

Application as a proxy

The center will apply for certificate of eligibility (COE) of successful applicants to the immigration Bureau as their proxy. The eligibility certificate is an indispensable document for student visa application.

Immigration's Screening result

「Certificate of Eligibility」 will be granted to these who pass immigration's screening. The center receives certificates from the immigration department and will mail each of them to each applicant or his/her contact person.

VISA application

Visa acquisition in applicant's country

An applicant who is granted with Certificate of Eligibility needs to go to the nearest Japanese embassy or consulate in his/her country with the certificate, passport, and other required documents to process visa application. Depending on the country, however, an applicant needs to go through an interview for the application. Make sure to remember what has stated on your application documents handed to the school.

Arrive in Japan

Settle schooling expenses, entry to Japan and entrance registration

A successful applicant comes to Japan with student visa he/she officially is granted. An applicant is expected to settle the second payment (schooling expenses) either when one's entry schedule is fixed or right after one's arrival in Japan. After arrival in Japan, an applicant comes to the school for registration with a bank receipt for the second payment (schooling expenses), passport, and resident card, which is to be issued at an airport in Japan. Complete registration during the given period and take part in entrance ceremony. Be sure to inform the school if an applicant cannot arrive during the registration period.

Resident card / part time work permission (Permission for activities outside the states of residence)

Incoming students will receive Resident Card at the International airport in Japan at arrival. Student visa does not allow students to work in Japan; however, one can work part-time up to 28 hours per week by applying for 'permission for activities outside the states of residence' at the airport. At the school, however, students need to study from 9:10 am to 16:00 pm, Monday thru. Friday so that we instruct our students to focus on studies without working part-time. Consult about part-time job with us after entry if one has reasons to do.

Others

Contact person.

A contact person we mean is a proxy who lives in Japan and who can help applicant with application process. To process applications without difficulties, we ask every applicant to have a contact person, especially for a case when both applicant and his/her financial guarantor live abroad. A contact person acts as a communication bridge between an applicant and the school and is expected to take care of an applicant to settle down in Japan.

Financial supporter

A financial supporter is a person who pays applicant's tuition and living expenses. A financial supporter must have a close relationship with the applicant, and the relationship needs to be proven by such an official document. It is natural that one of the parents of applicants to be the one. If non-related person or applicant's aunt or uncle (not in the case of applicant's parents) acts as the one, a convincing explanation and support document for the reason will be required.

Certificate of Eligibility for Resident States

Student visa is required to study at Osaka Japanese Language Education Center. (*)
To acquire student visa, one must be granted with Certificate of Eligibility to study in Japan. We, the school, will process eligibility applications on behalf of applicants.
When applicant passes immigration screening, Certificate of Eligibility for Resident States will be issued. The school will receive it from immigration as a proxy and post mail to applicants through contact person. When applicant receives Certificate of Eligibility, he/she goes to a Japanese embassy (consulate) to process student visa.
(* If an applicant hold a long term visa such as 「Dependent」 「Long Term Resident」 「Spouses of Japanese national」 and so on, contact to the school for information about 'Application for residents within Japan',

<<Study in Japan>>

<https://www.studyinjapan.go.jp/ja/>

<<Student Guide to Japan>>

Student Guide to Japan is a comprehensive and must-read leaflet that contains basic knowledge on studying in Japan.

<https://www.studyinjapan.go.jp/ja/planning/brochures/>