

# Admissions Guide

## Japan Student Services Organization Osaka Japanese Language Education Center

The leaflet explains necessary information about application for 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: [http://www.jasso.go.jp/ryugaku/study\\_j/jlec/ojlec/index.html](http://www.jasso.go.jp/ryugaku/study_j/jlec/ojlec/index.html)

E-mail: [info-oskn@jasso.go.jp](mailto:info-oskn@jasso.go.jp)

### Access from Kansai International Airport

#### 〈BUS〉

From Kansai International Airport (1<sup>st</sup> floor, bus stop#7) to Kintetsu Uehonmachi  
Approx 8' south on foot

#### 〈TRAIN〉

From Kansai International Airport (2<sup>nd</sup> floor) JR 「Kansai kuko station」 to 「Tennoji station」  
Change the train to Tanimachi Line 「Tennoji station (station#:T27)」to 「Shitennoji mae yuhi  
gaoka (T26)」 Approx 7' northeast on foot

OR

From Kansai International Airport (2<sup>nd</sup> floor) Nankai railway 「Kansai kuko station」 to  
「Namba station」 Change the train to subway Sennichimae line 「Namba  
station(station#:S16)」to 「Tanimachi 9 chome station (S18)」 Approx 10' southeast on foot

#### 〈CAR〉

From Kansai International Airport (Airport bridge) to Hanshin express way (Wangan road) to  
Hanshin express way (Loop or Kanryo 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: From Admission to Entrance

	(April Entrance)	(October Entrance)
<b>Application / Settle application fee (first payment)</b> .....> (Hand in application to the center & settle application fee) ↓	AUG~OCT	FEB~APR
<b>School Screening</b> .....> (School screening) ↓	NOV~DEC	MAY~JUN
<b>Admission letter certificate</b> .....> (Admission letter certificate is to be issued to these who pass the screening) ↓	NOV~DEC	MAY~JUN
<b>Immigration Screening</b> .....> (The school process eligibility's application as a proxy) ↓	DEC	JUN
<b>Immigration Screening Result</b> .....> (Eligibility certificate will be granted to those who pass the screening. It will be handed to applicant through one's contact person.) ↓	Beg. MAR following the year	Beg SEP
<b>VISA</b> .....> (The applicant goes to the nearest Japanese embassy in one's home town with the eligibility certificate and other relative documents to process college visa.) ↓	Mid MAR	Mid SEP
<b>Arrival in Japan</b> .....> ↓	End MAR ~ Beg APR	End SEP ~ Beg OCT
<b>The second payment / School entrance procedures</b> .....> (The second payment needs to be settled sometimes after college visa obtainment and before school registration procedure. The successful applicant comes to school for entrance procedures.)	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)

**\* 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

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

## How to apply

If an applicant lives abroad, please 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. Please consult it with us if an applicant has difficulties to meet application deadline.

## Required documents

Please 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, please refer to 「Detailed explanations for application documents」 .

**All the documents hand in us will be handed in to the Immigration office after our screening.**

Please pay extra attentions so that there will be no discrepancy against the truth or omission in the statements. Due to the screening policy of immigration, numbers and sorts 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 you for amendment. It surly takes time and will cause delay in application. When application doesn't meet deadline, it could face denial both by the school (admission) and immigration (eligibility).

- \* Please 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, make sure that names of the organization and person in charge and their contact information appear on the certificate)
- \* All the documents including photos should **not be more than 3-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.**
- \* Make sure to double check all the information on the documents.

## Admission

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

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

## Eligibility application for the immigration Bureau

### Application as a proxy

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

### Immigration's Screening result

「Certificate of Eligibility for Resident States」 will be granted to these who pass immigration's screening. The center receives the certificates from the immigration and will post 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 have stated on your application documents handed to the school.

## Arrive in Japan

### The second payment, entry to Japan and entrance procedure

An applicant comes to Japan after he/she officially is granted with college visa.

An applicant is expected to settle the second payment 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, admission certificate, 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 it to the school in case if an applicant can't arrive during the registration period.

## Others

### Contact person

A contact person we mean is a proxy who lives in Japan and can help applicant with application process. In order to process application without difficulties, we ask every applicant 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 has to have a close relationship to the applicant and, the relationship needs to be proven by such an official document. It is natural that one of the parents of applicant to act as 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 Status

Student visa is required to study at Osaka Japanese Language Education Center. (\*)

In order to acquire student visa, one must be granted with Certificate of Eligibility to study in Japan.

We, the school, will process this eligibility application on behalf of applicants.

If and when applicant passes immigration screening, Certificate of Eligibility for Resident Status will be issued. The school will receive it from immigration as a proxy and post mail to applicant through a 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, please contact to the school for information about 'Application for residents within Japan',

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### **“Student Guide to Japan” – JASSO**

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

**Access: [http://www.jasso.go.jp/ryugaku/study\\_j/sgtj.html](http://www.jasso.go.jp/ryugaku/study_j/sgtj.html)**