

FULL-TIME COURSE
APPLICATION GUIDEBOOK
2020
(SPRING TERM & FALL TERM)

Technical College accredited by the Osaka Prefectural Government
School authorized by the Ministry of Justice to act as an agent for student visas

ECC Kokusai College of Foreign Languages
Japanese Course

1-5-11, Nakazaki Nishi, Kitaku, Osaka, 530-0015, JAPAN
TEL +81-6-6372-1444 FAX +81-6-6372-1544
E-mail : nihongo@ecc.ac.jp URL : <http://japan.ecc.ac.jp/>

GENERAL JAPANESE COURSE OUTLINE

Long-Term Course

1. Courses

Semester	Course Length	Lessons
Spring (April) Fall (October)	2 years	1800
	1.5 years	1350
	1 year	900

* There are 5 classes a day, 25 classes a week (Monday to Friday). Students will be placed in either morning classes or afternoon classes, according to their placement test scores. (This only concerns students holding a College Student Visa)

* Students are eligible for the College Student Visa.

2. Fixed Number of Applicants

470 students (640 students total)

3. Application Periods

	Applicants	Application Periods
2020 Spring Semester (April)	Applicants applying for College Student Visa	Jul. 1, 2019 ~ Nov.29, 2019
	Applicants not applying for College Student Visa	Oct. 1, 2019~ Mar. 31, 2020
2020 Fall Semester (October)	Applicants applying for College Student Visa	Jan.6, 2020 ~ May.29, 2020
	Applicants not applying for College Student Visa	Apr. 1, 2020 ~ Sep.30, 2020

* Once the number of successful applicants reaches admission capacity, the application periods could be closed earlier.

4. Qualifications for Enrollment

- (1) Those who have completed (or will complete) 12 years of education in schools outside Japan
- (2) Those who have completed a secondary education curriculum outside Japan which qualifies them for college entrance
- (3) Those who are acknowledged by this institute as having the equivalent of (1) and (2) above
- (4) Basically, those who are 18 years of age and over
- (5) Those who follow all our school policies and regulations, and be independent during stays (student applying for a student visa)

5. How to Apply

Applications and documents must be submitted to the school office by the applicant or the applicant's sponsor (guarantor). At the time of application, the guarantor is also requested to have an interview with the staff of the Japanese course. Applications by mail are accepted only when applicants don't have a personal guarantor in Japan.

* Guarantors should be someone who has been residing in or around Osaka, will be able to submit the application form and complete all of enrollment procedures on behalf of the applicant, and be able to take complete responsibility of the well-being of the applicant while in Japan.

6. Location and Hours

ECC Kokusai College of Foreign Languages Japanese Course

1-5-11 Nakazaki-Nishi, Kita-ku, Osaka 530-0015 TEL (06) 6372- 1444

MON thru FRI 9:30 AM to 5:30 PM (Except Japanese national holidays and school holidays)

7. Fee Schedule (in Japanese Yen)

- (1) Screening Fee ¥20,000 (Students applying for College Student Visa)
- (2) Enrollment Fee ¥50,000
- (3) Tuition Fee

* If you pay on the installment plan, an additional 50,000 yen will be added to the total payment of tuition for 1 year.

Term		Tuition	Full payment for 1 year		Installment	
					1st	2nd
2 years	1st year	¥760, 000	¥710,000	①	¥380, 000	¥380, 000
	2nd year	¥760, 000	¥710,000	②	¥380, 000	¥380, 000
1.5 years	1st year	¥760, 000	¥710,000	③	¥380, 000	¥380, 000
	2nd year (for 0.5 year)	¥380, 000	¥380, 000	④	¥380, 000	
1 year	1st year	¥760, 000	¥710,000	⑤	¥380, 000	¥380, 000

(4) Activities Fee ¥10,000 (per year)

(5) Accident Insurance Fee (Students applying for College Student Visa) ¥6,500(per year)

Accident Insurance Fee (Students not applying for College Student Visa) ¥2,500(per year)

* If you are applying for a 1.5-year course, you will be required to pay 4,000yen for activities fee and 2,000yen for accident insurance fee (Students applying for College Student Visa) or accident insurance fee (Students not applying for College Student Visa) for 500yen in the second year of the 1.5-year course.

* Special Notes

- 1) Depending on the result of your screening, you may be able to make an installment payment.
- 2) The second installment payment is due around 4 months after the admission.
- 3) Screening, Enrollment and Accident Insurance Fees will not be returned under any circumstances.
- 4) The portion of paid tuition starting from the next term will be refunded under the following conditions.
 - ① Entrance to university
 - ② Dropping out of the school and returning to his/her home country during the course period
 - ③ Refusal of the student visa
 - ④ Submission of the notification for the cancellation with the reason before enrollment

※ You must contact us before the following deadline in order to receive refunds.
 Spring semester : by 5pm on the last day of March
 Fall semester : by 5pm on the last day of September
- 5) Students have to participate in the national health insurance which covers 70% of medical bills. The insurance fee is not included in the above stated tuition costs.
- 6) The cost of class materials is not included in the above stated tuition costs.
(※Material fees for one term are between 10,000yen and 26,000yen.)
- 7) Fees for health checkup is included in the above Accident Insurance Fee.

APPLICATION PROCEDURE

1. Applicants applying for College Student Visa

- ① Guidance
(Carried out by Guarantor in Japan/Applicant or on internet)
▼
- ② Payment of screening fee, Submission of enrollment application and Carrying out admission interview
(Guarantor in Japan/Applicant)
▼
- ③ Submission of required documents for visa after screening of applicant
(School)
▼
- ④ Issuing a “certificate of Eligibility” for the applicant who is approved by the Immigration Bureau.
(The Ministry of Justice)
▼
- ⑤ Payment of the enrollment and the tuition fee
Upon acknowledgement of the payment, the certificate of the eligibility will be transferred over.
(Guarantor in Japan/Applicant)
▼
- ⑥ Application for the college student visa
Please apply for the visa at the Japanese Embassy, consulate or diplomatic establishment with the certificate of eligibility issued by the Ministry of Justice.
(Applicant)
▼
- ⑦ Arrival in Japan
(Applicant)
▼
- ⑧ Placement Test
(Applicant)

- * Students are requested to arrive in Japan no later than 6 days before the first day of classes.
- * Enrollment may be cancelled if the student do not arrive in time for classes.
- * Students will be placed in classes according to their Japanese ability. Class placement is based on the test results, purpose of study, etc.

2. Applicants not applying for College Student Visa

- ① Guidance
(Carried out by Guarantor in Japan/Applicant)
▼
- ② Submission of enrollment application
(Guarantor in Japan/Applicant)
▼
- ③ Screening of applicant
(School)
▼
- ④ Payment of the enrollment and the tuition fee
(Guarantor in Japan/Applicant)
▼
- ⑤ Placement Test
(Applicant)

REQUIRED DOCUMENTS FOR APPLICATION

1. Students applying for College Student Visa

Applicants must submit or attach the following documents:

- (1) Application for Admission
 - * If applicants have an irregular academic career including the time of entrance and length of enrollment at each school, an explanatory statement issued by the school should be submitted upon application to the school office. Resume must be written in concrete detail.
 - * The “purpose of study in Japan” must be well-thought out and presented in concrete detail.
 - * Japanese language school students attending school 5days or more a week (20hours and more) should write “student” in the “occupation” box on the application even though the applicant is not a high school or college student.
 - * The application must be filled out by hand by the applicant, or typed in a computer. If typed, please be sure the application is signed before submission to the school office.
- (2) Proof of graduation or diploma from last school attended (original)
- (3) 4 4cm × 3cm photographs (taken within the last 3 months, from chest up, hatless)
- (4) A photocopy of valid passport (if applicable)
- (5) Certificate of Japanese ability (if applicable)
 - * ex)A photocopy of certificate and score report of Japanese Language Proficiency Test, J-test, NAT-TEST, J-cert
- (6) Proof of employment (if applicable)
 - * Position title must be stated. In the case that applicants are promised to be reinstated to their former positions, the plan of reinstatement should be included in the proof of employment.
- (7) Proof of enrollment in school (if applicable)
 - * The applicants in the last year of school must submit proof of expected graduation date.
- (8) A photocopy of family register, including all members, or an equivalent such as a birth certificate
 - * We understand that different countries have different forms of familial certification.
- (9) Written pledge
 - * The student and sponsor must write their full name and stamp (countries which do not use stamps, please provide a signature) on their respective lines at the bottom of the written pledge.
 - * Examples of the school regulations :
 - ① Only students who meet either the following can obtain permission from the school to have a part-time job.
 - (1) Students who spend more than 3 months at school after enrollment with an excellent attendance rate and remain in high academic standing.
 - (2) Students who spend more than 6 months at school after enrollment and have had no problems with attendance rate and have exhibited good behavior.
 - ② Students should study as hard as possible and not be absent, arrive late or leave early from the class without proper reasons.
 - ③ Students applying for College Student Visa are not allowed to request for taking either morning class or afternoon class.

Sponsors must submit following documents

[In case sponsors in other countries are to pay for the expenses]

- (1) Document of financial sponsorship (Sponsor must fill out by him/herself)
 - * 2.(1) Please circle the applicable option according to payment of tuition.
 - * 2.(3) It should be indicated how sponsor will pay the student's living expenses, the amount of the money the student bring to Japan upon entering, the amount and the number of times (ex. once a month) which the sponsor will pay.
- (2) Proof of funds (certificate of bank balance)
 - * The date of issue should be after October 1st, 2019 for the students to enter ECC KCFL in April, or on or after April 1st, 2020 for the students to enter ECC KCFL in October.
- (3) Proof of employment
 - * If the remitter is a business owner or a private business owner, a copy of the company registration or a business license should be submitted.
- (4) Proof of income or tax payment stating income amount (the most recent)
- (5) Documents to certify the relationship with the applicant
 - * In principle, sponsor should be members of the applicant's immediate family.

[In case sponsors in Japan are to pay for the expenses]

- (1) Document of financial sponsorship (Sponsor must fill out by him / herself.)
- (2) Remitter's certificate of residence tax payment (income amount to be stated)
- (3) Certificate of bank balance
- (4) Proof of occupation
 - * If the remitter is an employee, a proof of employment should be submitted. If the remitter is a business owner or executive, a copy of company registration should be submitted. If the remitter is a private business owner, a copy of business license should be submitted.
- (5) Certificate of residence for every family member including applicant
- (6) Documents to certify the relationship with the applicant
 - Certificate of residence and family registration should be attached
 - * In principle, sponsor should be members of the applicant's immediate family.

[In case applicants are to pay for expenses themselves]

- (1) Proof of funds (certificate of bank balance)
- (2) Proof of employment
- (3) Proof of income or tax payment stating income amount (the most recent)
- (4) A paper of financial sponsorship
 - * Fill in only (1), (2), (3) in 2, and your name with signature.

[In case applicants can support their staying expenses on scholarship]

- (1) Certificate issued by the sponsoring organization that states the amount of scholarship and the name of sponsoring organization.
< If the sponsoring organization is a private company or organization >
- (2) Explanation on the nature business of the company and the document on the rules of scholarship
- (3) The selection criteria of the sponsoring organization
- (4) The list of students who received the scholarship in previous years (if applicable)

< Notice >

1. Japanese translations must be attached to all documents which are in a foreign language.
2. The above-mentioned documents are requirements for the application. The submission of other documents might be necessary, case by case, if further documentation of application is necessary.
3. Please let us know if you have any documents which you are unable to submit.
4. All documents must be issued on or after July 1, 2019 for the students to enter ECC KCFL in April, or on or after January 1, 2020 for the students to enter ECC KCFL in October.
5. All documents should be written on official forms, with the name and address of the issuing organization printed clearly.
6. If you have a guarantor who is a resident in Japan, a letter of guarantee must be attached.

2. Applicants not applying for Student Visa

- (1) Application for admission
- (2) Proof of graduation (or expected graduation) or diploma from last school attended (if applicable)
- (3) 2 4cm×3cm photographs (taken within the last 6 months, from chest up, hatless)
- (4) A photocopy of passport (if applicable)
- (5) Written pledge
- (6) A photocopy of a residence card (if applicable)

Short-Term Course

This course is intended for those who stay in Japan on temporary visitor visa, working holiday, long-term resident or any other valid visa. Students can improve their Japanese ability as much as possible during the period. College student visa is not issued for the students in this course, so the application procedure is very simple.

1. Course Start

- ★ April, June, October, January
- * Students will be placed in classes according to their placement test scores.
- * Students will take the same classes offered to long term students.

2. Qualifications

- (1) Basically, those who are 18 years of age and over
- (2) Those who are under 18 years but get approval from the Japanese course director

3. How to Apply

Please submit the application form for short term course with a photo (3cm×4cm) and a copy of a valid passport to the school office.

4. Location and Hours

ECC Kokusai College of Foreign Languages Japanese Course
1-5-11 Nakazaki-Nishi, Kita-ku, Osaka 530-0015 TEL (06) 6372-1444
MON thru FRI 9:30 AM to 5:30 PM (Except Japanese national holidays and school holidays)

5. Fees

Period	Registration Fee	Tuition Fee
3 months (45 school days)	¥25,000	¥197,800
6 months (90 school days)	¥50,000	¥380,000

* Please contact the school about the fees for periods other than the ones specified above.

* The below fees are not included in the above tuition.

Material Fee (¥10,000 - ¥26,000 for one term)

Activities Fee (¥2,500 for 3 months, ¥5,000 for 6 months)

Accident Insurance Fee (¥2,000 for 3 months to 6 months)

Enrollment and Accident Insurance Fees will not be returned under any circumstances.

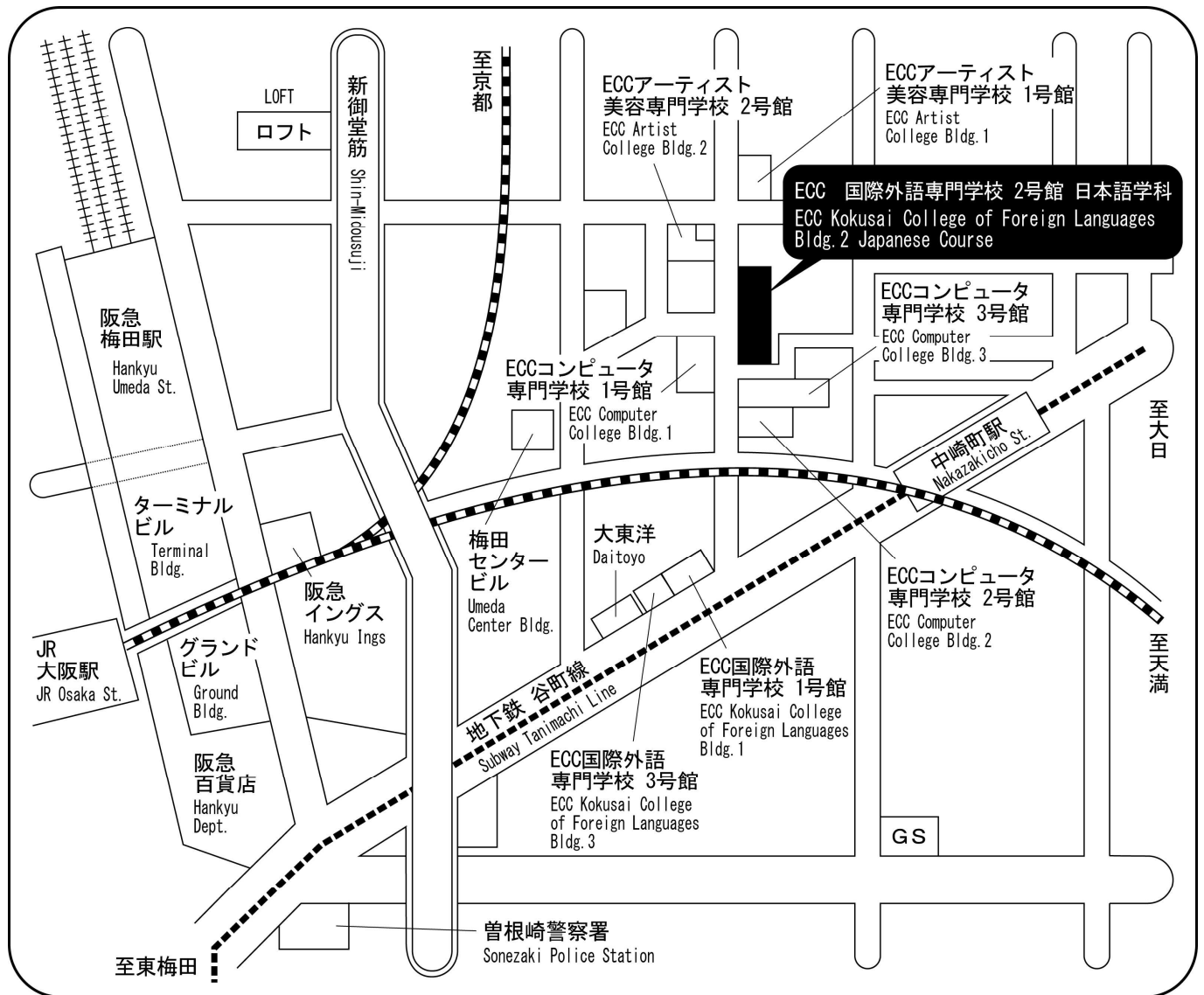
* You must contact us before the following deadline in order to receive refunds.

April term: by 5pm on the last day of March

June term: by 5pm on the last day of May

October term: by 5pm on the last day of September

January term: by 5pm on the last day of December



Access

- 10 minute walk from Airport Limousine Bus Hotel New Hankyu bus stop
- 10 minute walk from JR Osaka station
- 7 minute walk from Hankyu Umeda station
- 10 minute walk from Midosuji subway line Umeda station
- 1 minute walk from Tanimachi subway line Nakazakicho station
- 10 minute walk from Hanshin Umeda station