

Long-term study abroad course

Admission Guide / Application Guidelines

I. Course outline

● Courses offered

Month of enrollment	Course duration	Application Period	Issuance of Certificate of Eligibility
April	2 years	Sept.~Nov.10 1 year ago	Mid. Feb
July	1 year and 9 months	Feb.~Mar.10	Late May
October	1 year and 6 months	Mar.~May10	Late Aug.
January	1 year and 3 months	Jun.~Sep.10 1year ago	Mid Nov.

※All courses graduate in March.

● Class schedule

Monday~Friday (Except Japanese National Holiday)

AM : 9:15~12:30 or PM : 13:15~16:30

● Class

There are 4 lessons of 45 minutes a day. Classes are level-specific. There is class change every three months. The average number of students in each class is fifteen.

● Curriculum

Class	Period	Attainment target	Main teaching materials	Supplementary materials
Elementary I	3 mon.	Reach N4 level. Can read and write simple daily conversations.	『Manabo ! Nihongo』 Elementary I、II	『Manabo ! Nihongo』 Exercise EL I、II, 『Manabo ! Nihongo』 Kanji EL I、II, 『Manabo ! Nihongo』 Listening EL I、II, 『Manabo ! Nihongo』 Writing practice EL I、II
Elementary II	3 mon.			
Lower Intermediate	3 mon.	Reach N2 level. Can speak everyday and understand TV and newspapers.	『Manabo ! Nihongo』 Intermediate	『Manabo ! Nihongo』 Exercise EL-INT、INT. 『Manabo ! Nihongo』 Kanji EL-INT、INT. 『Manabo ! Nihongo』 Listening CD EL-INT、INT. 『Japanese important expression sentence pattern drawn by 『AIUEO』』 『JLPTN 2 / N 3 Problem collection』 『EJU Problem collection』
Intermediate	3 mon.			
Upper Intermediate	4 mon.	Reach N1 level. Can acquire comprehensive Japanese skills used in social life and university.	『Manabo ! Nihongo』 Upper intermediate/ Advanced	『Japanese important expression sentence pattern drawn by 『AIUEO』』 『JLPTN 2 / N 3 Problem collection』 『EJU Problem collection』 『Original materials such as Newspaper, novels etc.』
Advanced	4mon.			

II. Application qualifications

- Those who have completed at least 12 years of school education in their home country
- Those who have the Japanese Language Proficiency Test N5 (certificate required) or equivalent
- Those who meet the above conditions and are able to prepare documents for submission to the Tokyo Immigration Bureau in accordance with the instructions of the ICA.
- Applicants who have a history of staying in Japan or applying for a visa to Japan, but who can submit the details and related materials

ICA Admission Statement :

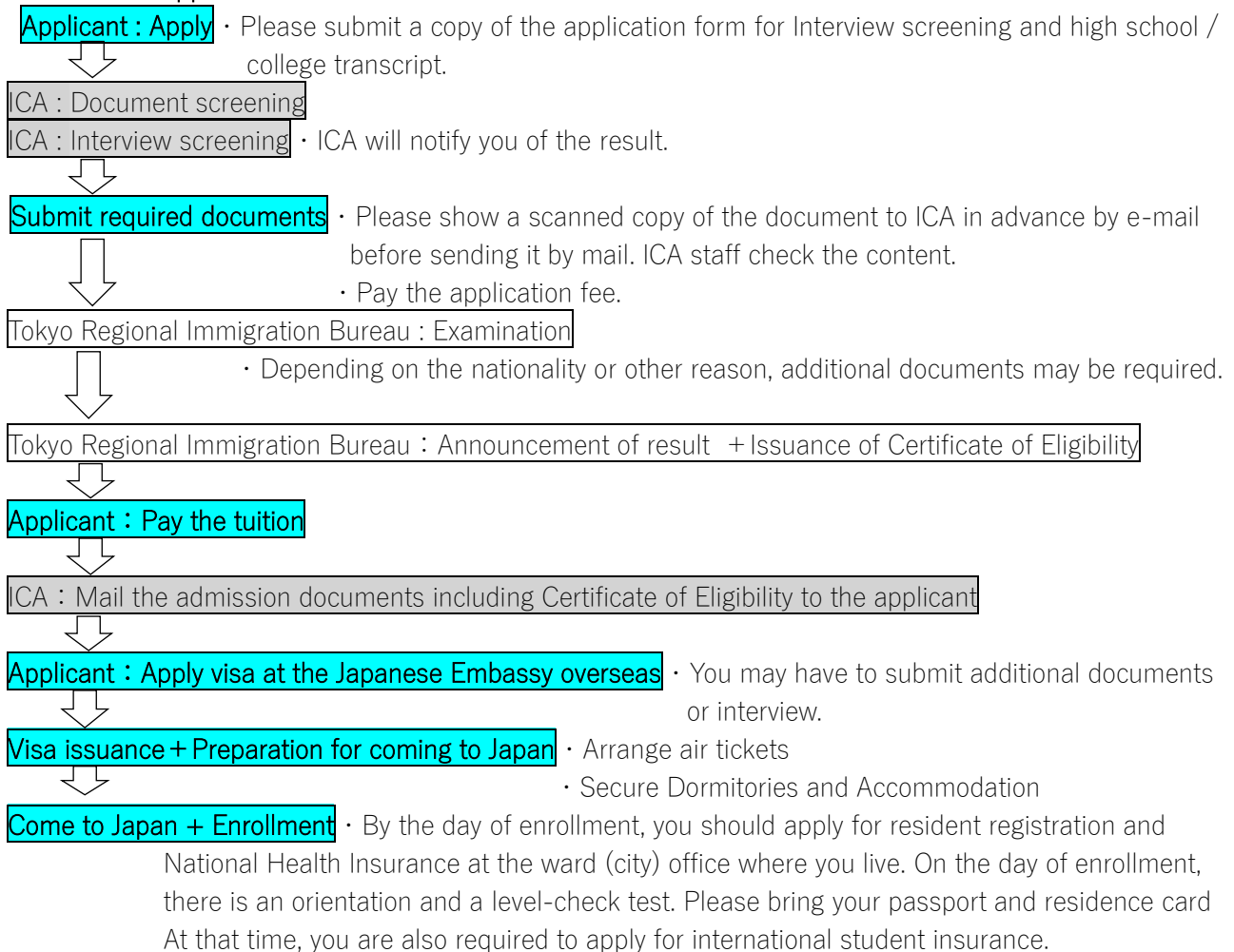
ICA does not distinguish between the following items regarding students when selecting applicants for admission.

• Age • Gender • Racial • Religion • Class • Hometown • Handicap

III. Screening

- Document screening and interview screening
- Please note if the number of applicants exceeds the capacity, you may not be able to apply even if you meet the criteria for ICA selection.

IV. Flow from application to admission



V. Application documents

Documents about the applicant	
1	Application for Admission to ICA Japanese Course (Original with signature) <ul style="list-style-type: none"> · If there is a blank period in your career, submit a separate explanatory letter. · Fill out the same name as stated on passport and full addresses (<u>with street and number</u>) in <u>all address-field</u>. · Fill out the official full name without omitting any · 8.Educational background : Fill out each enrollment period up to the date from the time of elementary school enrollment to the last education. If you are still enrolled, enter "present" in the date field · 9.If you have been in Japan, put when, how long and purpose. : Fill out all the history properly. · 14.What will you do after completion of the course at ICA? : If you want to go on to higher education, you do not need to provide a specific school name, but please fill in the desired field and department. · If there is no entry, enter "None" and do not leave it blank
2	Diploma or certificate of graduation with final education(Original) <ul style="list-style-type: none"> · The diploma will be returned after making a copy at ICA.
3	Transcript of final education (Original) <ul style="list-style-type: none"> · Includes the status of all credits acquired from the time of enrollment to the time of graduation
4	Certificate of enrollment, Certificate of expected graduation (Original)(Current students only)
5	High school transcript (Original) <ul style="list-style-type: none"> · The status of credits/grade acquired from the time of enrollment to the time of application must be stated · If you are in graduate school, submit the transcript of the last graduate school (university).
6	Certificate of passing the JLPT or equivalent test <ul style="list-style-type: none"> · Contact us for acceptable test types.
7	Certificate of learning Japanese for 150 hours or more (Original) <ul style="list-style-type: none"> · Has to be issued by the learning institution and included ①Study period②Attendance rate ③Course contents④Course name⑤End target level of the course⑥Materials name used.
8	Documents proving your career written in the application <ul style="list-style-type: none"> · Certificate of incumbency (Original)(If you are currently working or have worked in the past) · Certificates of various qualifications(if any)
9	10 Photos <ul style="list-style-type: none"> · 4 x 3 c m · Taken within 3 months · Write your name on the back
10	Passport copy <ul style="list-style-type: none"> · Pages with photos and status · Pages with immigration stamps
11	Certificate of educational background <ul style="list-style-type: none"> · The necessity depends on the country and background.
12	Explanatory documents and supporting documents <ul style="list-style-type: none"> · If you have lived in Japan in the past · If you have previously applied for a status of residence in Japan · If you cannot submit any of the above documents 1-7

Documents related to sponsors	
1	Affidavit of Financial Support (Original with signature)
2	Documents authorized by a public body to prove relationship between the sponsor and the applicant. Ex) ・ Copy of family register of the whole family ・ Birth certificate ・ Copy of ID ・ Notarization of kinship
3	Deposit balance certificate (Original)
4	Materials to prove the process of fund forming the amount of money described in 4) ・ Copy of bankbook, bank statement ・ For the past three years
5	Documents that prove the profession of the sponsor ・ Certificate of incumbency ・ Business license、 Business registration certificate、 Copy of the corporate registry copy ・ Certification documents issued by other public organizations
6	Documents that prove the financial supporter's income ・ Certificate of income for three years issued by the public agency responsible for personal income tax ・ Documents showing both the total income and the actual income after deducting taxes
7	Documents that prove the tax payment status of the financial supporter's personal income ・ Tax payment certificate for three years issued by public institutions

※Notes

- Fill in with a black or dark blue ballpoint pen or ink pen. (No pencil)
- Documents issued for the application must be issued within three months.
- Foreign language documents require a Japanese translation. Translations can be submitted in Word or other data.
- Each certificate should have the address of the issuing organization, contact information (such as TEL), issuer name and signature.
- When submitting a copy of the original, please provide as;
 - ・ One-sided printing
 - ・ A4 size
 - ・ Mention copy creation Date、 Name、 relationship with the applicant
- If you cannot submit the specified documents, please prepare an explanatory document. Include the document creator, date of creation, and signature of the creator.
- In addition to the above, there may be specially designated documents depending on the country or background. Please consult with us in advance about the documents to prepare.
- If you have any questions about the documents, be sure to consult with ICA before mailing the originals.
- If you discover that a document was created by an improper institution or fraudulent,
 - ・ the application will be unconditionally rejected and no further re-application will be accepted.
 - ・ all other documents from the introducer of the application will be rejected as well.
 - ・ there is no refund for the screening fee.

VI. Graduation rules

- 1) If you are going to a graduate school in Japan, you will be allowed to graduate for 6 months or more.
- 2) If you study at ICA school for 1 year or more, you will be allowed to graduate
- 3) In any case, graduation is recognized if the attendance rate at graduation is 90% or more.

VII. Other

●About housing

We can introduce student dormitories and apartments, so if you wish, please contact us as soon as possible after receiving the certificate of eligibility.

●Airport pick-up service

a) For students who live in ICA dormitories

Narita International Airport 15,000yen (One way, including transportation expenses in Japan)

Tokyo International Airport (Haneda) 6,000yen (One way, including transportation expenses in Japan)

b) Students who move in where they decide themselves

*We will guide you to board the bus or train at the airport.

Narita International Airport/Tokyo International Airport (Haneda): 1,000 yen to 5,000 yen (It depends on the number of people and time. Transportation costs in Japan are not included.)

※If you wish to meet you at the airport, please contact ICA as soon as you have arranged your ticket.

This service is only available on weekdays.

●About mobile phone (smartphone) contracts

ICA will introduce the handling company. If you wish, please let us know at the time of admission.

VIII. Contact

●Supported languages: Japanese, English, Chinese, Vietnamese

●For application, please contact us by E-mail.

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