

# University Preparation Course / Graduate School Preparation Course Admission Guidelines for International Students

## Admission Requirements

(All the requirements as follows from 1 to 6 should be met. )

- ① Those who are 18 years of age or older, as a principle, and have completed (or be expected to complete) at least 12 years of schooling in a foreign country. (Applicants for Graduate School Preparation Course are to have completed (or be expected to complete) at least 16 years of schooling)
- ② Those who have passed N2 or higher of the Japanese Language Proficiency Test (JLPT) or marked a score of over 200 points on Japanese portion of the Examination for Japanese University Admission for International Students (EJU) test.  
Alternatively, the applicant must have studied Japanese language for at least 1 year at one of the Japanese language institutions designated by the Minister of Justice and have had a satisfactory attendance rate of 90% or higher.  
\* Please contact us in advance if your attendance rate is less than 90% for unavoidable reasons such as health problems.
- ③ Those who can pay tuition and living expenses from your enrollment to graduation in our school without any financial difficulty.
- ④ Those who are highly motivated to study and wish to enter a Japanese university or graduate school.
- ⑤ Those who can agree with school policy and live a self-reliant lifestyle.
- ⑥ Those who obey Japanese law and school regulations.

\* You must have attended an individual information session via Zoom or other means, or Open Campus Event held by the school you wish to attend.

## Application Period

Monday, September 2, 2024 - Friday, December 6, 2024

- \* Applications must be delivered to ECC by December 6th, 2024.
- \* In case the number of successful applicants reach the capacities of the course, we may close the application earlier.
- \* If there are any incomplete sections or documents, you may be asked to make corrections or additions, so it is highly recommended that you submit all the required documents and application earlier to meet the deadline.

## Screening Fee 20,000 yen

## Screening Criteria

Document screening • Interview test • Written Japanese language test

- \* Those who apply for Graduate School Preparation Course are required for essay test as well.
- \* The interview and Japanese language test will be conducted through the internet.  
We will inform you of the test day after your application is received.
- \* If you are rejected in the preliminary screening, no Japanese language test or interview will be held. We will let you know if this is the case.  
Please keep in mind that there is a chance that you cannot get the Certificate of Eligibility especially in the case of any mistakes on your application.

## Application Method

Please contact ECC International Student Office if you intend to apply for the course.

Yamaguchi Gakuen ECC International Student Office  
530-0015

1-5-11 Nakazakinishi, Kita-ku, Osaka City (ECC KOKUSAI COLLEGE OF FOREIGN LANGUAGES Building 2)

Tel +81-6-6372-1510 E-mail: is-office@ecc.ac.jp

Japan time: Weekdays 10:00-17:30 (excluding Japanese holidays and holidays designated by the college)

## Tuition and Fees

Lump-sum Payment	Enrollment Fee	Tuition Fee	Lump-sum Discount	Total
	50,000 yen	800,000 yen	-30,000 yen	820,000 yen

\* Payment Deadline : Within 2 weeks after the invoice has been issued. The invoice is issued as soon as your Certificate of Eligibility is issued by Osaka immigration office.

Payment in Installment	Enrollment Fee	Tuition (1st)	Tuition (2nd)	Total
	50,000 yen	400,000 yen	400,000 yen	850,000 yen

\* Payment Deadline for Enrollment Fee and Tuition (1st) : Within 2 weeks after the invoice has been issued. The invoice is issued as soon as your Certificate of Eligibility is issued by Osaka immigration office.

\* Payment Deadline for Tuition (2nd) : Beginning of July, 2025.

## Other Expenses

Course	Activities Fee	Accident Insurance Fee	Deposit for School Materials
University Preparation Course / Graduate School Preparation Course	20,000 yen	7,000 yen	50,000 yen

Payment Deadline : Within 2 weeks after the invoice has been issued. The invoice is issued as soon as your Certificate of Eligibility is issued by Osaka immigration office.

\* Accident insurance fee is not refunded for any reason.

\* The remaining balance of Deposit for School Materials will be refunded when you leave school. However, in the following cases, you cannot get the refund for the portion of the deposit for any reason.

- In the case you have already received new textbooks from school.

- In the case school already ordered new textbooks for you before you notify school about your leaving.

## Special Note

- \* Screening fee and enrollment fee are not refunded for any reason.
- \* Tuition fee is refunded as far as the following conditions are met.
  - The cancellation letter of enrollment should be submitted by March 31st, 2025, during school opening hours. (The cancellation of your student visa should be confirmed by school.)
- \* The refund will be made through international bank transfer. The transaction fee of the transfer is on student's side.
- \* All international students must join the National Health Insurance Plan, and students need to pay the insurance premium by themselves.  
70% of the medical expenses are covered by the insurance, so you will be required to pay only 30% of the medical expenses when you visit a clinic in Japan.
- \* Medical Check-up, arranged by ECC, should be attended. ( The fee of the Medical Check-up is included in the above Accident Insurance Fee. )
- \* Placement test, held at ECC, should be attended either on February 22nd, 2025, or March 24th, 2025
- \* Remote lessons could be offered in case students are not allowed to attend lessons in school due to the pandemic of infectious disease, for example.  
In this case, all students need to prepare for the stable internet connection to watch videos of lessons.
- \* New Learning Support System for Higher Education is not applied to these courses.  
The applicant should be a resident of Japan holding the following type of the visas only. (Immigration Control and Refugee Recognition Act Appended Table 1, 1 to 5)
  - (1) Diplomat, Official, Professor, Artist, Religious Activities, Journalist
  - (2) Highly Skilled Professional, Investor /Business Manager, Legal/Accounting Services, Medical Services, Researcher, Instructor, Specialist in Humanities/ International Services, Nursing Care, Intra-company transferee, Entertainer, Skilled labor, Technical intern training
  - (3) Cultural activities, Temporary visitor
  - (4) Student, Training
  - (5) Designated activities

## Tuition Fee Reduction Preferential Treatment System (at enrollment)

Type	Rank	Tuition Fee Reduction	Required Level	Required Documents
Examination for Japanese University Admission for International Students (EJU)	A	600,000 yen	650 or higher on EJU (excluding writing)	EJU Score Report
	B	400,000 yen	600 or higher on EJU (excluding writing)	
	C	300,000 yen	570 or higher on EJU (excluding writing)	
	D	200,000 yen	540 or higher on EJU (excluding writing)	
	E	150,000 yen	300 or higher in Japanese portion of EJU (excluding writing) and 120 or higher in 1 other subject	
	F	100,000 yen	300 or higher in Japanese portion of EJU (excluding writing)	
	H	50,000yen	220 or higher in Japanese portion of EJU (excluding writing)	
Japanese Language Proficiency Test (JLPT)	G	70,000 yen	Passed JLPT N1	Certificate of the Japanese Language Proficiency Test
English	E	150,000 yen	900 or higher on TOEIC® L&R, 100 or higher on TOEFL iBT, 7.0 or higher on IELTS Academic	Relevant score table
	F	100,000yen	800 or higher on TOEIC® L&R, 88 or higher on TOEFL iBT, 6.0 or higher on IELTS Academic	
	G	70,000yen	700 or higher on TOEIC® L&R, 76 or higher on TOEFL iBT, 5.5 or higher on IELTS Academic	

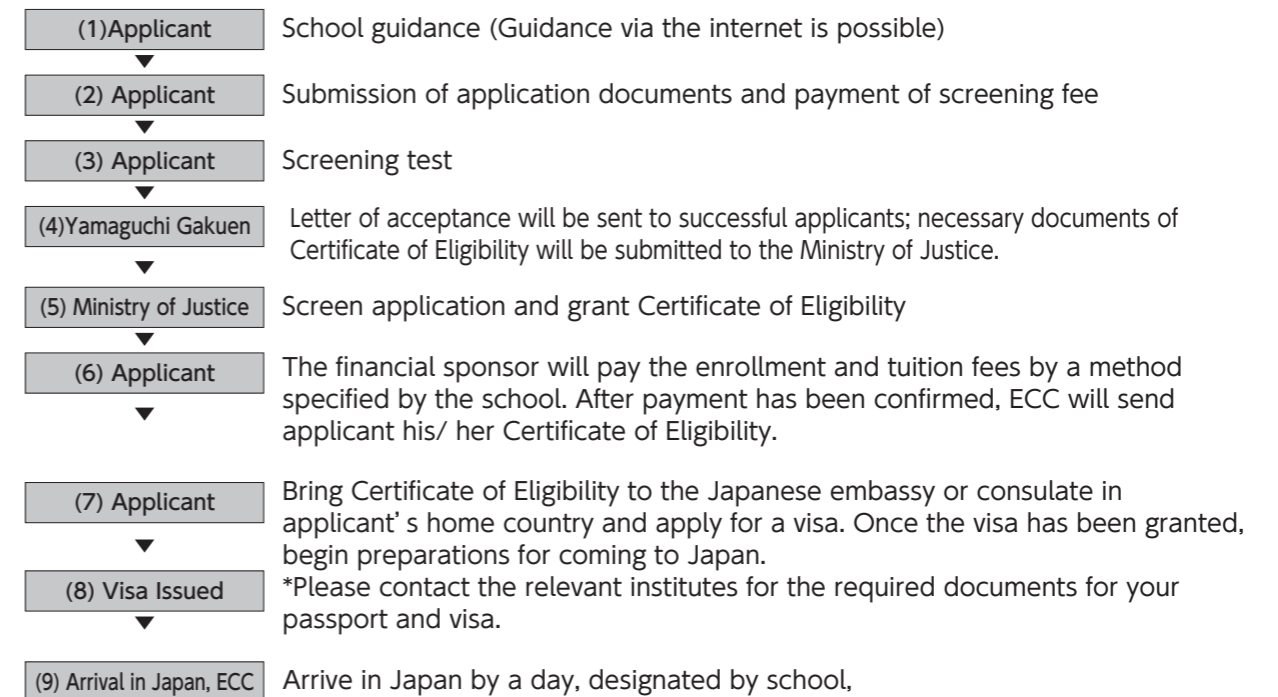
\* Tuition Fee Reduction Preferential Treatment System is only applied to the total amount of tuition fee. In case you become qualified for the Tuition Fee Reduction Preferential Treatment System after passing an admission test, you must submit the required document by March 19th, 2025, so school will change your rank for Tuition Fee Reduction Preferential Treatment System.

\* 2 ranks ( or more ) cannot be combined for Tuition Fee Reduction Preferential Treatment System. ( Only higher rank is applied. )

\*Those who apply for Tuition Fee Reduction Preferential Treatment System are considered to agree with the condition that your achievement will be posted on brochure and website.

\*Holding the required documents for Tuition Fee Reduction Preferential Treatment System does not mean your enrollment is promised, and you still need to pass our admission test to study in the course.

## Application Process for Overseas Applications



## Required Documents

### (1) Application form

Applicants themselves must complete the entire form in Japanese on a computer. (Signature must be handwritten by the applicant.)

If there are irregularities in the applicant's educational background, the letter of explanation, issued by the school, should be included.

The purpose of study which includes the reason for your study in Japan and your plan after graduation must be stated clearly.

If you graduated from high school or university and are currently studying Japanese at a Japanese language institute 5 days a week for 20 hours or longer, enter "student" as the occupation on the form and enter the school name and address.

### (2) Original Proof of Graduation (or expected graduation) or graduation certificate (original copy) from the most recent school attended.

Those who graduated from university in China must submit the downloaded certificate of degree recognition from the website of the ministry of education.

### (3) Scores on National standardized test in China, “高考” ( Those who attended the test in China )

For admission test of university, if you have attended National standardized test in China, “高考”, you must submit the copy of the grade certificate, issued by the exam center in each state.

### (4) 2 ID photographs (4x3cm, taken within the last 3 months, from chest up, head uncovered).

\*If you have digital data of the picture, please submit both the digital and physical pictures.

### (5) Copy of your passport Must include a copy of the main photo ID page, and the pages that show your previous entries into and departures from Japan.

### (6) Original certificate of Japanese language proficiency

At least one of the following is necessary. (Please contact ECC International Student Office if you have the results of tests other than the ones mentioned below.)

- Score report and certificate of Japanese Proficiency Language Test (N2/level 2 or higher).

- EJU score report (200 points or higher for Japanese).

- (7) A copy of the family register or alternatively, an original document showing all family members whom the applicant lives with.
- (8) Written Pledge  
Both applicant and sponsor must sign and seal the written pledge.

**The following are necessary only where applicable**

- (9) Proof of enrollment In the case you are in the final year of the school, submit the proof of expected graduation or the certificate, stated that you are expected to graduate.
- (10) Proof of employment Documents that list the job responsibilities. If you plan to be reinstated, write about the job on the form.
- (11) Certificate proving English proficiency (TOEIC 700 points or higher, IELTS 5.5 points or higher, TOEFL iBT 76 points or higher)  
In the case you apply for Tuition Fee Reduction Preferential Treatment System.

\* If you have attended a school in Japan (university, Japanese language school, etc.), submit a certificate of attendance and grades.  
Applicants with unsatisfactory attendance or grades may be rejected from the application process.

**Financial sponsor must submit the followings**

**In the case your financial sponsor is living out of Japan.**

- (1) Document of financial sponsorship  
Must be filled out by the financial sponsor. (Computer input is acceptable but the document must be signed by the sponsor.)  
2. (1) Check the box  indicating the method of tuition payment.  
2. (3) The method of providing for living expenses must include the amount of money the applicant will have upon arrival, and the amount and number of times the sponsor will provide the money.
- (2) Certificate of bank balance ( the most recent )  
\* The photocopy of bank book could be required, depending on your nationality.  
Each semester has different requirements for how recently your bank certificate must be issued, so please contact the school to get further information.
- (3) Proof of employment (or corporate registration if you are self-employed or a business owner)
- (4) Certificate of income tax payment or the proof of annual income ( the most recent )
- (5) Documents proving relationship between sponsor and applicant

\* Financial sponsor should be closer to the applicant than a third-degree relative. ( If there is any specific reason why none of your third-degree relatives cannot be your financial sponsor, please contact ECC International Student Office in advance.)

\* The following documents should be submitted as a proof of family registration for the applicant from China, Taiwan, and Korea.  
Chinese applicant : 户口簿, Taiwanese applicant : 戶籍, Korean applicant : 가족관계증명서

**In the case your financial sponsor is living in Japan.**

- (1) Document of financial sponsorship Filled out by the sponsor in his or her own handwriting.  
(2) Letter of guarantee Filled out by the guarantor in his or her own handwriting.  
(3) Taxation certificate of residence tax Clearly showing the sponsor's income as well  
(4) Certificate of bank balance  
(5) Proof of employment  
Company employee: Certificate of employment  
Company director: Certified copy of the company's registration  
Self-employed: Business license (copy)  
(6) Resident Record, 住民票  
Must include all the names of the residents in the financial sponsor's household.  
(7) Document proving the relationship between applicant and financial sponsor  
-If the sponsor is a relative of the applicant, family or residential register (as a principle, sponsor should be closer to the applicant than a third-degree relative. In other case, please contact ECC International Student Office in advance. )

**In the case applicants intend to support their expenses by themselves.**

- (1) Certificate of bank balance Includes the applicant's name  
(2) Proof of employment  
(3) Certificate of income tax payment or the proof of annual income (the most recent)  
(4) Document of financial sponsorship Fill in only (1), (2), (3) of 2, and name with a signature.

**In the case applicants intend to support their expenses with a scholarship.**

- (1) Certificate issued by the sponsoring organization that shows the scholarship amount and the name of the organization  
<if the organization is a private company or organization>  
(2) Document that is stated both the detailed information about the sponsoring company or organization, and the scholarship policy.  
(3) Materials explaining how the applicant received the scholarship  
(4) List of students who received the scholarship in previous years ( If possible )

**Notes regarding the submission of documents**

- a) Documents must be submitted with a Japanese translation on a separate piece of paper.  
b) All documents must be most recently issued.  
c) All documents should be written on official forms, printed with the name and address of the issuing organization.  
d) If the guarantor is a resident of Japan, the letter of guarantee must be completed by that person and submitted together with the application.  
e) The above-stated documents are the minimum requirements for all applicants, and you may be asked to submit additional documents to prove you can meet the requirements for the application of Certificate of Eligibility.  
f) Make photocopies of both the blank application forms and the subsequent completed forms as a reference in case of reapplication.  
g) Depending on the applicant's nationality and the conditions of their home country, besides the above-mentioned documents, additional documentations may be necessary.  
Please contact ECC International Student Office for further information.  
h) Please contact ECC International Student Office if there are documents that cannot be submitted.